

Pathways to Educational Goals

This section describes the degrees, certificates and other options available for students to fulfill their educational paths at OC.

Bachelor of Science in Nursing (RN to BSN)

This program is designed for the Registered Nurse (RN) seeking a Bachelor of Science in Nursing (BSN) degree. Students have the option of one, two, or three year educational plans to complete the degree. Students attend classes one to two days per week. During family/community health quarter, additional time may be required.

Associate Degrees

The college offers several transfer associate degrees for 90 or more credits. Each degree has specific graduation requirements. These degrees offer several areas of study and are for students who are interested in pursuing a bachelor degree at a college or university.

Associate in Arts (AA) – Direct Transfer Agreement

- General
- Elementary Education
- Pre-Nursing

Associate of Science (AS) – Direct Transfer Agreement

Track I: Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology, and Earth Sciences

Track II: Engineering, Physics, Computer Science, and Atmospheric Sciences

(Engineering students: use this for transferring to an engineering school outside the State of Washington.)

Track II Engineering Major Related Programs Options:

- Biological and Chemical
- Computer and Electrical
- Mechanical, Civil, Aeronautical, Industrial, Materials Science

Associate in Applied Science – Transfer (AAS-T)

The AAS-T combines technical courses for job preparation and transferable support courses. It transfers to a limited number of institutions with which OC has articulation agreements.

OC offers the following AAS-T degrees:

- Accounting Technology transferring to Old Dominion University
- Early Childhood Education transferring to Washington State University
- Organizational Leadership Resource Management—Leadership and Occupational Studies transferring to Old Dominion University
- Organizational Leadership Resource Management transferring to Brandman University (formerly Chapman University College)

Associate in Applied Science (AAS)

- Construction Management
- Information Systems Specialist
- Physical Therapist Assistant

Associate in Technical Arts (ATA)

Professional-Technical degrees are designed to provide entry into a technical or semi-professional occupation or additional training for those already working in a field but desiring advancement. Associate degrees differ from certificate programs by combining specific job skills with a breadth component. Associate degree programs are generally designed to be completed in six quarters of full-time study.

One of these degrees may be the right choice if you want to earn a 90 or more credit credential in a specific career field.

- Accounting Technology
- Administrative Office Support
- Animation Gaming Production
- Automotive Technology
- Business Management
- Computer Information Systems
- Cosmetology
- Culinary Arts Institute–Sous Chef
- Digital Media Arts
- Early Childhood Education
- Electronics
- Human Services
- Industrial Trades Technician
- Legal Office Professional
- Medical Assisting
- Nursing
- Technical Design
- Transition to Associate Degree Nursing
- Welding

Professional/Technical Certificates

These certificates are designed to provide entry into a technical or semi-professional occupation or additional training for those already working in a field but desiring advancement.

Certificate of Specialization (CS)

Provides training in a focused program in a specific occupational field and requires completing 61 to 89 credits.

Certificate of Proficiency (CP)

Provides dedicated training and requires 45 to 60 credits of specific courses.

Certificate of Completion (CC)

Provides focused training and requires 20 to 44 credits.

Certificate of Recognition (CR)

Provides training and requires 10 to 19 credits.

Other Options

Associate in General Studies (AGS)

This flexible degree awards academic recognition for completion of the student's chosen area of study. It is not a direct transfer degree. Transfer courses may be selected, but colleges and universities will evaluate whether courses will be accepted in transfer. Students with a previous associate degree are not eligible for an Associate in General Studies.

High School Completion and GED

Students who have nearly completed high school may take courses to receive a high school diploma. Contact OC's Counseling Center for more information about eligibility. The General Educational Development (GED) test is available to those who have missed their opportunity to receive a diploma. To prepare for the GED, students must meet age and eligibility requirements. The GED exam is administered by Assessment and Testing Services.

Continuing Education

Continuing Education offers a wide array of opportunities for the lifelong learner. Classes are designed to meet the needs of working professionals, retirees, and casual learners seeking personal enrichment. As practitioners in their respective fields, instructors bring valuable experience and expertise to the classroom. To review the latest class descriptions and fees, see the Continuing Education section of the printed quarterly class schedule (*The View*) or visit www.olympic.edu/ClassSchedule.

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr
 CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 c CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

General Policies

Catalog Expiration - Students may graduate under any of the past eight years' catalogs, if they were enrolled during the time the catalog was in effect, except that when a professional-technical program is discontinued, students must complete the program within three years.

Continuing Education - Credits may not be used in degrees or certificates.

Course substitutions - Not allowed in Associate in Arts or Associate of Science degrees. In other degrees, substitutions must be approved by faculty in the professional-technical program, faculty in the subject for which the substitution is being made, and the responsible dean. No course numbered under 100 may be substituted for a course at the 100 level or higher. The Dean of Enrollment Services reviews substitution for procedure and policy requirements.

GPA - Cumulative college-level OC grade point average must be at least 2.0 for associate degrees. Cumulative OC grade point average must be at least 2.0 for certificates. Courses transferred from another college do not count in GPA. If planning to transfer, note that receiving institutions may require a higher GPA.

Multiple degrees - Students may simultaneously earn multiple degrees or certificates in different curricular programs at OC. Requirements for each degree must be met and the student must apply for each degree separately and pay for each separate degree application.

Pass/No Credit - No more than 30 credits may be applied toward a degree. No more than one third of total credits in certificates may be pass/no credit. (Courses offered only as "Pass/No Credit" are not included in this limit.) If planning to transfer, note that receiving institutions may have much lower limits.

Residency - At least 20 credits applied toward an associate degree must be earned at OC. Students with 85 OC credits may transfer back remaining credits from another accredited institution. For certificates, at least 20 percent of the certificate's credits must be earned at OC. (Military personnel and dependents with a SOC agreement are exempt from this requirement.)

Advising Notes and Recommendations

Not all courses listed are offered every quarter. See an appropriate permanent advisor for course sequence and schedule details.

For all program-specific degrees and certificates, a faculty advisor must approve the program for degree/certificate completion.

Direct Transfer Agreement

Olympic College subscribes to the Washington State Intercollege Relations Commission (ICRC) Direct Transfer Agreement (DTA). Under this agreement, most Washington baccalaureate institutions accept a DTA degree to fulfill lower division general education requirements. Students transferring to an ICRC member college with a DTA will generally be admitted as juniors. They will still have to meet admission requirements of their college or university and major.

Transfer Rights and Responsibilities

Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.

6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

Degrees and Certificates Planning Chart						
Program Subject Area	Degrees 90 or more credits	Certificate of Specialization 61-89 credits	Certificate of Proficiency 45-60 credits	Certificate of Completion 20-44 credits	Certificate of Recognition 10-19 credits	OC Division
Accounting	AAS-T, ATA		X	X	X	B&T
Animation Gaming Production	ATA				X	SSH
Automotive Technology	ATA				X	B&T
Business Management	ATA		X		X	B&T
Business Technology	ATA		X	X	X	B&T
Computer Info Systems	AAS, ATA		X		X	B&T
Construction Management	AAS	X		X		B&T
Cosmetology	ATA	X	X			B&T
Culinary Arts Institute	ATA	X	X	X	X	B&T
Digital Media Arts	ATA		X		X	SSH
Early Childhood Education	AAS-T, ATA		X		X	SSH
Electronics	ATA		X		X	B&T
Elementary Education	AEE					SSH
Engineering	AS					MESH
Fire Service		X	X		X	MESH
Human Services	ATA		X		X	SSH
Industrial Trades	ATA			X		B&T
Legal Office	ATA		X			B&T
Manufacturing Technology				X		B&T
Medical Assisting	ATA	X		X	X	B&T
Nursing/Healthcare	BSN, ATA	X			X	MESH
Organizational Leadership Resource Management	AAS-T				X	B&T
Physical Therapist Assistant	AAS					MESH
Polysomnographic Technology	AAS w/Highline			X		MESH
Sciences	AS					MESH
Technical Design	ATA		X	X	X	B&T
Welding	ATA	X	X		X	B&T

Abbreviations

- **Divisions:**
 - **B&T** Business & Technology
 - **MESH** Mathematics, Engineering, Sciences & Health
 - **SSH** Social Sciences & Humanities
- **Degrees:**
 - **AAS** Associate in Applied Science
 - **AAS-T** Associate in Applied Science – Transfer
 - **ATA** Associate in Technical Arts
 - **BSN** Bachelor of Science in Nursing

AAS: Associate in Applied Science = 90+ cr **AAS-T:** Associate in Applied Science – Transfer = 90+ **ATA:** Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 c **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

Degrees and Certificates

Associate Degree – Distribution Requirements (2011-2012)

Courses for the Associate Transfer Degrees and other Associate Degrees. Only those courses numbered 100 and above are acceptable. All courses 195/295, 198/298, and 199/299 will be evaluated individually except as noted below. Continuing Education credits may not be used.

Humanities Distribution (H and H/SP)
Choose two or three different subjects from the following lists.

Group A: Humanities (H) no restriction

Anthropology &207, 325, 335
Art &100, 102, 103, 104, 106, 107, 110, 111, 117, 136, 137
Communication Studies &102, 105, 125, 153, &210, &220, 225, 242, 293
Dramatic Arts &101, 210, 211, 212, 240, 241, 242, 243, 245, 246, 247, 248, 251, 252, 253, 256, 260, 265, 270, 280, 281
English &111, &113, &114, 141, 150, &220, &226, &227, &228, &244, &245, 250, 262, 264, 270 - 276, 279, 283, 284, 286, 328
Geography &200
History 230
Humanities 145, 175, 201, 202, 203, 204, 210, 220, 235, 250, 253, 257, 284, 320
Music 101, &105, &141, &142, &143, 150, 187, 188, 189, 239, 240, &241, &242, &243
Philosophy &101, 115, 240
Political Science &201

Foreign Languages

No more than 5 credits at the 100 level

American Sign Language &121, &122, &123
French &121, &122, &123
German &121, &122, &123
Japanese &121, &122, &123
Korean &121, &122, &123
Spanish &121, &122, &123, &221

Group B: Skills Performance (H/SP)

No more than 5 credits

Art 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268
Dramatic Arts 120, 220
Music – All not listed in Group A

Social Sciences Distribution (SS)

Anthropology &100, &204, &205, &206, &207, &210, 212, 325, 335
Baccalaureate Nursing 326, 326A
Business &101
Criminal Justice &101, &105, &106
Economics 200, &201, &202
Education &121, &122, &202, &203, 210
Engineering &104
Geography &101, 120, &200, 207
History 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257
Human Services 107
Human Services Substance Abuse Counselor &101
Humanities 145
Philosophy &101, &106, 115, 240

Physical Education-Education 104, 107
Political Science &101, 115, 145, 175, &201, &202, &203, 235, 300
Psychology &100, 102, &200, &220, 221, 230, 240, 260
Sociology &101, 109, 125, 135, 190, &201, 215, 230, 271

Natural Sciences Distribution (NS)

Lab Courses: minimum one course required

Biology 101, 114, 115, 120, 130, 131, 132, 140, &160, &175, 200, 201, 202, 203, 240, &241, &242, &260
Chemistry &110, &121, &131, 137, &151, &152, &153, &251, &252, &253
Geography 102
Geology &101, &103, &110, &208
Oceanography &101
Physics 110, 114, 115, 116, 254, 255, 256

Non-lab courses:

Anthropology &205
Astronomy 101, 102, 105
Biology 104, 351
Chemistry &139, &141, &142, &143, &241, &242, &243
Geography &101, 250
Geology &100, 155
Meteorology 101
Science 100

Other than physical, biological, and earth sciences:

No more than five credits from the following in Natural Sciences distribution:

Computer Science &141, 143, 170, 210
Engineering 240
Mathematics &107, 112, &131, &132, &141, &142, &144, &146, 147, &148, &151, &152, &163, 210, 221, 222, 231, 232, 250, &264
Philosophy &106

Electives

There are two types of electives: Fully Transferable and Restricted.

Fully Transferable:

ALL courses listed in the Skill Areas, Humanities, Social Sciences, Natural Sciences distributions plus the following:
Accounting &201, &202, &203
Baccalaureate Nursing 320
Business &201, 215
Computer Information Systems 120
Criminal Justice 100, &110
Early Childhood Education 170
Education 199, 299
Engineering &114, &204, &214, &215, &224

Foreign Language – any not used in Humanities Distribution
Physical Education Activity (PEFSP and/or PE-RD) up to 3 credits

Restricted:

ANY college level courses NOT listed in any of the skill area, distribution, or transferable electives (generally professional-technical and personal development courses, also DANTES, CLEP, Service School Credits)

Automotive Technology – all
Baccalaureate Nursing – all except 320, 326, 326A
Barbering – all
Business Management – all
Business Technology – all
College Level Intensive English – all
Communication Studies 115, 215
Computer Information Systems – all except 120
Construction Management – all
Cooperative Apprenticeship – all
Cooperative Education – all
Cosmetology – all
Culinary Arts – all
Digital Media Arts – all
Early Childhood Education – all except 170
Education 110, 120, 123, 132
Electronics – all
Engineering 100
English 100
Esthetician – all
Fire Service – all
General Studies – all
Health Occupations – all
Hospitality Management – all
Human Services – all except 107
Manicurist – all
Manufacturing – all
Mathematics 100
Medical Assisting – all
Nursing – all
Organizational Leadership/Resource Management – all
Parent Education – all
Physical Education Activity (PEFSP and PE-RD after first 3 credits)
Physical Education-Education – all except 104, 107
Physical Therapist Assistant – all
Polysomnography – all
Practical Nursing – all
Technical Design – all
Transition to Associate Degree Nursing – all
Welding – all

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

General Degrees:

Associate in Arts–Direct Transfer Agreement (AA-DTA)

Appropriate for many intended majors, especially in the Humanities and Social Sciences. Students will have 30 credits of electives which should be tailored to the future major.

- Each course can be counted toward only one skill or distribution area.
- Only college level courses numbered 100 or above are allowed.
- College level GPA must be at least 2.0. Courses transferred from another college do not count in GPA.
- Of courses which are normally graded, no more than 30 credits may be taken as Pass/No Credit.
- At least 20 quarter credits in the degree must earned at OC.
- Students with 85 credits towards an OC degree may transfer back 5 credits from another accredited institution. Otherwise, the last 10 credits must be earned at OC. (Military personnel and dependents with a SOC agreement are exempt from this requirement.)
- Students should work closely with an advisor at the planned baccalaureate institution to choose courses.

Recommended Courses Credits

Skill Areas Requirements:

Written Communication Skills (two of the following)

ENGL& 101	English Composition I*	_____	5
ENGL& 102	Composition II*	_____	5
ENGL& 235	Technical Writing*	_____	5
			10

Symbolic/Quantitative Skills (one of the following)

MATH& 107	Math in Society* (or above)	_____	5
PHIL& 106	Intro to Logic	_____	5
with demonstrated mastery of Intermediate Algebra (see below)			
BUS 215	Business Statistics*	_____	5
if authorized in writing by Business or Economics faculty advisor			

If Philosophy & 106 (Logic) is used for Symbolic/Quantitative Skills:

Intermediate Algebra Mastery

(credits do not count toward degree)

- Satisfactory placement test score
- A Mathematics course for which Intermediate Algebra is a prerequisite
- MATH 099 Intermediate Algebra*

Distribution Requirements:

Humanities (15 cr. in 2 or 3 disciplines)	_____	15
• From at least two different disciplines		
• Maximum 5 credits in skills performance		
• Maximum 5 credits in foreign language at the 100 level		

Natural Sciences (15 cr. in 2 or 3 disciplines)	_____	15
• From at least two different disciplines		
• At least one laboratory science course		
• Maximum 5 credits from Computer Science, Engineering, Mathematics, and Philosophy		

Social Sciences (15 cr. in 2 or 3 disciplines)	_____	15
• From at least two different disciplines		

Electives

(30 credits or sufficient credits to meet the 90 credit total)

Transferable Courses	_____	15-30
Restricted Courses	_____	0-15
Total: (minimum 90 credits required)		

Associate in General Studies (AGS) (Non-Transfer)

The Associate in General Studies (AGS) grants academic recognition for the completion of 90 applicable college-level credits and provides flexibility for students to select courses which best fit their interests or emphasize a particular area of study. The non-transfer degree does not preclude the selection of transfer classes and subsequent 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 by the receiving institution to determine transferability. This degree is not a direct transfer associate degree (DTA). Students with a previous associate degree are not eligible for the AGS. Students may not receive the AGS in the same quarter as another associate degree.

General Policies

To qualify for the AGS, the following requirements must be met:

- 90 credits at the 100 level or higher.
- A college level OC grade point average of 2.0 or higher.
- A maximum of 30 credits of Pass/No Credit graded courses will be accepted instead of the standard numerical grade.
- A minimum of 20 quarter credits must have been earned at OC, including the last 10 credits, except that if 85 or more credits have been earned at OC, the graduation requirements may be completed at another regionally accredited institution.

Graduation Requirements

- **15 cr. at the 200 level** (as a part of the requirements listed below)
- **10 cr. Communication Skills**
 - 5 cr. Written (English); selected from ENGL 100 or & 101
 - 5 cr. Verbal (Speech or Communication)
- **5 cr. Basic Quantitative Skills** selected from:
 - Any mathematics course at the 100 level or higher
 - BMGMT 140 (5 cr.) Business and Personal Mathematics
 - PHIL& 106 (5 cr.) Intro to Logic

- **5 cr. Humanities** (see Distribution Requirements on page 38)
- **5 cr. Information Literacy** selected from computer (CMPTR) or Computer Science (CS)
- **5 cr. Natural Sciences** (see Distribution Requirements on page 38)
- **5 cr. Social Science** (see Distribution Requirements on page 38)
- **5 cr. Personal wellness, career and life planning**
 - Any combination selected from:
 - Physical Education (PE-ED) or Physical Education - Fitness and Sports (PEFSP)
 - General Studies
 - OLRM 103 (1 cr.) Explore Your Strengths, OLRM 105 (1 cr.) Appreciating Diversity, or OLRM 110 (3 cr.) Apprentice Career Planning
- **50 cr. Electives** selected from any college level classes at the 100 level or higher

Associate of Science – Track 1

Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology and Earth Sciences

This is intended for students with an interest in transferring to a baccalaureate institution in the State of Washington in one of the targeted disciplines. Typically the Associate of Arts degree is best suited for transfer to certain baccalaureate institutions. Students should meet early in their matriculation at Olympic College with an academic faculty advisor to determine the degree suitable for them.

Note: Though courses in a foreign language are not required for the Associate of Science degree, some baccalaureate institutions may require two or three quarters of foreign language for admission or for graduation.

Basic Communication Skills (10 credits)

ENGL& 101	English Composition I*	_____	5
ENGL& 102	Composition II*	_____	5
ENGL& 235	Technical Writing*	_____	5

Basic Quantitative Skills (15 credits)

MATH& 151	Calculus I*	_____	5
MATH& 152	Calculus II*	_____	5
MATH& 163	Calculus 3*	_____	5
MATH& 146	Introduction to Stats*	_____	5

Distribution Requirements (15 credits selected from the Distribution Requirements list. At least 5 credits from Humanities, 5 credits from Social Sciences, and an additional 5 credits from either Humanities or Social Sciences—see Distribution Requirements page)

Primary Required Sciences

CHEM& 141/151	General Chemistry & Lab I*	_____	6.5
CHEM& 142/152	General Chemistry & Lab II*	_____	6.5
CHEM& 143/153	General Chemistry & Lab III*	_____	6
(In consultation with an advisor, choose at least one of the following complete sequences) See Note 1			
PHYS 114, 115, 116	General Physics*	_____	18
PHYS 254, 255, 256	Engineering Physics*	_____	18
BIOL 201, 202, 203	Majors Biology I, II, III*	_____	15

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Degrees and Certificates

Additional Science and Mathematics Requirements

(10 credits minimum from this list. After completion of the Primary Science Requirement, other courses from the Primary Science may be used as Additional Science Requirements) See Note 1

BIOL& 241	Human A & P I*	6
BIOL& 242	Human A & P 2*	6
BIOL& 260	Microbiology*	5
CHEM& 241/251	Organic Chem & Lab I*	5.5
CHEM& 242/252	Organic Chem & Lab II*	6
CHEM& 243/253	Organic Chem & Lab III*	7
GEOL& 101	Intro Physical Geology	5
GEOL& 110	Environmental Geology	5
GEOL& 103	Historical Geology	5
CS& 141	Computer Science I Java*	5
MATH& 264	Calculus 4*	5
MATH 221	Differential Equations I*	5
MATH 250	Linear Algebra*	5

Remaining Credits

(There is a limit of 5 Restricted Elective credits—see Distribution Requirements page for Restricted Electives list)

**Total: (Minimum 90 credits, see Note 2)
(Minimum 2.0 GPA, see Note 3)**

Note 1: Science and Mathematics Requirements should be chosen to meet the requirements of the desired major at the baccalaureate institution.

Note 2: Most scientific disciplines require more than 90 credits to achieve junior standing.

Note 3: The required GPA for transfer to a Washington baccalaureate institution is 2.75 minimum, per the Direct Transfer Agreement. (The University of Washington is governed by a separate agreement.) Specific departments may require higher than 2.75; contact advisors at the baccalaureate institution for details.

Associate of Science – Track 2

Engineering, Physics, Computer Science and Atmospheric Science

This is intended for students with an interest in transferring to a baccalaureate institution in the State of Washington in one of the targeted disciplines. (For engineering transfer within the State of Washington, use the Associate of Science (Track 2) Major Related Program—Pre-Engineering degree appropriate for the desired discipline.) Typically the Associate of Arts degree is best suited for transfer to certain baccalaureate institutions. Students should meet early in their matriculation at Olympic College with an academic faculty advisor to determine the degree suitable for them.

Note: Though courses in a foreign language are not required for the Associate of Science degree, some baccalaureate institutions may require two or three quarters of foreign language for admission or for graduation.

Note: Prior to starting some or all of the following courses, students should:

- Complete ENGL 098
- Complete MATH& 142 or MATH& 144 or place into MATH& 151
- Complete PHYS 110 or a rigorous high school physics class
- Complete CHEM 139 or place into CHEM& 141

Basic Written Communication Skills (10 credits)

ENGL& 101	English Composition I*	5
ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5

Basic Quantitative Skills (15 credits)

MATH& 151	Calculus I*	5
MATH& 152	Calculus II*	5
MATH& 163	Calculus 3*	5

Humanities and Social Sciences (15 credits: 5 cr. in Humanities, 5 cr. in Social Sciences, and 5 cr. in either one—see distribution requirements)

Required Science

CHEM& 141/151	General Chemistry & Lab I*	6.5
PHYS 254	Engineering Physics*	6
PHYS 255	Engineering Physics*	6
PHYS 256	Engineering Physics*	6

Individualized Plan: Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student. (See Note 1)

CHEM& 142/152	General Chemistry & Lab II*	6.5
CHEM& 143/153	General Chemistry & Lab III*	6
CHEM& 241/251	Organic Chem & Lab I*	5.5
CHEM& 242/252	Organic Chem & Lab II*	6
CS& 141	Computer Science I Java*	5
CS 143	Computer Science II Java*	5
ENGR& 114	Engineering Graphics	5
ENGR 170/171	Fundamentals of Materials Science & Lab*	5
ENGR& 204	Electrical Circuits*	5
ENGR& 214	Statics*	5
ENGR& 215	Dynamics*	5
ENGR& 224	Thermodynamics*	5
ENGR& 225	Mechanics of Materials*	5
ENGR 240	Applied Numerical Methods for Engr*	5
MATH 221	Differential Equations I*	5
MATH 222	Differential Equations II*	5
MATH 250	Linear Algebra*	5
MATH& 264	Calculus 4*	5
MTEOR 101	Weather and Atmosphere*	5

**Total: (Minimum 90 credits, see Note 2)
(Minimum 2.0 GPA, see Note 3)**

Note 1: For advising, new students should contact the Science, Engineering and Mathematics Advisor 360.475.7743, SEMAdvisor@olympic.edu. For further advising contact a faculty member in the targeted discipline.

Note 2: It may require more than 90 credits to achieve junior standing, but the total depends on major and transfer university.

Note 3: The Direct Transfer Agreement stipulates a minimum 2.75 GPA to be admitted to a Washington university as a

junior (see Note 4). Although a 2.75 GPA allows admission to the institution, admission to a specific department in the institution is competitive and generally requires a GPA significantly higher than 2.75; contact advisors at the university for details.

Note 4: The University of Washington no longer is a party to the DTA; however the minimum GPA for transfer to UW is 2.75.

Associate in Technical Arts (ATA Option 2)

Individuals who have journey status in a trade may earn credits toward the ATA degree in the following ways:

- Experience at the journey level in an apprentice trade: 5 credits for the first year, one credit for each additional year to a maximum of 5 additional credits.
- Experience as a supervisor or instructor: 5 credits for the first year, 1 credit for each additional year to a maximum of 5 additional credits.
- Journey-level experience and credits from professional/technical courses from other colleges must be evaluated by the appropriate faculty member and the Dean of Workforce Development.

Degree Requirements:

Students must complete 90 credits numbered 100 or above with a college-level GPA of at least 2.0.

1. **Communications:** English & 101.
2. **Quantitative:** Mathematics 100 or above, or Business Management 140.
3. **Social Sciences and Humanities:** A minimum of one course in each area for a total of 15 credits is required. See Distribution Requirements to select appropriate courses.

Program-Specific Degrees and Certificates:

Accounting

Accounting Technology

Associate in Applied Science–Transfer

Graduates of this program may seek employment in public, private, and/or governmental entities as bookkeepers, accounting technicians, accounting support, tax preparers or payroll assistants. This program is designed to transfer to Old Dominion University.

Graduation Proficiencies

Keyboarding proficiency of 35+ words-a-minute, one error per minute, is required for graduation. Students may take BSTEM 110 to develop proficiency or may take a keyboarding test to verify proficiency.

Ten-key calculator proficiency of 9,000 keystrokes per hour. Students may take BSTEM 132 to develop the required proficiency or may take a 10-key test to verify proficiency.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively apply components of the accounting equation in analyzing business transactions.
2. Analyze financial information and statements.
3. Maintain and evaluate internal control procedures.
4. Effectively use a variety of computer software to process accounting information and documents.
5. Apply mathematical concepts to typical accounting and business situations.
6. Effectively communicate orally and in writing in the context of common business practices.
7. Work as a team member in an office environment to accomplish the goals of the organization.
8. Define, explain, correctly spell, and effectively use accounting and business terminology.

Advisor Salas, Joanne **Office** Business 109 **Phone** 360.475.7372

Required Courses		Credits
ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II*	5
ACCT& 203	Prin of Accounting III*	5
BSTEM 124	MS Excel Specialist*	4
BSTEM 130	Practical Accounting	5
BSTEM 133	Computerized Accounting*	4

BSTEM 134	Payroll Accounting*	5
BSTEM 229	Individual Taxation*	5
BSTEM 231	Practical Fund Accounting*	5
BSTEM 239	Taxation for Business*	5
BUS& 201	Business Law	5

Choose one of the following three courses:

CMST& 210	Interpersonal Communication	5
CMST& 220	Public Speaking	5
CMST 242	Career Communications	5
ECON& 201	Micro Economics*	5
ECON& 202	Macro Economics*	5
ENGL& 101	English Composition I*	5
ENGL& 102	Composition II*	5
MATH 147	Business Algebra*	5
MATH& 148	Business Calculus*	5
OLRM 220	Human Relations in the Workplace	3

Total Credits Required 91

Accounting Technology

Associate in Technical Arts

Graduates of this program may seek employment in public, private, and/or governmental entities as bookkeepers, accounting technicians, accounting support, or payroll assistants.

Graduation Proficiencies

Keyboarding proficiency of 30+ words-a-minute, one error per minute, is required for graduation. Students may take BSTEM 110 to develop proficiency or may take a keyboarding test to verify proficiency.

Ten-key desktop calculator proficiency of 8,000 keystrokes per hour. Students may take BSTEM 132 to develop the required proficiency or may take a 10-key test to verify proficiency.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively apply components of the accounting equation to typical business transactions.
2. Analyze financial information and statements.
3. Maintain and evaluate internal control procedures.
4. Effectively use a variety of computer software to process accounting information and documents.
5. Apply mathematical concepts to typical accounting and business situations.
6. Effectively communicate orally and in writing in the context of common business practices.
7. Work as a team member in an office environment to accomplish the goals of the organization.
8. Define, explain, correctly spell, and effectively use accounting and business terminology.

Advisor Salas, Joanne **Office** Business 109 **Phone** 360.475.7372

Required Courses		Credits
ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II*	5
ACCT& 203	Prin of Accounting III*	5
BGMGT 140	Business and Personal Mathematics*	5
BSTEM 123	MS Word Specialist*	4
BSTEM 124	MS Excel Specialist*	4
BSTEM 130	Practical Accounting	5
BSTEM 133	Computerized Accounting*	4
BSTEM 134	Payroll Accounting*	5
BSTEM 135	Accounting Simulation/Serv Business*	1
BSTEM 136	Accounting Simulation/Merch Business*	1
BSTEM 137	Accounting Simulation/Corporation*	1
BSTEM 138	Payroll Simulation*	1
BSTEM 150	Business English*	5
BSTEM 229	Individual Taxation*	5
BSTEM 231	Practical Fund Accounting*	5
BSTEM 239	Taxation for Business*	5
BSTEM 240	Taxation Simulations*	1
BSTEM 250	Business Correspondence*	5
BUS& 201	Business Law	5

Choose one of the following three courses:

CMST& 210	Interpersonal Communication	5
CMST& 220	Public Speaking	5
CMST 242	Career Communications	5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3

Total Credits Required 90

Accounting Clerk

Certificate of Proficiency

A one-year program for students seeking basic accounting clerk preparation, or who desire refresher courses.

Graduates of this program may seek employment in public, private, and/or governmental entities as accounting clerks, bookkeepers, accounting support, or payroll assistants.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively apply components of the accounting equation to typical business transactions.
2. Maintain internal control procedures.
3. Effectively use a variety of computer software to accomplish office tasks and to process accounting information.
4. Apply mathematical concepts to typical business situations.
5. Effectively communicate orally and in writing in the context of common business practices.
6. Work as a team member in an office environment to accomplish the goals of the organization.

AAS: Associate in Applied Science = 90+ cr **AAS-T:** Associate in Applied Science – Transfer = 90+ **ATA:** Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 cr **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

Degrees and Certificates

- Understand and effectively use accounting and business terminology to produce reports, to converse in a business-type setting, and to follow directions.
- Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.

