

Message from the President

Welcome to Olympic College!

Greetings Fellow Olympic College Rangers,

Congratulations on your decision to continue your education! We are thrilled that you have chosen Olympic College. This is an excellent time to enroll at Olympic College as we are actively working to enhance our ability to ensure you achieve your educational goals.

In 2017, we joined Achieving the Dream, a national network of more than 220 colleges with a laser focus on student success. As an Achieving the Dream college, we commit to analyzing our programs and services, and implementing improvements that ensure all of our students receive the support they need to succeed.

We do this work because we know firsthand how challenging it is to go to college, especially community college. Many employees at Olympic College, including myself, are community college graduates. Often times, community college students are the very first in their families to go to college. Many have jobs and families to support, all while trying to complete a program that will help them provide a better life for themselves and those they care about.

Through Achieving the Dream, we are enhancing successful programs and implementing new ones that directly benefit you. One such program is the Welcome Center, a one-stop-shop where new students receive individualized help navigating every step of the application process. Since opening in 2018, the Welcome Center has helped hundreds of students apply and register for their first quarter at Olympic College. I encourage you to stop in and see how the Welcome Center may be of service to you.

Regardless of which campus, program, or pathway you choose, know that our dedicated faculty and staff are ready and waiting to assist you. We look forward to serving you this year, as we work together to achieve our dreams at Olympic College.

Thank you,



Marty Cavalluzzi, Ph.D.
President, Olympic College



Marty Cavalluzzi, Ph.D.
President, Olympic College

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BREMERTON • POULSBO • SHELTON



Olympic College is recognized as one of the top community colleges in the nation. In 2015, we were a top ten finalist for the Aspen Prize, the nation's preeminent recognition of high achievement and performance in community colleges. OC offers a variety of pathways for students to achieve their goals, from certificates and associate degrees, to bachelor's degrees and beyond. The College has campuses in Bremerton, Poulsbo and Shelton, with approximately 1,300 full- and part-time faculty and staff dedicated to serving our students in Kitsap and Mason counties.

Student Profile (2017-18)

- 11,617 – annual headcount
- 58% full-time – 12+ credits
- 42% part-time – less than 12 credits
- 25% under age 20
- 41% 20-29
- 18% 30-39
- 16% 40+
- Median age: 31 years

College Tours

Tours are available at the Bremerton, Poulsbo and Shelton campuses for prospective students, family, friends and groups. Contact the Welcome Center to schedule your visit!

Welcome@olympic.edu, 360-475-7279

Welcome!

Olympic College offers many opportunities to excel. Our students can take courses to satisfy the first two years of a bachelor's degree, allowing them to transfer to colleges and universities to complete their four-year degrees. Additionally, students can expand their job skills, enhance their academic skills to prepare for college, take courses to prepare for new careers or get retraining. We offer four bachelor's degrees, in addition to numerous other bachelor's level programs through university partners located on our campuses. Along the way, staff and faculty want students to succeed and many services are provided to help. Please use this catalog to learn about policies and procedures, degrees and certificates, enrollment, registration, and advisors who can help students create an academic plan that will assist in reaching personal and professional goals. A wealth of information about resources and cultural activities is also available to students.

About the College

OC started in 1946 with 575 full-time students in Bremerton. Since then, the college has grown, serving nearly 12,000 full- and part-time students a year within Kitsap and Mason counties. The number of locations has continued to expand over the years as well. A satellite campus opened in Shelton in 1968 to provide classes to Mason County residents – a permanent campus was established in 1995. The Poulsbo campus opened in the winter of 2004 to create additional educational opportunities in Kitsap County. Other locations in the community as well as distance learning, evening and weekend classes provide even more options.

The college has made a variety of changes to meet the needs of our students. A Bachelor of Applied Science in Digital Filmmaking, Bachelor of Applied Science in Information Systems, Bachelor of Science in Nursing, and Bachelor of Applied Science in Organizational Leadership and Technical Management are available. Students may also choose to transfer to one of the universities that are co-located at the Bremerton and Poulsbo campuses.

In response to the growing need for housing, the College opened its own residence hall in 2013. OC recently completed a 70,000 square-foot College Instruction Center where art, music, filmmaking and health occupations programs are located. This state-of-the-art, multipurpose instructional space includes a 270-seat theater. The College also opened a high-quality modular building in Poulsbo to provide more space for our growing partnership with Western Washington University, in addition to building a new welding shop in our Shelton campus.

These advancements and additions truly allow OC to reach its full potential and strengthen the quality of education we provide.

College Environment

The site of the largest campus is located in Bremerton, a city of more than 41,000 residents in Kitsap County with spectacular views of the Olympic Mountains and Mount Rainier. Bremerton has many new parks, public art, hotels, and other developments that are changing the downtown area and the city. The town has a direct connection by ferry to Seattle, the largest city in Washington state, providing ample opportunities to attend professional sports events and explore art, theater and cultural offerings.

The Poulsbo campus is also located in North Kitsap. The city has a population of 11,000 and is growing. The site of the Poulsbo campus has seen the addition of new stores and new housing developments. The city of Poulsbo is close to ferries that can take residents and visitors to Seattle and surrounding towns across Puget Sound.

Shelton, a city of 10,000 residents, is in Mason County. The town is 22 miles from Olympia, the state's capital, and is located a short distance from the spectacular beauty of Hood Canal, local and state parks, and Olympic National Park. The area is known for its relaxed pace and quality of life.

Mission, Vision, Values

Mission

Olympic College enriches our diverse communities through quality education and support so students achieve their educational goals. (Adopted 3/99, Reaffirmed 6/05 and 8/08, revised 11/12)

Vision

At Olympic College we envision learning as a life enhancing journey of discovery where:

I. Our students are life-long learners in a global society.

To realize our vision, we will focus on student learning and success, promoting learning through accessible education, personalized service, adaptive and innovative teaching, and an ongoing commitment to academic excellence.

II. Our employees are empowered to achieve the college mission.

To realize our vision, we will appreciate and value our employees, providing opportunities to enhance professional skills, encouraging learning and advancement, and prioritizing and sharing institutional resources.

III. Our community recognizes the college as its cornerstone of learning.

To realize our vision, we will develop strong community partnerships and fulfill our role as a cultural center, enriching those we serve by creating relevant educational options and bringing a diverse array of activities to the region.

Values

We honor our shared values by holding ourselves and each other accountable for:

1. A Dedication to Public Service and Higher Education

To demonstrate our values we...

- Commit ourselves to student learning and success.
- Embrace the wide-ranging mission of the community college.
- Meet or exceed professional standards of practice and ethics.
- Champion the principles of academic freedom and intellectual honesty.
- Foster innovation, creativity, and flexibility in our efforts to offer exemplary education and service.
- Regularly evaluate our practice and make changes to better support those who are underserved.

2. A Commitment to Life-long Learning

To demonstrate our values we...

- Assess our work rigorously and reflectively to improve our knowledge.
- Improve our practices and behaviors as we learn better ways of working.
- Take thoughtful risks to acquire new perspectives and skills.
- Create a learning environment in which each learner is welcomed, encouraged and supported.

3. The Practice of Civil and Constructive Discourse and Respect for Diversity

To demonstrate our values we...

- Exemplify civility as a hallmark of our institution.
- Appreciate and listen to one another with respect for our differences.
- Acknowledge that our own cultural conditioning influences our perceptions of other people.
- Are open-minded problem solvers who manage conflicts proactively and effectively.

4. A Quest for Community and Environmental Health

To demonstrate our values we...

- Contribute to the wellbeing and sustainability of our community.
- Serve as stewards of our environment.
- Study and model choices and practices that enhance environmental health, economic vitality, and social justice.

5. The Thoughtful Use of Our Finite Resources, Including Ourselves

To demonstrate our values we...

- Empower employees to assert leadership and engage in institutional decision making.

- Develop, prioritize and communicate our goals corroboratively.
- Identify, share, and make the most effective use of our resources.
- Work together to accomplish our tasks and achieve the college mission.
- Strive for a balanced work environment in which we are efficient and competent, but also kind and friendly.

Equal Opportunity College

Olympic College provides equal opportunity in education and employment regardless of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, use of a trained guide dog or service animal, and does not discriminate on any other unlawful basis.

For inquiries regarding non-discrimination policies, contact Interim Human Resource Services Executive Director Joan Hanten, jhanten@olympic.edu; 1600 Chester Ave.; Bremerton, WA 98337-1699.

For inquiries regarding sexual misconduct policies, contact Title IX Coordinator Cheryl Nuñez: cnunez@olympic.edu, 360-475-7125; 1600 Chester Ave.; Bremerton, WA 98337-1699

Campuses

With three campuses in Kitsap and Mason counties, students have flexibility to take classes where they want and at times that work with their schedules. In addition, campuses provide on-site services, cultural opportunities and student activities that create unique learning environments.

In addition to its campuses, OC also offers classes and additional services at off-site locations as well as distance learning options to help students reach their educational aspirations.

OC Bremerton

OC's largest campus is in Bremerton, Washington and provides students with what is needed to pursue their studies in a resource environment comparable to most colleges and universities.

The Bremerton campus offers a Bachelor of Applied Science in Digital Filmmaking, Bachelor of Applied Science in Information Systems, Bachelor of Science in Nursing, Bachelor of Applied Science in Organizational Leadership and Technical Management, Associate in Arts degrees (AA), Associate of Science degrees (AS), Associate in Technical Arts degrees (ATA), Associate of General Studies degrees (AGS), certificates, college-level freshman and sophomore courses, GED preparation and high school completion, transfer, and professional-technical programs.

Numerous services are available to help students during their time at the college including admissions, registration, advising, a bookstore, financial aid, library, tutoring, services for students with disabilities, and Military & Veteran Programs. An extensive list of services can be found in the "College Resources" section of this catalog or on the OC website.

The Bremer Student Center is the hub of student programs and activities at the Bremerton campus. It is also the location of food service (cafeteria and dining), a student lounge, athletic programs, multicultural services, and a gymnasium. See the "Student Life" section in this catalog to learn more about student activities or search the College's website.

The Bremerton campus also has a childcare center, fitness/weight training center, music practice rooms, art studio and gallery, and theater. Student parking is available in lots around the college campus. Kitsap Transit provides bus service to the campus and vicinity.

Contact Information

OC Bremerton
1600 Chester Ave.
Bremerton, WA 98337-1699
360-360-475-7279, 1-800-259-6718
welcome@olympic.edu
olympic.edu/bremerton-campus

OC Shelton

OC Shelton is a supportive learning community serving Mason County for more than 50 years. The 27-acre campus offers personalized services in a friendly environment. The campus has modern, high-tech facilities, including multi-use classrooms, computer labs, meeting rooms, a science lab, library, video conferencing, welding shop and wireless internet access.

Students may earn an associate degree or certificate. The Associate in Arts (AA) degree provides transfer opportunities as it satisfies the first two years of college study at many colleges and universities. The Associate in Technical Arts degree (ATA) is designed to provide entry into technical and professional occupations or additional training for those already working in a field but desire advancement.

OC Shelton Basic Studies offers Adult Basic Education, GED preparation and testing, High School 21+ classes, adult high school completion, and classes for English Speakers of Other Languages. Running Start (for eligible high school juniors and seniors) is available through the cooperative efforts of local high schools, as are Tech Prep credits for Mason County high school students. In addition, a non-credit community education program offers community members computer literacy, culinary and welding courses as well as other opportunities for personal and professional enrichment.

OC Shelton students have access to a variety of student services such as advising and registration, cashiering services, financial aid assistance, tutoring, English and math placement, both on campus and via Skype to the Ranger Station in Bremerton. Multiple services are available for veterans and students with special needs, along

General Information

with career development assistance and online internship and employment resources through the Career Center.

The OC Shelton campus provides students with what is needed to pursue their studies in a resource environment comparable to most colleges and universities with branch campuses. Several classrooms are equipped with computers and interactive television systems that connect to OC in Bremerton and Poulsbo for classes and meetings.

Contact Information

OC Shelton
937 W. Alpine Way
Shelton, WA 98584
360-432-5400, 360-432-5412 FAX
sheltoncampus@olympic.edu
olympic.edu/shelton-campus

OC Poulsbo

OC Poulsbo provides expanded access for residents of North and Central Kitsap, Bainbridge Island and surrounding areas. This state-of-the-art facility located at the junction of Route 305 and Route 3 in Poulsbo features multi-use classrooms, computer labs, meeting rooms, a science lab, interactive television classrooms, and a learning resource center/library. Currently, students can pursue courses toward transfer degrees, professional technical degrees, and the Running Start program.

OC Poulsbo provides extensive services including admissions, registration, tuition and fee payment, English and math placement, career counseling, advising, and tutoring.

Specifically, OC Poulsbo offers courses leading to the Associate in Arts (AA) degree which can satisfy the first two years of college study at many colleges and universities. Courses available include Social Sciences, Humanities, Art, Music, Mathematics, Science, and Business as part of a transfer option. Students at OC Poulsbo may also pursue an Associate in Technical Arts (ATA) degree or a certificate in multiple professional technical programs including Accounting, Administrative Office Support, Business Management, Legal Professional, and Computer Information.

Through a joint vision to serve the community and businesses on the Kitsap Peninsula, OC partners with Western Washington University, offering a variety of degree programs, professional development opportunities, a lecture series and programs for youth grades K-12.

Contact Information

OC Poulsbo
1000 Olympic College Place N.W.
Poulsbo, WA 98370
360-394-2725
poulsbocampus@olympic.edu
olympic.edu/poulsbo-campus

Distance Learning Options

Distance Learning (sometimes called "eLearning") at OC is defined as any program which uses electronic media as a way to deliver course content using the Internet. Distance Learning may also occur within a traditional classroom when electronic media is used to enhance instruction. Distance Learning courses may use one of several Learning Management Systems such as Canvas, web tools provided by textbook publishers, or other sites developed by faculty or available as open source.

Distance Learning courses may be taught in one of three modes: web-enhanced, hybrid or fully online. Fully online courses deliver all course materials using some form of electronic media, and replace all direct contact with the instructor, except through Canvas or other online learning management systems. Hybrid courses combine traditional classroom instruction with online instruction. Each instructor teaching a hybrid course determines the instructional piece that is delivered in the traditional face-to-face mode, and what content will be delivered online. Web-enhanced courses are those that meet face-to-face as scheduled, but provide access to course materials through the Internet.

Contact Information

Haselwood Library
360-475-7770, distancelearning@olympic.edu
olympic.edu/programs-classes/distance-learning

Accreditation

OC is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course of program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission Colleges and Universities;
8060 165th Ave. N.E., Suite 100; Redmond, WA 98052 425-558-4224; nwccu.org

Accreditation by the Northwest Commission on Colleges and Universities refers to the institution as a whole. Therefore, statements like "fully accredited" or "this program is accredited by the Northwest Commission on Colleges and Universities" or "this degree is accredited by the Northwest Commission on Colleges and Universities" are incorrect and should not be used.

For more information, see our website at olympic.edu/about-olympic-college/accreditation-core-themes.

The OC Bachelor of Science in Nursing completion program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Suite 350; Washington, DC 20036-1120; 202-887-6791, aacn.nche.edu.

The two-year ATA in Nursing curriculum is approved by the Washington State Nursing Care Quality Assurance Commission, and is accredited by the Accreditation Commission for Education in Nursing (ACEN). Accreditation Commission for Education in Nursing and/or ACEN
3343 Peachtree Road NE, Suite 850;
Atlanta, GA 30326
404-975-5000, aacnursing.org/.

Nursing Care Quality Assurance Commission
P.O. Box 47864
Olympia, WA 98504-7877
360-236-4700, Fax number: 360-236-4738
Email address: nursing@doh.wa.gov
doh.wa.gov/LicensesPermitsandCertificates/NursingCommission

The OC Practical Nursing Program is approved by:

Washington State Nursing Care Quality Assurance Commission; P.O. Box 47865; Olympia, WA 98504-7865
doh.wa.gov/LicensesPermitsandCertificates/NursingCommission

The Culinary Arts Institute is accredited by the American Culinary Federation, acfcchefs.org.

The Child Development and Family Center is accredited by the National Association for the Education of Young Children located at 1313 L St., NW, Suite 500; Washington, DC 20005, naeyc.org.

The Human Services & Chemical Dependency Professional Program is accredited by NAADAC, the Association for Addiction Professionals, naadac.org.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP may be contacted at: 1371 Park St., Clearwater, FL 33756; 727-210-2350, caahep.org.

The Physical Therapist Assistant Program at OC is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association. CAPTE may be contacted at 1111 North Fairfax St., Alexandria; VA 22314-1488, capteonline.org/home.aspx.

Getting Started at OC Step-by-step instructions for new and continuing students.

1 Apply for Admission

New Students

- **Online:** Visit Olympic.edu and click the red **"Apply Now"** button to get started.
- **In person:** Fill out and return a paper application available online or at any of our campuses. Individual help available at the Welcome Center.

You will receive an admissions letter with your Student ID (SID) and important information.

Current Students – Skip to step 4.

Visit Olympic.edu and search **"Getting Started."**
welcome@olympic.edu, 360-475-7279



2 Fund your Education

- Complete the Free Application for Federal Student Aid (FAFSA) form at fafsa.gov. Use school code 003784 for OC.
- Research additional funding options on the OC Financial Aid website.
- Contact Workforce Development to see if you qualify for funding for tuition, childcare, books and supplies: wfd@olympic.edu, 360-475-7555.

Visit Olympic.edu and search **"Financial Aid."**
financialaid@olympic.edu, 360-475-7650

3 Assessment Testing

- Get information about the Accuplacer and schedule your assessment for English and/or math on the OC website, or contact your local campus about walk-in availability.

There is a \$20 non-refundable fee to take the test.

Visit Olympic.edu and search **"Assessment."**
accuplacerquestions@olympic.edu, 360-475-7238

4 Attend an Advising Session

New Students

- Attend the Student Orientation to Advising & Registration (SOAR) session. SOAR offers important information to make your advising and registration successful for your first quarter and beyond.
- Contact the Advising Center to schedule your SOAR session and follow up advising appointment.

4 Attend an Advising Session

Current Students

Continued

- Schedule an appointment with an entry, program or faculty advisor.

Former Students

- Attend SOAR if you have not taken classes at OC within the last two years.

Advising is required until 15 credits have been completed.

Visit Olympic.edu and search **"Advising."**
advisingcenter@olympic.edu, 360-475-7530

5 Register for Classes

New Students

- Register with your quarterly PIN after completing SOAR and meeting with an advisor.

Current & Former Students

- Find your time to register – registration times for current students are available in the Online Access to Student Information System (OASIS).
- See "Stay on Track with Advising" on page 10 for more information.

If you have not attended the previous four quarters, contact the Ranger Station.

Visit Olympic.edu and search **"Register."**
registration@olympic.edu, 360-475-7650

6 Pay your Tuition and Fees

- **Online:** Pay using OASIS.
- **In person:** Visit the cashier at any campus.
- **Phone:** 360-475-7181

Payment is due ten business days before the start of the quarter, which is Sept. 9 for fall quarter. If registering after Sept. 9, payment is due within 48-hours of registering.