Advisor Salas, Joanne
Office Business 109
Phone 360.475.7372

Required Courses Credits

Choose one of the following two courses:

BMGMT 140	Business and Personal Mathematics*	5	5
MATH 147	Business Algebra*	5	5
BSTEC 110	Beginning Keyboarding (or pass proficiency test)	3	
BSTEC 123	MS Word Specialist*	4	
BSTEC 124	MS Excel Specialist*	4	
BSTEC 130	Practical Accounting	5	
BSTEC 133	Computerized Accounting*	4	
BSTEC 134	Payroll Accounting*	5	

Choose one of the following two courses:

BSTEC 135	Accounting Simulation/Serv Business*	1	
BSTEC 136	Accounting Simulation/Merch Business*	1	1
BSTEC 229	Individual Taxation*	5	

Choose one of the following three courses:

CMST& 210	Interpersonal Communication	5	
CMST& 220	Public Speaking	5	
CMST 242	Career Communications	5	5

ENGL& 101	English Composition I*	5	
OLRM 220	Human Relations in the Workplace	3	
Total Credits Required		49	

Tax Preparer

Certificate of Completion

A short-term program of completion to validate specific knowledge and skills attained by students in tax preparation for either primary or secondary employ.

Graduates of this program may seek employment in public, private, and/or governmental entities that prepare, amend and maintain tax related filings.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Effectively process general tax office tasks and tax filings, with understanding of both manual and automated procedures.
- Apply mathematical concepts to typical tax situations.
- Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and tax information.
- Maintain internal control procedures.

Advisor Salas, Joanne
Office Business 109
Phone 360.475.7372

Required Courses Credits

ACCT& 201	Prin of Accounting I	5	
ACCT& 202	Prin of Accounting II*	5	
ACCT& 203	Prin of Accounting III*	5	
BSTEC 124	MS Excel Specialist*	4	
BSTEC 130	Practical Accounting	5	
BSTEC 229	Individual Taxation*	5	
BSTEC 239	Taxation for Business*	5	
BSTEC 240	Taxation Simulations*	1	

Total Credits Required 35

Certificate of Recognition

Payroll Clerk

Certificate of Recognition

A short-term certificate program that demonstrates specific knowledge and applied skill sets in payroll accounting.

Graduates of this program may seek employment in public, private, and/or governmental entities in any entry-level position related to payroll accounting.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Effectively complete payroll accounting processes, and use computer software to automate payroll accounting.
- Apply mathematical concepts to typical payroll situations.
- Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.
- Maintain internal control procedures.

Advisor Salas, Joanne
Office Business 109
Phone 360.475.7372

Required Courses Credits

BSTEC 124	MS Excel Specialist*	4	
BSTEC 130	Practical Accounting	5	
BSTEC 133	Computerized Accounting*	4	
BSTEC 134	Payroll Accounting*	5	
BSTEC 138	Payroll Simulation*	1	

Total Credits Required 19

Animation Gaming Production

Animation Gaming Production

Associate in Technical Arts

This degree is designed to develop, by rigorous classical art and technical training, drawing skills necessary for three-dimensional modeling and rigging techniques fundamental for animation artists.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to:

- Create gaming animations demonstrating mastery of the artistic skill sets acquired in completing the five Animation Gaming Certificate modules.
- Produce media productions utilizing programs such as Flash, ToonBoom, 3D Studio Max, Maya or any combination thereof.
- Document the background work required to produce gaming animations.
- Produce, and be able to explain in an interview setting, a professional quality portfolio exhibiting the technical training, drawing skills, three-dimensional modeling, and rigging techniques fundamental to contemporary animation artistry.

Advisor Silverthorn, Joseph
Office Art 112
Phone 360.475.7310

Required Courses Credits

ART 106	Drawing I	5	
ART 107	Drawing II*	5	
ART 110	Design I	5	
ART 111	Design II*	5	
ART 195	Independent Study*	5	
BMGMT 140	Business and Personal Mathematics*	5	
CMST& 220	Public Speaking	5	
CO-OP 111	Cooperative Education Seminar I*	2	
CO-OP 121	Cooperative Work Experience*	3	
DMA 101	Basic Multimedia	5	
DMA 102	Multimedia Process	5	
DMA 130	Beginning Flash	5	
DMA 154	Electronic Music Foundations	5	
DMA 155	Electronic Music—Intermediate*	5	
DMA 160	Color Theory and Calibration	5	
DMA 170	Multimedia Portfolio	5	

Choose one of the following two courses:

DMA 175	Beginning Maya	5	
DMA 180	Beginning 3D Studio Max	5	5
DMA 181	Animation Design	5	
DMA 182	Animation Process	5	
DMA 230	Intermediate Flash*	5	

Choose one of the following two courses:

DMA 275	Intermediate Maya*	5	
DMA 280	Intermediate 3D Studio Max*	5	5
DRMA 245	Screenwriting I	5	
ENGL& 101	English Composition I*	5	
ENGL& 102	Composition II*	5	
OLRM 220	Human Relations in the Workplace	3	
PSYC& 100	General Psychology	5	

Total Credits Required 123

Certificates of Recognition

Animation Gaming Production: Module One

Certificate of Recognition

Earning this certificate demonstrates that the student has learned the basics of designing and producing animation art. Students develop hand/eye coordination; learn uses of shapes, textures, and shading; and learn about available drawing and design tools.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:

1. Use of drawing skills, hand/eye coordination, and design knowledge to create fine art.
2. Appropriate use of a working portfolio.

Advisor	Office	Phone
Silverthorn, Joseph	Art 112	360.475.7310

Required Courses	Credits
ART 106 Drawing I _____	5
ART 110 Design I _____	5
DMA 181 Animation Design _____	5
Total Credits Required	15

Module Two

Certificate of Recognition

Building upon Module One, earning this certificate demonstrates that the student has improved skill level in designing and producing animation art. Students improve hand/eye coordination; use of shapes, textures, and shading; and learn about more advanced available drawing and design tools such as using the computer to achieve linear motion.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:

1. Advanced use of drawing skills, hand/eye coordination, perspective, and design knowledge to create fine art.
2. Art skills necessary to create animation graphics.

Advisor	Office	Phone
Silverthorn, Joseph	Art 112	360.475.7310

Required Courses	Credits
ART 107 Drawing II* _____	5
ART 111 Design II* _____	5
DMA 130 Beginning Flash _____	5
Total Credits Required	15

Module Three

Certificate of Recognition

Building upon Module Two, earning this certificate demonstrates that the student has further improved skill level in designing and producing animation art. Students further improve hand/eye coordination; use of shapes, textures, and shading; and learn more about recognizing appropriate tools to achieve desired animation results.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:

1. Ability to articulate electronic signal into musical art.
2. Ability to achieve an animated art piece on media with sound for projection.
3. Ability to engineer an animated human form.

Advisor	Office	Phone
Silverthorn, Joseph	Art 112	360.475.7310

Required Courses	Credits
DMA 154 Electronic Music Foundations _____	5
DMA 182 Animation Process _____	5
DMA 230 Intermediate Flash* _____	5
Total Credits Required	15

Module Four

Certificate of Recognition

Building upon Module Three, earning this certificate demonstrates that the student has further improved skill level in designing and producing animation art. Students further improve hand/eye coordination; use of shapes, textures, and shading; and learn more about recognizing appropriate tools to achieve desired animation results.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:

1. Ability to use electronic signals to articulate music and construct musical art with signal.
2. Ability to use color effectively and to calibrate equipment.
3. Ability to model objects in 3D space.

Advisor	Office	Phone
Silverthorn, Joseph	Art 112	360.475.7310

Required Courses	Credits
DMA 155 Electronic Music—Intermediate* _____	5
DMA 160 Color Theory and Calibration _____	5
Choose one of the following two courses:	
DMA 175 Beginning Maya _____	5
DMA 180 Beginning 3D Studio Max _____	5

Total Credits Required **15**

Module Five

Certificate of Recognition

Building upon Module Four, earning this certificate demonstrates that the student has a highly developed skill level in designing and producing animation art. Students continue to improve hand/eye coordination; use of shapes, textures, and shading; learn more about recognizing appropriate tools to achieve desired animation results; and know which animation procedures to use.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:

1. Creation of a 3D drawing capable of being animated for the portfolio.
2. Ability to understand and apply to animation the methodology of action from an actor's point of view via a created, animated character.
3. Creation of a 3D animated project.

Advisor	Office	Phone
Silverthorn, Joseph	Art 112	360.475.7310

Required Courses	Credits
DMA 195 Independent Study* _____	5
DRMA 240 Acting for the Camera I _____	5

Choose one of the following two courses:

DMA 275 Intermediate Maya* _____	5
DMA 280 Intermediate 3D Studio Max* _____	5

Total Credits Required **15**

Degrees and Certificates

Automotive Technology

Automotive Technology

Associate in Technical Arts

The objective of this program is to develop the knowledge, skills, and critical thinking necessary for successful entrance into and advancement within the automotive industry.

Program Outcomes

Upon completion of this program, successful students will be able to use self-diagnostics and industry standard tools, resources and procedures to acquire and demonstrate the speed, quality, paperwork, teamwork and technical skills of a professional automotive technician.

Advisor	Office	Phone
Quinn, Steve	1600 Warren Ave.	360.475.7345

Required Courses Credits

Block 1—Engine Repair

AUT-T 124	Automotive Engine Repair 1*	_____ 5	
AUT-T 125	Automotive Engine Repair 2*	_____ 5	10

Block 2—Electrical Systems

AUT-T 131	Automotive Electrical Repair 1*	_____ 5	
AUT-T 132	Automotive Electrical Repair 2*	_____ 5	
AUT-T 133	Automotive Electrical Repair 3*	_____ 5	15

Block 3—Engine Performance

AUT-T 231	Engine Performance 1*	_____ 5	
AUT-T 232	Engine Performance 2*	_____ 5	
AUT-T 233	Engine Performance 3*	_____ 5	15

Block 4—Chassis Systems

AUT-T 121	Automotive Chassis Systems 1*	_____ 5	
AUT-T 122	Automotive Chassis Systems 2*	_____ 5	10

Automotive Drivetrain

AUT-T 221	Automotive Drivetrain 1*	_____ 5	
AUT-T 222	Automotive Drivetrain 2*	_____ 5	
AUT-T 223	Automotive Drivetrain 3*	_____ 5	

Heating & Air Conditioning

AUT-T 250	Automotive Air Conditioning Systems*	_____ 5	
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General Education Courses

AUT-T 145	Applied Problem Solving*	_____ 5	
ENGL 100	Composition—Selected Prof/Tech/Voc*	_____ 5	
OLRM 220	Human Relations in the Workplace	_____ 3	

Work-Based Learning

AUT-T 201	Internship 1*	_____ 5	
AUT-T 202	Internship 2*	_____ 5	
AUT-T 203	Internship 3*	_____ 5	15

Total Credits Required 98

Certificates of Recognition

Automotive Technology: Air Conditioning

Certificate of Recognition

The objective of this program is to help students establish a framework of system-specific knowledge, skills, and critical thinking necessary for successful entrance into the automotive industry.

Program Outcomes

Upon completion of this program, successful students will be able to use self-diagnostics and industry standard tools, resources and procedures related to air conditioning systems to acquire and demonstrate the speed, quality, paperwork, teamwork and technical skills of a professional automotive technician.

Advisor	Office	Phone
Quinn, Steve	1600 Warren Ave.	360.475.7345

Required Courses Credits

Choose one of the following three courses:

AUT-T 131	Automotive Electrical Repair 1*	_____ 5	
AUT-T 132	Automotive Electrical Repair 2*	_____ 5	
AUT-T 133	Automotive Electrical Repair 3*	_____ 5	5

AUT-T 250	Automotive Air Conditioning Systems*	_____ 5	
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Total Credits Required 10

Brake, Steering & Suspension Systems

Certificate of Recognition

The objective of this program is to help students establish a framework of system-specific knowledge, skills, and critical thinking necessary for successful entrance into the automotive industry.

Program Outcomes

Upon completion of this program, successful students will be able to use self-diagnostics and industry standard tools, resources and procedures related to brake, steering and suspension systems to acquire and demonstrate the speed, quality, paperwork, teamwork and technical skills of a professional automotive technician.

Advisor	Office	Phone
Quinn, Steve	1600 Warren Ave.	360.475.7345

Required Courses Credits

AUT-T 121	Automotive Chassis Systems 1*	_____ 5	
AUT-T 122	Automotive Chassis Systems 2*	_____ 5	

Total Credits Required 10

Drivetrain Systems

Certificate of Recognition

The objective of this program is to help students establish a framework of system-specific knowledge, skills, and critical thinking necessary for successful entrance into the automotive industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply system-specific skills and knowledge in the following ways:

1. Safely and accurately service automotive systems, subsystems, and components by performing inspection, maintenance, repair, and diagnostic service procedures according to industry standards.
2. Acquire, interpret, and use technical information and measurements in support of service task decisions.
3. Demonstrate teamwork, professional ethics, and personal accountability in decision-making and task performance.
4. Effectively communicate with and advise customers and co-workers regarding the progress of and decisions made concerning service procedures.
5. Document service, research, and communication processes in a professional manner.
6. Pass industry-style exams on the theories and procedures of Automotive Technology.

Advisor	Office	Phone
Quinn, Steve	1600 Warren Ave.	360.475.7345

Required Courses Credits

AUT-T 221	Automotive Drivetrain 1*	_____ 5	
AUT-T 222	Automotive Drivetrain 2*	_____ 5	
AUT-T 223	Automotive Drivetrain 3*	_____ 5	

Total Credits Required 15

Electrical & Electronic Systems

Certificate of Recognition

The objective of this program is to help students establish a framework of system-specific knowledge, skills, and critical thinking necessary for successful entrance into the automotive industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply system-specific skills and knowledge in the following ways:

1. Safely and accurately service automotive systems, subsystems, and components by performing inspection, maintenance, repair, and diagnostic service procedures according to industry standards.

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 c CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Business Management

Business Management

Associate in Technical Arts

This program is designed to prepare students for leadership roles in retail, sales, public service, government and small business environments within a 2 year format. The program Mission Statement is: "To assist individuals in mastering the management, leadership relationship while adopting strategies that foster critical thinking, technological skills, professional growth and the ability to manage change in a dynamic global business environment."

ATA Requirements: The ATA is awarded upon the successful completion of a minimum of 90 quarter credits with an overall grade point average of 2.0. Students are required to successfully complete the required Management core plus 24 credits from a selection of additional Management courses. To complete the 90 credit degree program, the student is free to choose 7 additional credits of elective coursework, at the 100 level or above. This degree currently transfers to The Evergreen State College.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Articulate the relationship of leadership and how it relates to the functions of management.
2. Use basic accounting information and quantitative analysis to suggest effective solutions to business problems and situations as they relate to management, investors, creditors and government agencies.
3. Effectively use oral and written communications skills as they relate to the business environment.
4. Effectively use computer software to research and organize information, supporting management information systems and decision making.
5. Evaluate and suggest improvements to products/service delivery in meeting customer and marketplace needs.
6. Show respect and the ability to work collaboratively with diverse individuals and teams.
7. Analyze legal and ethical implications of business conduct.
8. Develop strategies that foster personal and professional growth and the ability to manage change in a global business environment.

Advisor	Office	Phone
Johnson3, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton 125	360.432.5407

2. Acquire, interpret, and use technical information and measurements in support of service task decisions.
3. Demonstrate teamwork, professional ethics, and personal accountability in decision-making and task performance.
4. Effectively communicate with and advise customers and co-workers regarding the progress of and decisions made concerning service procedures.
5. Document service, research, and communication processes in a professional manner.
6. Pass industry-style exams on the theories and procedures of Automotive Technology.

Advisor	Office	Phone
Quinn, Steve	1600 Warren Ave.	360.475.7345

Required Courses		Credits
AUT-T 131	Automotive Electrical Repair 1*	5
AUT-T 132	Automotive Electrical Repair 2*	5
AUT-T 133	Automotive Electrical Repair 3*	5
Total Credits Required		15

Engine Performance

Certificate of Recognition

The objective of this program is to help students establish a framework of system-specific knowledge, skills, and critical thinking necessary for successful entrance into the automotive industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply system-specific skills and knowledge in the following ways:

1. Safely and accurately service automotive systems, subsystems, and components by performing inspection, maintenance, repair, and diagnostic service procedures according to industry standards.
2. Acquire, interpret, and use technical information and measurements in support of service task decisions.
3. Demonstrate teamwork, professional ethics, and personal accountability in decision-making and task performance.
4. Effectively communicate with and advise customers and co-workers regarding the progress of and decisions made concerning service procedures.
5. Document service, research, and communication processes in a professional manner.
6. Pass industry-style exams on the theories and procedures of Automotive Technology.

Advisor	Office	Phone
Quinn, Steve	1600 Warren Ave.	360.475.7345

Required Courses		Credits
AUT-T 231	Engine Performance 1*	5
AUT-T 232	Engine Performance 2*	5
AUT-T 233	Engine Performance 3*	5
Total Credits Required		15

Engine Repair

Certificate of Recognition

The objective of this program is to help students establish a framework of system-specific knowledge, skills, and critical thinking necessary for successful entrance into the automotive industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply system-specific skills and knowledge in the following ways:

1. Safely and accurately service automotive systems, subsystems, and components by performing inspection, maintenance, repair, and diagnostic service procedures according to industry standards.
2. Acquire, interpret, and use technical information and measurements in support of service task decisions.
3. Demonstrate teamwork, professional ethics, and personal accountability in decision-making and task performance.
4. Effectively communicate with and advise customers and co-workers regarding the progress of and decisions made concerning service procedures.
5. Document service, research, and communication processes in a professional manner.
6. Pass industry-style exams on the theories and procedures of Automotive Technology.

Advisor	Office	Phone
Quinn, Steve	1600 Warren Ave.	360.475.7345

Required Courses		Credits
AUT-T 124	Automotive Engine Repair 1*	5
AUT-T 125	Automotive Engine Repair 2*	5
Total Credits Required		10

AAS: Associate in Applied Science = 90+ cr **AAST:** Associate in Applied Science – Transfer = 90+ **ATA:** Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 c **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

Degrees and Certificates

Required Courses

	Credits
BMGMT 102 Introduction—International Business	5
BMGMT 140 Business and Personal Mathematics*	5
BMGMT 180 Marketing	5
BMGMT 282 Principles of Leadership/Management	5

Choose one of the following two courses:

ACCT& 201 Prin of Accounting I	5
BSTEC 130 Practical Accounting	5

BSTEC 150 Business English*	5
BUS& 201 Business Law	5
CMPTR 115 Introduction to the Internet	3
CMPTR 150 Survey of Computing	4
ENGL& 101 English Composition I*	5
OLRM 220 Human Relations in the Workplace	3

Choose one of the following two courses:

BSTEC 123 MS Word Specialist*	4
BSTEC 124 MS Excel Specialist*	4

Choose one of the following two courses:

CMST& 220 Public Speaking	5
CMST 242 Career Communications	5

Select 24 additional credits from the following:

BMGMT 105 Introduction to Financial Planning	5
BMGMT 145 Business Ethics	2
BMGMT 146 Entrepreneurship—Financial Analysis	2
BMGMT 147 H.R. Interviewing/Risk Management	2
BMGMT 148 Deadline and Project Management	1
BMGMT 149 Entrepreneurship-Marketing for Growth	2
BMGMT 170 Client/Customer Relations	2
BMGMT 181 Principles of Sales	5
BMGMT 183 Negotiations	5
BMGMT 185 E-Business Strategies	5
BMGMT 203 Small Business Planning & Management	5
BMGMT 247 H.R. Performance Reviews	2

Successful completion of additional elective coursework numbered 100 and above

Total Credits Required **90**

Recommended Elective Courses

CO-OP 111 Cooperative Education Seminar I*	2
CO-OP 121 Cooperative Work Experience*	3-13
CO-OP 122 Cooperative Work Experience*	3-13
CO-OP 123 Cooperative Work Experience*	3-13

Business Management

Certificate of Proficiency

This program is designed for those who hold degrees from other areas of study or for individuals who wish to acquire leadership skills in management to improve employment opportunities.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Articulate the relationship of leadership and how it relates to the functions of management.
2. Effectively apply components of the accounting equation to basic business transactions.
3. Effectively use oral and written communication skills as they relate to the business environment.

4. Effectively use computer software to support basic business information systems.
5. Show respect and the ability to work collaboratively with diverse individuals and teams.
6. Develop strategies that foster personal growth and the ability to manage change in a global business environment.

Advisor	Office	Phone
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton 125	360.432.5407

	Credits
BMGMT 102 Introduction—International Business	5
BMGMT 282 Principles of Leadership/Management	5

Choose one of the following two courses:

ACCT& 201 Prin of Accounting I	5
BSTEC 130 Practical Accounting	5

CMPTR 150 Survey of Computing	4
ENGL& 101 English Composition I*	5

Choose one of the following two courses:

CMST& 220 Public Speaking	5
CMST 242 Career Communications	5

Select 16 additional credits from the following:

BMGMT 105 Introduction to Financial Planning	5
BMGMT 145 Business Ethics	2
BMGMT 146 Entrepreneurship—Financial Analysis	2
BMGMT 147 H.R. Interviewing/Risk Management	2
BMGMT 148 Deadline and Project Management	1
BMGMT 149 Entrepreneurship-Marketing for Growth	2
BMGMT 170 Client/Customer Relations	2
BMGMT 180 Marketing	5
BMGMT 181 Principles of Sales	5
BMGMT 183 Negotiations	5
BMGMT 185 E-Business Strategies	5
BMGMT 203 Small Business Planning & Management	5
BMGMT 247 H.R. Performance Reviews	2

Total Credits Required **45**

Retail Management (WAFC)

Certificate of Proficiency

This certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. The program serves both entry level job candidates and incumbent employees. The Western Association of Food Chains (WAFC), a nonprofit organization representing major food retailers, endorses the program (http://www.wafc.com/programs/CC_CourseInfo.htm).

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. More fully develop and/or apply critical communication and computation skills related to a business setting.
2. Develop a general understanding of retail management/business concepts

3. Explore the essential dimensions of leadership/management as they apply to business and develop an appreciation/understanding of critical ethical issues, human relations and resource concepts as they apply to general management situations.

Advisor	Office	Phone
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton 125	360.432.5407

Required Courses

	Credits
BMGMT 140 Business and Personal Mathematics*	5
BMGMT 145 Business Ethics	2
BMGMT 147 H.R. Interviewing/Risk Management	2
BMGMT 180 Marketing	5
BMGMT 181 Principles of Sales	5
BMGMT 247 H.R. Performance Reviews	2
BMGMT 282 Principles of Leadership/Management	5

Choose one of the following two courses:

ACCT& 201 Prin of Accounting I	5
BSTEC 130 Practical Accounting	5

BSTEC 150 Business English*	5
CMPTR 150 Survey of Computing	4
CMST& 220 Public Speaking	5
OLRM 220 Human Relations in the Workplace	3

Total Credits Required **48**

Certificates of Recognition

Sales and Marketing

Certificate of Recognition

This certificate provides the basics of Sales, Marketing, Customer Service and Electronic Commerce for the business professional. It is uniquely designed to accompany an individual's previous business experience, training, and/or education.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:

1. Effectively describe key components of a non-traditional small business marketing campaign.
2. Identify basic consumer buyer behavior and corresponding marketing strategies in maintaining customer relationships.
3. Write a basic Marketing Plan.
4. Identify traits, skills and responsibilities necessary for the sales professional.
5. Describe a variety of e-business strategies and platforms to enhance information management systems.

Advisor	Office	Phone
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton 125	360.432.5407

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Required Courses		Credits
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 170	Client/Customer Relations	2
BMGMT 180	Marketing	5
BMGMT 181	Principles of Sales	5
BMGMT 185	E-Business Strategies	5
Total Credits Required		19

Business Management— Small Business

Certificate of Recognition

This program introduces the basic business skills of marketing, accounting, customer service and small business management. It is uniquely designed to accompany an individual's previous experience and/or training in other professional fields and supports the transition to small business management or self-employment ventures.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify and describe key components of a small business marketing campaign.
2. Develop and write a basic Small Business Plan.
3. Effectively apply components of the accounting equation to basic business transactions.

Advisor	Office	Phone
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton 125	360.432.5407

Required Courses		Credits
BMGMT 146	Entrepreneurship-Financial Analysis	2
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 203	Small Business Planning & Management	5

Choose one of the following two courses:

ACCT& 201	Prin of Accounting I	5
BSTEC 130	Practical Accounting	5

Select 1-5 additional credits from the following courses:

BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 148	Deadline and Project Management	1
BMGMT 170	Client/Customer Relations	2
BMGMT 180	Marketing	5
BMGMT 247	H.R. Performance Reviews	2
BMGMT 282	Principles of Leadership/Management	5

Total Credits Required **15-19**

Business Management— Supervisory/Human Resource Skills

Certificate of Recognition

This certificate introduces Supervisory Skills and Human Resource Management techniques basic to the regulatory environment of Human Resource Management. Win-Win Negotiation techniques, Objective Performance Review Strategies, Ethical/Professional Conduct, and Interviewing Techniques are explored. It is uniquely designed to accompany an individual's previous experience and/or training in the workplace environment.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate a basic understanding of the Washington State Human Resource regulatory environment as it relates to Human Resource Risk Management.
2. Identify Objective Performance Criteria based on job descriptions and clear measurable expectations.
3. Critique the Leadership/Management relationship within simple ethical guidelines for professional conduct.

Advisor	Office	Phone
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton 125	360.432.5407

Required Courses		Credits
BMGMT 145	Business Ethics	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 183	Negotiations	5
BMGMT 247	H.R. Performance Reviews	2
BMGMT 282	Principles of Leadership/Management	5
OLRM 220	Human Relations in the Workplace	3

Total Credits Required **19**

Business Technology

Administrative Office Support

Associate in Technical Arts

Graduates of this program may seek employment in public or private industry as administrative assistants, secretaries, executive secretaries, or office managers. They may plan to transfer to a four-year college or university with an Upside Down Degree Program, or elect to complete the Associate of Arts Transfer Curriculum.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use a variety of software to accomplish office tasks.
2. Apply mathematics concepts to typical business situations.
3. Effectively communicate orally and in writing in the context of common business practices.
4. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management, etc.).
5. Work as a team member in an office environment to accomplish the goals of the organization.
6. Define, explain, correctly spell, and effectively use business terminology.
7. Effectively apply components of the accounting equation to typical business transactions.

Advisor	Office	Phone
Bermea, Nancy	Business 213	360.475.7838
Hudson, Tia	Business 114	360.475.7384
Salas, Joanne	Business 109	360.475.7372

Required Courses		Credits
BMGMT 140	Business and Personal Mathematics*	5
BSTEC 124	MS Excel Specialist*	4
BSTEC 130	Practical Accounting	5
BSTEC 160	General Office Procedures*	4
BSTEC 250	Business Correspondence*	5
BSTEC 255	Records and Database Management*	5
BSTEC 257	Advanced Office Applications*	4
BSTEC 260	Administrative Office Management*	5
CMPT& 154	Access for Professionals*	4
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3

Choose one of the following three courses:

CMST& 210	Interpersonal Communication	5
CMST& 220	Public Speaking	5
CMST 242	Career Communications	5

Successful completion of additional courses from Accounting, Business, Business Management, Business Technology, Computer Information Systems, Economics, or Cooperative Education numbered 100 or above **27**

Successful completion of additional courses other than Accounting, Business, Business Management, Business Technology, Computer Information Systems, Economics, or Cooperative Education numbered 100 and above **10**

Total Credits Required **91**

AAS: Associate in Applied Science = 90+ cr **AAST:** Associate in Applied Science – Transfer = 90+ **ATA:** Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 c **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

Degrees and Certificates

General Office Support

Certificate of Proficiency

The following one-year program is available to students desiring job readiness training or refresher courses in basic office skills. Entry-level employment as a receptionist, general office assistant, call center representative, or retail representative is possible with this flexible certificate program.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use a variety of computer software to accomplish office tasks.
2. Apply math concepts to typical business situations.
3. Effectively communicate orally and in writing in the context of common business practices.
4. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management).
5. Work as a team member in an office environment to accomplish the goals of the organization.
6. Define, explain, correctly spell, and effectively use business terminology.

Advisor	Office	Phone
Bermea, Nancy	Business 213	360.475.7838
Hudson, Tia	Business 114	360.475.7384
Salas, Joanne	Business 109	360.475.7372

Required Courses	Credits
BMGMT 140 Business and Personal Mathematics*	5
BSTEC 160 General Office Procedures*	4
BSTEC 254 Document Formatting*	3
BSTEC 255 Records and Database Management*	5
OLRM 220 Human Relations in the Workplace	3

Choose one of the following three courses:

BSTEC 123 MS Word Specialist*	4
BSTEC 124 MS Excel Specialist*	4
CMPTR 150 Survey of Computing	4

Choose one of the following three courses:

BSTEC 150 Business English*	5
ENGL 100 Composition—Selected Prof/Tech/Voc*	5
ENGL& 101 English Composition I*	5

Choose one of the following three courses:

CMST& 210 Interpersonal Communication	5
CMST& 220 Public Speaking	5
CMST 242 Career Communications	5

Successful completion of additional courses from Accounting, Business, Business Management, Business Technology, Computer Information Systems, Cooperative Education, Criminal Justice, Economics, or Medical Assisting numbered 100 or above. **12**

Total Credits Required 46

Workplace Technology Skills

Certificate of Completion

This certificate option prepares students with technology skills for work in today's business and service industries. Students will develop foundational skills in teamwork, critical thinking, basic office skills, customer service, and current office technology.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in professional and personal situations in the following ways:

1. Work effectively, individually and as a team member, to serve customers and complete projects and tasks.
2. Use effective verbal, written and visual communication skills to build effective human relations.
3. Review standard grammar, usage and punctuation in written documents intended for a variety of readers.
4. Perform computer functions in a MS Office environment, produce professional documents and communicate electronically.
5. Manage time, resources, and information.
6. Recognize when and how to use problem solving skills.
7. Use information technology to explore career options in technology related occupations.
8. Gain effective strategies to actively participate and succeed in a learning environment.
9. Increase awareness of self-worth, and enhance the ability to make positive choices about values, skills and attitudes.

Advisor	Office	Phone
Bermea, Nancy	Business 213	360.475.7838
Hudson, Tia	Business 114	360.475.7384
Salas, Joanne	Business 109	360.475.7372

Required Courses	Credits
BMGMT 170 Client/Customer Relations	2
BSTEC 155 Customer Service Information Age	2
BSTEC 160 General Office Procedures*	4
BSTEC 254 Document Formatting*	3
CMPTR 112 Introduction to Windows	1
CMPTR 150 Survey of Computing	4
OLRM 220 Human Relations in the Workplace	3

Two of the following three courses will be required:

BSTEC 123 MS Word Specialist*	4
BSTEC 124 MS Excel Specialist*	4
CMPTR 154 Access for Professionals*	4

One of the following three courses will be required, or proficiency exam, based on skill level:

BSTEC 110 Beginning Keyboarding	3
BSTEC 111 Intermediate Keyboarding*	3
BSTEC 112 Advanced Keyboarding*	3

Total Credits Required 30

Certificate of Recognition

Customer Service Specialist

Certificate of Recognition

This program prepares participants to provide quality customer service by equipping them with the necessary human relations and technological skills to succeed in the modern service industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Using effective verbal, listening, and written communication skills in all work-related activities.
2. Using professional interpersonal skills to provide service to clients, customers, and co-workers.
3. Applying conflict resolution skills to prevent or resolve a work-related issue or conflict.
4. Applying problem solving techniques to meet the customers' needs in a timely, efficient, and professional manner.
5. Adding value to the work environment and team by applying a service attitude.
6. Promoting tolerance and the equal treatment of all customers and co-workers through an understanding of diversity.
7. Using professional telephone and e-mail etiquette in all telephone and electronic communication.
8. Selecting and applying appropriate technology to meet the customers' needs.
9. Being informed and proactive concerning current developments and new technology that affect the workplace.
10. Using networking skills and a professional attitude to gain meaningful work experiences and employment advancement.

Advisor	Office	Phone
Bermea, Nancy	Business 213	360.475.7838
Salas, Joanne	Business 109	360.475.7372

Required Courses	Credits
BMGMT 170 Client/Customer Relations	2
BSTEC 115 Electronic Communication	2
BSTEC 155 Customer Service Information Age	2
CMPTR 150 Survey of Computing	4
OLRM 220 Human Relations in the Workplace	3
Total Credits Required	13

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Computer Information Systems

Information Systems Specialist

Associate in Applied Science

This program prepares the graduate to obtain employment and become a productive IT support person in a business-oriented systems environment. This modular degree allows students to custom design their degree based on their needs within a series of certificates that make up the core of this degree.

Students can mix and match certificates in ASP Server Development, Applications Server Support, CIS Core Knowledge, CIS Core Skills, I.T. Project Management, Information Systems Security, Internetworking Technician, Open Source Systems, Software Application Development, Technical Support, Web Client-Side Development, Web Page Design, and Business Management—Small Business. This approach allows students to combine short term certificates as a way to meet their academic goals.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:

1. Effectively use computers to automate business information systems.
2. Effectively analyze, design, and build application solutions to support business needs.
3. Effectively analyze, design, and build Web solutions to support business needs.
4. Effectively analyze, design, and build network solutions to support business needs.
5. Effectively analyze, design, and deploy IT security solutions to support business needs.
6. Effectively apply project management skills to support IT business needs.
7. Effectively apply business management skills to support business needs.
8. Effectively communicate orally and in writing in the context of common business practices.
9. Work as a team member in a business information system environment to accomplish the goals of an organization.

Outcomes 2-7 will depend on the combination of certificates completed. Some combinations of classes and certificates may allow you to matriculate to a four year school with junior standing. It is strongly advised that you meet with a CIS advisor to understand your options and develop your educational plan.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses Credits

CMPTR 110	Information Systems Concepts*	5
CMPTR 111	Introduction to Operating Systems	4
CMPTR 120	Programming Concepts*	5

Choose one of the following two courses:

CMPTR 123	Systems Architecture and Logic*	5
MATH& 141	Precalculus I: Algebra*	5

CMPTR 182	Networking Concepts	5
CMPTR 205	Introduction to XML*	2
CMPTR 236	Information System Security I*	4
CMPTR 296	CIS Practicum*	2
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
OLRM 225	Human Relations in Organizations	5

Choose 10 credits from the following:

ACCT& 201	Prin of Accounting I	5
BUS& 101	Intro to Business	5
OLRM 201	Intro to Organizational Leadership	5
OLRM 202	Introduction to Organizational Ethics	5
OLRM 250	Organizational Communication	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

Students transferring to Old Dominion University are required to take BUS& 101 and PSYC& 100.

NOTE: Consult an advisor prior to choosing from the following core certificates:

ASP Server Development
 Applications Server Support
 CIS Core Knowledge
 CIS Core Skills
 I.T. Project Management
 Information Systems Security
 Internetworking Technician
 Open Source Systems
 Small Office/Home Office Associate
 Software Application Development
 Technical Support
 Web Client-Side Development
 Web Page Design
 Business Management—Small Business

40 additional credits from the above certificates (credits for each course may be counted only once). Up to 25 credits may be granted for discipline related American Council on Education (ACE) approved military courses and ACE recommended credit for military experience. _____ 40

Total Credits Required 97

Computer Information Systems

Associate in Technical Arts

An Associate in Technical Arts (ATA) Degree is offered in Computer Information Systems with specialization in Information Systems Science.

This program prepares the graduate to obtain employment as a computer programmer where the emphasis requires the employee to possess a more developed set of critical thinking and technical skills when working in connection with business-oriented operating systems.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use a variety of computer programming languages to automate business information systems.
2. Effectively analyze, design, and build business database systems.
3. Apply logic concepts to design computer programs.
4. Effectively communicate orally and in writing in the context of common business practices.
5. Work as a team member in a business information system environment to accomplish the goals of the organization.

Advisor	Office	Phone
Bilodeau, Pam	Engineering 111	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376

Required Courses Credits

BUS& 101	Intro to Business	5
CMPTR 110	Information Systems Concepts*	5
CMPTR 111	Introduction to Operating Systems	4
CMPTR 120	Programming Concepts*	5
CMPTR 145	Introduction to C Language*	5
CMPTR 146	Java I Introduction to OOP*	5
CMPTR 154	Access for Professionals*	4
CMPTR 165	Introduction to Visual Basic I*	4
CMPTR 182	Networking Concepts	5
CMPTR 200	Programming Laboratory*	1
CMPTR 225	Advanced C Language*	5
CMPTR 245	Structured Analysis and Design	5
CMPTR 250	SQL	4
CMPTR 261	Operating Systems/Unix*	4
CMPTR 285	Object Oriented Programming with C++*	5

Choose one of the following three courses:

CMST& 210	Interpersonal Communication	5
CMST& 220	Public Speaking	5
CMST 242	Career Communications	5

ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
MATH& 146	Introduction to Stats*	5
MATH& 151	Calculus I*	5

Choose one of the following two courses:

PHYS 254	Engineering Physics*	6
PHYS 114	General Physics*	6

(with grade of 3.5 or higher) _____ 6 _____ 6

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

ELECTIVES (select two)

CMPTR 215	World Wide Web Page Development*	4
CMPTR 218	Web Page Scripting Languages*	4
CMPTR 220	Visual Basic II*	4
CMPTR 262	Unix Administration*	4

Total Credits Required **105**

Network Support Technician

Certificate of Proficiency

A one year certificate can enable students to gain core networking skills and knowledge complementing employable skills in computer help desks and other entry-level positions.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain how computer systems operate and how they are managed.
2. Explain and demonstrate core programming concepts.
3. Explain and demonstrate basic hardware management.
4. Explain and demonstrate networking concepts.
5. Explain and demonstrate technical support practices in information technology.
6. Explain and demonstrate basic security concepts.
7. Explain and demonstrate basic project management concepts.

Advisor	Office	Phone
Blackwell, Kevin	Technical 215	360.475.7379

Required Courses Credits

CMPTR 120	Programming Concepts	5
CMPTR 150	Survey of Computing	4
CMPTR 176	PC Technical Support Essentials*	3
CMPTR 177	PC Technical Support Practical Skills*	3
CMPTR 182	Networking Concepts	5
CMPTR 185	IT User Support Fundamentals	4
CMPTR 190	Information System Project Management	4
CMPTR 205	Introduction to XML*	2
CMPTR 236	Information System Security I*	4
ENGL& 101	English Composition I*	5

Choose one of the following three courses:

BMGMT 140	Business and Personal Mathematics*	5
CMPTR 123	Systems Architecture and Logic*	5
MATH& 141	Precalculus I: Algebra*	5

Choose one of the following three courses:

CMPTR 289	Introduction to a Web Server*	4
CMPTR 290	Microsoft LAN Administration I*	4
CMPTR 291	Microsoft Network Administration II*	4

Choose one of the following two courses:

OLRM 220	Human Relations in the Workplace	3
OLRM 225	Human Relations in Organizations	5

Total Credits Required **51-53**

Technical Support

Certificate of Proficiency

A one-year certificate can enable students to gain core IT skills offering employable skills in PC installation, computer help desks, and other entry-level positions.

Moreover, the Technical Support certificate will give students who may have only an industry certification (such as MSCE or Cisco certification) a set of courses to broaden their IT knowledge base and enhance their "soft skills" area through general education (which are transferable) classes as well as teamwork training building in many CIS classes. This would target high school students and "paper tigers" certificate holders in need of more than just their paper.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Communicate the role of IT and its support for the organization.
2. Demonstrate basic computer skills in areas such as: applications, operating systems, and programming.
3. Provide basic computer user support with a help desk, software maintenance, and hardware maintenance.
4. Discuss and support networking technologies such as LAN/WANs and Internet protocols.
5. Demonstrate employment skills in organizational communication, presentation, and collaboration.
6. Clarify how to gather and track key sources of information.
7. Communicate technical information to a variety of audiences in a clear and precise way, and be open to constructive criticism.
8. Learning new technical skills quickly and willingly take on new challenges.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses Credits

CMPTR 110	Information Systems Concepts*	5
CMPTR 111	Introduction to Operating Systems*	4
CMPTR 120	Programming Concepts	5
CMPTR 150	Survey of Computing	4
CMPTR 154	Access for Professionals*	4
CMPTR 176	PC Technical Support Essentials*	3
CMPTR 177	PC Technical Support Practical Skills*	3
CMPTR 182	Networking Concepts	5
CMPTR 185	IT User Support Fundamentals	4
CMPTR 205	Introduction to XML*	2
CMPTR 236	Information System Security I*	4
CMPTR 296	CIS Practicum*	1

ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3

Choose one of the following two courses:

MATH& 141	Precalculus I: Algebra*	5
CMPTR 123	Systems Architecture and Logic*	5

Total Credits Required **57**

Certificates of Recognition

ASP Server Development

Certificate of Recognition

This certificate can enable students to design, develop, implement and maintain Active Server Pages (ASP) to support typical Web-based activities. These skills will integrate Web servers and databases through server-side programming to create interactive dynamic Web pages using current Microsoft® technologies.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify major elements in the process of designing a Web based business solution.
2. Gather user requirements, convert them into a logical design, and implement them into a software-based solution.
3. Document a system development project with user requirements, entity relationship models, normalization, database schema, and programming requirements.
4. Explain the relationship among databases, programming, Web servers, and Web browsers.
5. Create an interactive Web page.
6. Create and maintain a database.
7. Use programming to link a database to a Web page.
8. Create an "n-tier" project based on end-user needs.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses Credits

CMPTR 205	Introduction to XML*	2
CMPTR 219	Introduction to ASP.NET	4
CMPTR 229	ASP.NET Extreme	4
CMPTR 245	Structured Analysis and Design	5
CMPTR 250	SQL	4

Total Credits Required **19**

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Applications Server Support

Certificate of Recognition

This certificate prepares students to support server applications used commonly in business, networked environments. Students will learn to manage enterprise email, database, and Web server technologies.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain how to manage and integrate networked email, database, and Web servers across an organization.
2. Demonstrate skills required to install and maintain email, database, and Web server applications.
3. Demonstrate skills required to install and maintain enterprise servers.
4. List the steps involved in managing an IT-related project involving system rollouts.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses	Credits
CMPTR 190 Information System Project Management	4
CMPTR 212 Windows for Professionals	3
CMPTR 290 Microsoft LAN Administration I*	4
CMPTR 291 Microsoft Network Administration II*	4
CMPTR 297 Server Applications (SQL, Web, Email)*	4

Total Credits Required 19

CIS Basic Concepts

Certificate of Recognition

This one to two quarter certificate gives students basic IT concepts complementing employable skills in computer help desks and other entry-level positions. This certificate will also serve as an introduction to CIS concepts leading to other CIS programs at OC.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain the role of diversity in technology related careers.
2. Demonstrate basic understanding of general operating systems.
3. Demonstrate basic knowledge of popular business models.
4. Explain how different business models incorporate technology.
5. Demonstrate basic skills in using Internet resources, like the World Wide Web.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses	Credits
CMPTR 103 Women and Technology	2
CMPTR 110 Information Systems Concepts*	5
CMPTR 112 Introduction to Windows	1
CMPTR 115 Introduction to the Internet	3

Total Credits Required 11

CIS Core Knowledge

Certificate of Recognition

This one to two quarter certificate gives students core IT knowledge complementing employable skills in computer help desks and other entry-level positions. This certificate will also serve as the next set of fundamental courses for our 1 year Certificate program which is the basis of all other CIS programs at OC.

Moreover, the CIS Core Knowledge certificate will give students who may currently work in industry or have only an industry certification (such as an MSCE or Cisco certification) a broader IT knowledge base and will enhance their skills.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain how computer systems operate and how they are managed.
2. Explain and demonstrate core programming concepts.
3. Explain and demonstrate basic hardware management.
4. Explain and demonstrate networking concepts.
5. Explain and demonstrate technical support practices in information technology.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses	Credits
CMPTR 120 Programming Concepts	5
CMPTR 176 PC Technical Support Essentials*	3
CMPTR 182 Networking Concepts	5
CMPTR 185 IT User Support Fundamentals	4

Total Credits Required 17

CIS Core Skills

Certificate of Recognition

A one to two quarter certificate gives students core IT skills complementing employable skills in computer help desks and other entry-level positions. This certificate will also serve as the fundamental core for our 1 year Certificate program which is the basis of all other CIS programs at OC.

Moreover, the CIS Core Skills certificate will give students who may currently work in industry or have only an industry certification (such as an MSCE or Cisco certification) a broader IT knowledge base and will enhance their skills.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain the role of application software in making computers useful for end users.
2. Demonstrate basic skills in general business applications.
3. Demonstrate basic skills in popular business operating systems.
4. Demonstrate basic skills in using Internet resources, like the World Wide Web.
5. Demonstrate basic skills in desktop database management systems.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses	Credits
CMPTR 111 Introduction to Operating Systems*	4
CMPTR 115 Introduction to the Internet	3
CMPTR 150 Survey of Computing	4
CMPTR 154 Access for Professionals*	4
CMPTR 212 Windows for Professionals	3

Total Credits Required 18

IT Project Management Essentials

Certificate of Recognition

A project is a temporary endeavor undertaken to achieve a particular aim and to which project management can be applied, regardless of the project's size, budget, or timeline. This course of practical study and performance is based on industry certifications developed in cooperation with The Project Management Institute (PMI) the world's leading not-for-profit management professional association. The certifications are underwritten by Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM™). (http://www.pmi.org/info/PDC_CertificationsOverview.asp)

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Program Outcomes

Completers of the IT Project Management Essentials Certificate program will know, apply, analyze and evaluate the technical and administrative aspects of information technology projects:

1. Communicate effectively verbally and in writing.
2. Apply problem-solving skills using known methods and approaches.
3. Apply leadership qualities that promote strong teams.
4. Develop project charters.
5. Use reporting tools, such as Gantt charts and work breakdown structures.
6. Demonstrate understanding of how technology projects affect business operations and networks.

Advisor	Office	Phone
Bilodeau, Pam	Engineering 111	360.475.7371

Required Courses		Credits
Choose one of the following two courses:		
CMPTR 139	Intro to MS Visio _____	1
BMGMT 148	Deadline and Project Management _____	1
CMPTR 150	Survey of Computing _____	4
CMPTR 182	Networking Concepts _____	5
CMPTR 190	Information System Project Management _____	4
CMPTR 236	Information System Security I* _____	4
Total Credits Required		18

Information Systems Security

Certificate of Recognition

This course of practical study and performance is based on industry certifications developed in cooperation with government and business authorities. The certifications are underwritten by the System Administrator and Network Security Institute (SANS GSEC) and the International Information Systems Security Certifications Consortium (ISC² SSCP).

Program Outcomes

Completers of the Information Systems Security Certificate program will know, apply, analyze and evaluate the technical and administrative aspects of:

1. Hardware architecture.
2. Basic topologies and technologies found in local area networks and wide area networks.
3. The protocols of the TCP/IP suite, the OSI model, and proprietary operating system protocols from Microsoft, Novell and various Unix platform vendors.
4. Secure protocols: IPsec, S/MIME, SKIP, SWIPE, SET, PEM, etc.
5. Packet filtering, capture and analysis.
6. Host-based and Network-based perimeter protection, intrusion detection and intrusion prevention.
7. Elements of physical facility security.

8. Information assurance.
9. Security policies.
10. Information warfare.
11. Legal issues.
12. Forensics.
13. Incident handling.
14. Web security.
15. Access control.
16. Password management.
17. Data warehousing.
18. System development.
19. Risk assessment and auditing.
20. Honeypots.
21. Cryptography.
22. Virus protection.
23. Operating system updates and patches.
24. Steganography.
25. Backups and archiving.

Advisor	Office	Phone
Bilodeau, Pam	Engineering 111	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379

Required Courses		Credits
CMPTR 173	Introduction to TCP/IP _____	5
CMPTR 236	Information System Security I* _____	4
CMPTR 237	Information System Security II* _____	4
CMPTR 238	Information System Security III* _____	4
Total Credits Required		17

Internetworking Technician

Certificate of Recognition

A Certificate of Recognition provides documentation of the students successful participation in "a four term curriculum teaching basic networking concepts and a certification earned by those who pass a test on the concepts learned in that curriculum" as outlined by CCNA™ (Cisco Certified Network Associate) program.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Describe computer hardware basics, binary and hexadecimal number systems, basic networking terminology, and internetworking concepts.
2. Identify the major components of a network system including clients and servers, network interface cards, internetworking devices, media, and topologies.
3. Describe the functions, operations, and primary components of local area networks (LANs), metropolitan area networks (MANs), wide area networks (WANs), virtual private networks (VPNs), Intranets, Extranets, storage area networks, and content delivery networks (CDNs).

4. Define the major network access methods and outline the key features of each.
5. Describe the functions and operations of switching technologies.
6. Explain the purposes of networking addresses, routing protocols, and routed protocols.
7. Describe the functions, operations, and primary components of WAN technologies.
8. Describe the function, operation, and primary components required to provide remote access services.
9. Describe the functions, operations, and primary components of wireless technologies.
10. Describe the functions, operations, and primary components of optical networking.
11. Explain the purposes and techniques for voice, data, and video convergence.

Advisor	Office	Phone
Blackwell, Kevin	Technical 215	360.475.7379

Required Courses		Credits
CMPTR 116	Internetworking I* _____	4
CMPTR 118	Internetworking II* _____	4
CMPTR 119	Internetworking III* _____	4
CMPTR 216	Internetworking IV* _____	4
Total Credits Required		16

Open Source Systems

Certificate of Recognition

This certificate prepares students to support open source software used commonly in business and networked environments. Students will learn to install, configure, manage, and troubleshoot enterprise class servers and workstations running open-source operating systems, services (daemons) and applications.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain and demonstrate core programming concepts.
2. Explain and demonstrate the protocols of the TCP/IP protocol suite, the OSI model, and proprietary operating system protocols from Microsoft, Novell, and various UNIX platform vendors.
3. Demonstrate skills required to install, configure, administer, and maintain UNIX- and Linux-based applications.
4. Demonstrate skills required to install and maintain both client-side and server-side UNIX- and Linux-based applications.
5. Configure open source operating systems to inter-operate in a heterogeneous environment consisting

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CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 cr **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

of both closed- and open-source operating systems.

Advisor	Office	Phone
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses	Credits
CMPTR 120 Programming Concepts _____	5
CMPTR 173 Introduction to TCP/IP _____	5
CMPTR 261 Operating Systems/UNIX* _____	4
CMPTR 262 UNIX Administration* _____	4
Total Credits Required	18

Small Office/Home Office Associate

Certificate of Recognition

A two quarter certificate to build fundamental Small Office/Home Office (SOHO) skills in the SOHO Associate Certificate offering additional employable skills working in a networked environment, augment secretarial skills and other entry level positions.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Discuss current history and structure of the Internet and how to navigate through it.
2. Apply, analyze and evaluate information technology projects.
3. Participate in relevant projects initiating, planning, executing, controlling and closing said project(s) in a formal, team-based, production environment.
4. List Internet methods of communication.
5. Identify Internet information search and retrieval techniques.
6. Demonstrate and use Web browsers and their components.
7. Discuss application awareness.
8. Define SOHO LAN components.
9. Demonstrate disk sharing, file level access control or file sharing.
10. Discuss printer sharing.
11. Summarize Home-Office/Small-Office LAN cabling, installing a hub or a switch and linking hubs and switches.
12. List network security threats.
13. Describe multimedia PC system components, web cameras, captures and displays of Web camera images.
14. Identify the major components of information systems, including: Hardware, software, operating systems, application programs, computer communication, and computer networks.
15. Effectively research and write about computer technology.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses	Credits
CMPTR 105 Small Office/Home Office Networking _____	2
CMPTR 110 Information Systems Concepts* _____	5
CMPTR 115 Introduction to the Internet _____	3
CMPTR 150 Survey of Computing _____	4
CMPTR 190 Information System Project Management _____	4
Total Credits Required	18

Software Application Development

Certificate of Recognition

This certificate expands students' knowledge of modular software development. Students will develop traditional entry-level programming skills and a solid foundation for further advanced studies.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify major elements in the software development life cycle.
2. Gather user requirements, convert them into a logical design, and implement them into a software-based solution.
3. Document a system development project with user requirements, programming requirements and other documentation.
4. Apply the concept of functional decomposition to program design.
5. Compare and contrast the features and benefits of procedural and object oriented programming paradigms.
6. Design and implement appropriate user interface.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses	Credits
CMPTR 145 Introduction to C Language* _____	5
CMPTR 146 Java I Introduction to OOP* _____	5
CMPTR 147 Java II Fundamentals of OOP* _____	5
CMPTR 200 Programming Laboratory* _____	1
CMPTR 205 Introduction to XML* _____	2
Total Credits Required	18

Technical Support

Certificate of Recognition

A one to two quarter certificate can enable students to gain basic IT skills complementing employable skills in PC installation, computer help desks, and other entry-level positions. This certificate will also serve as the core for our 1 year certificate program which is the basis of all other CIS programs at OC.

Moreover, this Technical Support certificate will give students, who may currently work in industry or have only an industry certification (such as an MSCE or Cisco certification), a set of courses to broaden their IT knowledge base and enhance their "soft skills."

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Communicate the role of IT and its support for the organization.
2. Demonstrate basic computer skills in areas such as: applications, operating systems, and programming.
3. Demonstrate employment skills in organizational communication, presentation, and collaboration.
4. Clarify how to gather and track key sources of information.
5. Learning new technical skills quickly and willingly take on new challenges.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377
Bilodeau, Pam	Engineering 111	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses	Credits
CMPTR 110 Information Systems Concepts* _____	5
CMPTR 150 Survey of Computing _____	4
CMPTR 176 PC Technical Support Essentials* _____	3
CMPTR 177 PC Technical Support Practical Skills* _____	3
CMPTR 185 IT User Support Fundamentals _____	4
Total Credits Required	19

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Web Client-Side Development

Certificate of Recognition

This one to two quarter certificate can enable students to gain core client-side web site development skills, including web page scripting, which help make them employable in web page creation and programming entry-level positions. This certificate will also serve as part of the course requirements for the CIS Information Systems Specialist Associate in Applied Science (AAS) degree.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain and demonstrate core web site development, including creation, web page scripting, and maintenance concepts.
2. Construct well-designed, interactive World Wide Web client pages which conform to the XHTML (Extensible Hypertext Markup Language) standard.
3. Explain and demonstrate basic file transfer from a local development computer to an Internet web server.
4. Explain the Hypertext Transfer Protocol and Uniform Resource Locator concepts.
5. Explain client/server concepts.
6. Demonstrate the ability to use a web page scripting language to manipulate web page objects, create special effects, and validate form information prior to form submission.
7. Explain and use web site development software to create and manage web sites.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377

Required Courses		Credits
CMPTR 120	Programming Concepts _____	5
CMPTR 125	Introduction to Dreamweaver* _____	4
CMPTR 205	Introduction to XML* _____	2
CMPTR 215	World Wide Web Page Development* _____	4
CMPTR 218	Web Page Scripting Languages* _____	4
Total Credits Required		19

Web Page Design

Certificate of Recognition

This one to two quarter certificate can enable students to gain core web page design skills which help make them employable in web page creation and design entry-level positions. This certificate will also serve as part of the requirements for the CIS Information Systems Specialist AAS degree.

Moreover, this certificate will give students who currently work in industry a set of courses to broaden their IT knowledge base and enhance their skills.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain and demonstrate core web site design, creation and maintenance concepts.
2. Construct well-designed, interactive World Wide Web client pages which conform to the XHTML (Extensible Hypertext Markup Language) standard.
3. Explain and demonstrate basic file transfer from a local development computer to an Internet web server.
4. Explain the Hypertext Transfer Protocol and Uniform Resource Locator concepts.
5. Explain client/server concepts.
6. Demonstrate the creation, modification, and use of Flash files in web pages.
7. Demonstrate the creation, modification, and use of Photoshop image files in web pages.
8. Explain and use web site development software to create and manage web sites.

Advisor	Office	Phone
Bergman, Don	Technical 205	360.475.7377

Required Courses		Credits
CMPTR 124	Introduction to Web Page Design* _____	4
CMPTR 125	Introduction to Dreamweaver* _____	4
DMA 120	Beginning Photoshop _____	5
DMA 130	Beginning Flash _____	5
Total Credits Required		18

Construction Management

Construction Management

Associate in Applied Science

A Construction Manager makes sure that construction is finished on time and efficiently from permit to completion to final walk-through with the client. This AAS degree qualifies you to be a Construction Manager for simple commercial or residential projects, or to be an Assistant Construction Manager for complex projects.

Students will take additional classes in business management, human relations, organization dynamics, leadership and work experience.

This degree is for those with prior construction experience who want new responsibilities or advancement, or who want to start their own construction related business.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use protocols to communicate with designers, sub-contractors, and owners.
2. Read, interpret, and prepare industry standard construction contract documents.
3. Estimate project costs, time, material, and labor requirements based on contract documents.
4. Evaluate and identify project site safety hazards and take action to minimize the potential for accidents.
5. Understand the legal framework associated with construction contracts.
6. Understand the basic fundamentals of business management.
7. Plan and manage the myriad activities associated with constructing a project.
8. Generate and modify graphic construction documents to facilitate design, construction and communication.
9. Negotiate revisions, changes, and additions to contract documents with the parties involved.

Advisor	Office	Phone
Raty, Ron	Business 211	360.475.7389

Required Courses		Credits
BSTEC 130	Practical Accounting _____	5
BSTEC 150	Business English* _____	5
BSTEC 250	Business Correspondence* _____	5
CONST 202	Construction Cost Estimating* _____	3
CONST 225	Construction Contract Documents* _____	3
CONST 250	Construction Safety Standards _____	2
CONST 280	Building Codes _____	3
OLRM 225	Human Relations in Organizations _____	5

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

TEC-D 112	Blueprint Reading*	4
TEC-D 116	Computational Techniques/Technicians	4
TEC-D 121	Plane Surveying*	4
TEC-D 122	Introduction to Legal Descriptions	2
TEC-D 123	Introduction to Construction Staking	2
TEC-D 127	Residential Architectural Drawing*	4
TEC-D 130	Construction Materials and Methods	3
TEC-D 200	Computer-Aided Design I*	4
TEC-D 205	Engineering Tech Project Planning	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 231	Introduction to Civil Drafting*	4

Choose one of the following two courses:

BMGMT 140	Business and Personal Mathematics*	5
TEC-D 145	Applied Problem Solving*	5

Approved Electives: 16 Credits

BMGMT 146	Entrepreneurship—Financial Analysis	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 170	Client/Customer Relations	2
BMGMT 183	Negotiations	5
BMGMT 203	Small Business Planning & Management	5
BUS& 201	Business Law	5
CO-OP 111	Cooperative Education Seminar I*	2
CO-OP 121	Cooperative Work Experience*	2
CO-OP 122	Cooperative Work Experience*	2
CMPTR 150	Survey of Computing	4
OLRM 103	Explore Your Strengths	1
OLRM 150	Improving Human Effectiveness	2
OLRM 202	Introduction to Organizational Ethics	5
OLRM 250	Organizational Communication	5
TEC-D 128	Adv Residential Architectural Drawing*	4

Total Credits Required 91

Construction Management

Certificate of Specialization

A Construction Manager makes sure that construction is finished on time and efficiently, from permit to completion to final walk-through with the client. This Certificate qualifies you to be a Construction Manager for simple commercial or residential projects, or to be an Assistant Construction Manager for complex projects.

This certificate is for those with prior construction experience who want new jobsite responsibilities or advancement.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use protocols to communicate with designers, sub-contractors, and owners.
2. Read, interpret, and create industry standard construction contract documents.
3. Estimate project costs, time, material, and labor requirements.
4. Evaluate and identify project site safety hazards and take action to minimize the potential for accidents.
5. Understand the legal framework associated with construction contracts.

6. Be able to manage the myriad activities associated with constructing a project.
7. Be able to generate and modify graphic construction documents to facilitate design, construction and communication.

Advisor	Office	Phone
Raty, Ron	Business 211	360.475.7389

Required Courses Credits

BSTEC 130	Practical Accounting*	5
BSTEC 250	Business Correspondence*	5
CONST 202	Construction Cost Estimating*	3
CONST 225	Construction Contract Documents*	3
CONST 250	Construction Safety Standards	2
CONST 280	Building Codes	3
OLRM 225	Human Relations in Organizations	5
TEC-D 112	Blueprint Reading*	4
TEC-D 116	Computational Techniques/Technicians	4
TEC-D 121	Plane Surveying*	4
TEC-D 122	Introduction to Legal Descriptions	2
TEC-D 123	Introduction to Construction Staking	2
TEC-D 127	Residential Architectural Drawing*	4
TEC-D 130	Construction Materials and Methods	3
TEC-D 200	Computer-Aided Design I*	4
TEC-D 205	Engineering Tech Project Planning	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 231	Introduction to Civil Drafting*	4

Choose one of the following two courses:

BMGMT 140	Business and Personal Mathematics*	5
TEC-D 145	Applied Problem Solving*	5

Total Credits Required 70

Construction Management

Certificate of Completion

A Construction Manager makes sure that construction is finished on time and efficiently, from permit to completion to final walk-through with the client. Graduates will be qualified to be an Assistant Construction Manager.

This program is for those with prior construction experience who want new jobsite responsibilities or advancement.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use protocols to communicate with designers, sub-contractors, and owners.
2. Read, interpret, and prepare industry standard construction contract documents.
3. Estimate project costs, time, material, and labor requirements based on contract documents.
4. Evaluate project site safety hazards and take action to minimize the potential for accidents occurring.
5. Understand the legal framework associated with construction contracts.