Visit Olympic.edu and search **"Cashier."**
webpayment@olympic.edu, 360-475-7181

7 Buy Books

- **Online:** Visit ocbookstore.com
- **In person:** Visit the OC Bookstore at the Bremerton Campus, or visit Olympic.edu and search **"Book Store."**

bnbookstore@olympic.edu, 360-475-7420

Enrollment Information

Enrollment Information

This section provides information about applying to Olympic College, financial aid, assessment testing, the advising process, registration, and more.

Admissions Eligibility

OC is an "open door" college, and students from all walks of life and educational backgrounds are invited to attend. To be eligible for general admission to the College, one of the following is required:

- 18 years of age or older, or
- High school or GED graduation, or
- A written release from the high school district

Applicants under the age of 16 are not usually offered general admission.

Some programs require special applications, admission, permission or faculty advising before enrollment. See "Additional Admission Procedures" in this section.

If you are interested in non-credit admission, see Continuing Education admission in this section. For more information, contact:

Contact Information

Ranger Station – Admissions

Bldg. 4 (HSS), Rm. 105

360-475-7650, registration@olympic.edu
olympic.edu/current-students/getting-started/admissions

Application Processes

New Student Admission

New students should follow the "Getting Started" process on page 5.

For general admissions, the application for admission is required. Apply online at the state Web Admissions Center by visiting Olympic.edu and clicking the red "Apply Now" button in the upper left corner of the page. Paper applications are available at any campus.

Official transcripts for coursework completed at other colleges or universities are not required for admission. However, previous course work may count for prerequisites or be awarded transfer credit for degrees or certificates. Visit olympic.edu/programs-classes/transfer-oc

Additional Admission Procedures

Some programs require general admission and program admission. Application deadlines and entrance requirements must be met.

There are additional admission requirements for:

Adult Basic Education, High School Diploma Program, Running Start, International Students, Health Occupations (Nursing/Healthcare, Medical Assisting, Physical Therapist Assistant), and bachelor's degrees. Veterans and their family members: see page 25. Active Duty Military

and their family members: phone the military advisor at 360-473-2821.

Continuing Student Admission

Students **who continue from the previous quarter must follow the** items 4-7 on page 5, "Getting Started."

Former OC Students

Former students who wish to return to the college after being away for four or more quarters should call or go to the registration office at their local campus to receive a "time to register." Former students who have been away for three or fewer quarters should check OASIS for their time to register (see page 6). Former students **should not submit** a new online or paper application for admission but use their student identification number (SID) which was assigned previously. Former students should contact an advisor in their program of study to discuss their education plan and to receive program updates before registration.

Transfer Student Admission

Applicants who have completed college level course work at colleges, universities or through military training may apply for admission online. Official transfer credit evaluations are processed after the second week of the first quarter of attendance or when all official transcripts have been received. Submit the "Transcript Evaluation Request" form available at olympic.edu/current-students/registration/registration-records-forms and official transcripts to the Ranger Station – Registration & Records office. Information: olympic.edu/current-students/registration.

New transfer students must take an official or unofficial copy of their transcript to their advising appointment (before classes start) for an unofficial evaluation and to meet prerequisites by signature or entry code.

Bachelor of Applied Science in Digital Filmmaking (BAS DF) Admissions

Students applying for admission to the Bachelor of Applied Science in Digital Filmmaking program must meet the application and entrance requirements to be considered. For application and entrance requirements, go to: olympic.edu/filmmaking.

Bachelor of Applied Science in Information Systems (BAS IS) Admission

Students applying for admission to the Bachelor of Applied Science in Information Systems program must meet the application and entrance requirements to be considered. See "Information Systems Bachelor of Applied Science" at olympic.edu/information-systems-bachelor-applied-science-bas for application and entrance requirements.

Bachelor of Science in Nursing (BSN) Admission

Students applying for admission to the Bachelor of Science in Nursing program must meet the application and entrance requirements to be considered. Admission is competitive. See "Bachelor of Science in Nursing Degree" at olympic.edu/nursing-bachelor-science-nursing-rn-bsn for special application and entrance requirements.

Bachelor of Applied Science in Organizational Leadership and Technical Management (BAS OLTM) Admissions

Students applying for admission to the Bachelor of Applied Science in Organizational Leadership and Technical Management must meet the application and entrance requirements to be considered. Go to olympic.edu/organizational-leadership-and-technical-management-bachelor-applied-science-bas-oltm for application and entrance requirements.

International Student Admission

Students are admitted to summer, fall, winter, or spring quarters and should apply early enough to: (a) allow time for the processing of a student visa, (b) make travel arrangements, and (c) arrive at least one week before the quarter starts to attend orientation and register for classes. Enrollment in a minimum of 12 credits is required, unless students need to take intensive English, which is 18 credits.

For complete application materials and admission steps, go to olympic.edu/isp.

For more information, contact: 360-475-7412 or international@olympic.edu.

Depending on the level of English skills and interests, students may enroll in a variety of educational programs. Intensive English provides language skills, cultural knowledge and experience needed to use English effectively, communicate and succeed in academics and the workplace, and provides opportunities for personal growth. International students may enroll or co-enroll in the high school diploma completion program, college preparatory courses, university transfer studies career, and professional degrees and certificate programs. International students learn and practice English skills while they complete freshman and sophomore-level classes in academic, career, professional and technical programs, pursue degrees and certificates, and prepare for transfer to a university to complete a four-year bachelor degree. Guaranteed transfer admission is conditionally offered to admitted international students who graduate from OC with an associate degree to selected universities in Washington, Montana, Arizona, California and Tennessee. Contact the Office of International Education for a list of partner universities.

International students who graduate with associate degrees have been admitted to universities throughout the United States and transfer as third year juniors.

Community Education Admission

Community Education classes offer many opportunities for professional development and personal enrichment for the community. Schedules are flexible and classes are offered throughout the year. Classes are open to the public. Students do not have to be enrolled in OC degree programs to attend. To register, students should visit the OC webpage at olympic.edu/programs-classes/community-education. A selection of community education classes is available each quarter, a comprehensive list of classes is available on the webpage at the web address above.

High School Programs Admissions Processes

Running Start

Running Start is a dual enrollment program created by the Washington State Legislature to expand educational opportunities for high school juniors and seniors. Running Start students can enroll in college-level classes, tuition free, for up to 15 credits or a maximum of 1.2 Full Time Equivalent (FTE) combined between the high school and college. Students are responsible for any tuition above 15 credits, or 1.2 FTE and for any coursework taken below college-level or during summer quarter. Students are also responsible for college fees, transportation and book expenses.

Eligibility Requirements:

High school juniors and seniors who wish to enroll as Running Start must:

- Be under the age of 21
- Be classified as a junior or senior
- Have a cumulative high school GPA of 2.5 or above*
- Qualify for college-level English and/or math**
- Not have earned all credits/received a high school diploma (GED excluded)

Running Start applicants who meet the eligibility criteria listed above are encouraged to apply to the Running Start program by published priority deadlines. Late applications will be accepted until the Wednesday prior to the start of the quarter.

*Students may appeal the required 2.5 cumulative GPA by submitting an appeal letter with their Running Start application addressing their academic performance and describing traits, skills, and habits that demonstrate readiness for college classes.

**Students who do not place into college-level English and/or math, who want to experience a collegiate environment while continuing to develop their computation and reading/writing skills outside of Running Start, may enroll in a limited selection of OC courses identified below:

- Classes designated as "Skills Performance (H/SP)" Specific ART, DRMA, MUSC courses
- Physical Education Department Classes:

Any PE-FSP or PE-RD

- General Studies Department Classes: Any GEN-S course

Priority applications due:

May 1 Fall quarter entry
Nov. 1 Winter quarter entry
Feb. 1 Spring quarter entry

Initial application steps include: applying to OC, taking the Accuplacer assessment test and submitting a Running Start application form along with a copy of the student's high school transcript, assessment scores, and the Running Start Student/Parent Agreement form. Detailed application and eligibility guidelines are outlined in the Running Start Information and application packet located on the OC Running Start webpage.

All eligible students are required to complete a Running Start orientation session to learn about the college and Running Start program procedures. Additionally, Running Start participants must submit a completed Running Start Enrollment Verification Form and meet with a Running Start advisor in order to enroll each quarter.

Once enrolled, Running Start students are considered regular college students who are subject to campus policies, procedures and student privacy regulations. Running Start students may participate in any college-level classes fall, winter and spring quarters including distance education and Bremerton, Poulsbo and Shelton campus offerings.

Contact Information

Running Start
Bldg. 4 (HSS), Rm. 208
360-475-7646, runningstart@olympic.edu
olympic.edu/runningstart

High School Completion Program

Individuals who want to earn their high school diploma from Washington state may enroll in developmental and/or college-level courses to meet state requirements. Students who are 17 years of age or younger, or if their graduating class has not yet graduated, must have a release from their high school to attend classes at OC.

The first step is to get all official high school transcripts and make an appointment with an OC counselor who will evaluate them to determine what courses are needed. Students must also meet any other state testing requirements if they are under the age of 21. The cost of tuition is reduced for those who are over the age of 18 and meet other minimum requirements. For more information, contact the Counseling Center at 360-475-7540 or visit olympic.edu/programs-classes/adult-high-school-diploma-alternatives. In accordance with Washington state law (SHB 1758, effective July 2009), individuals who enroll at OC and complete an associate degree (two-year diploma) of any type may also submit a written request and be awarded a high school diploma from OC. The law is retroactive and is valid before and after the law went into effect.

College in the High School

College in the High School offers high school students the opportunity to take college-level classes at their high schools. With Dual Credit, high school students can earn both high school and OC credits at the same time through articulation agreements. Education partners vary. For more information, contact 360-475-7555.

Career and Technical Education (CTE) Dual Credit (formerly called Tech Prep) - West Sound Education Consortium

CTE Dual Credit offers high school students the opportunity to start professional/technical training programs while still in high school. Via articulation agreements between OC and the high schools, high school students in selected programs can earn both high school and OC credits at the same time, provided they earn a "B" or better in the high school course. Education partners include OC, Kitsap and Mason county school districts and the West Sound Technical Skills Center. For information on programs and application requirements, go to olympic.edu/programs-classes/tech-prep-dual-credit.

Financial Aid

Financial aid is available at OC to those who qualify. Types of financial aid include scholarships, grants, loans, and institutional aid. To apply for financial aid, first complete the Free Application for Federal Student Aid (FAFSA). Go to OC's financial aid web page at olympic.edu/paying-college/financial-aid/ for more information. Call 360-475-7650 with questions or visit the Ranger Station in the Bldg. 4 (HSS), first floor.

See Workforce Education Programs for additional funding sources for students.

Veterans benefit information and assistance is available to those who qualify. Call 360-473-2821, go online: olympic.edu/services/military-and-veteran-programs, or visit the Veteran & Military Benefits Office, room 100 in the Engineering building at the Bremerton campus.

Financial Aid Eligibility

To qualify for financial aid, students must meet the following eligibility requirements:

- Be a U.S. citizen or eligible non-citizen.
- Have completed a high school diploma or GED.
- Be enrolled in an eligible program of study.
- Must maintain satisfactory academic progress while receiving financial aid.
- Must comply with selective service registration (males only).
- Have a valid social security number (or alien registration number).
- Must not be in default on a federal student loan.
- Must not owe a refund to a federal grant.

The college uses information from the FAFSA to determine need and eligibility for various forms of financial aid. The amount of financial

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aid awarded varies based on need and cannot exceed the school's established cost of attendance (COA). COA is established each year and includes estimated tuition, fees, books, supplies, room and board, personal, transportation, and miscellaneous. COA varies based on dependency and residency status. OC establishes its COA according to the Washington Financial Aid Association (WFAA). For more information about the COA at OC, visit: olympic.edu/paying-college/financial-aid/financial-aid-faqs.

Application Procedure

To apply for financial aid, students must complete:

- FAFSA for each year enrolled
- OC Financial Aid Data Sheet (or State Aid Data Sheet for undocumented)
- Verification Worksheet (if requested)

The FAFSA is available Oct. 1. Apply early, online: fafsa.ed.gov. For those without easy access to computers, paper FAFSA applications may be downloaded from the website. Once you have completed and submitted your FAFSA, allow two to four business days for the college to receive your application.

Financial Aid Portal

When the College receives your application, you can monitor your application status and download required forms online at: fas.ctc.edu/portal1/?col=030. The Financial Aid office will communicate your eligibility and awards via the portal, email, text message, and U.S. mail. It is the student's responsibility to monitor the portal regularly for updates, even after being awarded, and after grades have been assessed each quarter.

Undocumented Students

State aid is now available for undocumented students by completing the Washington Application for State Aid (WAFSA) application. Go online: readysetgrad.org for more information and to apply. Once you have completed the WASFA application, follow the same procedure as stated above and monitor the Portal for updates and information.

Financial Aid Awards and Disbursement of Funds

When you are awarded financial aid you may register for classes. Those who register for classes before being awarded are responsible for payment of tuition. Financial aid is not disbursed to the College until the first day of each quarter. Applicants with awards in excess of tuition and fees will receive a disbursement refund. OC has partnered with Bank Mobile, a third-party provider approved by the Department of Education, to issue disbursement refunds to OC students. All financial aid applicants will receive a **bright green envelope** containing a Refund Selection Kit in the mail. Students must choose how to receive the disbursement refund. Options include: send electronically to another bank, deposit to Bank

Mobile Vibe card; or paper check from Bank Mobile. For more information about Bank Mobile and the refund selection options go online: olympic.edu/paying-college/financial-aid/financial-aid-faqs.

Financial Aid Available: Grants, Work-study, Loans & Scholarships

Need-based financial aid programs include: federal, state, and institutional grants, work-study, and subsidized student loans. Scholarships can be based on need, merit, achievement, or a combination. OC participates in the following financial aid programs:

- **Grants:** Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Opportunity Grant, State Need Grant, OC grant, OC tuition waiver.
- **Work-Study:** Federal and state.
- **Loans:** Federal Direct Loan, Federal PLUS Loan, non-federal education loans (credit-based; FAFSA not required).
- **Scholarships:** For more information about scholarships, see "Scholarships" section on page 9.

Satisfactory Academic Progress; Student Rights and Responsibilities

All FAFSA applicants awarded financial aid are required (by the Department of Education) to register for classes in their programs of study AND to maintain satisfactory academic progress (SAP). SAP is assessed after the end of each quarter. Financial aid recipients who do not meet GPA requirements may be placed on warning or have future aid cancelled. Those who do not finish a quarter may be required to repay all or part of any financial aid they received for that quarter. To learn more about OC's SAP policy and student rights and responsibilities, visit: olympic.edu/paying-college/financial-aid/financial-aid-faqs.

Scholarships

Scholarships administered by the Financial Aid Office

Scholarships are based on varying criteria (financial need, academic achievement, area of study, etc.). Interested students should review their eligibility and apply during the announced scholarship application period for the upcoming academic year. For more detailed information and a list of available scholarships, visit: olympic.edu/paying-college/financial-aid/scholarship-opportunities.

Scholarships administered by the Olympic College Foundation

You've got big dreams. The Olympic College Foundation is here to help you achieve them. The Foundation awards more than 200 scholarships each year based on a wide variety of criteria set by donors, including financial need, academic merit, community service and area of study. The average award is \$1,900, which goes a long way toward OC's annual \$4,000 tuition.

It's easy to apply at Olympic.AwardSpring.com. After you create a free account, simply complete the application and upload your transcript and recommendation letters. AwardSpring will automatically match you with appropriate scholarships. Scholarship season typically begins in early January and awards are announced in June. Learn more at OlympicCollegeFoundation.org/scholarships or contact foundation@olympic.edu or 360-475-7120.

Assessment

Placement Assessment (Accuplacer)

Accuplacer scores provide information to students and advisors that will help determine a student's placement and readiness to enter college-level courses. Most students must complete OC's placement assessment if they plan to register for English or mathematics courses or any course that requires an English or mathematics prerequisite.

There is a non-refundable \$20 fee for each Accuplacer attempt. Students are permitted to take the assessment twice in a calendar year for placement purposes.

If the Accuplacer assessment was taken at another community or technical college within the last two years, these results may be used for placement into OC courses. Please contact the college at which the Accuplacer assessment was taken and have them email a score report to us at: accuplacerquestions@olympic.edu.

Students may also request to have transcripts reviewed if there is credit for prior college coursework in English or mathematics. Consult with an advisor for more information regarding transcript review for this purpose. If any other placement test was taken at another Washington state community or technical college within the past one calendar year, this may also be used for placement. Check the catalog section on Reciprocity.

If the Accuplacer or any other placement tool was not taken, or if there are no transcripts with prior credits for evaluation, then the Olympic College Accuplacer assessment must be taken. Students must have a valid photo ID and a Student ID number to take the Accuplacer for placement at OC.

For more information and to schedule your Accuplacer, please visit us online at: olympic.edu/accuplacer.

Smarter Balanced Assessment and High School Transcript Placement

Smarter Balanced Assessment (SBA) Scores can be used as placement into ENGL&101 at Olympic College. SBA scores for English expire in April following their predicted graduation year. For example, student took SBA during 11th grade in school year 2017-2018, scores then expires in Spring 2020.

Beginning winter quarter 2019, our Math Department established a process to use the student's high school transcript for placement as opposed to using SBA scores for math placement. The student needs to have taken a full year's worth of the math class and received a B or better in their last semester. This placement expires two years after the class was taken, with fall being the last quarter the student can use it. For example, Pre-Calculus was taken during 11th grade in school year 2018-2019, placement will expire Fall 2020.

There is an online form that students can use to fill out and attach their SBA scores or high school transcript. The form can be found at olympic.edu/current-students/registration/how-register/meeting-prerequisites under Assessment and Placement.

Advising

Advisors help students choose classes, map their career or educational path, and introduce them to life at OC. In addition, specialized advising is available for professional-technical programs, transfer to four-year institutions, science, engineering, math majors, military connected students, Running Start, Worker Retraining, and WorkFirst.

New Student Assessment and Advising Locations:

OC Bremerton

Advising Center
Bldg. 4 (HSS), Rm. 203
1600 Chester Ave, Bremerton, WA 98337
360-475-7530

OC Poulsbo

1000 Olympic College Place N.W.
Poulsbo, WA 98370
360-394-2725

OC Shelton

937 W. Alpine Way
Shelton, WA 98584
360-432-5400

advisingcenter@olympic.edu
olympic.edu/advising

New and Returning Student Advising

For new or returning students, an academic program advisor will assist with identifying career and academic goals, beginning an academic plan, understanding the higher education system, understanding degree requirements, choosing appropriate coursework and more. In addition, an academic advisor will refer students to a faculty advisor who is an expert in the field of interest. Students are strongly encouraged to meet with a faculty advisor throughout their academic career.

Advising is required for students with fewer than 15 credits on their OC transcript. Exceptions can be made for those who are taking six or fewer credits for personal enrichment. Please see the "Stay on Track" diagram on page 10.

NOTE: International Students, Running Start and Work First students are required to meet

with their funding program office each quarter.