6. Assist a construction manager with the activities associated with constructing a project.

Advisor	Office	Phone
Raty, Ron	Business 211	360.475.7389

Required Courses Credits

BSTEC 150	Business English*	5
CONST 202	Construction Cost Estimating*	3
CONST 225	Construction Contract Documents*	3
CONST 250	Construction Safety Standards	2
CONST 280	Building Codes	3
OLRM 225	Human Relations in Organizations	5
TEC-D 112	Blueprint Reading*	4
TEC-D 130	Construction Materials and Methods	3
TEC-D 205	Engineering Tech Project Planning	4

Choose one of the following two courses:

BMGMT 140	Business and Personal Mathematics*	5
TEC-D 145	Applied Problem Solving*	5

Total Credits Required 37

Degrees and Certificates

Cosmetology

Cosmetology

Associate in Technical Arts

This program is designed to allow the student to complete all of the required instruction to qualify for the Washington State Cosmetology License examination and at the same time complete an Associate in Technical Arts Degree. This degree is provided through a joint agreement between the West Sound Technical Skills Center and Olympic College.

For acceptance into the program, the student must make application at the West Sound Technical Skills Center and meet all requirements. To obtain the Associate in Technical Arts Degree, the student must complete all of the core requirements and program requirements listed below.

All of the program requirements meet the competency standards required by the Washington State Licensing Board for Cosmetologists. All cosmetology program classes will be held at the Skills Center, which has been licensed by the State of Washington.

Program Outcomes

Upon completion of this program, the student should be able to demonstrate knowledge and performance skills in the following program outcomes. Note that these outcomes reflect a progressive level of complexity from the shorter-term certificate options to the two-year degree.

1. Demonstrate written skills required for the application process and examination to obtain state licensing.
2. Exhibit managerial skills and working knowledge of state laws that is necessary to establish a new, small business or operate an existing salon or retail business.
3. Apply product knowledge of the industry in a retail sales and service environment.
4. Provide training to clientele via educational seminars and consultation.
5. Perform employability standards such as customer service, communication and listening skills, performance characteristics (i.e., adaptability, responsibility, punctuality, cooperation, etc.), and work ethics.
6. Observe safety issues and industry-related laws and regulations, and remedy unsafe practices.

Advisor	Office	Phone
Carney, Anna	W.S.T.S.C.	360.473.0561
Business & Technology	Technical 103	360.475.7360

Required Courses Credits

Core Requirements

BMGMT 140	Business and Personal Mathematics*	5
ENGL 100	Composition—Selected Prof/Tech/Voc*	5
OLRM 220	Human Relations in the Workplace	3

Program Requirements

COSME 121	Skin/Scalp/Hair Analysis and Care*	2
COSME 122	Wet Hairstyling/Braids/Wigs/Exts I*	6
COSME 123	Wet Hairstyling/Braids/Wigs/Exts II*	4
COSME 124	Wet Hairstyling/Braids/Wigs/Exts III*	3
COSME 125	Thermal Styling I*	3
COSME 126	Thermal Styling II*	2
COSME 127	Hair Cutting I*	3
COSME 128	Hair Cutting II*	3
COSME 129	Hair Cutting III*	4
COSME 130	Permanent Waving I*	3
COSME 131	Permanent Waving II*	5
COSME 132	Permanent Waving III*	5
COSME 133	Chemical Relaxing I*	1
COSME 134	Chemical Relaxing II*	4
COSME 135	Hair Color Semi/Bleaching I*	3
COSME 136	Hair Color Semi/Bleaching II*	3
COSME 137	Hair Color Semi/Bleaching III*	3
COSME 138	Manicuring & Pedicuring I*	4
COSME 139	Manicuring & Pedicuring II*	4
COSME 141	Skin Care & Make-up I*	3
COSME 142	Skin Care & Make-up II*	4
COSME 143	Salon Ethics/Laws/Management I*	2
COSME 144	Salon Ethics/Laws/Management II*	1
COSME 145	Salon Ethics/Laws/Management III*	1
COSME 146	Desk/Phone/Dispensary I*	1
COSME 147	Desk/Phone/Dispensary II*	4
COSME 148	Desk/Phone/Dispensary III*	2

Total Credits Required 96

Barbering

Certificate of Specialization

This program will prepare students for entry into the barbering field and will enable them to perform all services normally offered in the barbering profession.

For acceptance into the program, the student must make application at the West Sound Technical Skills Center and meet all prerequisite and entrance requirements.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate written skills required for the application process and examination to obtain state licensing.
2. Exhibit managerial skills and working knowledge of state laws that is necessary to establish a new, small business or operate an existing salon or retail business.
3. Apply product knowledge of the industry in a retail sales and service environment.
4. Provide training to clientele via educational seminars and consultation.

5. Perform employability standards such as customer service, communication and listening skills, performance characteristics (i.e., adaptability, responsibility, punctuality, cooperation, etc.), and work ethics.
6. Observe safety issues and industry-related laws and regulations, and remedy unsafe practices.

Advisor	Office	Phone
Carney, Anna	W.S.T.S.C.	360.473.0561
Business & Technology	Technical 103	360.475.7360

Core Requirements Credits

BMGMT 140	Business and Personal Mathematics*	5
ENGL 100	Composition—Selected Prof/Tech/Voc*	5
OLRM 220	Human Relations in the Workplace	3

Program Requirements

BARB 150	Shampoo and Rinse*	3
BARB 151	Skin/Scalp/Hair Analysis*	4
BARB 152	Haircutting and Trimming I*	9
BARB 153	Haircutting and Trimming II*	7
BARB 154	Cutting/Trimming Facial Hair*	6
BARB 155	Thermal Styling*	5
BARB 156	Wet Styling*	5
BARB 157	Dry Styling*	4
BARB 158	Styling Aids*	4
BARB 159	Artificial Hair*	3
BARB 160	Diseases of Skin/Scalp/Hair*	5
BARB 161	Safety and Sanitation*	4
BARB 162	First Aid*	2

Total Credits Required 74

Cadet Instructor–Cosmetology

Certificate of Proficiency

This program will provide the training necessary to become an effective instructor of barbering, manicuring, esthetics, or cosmetology. The training will be devoted to the development of quality principles of instruction and is designed to assist the student teacher to develop both skills in the clinic and classroom supervision and training components.

For acceptance into the program, the student must make application at the West Sound Technical Skills Center and meet all prerequisite and entrance requirements.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate written skills required for the application process and examination to obtain state licensing.
2. Exhibit managerial skills and working knowledge of state laws.
3. Be an effective instructor of barbering, manicuring, esthetics, or cosmetology.
4. Provide training to students via educational seminars and consultation.

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

5. Apply knowledge to assist the student to develop skills in the clinic under classroom supervision and training.

Advisor	Office	Phone
Carney, Anna	W.S.T.S.C.	360.473.0561
Business & Technology	Technical 103	360.475.7360

Core Requirements		Credits
BMGMT 140	Business and Personal Mathematics*	5
ENGL 100	Composition—Selected Prof/Tech/Voc*	5
OLRM 220	Human Relations in the Workplace	3

Program Requirements		Credits
COSME 200	Methods of Teaching	6
COSME 202	Course Organization	6
COSME 204	Student Leadership Development	5
COSME 206	Testing and Rating	2
COSME 207	Audio Visual Materials	2
COSME 208	Philosophy of Vocational Education	2
COSME 209	Techniques/Individualized Instruction	2
COSME 210	Clinical Supervision & Management I	2
COSME 211	Clinical Supervision & Management II	2
COSME 212	Clinical Supervision & Management III	3

Total Credits Required **45**

Esthetician

Certificate of Proficiency

This program will prepare students for entry into the salon field and will enable them to perform all services normally offered in the cosmetology profession of esthetician.

For acceptance into the program, the student must make application at the West Sound Technical Skills Center and meet all prerequisite and entrance requirements.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate written skills required for the application process and examination to obtain state licensing.
2. Exhibit managerial skills and working knowledge of state laws that is necessary to establish a new, small business or operate an existing salon or retail business.
3. Apply product knowledge of the industry in a retail sales and service environment.
4. Provide training to clientele via educational seminars and consultation.
5. Perform employability standards such as customer service, communication and listening skills, performance characteristics (i.e., adaptability, responsibility, punctuality, cooperation, etc.), and work ethics.
6. Observe safety issues and industry-related laws and regulations, and remedy unsafe practices.

Advisor	Office	Phone
Carney, Anna	W.S.T.S.C.	360.473.0561
Business & Technology	Technical 103	360.475.7360

Core Requirements		Credits
BMGMT 140	Business and Personal Mathematics*	5
ENGL 100	Composition—Selected Prof/Tech/Voc*	5
OLRM 220	Human Relations in the Workplace	3

Program Requirements		Credits
ESTH 180	Skin Care*	5
ESTH 181	Facials*	9
ESTH 182	Temporary Removal of Hair*	5
ESTH 183	Diseases and Disorders of the Skin*	6
ESTH 184	Make-up Techniques*	7
ESTH 185	Safety and Sanitation*	3
ESTH 186	First Aid*	2
ESTH 187	Eyebrow/Eyelash Tinting*	2

Total Credits Required **52**

Manicurist

Certificate of Proficiency

This program will prepare students for entry into the manicuring field and will enable them to perform all services normally offered in the manicuring profession.

For acceptance into the program, the student must make application at the West Sound Technical Skills Center and meet all prerequisite and entrance requirements.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate written skills required for the application process and examination to obtain state licensing.
2. Exhibit managerial skills and working knowledge of state laws that is necessary to establish a new, small business or operate an existing salon or retail business.
3. Apply product knowledge of the industry in a retail sales and service environment.
4. Provide training to clientele via educational seminars and consultation.
5. Perform employability standards such as customer service, communication and listening skills, performance characteristics (i.e., adaptability, responsibility, punctuality, cooperation, etc.), and work ethics.
6. Observe safety issues and industry-related laws and regulations, and remedy unsafe practices.

Advisor	Office	Phone
Carney, Anna	W.S.T.S.C.	360.473.0561
Business & Technology	Technical 103	360.475.7360

Core Requirements		Credits
BMGMT 140	Business and Personal Mathematics*	5
ENGL 100	Composition—Selected Prof/Tech/Voc*	5
OLRM 220	Human Relations in the Workplace	3

Program Requirements		Credits
MANI 130	Manicuring*	6
MANI 131	Pedicuring*	4
MANI 132	Diseases and Disorders*	8
MANI 133	Safety and Sanitation*	4
MANI 134	First Aid*	3
MANI 135	Artificial Nails I*	5
MANI 136	Artificial Nails II*	6
MANI 137	Nail Art*	1

Total Credits Required **50**

AAS: Associate in Applied Science = 90+ cr **AAST:** Associate in Applied Science – Transfer = 90+ **ATA:** Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 cr **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

Degrees and Certificates

Culinary Arts Institute

Culinary Arts Institute–Sous Chef

Associate in Technical Arts

The Culinary Arts Program is based on American Culinary Federation (ACF) competencies and prepares students for careers in commercial cooking, dining room service and kitchen supervision.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Students will possess all needed skills and knowledge to work in the culinary field at the level of sous chef.
2. Students will possess business skills and human relations skills needed to supervise employees in a working food service operation.

Advisor	Office	Phone
Giovanni, Nick	Business 112A	360.475.7577
Lammers, Steve	BSC 131B	360.475.7571
Plemmons, Chris	Business 110	360.475.7316

Required Courses	Credits
BMGMT 140 Business and Personal Mathematics*	5
CMPT 150 Survey of Computing	4
CULIN 101 Culinary Techniques*	8
CULIN 103 Food Production I*	7
CULIN 104 Dining Room Service*	4
CULIN 105 ServSafe® Food Safety Training*	2
CULIN 121 Food Production II*	6
CULIN 122 Garde Manger*	3
CULIN 123 International Cuisine*	4
CULIN 125 Applied Food Service Computation	2
CULIN 126 Commercial Baking I*	3
CULIN 131 Food Production III*	7
CULIN 132 Quantity Food Purchasing*	4
CULIN 134 Nutrition for Culinary Professionals	3
CULIN 200 Food Production IV*	3
CULIN 210 Culinary Management*	3
CULIN 220 Culinary Internship	6
ENGL 100 Composition—Selected Prof/Tech/Voc*	5
HMGMT 102 Intro to Hospitality Industry*	3
HMGMT 124 Dining Room Supervision*	6
HMGMT 133 Elements of Hospitality Management	6
HMGMT 135 Beverage Management*	3
OLRM 220 Human Relations in the Workplace	3
OLRM 225 Human Relations in Organizations	5

Total Credits Required 105

Culinary Arts Institute–Lead Cook

Certificate of Specialization

The Culinary Arts Program is based on American Culinary Federation (ACF) competencies and prepares students for careers in commercial cooking, dining room service and kitchen work.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Students will possess the skills needed to obtain a lead cook position in the food service industry.
2. Students will possess the needed skills in food purchasing, hospitality management, and general nutrition guidelines of food service.

Advisor	Office	Phone
Plemmons, Chris	Business 110	360.475.7316

Required Courses	Credits
BMGMT 140 Business and Personal Mathematics*	5
CULIN 101 Culinary Techniques*	8
CULIN 103 Food Production I*	7
CULIN 104 Dining Room Service*	4
CULIN 105 ServSafe® Food Safety Training*	2
CULIN 121 Food Production II*	6
CULIN 122 Garde Manger*	3
CULIN 123 International Cuisine*	4
CULIN 125 Applied Food Service Computation	2
CULIN 126 Commercial Baking I*	3
CULIN 131 Food Production III*	7
CULIN 132 Quantity Food Purchasing*	4
CULIN 134 Nutrition for Culinary Professionals	3
ENGL 100 Composition—Selected Prof/Tech/Voc*	5
HMGMT 102 Intro to Hospitality Industry*	3
HMGMT 124 Dining Room Supervision*	6
HMGMT 133 Elements of Hospitality Management	6
HMGMT 135 Beverage Management*	3
OLRM 220 Human Relations in the Workplace	3

Total Credits Required 84

Culinary Arts Institute–Prep Cook

Certificate of Proficiency

The student will obtain knowledge of basic preparation techniques of soups and sauces, meat, seafood and poultry fabrication and preparation, the preparation of fresh and frozen vegetables, starches and bakery products as used in the commercial food service industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. The student will know a variety of cooking and baking techniques in hot and cold food production.

2. The student will be qualified as a prep cook for a variety of cuisines and baked items and will understand and use kitchen mathematics in employment.

Advisor	Office	Phone
Lammers, Steve	BSC 131B	360.475.7571

Required Courses	Credits
CULIN 101 Culinary Techniques*	8
CULIN 103 Food Production I*	7
CULIN 104 Dining Room Service*	4
CULIN 105 ServSafe® Food Safety Training*	2
CULIN 121 Food Production II*	6
CULIN 122 Garde Manger*	3
CULIN 123 International Cuisine*	4
CULIN 125 Applied Food Service Computation	2
CULIN 126 Commercial Baking I*	3
HMGMT 102 Intro to Hospitality Industry*	3
HMGMT 124 Dining Room Supervision*	6

Total Credits Required 48

Culinary Arts Institute–Cook's Helper

Certificate of Completion

The student will learn basic skills, sanitation and equipment in use in the commercial food service establishment to obtain employment as a cook's helper.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. The student will obtain skills of culinary techniques to be employed as a cook's helper.
2. The student will become knowledgeable of the hospitality industry as it applies to commercial food service operations.

Advisor	Office	Phone
Lammers, Steve	BSC 131B	360.475.7571

Required Courses	Credits
CULIN 101 Culinary Techniques*	8
CULIN 103 Food Production I*	7
CULIN 104 Dining Room Service*	4
CULIN 105 ServSafe® Food Safety Training*	2
HMGMT 102 Intro to Hospitality Industry*	3

Total Credits Required 24

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Certificates of Recognition

International Cuisine Experience

Certificate of Recognition

Students will be immersed in the culture and traditions of a particular region of the world (Asia, Europe, and/or Central/South America) and then examine how these have come to influence the way food is produced, distributed, marketed and prepared for personal and commercial consumption.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Gain new insights on how culture and traditions have influenced food production, distribution and preparation in a select region of the world.
2. Personally experience and sample various aspects of a country's/region's cuisine.

Advisor	Office	Phone
Plemmons, Chris	Business 110	360.475.7316

Required Courses	Credits
CULIN 123 International Cuisine* _____	4
CULIN 140 Survey of Intl/Regional Cuisine* _____	3
CULIN 160 The Study of Cultural Cuisine* _____	3
CULIN 250 International Cuisine Experience* _____	9

Total Credits Required **19**

Retail/Wholesale Baking

Certificate of Recognition

The student will gain real-world industry job training and gain production experience building their work portfolio in an actual working bakery.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Students will be prepared for employment in a variety of food service settings as a baker, pastry/baker assistant, cake designer, candy maker or baker helper.
2. Students will have an in-depth knowledge of the business working of a bakeshop including making a profit and gaining a sense of business acumen.

Advisor	Office	Phone
Lammers, Steve	BSC 131B	360.475.7571

Required Courses	Credits
CULIN 105 ServSafe® Food Safety Training* _____	2
CULIN 125 Applied Food Service Computation _____	2
CULIN 127 Baking Techniques* _____	15

Total Credits Required **19**

Digital Media Arts

(Formerly Integrated Multimedia)

Digital Media Arts

Associate in Technical Arts

This program prepares students for careers in Web Design, Animation, Desktop Publishing, Digital Music Composing and Arranging, Recording Engineering, Video Engineering and Editing, Lighting and Sound Design, Multimedia Presentations, Newspaper Production, Digital Photography and many other areas.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify and choose the appropriate multimedia application for use in projects.
2. Behave responsibly towards others and in completing projects.
3. Compare and contrast computer platforms and programs.
4. Recognize the interrelationship of various computer hardware and software.
5. Use creative processes such as mind mapping and brainstorming to initiate ideas.
6. Create storyboards to clearly communicate a message.
7. Search and interview for jobs associated with multimedia.
8. Use a variety of media peripherals such as scanners, CD-ROM drives, Zip drives, etc. to complete projects.
9. Apply color theory and layout design when using a variety of illustrative software.
10. Work effectively as a team member to accomplish projects.
11. Follow an identified "systematic process" to plan and execute projects. The process should include working within specified budgets and timelines.
12. Solve problems by following directions and using investigation techniques.
13. Adhere to copyright laws.
14. Access and use a variety of resources. Resources should include literature, technology, and human resources.
15. Use health and safety practices in the production of work.

Advisor	Office	Phone
Silverthorn, Joseph	Art 112	360.475.7310

Required Courses	Credits
BMGMT 140 Business and Personal Mathematics* _____	5
CMST& 220 Public Speaking _____	5
CO-OP 111 Cooperative Education Seminar I* _____	2
CO-OP 121 Cooperative Work Experience* _____	3
DMA 101 Basic Multimedia _____	5

DMA 102 Multimedia Process _____	5
DMA 170 Multimedia Portfolio _____	5
ENGL& 101 English Composition I* _____	5
ENGL& 102 Composition II* _____	5
OLRM 220 Human Relations in the Workplace _____	3
PSYC& 100 General Psychology _____	5
Successful completion of additional courses numbered 100 or above _____	42

Total Credits Required **90**

Recommended Elective Courses

ART 106 Drawing I _____	5
ART 107 Drawing II* _____	5
ART 110 Design I _____	5
ART 111 Design II* _____	5
ART 210 Design III* _____	5
ART 266 Sculpture I _____	5
BSTEC 118 MS PowerPoint _____	1
CMPT& 215 World Wide Web Page Development* _____	4
CMST 105 Photojournalism _____	5
CMST 115/215 College Newspaper Production _____	3
CMST 293 Ethical and Legal Principles of Media _____	5
CO-OP 122 Cooperative Work Experience* _____	1-13
CO-OP 123 Cooperative Work Experience* _____	1-13
CO-OP 124 Cooperative Work Experience* _____	1-13
DMA 110 Video Production Foundations _____	5
DMA 120 Beginning Photoshop _____	5
DMA 130 Beginning Flash _____	5
DMA 136 Beginning Digital Photography _____	5
DMA 154 Electronic Music Foundations _____	5
DMA 155 Electronic Music — Intermediate* _____	5
DMA 181 Animation Design _____	5
DMA 182 Animation Process _____	5
DMA 211 Two and Three Dimensional Design _____	5
DMA 220 Intermediate Photoshop _____	5
DRMA 210 Stagecraft _____	4
MUSC 133 Beginning Class Piano _____	2
MUSC 134 Beginning Class Piano _____	2
MUSC 135 Beginning Class Piano _____	2
MUSC& 141 Music Theory I _____	5
MUSC& 142 Music Theory II* _____	5
MUSC& 143 Music Theory III* _____	5
MUSC 160 Sound Reinforcement Techniques _____	5

Photo Manipulation

Certificate of Proficiency

This certificate is designed for students who will be called upon to employ Photoshop and other photo manipulation programs in the course of their careers. Typical industries in which photo manipulation has become a useful, or even an essential skill, include advertising, marketing, graphic design, publishing, and journalism. Students will develop intermediate-level skills in photography, photo manipulation, and photo restoration. The program will culminate in a portfolio that would assist students in job placement.

Program Outcomes

Upon completion of this program, successful students will be able to:

1. Perform basic and intermediate photo editing techniques.
2. Employ photographs effectively as elements in an overall design.

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Advisor	Office	Phone
Silverthorn, Joseph	Art 112	360.475.7310

Required Support Courses	Credits
BMGMT 140 Business and Personal Mathematics*	5
BMGMT 148 Deadline and Project Management	1
ENGL& 101 English Composition I*	5
OLRM 220 Human Relations in the Workplace	3

Required Technical Courses	
ART 110 Design I	5
ART 111 Design II*	5
DMA 101 Basic Multimedia	5
DMA 120 Beginning Photoshop	5
DMA 136 Beginning Digital Photography	5
DMA 137 Intermediate Digital Photography*	5
DMA 170 Multimedia Portfolio	5
DMA 220 Intermediate Photoshop	5

Total Credits Required 54

Certificate of Recognition

Photoshop

Certificate of Recognition

This certificate is designed to raise the skill levels of the student who wants to become proficient in using the program to change or restore photographs, create artwork or gain skills to use in a working environment. It is meant for someone who is targeted towards learning more about Photoshop in particular. Some of the skill sets are the use of filters, color palettes, use of the tools in Photoshop, knowing what tool to use where, and recognizing various procedures to use at particular times where needed.

This certificate is for those who want to just take classes to hone their skills in Photoshop for their own use or perhaps for advancement in skills in the workplace.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Students will learn how to operate and use Photoshop.
2. Students will engage their skills creating projects using Photoshop.

Advisor	Office	Phone
Silverthorn, Joseph	Art 112	360.475.7310

Required Courses	Credits
ART 110 Design I	5
BSTEC 110 Beginning Keyboarding	3
DMA 120 Beginning Photoshop	5
DMA 220 Intermediate Photoshop	5

Total Credits Required 18

Early Childhood Education

Early Childhood Education

Associate in Applied Science—Transfer

This program provides the student with classes in Early Childhood Education, supporting courses, as well as elective classes in other areas. Upon completion of the degree requirements, students should be able to work in programs involving young children: Head Start, child care, parent cooperatives, private preschools, etc.

The Olympic College Early Childhood Education Program is based on the Washington State Skill Standards for Early Childhood and School Age Care Professions.

Program Outcomes

This is a dual-purpose degree program that is intended to prepare students for employment in early care and education settings, as well as for transfer to specific baccalaureate degree programs. **

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Acquire, interpret, and use information and resources that support industry defined appropriate practice.
2. Work as a team member and demonstrate respect for diversity in an early childhood environment to accomplish family, child and program goals.
3. Demonstrate professional and personal accountability in decision making and practices relative to children, families, colleagues, and the community.
4. Effectively communicate orally and in writing in the context of early childhood settings.
5. Design, maintain, document, and evaluate early childhood environments and programming on a regular basis.

** **NOTE:** You must consult with an appropriate advisor to obtain information on specific requirements of the receiving baccalaureate institution.

Advisor	Office	Phone
Dilling, Goyle	SBCDC 103	360.475.7289

Required Courses	Credits
ENGL& 101 English Composition I*	5
Choose one of the following two courses:	
ENGL& 102 Composition II*	5
ENGL& 235 Technical Writing*	5

Choose one of the following two courses:	
MATH& 107 Math in Society*	5
MATH& 141 Precalculus I: Algebra*	5

Humanities:	
(Choose 10 credits from the following, from at least 2 disciplines)	
ART& 100 Art Appreciation	5
ART 102 Art History/Ancient—Byzantine	5

ART 103 Art History/Medieval—Renaissance	5
ASL& 121 Am Sign Language I	5
CMST& 220 Public Speaking	5
CMST& 210 Interpersonal Communication	5
MUSC 101 Fundamentals of Music	5
SPAN& 121 Spanish I	5

Social Sciences:	
(Choose 10 credits from the following, from at least 2 disciplines)	
ANTH& 206 Cultural Anthropology	5
EDUC& 202 Intro to Education	5
PSYC& 100 General Psychology	5
PSYC& 200 Lifespan Psychology	5
SOC& 101 Intro to Sociology	5
SOC 135 The Family	5

Natural Sciences:	
(Choose 5 credits from the following, must be a lab science)	
BIOL& 160 General Biology w/Lab	5
BIOL 201 Majors Biology I*	5

Early Childhood Education Electives (50 credits):	
ECE 101 Practicum I*	3
ECE 151 Practicum II*	1
ECE 151A Practicum II*	1
ECE 164 Mathematics for Early Childhood Ed*	5
ECE 165 Early Childhood Curriculum	3
ECE 166 Environments for Children	1
ECE 170 Intro to Early Childhood Education	3
ECE 171 Observation and Assessment	2
ECE 173 Art and Creative Activities	3
ECE 177 Science for Young Children	3
ECE 179 Language and Literacy Development	3
ECE 184 Health, Safety and Nutrition	3
ECE 185 Guiding Children's Behavior	3
ECE 188 Child Abuse and Neglect	2
ECE 190 Multicultural Education	3
ECE 191 ECE Program Administration	3
ECE 201 Practicum III*	5
EDUC& 121 Child Development I: Birth to 8	5
EDUC& 203 Exceptional Child	3

Total Credits Required 90

Early Childhood Education

Associate in Technical Arts

This program provides students with classes in Early Childhood Education, supporting courses, as well as elective classes in other areas. Upon completion of the degree requirements, students should be able to work in programs involving young children in Head Start, Child Care, parent cooperatives, and private preschools, etc.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Acquire, interpret, and use information and resources that support industry defined appropriate practice.
2. Work as a team member and demonstrate respect for diversity in an early childhood environment to accomplish family, child and program goals.

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 c CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

3. Demonstrate professional and personal accountability in decision making and practices relative to children, families, colleagues, and community.
4. Effectively communicate orally and in writing in the context of early childhood settings.
5. Design, maintain, document, and evaluate early childhood environments and programming on a regular basis.

Advisor Dilling, Gayle
Office SBCDC 103
Phone 360.475.7289

Required Courses		Credits
CMST& 210	Interpersonal Communication	5
ECE 101	Practicum I*	3
ECE 151	Practicum II*	1
ECE 151A	Practicum II*	2
ECE 164	Mathematics for Early Childhood Ed*	5
ECE 165	Early Childhood Curriculum	3
ECE 166	Environments for Children	1
	(ECE 167 may be substituted)	3 1-3
ECE 170	Intro to Early Childhood Education	3
ECE 171	Observation and Assessment	2
ECE 179	Language and Literacy Development	3
ECE 184	Health, Safety and Nutrition	3
ECE 185	Guiding Children's Behavior	3
ECE 186	Survey of Centers*	2
ECE 188	Child Abuse and Neglect	2
ECE 190	Multicultural Education	3
ECE 191	ECE Program Administration	3
ECE 201	Practicum III*	5
ECE 210	Family School and Community Relations	3
ECE 225	Issues and Trends in ECE	3
EDUC& 121	Child Development I: Birth to 8	5
EDUC& 203	Exceptional Child	3
ENGL& 101	English Composition I*	5
SOC 135	The Family	5

Recommended Elective Courses

Successful completion of courses from the following list for a total of 90 credits:

ASL& 121	Am Sign Language I	5
ECE 100	Introduction to Child Care	2
ECE 125	Child Advocacy (CASA Training)	3
ECE 160	School Age Care	3
ECE 172	Introduction to Montessori	3
ECE 173	Art and Creative Activities	3
ECE 176	Music for Young Children	3
ECE 177	Science for Young Children	3
ECE 178	Children's Literature	3
ECE 187	Special Topics—CDA Credential I*	1-6
ECE 189	Family Child Care Management	3
ECE 228A	Mentoring in Early Childhood I*	1
ECE 287	Special Topics—CDA Credential II*	1-6
PE-ED 109	Basic CPR	1
PE-ED 110	Basic First Aid	1 15-17

Total Credits Required 90

Early Childhood Education

Certificate of Proficiency

The Early Childhood Education Program provides knowledge of, and training in, working with children of preschool age. The Certificate of Proficiency provides intensive study of children, techniques for working with them, and specific subject areas of Early

Childhood Education. Upon completion of the certificate requirements, students will be prepared to work in programs involving young children, i.e., Head Start, Child Care, Parent Cooperatives, and private preschools.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Acquire, interpret, and use information and resources that support industry defined appropriate practice.
2. Work as team members and demonstrate respect for diversity in an early childhood environment to accomplish family, child, and program goals.
3. Effectively communicate in various ways in the context of early childhood settings.
4. Participate in evaluation and maintenance of early childhood environments and programming on a regular basis.

Advisor Dilling, Gayle
Office SBCDC 103
Phone 360.475.7289

Required Courses		Credits
ECE 101	Practicum I*	3
ECE 151	Practicum II*	1
ECE 151A	Practicum II*	2
ECE 164	Mathematics for Early Childhood Ed*	5
ECE 165	Early Childhood Curriculum	3
ECE 170	Intro to Early Childhood Education	3
ECE 171	Observation and Assessment	2
ECE 184	Health, Safety and Nutrition	3
ECE 185	Guiding Children's Behavior	3
ECE 190	Multicultural Education	3
EDUC& 121	Child Development I: Birth to 8	5
ENGL& 101	English Composition I*	5

Recommended Elective Courses

Successful completion of courses from the following list for a total of 50 credits:

ECE 100	Introduction to Child Care	2
ECE 160	School Age Care	3
ECE 166	Environments for Children	1
ECE 172	Introduction to Montessori	3
ECE 173	Art and Creative Activities	3
ECE 176	Music for Young Children	3
ECE 177	Science for Young Children	3
ECE 178	Children's Literature	3
ECE 179	Language and Literacy Development	3
ECE 186	Survey of Centers*	2
ECE 187	Special Topics—CDA Credential I*	1-6
ECE 188	Child Abuse and Neglect	2
ECE 189	Family Child Care Management	3
ECE 191	ECE Program Administration	3
ECE 210	Family School and Community Relations	3
ECE 225	Issues and Trends in ECE	3
ECE 287	Special Topics—CDA Credential II*	1-6
EDUC& 203	Exceptional Child	3
SOC 135	The Family	5 12

Total Credits Required 50

Certificates of Recognition

ECE Assistant

Certificate of Recognition

The ECE Assistant program exposes Teacher Assistants to key concepts in developmentally appropriate practices in Early Childhood Education. Students receive knowledge on how children learn in 0-8 age group. Upon completion they will be able to recognize a safe, health, and literacy-rich environment for children, and conduct activities that nurture the development of the whole child.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate understanding of child development by developing age and individually appropriate activities.
2. State the cause and effect of environment on children's behavior.
3. Discuss the importance of addressing the "whole child."
4. Observe and document children's learning behavior in a classroom setting.
5. Assist in planning appropriate health, safety, and nutrition practices in programs serving ages 0-8.
6. Understand the principles of ethical behavior in early childhood settings.