Students interested in Science, Engineering and Math (SEM) courses or programs are encouraged to learn more about advising assistance and how to sign up for SEM classes by visiting the SEM Advising web pages at olympic.edu/mathematics-engineering-sciences-health-division/advising-steps-sem.

Transfer Student Advising

Students planning to transfer to four-year colleges and universities need to contact a program or faculty advisor in their field of interest. Academic advisors can refer students to an appropriate program or faculty advisor. Academic advisors can also assist with reviewing transcripts for degree requirements.

Colleges and universities are invited to OC quarterly to meet with students and share information about their transfer programs. If students are transferring from a college or university, go to olympic.edu/programs-classes/transfer-oc to learn about having previous classes reviewed for OC credit or contact an advisor. Students seeking to transfer to a four-year college or university should work closely with an advisor at the planned institution before finalizing their academic plan.

Academic Plan Requirement

Students at OC are now required to develop an academic plan and have their faculty advisor approve the plan before completing 45 credits.

An academic plan is a "road map" to help students stay on track to graduate. The new requirements help students save time and money by planning ahead.

Academic planning steps:

- Choose appropriate major, program of study or education goal.
- Identify a faculty advisor in the chosen program of study.
- Contact a faculty advisor as soon as possible to begin the academic planning process.
- Learn to use the My Academic Plan program to develop an education plan.
- Submit academic plan draft to faculty advisor for review and approval.

For more information, or for help with any of these steps, contact the advising office at any campus or visit olympic.edu/current-students/advising.

IMPORTANT: If an academic plan has not been approved, students will be blocked from registering for their 46th credit.

Exploring Major and Program Options (Career Counseling)

New, returning or continuing students who are undecided or exploring educational/career options may schedule to meet with a counselor at 360-475-7540. The Career Center is another way to research career fields and educational pathways. For more info, visit: olympic.edu/services/career-center.

Information about Advisors & Counselors

What is the difference between an educational advisor, a faculty advisor and a counselor?

- Educational Advisors will assist with identifying career and academic goals, beginning an academic plan, understanding the higher education system, understanding degree requirements, choosing appropriate coursework and more. Educational Advisors also refer students to a faculty advisor who is an expert in their field of interest. Students are strongly encouraged to meet with a faculty advisor throughout their academic career.
- Faculty advisors are full-time faculty members who advise students majoring in specific disciplines or technical areas of study. Faculty advisors review and approve academic plans within their discipline or program.
- Counselors are licensed professionals who help students manage everyday challenges and achieve life goals. They provide personal and career counseling, academic advising along with academic and crisis intervention. Counselors also assist students who have not completed high school identify alternatives to meet state requirements. Each counselor has their own approach to counseling depending on the unique experiences of students.

Advising Faculty

Educational Advisors

Angela Dorsey	360-475-7235
Kirsten Clawson	360-475-7533
Stephen Quinn	360-475-7345
OC Poulsbo	360-394-2725
OC Shelton	360-432-5400

Advisors

See listing of faculty advisors in Transfer Planning and Degrees and Certificates sections of this catalog.

Military & Veteran Programs

Transition Manager	360-473-2827
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Nursing Program

Nursing Advisor	360-475-7748
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Running Start

Theresa Ramos, Director	360-475-7646
OC Shelton	360-432-5400

Math, Engineering, Science & Health

Advisor	360-475-7421
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Faculty Advisors

See listing of faculty advisors in Transfer Planning and Degrees and Certificates sections of this catalog.

Enrollment Information

Stay on Track with Advising!

Use these guidelines with your advisor to reach your academic goal!



Prepare for College!	New Student Advising Attend a "Student Orientation to Advising and Registration" (SOAR) session. After the session, meet one-on-one with an educational advisor to plan your first quarter.	<input type="checkbox"/> Determine which math and English courses to start with. <input type="checkbox"/> Request AP scores or transcripts from previous colleges.
Connect with Faculty Advisors: Faculty advising and/or permission to enroll are required for these programs: Cosmetology, Culinary Arts and Engineering Students interested in any OC Healthcare program should attend an Information Session as a first step.		
Note: Students new to OC on or after July 1, 2011: A faculty advisor must approve your academic plan before you register for your 46th credit. This can be completed as early as your first quarter. Meet with your faculty advisor as early as possible to begin your education plan.		
Up to 15 credits	Advising is Required! Meet with an academic or faculty advisor, or schedule an appointment with a faculty counselor if you are still undecided.	<input type="checkbox"/> Select a faculty advisor in major area of interest. <input type="checkbox"/> Learn to use the class schedule and catalog to choose classes. <input type="checkbox"/> Locate and use campus support services. <input type="checkbox"/> Research career options at the Career Center.
By 30 credits	Begin to Develop your Education Plan Meet with your faculty advisor to discuss majors or career choices that match your interests and abilities. Use this information to begin your academic plan.	<input type="checkbox"/> Explore or identify appropriate major, program or goal. <input type="checkbox"/> Know degree or program requirements. <input type="checkbox"/> Develop an academic plan using My Academic Plan, available from OASIS.
By 45 credits	Advising is Highly Recommended! Review and finalize your academic plan with an advisor.	<input type="checkbox"/> Meet with admissions/major advisor at potential transfer universities. <input type="checkbox"/> Include university pre-requisites in your academic plan. <input type="checkbox"/> Get help with letters of recommendation and/or admission essays.
By 60 credits	Meet with Your Faculty Advisor Submit an application to graduate when you reach 75 credits. Ask an advisor to check your application before registering for your last quarter to be sure you are on track.	<input type="checkbox"/> Submit applications to potential colleges or universities. <input type="checkbox"/> Research and apply for aid and scholarships. <input type="checkbox"/> Arrange internships in your field of study at the Career Center. <input type="checkbox"/> Make connections early! Send resume to potential employers.
By 90 credits	Meet with Your Faculty Advisor Discuss your future plans, choices and decisions.	<input type="checkbox"/> Finish final degree or program requirements for graduation. <input type="checkbox"/> Graduate!
Note: International, Running Start and Work First students are required to meet with the education program advisor each quarter to ensure compliance with the program requirements. This requirement does not replace regular meetings with a faculty advisor.		

Registration

Registration includes selection of courses, completion of registration either online (OASIS) or in person, and payment of tuition and fees.

Students must be officially enrolled to attend classes. Registration is held before the start of each quarter and registration dates are listed on the OC website.

The class schedule is available at all college campuses by request, online at olympic.edu, and is delivered to local homes before the start of each quarter.

Students may register for classes offered through the Bremerton, Poulsbo and Shelton campuses.

If prospective students have not applied for admission to the college, they must do so prior to registration. See "Getting Started" on page 5 for instructions.

Registration: New, Continuing and Former Students

New Students and Transfer Students

Before registration, new students and new transfer students should participate in advising at the Bremerton Advising Center or advising locations at OC Poulsbo and OC Shelton. Advising assistance for active duty military and their family members is available at NBK Bangor or NBK Bremerton by appointment at 360-473-2821.

Transfer students should take a copy of transcripts to their advising appointment. See "Transfer Student Admission" in this catalog or online at olympic.edu/programs-classes/transfer-oc for complete information. After advising, new students and new transfer students with signature, PIN number and entry codes may register for classes in-person at any campus. Payment may be made in-person or online via OASIS web registration at olympic.edu. Registration is not complete until payment is made.

Continuing Students

Continuing students can find their "time to register" on OASIS (web registration) at olympic.edu. Continuing students may register and pay online (using OASIS) or in-person at any campus. See "Registration Options" on this page for more information.

Former Students

Former students who have not attended during the previous four quarters must be assigned a "time to register." Call or visit a registration office or send an email request to registration@olympic.edu. After registration, students may pay online or in-person at any campus. See "Registration Options" on this page for more information.

"Your Time to Register"

Registration times are based on the total number of credits completed and listed on the college transcript, including up to 70 transfer

credits. This method allows those most in need of specific courses required for graduation or program completion to have the first opportunity to register each quarter.

Per RCW 28B.15.624, Olympic College offers an early course registration period for eligible veterans using veteran benefits, and National Guard members.

Registration Options

1. Web Registration (OASIS)

Continuing and former students with 15 or more transcribed credits can select classes, register, and pay using OASIS: olympic.edu/OASIS. (Also see page 5.)

Register online from home, campus computers or kiosks. Go to olympic.edu/OASIS to see a complete list of OASIS options including: grades, print unofficial transcripts, add and drop classes, and pay online. For online course information, search by class schedule.

2. In Person

Students may register in person at any campus registration office.

Waitlists and Over-Enrollment

Students may be placed on a waitlist for a "full" course if the prerequisite has been met. If an opening occurs, the student's name will automatically move from the waitlist to the class roster.

Students should check their schedule listed on OASIS regularly for their registration status. The automatic registration may increase the tuition owed.

Tuition must be paid within two business days or by the payment deadline for that quarter, or the waitlisted registration will be administratively dropped.

1. Waitlist restrictions

- **Course conflicts:** Students may not enroll in a waitlist and a course that has the same discipline and course number.
- **Time conflicts: (overlapping times):** If the selected waitlist contains a time conflict with another class, registration staff may remove the restricted class/waitlist from the student's registration schedule.
- **Three-course limit:** Students are limited to three waitlisted enrollment entries at any one time.

2. Over-Enrollment: Waitlisted students who have not gained entry to a course before the first day of the quarter should attend the first class. The instructor may sign an "Over-Enrollment" form which will permit the student to register. The Over-Enrollment form must be submitted to the Ranger Station – Registration & Records office immediately. Students should email instructors for over-enrollment in online classes.

3. **For more information, see** olympic.edu/current-students/registration/how-register

Entry Code

Entry codes may be obtained from an advisor or the instructor of the course and expire after one use. The code provides a way for students to register online or in person for: a) a class that requires instructor permission, or b) a class that has a prerequisite block.

Prerequisite Block

Many classes require completion of a prerequisite.

- For specific prerequisites, see class details in the printed or online schedule at olympic.edu.
- For more information on English and mathematics prerequisites, see "Assessment" in this catalog.
- If the prerequisite was completed at another college or university, present the appropriate transcript to the faculty or Advising Center advisor to obtain permission to enroll.

Add, Drop, Complete Withdrawal, Late-starting Classes

Add/drop dates are listed on the Academic Calendar available on the OC website.

In general, the following procedures apply:

Before courses start

- Students may add (providing prerequisites/admission requirements have been met), drop, or completely withdraw via OASIS or in person.

Day one through day three of the quarter

- Students may register for open courses day one through day three. Note: During the first week of the quarter, some classes may not be available after a designated day.
- Waitlisted students may register for full courses only with instructor signature or "Over-Enrollment" form.
- Students may drop courses via OASIS or in person at the Ranger Station.

Day four through day 10 of the quarter

- Students may add courses with instructor signature via in-person registration.
- Students may drop courses via OASIS or in person.
- Withdrawal from courses allowed for the first 10 days without transcript notation.

Day 11 through 60% of the quarter

- Withdrawal from a course with a "W" grade noted on the transcript is allowed to the end of 60% of the quarter. Check academic calendar for dates at: olympic.edu/current-students/getting-started/dates-deadlines-events

Enrollment Information

After 60% of the quarter

- Course withdrawal with "W" grade noted on the transcript requires approval of the Registrar. The "Registrar's Petition" form must be completed and filed with the Registrar for consideration.

Complete withdrawal

To withdraw from all courses after the tenth day of the quarter, students must withdraw on OASIS or complete an "Add/Drop" form and return it to the Ranger Station – Registration & Records office, or write and mail a letter to the Ranger Station asking for complete withdrawal. Students who stop attending courses but do not withdraw officially may be assigned a fail grade by their instructor. Students who receive veteran benefits or financial aid must obtain a signature from the appropriate office prior to withdrawal.

Financial aid recipients who stop attending all courses prior to 60% of the quarter will usually owe a repayment of financial aid.

Late-starting/continuous enrollment courses

Late-starting and continuous enrollment courses are open for registration according to the dates printed in OC's quarterly class schedule or on a pro-rated schedule based on the class start date.

Attendance

Regular attendance in all classes of enrollment is required. Non-attendance does not constitute an official drop from a course or withdrawal from the college. Filing an official drop form is expected and required.

Administrative drop for non-attendance

Instructors may file an administrative drop if students (a) do not attend the first three class periods of a day course or the first two periods of an evening course, or (b) have not met the required course prerequisite.

In the event of an unavoidable absence, students have the option to contact their instructors to request an exception to this action so they will not be dropped from the class for non-attendance.

CAUTION: Not all instructors will use the administrative drop option and will award a "fail" grade for non-attendance. Students should not expect to be administratively withdrawn for non-attendance.

Tuition and Fees

OC offers tuition rates for resident, U.S. citizen non-residents and international students. Tuition and fees may be paid using Visa, MasterCard, debit card (with Visa logo), check, money order or cash.

Please visit OC's website at olympic.edu/paying-college/tuition-fees for current tuition and fee rates.

OC tuition and fee rates are subject to change by the Board of Trustees and/or the Washington State Legislature.

Tuition Payment Plan

The Tuition Payment Plan allows students to make automatic monthly payments on your tuition related charges only and is available through Nelnet Business Solutions. Down payment is due at time of payment plan sign-up with a \$25.00 sign-up fee per quarter. If your enrollment fee or down payment fails, your Tuition Payment Plan will be terminated and you will be subject to the college's policy for non payment and will risk being dropped from classes. You must sign up each quarter for the Tuition Payment Plan. For more information contact the Cashier's office at 360-475-7181 or online at cashieroffice@olympic.edu.

Fee Information

All students in credit classes are charged the following fees each quarter, including summer session. Any increases to fees will become effective fall quarter.

Student Service: \$2/credit (up to 10 credits, maximum \$20)

Technology*: \$3.50/credit up to 10 credits (maximum \$35)

*Technology Fee exemptions: apprentice trade theory courses, zero-credit, and adult basic education.

Security Enhancement: \$20

The Security Enhancement Fee is charged for courses held at OC Bremerton, OC Poulsbo, and OC Shelton.

Testing Fees

- Accuplacer: \$20 (non-refundable)
- Accuplacer Test Retake: \$20 (non-refundable)
- Biology Placement Test Fee: \$10
- Chemistry Placement Test Fee: \$10
- Proctor Test Fee: \$25 (non-OC, outside institutions)
- GED test series, visit: olympic.edu/ged

Other Fees

- Online: \$8/credit
- Adult Basic Education: \$25/quarter (includes all tuition/fees)
- USB Fee: \$8

* Fees listed in this publication are accurate as of the time of printing. For updated fees, visit: olympic.edu/paying-college/tuition-fees.

Class Fees

Some classes require additional fees. If applicable, the specific amount of the fee appears in the class listing at olympic.edu.

Drop for Non-payment

Students are responsible for officially withdrawing from any classes they are not attending. If you do not officially withdraw, you are responsible for any outstanding tuition and fees. Contact the Ranger Station – Registration & Records to officially withdraw.

How to Pay

- **Online:** OC accepts only Visa and Mastercard. Go to olympic.edu/paying-college/how-pay/cashiers-office.
- **By phone:** Cashier 360-475-7181 and pay by Visa or Mastercard. The Cashier's Office experiences a high volume of calls during peak registration, please be patient.
- **In person:** At the Bremerton Cashier's Office, Shelton main office and Poulsbo Student Services Office. OC accepts check, money order, cash, personal checks for the exact amount of tuition and fees, Visa and MasterCard or debit card.

NOTE: Active-duty students may be eligible to use military tuition assistance to pay for classes. For details, contact the Military & Veteran Program Education Specialist at 360-473-2821.

Refunds

Refunds are issued for partial or full withdrawal from classes only if the student **officially withdraws**; either online through OASIS or in-person by submitting an "Add/Drop" form to the Ranger Station – Registration & Records office. Online access is available at olympic.edu.

For credit courses

Refunds may be made for tuition and fees according to the official refund policy listed below:

- 100% refund prior to the first day of the quarter
- 80% refund 1st through the 5th day of the quarter
- 40% refund 6th through the 10th day of the quarter

For courses less than 13 weeks in length

- Refund is prorated

For Continuing Education (zero credit) classes

- 100% - classes and workshops canceled by OC
- 90% - withdrawal five days prior to class start date
- 0% - after class starts

Transfers to other continuing education classes five days prior to class start date are allowed.

Refund Processing Time

- Original payment made by check: The refund will be made by check and mailed to the address on file with the college within ten business days of the request.
- Original payment made by cash or debit card: The refund will be made by check and mailed to the address on file with the college within three business days of the request.
- Original payment made by credit card: the refund will be made in the form of a credit back to the charge card that originally paid tuition.

Tuition Waivers

OC participates in several tuition waivers. Please visit OC's website for a current listing of waiver rates at olympic.edu/paying-college/tuition-funding-opportunities.

Mandatory Waivers

- **Running Start:** Eligible low income students meeting fee waiver criteria will have all mandatory fees and tuition waived for enrollment in credits over 15 or over combined 1.2 Full Time Equivalent (FTE). Does not include consumable program fees. Contact the Running Start Office or visit OC's website at: olympic.edu/current-students/running-start for the fee waiver application form.
- **Gold Star Family:** All tuition and fees are waived for a child or spouse of an eligible veteran or National Guard member who became totally disabled or lost their life while engaged in active federal military or naval service. For information, contact 360-473-2821, MVP@olympic.edu, olympic.edu/services/military-and-veteran-programs.
- **Children and spouse of deceased or disabled law enforcement officers or firefighters:** A 50% waiver of tuition for children or surviving spouses of deceased or disabled law enforcement officers or firefighters who have died or become totally disabled in the line of duty. The student must begin their course of study within 10 years of high school graduation.
- **Wrongfully convicted individual, their children and stepchildren:** All tuition and fees are waived for a wrongfully convicted individual awarded compensation per RCW 4.100.060, their children and stepchildren. Following limitations apply: wrongfully convicted person must be a Washington domiciliary; the child must be a Washington domiciliary ages 17 through 26 years of age, continued participation subject to school's satisfactory progress policy; recipients may attend full or part time; total credits earned may not exceed 200 quarter credits.

Optional Waivers

- Adult Basic Education
- Active Duty Military/Dependents and WA National Guard/Dependents
- Athletic Waiver (must have approval of Athletic Dept.)
- High School Completion (maximum credits: Resident-45, non-resident-45)
- Adult High School waiver eligibility is determined by an OC counselor. Must be 19 years of age or older.
- Parent Education Co-Op
- Senior Citizens (audit only): (60 years of age or older; limited to two classes quarterly on a space available basis)
- Veterans, for current information on veterans waivers, please visit OC's website

at: olympic.edu/services/military-and-veteran-programs.

Vocational Waivers (more than 18 credits)

- A partial waiver of tuition may be approved for vocational students in programs that require registration in more than 18 credits a quarter. Forms are available at the Workforce Development Office, Bldg. 5 (CSC), Rm. 421.

Washington State Residency for Tuition Purposes

Washington state residency status determines the students' cost of tuition for most college credit classes. Information about residency is available online at olympic.edu/current-students/registration/residency.

Military personnel stationed in Washington state and their dependents who present military ID at registration will be granted a waiver of non-resident tuition and will receive the resident rate. Residency must be verified and proven each quarter of enrollment.

Individuals who are non-residents or U.S. citizens MAY qualify for resident tuition if they meet certain criteria. Contact the Ranger Station for more information.

State Contribution to Tuition

Pursuant to RCW 28B.15.0681 the average cost of educating a resident full-time student for the 2017-2018 academic year is \$8,063. Students pay an average of \$3,123 in tuition towards this cost. The remaining \$4,490 is an "opportunity pathway" provided by the state and is funded by state taxes and other sources.

Academic Information

Academic information in this section provides an overview of academic and student procedures and requirements.

Award of Credit for Learning Outside Olympic College (Prior Learning Assessment)

Olympic College recognizes that several bodies provide accreditation for institutions of higher learning. To provide social equity, educational effectiveness, and to maximize credit for prior learning and training, OC awards credit as follows.

Transfer from Accredited Institutions

Regionally Accredited U.S. Institutions of Higher Education

OC honors academic credits earned at other

regionally accredited institutions and subscribes to statewide policies on transfer of credit among Washington public and private colleges and universities approved by the Joint Transfer Counsel (JTC), the Intercollege Relations Commission (ICRC) and the Articulation and Transfer Council (ATC). Courses accepted in transfer must be substantially equivalent in academic level and content to course work offered at OC, except that courses in subjects not offered, such as Chinese language, or courses similar in level and intent but not offered at OC, such as HIST&220, African American History, will be accepted in the general category. A grade of 2.0 or higher is required in each transferred course, except that up to 20 credits may be transferred with a grade of 1.0 to 1.99. English&101 (College Composition) will be accepted only with a grade of 2.0 or higher. Courses with a grade below 2.0 may not be used to meet prerequisites. Please see the following section on "Procedure for Transcript Evaluation" for additional information. Courses identified as non-credit are subject to the "Non-Traditional Learning" section that follows.

International Institutions of Higher Education

Credit for study completed in appropriate subjects and levels at universities and colleges outside the United States will be considered for transfer credit. Work completed at foreign colleges and universities must be evaluated through a foreign credentials service. The reports translated into English from this service must be submitted for further evaluation.

Limitations on Transfer of Courses or Credits

Transfer credit is not usually accepted for the following types of study or coursework:

1) courses taken at colleges or universities that are not regionally accredited; 2) non-credit courses and workshops; 3) remedial or college preparatory courses; and 4) sectarian religious studies. For exceptions, please see "Credit for Non-traditional learning" in this section. (Award of Credit Policy - Adopted by IPC - 3/09, updated 6/11)

Common Course Numbering

All Washington state community and technical colleges use a Common Course Numbering system. The system identifies courses that are equivalent at community colleges throughout the state to make it easier for students to transfer between two-year colleges. The courses with an ampersand "&" after the prefix code are part of the Common Course Numbering system. However, courses without an "&" will continue to transfer between two-year and four-year colleges under individual Direct Transfer Agreements as in the past.

Agreements to Accept Courses from Other Colleges or Institutions

- Students completing prerequisites and

Academic Information

required courses at Peninsula College in preparation for the OC Physical Therapist Assistant program should follow one of the two pathways that have been developed.

- Students who have earned a TRIDENT Training Facility (TRITRAFAC), Bangor Two Year Certificate of Completion may be granted 67 credits toward a Marine Systems Technology Associate in Technical Arts Degree.
- Students enrolling in the Early Childhood Education (ECE) program who have completed the United States Department of Defense Standardized Caregiver Modules are eligible to receive 13 credits in ECE courses with a completed application and payment if completed in the prior six years.

Other Ways to Earn Credit

Advanced Placement Credit – Credit may be earned through the Advanced Placement (AP) program offered by the College Board. Please have the College Board submit test scores directly to the Ranger Station – Registration & Records office. For OC credits offered by AP score, visit olympic.edu, and search by 'AP scores.'

International Baccalaureate Credit – Students may be eligible for OC course credit for work completed through the International Baccalaureate (IB) program for a combination of subject grades and general education credits. Please request that the IB organization submit an official IB transcript directly to the Ranger Station – Registration & Records office. See Step 3 of the "Procedures for Transcript Evaluation" in this section.

Tech Prep Credit – Through the "Direct Transcript of Tech Prep Credit" agreement, high school and college credit may be earned at the same time. High school or technical school students who have earned a "B" grade or higher in specific Tech Prep courses may submit an application for college credit through their school career center counselor. Articulated Tech Prep courses are matched to OC professional/technical courses and are transcribed to the student's college transcript for college credit.

Credit for Non-Traditional Learning (Alternate Learning Credit)

OC awards credit for four types of non-traditional learning:

1. Credit by Testing

Commonly accepted higher education equivalency exams that are documented via a transcript or other official record. Actual credits awarded will depend on scores and departmental requirements. These requirements are subject to change and will be posted on the OC website.

- Advanced Placement (AP)
- International Baccalaureate (IB)

- College Level Examination Program (CLEP)
- Cambridge "A" Level Exam

Veterans: Includes Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST)

2. Credit for Prior Experiential Learning (PEL)

Knowledge and skills acquired through experience alone, evaluated subjectively by faculty via evaluation of a compilation of work.

When possible, OC will use crosswalks and other equivalencies previously determined to award credit for knowledge and skills gained through work and life experience, and those gained through education or training at unaccredited institutions. Examples include American Council on Education (ACE) recommendations for Military Experience, Armed Forces schools, Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST) scores, College Level Examination Program (CLEP), Credit by Examination, and Credit by Vertical Challenge. See items 1, 3, and 4.

When no such equivalency has been established, credit for such knowledge and skills must be evaluated on a case-by-case basis by a faculty advisor in the discipline. The following limitations apply:

- Students must be enrolled at OC (or accepted to a competitive entry program) before credit evaluation is considered.
- There is no assurance that any credit may be granted until after the credit evaluation review.
- Credit may be granted only for documented student achievement equivalent to expected learning achievement in curricular areas offered at OC.
- Credit is granted only on recommendation of qualified teaching faculty appropriate to the degree goal.
- Credit from prior experiential learning is identified on the student transcript and is limited to 25% of the credits needed for a degree or certificate.

3. Extra-Institutional Learning

Knowledge and skills acquired outside the institution and objectively verified through third-party certifications, industry-recognized testing/training, or crosswalks.

- Individual industry certifications (e.g., NCLEX-RN)
- Occupational Crosswalks (Police, Fire, AmeriCorps, etc.)

Veterans: Includes Military Service and American Council on Education (ACE) recommendations for JST Military School courses and for Military Experience.

4. Course Challenges

Challenge examinations are sufficiently comprehensive to determine that the student has the same knowledge and skills as those students who enroll in and successfully complete the course. The student should have previous training, private study, work experience, or

other bona fide qualifications indicating that the student has the knowledge or abilities equivalent to course completers.

Procedure

Transcript Evaluation – Students must submit transcripts for all post-secondary institutions they attended before an evaluation of transfer credit will be processed.

NOTE: Depending on the time of application and the high volume of requests, transcript evaluations can take up to 8-10 weeks after the arrival of all transcripts and the submittal of the "transcript evaluation request" form available on our website.

4. New students enrolled for their first quarter at the College should not request an official evaluation until the second week of their first quarter of enrollment at OC.
5. Current or formerly enrolled OC students may request transcript evaluation at any time.
6. Steps for transcript evaluation:
 - a. Obtain the "Transfer Credit Evaluation" form from any college campus registration office or print a copy from the college website.
 - b. Fill out the required information and indicate if copies of the completed evaluation should also be sent to a faculty advisor, another college employee, or separate entity.
 - c. Submit the form to the Ranger Station – Registration & Records office by mail, fax (360-475-7202) or in-person.
 - d. Request official transcripts from all institutions attended (above the high school level) be sent directly to: Ranger Station – Registration & Records Office, Olympic College, 1600 Chester Ave., Bremerton, WA 98337. NOTE: The issuing institution may charge a transcript processing fee. OC cannot request official transcripts on the student's behalf. If students wish to submit an official copy of the transcript in person, an original transcript in a sealed envelope from the issuing institution is required.
 - e. When all transcripts are received and the tenth day of the quarter has passed (for new students), the request will be queued for processing.
 - f. The number of credits accepted from each institution will be notated on the OC transcript.

All transcripts must be submitted in English. Special procedures are required for international universities. Contact the Evaluations staff for information at 360-475-7200.

Credit by Examination – Current OC students may apply to take a comprehensive examination covering the subject matter contained in a course designated by the division/discipline as eligible for credit by examination. Not all courses are eligible for such credit. An examination of this type for a particular course may be taken only once during any 12-month period. The procedure is as follows:

- Obtain the required "Credit by Examination" form from the division that offers the course.
- Make an appointment with the division's dean to discuss the examination and if appropriate, confer with a faculty member of the discipline in which the course is offered.
- Upon approval of the division dean, take the completed form to the Cashier and pay the special examination fee.
- Return the form and Cashier's receipt to the division office.
- Take the examination(s).

Credit by Vertical Challenge – Current OC students may apply to earn credit for certain courses designated by the division and discipline as appropriate for vertical challenge. Through this process, students may be permitted to register for a designated advanced course and receive credits with a grade of "P" for the bypassed course. A numerical grade of 3.0 or higher in the advanced course is required for consideration of the vertical challenge credit for the bypassed course. The only grade that can be earned in the bypassed course is "P." To apply for vertical challenge credit:

- Make an appointment with the appropriate division dean to discuss what courses are approved to bypass.
- Obtain the "Credit by Vertical Challenge" form from the division dean's office. Complete the form and obtain the dean's signature prior to the third week of the quarter.
- Take the form to the Registrar's Office and enroll in the advanced course.
- Take the vertical challenge form and the registration receipt to the Cashier and pay the required transcription fee.
- When the quarter is completed, the student will receive notification of the final decision and appropriate courses will be posted to the transcript.

Professional-Technical Credit – Credit may be awarded in professional-technical programs for experience and/or competency gained outside OC. Credit may be granted for courses taken in proprietary colleges, military service schools or journeyman-level work experience. Contact the advisor of a specific professional/technical program for more information. The advisor may recommend completion of credit by examination or vertical challenge as part of this process.

Service Members Opportunity College (SOC) – As a member of the Service Members Opportunity Colleges for all branches of the service, OC commits to fully comply with SOC principles and criteria. Through this commitment, OC ensures that:

- Service members and their family members share in the post-secondary educational opportunities available to other citizens.
- Service members and their family members are provided with appropriately accredited

educational programs, courses and services.

- Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of non-traditional learning experiences, scheduling, course format and residency requirements are provided to enhance access for service members and their family members to undergraduate education programs.
- Active duty military and family members, who have signed a SOC agreement, select a home college that tracks college credits earned while students work through their degree plan – regardless of duty station. SOC institutional members guarantee transferability of college credits within designated SOC course categories. Contact Military & Veteran Programs for more details.

Placement Reciprocity Agreement Policy

Placement reciprocity allows you to request placement into pre-college and college-level courses at OC based on your placement at another Washington Community or Technical College.

How to Qualify

The original placement (test score or prior course completion) must be dated within 12 months of your request.

You must provide a copy of the document that provides specific placement recommendation information from the sending institution. For test scores this should be on your score/placement sheet. For previous coursework, please provide a copy of relevant course sequence information, if available.

You must have applied to OC for the upcoming or current quarter and have a student ID.

If applicable, you must have submitted any necessary transcripts from Washington Community or Technical Colleges for evaluation (credit earned at other institutions with a completion of a 2.0 (C) or higher each semester or quarter) using the "Transfer Credit Evaluation Request." For reciprocity placement purposes only, an unofficial or official transcript may be used for review.

You must submit the form in person to the Ranger Station at the Bremerton, Poulsbo or Shelton campuses OR mail to Registration & Records, OR email evaluators@olympic.edu. Please contact the Ranger Station – Registration & Records office or evaluators@olympic.edu to receive a copy of the form to be filled out.

How We Notify You

You will be notified by email when the request has been processed. If the request is complete, you will be provided with a course entry code to register for the appropriate course.

NOTE:

- Course numbers are not always the same across Washington state colleges – your placement will be into the OC course that is the closest equivalent to where you placed at the previous school.
- Entry codes are good for one quarter only. If you do not enroll, you will need to make the request again for the next quarter if you still qualify.
- Once you successfully complete a math and English course at OC you no longer will need to request reciprocity placement for subsequent terms.

Grades

Decimal to letter grade comparison

3.9 - 4.0	A
3.5 - 3.8	A-
3.2 - 3.4	B+
2.9 - 3.1	B
2.5 - 2.8	B-
2.2 - 2.4	C+
1.9 - 2.1	C
1.5 - 1.8	C-
1.2 - 1.4	D+
0.9 - 1.1	D
0.7 - 0.8	D-
0.0**	F

****NOTE:** Grades of 0.1 through 0.6 are not used.

Grades on OASIS

Grades are available three to five days after the end of the final examination period and may be accessed via OASIS at olympic.edu. **Grade reports are not mailed.**

Decimal Grades

OC uses a decimal grading system. The decimal grade chart in this section lists a letter grade for comparison purposes only; letter grades do not appear on the official transcript.

Other Grade Designations

* (Grade Not Reported)

The "*" asterisk symbol is used when the reporting of a grade is not required (i.e., a community service course), or when a grade has not been submitted to the Registrar by a faculty member in time for inclusion on a student's grade report or transcript.

I (Incomplete)

The "I" grade is used to indicate that a grade has been deferred. The instructor may choose to award an "I" grade to a student who is making progress, but for reasons beyond the student's control, is unable to complete course requirements on time. To award an "I" grade, the

Academic Information

instructor must submit an "Incomplete Grade Contract" to the Ranger Station – Registration & Records office. The instructor must specify the work to be completed and the grade to which the "I" will revert if the work is not completed by the specified time. The "I" grade does not count for college credit, nor is it computed in the grade point average (GPA).

NOTE: Usually, an incomplete contract is for a maximum of 120 days. If the grade is not received from the instructor or the specified work is not completed by the student within 120 days, the grade will revert from an "I" to the grade noted on the contract or if a default grade is not noted, the grade will revert to a fail (0.0).

N (Audit)

To audit a course means to participate without evaluation. The "N" grade is not counted for college credit, nor is it computed in the grade point average. To audit a course, a student must submit an audit request form to the Ranger Station – Registration & Records office by the tenth instructional day of the quarter. If the course is classified as late-starting or continuous enrollment, the form must be submitted prior to 20 percent of the course being completed. Payment of regular tuition and fees is required.

P/NC (Pass/No Credit)

For a course designated by the college as "Pass/No Credit," the grades of "P" or "NC" must be assigned. In addition, a student may select the "Pass/No Credit" option for a course by submitting a "Pass/No Credit" form to the Ranger Station – Registration & Records office by the tenth instructional day of the quarter. For zero-credit, Adult Basic Education and community service courses, a "P" or "NC" grade is assigned. For credit courses, the "P" grade may be assigned and is defined as a grade point of 2.0 or higher. The "P" grade is not used in the grade point average (GPA) calculation.

NOTE: Upon transfer, some educational institutions may convert the "P" grade to a "C" for purposes of grade point average (GPA) calculation.

NC (No Credit)

The "NC" grade is assigned for failure to complete satisfactorily a zero-credit course, or a course designated by the college or selected by the student as "Pass/No Credit." The "NC" grade is not counted for college credit, nor is it included in the GPA.

W (Official Withdrawal)

An instructor cannot assign a "W" grade. The "W" grade will be assigned automatically by the Ranger Station – Registration & Records office when a student officially withdraws from a course between the 10th and 30th instructional day of the quarter or prior to the completion of 60 percent of the course. Except for compelling reasons, a student is not allowed to drop a course or withdraw completely from the college after the 31st instructional day or after 60 percent of the course has been completed. Examples of compelling reasons include documented proof of death in the immediate family,

serious illness, injury or surgery, or unexpected and mandatory job shift or change.

WP (Discontinued Attendance - Passing)

The "WP" grade may be assigned by the instructor to indicate that the student did not complete enough of the course to be graded and achieved a passing grade while in attendance. The "WP" grade is not counted for college credit, nor is it computed in the GPA. (See "General Academic Progress" in this section.)

WF (Discontinued Attendance - Failing)

The "WF" grade may be assigned by the instructor to indicate that the student did not complete enough of the course to be graded and did not achieve a passing grade while in attendance. The "WF" grade is not counted for college credit, nor is it computed in the GPA. (See "General Academic Progress" in this section.)

Grade Change

Only the instructor may change a grade. Submission of the grade change is limited to the next quarter (excluding summer quarter) after the grade has been officially tendered to the student. This procedure does not apply to "I" grades.

Grade Forgiveness

Although grades are not removed from a transcript, former OC students who have not been in full-time attendance at any college for the preceding two or more years may petition to amend the GPA. Students may petition once they have successfully completed, with a 2.0 GPA or higher, at least 12 quarter credits at OC. To request grade forgiveness, submit a written request to the Dean of Enrollment Services, specifying a "cut-off" date. If the request is approved, a "cut-off" line will be drawn across the transcript and the notation made that grades recorded prior to the date established by the line will not be used in computing the GPA. For graduation purposes, students may use credits completed prior to the selected date. The request must specify the desired credits and courses to be retained. Grade forgiveness may not be used to qualify for an honors designation. Caution: For purposes of transfer, other educational institutions may not recognize the OC grade forgiveness policy.

Repeated Courses

A student may repeat a course up to two times (that is, a student may take the same course a maximum of three times). If a grade of 2.0 or a designated grade required as a prerequisite to another course is not achieved after three attempts, the student may request an opportunity to repeat again by submitting a written rationale and an unofficial transcript to a full-time professor in the subject. The instructor's signature is required to register. Credits can only be earned once, and the highest grade awarded is the final grade used in the grade point average.

Course Substitutions

As appropriate, faculty in professional-technical programs may choose to substitute one course for another in degrees and certificates, including AAS and ATA degrees, and all certificates. The policy and procedure are currently under review. Contact your program advisor for information.

Honors Designations

Quarterly Designations

Quarterly honors designations recognize scholastic achievement of OC students at the associate level. Students who qualify for quarterly honors will receive a letter of commendation. Criteria for the awards include:

- Completion of 12 credits during the quarter for which the award is given
- The grades for these credits must calculate in the overall GPA
- Grade point average requirements:
 - President's Scholars: 3.9 – 4.0 GPA
 - Deans' Scholars: 3.5 – 3.89 GPA

Graduation Designations

The "graduation with honors" designation recognizes those students who have achieved a certain college-level GPA. Any honors notation will be placed with the graduate's name in the Commencement Ceremony program. Honors graduation is also noted on the student transcript. Criteria for the awards include:

- Only credits earned at OC will count towards the award
- All college level credit earned at OC will be included in the GPA calculation
- At least 24 GPA credits of 100-level coursework or higher must have been earned at OC for an associate designation. At least 45 credits of 100-level coursework or higher must have been earned at OC for a bachelor designation.