Advisor Dilling, Gayle
Office SBCDC 103
Phone 360.475.7289

Required Courses		Credits
ECE 100	Introduction to Child Care	2
ECE 101	Practicum I*	3
ECE 184	Health, Safety and Nutrition	3
ECE 185	Guiding Children's Behavior	3
EDUC& 121	Child Development I: Birth to 8	5

Choose one of the following:

ECE 173	Art and Creative Activities	3
ECE 176	Music for Young Children	3
ECE 177	Science for Young Children	3
ECE 178	Children's Literature	3 3

Total Credits Required 19

ECE Program Administration

Certificate of Recognition

Background Information

Early Childhood Program Administrators work with staff, families, and community, and must provide the leadership and supervision necessary to promote a quality early learning and care program in a variety of settings for children from birth through the age of 12. Directors, Assistant Directors, and Program Supervisors provide the leadership to ensure that programs are relationship-focused, developmentally appropriate and culturally sensitive. Program

Degrees and Certificates

Administrators may hire, orient, train, and supervise staff, provide performance reviews, plan curriculum, and manage all program business aspects. Program Administrators need to stay current with issues and trends in the field of early childhood education, and be knowledgeable about community resources. Program Administrators must have an understanding of appropriate and related standards including the Washington State Skill Standards for Early Childhood and School-Age Care Professions. (Washington State Board for Community and Technical Colleges, 2000)

Program Outcomes

Based on Washington State Skill Standards for Early Childhood and School-Age Care Professions.

1. Recognize appropriate health, safety, and nutrition practices in programs serving ages 0-11.
2. Foster and mentor teachers to identify and meet individual child needs.
3. Supervise and implement age appropriate curriculum through childcare routines and activities.
4. Demonstrate family support and relationship-building skills with families.
5. Foster and nurture staff growth and professionalism through goal setting activities and performance evaluations.
6. Recognize and honor the culture and needs of families, children, and staff, in all aspects of an Early Childhood Program.
7. Create and maintain a professional team environment.
8. Maintain current knowledge of the field of Early Childhood Education.
9. Participate in community and professional networking.

Advisor	Office	Phone
Dilling, Gayle	SBCDC 103	360.475.7289

Required Courses		Credits
ECE 170	Intro to Early Childhood Education	3
ECE 171	Observation and Assessment	2
ECE 185	Guiding Children's Behavior	3
ECE 188	Child Abuse and Neglect	2
ECE 191	ECE Program Administration	3
ECE 210	Family School and Community Relations	3
EDUC& 203	Exceptional Child	3
Total Credits Required		19

Family Child Care Management

Certificate of Recognition

Family Home Providers serve as business managers and children's caregivers in home-based businesses. Most providers care for a mixed age range from infants to age 12 on a daily basis; other providers serve a limited age group such as preschoolers or school age children. Some home providers manage the

child care business alone; other providers hire one or more staff members to assist in the child-care setting. In managing the home-based business, the provider maintains all records, manages the budget and makes all purchases for the business. In the caregiver role, the providers plan and carry out activities that meet the needs and interests of the children in their care. It is crucial that the caregiver maintains a safe, clean and healthy environment and provides nutritious meals and snacks. Regular communication with families of the children in care on a regular basis is an important role of the provider.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Implement appropriate health, safety, and nutrition practices in family programs serving ages 0-11.
2. Identify and support individual child growth and development.
3. Plan and provide multi-age curriculum through play and daily living experiences.
4. Demonstrate family support and relationship-building skills with families.
5. Administer and maintain a continuing business plan and record-keeping system necessary for family child care management.
6. Recognize and honor the culture and needs of families and children in all aspects of their family program.
7. Identify professional goals and demonstrate a commitment to ongoing professional and personal growth.

Advisor	Office	Phone
Dilling, Gayle	SBCDC 103	360.475.7289

Required Courses		Credits
ECE 100	Introduction to Child Care	2
ECE 101	Practicum I*	3
ECE 184	Health, Safety and Nutrition	3
ECE 185	Guiding Children's Behavior	3
ECE 189	Family Child Care Management	3
EDUC& 121	Child Development I: Birth to 8	5
Total Credits Required		19

Infant-Toddler Specialist

Certificate of Recognition

Background Information

Infant-Toddler Specialists work with young children from birth to age 3 in a variety of early care and education programs. Child care for infants and toddlers is available in family child care homes, profit or non-profit child care centers sponsored by community organizations and agencies such as churches, colleges, high schools, and military bases. Education for infants/

toddlers and their parents is also provided by early intervention programs, Early Head Start, community and technical college parent education cooperatives or other special programs. It is the responsibility of specialists to both nurture and provide developmentally appropriate education for these youngest children. They prepare the learning environment as an integral part of planning and implementing curriculum. The primary role of the specialist is to build relationships with the child and the child's family members. Working with the families is as important to the specialist as working with the children. The specialist recognizes and honors the culture and needs of the families in all aspects of the program. It is necessary to have specialized training to effectively work with infants and toddlers. (Adapted from: Washington State Skill Standards for the Early Childhood Professions: Infant-Toddler Specialist, State of Washington through the State Board for Community and Technical Colleges, 2000, p. 7.) Program is based on Washington State Skill Standards for Early Childhood and School-Age Care Professions.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Implement appropriate health, safety, and nutrition practices in programs serving ages 0-3.
2. Identify and meet individual child needs.
3. Plan and provide age appropriate curriculum through normal caregiving routines.
4. Demonstrate family support and relationship-building with families.
5. Foster and nurture attachment while respecting the significance of the family-child relationship.
6. Recognize and honor the culture and needs of families, children, and staff, in all aspects of a program for infants and toddlers.
7. Identify professional goals and demonstrate a commitment to ongoing professional development.

Advisor	Office	Phone
Dilling, Gayle	SBCDC 103	360.475.7289

Required Courses		Credits
ECE 163	Infant/Toddler Caregiving, Curriculum	3
ECE 184	Health, Safety and Nutrition	3
ECE 185	Guiding Children's Behavior	3
ECE 210	Family School and Community Relations	3
ECE 250	Infant-Toddler Internship Seminar*	1
ECE 251	Infant-Toddler Internship*	3
ECE 263	Relationship Focused Care, Birth-3*	3
Total Credits Required		19

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 c CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Electronics

Electronics

Associate in Technical Arts

The Electronics Program at Olympic College provides for two years of instruction designed to prepare a student for entry in the field or industry.

Upon completion of the Associate in Technical Arts Degree (ATA) a student may transfer these credits and apply them towards a Bachelor's degree in Electronic Technology at a four-year institution.

Studies include industrial control circuits using linear integrated circuits and other solid state devices, digital circuits, microcomputer operation and languages, microprocessors, as well as studies in general industrial electronics.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Analyze, interpret and trace digital logic diagrams used in signal tracing of complex digital circuits.
- Select and operate electronic test equipment during troubleshooting and repair operations, with an emphasis on safety in use and accuracy in results.
- Design and evaluate machine language programs for efficiency and effectiveness.
- Based upon equipment troubleshooting results, research and document required replacement parts.
- Successfully replace miniature circuit board components using industrial standard soldering/fabrication techniques.
- Effectively communicate with and advise customers and co-workers, both written and orally, regarding the progress of and decisions made concerning test and repair procedures.
- Pass industry/Federal-style examination on the theory and procedures of electronic technology.

Advisor	Office	Phone
Szymkewicz, Mike	Technical 115A	360.475.7375

Required Courses	Credits
ELECT 101 Direct Current*+ _____	5
ELECT 102 Alternating Current*+ _____	5
ELECT 103 Introduction to Solid-State*+ _____	5
ELECT 106 Electronic Fabrication _____	1
ELECT 111 Direct Current Circuit Laboratory*- _____	3
ELECT 112 Alternating Current Circuit Lab*- _____	3
ELECT 113 Basic Solid-State Laboratory*- _____	3
ELECT 160 Computer Applications I*- _____	2
ELECT 165 Introduction to Digital Logic*- _____	4
ELECT 166 Introduction to Digital Logic Lab*- _____	2
ELECT 170 Computer Applications II*- _____	2

Students taking ELECT 200 with a passing grade of 3.0 may test out of Electronics classes 101 through 170.

ELECT 201 Solid-State Devices* _____	5
ELECT 202 Advanced Solid-State Devices* _____	5
ELECT 203 Special Circuits* _____	5
ELECT 211 Solid-State Laboratory* _____	3
ELECT 212 Advanced Solid-State Circuit Lab* _____	3
ELECT 213 Special Circuits Laboratory* _____	3
ELECT 225 Advanced Digital Circuits* _____	5
ELECT 227 Microcomputers* _____	3
ELECT 228 Advanced Microprocessors* _____	3
ELECT 235 Advanced Digital Circuits Laboratory* _____	2
ELECT 237 Microcomputer Laboratory* _____	2
ELECT 238 Advanced Microprocessor Lab* _____	2
ENGL& 101 English Composition I* _____	5

Choose one of the following two classes:

ENGL& 102 Composition II* _____	5
ENGL& 235 Technical Writing* _____	5
MATH& 141 Precalculus I: Algebra* _____	5
OLRM 225 Human Relations in Organizations _____	5
Successful completion of additional courses numbered 100 and above _____	5

Total Credits Required 101

-Required first year curriculum.

+Course may be eligible for advance credit for qualified students. Contact an appropriate Division Dean for more information.

Electronics

Certificate of Proficiency

The primary objective of this certificate is to develop an employable individual: an entry level assembler, installer, or apprentice technician with the technical and manipulative skills to enter the Electronics industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Select and operate electronic test equipment during trouble shooting and repair operations with an emphasis on safety in use and accuracy in results.
- Successfully replace circuit board components using industrial standard soldering/fabrication techniques.

Advisor	Office	Phone
Szymkewicz, Mike	Technical 115A	360.475.7375

Required Courses	Credits
ELECT 101 Direct Current* _____	5
ELECT 102 Alternating Current* _____	5
ELECT 103 Introduction to Solid-State* _____	5
ELECT 106 Electronic Fabrication _____	1
ELECT 111 Direct Current Circuit Laboratory* _____	3
ELECT 112 Alternating Current Circuit Lab* _____	3
ELECT 113 Basic Solid-State Laboratory* _____	3
ELECT 160 Computer Applications I* _____	2
ELECT 165 Introduction to Digital Logic* _____	4
ELECT 166 Introduction to Digital Logic Lab* _____	2
ELECT 170 Computer Applications II* _____	2

ELECT 200 Basic Electronics Theory & Assessment* _____	2
MATH& 141 Precalculus I: Algebra* _____	5
OLRM 220 Human Relations in the Workplace _____	3
Total Credits Required	45

Certificates of Recognition

Electronics

Certificate of Recognition

The primary objective of this certificate is to develop the knowledge, skills, and critical thinking necessary for successful entrance into and advancement within the Electronics industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Operate comfortably and effectively in an industrial work setting.
- Recognize the significance and desirability of reliable and ethical behavior.
- Apply critical thinking and technical abilities to resolve industrial and personnel problems.
- Effectively communicate with and advise customers and coworkers both in writing and orally regarding the progress of and decisions made concerning test and repair procedures.
- Select and operate electronic test equipment during troubleshooting and repair operations with an emphasis on safety in use and accuracy in results.

Advisor	Office	Phone
Szymkewicz, Mike	Technical 115A	360.475.7375

Required Courses	Credits
ELECT 101 Direct Current* _____	5
ELECT 106 Electronic Fabrication _____	1
ELECT 111 Direct Current Circuit Laboratory* _____	3
ELECT 160 Computer Applications I* _____	2
MATH& 141 Precalculus I: Algebra* _____	5
OLRM 220 Human Relations in the Workplace _____	3
Total Credits Required	19

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 c CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Exploring Electronics

Certificate of Recognition

This certificate will develop the skills to safely work in an electronic industrial environment and provide exposure to the electrical laws for entrance and advancement into the electronic industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate knowledge of working safely with test equipment, hand tools, soldering equipment, and chemicals.
2. Demonstrate knowledge of the electrical laws (Ohms, Watts, and Kirchoff).

Advisor	Office	Phone
Szymkewicz, Mike	Technical 115A	360.475.7375

Required Courses	Credits
ELECT 100 Exploring Electronics	8
GEN-S 110 Research in the Information Age	2
Total Credits Required	10

Elementary Education

Associate in Elementary Education

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

For students preparing for an elementary education major at one of the following participating institutions: CWU, EWU, WSU, WWU, City University, Gonzaga, Heritage, PLU, SMU, SPU, WWC, or Whitworth.

Students should work closely with an advisor at the planned baccalaureate institution to choose courses.

Faculty	Office	Phone
Dilling, Gayle	SBCDC 103	360.475.7289
Sanford, Mary	HSS 339	360.475.7317

Required Courses Credits

Education:	Credits
EDUC 199 Practicum (minimum of 2 credits)	2
EDUC& 202 Intro to Education	5

Diversity – one of the following courses:	Credits
ANTH& 206 Cultural Anthropology	5
SOC 230 Sexuality and Gender*	5

Written Communication Skills:	Credits
ENGL& 101 English Composition I*	5
ENGL& 102 Composition II*	5

Quantitative Skills: selected from MATH& 107 or above, MATH& 131 and 132 recommended.	Credits
	10

Humanities:	Credits
CMST& 220 Public Speaking	5
Additional credits from Art, Drama, Literature, or Music, with no more than 5 credits from Humanities-Skills Performance	10

Biological Sciences – one of the following two courses:	Credits
BIOL 101 Introduction to Marine Science	5
BIOL& 160 General Biology w/Lab	5

Chemistry or Physics – one of the following four courses:	Credits
CHEM& 110 Chemical Concepts w/Lab*	6
CHEM& 121 Intro to Chemistry*	6
PHYS 110 Introduction to Physics*	6
PHYS 114 General Physics*	6

Geology or Earth Sciences – one of the following two courses:	Credits
GEOL& 110 Environmental Geology	5
GEOL& 208 Geology of Pacific NW	5

Social Sciences:	Credits
HIST 110 Modern Asia	5

One of the following two courses:	Credits
HIST& 136 US History 1*	5
HIST& 137 US History 2*	5

Additional courses from Social Science distribution area such as PSYC& 200 Lifespan Psychology, or other Psychology, Sociology (if SOC 230 not used in Diversity requirement), Economics, or Geography.	Credits
	5

Technology – one of the following three courses:	Credits
CMPTR 101 Computer Literacy Assessment	1
CMPTR 150 Survey of Computing	4
EDUC 132 Educational Technology/K-12 Setting	5

Additional credits: at least eleven additional credits to make 90, the following course is recommended:	Credits
ECE 190 Multicultural Education	3

Plus additional Education courses to equal at least 90 credits.

Total Credits Required 90

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Engineering

Engineering

Associate of Science (Track 2)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AS (Track 2) Degree is intended for students with an interest in transferring to an engineering school outside the State of Washington; for transfer to an engineering school in the State of Washington students should use the appropriate AS (Track 2) Major Related Program Pre-Engineering Degree.

Students pursuing an AS (Track 2) should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the Engineering curriculum of their choice.

Faculty	Office	Phone
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727

Required Courses	Credits
CHEM& 141 General Chemistry I*	5
CHEM& 151 General Chem Lab I*	1.5
ENGL& 101 English Composition I*	5

Choose one of the following two courses:

ENGL& 102 Composition II*	5
ENGL& 235 Technical Writing*	5
MATH& 151 Calculus I*	5
MATH& 152 Calculus II*	5
MATH& 163 Calculus 3*	5
H/SS 15 Credits of Humanities and Social Science	15
PHYS 254 Engineering Physics*	6
PHYS 255 Engineering Physics*	6
PHYS 256 Engineering Physics*	6

Individualized Plan: Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student.

CHEM& 142 General Chemistry II*	5
CHEM& 143 General Chemistry III*	3
CHEM& 152 General Chem Lab II*	1.5
CHEM& 153 General Chem Lab III*	3
CHEM& 241 Organic Chem I*	4
CHEM& 242 Organic Chem II*	4
CHEM& 251 Organic Chem Lab I*	1.5
CHEM& 252 Organic Chem Lab II*	2
CS& 141 Computer Science I Java*	5
CS 143 Computer Science II Java*	5
ENGR& 104 Intro to Design	5
ENGR& 114 Engineering Graphics	5
ENGR 170 Fundamentals of Materials Science*	4
ENGR 171 Materials Science Laboratory*	1
ENGR& 204 Electrical Circuits*	5
ENGR& 214 Statics*	5
ENGR& 215 Dynamics*	5
ENGR& 224 Thermodynamics*	5
ENGR& 225 Mechanics of Materials*	5
ENGR 240 Applied Numerical Methods for Engr*	5
MATH 221 Differential Equations I*	5

MATH 222 Differential Equations II*	5
MATH 250 Linear Algebra*	5
MATH& 264 Calculus 4*	5
MTEOR 101 Weather and Atmosphere*	5

Total: (minimum 90 credits required)

Biological and Chemical Engineering

Associate of Science (Track 2)

Major Related Program (AST-2/MRP 2)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP 2 Degree is intended for students with an interest in transferring to an engineering school in the State of Washington in one of the subject disciplines. For transfer to an engineering school outside the State of Washington students should use the AS (Track 2) Degree.

Students pursuing an AST-2/MRP 2 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

Faculty	Office	Phone
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727

Required Courses Credits

CHEM& 141 General Chemistry I*	5
CHEM& 142 General Chemistry II*	5
CHEM& 143 General Chemistry III*	3
CHEM& 151 General Chem Lab I*	1.5
CHEM& 152 General Chem Lab II*	1.5
CHEM& 153 General Chem Lab III*	3
CHEM& 241 Organic Chem I*	4
CHEM& 251 Organic Chem Lab I*	1.5
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5
H/SS 15 Credits of Humanities and Social Science	15
MATH& 151 Calculus I*	5
MATH& 152 Calculus II*	5
MATH& 163 Calculus 3*	5
MATH 221 Differential Equations I*	5
PHYS 254 Engineering Physics*	6
PHYS 255 Engineering Physics*	6
PHYS 256 Engineering Physics*	6

Individualized Plan: Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student.

BIOL 201 Majors Biology I*	5
BIOL 202 Majors Biology II*	5
CHEM& 242 Organic Chem II*	4
CHEM& 252 Organic Chem Lab II*	2
CS& 141 Computer Science I Java*	5
CS 143 Computer Science II Java*	5
ENGR& 104 Intro to Design	5
ENGR& 114 Engineering Graphics	5
ENGR& 204 Electrical Circuits*	5
ENGR& 214 Statics*	5

ENGR& 224 Thermodynamics*	5
ENGR 240 Applied Numerical Methods for Engr*	5
MATH 222 Differential Equations II*	5
MATH 250 Linear Algebra*	5
MATH& 264 Calculus 4*	5

Total: (minimum 90 credits required)

Computer and Electrical Engineering

Associate of Science (Track 2)

Major Related Program (AST-2/MRP 3)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP 3 Degree is intended for students with an interest in transferring to an engineering school in the State of Washington in one of the subject disciplines. For transfer to an engineering school outside the State of Washington students should use the AS (Track 2) Degree.

Students pursuing an AST-2/MRP 3 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

Faculty	Office	Phone
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727

Required Courses Credits

CHEM& 141 General Chemistry I*	5
CHEM& 151 General Chem Lab I*	1.5
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5
Approved computer programming courses	10
ENGR& 204 Electrical Circuits*	5
H/SS 15 Credits of Humanities and Social Science	15
MATH& 151 Calculus I*	5
MATH& 152 Calculus II*	5
MATH& 163 Calculus 3*	5
MATH 221 Differential Equations I*	5
MATH 250 Linear Algebra*	5
PHYS 254 Engineering Physics*	6
PHYS 255 Engineering Physics*	6
PHYS 256 Engineering Physics*	6

Individualized Plan: Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student.

BIOL 201 Majors Biology I*	5
CHEM& 142 General Chemistry II*	5
CHEM& 152 General Chem Lab II*	1.5
CS& 141 Computer Science I Java*	5
CS 143 Computer Science II Java*	5
ENGR& 104 Intro to Design	5
ENGR& 214 Statics*	5
ENGR& 224 Thermodynamics*	5
ENGR 240 Applied Numerical Methods for Engr*	5
MATH 222 Differential Equations II*	5
MATH& 264 Calculus 4*	5

Total: (minimum 90 credits required)

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Mechanical, Civil, Aeronautical, Industrial, Materials Science Engineering

Associate of Science (Track 2)

Major Related Program (AST-2/MRP 1)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP 1 Degree is intended for students with an interest in transferring to an engineering school in the State of Washington in one of the subject disciplines. For transfer to an engineering school outside the State of Washington students should use the AS (Track 2) Degree.

Students pursuing an AST-2/MRP 1 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

Faculty	Office	Phone
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727

Required Courses	Credits
CHEM& 141 General Chemistry I*	5
CHEM& 142 General Chemistry II*	5
CHEM& 151 General Chem Lab I*	1.5
CHEM& 152 General Chem Lab II*	1.5
Approved computer programming course	5
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5
ENGR& 214 Statics*	5
ENGR& 215 Dynamics*	5
ENGR& 225 Mechanics of Materials*	5
H/SS 15 Credits of Humanities and Social Science	15
MATH& 151 Calculus I*	5
MATH& 152 Calculus II*	5
MATH& 163 Calculus 3*	5
MATH 221 Differential Equations I*	5
MATH 250 Linear Algebra*	5
PHYS 254 Engineering Physics*	6
PHYS 255 Engineering Physics*	6
PHYS 256 Engineering Physics*	6

Individualized Plan: Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student.

CS& 141 Computer Science I Java*	5
ENGR& 104 Intro to Design	5
ENGR& 114 Engineering Graphics	5
ENGR 170 Fundamentals of Materials Science*	4
ENGR 171 Materials Science Laboratory*	1
ENGR& 204 Electrical Circuits*	5
ENGR& 224 Thermodynamics*	5
ENGR 240 Applied Numerical Methods for Engr*	5
MATH 222 Differential Equations II*	5
MATH& 264 Calculus 4*	5

Total: (minimum 101 credits required)

Fire Service

Fire Science

Certificate of Proficiency

This certificate program is designed to enable fire service personnel to increase their technical skills and general education knowledge for work in fire and emergency services rescue. Students may receive a Certificate of Proficiency in Fire Science upon satisfactory completion of all requirements outlined below.

Students must complete 59 credits with a grade point average of 2.0 or above.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Describe how the EMS provider can protect himself or herself from exposure to an infectious disease.
2. Describe the signs and symptoms of HIV, HBV, and TB.
3. Describe the risk factors for heart disease.
4. Perform adult, child and infant CPR.
5. Perform bandaging, splinting and stop bleeding.
6. Recognize and treat burns, diabetes, abdominal emergencies, soft tissue injuries, skeletal injuries, respiratory emergencies, and heart emergencies.
7. Know the principles and techniques of preparing and delivering effective public speeches to inform, analyze and persuade.
8. Apply knowledge of consumer mathematics.
9. Communicate orally, graphically and in writing, using technical language in ways that convey clear instructions.
10. Behave responsibly in the completion of work projects and/or tasks and in interaction with others in the work place.
11. Given a variety of circumstances and personalities, apply understanding of human development and human behavior.
12. Identify professional goals and demonstrate a commitment to ongoing professional and personal growth.
13. Observe safety issues and fire service related laws and regulations and remedy unsafe practices.

Advisor	Office	Phone
Normandy, Dana	ST 121	360.475.7722

Required Courses	Credits
CMST& 220 Public Speaking	5
ENGL& 101 English Composition I*	5

Choose one of the following two courses:

ENGL& 102 Composition II*	5
ENGL& 235 Technical Writing*	5

F-FS 100 Introduction to Fire Protection	2
F-FS 111 Fundamentals of Firefighting*	6
F-FS 112 Fundamentals of Emergency Medicine	2
F-FS 113 Intermed Firefighting Fundamentals*	5
F-FS 115 Advanced Firefighting Fundamentals*	4
F-FS 124 HazMat Response Ops/Level ++	2
F-FS 200 Emergency Medical Technician*	8
MATH& 107 Math in Society*	5
PSYC& 100 General Psychology	5
SOC& 101 Intro to Sociology	5

Total Credits Required 59

Fire Science– Emergency Medical Services

Certificate of Proficiency

This program expands on the Emergency Medical Technician Basic course (EMT-B), to give students a greater understanding of the NHTSA National Emergency Medical Services Educational Standards (scheduled for implementation in 2011).

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Provide emergency medical care as an EMT or Emergency Room Technician.
2. Apply to a Paramedic Program.
3. Enter into other medical programs.

Advisor	Office	Phone
Normandy, Dana	ST 121	360.475.7722

Required Courses	Credits
BIOL& 175 Human Biology w/Lab	5

Choose one of the following three courses:

CMST 153 Intercultural Communication	5
CMST& 210 Interpersonal Communication	5
CMST& 220 Public Speaking	5

CO-OP 111 Cooperative Education Seminar I*	2
CO-OP 121 Cooperative Work Experience*	1
CO-OP 221 Cooperative Work Experience*	1
ENGL& 101 English Composition I*	5

Choose one of the following two courses:

ENGL& 102 Composition II*	5
ENGL& 235 Technical Writing*	5

F-FS 112 Fundamentals of Emergency Medicine	2
F-FS 200 Emergency Medical Technician*	8
MATH& 107 Math in Society*	5
MEDA 162 Medical Terminology	5
PHIL 115 Critical Thinking	5
PSYC& 100 General Psychology	5
SOC& 101 Intro to Sociology	5

Total Credits Required 59

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Fire Service Management and Administration

Certificate of Specialization

This program prepares students for careers in managing organizations and resources in emergency services. It provides students with a solid grounding in people skills, business principles and terminology, communication skills, and organizational skills. The program fosters attitudes that will help students succeed in all types of organizations: a future-oriented outlook, rational decision-making, teamwork, individual responsibility, and the value of diversity.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use oral and written communication skills as they relate to the business environment.
2. Evaluate and implement the application of federal laws, state laws, and local ordinances as they apply to the management of emergency services.
3. Follow an identified "systematic process" to plan and execute projects while working within specified budgets and timelines.
4. Execute routine administrative functions by maintaining and evaluating various office systems (records management, paper flow, etc.) and making sure that files are complete and are maintained in accordance with policies and procedures.
5. Analyze legal and ethical implications of business conduct.
6. Develop strategies that foster personal and professional growth and the ability to manage change in the emergency service career field.

Advisor Normandy, Dana
Office ST 121
Phone 360.475.7722

Required Courses		Credits
BUS& 101	Intro to Business _____	5
CMST& 220	Public Speaking _____	5
CO-OP 111	Cooperative Education Seminar I* _____	2
CO-OP 121	Cooperative Work Experience* _____	3
ENGL& 101	English Composition I* _____	5
ENGL& 235	Technical Writing* _____	5
F-FSM 203	Fire Department Customer Service _____	2

Choose one of the following two courses:

F-FSM 231	Fire Service Leadership _____	4
F-FSM 232	Fire Service Management _____	4
F-FSM 233	Fire Service Administration _____	4
F-FSM 280	Law for Emergency Services _____	3
MATH 090B	Prealgebra* _____	5
POLS 115	State/Local Government _____	5
PSYC& 100	General Psychology _____	5
PSYC& 220	Abnormal Psychology _____	5
SOC& 201	Social Problems _____	5

Total Credits Required **63**

Certificates of Recognition

Fire Science

Certificate of Recognition

This program is designed for those fire entry level firefighter personnel who have a solid foundation in basic firefighting skills. Students can increase and further hone their job skills in a shorter period of time, specific to a higher job skill demand in Olympic College's Firefighter Intern/Resident Program. Students may receive a Certificate of Recognition in Fire Science upon satisfactory completion of all requirements outlined below.

Students must complete 19 credits with a grade point average of 2.0 or above.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain the fundamental mission of the fire service.
2. List the typical services provided by the fire department.
3. Describe the basic fundamentals of customer service.
4. Explain the purpose of standard operating procedures used in the fire department.
5. Explain the systems used in fire alarms and communication for the fire service.
6. Explain the differences between a community college certificate, an associate degree, and a four-year degree in fire technology.
7. Give examples of work ethics.
8. Explain the need for sensitivity to diversity inside and outside the workplace.
9. Give examples of different types of personnel development programs.
10. Explain the purpose and importance of the probationary period.
11. Identify fire protection jobs in the public and private fire service.
12. List duties and requirements of the position of firefighter trainee and firefighter.
13. List duties and requirements of the position of firefighter/paramedic.
14. Give examples of fire service jobs other than firefighter.
15. Describe the six principles of command.
16. List and describe the fire components of the management cycle.
17. Describe the fire department chain of command.
18. Fill out a typical fire department organizational chart.

19. Identify different fire department types.
20. Identify different ranks and their general responsibilities.
21. Describe the importance of fire prevention.
22. Describe the activities performed by a fire prevention bureau.
23. List methods of public education as it relates to fire prevention.
24. Explain how the authority to enforce fire prevention regulations is derived.
25. Describe the importance of fire information reporting.
26. List the uses of fire-related statistics.
27. Explain the need for a plan at every incident.
28. Differentiate between offensive, defensive and combination modes of attack.
29. Explain the need for organized thought processes in incident assessment.
30. Describe the strategic priorities at an incident.
31. Explain the term strategy, tactics, and tasks.
32. Explain the need for size up of an incident.
33. Explain how a size up is performed and what information is necessary to communicate.
34. Describe the MIMS Incident Command System.
35. Explain the need for unified command on a multi-jurisdictional incident.

Advisor Normandy, Dana
Office ST 121
Phone 360.475.7722

Required Courses		Credits
F-FS 100	Introduction to Fire Protection _____	2
F-FS 111	Fundamentals of Firefighting* _____	6
F-FS 113	Intermed Firefighting Fundamentals* _____	5
F-FS 115	Advanced Firefighting Fundamentals* _____	4
F-FS 124	HazMat Response Ops/Level ++ _____	2

Total Credits Required **19**

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CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 c **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

Degrees and Certificates

Fire Service Management and Administration

Certificate of Recognition

This program is designed to prepare and enhance fire service personnel for leadership, management, administration and supervisory skills in an applied work setting. Students may receive a Certificate of Recognition in Fire Service Management and Administration upon satisfactory completion of all requirements outline below.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Provide quality customer service delivery in meeting customer and community needs.
2. Articulate the relationship of leadership and how it relates to the functions of management in the fire service.
3. Work effectively as a team leader to accomplish department's mission, goals and objectives.
4. Effectively apply proper principles of working in the political arena.
5. Show respect and the ability to work collaboratively with diverse individuals and teams.