For the associate degree programs, honors designations are:

- President's Scholars: 3.9 – 4.0
- Deans' Scholars: 3.5 – 3.89

President's Scholars may wear a gold honor cord, and Deans' Scholars a silver honor cord at the graduation ceremony. President's Scholars with a 4.0 GPA will be awarded the President's Medal.

For the bachelor degree programs, honors designations are:

- Cum Laude: With Praise 3.85-3.89 GPA
- Magna Cum Laude: With Great Praise 3.9-3.94 GPA
- Summa Cum Laude: With Highest Praise 3.95-4.0 GPA

General Academic Progress

These standards are used to identify students who experience academic difficulty and to provide additional support and assistance to improve academic standing. The policy also determines academic suspension in cases where students are unable to achieve satisfactory performance. The "General Academic Progress" brochure is available in the Ranger Station – Registration & Records office.

NOTE: Individual college programs such as high school completion, financial aid, veteran programs and certain professional/technical programs may have different academic standard requirements and appeal procedures. Students in these programs should contact their program advisor for information regarding those requirements.

Academic Alert

A student is placed on academic alert status at the end of any quarter in which their quarterly GPA falls below 2.0 when 6 credits or more are attempted. A student is removed from academic alert at the end of the quarter in which a 2.0 GPA or higher is achieved.

Academic Warning

A student on academic alert status must earn a quarterly GPA of 2.0 or higher the succeeding quarter or the student will be placed on academic warning when 6 or more credits are attempted. A student is removed from academic warning at the end of the quarter in which a 2.0 GPA or higher is achieved.

Academic Suspension

- A student on academic warning, who does not achieve a quarterly GPA of 2.0 or higher will be suspended for the next academic quarter when 6 or more credits are attempted.
- Following a one-quarter suspension, the student may re-enroll using the re-enrollment procedures.
- A student re-admitted after one quarter of academic suspension re-enters the college on academic probation. If after being re-admitted, the student fails to achieve a quarterly GPA of 2.0 or higher when 6 or more credits are attempted, the re-admitted student will be suspended for one year.

Grade Appeal Procedure

Purpose:

The purpose of the grade appeal procedure is to provide students with an orderly, prompt, and fair process for raising concerns about final grades and to protect each student against arbitrary or capricious academic evaluation. Arbitrary or capricious action is action taken without consideration or in disregard of the facts and circumstances. An action is not arbitrary or capricious when there is room for two opinions and the instructor acted honestly and with due consideration of the facts.

Appeal expectations and conditions:

A grade appeal applies to ONLY the final course grade.

The instructor is responsible for the assignment of a student's final grade and any adjustments that may result from the appeal.

The student is responsible for providing the College with current and accurate contact information during the appeal process.

In a grade appeal, if necessary, the dean will meet with the student; generally, no other advocate may be present. At the dean's discretion, others may be included. A signed FERPA release (Permission to Release Student Records) will be required in this case.

If necessary, the dean will also meet with the instructor.

Process:

Informal Resolution – Meeting with Instructor

Before pursuing a formal grade appeal with the dean, a student must first meet with and review his or her grade with the instructor who assigned the grade. During this meeting, the student should explain the reason he or she believes the final grade should be revised. The purpose of this meeting is to clarify the perceived problem and request specific action. Many misunderstandings related to a final grade can be resolved through this informal resolution process.

Formal Appeal to the Dean

If the student and the instructor are unable to resolve the student's concerns during the informal resolution process, the student may pursue the formal grade appeal process. The formal grade appeal must be done in writing to the instructor's dean, with a copy to the instructor, within the first three instructional weeks of the subsequent quarter, including Summer Session. Because many faculty members are not on campus during Summer Session, some Spring Quarter grade appeals may not be resolved until Fall Quarter. The appeal letter shall include the following information:

- Student's name
- Student's current mailing address
- Student's current email address
- Instructor's Name
- Course name and number
- The quarter the class was completed and grade received
- A description of the grade dispute
- A summary of the actions the student has taken to resolve the grade dispute, and
- Proposed solution

The student should also provide all relevant documentation related to the grade dispute such as graded assignments, test results, and the syllabus.

Upon receipt of the written appeal, the dean will forward the student's written appeal and supporting documentation to the instructor. The instructor must provide a written response

to the dean and the student within ten (10) instructional days. Within twenty-one (21) days of receiving the instructor's response, the dean will review the documentation presented by the student and instructor and will meet with the student and, if necessary, the instructor. The dean will provide a written ruling to the student, with a copy to the instructor, within ten (10) days of the appeal meeting with the student.

The sole issue for the dean to consider during the appeal process is whether the instructor's grade is arbitrary or capricious. Arbitrary or capricious action is action taken without consideration or in disregard of the facts and circumstances. An action is not arbitrary and capricious when there is room for two opinions and the instructor acted honestly and with due consideration of the facts.

Appeal of the Dean's Ruling

A student may appeal the dean's written ruling by submitting a notice of appeal to the dean identifying specific grounds of appeal for further review. The notice of appeal must be delivered to the dean's office within ten days after the student's receipt of the dean's written ruling. The student will be presumed to have received a copy of the written ruling five days after the ruling is placed in the mail.

Upon receipt of a timely notice of appeal, the dean will appoint a review team of three faculty members from the discipline or related disciplines. When the number of faculty within a discipline allows, at least two members of the review team should be from the discipline. The team's review is limited to the documentation submitted by the student and the instructor and the dean's written ruling. The sole issue before the review team is whether the grade issued to the student by the instructor was arbitrary or capricious.

Faculty review team will distribute a written ruling to the student and instructor within 15 instructional days with a copy to the dean. If the faculty review team does not find the instructor's grade arbitrary or capricious, then the written ruling by the faculty review team is the final step in the appeal process. No further appeal may be made after that.

In the event the grade is found to be arbitrary or capricious and the instructor of record refuses to reconsider the awarded grade or is unavailable to reconsider the awarded grade, the student's work will be independently evaluated by another qualified instructor in the discipline, and the office of the Registrar may initiate a grade changed based on the qualified instructor's assessment.

Enrollment in Courses

Students are not guaranteed the unrestricted right to enroll in any specific course or program. Within the Washington Administration Code and the policies of the State Board for Community and Technical Colleges, OC reserves the right to deny admission to or cancel the registration of any individual whose enrollment is inconsistent with the best interests of the student, other students, or the established policies of the college.

Academic Information

Student Records

The Ranger Station – Registration & Records office maintains official student transcripts and academic records for all students who have or are attending OC.

All student record requests are submitted to this office, including: official transcripts, verification of enrollment, change of name and address, application to graduate, and credit evaluation.

Use OASIS to Access Records

Students may use OASIS, OC's online option, to view their transcripts, quarterly course schedules, grades, and similar information.

Self-serve OASIS kiosks are available at convenient locations on OC campuses and students may access OASIS via any computer with an Internet connection. To view online, visit: oasis.olympic.edu/wts/student/.

Transcripts

Online using the National Student Clearinghouse at studentclearinghouse.org. Click on Order-Track-Verify, select Olympic College, enter information requested, and pay the service fee using a credit card. Transcripts will be sent out in three to five business days.

Unofficial transcripts are free and may be printed from OASIS. Official transcripts may be ordered directly from the college: in-person, by letter, or online with the transcript request form: requests made directly to the college will be processed in three to five days. For the form, go to olympic.edu/current-students/student-records/transcripts. To order, submit to the Ranger Station at OC Bremerton or fax to 360-475-7650. Information to include on the form:

- SID (Student Identification Number)
- Social security number
- Birth date
- Dates of attendance
- Previous names used
- Current mailing address/phone number of where the transcript is to be sent
- The signature of the student is required to release the transcript (as required by the Family Educational Rights and Privacy Act.)

The cost per transcript is noted on OC's website.

Pay in person at the Cashier's Office. Cash, personal check, money order, Visa or MasterCard card accepted (include credit card number, expiration date, and three-digit security code found on the back of the card).

Credit card payments may also be made by calling the Cashier. Official transcripts will not be sent by fax.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records, including the right to:

1. Inspect and review the student's education records within 45 days of the date the college receives a request for access. The student should submit a written request to the Registrar identifying the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. To request amendment, students should write the Registrar, clearly identify the part of the record they wish changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to an appeal regarding the request for amendment and include additional information regarding the appeal procedures.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests.
4. Prevent release of directory information. Directory information released by the college includes: name, major field of study, full- or part-time status, participation in recognized sports, weight and height of athletic team members, dates of attendance, degrees, awards and honors received, dates degrees conferred, veteran status, and birthdate. OC may release this information at any time unless the college has received prior written notice from the student, filed in the Ranger Station – Registration & Records office, requesting that directory information not be released. All other information may be released only upon the written consent of the student unless described above or in compliance with a court order.
5. File a complaint with the U.S. Department of Education concerning alleged failures by OC to comply with the requirements of FERPA, write to:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington DC, 20202-4605

A complete copy of the Family Educational Rights and Privacy Act (FERPA) policy may be

obtained from the Vice President of Student Services, the college Registrar, or by visiting the OC website.

Directory Information

The college designates the following items as directory information:

- Name
- Major field of study
- Dates of attendance
- Full-time or part-time status
- Degrees, awards and honors received
- Dates degrees conferred
- Participation in recognized sports
- Weight and height of athletic team members
- Birthdate
- Veteran Status

The college may disclose personally identifiable information designated as directory information from a student's education records without prior consent, unless the student informs the Ranger Station in writing that directory information should not be released without their written approval. This request will prevent any release of information to a third party without signed consent from the student. In addition, the electronic record will be annotated, preventing electronic release of information, with the words "no release" in the student database records. This certification does not preclude the verification of degrees awarded for graduation purposes.

Students may file a request for "no release" or limited release of information at the Registrar's Office. Students who wish to restrict directory information should realize that their names will not appear in the commencement bulletin and other college publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at OC.

Disclosure of Education Records

The college may, at its discretion, make disclosures from student education records:

- To college officials who have a legitimate educational interest in the records, including college administrative and clerical staff, faculty, and students officially elected or appointed to Student Government of OC or employed by the college including contractors such as the National Student Clearinghouse.
- To officials of another school where the student seeks or intends to enroll
- To authorized federal, state or local officials as required by law, including the U.S. Comptroller General.
- In connection with the student's financial aid request or award and if the information is necessary for certain purposes set forth in the regulations, including eligibility, the

amount of aid, the conditions for aid or to enforce terms or conditions of the aid.

- To comply with a judicial order, lawfully issued subpoena or IRS summons (the college must make a reasonable effort to notify the student in advance of compliance, unless the court has ordered non-disclosure).
- To appropriate parties in a health or safety emergency.
- To the parents of a dependent student, claimed as dependent for income tax purposes as defined in section 152 of Internal Revenue Code of 1986, as amended. The college is not required to disclose information to any parent of a dependent student, but may exercise its discretion to do so.
- To organizations or individuals conducting studies for or on behalf of an educational agency or institution if conducted in a manner that does not permit personal identification of the students.
- To the victim of an alleged crime of violence or a non-forcible sex offense.
- To the parent of a student under the age of 21 if the student has violated any federal, state or local law, college rule or policy, governing the use of alcohol or a controlled substance if the institution has determined that the student committed a disciplinary violation.
- To military recruiters authorized to obtain specific information under the Solomon Amendment.

Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third party disclosure to other parties listed.

Graduation

Associate Degrees and Certificates

For degrees and certificates, students must apply to graduate. The "Application for Graduation" forms are available at all OC registration offices or on the OC website at olympic.edu/current-students/graduation. If the application cannot be approved as submitted, written notification will be given.

Degree – Graduation Application

Prospective graduates should meet with their advisor to complete the application to graduate one quarter prior to the date degree requirements will be finished. The signature of the advisor and the division are required on the applications for Associate in Technical Arts (ATA), Applied Science (AAS) and Applied Science Transfer (AAS-T).

Applications must be submitted to the Cashier at your local campus; a \$20 fee (non-refundable)

will be charged for the first degree application. A \$5 fee (non-refundable) will be charged for each subsequent degree.

Certificates – Graduation Application

Students must submit an application for each certificate to be completed and see their advisor for assistance and signature. Return the completed application to the Cashier at your local campus. A fee of \$10 is charged for the first certificate application. A \$5 fee (non-refundable) will be charged for each subsequent certificate.

Graduation Application Deadlines

Last day to file for 2019-2020

- Summer Quarter – Aug. 1, 2019
- Fall Quarter – Oct. 18, 2019
- Winter Quarter – Jan. 31, 2020
- Spring Quarter – April 22, 2020

Commencement

Commencement (graduation) takes place in June of each academic year, although degree requirements may be completed during any quarter. Graduation instructions will be sent to graduates approximately two weeks before Commencement. Gowns, honor cords (see "Honors Designations" in this catalog), and invitations may be purchased at the OC Bookstore. Certificates are not awarded at Commencement.

Student Life

An active part of attending college is getting involved in student life. OC has many extra-curricular opportunities for students to build leadership skills, broaden their cultural perspectives, and cultivate new friendships. Students can be part of student government, student clubs, athletics, performing arts, and career and academic based programs.

Athletics – The Rangers

OC has been successfully competing in intercollegiate athletics since 1946 and has a rich and storied history. The Athletic Department is dedicated to the academic, athletic and social growth of each student athlete. Athletics at OC contributes to educational and personal growth of student athletes by developing the positive attributes of dedication, discipline, responsibility, cooperation, self-confidence, leadership and citizenship.

OC is a member of the Northwest Athletic Conference (NWAC). The NWAC is the largest community college conference in the country with 39 members. OC offers an academic advising program that supports student athletes. Athletic scholarships are also available.

OC offers the following intercollegiate sports:

- **Men:** Baseball, Basketball, Cross Country, Golf, Track and Field

- **Women:** Basketball, Cross Country, Golf, Softball, Volleyball, Track and Field

Contact Information

Athletics – The Rangers
Bldg. 10 (BSC), Rm. 111
360-475-7450, bjanusch@olympic.edu
www.olympic.edu/Athletics

Multicultural Services

Student Service, which is comprised of Multicultural Services, the Office of International Education and Study Abroad, Intensive English, and Residence Life, serves a central role in student learning and development at Olympic College, advancing the college's mission of learning by fostering academic and social networks through which students develop as intentional learners and global citizens. Our mission is to provide student-centered communities that promote academic success, safety and wellness, personal and professional development, and engagement in a secure, supportive, and inclusive environment.

The Office of Student Services creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other college departments. We create places for all of our student populations to thrive and connect.

Contact Information

Multicultural Services
Bldg. 10 (BSC), Rm. 118
360-475-7680, multicultural@olympic.edu
www.olympic.edu/student-life/multicultural-services

Music Activities

The OC Music Department offers high quality Instrumental and Vocal Music programs. The Instrumental program has a rich history, being one of the first in the nation to include jazz studies as part of the curriculum. The program today includes both Jazz Band I and Wind Ensemble. The Vocal Music Program includes Opera and Vocal Jazz Ensemble I (Jazzline) both by audition, and additionally a non-audition Concert Choir. Lecture classes include Music Theory, Jazz History, Music in Film and Television, and Music Appreciation. Private instruction is offered in Electric Bass, Piano, Voice, Saxophone, Clarinet, Guitar, Brass and Percussion. Group instruction is also offered for Guitar and Piano. Scholarships are available by audition.

Contact Information

Vocal Music: Music Assistant
360-475-7197, olympic.edu/music

Instrumental Music: Rick White,
360-475-7118, olympic.edu/music

College Resources

Recreational Activities

The OC Recreation Department is committed to providing the students of OC with diverse and fulfilling recreational activities that encourage the development of each individual and help create personal connections between students.

OC Recreation offers open gyms in the Bremer Student Center with a variety of games such as basketball, volleyball, and table tennis. Sport tournaments are offered throughout the year. OC Recreation also sponsors events such as the Fitness Challenge and Student Appreciation Day. The OC Fitness Center is also open to all students with a current quarter sticker and current ID card.

Contact Information

Recreation Activities
Bldg. 10 (BSC), Rm. 113
360-475-7462, OCRecreation@olympic.edu
olympic.edu/student-life/olympic-college-recreation

For the fitness center, visit
www.olympic.edu/student-life/fitness-center.

Residence Hall

The Office of Residence Life strives to provide safe, quality student housing, and aims to challenge, support, and educate residents to become responsible and engaged global citizens. Residents are immersed in a multinational living and learning environment that augments their academic pursuits through intentional education, innovation and community development. Research demonstrates that student involvement in campus activities has many benefits including: building new relationships, better time management, improved academic performance, and experiential learning. We hope that you will become involved in the residence hall and campus community. Get involved, have fun and enjoy this wonderful opportunity!

The Residence Hall is located half a block from OC's Bremerton campus and features fully furnished rooms complete with full kitchen/bath, on-site laundry, community room access, full-time live in professional staff, and 24/7 security monitoring. Additionally, room rates include all utilities, Wi-Fi and parking.

Residents must be full-time enrolled OC students, in good standing with the college, and financially responsible.

Visit our website for more information and to apply online.

Contact Information

Bldg. 16 (Residence Hall)
360-479-0840, Reslife@olympic.edu
olympic.edu/student-life/residence-life

Student Clubs

The purpose of student clubs is to create community and enhance the college experience. Participation in student clubs and activities is a great way to make friends, build your resume, demonstrate leadership, improve critical thinking

skills, and be part of a team. As a club member, you can become more connected to the campus and your academic departments. There is a wide variety of clubs including American Sign Language, Student Veterans of America, Barner Garden Club, Phi Theta Kappa, Asian Pacific Islander Club, Photography Club, Clay Club and many more.

Research has demonstrated that student involvement in campus activities has many benefits including: building new relationships, better time management, improved academic performance and experiential learning.

To join or start a student club, visit the club website at olympic.edu/student-life/student-clubs, or visit the Student Government of Olympic College office at any campus located in the Bldg. 12 (TEC), room 101 at OC Bremerton.

For the most up-to-date list of student clubs, see olympic.edu/student-life/student-clubs.

Student Government of Olympic College (SGOC)

Students who pay Services and Activities fees are student government constituents. The student government constituents play a vital role in representing the interests of OC students on committees, at Board of Trustee meetings, and various college functions. The Student Government Office, located in the Bldg. 12 (TEC), Rm. 101, is a place for students to share ideas, seek help and resources, and start clubs. Shelton and Poulsbo student government representatives have offices on their respective campuses to serve students. Membership in student government is open to all students taking at least five credits per quarter. Annual elections for student government officers are held in May for the next academic year.

Student Government Sponsorship

The Services and Activities fees collected at college registration support more than 18 student-funded programs and more than 20 student clubs. Programs and services include, but are not limited to: Student Government, Athletics, Sophia Bremer Child Development Center, Drama, Instrumental and Vocal Music, Multicultural Programs, OC Activities Board, Phi Theta Kappa, The Ranger News, Recreation, Student Organizers, and Tutoring.

Student Government Officer Positions

Elected

- President
- Executive Vice President
- Vice President of Student Affairs
- Vice President of Public Relation & Communication
- Vice President, Shelton Campus
- Vice President, Poulsbo Campus
- Vice President of Finances

Olympic College Activities Board

The Olympic College Activities Board (OCAB) is a student driven board that plans, coordinates, and hosts events for OC students. The board brings entertainment like musicians, comedians, speakers, movie nights, and awareness weeks to campus. The OCAB recruits for positions in the spring for the next year's student leaders. For events and more information, please visit olympic.edu/student-life/ocab.

Contact Information

Student Government of Olympic College
Bldg. 12 (TEC), Rm. 101
360-475-7290, sgoc@olympic.edu
olympic.edu/student-life/student-government-olympic-college
OC Poulsbo: 360-394-2780
OC Shelton: 360-432-5413

Student Publications

The Ranger, OC's student-produced news medium, offers students interested in writing, editing, photography, graphic design and advertising the opportunity to hone their skills in online news media. Students work in a collaborative environment with the journalism adviser.

Contact Information

The Ranger Student Newspaper
Bldg. 6 (HL), Rm. 119
360-475-7690, news@olympic.edu
olympic.edu/student-life/ranger

College Resources

Olympic College provides many resources to enhance learning and support student success while at the college. Students can take advantage of these services to help with access to the college, studying, tutoring, career planning, and other educational support.

Access Services for Students with Disabilities

Access Services partners with the OC community to foster a college culture that recognizes disability as a valued aspect of diversity and is dedicated to the inclusion and full participation of students with disabilities in all college programs, services and activities. The office determines appropriate academic adjustments and assists students with self-advocacy and referral to campus and community resources. Any student with a permanent or temporary disability, including pregnancy-related medical issues, is encouraged to contact the office of Access Services to discuss accommodations and facilitate individual educational opportunities.

Students wishing to request accommodations for a disability will need to:

- Complete the Access Services New Student Application at: olympic.edu/services/access-services-students-disabilities

- Submit formal, written documentation of the disability (documentation standards are available online or through the office of Access Services)
- Schedule an appointment with Access Services staff
- Request services early (at least four weeks prior to need is recommended)
- Meet and maintain academic standards

Services and accommodations are provided on an individually determined basis and may include sign language interpreters, print materials in alternate format, test accommodations, note taking services, specialized equipment, and assistive technology.

Contact Information

Access Services for Students with Disabilities

OC Bremerton:

Bldg. 4 (HSS), Rm. 205

360-475-7540, AccessServices@olympic.edu
olympic.edu/services/access-services-students-disabilities

OC Poulsbo: 360-475-7540

OC Shelton: 800-259-6718 ext. 7540

Admissions – Welcome Center

Welcome Center staff are the first point of contact for prospective or new students. There is no application fee and applications are accepted online, in person or by mail.

Applicants will receive personalized admission packets, academic and professional/technical program information, and directions on how to find online information such as the college catalog. Information on new student advising appointments, pre-entrance assessment and new student orientation will be included. FAFSA completion and information on funding is available. Campus tours are available upon request.

Admissions staff coordinate and provide outreach support to community groups and events, visit high schools and educational fairs, and provide personal or group tours of college campuses. Campus tours are available upon request.

Contact Information

Welcome Center - Admissions

Bldg. 4 (HSS), Rm. 103

360-475-7279, welcome@olympic.edu
olympic.edu/academics/offices-departments/welcome-center

Advising Services

Advising is an important part of a successful learning experience. This on-going and purposeful process addresses the overall quality of a student's experience and encompasses areas that impact student success. Academic advising includes a continuum of services, which focus on exploring career and life goals and developing a relevant academic plan.

Contact Information

Advising Services

OC Bremerton: Advising Center

Bldg. 4 (HSS), Rm. 203

360-475-7530, AdvisingCenter@olympic.edu
olympic.edu/advising

OC Poulsbo: 360-394-2725

OC Shelton: 360-432-5400

Alumni Association

Founded in 2013, the Olympic College Alumni Association's mission is to develop a sense of community among OC alumni and promote their lifelong personal, educational and professional growth. Joining the Alumni Association is the perfect way to stay in the know about the college, your fellow alumni and our campus community. It's quick, easy and free to join. Just go to OCAumni.org and scroll to the bottom of the page to sign up. Members receive our award-winning publications, The Lookout E-News and SUMMIT magazine.

Did you know that 89 percent of OC alumni stay in Kitsap and Mason counties? That means you're part of a powerful community right here in your own backyard. To keep you connected, the Alumni Association sponsors an annual Speaker Series and networking events throughout the year. Stay connected. Bookmark OCAumni.org and join our special OC alumni group on Facebook.

Contact Information

Alumni Association

Bldg. 5 (CSC), Rm. 513

360-475-7120, Alumni@olympic.edu
OCAumni.org

Assessment and Testing Services

Assessment and Testing Services administers a variety of tests and assessments to help students and community members meet college, program or employment requirements.

Services offered include:

- Accuplacer Assessment
- OC Make-up Testing
- OC Access Testing
- OC MESH Department Placement Exams for CHEM&141 and BIO&241
- GED® Testing through PearsonVUE
- Proctoring Services for Outside Institutions
- Computer-Based Industry Certification Exams through PearsonVUE & Certiport
- ATI-TEAS Allied Health exam (OC PTA Program Placement test)
- CSWA Exam (Certified SolidWorks Certification exam for engineering students)
- Microsoft IT Academy Program Member

Most tests and assessments require appointments and/or fees to administer. Not all services are available at OC Poulsbo and OC Shelton

campuses. Check with the specific campus or check the websites below to find a complete list of services and fees.

Contact Information

Assessment & Testing Services

OC Bremerton:

Bldg. 5 (HSS), Rm. 222,

360-475-7238, TestingCenter@olympic.edu
olympic.edu/testingcenter
olympic.edu/accuplacer

OC Poulsbo: 360-475-7238

OCPTesting@olympic.edu

OC Shelton: 360-432-5405

OCSTesting@olympic.edu

Assistive Technology

OC offers assistive technology (also known as adaptive technology) for students with disabilities and provides instruction in a variety of software programs and devices to facilitate access to computing resources.

Assistive Technology course offerings include voice recognition, voice output, screen magnification, and one-handed keyboarding. Courses are published in *The View* quarterly class schedule under "Business Technology," and tutoring is available.

Contact Information

Assistive Technology

Bldg. 12 (TEC), Rm. 100

360-475-7510, AccessServices@olympic.edu
olympic.edu/services/access-services-students-disabilities

Basic Food Employment & Training Program

The Basic Food Employment & Training (BFET) program is a partnership between OC and the Department of Social and Health Services (DSHS) offering educational and workforce training opportunities to students receiving Basic Food Assistance (food stamps).

The primary function of the OC BFET program is to ensure eligible students continue receiving vital services such as Basic Food Assistance and/or Child Care Subsidy while completing a Professional-Technical program of study with the goal of future employment. Students may qualify for the program if they:

- Are receiving federal food stamps from DSHS (but not TANF).
- Have an employment goal and intend to go to work after completing training.
- Pursue an approved Professional-Technical program of study (no transfer degrees) related to their employment goal.
- GED, ABE, and ESOL may also be considered approved programs if necessary to achieve their employment goal.

Contact Information

Basic Food Employment & Training

Bldg. 4 (HSS), Rm. 204

360-475-6551, 800-259-6718 Ext: 6551
wfd@olympic.edu

College Resources

Basic Studies

Adult Basic Education (ABE), General Education Development (GED) Preparation, and High School 21+ (HS21+)

ABE and GED courses are non-credit and are intended for those who want to develop the reading, writing, and math skills needed to pass the GED test or Accuplacer scores that indicate a need to review before beginning college-work or training. An orientation session that includes a placement assessment is required before registration. Students under 19-years of age must provide a "High School Release" form.

High School 21+ Program is for adults 21-years of age and older. This competency based program gives students the opportunity to turn knowledge they have acquired through a variety of life experiences into high school credits that move them closer to a diploma, college degree or a new career.

Transition Specialists assist students in creating a customized educational plan. To receive a diploma, you must demonstrate competencies in reading, writing, math, science and other applicable subject areas. Students must attend an orientation session and have official high school transcripts reviewed by the Basic Studies Transitions Specialist.

Contact Information

Basic Studies

Bldg. 4 (HSS), Rm. 223

360-475-7550, basicstudies@olympic.edu
olympic.edu/programs-classes/workforce-development-and-basic-studies

OC Shelton: 360-432-5435

English to Speakers of Other Languages (ESOL)

English to Speakers of Other Languages is intended to help non-native English speakers learn how to read, write, speak and understand English for personal, academic, or employment reasons. Beginning through advanced ESOL classes are offered (classes are non-credit). An orientation session that includes a placement assessment is required before registration. Students under 19-years of age must provide a "High School Release" form.

Contact Information

ESOL Program

Bldg. 4 (HSS), Rm. 223

360-475-7278, basicstudies@olympic.edu
olympic.edu/programs-classes/basic-studies/esol-english-speakers-other-languages

OC Shelton: 360-432-5449

Integrated Basic Education & Skills Training (I-BEST)

Providing students with basic skills support in professional-technical and academic classes!

An I-BEST class or program uses a team-teaching

approach, providing students with twice the support at no extra cost. With I-BEST, you will work with two teachers in the classroom. One teacher will provide job training or teach an academic transfer class like welding or sociology. The other will teach basic skills in reading, writing, math, English language or employability (it's like having a tutor available right there, while you are in class). You'll learn several topics at once, earn college credits and move faster toward your career and/or education goals.

I-BEST challenges the traditional notion that students must move through a set of pre-college courses before they can start working on certificates or degrees. This combined teaching method allows students to work on college-level studies right away, clearing multiple levels with one leap.

You must register for an approved I-BEST program and complete the skills assessment.

I-BEST Programs Currently Include:

- Composites Manufacturing Technology
- Computer Information Systems (CIS)
- Early Childhood Education
- Electronics
- Human Services & Chemical Dependency
- Nursing Assistant Program
- Welding Technology

Contact Information

I-BEST

Bldg. 4 (HSS), Rm. 203

360-475-7550, spotter@olympic.edu
olympic.edu/programs-classes/basic-studies/integrated-basic-education-skills-training-i-best

Bookstore

The OC Bookstore offers course materials including books, supplies, uniforms, college sportswear, calculators, flash drives and laptop computers. The bookstore provides a convenience store with a variety of healthy and decadent snacks to satisfy your hunger or thirst. Textbooks for all OC courses may be purchased at the main store located in the Bldg. 10 (BSC). Textbooks for OC Poulsbo and OC Shelton courses may also be purchased in the store at that location or through the online store at olympic.bncollege.com. The web store also offers clothing, technology, and basic required supplies. Concerned about textbook prices? The OC Bookstore offers many book choices including rentals and will match book prices with Amazon.com (certain restrictions apply, see website for details).

Contact Information

OC Bookstore

Bldg. 10 (BSC)

360-475-7420, bnbookstore@olympic.edu
ocbookstore.com

Campus Security

The Olympic College Campus Security office is located in the Bldg. 4 (HSS), in Room 101 at

the OC Bremerton Campus. Security, Dispatch, Parking, and other related duties are run out of this office.

Campus Security Officers availability:

OC Bremerton: 24 hours / 7 days a week
OC Poulsbo and OC Shelton: 7 a.m.–10 p.m.

Students can call Campus Security by dialing 360-475-7800 for all campuses or by using one of the emergency call boxes at any time. If the office is closed, an on-duty Officer will answer the call.

The Campus Security Dispatch Office hours are generally, Monday through Friday from 8 a.m. until 5 p.m. (closed on holidays).

The Campus Security office can provide numerous services to enhance the safety and welfare of persons and property within the college community, such as:

- Personal safety advice and seminars.
- Safety escort service between campus buildings and parking lots.
- Lost and found.
- Victim assistance referral.
- Processing "unsafe condition" referrals.
- Accident/Injury and crime reporting.

Campus Emergency Messages

Campus Security personnel will not provide personal information about students to unverified individuals due to privacy concerns. Therefore, emergency messages to students on campus may be referred to local law enforcement. Please make sure that you provide your family and friends with a way to contact you while on campus.

Notifications

New students and staff are automatically enrolled in the campus emergency alert system which is used during campus emergencies or change of campus operations. To logon, adjust account settings, or opt-out, visit: olympic.edu/services/campus-security.

In the event of a campus closure, a notification will be sent to all students, faculty and staff by 5:30 a.m., with an update by 3 p.m. Additionally, messages will be posted to the campus website, Twitter, Facebook, and local media outlets.

Parking Lots

Parking spaces are designated with painted white, parallel stripes for side/side parking, or painted white hash marks for end/end parking. Parking in a space without such markings will subject you to a possible parking violation. All finalized fines shall be paid at the Cashier's office. Please review the OC Parking Policy. olympic.edu/about-olympic-college/board-trustees/olympic-college-policy-manual-table-contents.

OC Bremerton

There are seven student parking lots at OC Bremerton, known as G-lots, or General parking lots. General parking is shared between students, some employees, and community visitors:

- The G1 lot between 16th and 13th Street, along Broadway Avenue and Warren Avenue
- The G2 lot at the northwest corner of 13th Street and Broadway Avenue
- The G3 lot along 11th Street between Ohio Avenue and Lincoln Avenue
- The G4 lot between 16th and 18th Street along Chester Avenue and Warren Avenue
- The G5 lot on 17th Street between Warren Avenue and Elizabeth Avenue
- The G6 lot on Elizabeth Avenue between 17th and 16th Street

Please refer to the campus map for additional information: apps.olympic.edu/campusmap/.

Visitor, Disability, and Carpool spaces are reserved.

Open Parking

There is open parking in student and staff lots after 4 p.m. until 6 a.m. year round and on weekends. Permits are required for all student and employee parking lots at OC.

Passenger Drop off/Pickup Area

This area is located in the loop off of 16th Street near the flag pavilion. This area is provided to safely drop off or pick up passengers and is limited to 10 minute time period. Vehicles cannot be left unattended in this area at any time as it is also an Emergency Vehicle Access Lane.

OC Poulsbo & OC Shelton

Student parking lots are available at OC Poulsbo and OC Shelton campuses. Permits are required and please follow all the rules.

Parking Permits

Student Parking Permits (\$20 Required)

All permits must be properly displayed.

OC Bremerton: parking passes can be obtained at the Campus Security office in the Humanities and Student Services building in room 101.

OC Shelton and OC Poulsbo: parking passes can be obtained at the Student Services office for each respective campus.

For additional information, visit: olympic.edu/services/campus-security.

The following documentation is required to obtain a student parking permit:

Picture ID:

- OC Student ID with current sticker for this quarter
- State or Military ID

Vehicle Registration:

- Out-of-state vehicles may not have been issued a registration, bring out-of-state vehicle documentation as a substitution.
- Temporary License plates for newly purchased vehicles will get temporary parking credentials until the permanent plates arrive. Temporary student parking

permits can be obtained at the Campus Security Office.

Proof of Security Enhancement Fees paid:

- Copy of current class schedule that shows current quarter, name, SID, and balance due
- Receipt of tuition payment from the Cashier's Office

Visitor Permits

OC Bremerton visitors permits can be obtained at the Campus Security Office in the Bldg. 4 (HSS), Rm. 101. Visitors can obtain a visitor pass in the Student Services office at OC Poulsbo and at the main office at OC Shelton. Registered students are NOT permitted to park in visitor parking spaces.

Disabled and Carpool Spaces

Disability and carpool spaces are appropriately labeled and available in most lots. Parking in these spaces requires appropriate permits.

Disability license plates, placards or passes must be displayed and fully visible to park in disability parking spaces. Carpool parking requires a Kitsap Transit Permit, which can be applied for online at kitsaptransit.com/rider-resources/smart-commuter.

Safety Reporting

Annual Security Report

The OC annual security report (ASR) is published in accordance with the Clery Act by Oct. 1 each year and distributed to the community. The ASR includes campus crime statistics, resources, and information about safety on campus. The ASR is available online (olympic.edu/services/campus-safety/annual-security-report) or by request. A 60-day crime and fire log is also available at olympic.edu/services/campus-security/annual-security-reportor.

OC Report It

This may be used to report any behaviors of concern involving OC students or employees (behaviors may occur in or out of the classroom) or other hazards present on campus. Please note, anonymously submitted forms may limit the ability to respond fully. This form is available in the footer of the OC website.

Contact Information

Campus Security
Bldg. 4, (HSS), Rm. 101
360-475-7800, SecurityOfficers@Olympic.edu
olympic.edu/services/campus-safety

Career Center

Career Services

Career Services provides a wide range of career and employment planning services that assist students in developing self-directed job search skills. Services include: career advising, resume and cover letter writing, practice interviewing, career development workshops, labor market information, computer lab and a variety of career resources.

The Career Center also offers both on and off-campus student employment, work-study, internship and community volunteer/service learning listings through an online job board – RangerJobs. Current OC students and alumni must register with the Career Center to access the system.

Cooperative Education, Internships, and Community Volunteer Service

Applied learning strategies use a community or on-campus site to provide students with supervised learning experiences that relate to their educational and career objectives. Students may earn college credit for these work, service or research experiences by setting and attaining specific learning objectives.

Regular Student Employment

Students enrolled for a least five credits in an OC program are eligible for on-campus Regular Student Employment. This type of employment referral is not associated with a financial aid award.

Work-Study

Federal or state Work-Study employment is a work program coordinated through the Career Center. Students must be enrolled for at least six credits to participate. Work-study eligibility must be verified with the Financial Aid Office prior to contacting the Career Center for an employment referral.

Contact Information

Career Center
OC Bremerton | Poulsbo | Shelton
Bldg. 4 (HSS), Rm. 201
360-475-7480, CareerCenter@olympic.edu
olympic.edu/services/career-center

Career and Technical Education (CTE) Dual Credit (formerly called Tech Prep) – West Sound Education Consortium

CTE Dual Credit offers high school students the opportunity to start professional/technical training programs while still in high school. Via articulation agreements between OC and the high schools, high school students in selected programs can earn both high school and OC credits at the same time, provided they earn a "B" or better in the high school course. Education partners include OC, Kitsap and Mason county school districts and the West Sound Technical Skills Center. For information on programs and application requirements, go to olympic.edu/programs-classes/tech-prep-dual-credit.

Contact Information

Career and Technical Education Dual Credit
Bldg. 5 (CSC), Rm. 404
360-475-7353, bhale@olympic.edu
olympic.edu/programs-classes/tech-prep-dual-credit

Community Education

Through Community Education, OC offers a wide variety of courses for professional development, personal enrichment, and job credit training. Professional development courses include flagging and forklift certification, computer applications, conversational Spanish and financial information for home and small business courses. Personal enrichment courses include cooking classes, distilling, creative welding, art projects and creative writing. Job credit training courses include HIV/AIDS courses for health practitioners, courses resulting in CEU's for licensed massage practitioners, chemical dependency professionals, and teachers.

OC has nearly 400 online courses from which to choose. Programs include Project Management, Certified Bookkeeper, HIV/AIDS, Spanish for Your Job, as well as classes in computer applications, business administration/management, design and new media certification programs, entrepreneur/business, healthcare, legal, personal enrichment, test prep, and writing. Students can learn in the comfort of their home or office and at a time that works best for them.