Advisor	Office	Phone
Normandy, Dana	ST 121	360.475.7722

Required Courses		Credits
CO-OP 111	Cooperative Education Seminar I*	2
CO-OP 121	Cooperative Work Experience*	3
F-FSM 203	Fire Department Customer Service	2

Choose one of the following two courses:

F-FSM 231	Fire Service Leadership	4
F-FSM 232	Fire Service Management	4
F-FSM 233	Fire Service Administration	4
F-FSM 280	Law for Emergency Services	3

Total Credits Required 18

Human Services

Chemical Dependency Counseling

Associate in Technical Arts

This Degree is designed for students who wish to fulfill the education requirements for certification as Chemical Dependency Professionals through the Department of Health in Washington State (WAC 246-811-030).

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Understand addiction and the ways it impacts individuals throughout the life course.
2. Apply key principles in developmental and abnormal psychology to the experiences of chemically dependent and addicted patients.
3. Understand the pharmacological actions of alcohol and other drugs.
4. Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
5. Be effective in treatment planning, case management referral, use of community resources, and service coordination.
6. Effectively utilize the techniques used in individual counseling; group counseling; and counseling for families, couples and significant others who are affected by chemical dependency.
7. Develop an understanding of effective drug and alcohol prevention and relapse prevention programs as well as local client, family and community drug prevention education opportunities.
8. Successful completion of the HIV/AIDS brief risk intervention (4 hours) for the chemically dependent.
9. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
10. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
11. Access and use a variety of resources and services that match the needs of the individual or family.
12. Coach and mentor others. Others include co-workers, colleagues, and family members.
13. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Advisor	Office	Phone
Cohen, Mirelle	Shop 201	360.475.7553
	Email: mcohen@olympic.edu	

Required Courses		Credits
CMPT& 150	Survey of Computing	4
PE-ED 109	Basic CPR	1

Choose one of the following two courses:

MATH& 107	Math in Society* (or above)	5
BMGMT 140	Business and Personal Mathematics*	5

Choose one of the following three courses:

ENGL& 101	English Composition I*	5
ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5

Humanities

Choose one of the following two courses:

ASL& 121	Am Sign Language I	5
SPAN& 121	Spanish I	5

Choose one of the following three courses:

CMST 153	Intercultural Communication	5
CMST& 210	Interpersonal Communication	5
CMST& 220	Public Speaking	5

Natural Sciences

BIOL& 175	Human Biology w/Lab	5
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Social Sciences

PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5
SOC& 101	Intro to Sociology	5

Chemical Dependency

HSSA& 101	Intro to Addictive Drugs	5
HS 105	Drug and Alcohol Prevention	3
HS 107	Intro to Human Services	5
HS 110	Diversity, Ethics & the Law	3
HS 112	Case Management for CDP*	3
HS 113	CDP Individual Counseling*	3
HS 114	CDP Group Counseling*	3
HS 115	Adolescent Addiction and Treatment*	2
HS 120	Relapse Prevention/Family Counseling*	3
HS 275	Human Services & CDP Practicum 1*	5
HS 276	Human Services & CDP Practicum 2*	5

Total Credits Required 90

Chemical Dependency Professional

Certificate of Proficiency

This program is designed for students who wish to fulfill the education requirements for certification as Chemical Dependency Professionals through the Department of Health in Washington State (WAC 246-811-030).

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Understand addiction and the ways it impacts individuals throughout the life course.
2. Apply key principles in developmental and abnormal psychology to the experiences of chemically dependent and addicted patients.

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

3. Understand the pharmacological actions of alcohol and other drugs.
4. Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
5. Be effective in treatment planning, case management referral, use of community resources, and service coordination.
6. Effectively utilize the techniques used in individual counseling; group counseling; and counseling for families, couples and significant others who are affected by chemical dependency.
7. Develop an understanding of effective drug and alcohol prevention and relapse prevention programs as well as local client, family and community drug prevention education opportunities.
8. Successful completion of the HIV/AIDS brief risk intervention (4 hours) for the chemically dependent.
9. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
10. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
11. Access and use a variety of resources and services that match the needs of the individual or family.
12. Coach and mentor others. Others include co-workers, colleagues, and family members.
13. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Advisor **Office** **Phone**
Cohen, Mirelle Shop 201 360.475.7553
Email: mcohen@olympic.edu

General Requirements **Credits**

ENGL& 101 English Composition I* _____ 5
Choose one of the following two courses:
MATH& 107 Math in Society* (or above) _____ 5
BMGMT 140 Business and Personal Mathematics* _____ 5

Technical Core

Choose one of the following two courses:
CMST& 210 Interpersonal Communication _____ 5
CMST 153 Intercultural Communication _____ 5
HSSA& 101 Intro to Addictive Drugs _____ 5
HS 105 Drug and Alcohol Prevention _____ 3
HS 107 Intro to Human Services _____ 5
HS 110 Diversity, Ethics & the Law _____ 3
HS 112 Case Management for CDP* _____ 3
HS 113 CDP Individual Counseling* _____ 3
HS 275 Human Services & CDP Practicum 1* _____ 5

General Emphasis

HS 114 CDP Group Counseling* _____ 3
HS 115 Adolescent Addiction and Treatment* _____ 2
HS 120 Relapse Prevention/Family Counseling* _____ 3
PSYC& 200 Lifespan Psychology _____ 5
PSYC& 220 Abnormal Psychology _____ 5

Total Credits Required **60**

Human Services

Certificate of Proficiency

This program is designed for both professionals wishing to stay current or students wishing to enter the field. Human Service advocates or specialists work in the areas of health, education and human services. The courses develop a strong theoretical foundation and practical skills to prepare students for a career in the human services field.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Recognize inter-personal dynamics that may challenge family or group relationships. Challenges may include addiction, violence, sexual assault, poverty, loss, chronic health problems, disability, and aging.
2. Recognize indications of substance abuse and be familiar with the disease concept and treatment protocols.
3. Based on a thorough assessment, create a service plan that maximizes individual and family strengths, respects ethno-cultural values, and addresses the needs and challenges of the individual and/or family.
4. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
5. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
6. Access and use a variety of resources and services that match the needs of the individual or family.
7. Analyze and evaluate one's personal strengths, values and biases that may positively and/or negatively impact the ability to work with others.
8. Given a variety of circumstances and personalities, apply an understanding of human development and human behavior that is holistic, non-judgmental, and strength-based.
9. Give and receive constructive feedback as a means of continuous personal, professional and system improvement.
10. Coach and mentor others. Others include co-workers, colleagues, and family members.

11. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Advisor **Office** **Phone**
Cohen, Mirelle Shop 201 360.475.7553
Email: mcohen@olympic.edu

Required Courses **Credits**

ENGL& 101 English Composition I* _____ 5
Choose one of the following two courses:
MATH& 107 Math in Society* (or above) _____ 5
BMGMT 140 Business and Personal Mathematics* _____ 5

Technical Core

Choose one of the following two courses:
CMST& 210 Interpersonal Communication _____ 5
CMST 153 Intercultural Communication _____ 5
HSSA& 101 Intro to Addictive Drugs _____ 5
HS 105 Drug and Alcohol Prevention _____ 3
HS 107 Intro to Human Services _____ 5
HS 110 Diversity, Ethics & the Law _____ 3
HS 275 Human Services & CDP Practicum 1* _____ 5
SOC 109 Family Abuse and Neglect _____ 3

General Emphasis

HS 112 Case Management for CDP* _____ 3
HS 125 Child Advocacy (CASA Training) _____ 3
HS 210 Family School and Community Relations _____ 3
SOC 135 The Family _____ 5

Total Credits Required **53**

Certificate of Recognition

Human Services–Case Aide

Certificate of Recognition

The program prepares students to enter the field as entry-level case aides or assistants in agencies working with a diverse range of clients.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Recognize indications of substance abuse and be familiar with the disease concept and treatment protocols.
2. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
3. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
4. Access and use a variety of resources and services that match the needs of the individual or family.
5. Coach and mentor others. Others include co-workers, colleagues, and family members.

Degrees and Certificates

6. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Advisor **Office** **Phone**
Cohen, Mirelle Shop 201 360.475.7553
Email: mcohen@olympic.edu

Required Courses		Credits
HSSA& 101	Intro to Addictive Drugs _____	5
HS 107	Intro to Human Services _____	5
HS 110	Diversity, Ethics & the Law _____	3
HS 112	Case Management for CDP* _____	3
HS 113	CDP Individual Counseling* _____	3
Total Credits Required		19

Industrial Trades

Industrial Trades Technician (Apprenticeship)

Associate in Technical Arts Certificate of Completion

The jobs with top salaries are those that combine academic, technical, and critical thinking skills. This comprehensive industrial trades program blends theory and practical applications to bolster learning experiences in oral and written communications, interpersonal skills, applied mathematics, and applied physics.

Olympic College can help you prepare to qualify for workforce positions that offer security for your future. Cooperative work experience in a variety of settings spans an effective partnership between you (a civilian), your government employer, and Olympic College that can reinforce both industrial skills and academics. This program offers excellent opportunities for men and women to succeed in a career of their choice. The student will have developed knowledge and skills necessary for advancement to supervisory positions.

Program Goals

Students graduating with an ATA will possess the specific knowledge and skills required for successful completion of journeyworker academic training in one of the following trades:

- Option 1: Electroplater
- Option 2: Fabric Worker
- Option 3: Thermal Insulator
- Option 3A: Composite Plastic Fabricator
- Option 4: Painter
- Option 5: Rigger
- Option 6: Shipwright
- Option 7A: Marine Electrician
- Option 7B: Heavy Mobile Equipment Electrician
- Option 7C: High Voltage Electrician
- Option 7D: Temporary Services Electrician
- Option 7E: Electronics Mechanic
- Option 8: Marine Machinery Mechanic
- Option 8A: Heavy Mobile Equipment Mechanic
- Option 9: Marine Pipefitter
- Option 9A: Temporary Services Pipefitter
- Option 9B: Utilities Service Repair Operator
- Option 10: Shipfitter
- Option 10A: Sheetmetal Mechanic
- Option 10B: Temporary Ventilation Mechanic
- Option 12: Non-Destructive Test Examiner
- Option 13: Weldor
- Option 14: Machinist
- Option 14A: Production Machinery Mechanic

- Option 15: Production Machinery Electrician
- Option 16: Electronic Industrial Controls Mechanic
- Option 18: Electronics

Program Outcomes

Upon completion of this program, successful students will:

1. Possess the basic skills to operate comfortably and effectively in an industrial work setting.
2. Apply critical thinking and technical abilities to resolve industrial and personnel problems.
3. Participate effectively as a team member in the work process.
4. Demonstrate the academic knowledge and skills necessary for journeyworker level certification in their specific trade.
5. Recognize the significance and desirability of reliable and ethical behavior.
6. Demonstrate self-reliance and dependability in a variety of work situations.

Advisor **Office** **Phone**
Abel, Bob PSNS Bldg 460, Room 253 360.476.4622
Bolton, Karen PSNS Bldg 460, Room 242 360.476.5339
Haines, Don PSNS Bldg 460, Room 254 360.476.6976

NOTE: Graduates of the Puget Sound Naval Shipyard Apprentice Program may attain an ATA Degree using the graduation requirements in any OC catalog under which they were in attendance even if more than eight years ago.

Legal Office

Legal Office Professional

Associate in Technical Arts

Graduates of this program may seek employment in public or private industry as legal receptionists, assistants, or secretaries, depending upon their work experience background. They may plan to transfer to a two- or four-year college or university with an Upside Down Degree program, elect to complete the Associate of Arts transfer curriculum, or transfer to a Paralegal/Legal Assistant program at another two- or four-year college.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use computer software to accomplish general and legal office tasks.
2. Apply math concepts to typical business situations.
3. Effectively communicate orally and in writing in the context of common business practices.
4. Demonstrate positive personal attributes and images, and personal and professional ethics, the ability to maintain confidentiality and good client relationships.
5. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management, case file management).
6. Work as a team member in a legal office environment to accomplish the goals of the organization.
7. Define, explain, correctly spell, and effectively use legal terminology.
8. Effectively apply components of accounting to typical business transactions.
9. Explain, discuss, and analyze basic tenets of law and the court systems as it relates to legal office management.
10. Use library and Internet research tools to complete legal research in case law and various topics.

Advisor	Office	Phone
Hudson, Tia	Business 114	360.475.7384

Required Courses	Credits
BMGMT 140 Business and Personal Mathematics*	5
BSTEC 123 MS Word Specialist*	4
BSTEC 150 Business English*	5
BSTEC 175 Legal Typing and Transcription*	3
BSTEC 250 Business Correspondence*	5
BSTEC 255 Records and Database Management*	5
BSTEC 275 Legal Terminology	5
BSTEC 280 Legal Office Procedures*	5

BSTEC 285	Legal Research and Writing*	5
BUS& 201	Business Law	5
CJ& 101	Intro Criminal Justice	5

Choose one of the following three courses:

CMST& 210	Interpersonal Communication	5
CMST& 220	Public Speaking	5
CMST 242	Career Communications	5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3

Choose one of the following two courses:

PSYC& 100	General Psychology	5
PSYC 102	Psychology of Adjustment	5

Successful completion of an additional 20 credits in elective courses, 5 credits of which must come from fully transferable courses. See the section "Associate Degree - Distribution Requirements" in the Catalog for a list of fully transferable courses.

Total Credits Required 90

Legal Support Professional

Certificate of Proficiency

Secretaries who have a solid foundation in basic skills can move into the legal field upon completion of this certificate program. It provides an understanding of the law, familiarity with legal vocabulary and procedures, and experience in using word processing software.

The following constitute prerequisites:
Demonstrated proficiency and/or equivalent college/business school credits as follows:

- Keyboarding at 50+ wpm
- Electronic Printing Calculators

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use a variety of computer software to accomplish office tasks according to industry standards.
2. Effectively apply math concepts in the context of common business practices.
3. Effectively communicate orally and in writing in the context of common business practices, as well as showing the ability to define, explain, correctly spell, and effectively use business and legal terminology.
4. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management, financial records, etc.).
5. Work as a team member in an office environment to accomplish the goals of the organization.
6. Identify and use common legal resources found in a law office, law library, or on the Internet, to locate and summarize information relating to legal specialties, court systems, and legal careers.
7. Explain the importance of developing

positive personal images and attributes, personal and professional ethics, maintaining confidentiality, and good client relationships.

Advisor	Office	Phone
Hudson, Tia	Business 114	360.475.7384

Required Courses Credits

Legal Study Requirements

BSTEC 175	Legal Typing and Transcription*	3
BSTEC 275	Legal Terminology	5
BSTEC 280	Legal Office Procedures*	5
BSTEC 285	Legal Research and Writing*	5
BUS& 201	Business Law	5
CJ& 101	Intro Criminal Justice	5

General Certificate Requirements

OLRM 220	Human Relations in the Workplace	3
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Choose one of the following two courses:

CMST& 210	Interpersonal Communication	5
CMST 242	Career Communications	5

General Office Requirements

BSTEC 130	Practical Accounting	5
BSTEC 250	Business Correspondence*	5
BSTEC 255	Records and Database Management*	5

Electives

Choose from Accounting, Business, Business Management, Economics, Business Technology, Computer Information Systems, and Cooperative Education

Total Credits Required 56

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 c CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Manufacturing Technology

Manufacturing Technology

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills and a foundation to pursue other certificates and two year degrees in any manufacturing or trade specialty area.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Work effectively in a manufacturing environment.
2. Participate and contribute to the effectiveness of teams.
3. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
4. Gather, interpret, and use data consistently and accurately to make decisions and take action.
5. Contribute to the maintenance of a safe and healthy work environment.
6. Apply technology to operate and contribute to business and manufacturing systems.
7. Take responsibility for his/her actions and decisions, adapt to change, and update his/her skills, knowledge, and attitudes to meet new challenges.

Advisor	Office	Phone
Gallagher, Christopher	Shop 201B W.S.T.S.C. 223	360.475.7676 360.473.0580
Business & Technology	Technical 103	360.475.7360

Required Courses	Credits
MANU 101 Orientation to Manufacturing	2
MANU 115 Foundations of Manufacturing I*	5
MANU 120 Manufacturing Methodologies	5
MANU 130 Measurement, Tools, and Safety	6
MANU 140 Planning, Drawing, and Technology	5
MANU 150 Intro to Computer Numerical Control	6
MANU 160 Advanced Computer Numerical Control*	6
CO-OP 111 Cooperative Education Seminar I*	2
CO-OP 121-124 Cooperative Work Experience*	2
Total Credits Required	39

Medical Assisting

Medical Assisting

Associate in Technical Arts

Olympic College offers a two-year curriculum which prepares students for employment in medical settings to assist the physician and/or health care worker. This degree program is designed to help qualify medical office assistants for supervisory and/or management roles. The student will receive, in addition, a Certificate of Specialization in Medical Assisting.

Students planning to enroll in MEDA 210 and 211 must submit Application for Work Experience the quarter preceding enrollment in MEDA 210 and 211. A minimum grade point average of 2.0 in all Medical Assisting course work is required in order to register for MEDA 210 and 211.

Placement testing for proficiency in Mathematics and English may be required for placement into ENGL& 101 or MATH& 107. See advisor for details.

Additional costs: Computer lab fees, plus:

1. Purchase of uniform and regulation shoes for externship;
2. Purchase of wrist watch with sweep second hand for externship;
3. Malpractice insurance purchase for clinical classes and externship;
4. Proof of current immunizations including Hepatitis B;
5. Purchase of OC nametag;
6. Purchase of stethoscope;
7. WA State Background Check.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Accurately perform clinical skills appropriate for a medical office setting.
2. Effectively use oral and written communication skills as they relate to a medical office environment.
3. Use computer software to research or organize data for medical information systems.
4. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
5. Recognize and be able to respond to medical office emergencies within scope of training.
6. Recognize the impact of cultural differences in the care of patients and the interaction with co-workers.

Advisor	Office	Phone
Lieseke, Connie	Engineering 106	360.475.7741
Parker, Barbara	Engineering 108	360.475.7679

Required Courses	Credits
BSTEC 110 Beginning Keyboarding _____ (BSTEC 111 or 254 are also acceptable)	3
CMST& 210 Interpersonal Communication _____	5
ENGL& 101 English Composition I* _____	5
MATH& 107 Math in Society* (or any MATH class over the 100 level) _____	5
MEDA 110 Anatomy and Physiology* _____	4
MEDA 111 Pathophysiology for Med Assisting* _____	4
MEDA 112 Med Law, Ethics and Bioethics _____	3
MEDA 113 Pharmacology for Medical Assisting* _____	3
MEDA 120 Medical Office Procedures I* _____	4
MEDA 121 Medical Office Procedures II* _____	4
MEDA 136 Examination Room Techniques* _____	5
MEDA 137 Lab Procedures for Medical Assisting* _____	4
MEDA 151 MEDA Professional Preparation I _____	1
MEDA 152 MEDA Professional Preparation II* _____	1
MEDA 153 MEDA Professional Preparation III* _____	1
MEDA 162 Medical Terminology _____	5
or the following two courses:	
MEDA 160 Medical Terminology I _____	3
MEDA 161 Medical Terminology II* _____	3 5-6
MEDA 163 Medical Insurance Billing* _____	3
MEDA 168 Medical Assisting Invasive Procedures* _____	2
MEDA 205 Medical Claims and Coding* _____	2
MEDA 208 Exit Testing for MEDA* _____	2
MEDA 209 Medical Office Emergencies _____	2
MEDA 210 Externship for Medical Assistants* _____	6
MEDA 211 Human Relations/MEDA* _____	2
Successful completion of additional courses, from at least two areas of study (see below), numbered 100 and above. _____	14

Total Credits Required 90-91

Recommended Elective Courses

ACCT& 201 Prin of Accounting I _____	5
ASL& 121 Am Sign Language I _____	5
BSTEC 117 MS Excel _____	1
BSTEC 130 Practical Accounting _____	5
BSTEC 134 Payroll Accounting* _____	5
BSTEC 255 Records and Database Management* _____	5
BSTEC 257 Advanced Office Applications* _____	4
CHEM& 110 Chemical Concepts w/Lab* _____	6
ENGL& 102 Composition II* _____	5
ENGL& 235 Technical Writing* _____	5
PSYC& 100 General Psychology _____	5
PSYC 102 Psychology of Adjustment _____	5
PSYC& 200 Lifespan Psychology _____	5
PSYC& 220 Abnormal Psychology _____	5
SOC& 101 Intro to Sociology _____	5
SOC& 201 Social Problems _____	5

Medical Assisting

Certificate of Specialization

This program prepares students for employment in medical settings assisting the physician and/or other healthcare professionals in the examination and treatment of patients, as well as preparing them to function in the administrative environment of health care facilities in accordance with state laws governing such actions and activities. Students planning to enroll in MEDA 210 and 211 must submit Application for Work Experience the quarter preceding enrollment. The student must have completed all required courses (53 credits) with a minimum grade point average of 2.0

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in these courses to register for MEDA 210 and MEDA 211. Further, all required courses must be taken within the previous three years to register for MEDA 210 and MEDA 211.

Program Prerequisites

Students entering the MEDA program are required to take a placement test for reading, writing and mathematics readiness. Please refer to specific course outlines for appropriate placement scores.

Prior to registration for the clinical classes which begin Winter term, students will need to submit a completed application packet to the office of Records and Registration. Requirements include:

1. Purchase of malpractice insurance which is available from the cashier in the HSS Building.
2. Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
3. The completed application for the MEDA program.
4. Two letters of recommendation.
5. Signed Statement of Responsibility.
6. Signed Confidentiality Statement.
7. Proof of completion of Healthcare Provider CPR and Basic First Aid course.
8. Copies of placement test scores.
9. Any applicable course transcripts needed for consideration.
10. All students will be required to request a Criminal History Information Background Check. A student who cannot participate in patient care delivery in clinical settings during externship based on a positive background inquiry check will not be able to successfully complete the program.
11. Additional requirements including titers for chicken pox and/or measles may be compelled by certain extern sites.

The deadline for application is January 1, or whenever the Winter term MEDA classes are filled with qualified students.

Additional cost: Same fees as other Olympic College students, plus:

1. Purchase of scrubs for externship
2. Purchase of wristwatch with sweep second hand
3. Purchase of Olympic College nametag
4. Purchase of a stethoscope by the beginning of Winter quarter

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Perform clinical skills appropriate for a medical office setting.
2. Effectively use oral and written communication skills as they relate to a medical office environment.
3. Use computer software to research or organize data for medical information systems.
4. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
5. Recognize and be able to respond to medical office emergencies within scope of training.

Advisor	Office	Phone
Lieseke, Connie	Engineering 106	360.475.7741
Parker, Barbara	Engineering 108	360.475.7679

Required Courses	Credits
BSTEC 110 Beginning Keyboarding _____	3
MEDA 110 Anatomy and Physiology* _____	4
MEDA 111 Pathophysiology for Med Assisting* _____	4
MEDA 112 Med Law, Ethics and Bioethics _____	3
MEDA 113 Pharmacology for Medical Assisting* _____	3
MEDA 120 Medical Office Procedures I* _____	4
MEDA 121 Medical Office Procedures II* _____	4
MEDA 136 Examination Room Techniques* _____	5
MEDA 137 Lab Procedures for Medical Assisting* _____	4
MEDA 151 MEDA Professional Preparation I _____	1
MEDA 152 MEDA Professional Preparation II* _____	1
MEDA 153 MEDA Professional Preparation III* _____	1
MEDA 162 Medical Terminology _____	5
or the following two courses:	
MEDA 160 Medical Terminology I _____	3
MEDA 161 Medical Terminology II* _____	3 5-6
MEDA 163 Medical Insurance Billing* _____	3
MEDA 168 Medical Assisting Invasive Procedures* _____	2
MEDA 205 Medical Claims and Coding* _____	2
MEDA 208 Exit Testing for MEDA* _____	2
MEDA 209 Medical Office Emergencies _____	2
MEDA 210 Externship for Medical Assistants* _____	6
MEDA 211 Human Relations/MEDA* _____	2

Total Credits Required 61-62

Medical Billing and Coding

Certificate of Specialization

This program is designed to prepare students for careers as Medical Billing and Coding specialists. It includes various foundation courses for healthcare professionals, as well as specialized courses for insurance billing and coding. Students will develop skills and knowledge to translate diseases, conditions, and procedures into numerical designations as needed for appropriate reimbursement. A supervised externship in clinics, insurance companies, or other medical facilities provides experience to prepare students for entry level positions in a healthcare setting.

This program requires a minimum of four quarters for completion. It may also be completed on a part-time basis.

Program Prerequisites

Students entering the Medical Billing and Coding program are required to take a placement test for reading, writing and mathematics readiness. Please refer to specific course outlines for appropriate placement scores.

Prior to placement in externship, students will need to submit a completed application packet to the office of Records and Registration. Requirements include:

1. Completed application.
2. Purchase of malpractice insurance which is available from the cashier in the HSS Building.
3. Signed Confidentiality Statement.
4. All students will be required to request a Criminal History Information Background Check. A student who cannot participate in patient care delivery in clinical settings during externship based on a positive background inquiry check will not be able to successfully complete the program.
5. Additional requirements including titers for chicken pox and/or measles may be compelled by certain extern sites.

Program Outcomes

Upon completion of this program, successful students will be able to:

1. Demonstrate the ability to code and bill accurately, ethically and assertively.
2. Accurately apply billing and coding principles to optimize reimbursement.
3. Demonstrate the ability to research and explain insurance coverage to patients and their families.
4. Handle all components of claims processing efficiently.
5. Effectively manage patient accounts for billing.
6. Accurately prepare claims for submission to insurance companies in hard copy or electronically.
7. Demonstrate understanding of the requirements of various health plans and submittal forms.
8. Enter demographic data accurately in various software programs.
9. Effectively demonstrate professional behavior as needed in the workplace.

Advisor	Office	Phone
Lieseke, Connie	Engineering 106	360.475.7741
Parker, Barbara	Engineering 108	360.475.7679

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Required Courses

	Credits
BSTEC 110 Beginning Keyboarding _____	3
CMPT 150 Survey of Computing _____	4
MEDA 110 Anatomy and Physiology* _____	4
MEDA 111 Pathophysiology for Med Assisting* _____	4
MEDA 112 Med Law, Ethics and Bioethics _____	3
MEDA 114 Coding/Alternative Health Settings* _____	3
MEDA 115 Computers in the Medical Office* _____	4
MEDA 116 Pharmacology for Reimbursement* _____	2
MEDA 117 Healthcare Customer Service _____	3
MEDA 118 Ten-Key Skills _____	1
MEDA 120 Medical Office Procedures I* _____	4
MEDA 162 Medical Terminology _____	5
or the following two courses:	
MEDA 160 Medical Terminology I _____	3
MEDA 161 Medical Terminology II* _____	3-5-6
MEDA 163 Medical Insurance Billing* _____	3
MEDA 164 Coding in Outpatient Settings* _____	3
MEDA 180 AIDS/HIV/Blood Borne Pathogens _____	1
MEDA 205 Medical Claims and Coding* _____	2
MEDA 213 Externship for Billing and Coding* _____	6
MEDA 214 Human Relations for Billing/Coding* _____	2
OLRM 220 Human Relations in the Workplace _____	3
PE-ED 109 Basic CPR _____	1

Total Credits Required 61-62

Medical Receptionist

Certificate of Completion

In this program students will learn to greet patients and other visitors, make appointments and verify insurance information using a computer, prepare and maintain patient charts, answer phones and take accurate messages. They will learn to utilize medical terminology and be aware of the implications of federal and state legal guidelines as they apply to ambulatory healthcare settings. Successful students will receive a certificate of completion once they have satisfied all program requirements.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Use effective verbal, listening and written communication skills to interact personally and professionally in a healthcare setting.
2. Use appropriate interpersonal skills to provide excellent service to patients, clients and coworkers.
3. Promote tolerance and equal treatment of all patients and coworkers.
4. Access, evaluate and organize information successfully using a variety of resources.
5. Use technology effectively to successfully accomplish office tasks.
6. Prioritize and appropriately multitask in a variety of healthcare setting situations based on customer service principles and organizational values.

7. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
8. Work effectively as a healthcare team member.

Advisor	Office	Phone
Lieseke, Connie	Engineering 106	360.475.7741
Parker, Barbara	Engineering 108	360.475.7679

	Credits
BSTEC 110 Beginning Keyboarding _____	3
CMPT 150 Survey of Computing _____	4
MEDA 112 Med Law, Ethics and Bioethics _____	3
MEDA 120 Medical Office Procedures I* _____	4
MEDA 140 Medical Receptionist Skills _____	2
MEDA 141 Medical Receptionist Externship* _____	3
MEDA 162 Medical Terminology _____	5
or the following two courses:	
MEDA 160 Medical Terminology I _____	3
MEDA 161 Medical Terminology II* _____	3-5-6
MEDA 163 Medical Insurance Billing* _____	3
MEDA 180 AIDS/HIV/Blood Borne Pathogens _____	1
OLRM 220 Human Relations in the Workplace _____	3

Total Credits Required 31-32

Nursing/Healthcare

Nursing (RN to BSN)

Bachelor of Science in Nursing

This program is designed for nurses who have multiple roles with work, family, and school. Courses can be taken one day per week until the last two quarters when classes meet two days per week. Program plans are individualized for each student's unique needs.

The Olympic College RN-BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE) www.aacn.nche.edu.

RN to BSN Degree Benefits

Earning a BSN degree will provide multiple benefits to the associate degree registered nurse.

A Bachelor of Science in Nursing degree will:

- Facilitate a broad scope of practice as a result of enhanced clinical reasoning and analytical skills.
- Enhance leadership skills.
- Educate nurses in issues surrounding community health, health care delivery systems and health care policy.
- Develop understanding and participation in research methods leading to evidence based practice.
- Enhance health care delivery and health promotion for clients and communities BSN nurses serve.

RN to BSN Curriculum

The BSN curriculum has been designed to foster professional development of the student and to meet the following program goals:

- Communicate effectively in writing and speech.
- Promote communication between clients from diverse backgrounds.
- Demonstrate accountability and responsibility for professional development and practice within the legal and ethical framework of nursing, including awareness of limitations in knowledge and seeking opportunities to enhance competent practice.
- Demonstrate critical thinking, competent clinical reasoning and analytical skills necessary for safe quality nursing practice.
- Demonstrate cultural sensitivity in delivery of care.
- Empower individuals, families, and the community to develop positive health behaviors through health promotion and health education.
- Integrate methods of research process and findings in planning, implementing and evaluating care, and in support of evidence based practice.
- Demonstrate the ability to positively adapt to the dynamic of change present in health care settings.

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CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 c **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

- Provide holistic health care that enhances a client's dignity and reflects a commitment to caring.
- Demonstrate leadership abilities and political skills to attain quality care for families, groups and community clients.

To support and document progress toward accomplishing these goals, each graduating student is required to submit a portfolio of work completed during the student's enrollment at OC.

Program Outcomes

Opportunities are provided to allow students to develop professionally and meet the RN-BSN student/program outcomes:

- Leadership
- Analytical Reasoning
- Community, Health and Wellness
- Professional Values/Role Development
- Scholarly Inquiry
- Communication

Advisor	Office	Phone
Cook, Sarah	CSC 335	360.475.7175

Required Courses	Credits
General Education credits required	65
Nursing Associate Degree credits required	35
Nursing Credits applied for RN Licensure	35
Upper Division General Electives required	10
BNURS 340 Advanced Clinical Reasoning*	3
BNURS 350 Professional Writing for Nurses*	3
BNURS 402 Families in the Community*	3
BNURS 403 Connecting Research to Nursing*	3
BNURS 407 Perspectives on Diversity*	3
BNURS 408 Health & Wellness Promotion Clinical*	3
BNURS 409 Community Health Nursing Theory*	3
BNURS 410 Contemporary Ethics in Nursing*	3
BNURS 411 Community Health Nursing Application*	3
BNURS 412 Nursing Leadership in Health Systems*	3
BNURS 430 Interactive Nursing Communication*	3
BNURS 450 Professional Development Seminar I*	1
BNURS 451 Professional Development Seminar II*	1

Total Credits Required 180

Some of the above BNURS courses may be used for social science, humanities, and symbolic reasoning/quantitative skills distribution requirements. Please see advisor for more information.

Program progression is contingent upon successful completion (minimum grade of 2.0 or above) in each course. Please see advisor for details.

RN to BSN General Education Requirements

Foreign Language: Two years in high school of the same foreign language or 10 credits of one language at the college level.¹

Advanced Mathematics (5 credits): (MATH& 107 and higher) (may be petitioned)

Statistics (5 credits): (At Olympic College, approved classes are BNURS 320, MATH& 146, and BUS 215) RN-BSN students are strongly encouraged to take BNURS 320.

Writing (15 credits): Must include 5 credits of English composition and 10 additional credits of writing-intensive coursework.²

Humanities (15 credits): College-level foreign language credits can be applied toward this requirement, and may be completed while in OC ADN and BSN programs.

Social Sciences (15 credits): May be completed in OC ADN and BSN programs.

Natural Sciences (28 credits): Must include 5 credits of college level chemistry, 10 credits of anatomy and physiology (can be met via examination), 3 credits of microbiology (can be met via examination), 5 credits of advanced math (can be petitioned) and 5 credits of statistics.

¹ Students who were educated in another language through the 8th grade may be exempt from this requirement.

² 10 additional credits of writing-intensive coursework may be met through coursework in the OC RN-BSN program.

Admissions

Pre-major admission is offered in all quarters. Students who want to complete general education requirements or electives prior to beginning BSN nursing coursework are eligible for pre-major admission. Please contact the OC BSN advisor for more information.

Priority consideration for admission will be given to students who apply before February 1 for the fall quarter.

Admission Requirements

- Current unrestricted licensure as a registered nurse in the State of Washington (provisional admission is offered to students in the last year of an associate degree program in nursing). Advanced placement credit is awarded based on verification of successful completion of NCLEX (RN) exam.
- One year of clinical practice (nursing school clinicals apply as experience).
- A cumulative GPA of at least 2.5 in all college coursework.
- A minimum of 35 quarter credits completed of general education requirements.
- 35 credits awarded for RN Licensure.
- 35 nursing credits from an Associate Degree Nursing program.
- A minimum grade of 2.0 in each of the required courses.
- Admission will be offered to applicants starting with the highest GPA in nursing course work and continue until admissions are complete.
- If a tiebreaker is needed, the number of years of active clinical practice will be the deciding criterion.

Admission Application Process

For information regarding financial aid, contact the Office of Financial Aid at 360.475.7160. When completing the FAFSA, use the OC Title IV code=003784.

Submit Olympic College application and materials to BSN Admissions. (Applications are accepted throughout the year.)

Application packet must include the following:

- One official transcript from all previous academic and nursing course work. High school transcripts should be submitted if foreign language was completed in high school.
- Résumé outlining nursing and/or academic clinical experience.
- Essay describing your personal and professional experiences. Include leadership, special achievements, accomplishments, special skills, previous work in diverse communities or disadvantaged populations, and professional and educational goals.
- Three professional recommendations. (Forms available in application packet)

Access the application packet online at www.olympic.edu/bsn.

Admission is based on the following:

- Providing all required application packet materials.
- Meeting the admission requirements.
- Academic background.
- Personal essay.

The Olympic College Nursing Program values a foundation of information technology upon entry into the RN-BSN program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in RN-Baccalaureate of Science in Nursing (BSN) program.

Proof of the following is required after provisional acceptance into the RN to BSN program:

1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Proof of personal health insurance
5. Criminal History Information Background Inquiry Check
6. Completion of the Conviction/Criminal History Form

Contacts

Associate Dean of Nursing
Gerianne Babbo 360.475.7793

Nursing Programs Advisor and RN-BSN Recruiter
Sarah Cook 360.475.7175
Scook2@olympic.edu

Degrees and Certificates

Nursing (RN)

Associate in Technical Arts

Admission to the Nursing Program

Application to the Nursing Program is a separate procedure in addition to the application to Olympic College. Admission to Olympic College does not guarantee admission to the Nursing Program. Admission to the Program is based on a factoring system. Students are admitted to the Nursing Program during Fall Quarter.

To be considered for admission to the Nursing Program, all of the following must be submitted to the Office of Admissions:

1. Washington Community College Application Form;
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
3. Olympic College Nursing Program Application, submitted when currently enrolled in the final prerequisite course(s);
4. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
5. Completion of the prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121, BIOL& 241 and 242, and ENGL& 101.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

To be considered for Fall Quarter admission, all documentation must be received in Admissions by March 31.

Students who have been offered acceptance into the Nursing Program will be required to attend an orientation session prior to the beginning of Fall Quarter.

Acceptances are granted for a particular quarter and year. Students not enrolling for the specific quarter and year as noted in their letter of acceptance must reapply for admission to the Nursing Program.

Proof of the following is required after provisional acceptance into the Program:

1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Personal health insurance
5. Criminal History Information Background Inquiry Check

A student who cannot participate in patient care delivery in clinical settings based on a positive Background Inquiry Check will not be able to meet program progression requirements.

To meet graduation requirements, all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology courses exceed the time limit of ten years prior to graduation, the student may retake the course or challenge the course content through the Excelsior College Examinations.

Advanced Standing Transferring Students

Students who have completed formal nursing education must complete prerequisite course work and meet grade requirements. After an evaluation of transcripts and course descriptions, advanced standing admission will be granted based on space availability. If there are more applicants than spaces available, the factoring system will be utilized to determine applicants admitted for a given quarter.

Reentering Olympic College Nursing Students

Reentering Olympic College Nursing students must complete an application for reentry by the specified date.

Nursing Program

Olympic College offers a two-year curriculum designed to prepare qualified men and women to become Registered Nurses. The two-year curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in six academic quarters. NURSE 151 requires a minimum 3.7 grade point. All other nursing courses require a minimum 2.7 grade point or above to progress in the Nursing Program. Graduates are prepared for employment as Registered Nurses in home health care, hospitals, long-term care, and community-based care agencies. The graduate of the Nursing Program will receive the Associate in Technical Arts Degree which qualifies the candidate (for eligibility) to take the NCLEX examination for licensure as a Registered Nurse. The license permits the nurse to use the legal title of Registered Nurse in the State of Washington.

Additional costs:

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets;
2. Wristwatch with sweep second hand and stethoscope;
3. Nursing student liability insurance;
4. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX-RN fee;

8. Transportation to and from clinical facilities not located on campus;
9. Nurse Legislative Day.
10. Criminal background check and Immunization Tracker

The Olympic College Nursing Program values a foundation of information technology upon entry into the Associate Degree Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the ADN program.

Student Learning Outcomes

1. **Professional Values/Lifelong Learning/Global Perspectives (Member of the Profession)**
Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's current knowledge and formulating a plan to increase knowledge to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.
2. **Communication (Member of Profession, Manager of Care, Provider of Care)**
Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and/or restoration of health that has clarity, purpose and sensitivity.
3. **Clinical Reasoning (Provider of Care, Manager of Care)**
Definition: Clinical reasoning uses the skills of clinical judgment and decision making, which requires solid theoretical knowledge and the ability to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)

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CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 c CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

4. **Nursing Informatics/Information Literacy (Provider of Care)**
Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes

1. **Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.
2. **Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. **Licensure pass rates:** performance on the licensure examination for first time writers.
4. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advisor	Office	Phone
Cook, Sarah	CSC 335	360.475.7175

Required Courses - Prerequisites Credits

BIOL& 241	Human A & P I*	6
BIOL& 242	Human A & P 2*	6
CHEM& 121	Intro to Chemistry*	6
ENGL& 101	English Composition I*	5

Required Courses

NURSE 110	Professional Role Development I*	2
NURSE 112	Professional Role Development II*	1
NURSE 114	Nursing Communications*	2
NURSE 116	Nursing Ethics I*	1
NURSE 118	Nutrition for Professional Nursing*	2
NURSE 140	Clinical Applications Lab I*	1
NURSE 142	Clinical Applications Lab II*	1
NURSE 144	Physical Assessment in Nursing Lab*	1
NURSE 146	Nursing Care of the Older Adult*	1
NURSE 151	Dosage Calculations*	1
NURSE 152	Introduction to Pharmacology*	1
NURSE 154	Nursing Foundations*	3
NURSE 156	Clinical Nursing Practice I*	3
NURSE 158	Clinical Nursing Therapeutics*	4
NURSE 160	Clinical Nursing Practice II*	5
NURSE 172	Mental Health Theory*	3
NURSE 174	Mental Health Clinical*	3
NURSE 176	Nursing Care of Pediatric Clients*	3
NURSE 177	Pediatric Clinical*	3
NURSE 178	Maternal-Newborn Nursing*	3
NURSE 179	Maternal-Newborn Clinical*	3
NURSE 180	Medical Surgical Nursing I*	4
NURSE 181	Medical Surgical Clinical*	3
NURSE 182	Chronic Health Problems in Elderly*	1
NURSE 200	Professional Role Development III*	1
NURSE 202	Clinical Applications Lab III*	1
NURSE 204	Nursing Ethics II*	1
NURSE 208	Medical Surgical Nursing II*	4
NURSE 210	Clinical Nursing Practice III*	5
NURSE 211	Professional Role Development Seminar*	2
NURSE 212	Professional Role Development/Mentor*	8

Required Support Courses

BIOL& 260 Microbiology* _____ 5

Choose one of the following two courses:

PSYC& 100 General Psychology _____ 5

PSYC 102 Psychology of Adjustment _____ 5 _____ 5

Choose one 5 credit course from the following disciplines:

Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, Sociology _____ 5

Total Credits Required 115

Transition to Associate Degree Nursing (LPN to RN)

Associate in Technical Arts

Admission to the Transition to Associate Degree Nursing Program

Application to the Transition to Associate Degree Nursing Program requires a separate application in addition to the application to Olympic College. Admission to Olympic College does not guarantee admission to the TADN Nursing Program. Admission to the Program is based on a factoring system. Students are admitted to the Program for entrance in Spring Quarter to the Associate Degree of Nursing (ADN) program. Students admitted to the program will take a LPN-RN Transitions course prior to Spring Quarter. Students will be admitted on a space available basis.

To be considered for admission to the TADN Program, all of the following must be submitted to the Office of Admissions:

1. Proof of an unencumbered license as a Practical Nurse (LPN) in the State of Washington;
2. Washington Community College Application Form;
3. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
4. Olympic College Transition to Associate Degree Nursing Program application, submitted when currently enrolled in the final prerequisite course(s);
5. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
6. Completion of the following prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121; BIOL& 241, 242, and 260; ENGL& 101; and PSYC& 100 or PSYC 102.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

To be considered for Spring Quarter admission, all documentation must be received in Admissions by August 31st.

Students who have been offered acceptance into the TADN Nursing Program will be required to attend an orientation session prior to the beginning of Spring Quarter.

To meet graduation requirements all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology course(s) exceed the time limit of ten years prior to graduation, the student is required to retake the course(s) or the student may challenge the course content through the Excelsior College Examinations.

Proof of the following is required after provisional acceptance into the Transition to Associate Degree Nursing/ADN Program:

1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Personal health insurance
5. Criminal History Information Background Inquiry Check

A student who cannot participate in patient care delivery in clinical settings based on a positive Background Inquiry Check will not meet program progression requirements.

Reentering Olympic College Transition to Associate Degree Nursing Students

Reentering Olympic College Transition to Associate Degree Nursing students must complete an application for reentry by the specified date, and must have credential requirements to be eligible to reenter the program.

Transition to Associate Degree Nursing Program

Olympic College offers a four-quarters plus one course curriculum designed to prepare qualified men and women to become Registered Nurses. The curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in four academic quarters. A minimum 2.7 grade point must be earned in each Nursing course. Graduates are prepared for employment as Registered Nurses in home health care, hospitals, long-term care, and community-based care agencies. The graduate of the TADN/ADN Program will receive the Associate in Technical Arts Degree which qualifies the candidate (for eligibility) to take the NCLEX examination for licensure as a Registered Nurse. The license permits the nurse to use the legal title of Registered Nurse in the State of Washington.

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Additional costs:

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets;
2. Wristwatch with sweep second hand and stethoscope;
3. Nursing student liability insurance;
4. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX-RN fee;
8. Transportation to and from clinical facilities not located on campus;
9. Nurse Legislative Day
10. Criminal background check and Immunization Tracker.

The Olympic College Nursing Program values a foundation of information technology upon entry into the Transition to Associate Degree Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the TADN program.

Student Learning Outcomes

1. **Professional Values/Lifelong Learning/Global Perspectives (Member of the Profession)**

Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's current knowledge and formulating a plan to increase knowledge to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.

2. **Communication (Member of Profession, Manager of Care, Provider of Care)**

Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and/or restoration of health that has clarity, purpose and sensitivity.

3. **Clinical Reasoning (Provider of Care, Manager of Care)**
Definition: Clinical reasoning uses the skills of clinical judgment and decision making, which requires solid theoretical knowledge and the ability to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)
4. **Nursing Informatics/Information Literacy (Provider of Care)**
Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes

1. **Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.
2. **Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. **Licensure pass rates:** performance on the licensure examination for first time writers.
4. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advisor	Office	Phone
Cook, Sarah	CSC 335	360.475.7175

Required Courses	Credits
BIOL& 241 Human A & P 1*	6
BIOL& 242 Human A & P 2*	6
BIOL& 260 Microbiology*	5
CHEM& 121 Intro to Chemistry*	6
ENGL& 101 English Composition I*	5

Choose one of the following two courses:

PSYC& 100 General Psychology	5
PSYC 102 Psychology of Adjustment	5

One of the following 5 or 6 credit courses: CHEM& 131, MATH& 107, MATH& 141, MATH& 146, or BNURS 320; plus an additional 4 or 5 credits from Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, or Sociology _____ 10

TADN 181 LPN to ADN Transition—Theory*	3
NURSE 172 Mental Health Theory*	3
NURSE 174 Mental Health Clinical*	3
NURSE 176 Nursing Care of Pediatric Clients*	3
NURSE 177 Pediatric Clinical*	3
NURSE 178 Maternal-Newborn Nursing*	3
NURSE 179 Maternal-Newborn Clinical*	3
NURSE 180 Medical Surgical Nursing I*	4
NURSE 181 Medical Surgical Clinical*	3
NURSE 200 Professional Role Development III*	1
NURSE 202 Clinical Applications Lab III*	1
NURSE 204 Nursing Ethics II*	1
NURSE 208 Medical Surgical Nursing II*	4
NURSE 210 Clinical Nursing Practice III*	5

NURSE 211 Professional Role Development Seminar*	2
NURSE 212 Professional Role Development/Mentor*	8

Total Credits Required **93**

Practical Nursing

Certificate of Specialization

Admission to the Program

Application to the Practical Nursing Program is a separate procedure in addition to the application to Olympic College. Because enrollment in the Practical Nursing Program is limited, admission to Olympic College does not guarantee admission to the Program.

Admission to the Practical Nursing Program is based on a factoring system. Students are admitted to the Program for a Winter Quarter start. An admission score is determined for each applicant based on the following criteria:

1. Cumulative GPA of prerequisite courses;
2. Support course(s) completion;
3. Current Nursing Assistant Certification and experience (optional).

Please refer to the Practical Nursing Admission Policy and Procedures Handbook for point values assigned for each criterion listed above. This can be obtained by attending a Practical Nursing Program information session. Reservations to attend can be made either by calling 360.475.7748 or via the web page at www.olympic.edu/Nursing.

To be considered for admission to the Practical Nursing Program, all of the following must be submitted to the Admissions Office:

1. Practical Nursing Program application when registered for the final prerequisite course(s);
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
3. Copy of Advance Standing Summary—transcript evaluation results (if applicable);
4. Completion of the prerequisite courses with a minimum grade of 2.0 or above in each course: BIOL& 175, ENGL& 101, MATH 099, and PSYC& 100. Completion of the prerequisite course PNURS 126 with a minimum grade of 3.7, and completion of the prerequisite course PNURS 108 with a minimum grade of 2.3;
5. Achievement of a 78 or above on the Acclapacer Reading Comprehension Test; and
6. Copy of current Nursing Assistant Certification (if applicable).

It is the student's responsibility to request all transcript(s). Transcript(s) and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

If accepted into Olympic College Associate Degree in Nursing Program, a student's application to the Practical Nursing Program will be removed by Admissions, and that student will no longer be considered for the Practical Nursing Program.

To be considered for Winter Quarter admission, all documentation must be received by Office of Admissions by August 31.

Students who have been offered acceptance into the Practical Nursing Program will be required to attend an orientation session prior to the beginning of Winter Quarter.

Acceptances are granted for a particular quarter and year. Students not enrolling for the specified quarter and year as noted in their letter of acceptance must reapply for admission to the Practical Nursing Program.

Proof of the following is required after provisional acceptance into the Practical Nursing Program:

1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Proof of personal health insurance
5. Criminal History Information Background Inquiry Check

The Olympic College Nursing Program values a foundation of information technology upon entry into the Practical Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the LPN program.

The Practical Nursing Program is approved by the approved by the Washington State Nursing Care Quality Assurance Commission ([www.doh.wa.gov/Professions/Nursing](http://www.doh.wa.gov/hsqa/Professions/Nursing)).

Practical Nursing Program

The Olympic College Practical Nursing Program is a one-year program that prepares graduates to provide safe direct patient care as licensed practical nurses (LPN) in acute care, long-term care, home health, and ambulatory care settings. The program includes both classroom study and supervised clinical practice (patient care). The curriculum includes diverse learning experiences consistent with the Practical Nursing Program outcomes. Varied clinical experiences provide opportunities to learn and provide care to clients from diverse ethnic and cultural backgrounds. Concepts of social, behavioral, and biological foundations are integrated throughout the curriculum. The role of the LPN in relation to client needs; safe, effective care environment; health promotion

and maintenance; and psychosocial and physiological integrity are integrated throughout the curriculum. A Certificate of Specialization is awarded upon completion of the Practical Nursing Program requirements.

A minimum grade of 2.3 or above must be earned in each Practical Nursing course for program progression unless otherwise noted. (PNURS 110 (or MEDA 162), 118) require a grade of 2.3 or above. Certified nursing assistants and military medics can receive credit by examination for PNURS 105 and 110. Paramedics and EMTs can receive credit by examination for PNURS 110. Students are encouraged to take support courses prior to entry into the program. Support course registration is based on space availability.

Pending satisfactory completion of the program, graduates are eligible to take the National Council Licensing Examination (NCLEX-PN). The license permits the practical nurse to use the legal title of Licensed Practical Nurse in the State of Washington.

Additional costs:

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch (2),
2. Nursing Skills course lab fees (\$15/course),
3. Wristwatch with sweep hand and stethoscope,
4. Nursing student liability insurance,
5. State licensure application fee,
6. NCLEX-PN fee,
7. Immunizations,
8. Comprehensive Predictor Exam fee (prior to graduation),
9. Transportation to and from clinical facilities.
10. Criminal background check and Immunization Tracker

Student Learning Outcomes

1. **Professional Values/Lifelong Learner/Global Perspectives**

Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's knowledge limitations and formulating a plan to meet those needs in order to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.

2. **Communication (Member of Profession, Manager of Care, Provider of Care)**
Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality

care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and restoration of health that has clarity, purpose and sensitivity.

3. **Clinical Reasoning (Provider of Care, Manager of Care)**
Definition: Clinical reasoning uses the skills of clinical judgment and decision making, to provide nursing care for clients experiencing common, well defined health problems in structured health care settings. It includes the ability in collaboration with appropriate licensed professionals, to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)
4. **Nursing Informatics**
Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes

1. **Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.
2. **Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. **Licensure pass rates:** performance on the licensure examination for first time writers.
4. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advisor	Office	Phone
Cook, Sarah	CSC 335	360.475.7175

Prerequisite Courses	Credits
BIOL& 175 Human Biology w/Lab	5
ENGL& 101 English Composition I*	5
MATH 099 Intermediate Algebra*	5
PNURS 108 Clinical Pharmacology*	1
PNURS 126 Dosage Calculations*	1
PSYC& 100 General Psychology	5

Required Courses	Credits
PNURS 102 Physical Assessment Lecture*	2
PNURS 103 Physical Assessment Application Lab*	1
PNURS 104 Lab I, Lecture*	1
PNURS 105 Lab I, Application*	1
PNURS 106 Lab II*	2
PNURS 110 Medical Terminology	2
PNURS 112 Personal and Professional Roles*	2
PNURS 114 Fundamentals I*	5
PNURS 116 Fundamentals II*	5
PNURS 118 Nutrition	3
PNURS 122 Long Term Care Clinical*	3
PNURS 124 Medical-Surgical Clinical*	5
PNURS 202 Client Care Management*	2

AAS: Associate in Applied Science = 90+ cr **AAS-T:** Associate in Applied Science – Transfer = 90+ **ATA:** Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 c **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

Degrees and Certificates

PNURS 203	Fundamentals III-Mental Health*	1
PNURS 204	Fundamentals III Pediatrics*	2
PNURS 205	Fundamentals III Obstetrics*	2
PNURS 206	Fundamentals IV*	4
PNURS 208	Pediatric/Obstetric Clinical*	4
PNURS 209	Mental Health Clinical Experience*	1
PNURS 210	Clinical Mentorship*	8
Total Credits Required		78

Certificate of Recognition

Nursing Assistant

Certificate of Recognition

This Program will prepare students to assist registered nurses or licensed practical nurses in providing basic nursing care for clients in acute and long-term settings. The classes will be small and geared toward developing basic academic skills in an applied work setting. The training will include learning and refining client-care skills, clinical observation, and performing skills in a supervised clinical setting.

Courses must be taken and passed consecutively to progress to the next class. Students are encouraged to complete all classes in one quarter. Students will have completed and exceeded the required classroom and clinical hours required for Nursing Assistant Certification by Washington State law (WAC 246-841-490). All classes MUST be completed within one year to receive a Certificate of Completion from the Washington Department of Health and to be eligible to test for Certification as a Nursing Assistant. Criminal history background check must be passed in order to take the H-OCC 118 Nursing Assistant Practicum. Proof of personal health insurance and malpractice insurance, written verification of all state and federal immunization requirements and tuberculosis testing is required prior to beginning H-OCC 118.

Program Outcomes

Upon completion of the program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Assist in the care of individuals as delegated by and under the direction of a licensed registered nurse or licensed practical nurse (RCW 18.88A.030).
2. Use caring, responsive oral and written communication in interaction with diverse clients and health care team members.
3. Use ethical decision-making in caring for clients. Ethics includes abiding by laws, code of ethics and promoting client rights and independence.
4. Effectively meet the mental health and psychosocial needs of clients with mental illness or cognitive impairment through application of therapeutic principles and behaviors.

5. Use principles of asepsis and infection control to prevent the spread of microorganisms.
6. Participate competently as a valuable member of the health care team while practicing within the scope of practice of nursing assistant functions.

Advisor	Office	Phone
Gill, Beth	Health Occupations 140	360.475.7764

Required Courses		Credits
H-OCC 110	Intro to Nursing Assistant	2
H-OCC 112	Tools for Success*	2
H-OCC 114	Fundamentals of Nsg Assist*	3
H-OCC 116	Basic Technical Skills*	2
H-OCC 118	Nursing Assistant Practicum*	4
Total Credits Required		13

Organizational Leadership/Resource Management

Leadership & Occupational Studies

Associate in Applied Science—Transfer

This program is designed to prepare students for more senior level positions in a military or professional-technical career field by heightening their knowledge of organizational leadership issues and deepening their knowledge of their specific career field. The degree is intended to transfer to Old Dominion University's Bachelor of Science in Occupational and Technical Studies Program.

Program Outcomes

Students will:

1. Develop a broader understanding of fundamental organizational leadership issues, theories and practices.
2. Validate critical thinking skills and abilities in connection with general education, occupational and technical studies.

Advisor	Office	Phone
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Yergler, Jeff	Business 209	360.475.7523

Required Courses		Credits
ENGL& 101	English Composition I*	5
Choose one of the following two courses:		
ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5
MATH& 107	Math in Society* (or equivalent)	5

Choose one of the following two courses:		
OLRM 199	Practicum	5
OLRM 299	Practicum	5
OLRM 201	Intro to Organizational Leadership	5
OLRM 202	Introduction to Organizational Ethics	5
OLRM 225	Human Relations in Organizations	5
OLRM 250	Organizational Communication	5

Humanities—any course. (ART& 100, ENGL& 111, HUMAN 284, any Foreign Language recommended) _____ 5

Natural Science—any course. (ASTRO 101, BIOL& 160, CHEM& 121, GEOL 155 recommended) _____ 5

Electives—10 credits chosen from ACCT& 201, BUS& 101, BUS& 201, HIST& 137, POLS& 202, PSYC& 100, SOC& 101. (Students transferring to ODU must take BUS& 101 and PSYC& 100) _____ 10

Professional-Technical Studies—American Council on Education (ACE) approved military career field for E3 and above, Organizational Leadership and Resource Management courses, or courses from the student's chosen technical field. _____ 30

Total Credits Required **90**

Organizational Leadership and Resource Management

Associate in Applied Science—Transfer

This program is designed to prepare students for leadership roles in private and public service environments within a 2 year format. It also prepares students to continue their studies at the bachelor level. The program Mission Statement is: "To assist individuals by providing basic leadership skills, an understanding of their role in influencing groups of individuals to accomplish organizational goals while adopting strategies that foster critical thinking and the ability to lead change within organizations."

AAS-T Requirements: The AAS-T is awarded upon the successful completion of a minimum of 93-95 quarter credits with an overall grade point average of 2.0. A minimum of 20 credits must be taken from Olympic College, including the last 10 credits. Students are required to successfully complete the required leadership core and a college-level general education component. This degree transfers well to Chapman University.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Focus on humanistic, ethical, and transformational leadership in organizations.
2. Achieve organizational goals and personal growth.
3. Solve problems to promote positive organizational change.
4. Bridge the gap between theory and practical applications to achieve immediate results in their lives and organizations.
5. Effectively use oral and written communications skills in an organizational environment.
6. Work respectfully and collaboratively with diverse individuals and teams.
7. Analyze legal and ethical implications of organizational conduct.

Advisor	Office	Phone
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Yergler, Jeff	Business 209	360.475.7523

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Required Courses		Credits
ACCT& 201	Prin of Accounting I _____	5
ACCT& 202	Prin of Accounting II* _____	5
BUS& 101	Intro to Business _____	5
BUS& 201	Business Law _____	5
ENGL& 101	English Composition I* _____	5
ENGL& 235	Technical Writing* _____	5

Choose one of the following two courses:

OLRM 199	Practicum _____	5
OLRM 299	Practicum _____	5
OLRM 201	Intro to Organizational Leadership _____	5
OLRM 202	Introduction to Organizational Ethics _____	5
OLRM 225	Human Relations in Organizations _____	5
OLRM 250	Organizational Communication _____	5

Choose one of the following for 3 or 5 credits:

OLRM 205	Managing Diversity _____	3
OLRM 260	Conflict Resolution _____	5
OLRM 270	Organizational Change _____	5

Choose one of the following for 5 credits:

MATH& 107	Math in Society* _____	5
MATH& 141	Precalculus I: Algebra* _____	5
MATH 147	Business Algebra* _____	5

Choose one of the following for 5 credits:

ART& 100	Art Appreciation _____	5
ENGL& 111	Intro to Literature _____	5
HIST 230	Films in American Culture _____	5

Any foreign language _____ 5

Choose any two of the following for 10 credits:

ECON& 201	Micro Economics* _____	5
ECON& 202	Macro Economics* _____	5
HIST& 136	US History 1* _____	5
HIST& 137	US History 2* _____	5
PSYC& 100	General Psychology _____	5
SOC& 101	Intro to Sociology _____	5

Choose any two of the following for 10 credits:

ASTRO 101	Introduction to Astronomy* _____	5
BIOL 101	Introduction to Marine Science _____	5
BIOL& 160	General Biology w/Lab _____	5
GEOG& 100	Introduction to Geography _____	5
GEO& 101	Intro Physical Geology _____	5
SCI 100	Introduction to Science* _____	5

Total Credits Required 93-95

Certificates of Recognition

Leadership and the Non-Profit Organization

Certificate of Recognition

The L&NPO certificate enables the student to understand the philosophical and organizational underpinnings of a non-profit organization. The certificate covers the critical cornerstones that build and sustain a successful non-profit enterprise. Students apply insights gained to "live" non-profit organizations where the information can be tested and measured. This certificate will provide an introduction to newcomers to the non-profit organization and allow seasoned non-profit leaders to increase and enhance their knowledge and expertise.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability

to apply their skills and knowledge in the following ways:

1. Students will understand the philosophy, social significance, and organization design of non-profit organizations.
2. Students will understand the operational priorities and business operations that create successful non-profits.

Advisor	Office	Phone
Yergler, Jeff	Business 209	360.475.7523

Required Courses		Credits
OLRM 197	Leadership Practicum _____	3
OLRM 230	Starting a Non-Profit Organization _____	3
OLRM 231	Intro to Non-Profit Organizations _____	3
OLRM 232	Executive Directors and Non-Profits _____	3
OLRM 233	Funding/Grant Writing for Non-Profits _____	3
OLRM 234	Volunteers and Non-Profits _____	3
Total Credits Required		18

Leadership and Organizational Development

Certificate of Recognition

This program is designed to develop student skill and appreciation in/for the behavioral issues that impact human effectiveness, particularly in an organizational setting. In addition, this program instills skills and appreciation of:

1. The role change plays in our lives, personally and professionally.
2. The key leadership tools and techniques designed to help influence positive change.
3. The ethical standards that should drive actions in the workplace.
4. The value of creating and maintaining a diverse culture and building a foundation for understanding general industry business practices.