Contact Information

Community Education
360-436-7727, ContinuingEd@olympic.edu
olympic.edu/programs-classes/community-education

Counseling Services

Counseling Services is staffed by professional counselors who are licensed by the State of Washington. Counselors are dedicated to promoting the emotional well-being of students by recognizing individuality, diversity and the person's inherent ability to manage everyday challenges and achieve life goals. Counselors provide a variety of services including personal counseling, career counseling, crisis and academic intervention, as well as academic advising, workshops and staff consultation. They also manage the high school completion program.

Each counselor has their own approach to counseling, depending on the unique experiences of students, designed to help students address issues that can impact college success, such as:

- Improving students' self-esteem
- Exploring career and academic goals
- Managing test anxiety and stress
- Developing mindfulness techniques
- Discussing threats of harm to self or others

Counselors

Career Exploration/Undecided Majors

John Babbo360-475-7537
Anthony Carson360-475-7645
Trish Christean360-475-7763
Teresa Jones360-475-7683

Contact Information

Counseling Services
Bldg. 4 (HSS), Rm. 205
360-475-7540, CounselServices@olympic.edu
olympic.edu/current-students/counseling-service

Food Service

OlympiCafe and Fireside Bistro

The OlympiCafe serves cafeteria-style breakfast and lunch throughout the academic quarter from an excellent selection of reasonably priced menu items. The OlympiCafe features freshly prepared salads made to order, a panini sandwich of the day, a carved entree, grill, soft drinks, desserts, snacks and espresso as well as a choice of selected entrees for lunch each day. The entrees and center island selections are prepared and served by students in the award-winning Culinary Arts program.

The Fireside Bistro is located in the Bremer Student Center. The restaurant is staffed by OC Culinary Art students. Friday service features a four-course luncheon highlighting the regional culture being studied by students in the International Cuisine class.

Contact Information

OlympiCafe, Espresso, Fireside Bistro
Bldg. 10 (BSC), 360-475-7577

Foundation

For more than 25 years, the Olympic College Foundation has been transforming lives by partnering with the community to support OC and its students.

Here are a few examples: Josh went from being homeless to being on the path to a great-paying and fulfilling career as a welder with the help of scholarships and emergency funding from the Foundation. Shanika, who needed a better job to help support her two children and disabled partner, said she wouldn't have been able to finish her nursing degree without help from the Foundation. And Joe is using Foundation scholarships to help him complete his transition from addict to drug abuse counselor. Here are some of the ways we make a difference:

- Award more than \$400,000 a year in scholarships: For many students, those dollars are the difference between staying in school or dropping out.
- Provide textbooks, supplies and emergency assistance to students in need: When students have to choose between buying textbooks or paying the electric bill, the Foundation and our generous donors can help through the Students in Need Group, providing everything from specialized supplies and gas cards to a textbook lending library.
- Fund specialized equipment, such as high-tech medical mannequins for the nursing program: Thanks to donor and grant support, the Foundation has been able to provide a realistic hospital simulation suite

and lifelike mannequins that bleed, gasp for breath and cry out in pain. The set-up allows students to train and make mistakes without harming patients.

- Support OC signature programs, such as the Yama archaeological dig and Baja engineering and design competition: The Foundation regularly funds the programs that make OC unique, providing students with exciting opportunities that usually aren't available at the community college level.
- Support faculty: Foundation donors underwrite faculty professional development and innovation through Funds for Excellence and the Jim and Audrey Robinson Teaching & Learning Innovation Grants.
- Support the broader community: As a regional nonprofit leader, the Foundation is active in organizations that make our community stronger, including Graduate Strong, Leave 10 for Kitsap and the Kitsap Center for Nonprofit Excellence.

Thanks to our donors, we help students make their educational dreams come true. We transform lives.

Contact Information

OC Foundation
Bldg. 5 (CSC), Rm. 513
360-475-7120, foundation@olympic.edu
olympic.edu/olympic-college-foundation

General Studies

General Studies courses enhance student achievement and success by offering curriculum related to self-assessment and learning skills that improve persistence, confidence, and academic strengths.

Student Success and First Year Experience Courses:

- General Studies 095 Student Orientation to Advising & Registration
- General Studies 097 Orientation to Canvas
- General Studies 101 Orientation to College
- General Studies 121 Success for Student Cohorts (i.e. Athletes, Welders, etc.)
- General Studies 131 Student Success Skills
- General Studies 133 Running Start and Beyond
- General Studies 141 Career and Transfer Planning

For information about these and other courses visit: olympic.edu/programs-classes/general-studies-courses

Contact Information

General Studies
Bldg. 4 (HSS), Rm. 203
360-475-7530
advisingcenter@olympic.edu

OC Poulsbo: 360-394-2725

OC Shelton: 360-432-5400

Information Technology

Olympic College's Information Technology department (OC-IT) is the central IT organization for the college, delivering essential technology services and support for all campuses. OC-IT offers a wide range of services to the OC community including face-to-face or over-the-phone support via the OC-IT Help Desk, student access to OC email, file storage, printing, OC licensed software and wireless Internet. A customer service representative (Lab Tech) is available to help students with their basic access to technology in the open labs for each campus.

If you are a current student, please visit our IT Support page for more information and benefits that come with your OC account at olympic0.sharepoint.com/sites/OCExternal/IT/support/SitePages/Home.aspx.

We also offer a quarterly laptop checkout for students, please contact us for more details

Contact Information Open Computer Labs

OC Bremerton: Bldg. 8 (ST), Rm. 122; and Bldg. 6 (HL), Rm. 127 and Rm. 128

OC Shelton: S4 (PA)

OC Poulsbo: P1 (OCP), Rm. 106

Check open hours posted around labs olympic.edu/services/computer-labs/open-lab-hours.

See the Student Computing Guide online at olympic.edu/services/computer-labs/student-computing-guide.

Contact Information

OC-IT Help Desk
Bldg. 5 (CSC), Rm. 216
360-475-7600, Helpdesk@olympic.edu

International Education and Study Abroad

A variety of student services are provided by the staff members of the Office of International Education & Study Abroad, including:

- Admission applications
- International student recruitment
- Issuance of I-20's and letters of support
- Homestay housing and references for apartment living
- Helpful information about student visas, SEVIS regulations/immigration and Consulate interviews
- Airport pick-up upon request
- Orientation and seminars
- International Student Club activities
- International Student employment and assistance with required Social Security Numbers
- Quarterly academic progress follow up
- Information on college level Intensive English study, High School Completion Program, professional/technical programs and university transfer 2 + 2 options

- Short-term study options
- Faculty-led Study Abroad options

See "International Student Admission" on pages 7-8 for a complete description of the admissions process.

Contact Information

Office of International Education & Study Abroad
Bldg. 10, (BSC), Rm. 117
360-475-7412, international@olympic.edu
olympic.edu/isp

OC Libraries

Haselwood Library, Bremerton

The Haselwood Library offers students and the community the opportunity to study, conduct research, and learn outside the classroom. An integral part of the college experience, the library offers a wide variety of resources, including an open computer lab, laptops, group study rooms, and quiet places for study and reflection. Resources include more than 86,000 books and e-books, 1,700 videos, and 1,000 sound recordings. In addition, thousands of periodicals and reference works are available electronically, on and off campus, through a variety of subscription databases. Students seeking materials not available at OC Libraries may use our free Interlibrary loan service which borrows from an international library consortium.

Library faculty at OC assist students in all phases of the research process: developing search strategies, searching for information, evaluating information, and in using information ethically, legally and responsibly. They also provide learning opportunities through a variety of approaches, including course-related and course-integrated instruction, hands-on active learning, credit courses, tutorials, pathfinders, and point-of-use assistance. Library faculty are available in person for consultation during all hours of operation. Research assistance is available 24/7/365 via chat and email. For information, contact:

Contact Information

Bldg. 6 (HL), Bremerton Campus
libguides.olympic.edu/index/
360-475-7250, librarians@olympic.edu

The Johnson Library, Shelton Campus

A library technician is available to assist students with their research needs. The Johnson Library also offers a circulating collection, computers for access to electronic resources, laptops, and an area for quiet study.

Contact Information

The Johnson Library
Bldg. S2 (TJL), Shelton Campus
libguides.olympic.edu/index/
360-432-5460, librarians@olympic.edu

Poulsbo Library/Computer Lab

The Poulsbo Library shares space with the open computer lab and offers a collection of books as well as access to all the resources and services

housed in Bremerton. A library technician is available to assist students with their research needs during select weekday hours. Computer lab technicians are available to assist with technology needs.

Contact Information

Poulsbo Campus Library/Computer Lab
Bldg. P1 (OCP), Poulsbo Campus
libguides.olympic.edu/index/
360-394-2720, librarians@olympic.edu

Military & Veteran Programs

Military & Veteran Programs (MVP) is your one-stop shop for accessing your VA Education, Military Tuition Assistance, My Career Advancement Account (MyCAA) benefits, as well as additional support services at OC. MVP consists of four military connected programs, including Military Education, the Veteran & Military Support Center, the Veteran & Military Benefits Office, and the Center of Excellence for Veteran Student Success. On the Bremerton Campus we are located in Bldg. 11 (ENG) 100.

Military Education

OC has been designated as a military friendly school. Over 2,000 current and past members of the Armed Forces and their families study at OC each year. Active duty military and family members may apply, register and participate in a wide variety of services offered to all students. All students may use library facilities and computer labs, and participate in student clubs. Students have free admission to OC events, concerts, gymnasium, fitness center, and activities such as concerts and sports.

Advising is offered at any campus by educational and/or faculty advisors. Service Member Opportunity College (SOC) agreements are offered at the college and agreements are written quarterly for military students and their family members. Students may study any degree or certificate offered if prerequisites are met. OC participates in the Navy College Program Distance Learning Partnership (NCPDLP) program for online degrees. Transfer credit may be awarded for previous Armed Forces credit, and university or college education. CLEP and DANTES SST credit may be applied to certificates and degrees. Active duty students and family members may be eligible to use military tuition assistance along with several other tuition-reduction programs. Individual application, advising, and tuition information is available at NBK Bangor and NBK Bremerton by appointment.

Contact Information

Military & Veteran Programs
Bldg. 11 (ENG), Rm. 100
360-473-2821, MVP@olympic.edu
olympic.edu/services/military-and-veteran-programs

College Resources

Veteran & Military Support Center

Open weekdays, the Veteran & Military Support Center (VMSC) offers fellowship and activities, a calm environment to study or take a break, a computer lab, TV, and lounge. Veterans, active duty military and their family members are welcome.

The Armed Services Club is located at the VMSC. Students who are also veterans, staff the center and offer college program information, support services, and referrals to local community resources, financial aid, and benefits.

At the VMSC, students can access:

- Fellowship and activities.
- A calm environment to study and take a break.
- Information and referrals about resources in the community and college.
- Armed Services Club.
- Career and resume workshops.

Staff members, student workers, AmeriCorps and VetCorps representatives will:

- Assist with electronic applications for financial aid.
- Provide referrals to the School Certifying Officials for educational benefits and tuition waiver information.
- Provide referrals to federal, state or local veteran organizations.
- Help students transition from military to college life.

The VMSC is hosted by OC and supported by the hard work and donations of many.

Contact Information

Veteran & Military Support Center
Bldg. 11 (ENG), Rm. 100
360-475-2821, VetCenter@olympic.edu
olympic.edu/services/military-and-veteran-programs/support-center

Center of Excellence for Veteran Student Success

The Center of Excellence for Veteran Student Success (CEVSS) is a subdivision of the MVP division, focused on veteran student enrollment, retention, and educational success. New workshop trainings on topics related to veteran and military issues are a big part of our program: we are striving for campuses that are as knowledgeable and welcoming as possible for our many veteran students, and aim to create a veteran and military inclusive campus culture. CEVSS also provides one-on-one support with veteran students through advising appointments and mentoring opportunities.

Contact Information

Center of Excellence for Veteran Student Success, Bldg. 11 (ENG), Rm. 100
360-473-2821, MVP@olympic.edu
olympic.edu/services/military-and-veteran-programs/center-excellence

Veterans & Military Benefits Office

The VMBO can help students determine their eligibility for veterans' educational benefits and process VA certifications, Military Tuition Assistance, and MyCAA benefits.

Students may contact the VA at va.gov or by calling 1-888-GIBILL-1. The VMBO can assist with eBenefits application forms, clarification of benefits, and information about available degrees and programs of study.

For those pursuing vocational rehabilitation benefits, contact: Department of Veterans Affairs Regional Satellite Office, 500 Pacific Ave., Suite 602A Bremerton, WA 98337, 206-341-8600

Veterans, or dependents of certain veterans who attend OC, may qualify for a tuition waiver and should contact VMBO office staff regarding eligibility.

Contact Information

Veterans & Military Benefits Office
Bldg. 11 (ENG), Rm. 100
360-473-2821, MVP@olympic.edu
olympic.edu/services/military-and-veteran-programs/veteran-benefits

Opportunity Grant

The Opportunity Grant is a state funded grant offering financial assistance. Eligible students pursuing approved technical degrees may receive funds to cover tuition and mandatory fees up to 45 credits and up to \$1,000 per academic year for books and supplies. The goal is to help low-income adults reach their educational goals. This program has a waitlist of 9 – 12 months, serving Bremerton, Shelton and Poulsbo campuses.

Contact Information

Opportunity Grant
Bldg. 4 (HSS), Rm. 207
360-475-6817 or 360-475-7325
pthomas@olympic.edu
olympic.edu/paying-college/tuition-funding-opportunities/opportunity-grant

Passport to College Promise

Scholarship and incentive dollars for former foster youth

Passport to College Promise is a program providing support to former foster care youth while in higher education. The program provides financial assistance beyond other state, federal, private, and institutional financial aid for which they are eligible. Support staff help students overcome barriers towards their educational success through supportive listening, tangible resources and advocacy.

Student Eligibility Criteria:

- Have been in Washington state, Federal, or tribal foster care after age 15.

- Enroll at least half-time college by their 22nd birthday.
- Maintain Washington residency.
- Not older than 27 years of age.

Contact us for additional information on eligibility requirements and more.

Contact Information

Students in Need Group
Bldg. 4 (HSS), Rm. 207
360-475-6817, pthomas@olympic.edu
olympic.edu/services/passport-program-foster-youth

Registration & Records – Ranger Station

The staff members of the Ranger Station provide a variety of registration and records services to students, including:

- In person and online registration
- Course adds, drops, and complete withdrawal
- Late registration and corrections
- Credential evaluation for transfer credit
- Quarterly registration appointments
- OASIS online information
- Transcripts
- Graduation evaluations and Degree Audit
- Commencement ceremonies
- PIN information
- Student records

The Registrar and office staff are responsible for coordinating registration policies including: grading, honors designations, general academic progress, grade forgiveness, and recording credit awarded by vertical challenge, credit by examination, Tech Prep, International Baccalaureate, Advanced Placement, CLEP and DANTES SST credit, Armed Forces, and Service Members Opportunity College (SOC) study. Certification of high school completion, certificates, and degrees are the purview of this office. Registration offices are maintained at OC Bremerton, OC Poulsbo, and OC Shelton.

Contact Information

Ranger Station – Registration & Records
Bldg. 4 (HSS), Rm. 105
360-475-7650, registration@olympic.edu
olympic.edu/current-students/registration

Running Start

Running Start provides information to high school students, graduates, families, and high school counselors regarding educational and dual enrollment opportunities at OC (see page 8 for Running Start Admissions Processes).

Running Start services include:

- Distribution of college publications and materials.
- Communicating admission process and academic information.

- Hosting quarterly high school counselor workshops and trainings.
- Presenting at college and high school Running Start information sessions.
- Reviewing and supplying application and admission materials.
- Orienting students to Running Start and the college.
- Conducting quarterly registration advising and educational planning.
- Evaluating prerequisites (excluding math).
- Providing transfer planning and transfer information.
- Processing enrollment services including: registration, course schedule changes, and assigning student pin numbers.
- Awarding Running Start Tuition and Fee Waiver awards.
- Loaning Running Start Textbook Library resources.
- Referring students to faculty advisors.

Running Start application materials for admission, the Running Start Tuition & Fee Waiver, and the Textbook Loan Application are available on the Running Start website and in the Running Start Office.

Contact Information

Running Start
Bldg. 4 (HSS), Rm. 208
360-475-7646, RunningStart@olympic.edu
olympic.edu/running-start

Sophia Bremer Child Development Center

Sophia Bremer Early Learning Academy

The Sophia Bremer Early Learning Academy, in partnership with the Olympic Educational Service District #114, offers high-quality early learning experiences for children 6-weeks of age, through 5-years of age. Our priority of enrollment is: 1) OC students 2) OC staff and faculty, and 3) community members.

We are open 7:30 a.m. to 5:30 p.m. Monday through Thursday during fall, winter and spring quarters for children 36 months and older. Fridays we close at 1 p.m. for professional development. For children younger than 36 months, each day ends at 4 p.m. During summer session and intersession periods, the classrooms are open Monday through Thursday. Many student families qualify for child care assistance from the Washington Department of Social and Health Services' Working Connections Child Care subsidy program to pay for child care.

Early Head Start

The OC Early Head Start program serves low income families with infants, toddlers and two-year olds. The program operates from 7:30 a.m. to 4 p.m. Monday through Thursday; on Friday the program closes at 1 p.m. Children are cared for in groups of four children and are assigned

to a highly trained, primary caregiver. Parents and caregivers work together to develop age appropriate curriculum for children that can be implemented both at home and at school. Families are supported with referral to a broad array of services including nutrition, dental, health, mental health, and housing assistance. Most are eligible for child care assistance from the Washington Department of Social and Health Services' Working Connections Child Care subsidy program.

Head Start

The Head Start program serves low-income families with children ages 3-5 years. The program operates during fall, winter, spring and summer quarters offering services from 7:30 a.m. to 5:30 p.m., Monday through Thursday and closing at 1 p.m. on Fridays. Head Start supports each family in the process of preparing their child for kindergarten. All preschool programs focus on the child's development of social skills, cultural pride, a sense of belonging, kindergarten readiness, respect for others and self-confidence. Head Start also creates time and opportunities for families to learn job skills, good health and nutrition skills, how to identify and locate medical care, and receive parent education. Head Start and Early Head Start programming is available in all classrooms. The center also serves as a lab school for Olympic College Early Childhood Education and the Western Washington University ECE programs.

Contact Information

Sophia Bremer Child Development Center
Bldg. 2 (SBC)
1709 Chester Ave.
Bremerton, WA 98337
360-475-7190, csavini@olympic.edu
olympic.edu/services/Child-Care

Students in Need Group

The Students in Need Group (SING) provides information and referral services to help students at all three campuses overcome barriers to their educational success, such as financial hardships, cost of textbooks, hunger, and emergency problems. This program finds help for students by working in conjunction with OC programs, such as the OC Foundation and the SGOC Sheryl McKinley Food bank, and community agencies.

Contact Information

Students in Need Group
Bldg. 4 (HSS), Rm. 207
360-475-6817, pthomas@olympic.edu
olympic.edu/services/students-need-group-sing

Tutorial Services

Tutorial Services provides help to currently enrolled students who need assistance beyond the classroom. A consortium of faculty and staff coordinates the program. Tutoring is provided in a variety of settings for most disciplines of study and takes place in study centers, drop-in study groups and/or one-to-one. Tutoring is a free service available to all currently enrolled OC students.