As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership, or business practice.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify key variables that influence human effectiveness in the workplace and be able to apply various tools and techniques to improve individual and/or team performance.
2. Develop an inventory of personal beliefs, biases, and perceptions that may influence how change impacts our lives both personally and professionally.
3. Through heightened awareness, enhance problem solving skills that may result in positive organizational change.

4. Show respect and the ability to work collaboratively with diverse individuals and teams within the organization.
5. Analyze and assess the legal and ethical issues that impact organizational and individual conduct and behavior.
6. Focus on bridging the gap between theory and practice when applying key leadership techniques.
7. Effectively use oral and written communication skills in discussing and presenting issues related to human and organizational development.

Advisor	Office	Phone
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Engineering 109	360.475.7382
Yergler, Jeff	Business 209	360.475.7523

Required Courses		Credits
BUS& 101	Intro to Business _____	5
OLRM 105	Appreciating Diversity _____	1
OLRM 150	Improving Human Effectiveness _____	2
OLRM 201	Intro to Organizational Leadership _____	5
OLRM 235	Leadership and Applied Ethics _____	3

Choose one of the following two courses:

OLRM 197	Leadership Practicum _____	3
OLRM 297	Leadership Practicum _____	3

Total Credits Required 19

Leadership and Supervision

Certificate of Recognition

This program is designed to build an understanding of leadership theory and practice expressed through the work of organizational supervision. Students will be exposed to the principles of leadership and, in particular, how supervisory responsibilities are informed by leadership principles as well as through behavioral and organizational research. This certificate supports the knowledge of and implementation of:

1. Leadership theory in particular as it relates to supervision.
2. Supervisory foundations and best practices.
3. Leadership and ethics.
4. Strengths and supervision.

As part of the program, students will complete various projects which focus on the critical themes found in effective supervision.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify key leadership principles that influence supervision and supervisory practices.
2. Develop and apply the principles of emotional intelligence included in effective supervision.
3. Diagnose and remediate performance problems.

Degrees and Certificates

- Analyze and assess the personal, professional, and legal ethical issues that impact supervision.
- Identify how individual strengths impact leadership and supervision practices.
- Effectively use oral and written communication skills in discussing and presenting issues related to supervision and organizational performance.

Advisor	Office	Phone
Yergler, Jeff	Business 209	360.475.7523

Required Courses	Credits
OLRM 150 Improving Human Effectiveness _____	2
OLRM 197 Leadership Practicum _____	3
OLRM 201 Intro to Organizational Leadership _____	5
OLRM 235 Leadership and Applied Ethics _____	3
OLRM 272 Foundations of Supervision _____	5
Total Credits Required	18

Organizational Leadership

Certificate of Recognition

This program is designed to develop student skill and appreciation for the behavioral issues that impact human effectiveness, particularly in an organizational setting, the role change plays in our lives, personally and professionally, the importance of building and sustaining an organizational culture that respects and accepts diversity in the workplace, key leadership techniques to help influence positive change and the ethical standards that should drive actions in the workplace. As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership and/or ethics.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Identify key variables that influence human effectiveness in the workplace and be able to apply various tools and techniques to improve individual and/or team performance.
- Develop an inventory of personal beliefs, biases, and perceptions that may influence how change impacts our lives, personally and professionally.
- Through heightened awareness, enhance problem solving skills that may result in positive organizational change.
- Show respect and the ability to work collaboratively with diverse individuals and teams within the organization.
- Analyze and assess the legal and ethical issues that impact organizational and individual conduct and behavior.
- Focus on bridging the gap between theory and practice when applying key leadership techniques.

- Effectively use oral and written communication skills in discussing and presenting issues related to human and organizational development.

Advisor	Office	Phone
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Yergler, Jeff	Business 209	360.475.7523

Required Courses	Credits
OLRM 150 Improving Human Effectiveness _____	2
Choose one of the following two courses:	
OLRM 197 Leadership Practicum _____	3
OLRM 297 Leadership Practicum _____	3
OLRM 201 Intro to Organizational Leadership _____	5
OLRM 202 Introduction to Organizational Ethics _____	5
OLRM 220 Human Relations in the Workplace _____	3
Total Credits Required	18

Physical Therapist Assistant

Physical Therapist Assistant

Associate in Applied Science

Olympic College offers a two-year curriculum designed to prepare graduates to be employed as Physical Therapist Assistants. The curriculum is accredited by the Commission on Accreditation for Physical Therapy Education (CAPTE) www.apta.org/capte. The program offers a balance of general education courses, physical therapy theory and physical therapy assistant practice. Students accepted into the program will complete 640 hours of clinical education as part of the professional curriculum. Following acceptance, the professional phase of the program can be completed in five consecutive quarters. PTA program courses require a minimum 2.7 grade point or above to progress in the program. Clinical education courses are pass/fail. Graduates are prepared for immediate employment as physical therapist assistants (PTA) in various health care settings including hospitals, long-term care and skilled nursing facilities, private out-patient practice, school settings and home health. There is not current licensure examination for PTA graduates in the State of Washington, but graduates of the program will be encouraged to take the national licensing examination for physical therapist assistants.

Cost:

- Same tuition as other Olympic College students;

Additional Costs:

- Laboratory fees (maximum \$35/quarter);
- PTA student liability insurance;
- Proof of health insurance;
- APTA student association dues (optional);
- Transportation to and from clinical facilities not located on campus.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Demonstrate occupational skills necessary to obtain employment as a physical therapist assistant.
- Function under the supervision of the physical therapist in a safe, legal, ethical and effective manner.
- Demonstrate professional behavior and communication skills necessary to effectively interact with clients and family members, members of the health care team, and other professional colleagues.
- Demonstrate critical problem solving to assist the supervising physical therapist in monitoring and modifying plan of care within the knowledge and limits of practice.
- Perform and document physical therapy data collection and interventions safely and efficiently under the direction and supervision of a physical therapist.
- Demonstrate competence in implementing selected components of interventions identified in the plan of care established by the physical therapist.
- Identify career development and lifelong learning opportunities.

Advisor	Office	Phone
Bartlett, Lynn	Poulsbo Village, Suite 200	360.779.4049
Mimaki, Stephanie	Poulsbo Village, Suite 200	360.779.4083

Required Courses	Credits
Students could take either prerequisite path of BIOL&175 and PHYS 110, OR, BIOL& 241/242 and CHEM& 121. Must choose one of the two designated pathways.	
BIOL& 175 Human Biology w/Lab _____	5
PHYS 110 Introduction to Physics* _____	6
OR	11
BIOL& 241 Human A & P 1* _____	6
BIOL& 242 Human A & P 2* _____	6
CHEM& 121 Intro to Chemistry* _____	6
ENGL& 101 English Composition I* _____	5
MATH 099 Intermediate Algebra* _____	5
PSYC& 100 General Psychology _____	5
PTA 101 Introduction to Physical Therapy* _____	2
PTA 102 Medical Terminology for PTA* _____	2
PTA 103 Documentation for the PTA* _____	2
PTA 104 Ethics and Administration* _____	2
PTA 105 Current PT Trends & Issues* _____	2
PTA 106 Kinesiology and Functional Anatomy* _____	6
PTA 107 Pathology* _____	5
PTA 108 Human Growth and Development* _____	2
PTA 110 Orthopedic Conditions* _____	2
PTA 111 Neuroscience for the PTA* _____	2
PTA 120 PTA Procedures I—Basic Skills* _____	6
PTA 121 PTA Procedures II—Gait Assessment* _____	4
PTA 122 PTA Procedures III—Orthopedics* _____	6
PTA 123 PTA Procedures IV—Physical Agents* _____	4
PTA 124 PTA Procedures V—Neuromuscular* _____	6.5

AAS: Associate in Applied Science = 90+ cr **AAST:** Associate in Applied Science – Transfer = 90+ **ATA:** Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 c **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

PTA 125	PTA Procedures VI—Tests and Measures*	4
PTA 126	PTA Proced VII—Therapeutic Exercise*	2
PTA 127	PTA Procedures VIII—Functional Rehab*	4
PTA 151	Clinical Experience I*	4
PTA 152	Clinical Experience II*	4
PTA 251	Clinical Affiliation I*	7
PTA 252	Clinical Affiliation II*	7

Total Credits Required 111.5 or 118.5

Polysomnographic Technology

Polysomnographic Technology

(Articulation Agreement with Highline Community College)

Polysomnography is a health related field dedicated to the study of sleep disorders. The Polysomnographic Technology program offers entry level preparation for this emerging field. Students take specialized courses in sleep theory online in conjunction with Highline Community College for the first nine months. Then students participate in practical clinical experience at an area sleep lab.

A transfer program with Highline Community College allows students to continue to develop the expertise needed to become professional polysomnographer or a polysomnography specialist. Many openings are available for successful candidates who want to work days, nights and/or weekends as a polysomnographer.

Program Outcomes

- Associate in Applied Science Degree (103 credits)
- Certificate of Completion (43 credits)

NOTE: More advanced programs require transfer to Highline Community College after completion of basic courses online.

Advisor	Email	Phone
Pellock, J D	jpellock@olympic.edu	360.394.2771

Pre-Nursing Major Related Program

Pre-Nursing

Associate in Pre-Nursing (DTA/MRP)

The courses listed below generally meet the pre-nursing requirements of the four-year colleges and universities in the State of Washington; however, it is imperative that the student become familiar with the specific requirements of the institution to which transfer is planned.

Advisor	Office	Phone
Cook, Sarah	CSC 335	360.475.7175

Required Courses

Communications (10 credits):		Credits
ENGL& 101	English Composition I*	5

Choose one of the following two courses:

ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5

Quantitative/Symbolic Reasoning Skills:

MATH& 146	Introduction to Stats*	5
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Humanities (15 credits):

CMST& 220	Public Speaking	5
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Additional Humanities from at least one other subject, no more than 5 credits languages at the 100 level, no more than 5 credits skills performance _____ 10

Social Sciences (15 credits):

PSYC& 100	General Psychology	5
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PSYC& 200	Lifespan Psychology	5
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Any Sociology course		5
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Natural Sciences (39 credits):

BIOL 200	Nutrition*	5
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BIOL& 241	Human A & P 1*	6
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BIOL& 242	Human A & P 2*	6
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BIOL& 260	Microbiology*	5
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CHEM& 121	Intro to Chemistry*	6
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CHEM& 131	Intro to Organic/Biochem	6
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Additional Biology (either &160, &175, or 201 is recommended) 5

Electives:

No more than 5 credits may be from restricted elective list _____ 6

Technical Design

Technical Design

Associate in Technical Arts

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator.

Program Outcomes

Upon completion of this program, successful students will:

1. Demonstrate sufficient skills to perform entry level work as technical designer/ drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses

CO-OP 111	Cooperative Education Seminar I*	2
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CO-OP 121	Cooperative Work Experience*	5
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ENGL& 101	English Composition I*	5
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ENGL& 235	Technical Writing*	5
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Choose either MATH& 141/142 or TEC-D 116/145 combination:

MATH& 141	Precalculus I: Algebra*	5
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MATH& 142	Precalculus II: Trig*	5
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OR

TEC-D 116	Computational Techniques/Technicians	4
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TEC-D 145	Applied Problem Solving*	5
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OLRM 225	Human Relations in Organizations	5
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Choose one of the following three courses:

BSTEC 124	MS Excel Specialist*	4
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CMPT& 150	Survey of Computing	4
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CMPT& 154	Access for Professionals*	4
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Program Requirements: 50 Credits Minimum
Technical Design—Any courses 107 and above _____ 50

Approved Electives (10 Credits):

ART& 100	Art Appreciation	5
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ART 110	Design I	5
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CHEM& 110	Chemical Concepts w/Lab*	6
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CHEM& 141	General Chemistry I*	5
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CHEM& 151	General Chem Lab I*	1.5
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CMPT& 120	Programming Concepts	5
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CMPT& 145	Introduction to C Language*	5
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CMPT& 165	Introduction to Visual Basic I*	4
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CMPT& 200	Programming Laboratory*	1
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CMPT& 220	Visual Basic II*	4
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CMPT& 225	Advanced C Language*	5
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CMPT& 285	Object Oriented Programming with C++*	5
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DMA 101	Basic Multimedia	5
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DMA 102	Multimedia Process	5
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DMA 181	Animation Design	5
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DMA 182	Animation Process	5
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ELECT 101	Direct Current*	5
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ELECT 102	Alternating Current*	5
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ELECT 111	Direct Current Circuit Laboratory*	3
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ELECT 112	Alternating Current Circuit Lab*	3
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Engineering—Any course

GEOG& 100	Introduction to Geography	5
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GEOG 102	Physical Geography	5
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GEOG 250	Earth From Space*	5
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Mathematics—Any course above 142 level

Physics—Any course 110 and above

Technical Design—Any course 270 or above

WELD 106	Welding Technical Orientation I	5
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WELD 107	Welding Technical Orientation II*	5
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WELD 108	Welding Metallurgy	5
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Total Credits Required 95-96

Technical Design

Certificate of Proficiency

Completion of the Technical Design Certificate Program leads to basic entry-level employability as a drafter. Further study is recommended upon employment.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Use a variety of computer-aided design software programs as would be required of a technical designer at a minimal skill level.
2. Access and use technical, human, and information resources accurately to complete projects and tasks.
3. Use computer technology to exchange information and develop technical drawings.
4. Use a systematic, problem solving approach for project development that begins with planning and concludes with an Internet or a hard copy product.
5. Behave responsibly in the completion of projects and/or tasks, and in interaction with others in the classroom.

AAS: Associate in Applied Science = 90+ cr **AAS:** Associate in Applied Science – Transfer = 90+ **ATA:** Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr **CC:** Certificate of Completion = 20-44 c **CP:** Certificate of Proficiency = 45-60 cr **CS:** Certificate of Specialization = 61+ cr

Degrees and Certificates

- Use related interactive GIS computer software technology to meet project and task requirements where technical drawings are part of a GIS database.
- Communicate orally, graphically and in writing using technical and non-technical language in ways that maximize understanding for the receiver of the product.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses		Credits
Choose one of the following three courses:		
BSTEC 124	MS Excel Specialist*	4
CMPTR 150	Survey of Computing	4
CMPTR 154	Access for Professionals*	4
ENGL& 101	English Composition I*	5
OLRM 225	Human Relations in Organizations	5
TEC-D 107	Technical Drawing*	4
TEC-D 109	Descriptive Geometry*	4
TEC-D 127	Residential Architectural Drawing*	4
TEC-D 130	Construction Materials and Methods	3
TEC-D 175	Introduction to Solid Edge	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4

Choose one of the following two courses:		
TEC-D 116	Computational Techniques/Technicians	4
MATH& 141	Precalculus I: Algebra*	5
Total Credits Required		45-46

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design advisor.

Architectural Design

Certificate of Proficiency

This program is designed to provide the student with advanced skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Architectural Design.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
- Understand and apply basic drafting techniques and methods as required in the workplace.
- Create a full working set of architectural plans for a multi-level or custom residence.
- Demonstrate and apply an understanding of art and two-dimensional design as it applies to architectural drawings.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses		Credits
ART& 100	Art Appreciation	5
ART 110	Design I	5
CMPTR 150	Survey of Computing	4
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 107	Technical Drawing*	4
TEC-D 116	Computational Techniques/Technicians	4
TEC-D 121	Plane Surveying*	4
TEC-D 127	Residential Architectural Drawing*	4
TEC-D 128	Adv Residential Architectural Drawing*	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 231	Introduction to Civil Drafting*	4
Total Credits Required		54

Architectural Design

Certificate of Completion

This program is designed to provide the student with additional skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Architectural Design.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
- Understand and apply basic drafting techniques and methods as required in the workplace.
- Create a full working set of architectural plans for a multi-level or custom residence.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses		Credits
ART& 100	Art Appreciation	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 107	Technical Drawing*	4
TEC-D 121	Plane Surveying*	4
TEC-D 127	Residential Architectural Drawing*	4
TEC-D 128	Adv Residential Architectural Drawing*	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 231	Introduction to Civil Drafting*	4
Total Credits Required		36

Civil Design

Certificate of Proficiency

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Civil Drafting.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
- Understand and apply basic drafting techniques and methods as required in the workplace.
- Create survey plat and road design drawings as found in the workplace.
- Demonstrate the ability to interpret and create legal descriptions of land parcels.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393

Required Courses		Credits
CMPTR 150	Survey of Computing	4
ENGL& 101	English Composition I*	5
GEOG& 100	Introduction to Geography	5
GEOG 250	Earth from Space*	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 107	Technical Drawing*	4
TEC-D 116	Computational Techniques/Technicians	4
TEC-D 121	Plane Surveying*	4
TEC-D 122	Introduction to Legal Descriptions	2
TEC-D 123	Introduction to Construction Staking	2
TEC-D 150	Introduction to GIS*	4
TEC-D 151	Intermediate GIS with ArcView*	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 231	Introduction to Civil Drafting*	4
Total Credits Required		58

Civil Design

Certificate of Completion

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Civil Drafting.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
- Understand and apply basic drafting techniques and methods as required in the workplace.

3. Create survey plat and road design drawings as found in the workplace.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses		Credits
GEOG& 100	Introduction to Geography	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 107	Technical Drawing*	4
TEC-D 121	Plane Surveying*	4
TEC-D 122	Introduction to Legal Descriptions	2
TEC-D 123	Introduction to Construction Staking	2
TEC-D 150	Introduction to GIS*	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 231	Introduction to Civil Drafting*	4
Total Credits Required		36

GIS Technology

Certificate of Proficiency

This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician/Analyst.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate sufficient skills to perform entry level work as a GIS Technician.
2. Understand and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.
4. Perform basic database analysis using GIS software.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses		Credits
CMPT 154	Access for Professionals*	4
ENGL& 101	English Composition I*	5
GEOG& 100	Introduction to Geography	5
GEOG 250	Earth from Space*	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 121	Plane Surveying*	4
TEC-D 122	Introduction to Legal Descriptions	2
TEC-D 150	Introduction to GIS*	4
TEC-D 151	Intermediate GIS with ArcView*	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 231	Introduction to Civil Drafting*	4
TEC-D 270	3D Analyst*	2
TEC-D 271	Geodatabases for GIS*	2
TEC-D 272	Geoprocessing with GIS*	2
TEC-D 273	Map Projections in GIS*	2
TEC-D 274	Natural Resource GIS*	2
TEC-D 275	Spatial Analyst*	2
Total Credits Required		60

GIS Technology

Certificate of Completion

This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician/Analyst.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate sufficient skills to perform entry level work as a GIS Technician.
2. Understand and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses		Credits
CMPT 154	Access for Professionals*	4
GEOG& 100	Introduction to Geography	5
GEOG 250	Earth from Space*	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 121	Plane Surveying*	4
TEC-D 122	Introduction to Legal Descriptions	2
TEC-D 150	Introduction to GIS*	4
TEC-D 151	Intermediate GIS with ArcView*	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 270	3D Analyst*	2
TEC-D 275	Spatial Analyst*	2
Total Credits Required		43

Mechanical Technology

Certificate of Proficiency

This program is designed to provide the student with the additional skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Mechanical Drafting.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.
3. Draft a complete set of shop drawings similar to those used in the workplace.
4. Demonstrate an understanding and application of ANSI standards.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses		Credits
CMPT 150	Survey of Computing	4
ENGR& 114	Engineering Graphics	5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 107	Technical Drawing*	4
TEC-D 109	Descriptive Geometry*	4
TEC-D 112	Blueprint Reading*	4
TEC-D 116	Computational Techniques/Technicians	4
TEC-D 130	Construction Materials and Methods	3
TEC-D 200	Computer-Aided Design I*	4
TEC-D 205	Engineering Tech Project Planning	4
TEC-D 211	Geometric Dimensioning & Tolerancing*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 221	2D Production Drawing*	4
Total Credits Required		56

Mechanical Technology

Certificate of Completion

This program is designed to provide the student with additional skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Mechanical Drafting.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.
3. Draft a complete set of shop drawings similar to those used in the workplace.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses		Credits
ENGR& 114	Engineering Graphics	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 107	Technical Drawing*	4
TEC-D 112	Blueprint Reading*	4
TEC-D 116	Computational Techniques/Technicians	4
TEC-D 130	Construction Materials and Methods	3
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 221	2D Production Drawing*	4
Total Credits Required		35

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Certificates of Recognition

Technical Design: Architectural Design

Certificate of Recognition

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Architectural Design.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate sufficient skills to perform entry level work as technical designer/ drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses	Credits
OLRM 220 Human Relations in the Workplace	3
TEC-D 107 Technical Drawing*	4
TEC-D 127 Residential Architectural Drawing*	4
TEC-D 128 Adv Residential Architectural Drawing*	4
TEC-D 200 Computer-Aided Design I*	4
Total Credits Required	19

Civil Design

Certificate of Recognition

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Civil Drafting.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate sufficient skills to perform entry level work as technical designer/ drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses	Credits
OLRM 220 Human Relations in the Workplace	3
TEC-D 107 Technical Drawing*	4
TEC-D 200 Computer-Aided Design I*	4
TEC-D 217 Computer-Aided Design II*	4
TEC-D 231 Introduction to Civil Drafting*	4
Total Credits Required	19

GIS Technology

Certificate of Recognition

This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate sufficient skills to perform entry level work as a GIS Technician.
2. Understand and apply basic GIS techniques and methods as required in the workplace.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses	Credits
CMPT 154 Access for Professionals*	4
OLRM 220 Human Relations in the Workplace	3
TEC-D 150 Introduction to GIS*	4
TEC-D 151 Intermediate GIS with ArcView*	4
TEC-D 200 Computer-Aided Design I*	4

Total Credits Required 19

Mechanical Technology

Certificate of Recognition

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Mechanical Drafting.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate sufficient skills to perform entry level work as technical designer/ drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses	Credits
OLRM 220 Human Relations in the Workplace	3
TEC-D 107 Technical Drawing*	4
TEC-D 112 Blueprint Reading*	4
TEC-D 200 Computer-Aided Design I*	4
TEC-D 217 Computer-Aided Design II*	4

Total Credits Required 19

Technical Design

Certificate of Recognition

This 30-week training course is designed to provide the basic knowledge in orthographic concepts, manual-drafting skills, and computer-aided drafting skills to prepare students to be competitive applicants in trades and construction-related occupations.

Preparation is concentrated in two areas: Basic Drafting Skills Improvement, and The Fundamentals of Computer-Aided Drafting.

Upon completion of this program, students may choose to work in drafting or in the field of choice, or pursue further training in a trade.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Apply drafting concepts and knowledge to produce the desired product.
2. Use computer-aided design software at the minimum skill level.
3. Access and use technical, human, and information resources accurately to complete simple assigned projects and tasks.
4. Use a systematic approach for project completion with some help from supervision.
5. Behave responsibly in the completion of work projects and/or tasks, and in interaction with others in the workplace.
6. Communicate orally, graphically, and in writing, using technical language in ways that maximize production.

Advisor	Office	Phone
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses	Credits
TEC-D 107 Technical Drawing*	4
TEC-D 109 Descriptive Geometry*	4
TEC-D 200 Computer-Aided Design I*	4
Total Credits Required	12

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design advisor.

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 c CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Welding

Welding Technology

Associate in Technical Arts

This two-year program builds upon the Certificate of Specialization, adding pipe welding and drafting to their skills set. Students who have earned the Certificate of Specialization should be able to complete this degree in two quarters.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Safely and accurately use a variety of electric arc processes, basic hand tools, mathematical skills and shop equipment to fabricate durable goods holding required tolerances in various manufacturing environments.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods in various manufacturing environments.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures.
6. Communicate effectively through verbal and written methods.
7. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW and FCAW processes.
8. Be able to take a pipe welder certification test in the 6G position utilizing both a 6010 and GTAW root pass with 7018 fill and cover passes.
9. Have the ability to manually draft Orthographic drawings and to open, create, change, save and print AUTO CAD Data Files.

Advisor	Office	Phone
Hobson, Chris	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses	Credits
CMPT 150 Survey of Computing	4
ENGL 100 Composition—Selected Prof/Tech/Voc*	5
GEN-S 105 Strategies for Academic Success	2
MANU 101 Orientation to Manufacturing	2
MANU 120 Manufacturing Methodologies	5
OLRM 225 Human Relations in Organizations	5
PE-ED 109 Basic CPR	1
PE-ED 110 Basic First Aid	1

TEC-D 107 Technical Drawing*	4
TEC-D 200 Computer-Aided Design I*	4
WELD 100 Oxyacetylene Welding*	6
WELD 101 Arc Welding I*	6
WELD 102 Arc Welding II*	6
WELD 103 Arc Welding III*	6
WELD 104 Gas Tungsten Arc Welding*	6
WELD 105 Gas Metal Arc/Flux Cored Arc Welding*	6
WELD 106 Welding Technical Orientation I	5
WELD 107 Welding Technical Orientation II*	5
WELD 108 Welding Metallurgy	5
WELD 111 Pipe Welding I*	6
WELD 112 Pipe Welding II*	6
WELD 145 Applied Problem Solving*	5

Successful completion of additional courses numbered 100 and above

Total Credits Required 107

Welding Technology

Certificate of Specialization

This four to five quarter program builds upon the Certificate of Proficiency to further prepare the student for employment in the Welding Industry. Students continue to practice their mechanical and manipulative skills in accordance with industry standards. They prove their skills through standardized welding tests.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Safely and accurately use a variety of electric arc processes, basic hand tools, mathematical skills and shop equipment to fabricate durable goods holding required tolerances in various manufacturing environments.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods in various manufacturing environments.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures.
6. Communicate effectively through verbal and written methods.
7. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW and FCAW processes.

Advisor	Office	Phone
Hobson, Chris	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses	Credits
CMPT 150 Survey of Computing	4
ENGL 100 Composition—Selected Prof/Tech/Voc*	5
GEN-S 105 Strategies for Academic Success	2
MANU 101 Orientation to Manufacturing	2
MANU 120 Manufacturing Methodologies	5
OLRM 225 Human Relations in Organizations	5
PE-ED 109 Basic CPR	1
PE-ED 110 Basic First Aid	1
WELD 100 Oxyacetylene Welding*	6
WELD 101 Arc Welding I*	6
WELD 102 Arc Welding II*	6
WELD 103 Arc Welding III*	6
WELD 104 Gas Tungsten Arc Welding*	6
WELD 105 Gas Metal Arc/Flux Cored Arc Welding*	6
WELD 106 Welding Technical Orientation I	5
WELD 107 Welding Technical Orientation II*	5
WELD 108 Welding Metallurgy	5
WELD 145 Applied Problem Solving*	5

Total Credits Required 81

Welding Technology

Certificate of Proficiency

This three to four quarter program prepares the student for entry-level employment in the Welding Industry. Students develop and practice mechanical and manipulative skills to meet industry standards. They receive the opportunity to prove their skills through standardized tests. The program also develops employability through support courses in human relations, computing, manufacturing, composition, and first aid.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
2. Safely and accurately use select electric arc processes, basic hand tools, and shop equipment to fabricate durable goods.
3. Safely and accurately use select torches and fuel gases to produce parts that are used to fabricate durable goods.
4. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
5. Demonstrate teamwork and responsible/dependable behavior in decision-making and task performance.
6. Apply and practice workplace safety policies and procedures.
7. Use effective reading, thinking, mathematical and written communication skills in workplace environments.
8. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW process.

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ cr ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 cr CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr

Degrees and Certificates

Advisor	Office	Phone
Hobson, Chris	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses		Credits
CMPT 150	Survey of Computing	4
ENGL 100	Composition—Selected Prof/Tech/Voc*	5
GEN-S 105	Strategies for Academic Success	2
MANU 101	Orientation to Manufacturing	2
MANU 120	Manufacturing Methodologies	5
MATH 090B	Prealgebra*	5
OLRM 225	Human Relations in Organizations	5
PE-ED 109	Basic CPR	1
PE-ED 110	Basic First Aid	1
WELD 100	Oxyacetylene Welding*	6
WELD 101	Arc Welding I*	6
WELD 102	Arc Welding II*	6
WELD 103	Arc Welding III*	6
WELD 106	Welding Technical Orientation I	5

Total Credits Required **59**

Certificates of Recognition

Welding Technology— Aluminum Welding

Certificate of Recognition

This program is designed to prepare students for entry level positions welding Aluminum alloys utilizing the Gas Metal and Gas Tungsten Arc welding processes.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Entry level skills for welding carbon, stainless and aluminum alloys welded with the Gas Metal and Gas Tungsten Arc Welding processes.
2. Understand the set-up, running and maintenance of GMAW and GTAW equipment and how to operate the equipment safely.
3. Understand safety requirements associated with the welding industry; including welding gear, welding equipments, gasses, tools, and welding environment.
4. Understand blue print reading by interpreting AWS welding symbols in order to fabricate an assembly to engineering drawing requirements.
5. An overview of the manufacturing sector, including career exploration.

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Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses		Credits
MANU 101	Orientation to Manufacturing	2
WELD 104	Gas Tungsten Arc Welding*	6
WELD 105	Gas Metal Arc/Flux Cored Arc Welding*	6
WELD 107	Welding Technical Orientation II*	5

Total Credits Required **19**

Precision Metal Cutting

Certificate of Recognition

This program is designed to prepare students for entry-level metal cutting positions in the welding industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Perform safety inspections and preventive maintenance of welding equipment.
2. Apply personal safety procedures and use the correct personal protective equipment in the welding environment.
3. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
4. Use measuring instruments and layout tools including tape measures, combination squares, and machinist rulers.
5. Perform the following processes with an understanding of the appropriate application and instance for use: flame cutting, plasma cutting, sheering, and using the band saw or chop saw.
6. With 75% accuracy per workmanship standard, perform: oxyacetylene welding, brazing, oxy/fuel cutting, plasma arc cutting, straight cutting, and beveling.
7. Enhance academic success and retention for new and returning students into college.
8. An overview of the manufacturing sector, including career exploration.

Advisor	Office	Phone
Hobson, Chris	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses		Credits
GEN-S 105	Strategies for Academic Success	2
MANU 101	Orientation to Manufacturing	2
WELD 100	Oxyacetylene Welding*	6
WELD 106	Welding Technical Orientation I	5

Total Credits Required **15**

AAS: Associate in Applied Science = 90+ cr AAST: Associate in Applied Science – Transfer = 90+ ATA: Associate in Technical Arts = 90+ cr

CR: Certificate of Recognition = 10-19 cr CC: Certificate of Completion = 20-44 c CP: Certificate of Proficiency = 45-60 cr CS: Certificate of Specialization = 61+ cr