Study center/study groups operate on a drop-in or appointment basis. Information about available groups can be found at the tutorial services office. For information about the Writing Center or to make an appointment with a writing tutor contact the Writing Center directly.

Tutorial Services also provides students who have demonstrated content mastery in a discipline the opportunity for training and employment as tutors. OC offers tutorial services in the following subject areas:

- Accounting and Business Math
- Adaptive Technology Computer
- American Sign Language
- Computer Information Systems and Computer Programming
- Engineering
- French
- History
- Japanese
- Math and Physics
- Medical Terminology
- Office Technology
- Biology and Chemistry
- Spanish
- Writing Center

Please check the Tutorial Services web page for hours and room locations for each study group, lab and center. Additional study groups are also listed on the Tutorial Services web page.

Online tutoring assistance is also available through the Western e-Tutoring Consortium. To log-in, go to etutoring.org/login.cfm?institutionid=364. Follow the on-screen directions.

Contact Information

Tutorial Services
Bldg. 8 (ST), Rm. 125A
360-475-7765, nhays@olympic.edu
olympic.edu/services/tutoring-services

OC Poulsbo: 360-394-2700
OC Shelton: 360-432-5400

Workforce Development & Basic Studies

Workforce Development & Basic Studies is committed to providing access and opportunity to students participating in our high quality Professional-Technical and Basic Education programs. Our funding programs can provide assistance for tuition, books, supplies and other support services to eligible students. Our goal is to strengthen our community by linking education and employment to create a skilled 21st century workforce through these services:

- Adult Education
- Continuing Education and Corporate Training
- HS 21+ Diploma and GED® Preparation
- English to Speakers of Other Languages

College Resources

(ESOL)

- Basic Food Employment and Training (BFET)
- Career Service Center
- Cooperative Education
- Career & Technical Education (CTE) Dual Credit (formerly known as Tech-Prep) for high school students
- WorkFirst
- Worker Retraining

Contact Information

Workforce Development

Bldg. 5 (CSC), Rm. 421

360-475-7555, wfd@olympic.edu

olympic.edu/programs-classes/workforce-development-and-basic-studies

WorkFirst

The WorkFirst program provides financial assistance to qualified parents on public assistance through the Temporary Assistance to Needy Families (TANF) Program. The program provides financial aid for any of the Professional-Technical Programs aimed at skill enhancement and wage progression, Basic Studies (Adult Basic Education, GED, High School 21, ESOL) classes, Integrated Basic Education and Skills Training (I-BEST), Continuing Education classes such as Success to Career Pathways, Computers and Flagler Training, and WorkFirst-WorkStudy are other potential options.

WorkFirst participants who are currently on TANF may be eligible for the following services:

- Financial assistance for tuition, fees, and books for professional-technical programs and basic skills training
- Referral to Working Connections Childcare for childcare while in class or studying
- Payment of Accuplacer testing fees

Please refer to OC Professional-Technical Programs. See "Degrees and Certificates" section in this catalog. New and updated programs are added throughout the year.

Contact Information

WorkFirst – Kitsap

OC Bremerton: Bldg. 4 (HSS), Rm. 204C,
360 475-7166

WorkFirst – Mason

OC Shelton: Bldg. S1 (OCS), Rm. 117, 360-432-5423

olympic.edu/programs-classes/workforce-development-and-basic-studies/workfirst-program

WorkFirst Transition Coordinator

Rose Ferri (Mason)..... 360-432-5423
rferri@olympic.edu

Pauline Carlton (Kitsap)..... 360-475-7846
pcarlton@olympic.edu

Worker Retraining

Worker Retraining funding may be able to pay for tuition, books, supplies, transportation, childcare, and more for eligible students. Students must be enrolled in a professional-technical program and meet one of the following criteria to be eligible:

- Qualified for or collected Washington State Unemployment Insurance (UI Benefits) in the last 48 months
- Received a Lay-off notice
- Discharged Veteran within the last 48 months
- Active-duty military who has received an official separation notice
- Currently working but in need of upgraded skills or certification in order to keep your job
- Displaced homemaker
- Self-employed and now un-employed
- Disaster-impacted worker

Qualified students may receive initial assistance which can be applied to one of more than 20 professional-technical programs or to customized job skills training. Worker Retraining students may also be allowed to collect unemployment benefits while attending OC professional-technical degree or certificate programs if approved by the Employment Security Department.

Contact Information

Worker Retraining Transition Coordinator

Rose Ferri (OC Shelton) 360-432-5423
rferri@olympic.edu

Ellen Handyside (OC Bremerton)... 360-475-7231
ehandyside@olympic.edu

olympic.edu/programs-classes/workforce-development/worker-retraining



Transfer Planning

This section provides information for students who plan to transfer to a college or university in Washington state to complete a baccalaureate degree. It highlights different transfer degree areas and includes contact information for faculty advisors at OC who can help map out education plans and transfer programs of study. Students should work closely with an advisor at the baccalaureate institution where they plan to transfer before finalizing their education plans.

Reverse Transfer

Reverse transfer provides a way for students who transfer to a bachelor's degree program to earn an associate degree, even if they have not completed all associate degree requirements at the time of transfer. Students may transfer completed courses from their transfer college or university back to Olympic College (OC), to be applied to an OC associate degree. Participating institutions include all of Washington state's public four-year colleges and universities (including Western Governors', University of Washington), and Old Dominion University, among others. Students should request the OC Reverse Transfer package to initiate the process.

Advising Notes and Recommendations

- Consult a faculty counselor if you have not decided on a future major.
- Check with your intended transfer college or university advisor for specific admissions and major requirements. With careful planning, you may be able to fulfill both admissions and major requirements with your degree.
- Not all courses are offered every quarter. A faculty advisor can help you plan course sequence and schedule.

NOTE: The Associate in Arts/Direct Transfer Agreement (AA/DTA) is a general transfer degree. It is not usually associated with a specific major. Students who plan to transfer to a four-year college or university are responsible for contacting the appropriate advisors at the institution to determine which additional classes they may need to take while attending OC. The educational plan to complete the AA/DTA and any additional classes should be made in consultation with the appropriate OC Faculty Advisor.

Baccalaureate Institutions in Washington that Subscribe to the ICRC Guidelines

Most students who plan to transfer will complete the Associate in Arts/Direct Transfer Agreement (AA/DTA) or Associate of Science (AS). These degrees are designed to meet state-wide guidelines endorsed by the InterCollege

Relations Commission (ICRC) to ease transfer. The following 22 public and private baccalaureate institutions subscribe to ICRC Guidelines:

- Bastyr University
- Central Washington University
- City University
- Cornish College of the Arts
- Eastern Washington University
- Gonzaga University
- Heritage College
- Northwest Indian College
- Northwest University
- Pacific Lutheran University
- Saint Martin's University
- Seattle University
- Seattle Pacific University
- The Evergreen State College
- University of Washington
- University of Washington Bothell
- University of Washington Tacoma
- Washington State University
- Washington State University Tri-Cities
- Washington State University Vancouver
- Western Washington University
- Whitworth College

Many of these colleges and universities guarantee acceptance to students with the Olympic College transfer associate degree. UW-Seattle does not. Specific programs at other schools may have more stringent requirements. Check with the admissions office at the baccalaureate institution for clarification and up-to-date information.

Common Course Numbering

All Washington state community and technical colleges are using a Common Course Numbering (CCN) system. The system identifies courses that are equivalent at community colleges throughout the state to make it easier for students to transfer between two-year colleges. Courses with an ampersand (&) after the prefix code are part of the Common Course Numbering system. Many courses without an "&" also transfer between two-year and four-year colleges.

Agreements by Other Colleges and Universities to Accept Credits from Olympic College

In addition to the colleges subscribing to ICRC guidelines, OC has entered into formal agreements with the following institutions for transfer:

Central Washington University

The Bachelor of Applied Science, Information Technology and Administrative Management (BAS-ITAM) degree is open to students with any applied or technical degree and at least 40 credits in an applied area. Concentrations include Administrative Management, Information Technology, and Cyber Security.

The Apparel, Textiles, and Merchandising Bachelor of Science Degree program accepts six Fashion Marketing courses in transfer toward this degree. See Fashion Marketing program information for qualifying courses.

The Evergreen State College Upside Down Transfer Option

The Upside Down Transfer Option is designed to provide students earning a technical associate degree (AAS, AAS-T, ATA) the opportunity to complete an Evergreen bachelor's degree with just six additional quarters of full-time work at Evergreen. Students that qualify for the Upside Down Transfer Option will receive a total of 90 quarter hours of lower division transfer credits after successfully completing the process. All 90 transfer credits will count toward an Evergreen BA degree.

This transfer option is designed for students that have completed a technical associate degree who generate less than 90 transferable quarter credits in a course-by-course transfer credit evaluation. Students with technical associate degrees take more focused coursework at the community or technical college. To ensure these students complete broad, liberal arts coursework, they are required to take 32 quarter-hour credits at Evergreen in an interdisciplinary program outside the area of their technical degree. After the successful completion of 32 credits at Evergreen, the student will receive a block of 90 transferable quarter-hour lower division credits.

Contact the Advising Center, and see www.Evergreen.edu for more information.

University of Washington – Tacoma

Politics, Philosophy, & Economics Program
Olympic College is also part of a statewide agreement with **Western Governors' University – Washington**.

University Partnerships

The following universities offer classes and services on Olympic College Campuses.

- Brandman University
- Old Dominion University
- Western Washington University
- Washington State University

Olympic College Bachelor of Applied Science Degrees

Olympic College offers bachelor's degrees in the following subjects:

- Digital Filmmaking
- Information Systems
- Nursing–RN to BSN
- Organizational Leadership/
Technical Management

Transfer Planning

Reciprocity among Washington Community and Technical Colleges

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing an AA or AS degree. Students who have fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact an evaluator in Enrollment Services.

Washington 45

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

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

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

"First Year Transfer List" of general education courses

- **Communications** (5 credits) – ENGL& 101, ENGL& 102
- **Quantitative and Symbolic Reasoning** (5 credits) – MATH&107, MATH&148 or MATH&151
- **Humanities** (10 credits in two different subject areas or disciplines²) – PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101 (For colleges that use History as a Humanities: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)
- **Social Science** (10 credits in two different subject areas or disciplines) – PSYC& 100, SOC& 101, POLS& 101, POLS& 202 (For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)
- **Natural Sciences** (10 credits in two different subject areas or disciplines) – BIOL& 100, BIOL& 160 with lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab,

CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENV& 100, ENV& 101, PHYS& 114, GEOL& 101 with lab.

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

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

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

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

Possible Transfer Areas:

- American Culture and Equity Studies
- Anthropology
- Art
- Astronomy
- Atmospheric Science/Meteorology
- Biology
- Biotechnology
- Business
- Chemistry
- Communication Studies
- Computer Information Systems
- Computer Science
- Digital Filmmaking
- Dramatic Arts
- Early Childhood Education
- Education
- Electronics
- Engineering
- English
- Environmental Studies
- Geography
- Geology
- History
- Human Services
- Leadership—see Organizational Leadership
- Marine Science & Oceanography
- Mathematics
- Music
- Nursing
- Organizational Leadership/Resource Management
- Physical Education
- Physics
- Political Science
- Pre-Professional Health Occupations
- Psychology
- Social Work
- Sociology
- Supportive Health Occupations
- Technical Design
- World Languages
- Other (See last page of this section.)

American Culture and Equity Studies

Associate in Arts (AA)

Students who intend to major in American Culture and Equity Studies at a four-year institution should complete the requirements for an Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Estrella, James	360.475.7627 jestrella@olympic.edu	4-346

Courses to consider when completing distribution requirements for an AA:

ACES	101	Intro to Am Culture & Equity Studies
ACES	102	The LGBTQ Experience
ACES	160	Latina/os in the United States
ACES	170	Black Voices in America

Anthropology

Associate in Arts (AA)

Anthropology is the study of humankind. It is a holistic discipline that is divided into four subfields: Archaeology, Cultural, Linguistics, and Biological. Four-year programs typically require Anthropology majors to take course work in each of the subfields.

Students who intend to major in Anthropology at a four-year institution should complete the requirements for an Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Good writing skills are essential and should be developed. Most undergraduate programs require at least one statistics course. Competence in one world language is also required for some undergraduate and most graduate programs.

Faculty	Contact	Office
Hartse, Caroline	360.475.7111 chartse@olympic.edu	4-334

Courses to consider when completing distribution requirements for an AA:

ANTH&	100	Survey of Anthropology
ANTH&	204	Archaeology
ANTH&	205	Biological Anthropology
ANTH&	206	Cultural Anthropology
ANTH&	207	Linguistic Anthropology

In addition to taking the above recommended courses, students can design courses to supplement the subfields of anthropology they are interested in. Contact the anthropology advisor for further information.

Art

Associate in Arts (AA)

Fundamental to the development of fine art is the spirit and process of exploration. The Art curriculum encourages the process of discovery as it applies to perceptual and conceptual issues basic to the creative process. The purpose of the integrated transfer curriculum is to provide a catalyst for students to widen their artistic awareness and versatility.

Students who complete the Associate in Arts Degree requirements and include many of the courses listed below will have a firm foundation in the fundamentals of both two-dimensional and three-dimensional art, which will support the creation of a portfolio. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Weichman, Marie	360.475.7287 mweichman@olympic.edu	7-106A
Laughlin, Michael	360.475.7115 mlaughlin@olympic.edu	7-206D

Courses to consider when completing distribution requirements for an AA:

ART 102	Art History/Ancient—Byzantine
ART 103	Art History/Medieval—Renaissance
ART 104	Art/Baroque—Modern
ART 106	Drawing I
ART 107	Drawing II*
ART 110	Design I
ART 111	Design II*
ART 120	Public Art Mural Painting
ART 125	Ceramics I
ART 230	Watercolor I
ART 240	Painting I
ART 266	Sculpture I

Astronomy

Associate in Arts (AA) or Associate of Science (AS-Track 2)

Astronomers are sometimes called astrophysicists. They use the laws of physics and mathematics to learn about the nature of matter and energy throughout the universe, which includes the sun, moon, planets, stars, and galaxies. In addition, astronomers apply their knowledge to solve problems in navigation, space flight, and satellite communications. They also develop the instruments and techniques needed to observe and collect astronomical data. Many astronomers work in colleges and universities where they do research and teach astronomy. Some work in observatories, planetariums, and museums where they help to explain what is known about the universe to the public. Others are employed

by government agencies, such as the U.S. Naval Observatory or the National Aeronautics and Space Administration (NASA). A few work for companies in the aerospace industry.

Students wanting to transfer should complete the Associate in Arts Degree or the Associate of Science (Track 2) requirements. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Science and Math Advisor

Schedule an appointment with the Advising Center at 360.475.7530. semadvisor@olympic.edu

Atmospheric Science/ Meteorology

Associate in Arts (AA) or Associate of Science (AS-Track 2)

Meteorology is the science of the atmosphere. It offers the opportunity of investigating the forces that shape weather and climate and how human activities can affect climate through the introduction of pollutants into the atmosphere. An interest in the physical sciences and mathematics are the essential elements for a career in meteorology. Courses in earth sciences can also provide a valuable insight into the atmospheric environment. It is very important to become familiar with the use of computers and their application to problem-solving, writing and communication. In the simplest of terms, high school students should take every mathematics, physics and computer course that is available. They should also develop basic skills in written and spoken English to communicate scientific knowledge.

Students wanting to transfer should complete the Associate in Arts Degree or the Associate of Science (Track 2) requirements. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Science and Math Advisor

Schedule an appointment with the Advising Center at 360.475.7530. semadvisor@olympic.edu

Biology

Associate in Arts (AA) or Associate of Science (AS-Track 1)

Life scientists study living organisms, their structure, evolutionary development, behavior and life processes. Biologists are also interested in the relationship between animals, plants, microorganisms and their environments. The number and variety of plants and animals is vast, and life processes varied and complex; therefore, specialization is required early in upper division work.

Faculty	Contact	Office
Dodge, Matthew	360.394.2747 mdodge2@olympic.edu	P1-217C
Elauria, Angela	360.475.7734 aelauria@olympic.edu	8-206
Lawrence, Amy	360.475.7732 alawrence@olympic.edu	8-216

As part of your degree, include these courses in your education plan:

BIOL& 211	Majors Cellular
BIOL& 212	Majors Animal*
BIOL& 213	Majors Plant*

At some institutions, to satisfy the prerequisite for upper division biology credits, a year of general chemistry must also be completed.

Biotechnology

Associate in Arts (AA) or Associate of Science (AS-Track 1)

Biotechnology is a fascinating field which is at the cutting edge of science using living cells and materials produced by cells to create pharmaceutical, diagnostic, agricultural, environmental, and other products to benefit society. People working in this field make groundbreaking discoveries that fight disease, improve food production, clean up the environment and make manufacturing more efficient and profitable. Because of the various levels of occupations associated with biotechnology, students have several options. Associate degrees are available at a number of community colleges in Washington State that focus on the technical side of biotechnology. Bachelor's and graduate degrees are also available that prepare students for careers in biotechnology associated with research and development and quality control.

Because of the different educational pathways open to students, students should complete the Associate in Arts or the Associate of Science (Track 1) requirements if they plan to transfer to a four-year institution or check with a faculty advisor concerning the professional/technical options available at other Washington State Community Colleges. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Elauria, Angela	360.475.7734 aelauria@olympic.edu	8-206

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Transfer Planning

Business

Associate in Business

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

The mission of the Associate in Business (DTA/MRP) program is to prepare students to transfer to four-year institutions for their final two years of undergraduate study in a business-related field. OC has an agreement with WWU for priority consideration for admission to their Bachelor of Arts in Business Administration, offered at OC's Poulsbo Campus.

Early in the program, students should check with their intended transfer university/college advisor for specific admissions and business program requirements for course choices where options are listed for Humanities, Natural Science, Social Science, and electives.

Faculty	Contact	Office
McNamara, Kim	360.475.7374 kmcnamara@olympic.edu	12-223
Snapp, Richard	360.475.7386 rsnapp@olympic.edu	
Ward, Alan	360.475.7378 award@olympic.edu	12-104

See the Degrees and Certificates section of this catalog for course listings and other details.

Chemistry

Associate in Arts (AA) or Associate of Science (AS-Track 1)

Chemistry is the science that studies matter, its properties and composition, and the laws that govern the formation of matter from the basic elements. The breadth of the subject area is enormous and chemists can be found working on such diverse problems as the development of new plastics and fibers, drug preparation, pollution control, the isolation and identification of plant and insect hormones, medical research, nuclear chemistry, and the analysis of geological materials.

Students should complete the Associate in Arts or the Associate of Science (Track 1) Degree requirements if they plan to transfer to a four-year institution. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Baldwin, Ted	360.475.7733 tbaldwin@olympic.edu	8-205
Flowers, Billy	360.475.7707 bflowers@olympic.edu	8-209
Geyer, Cameon	360.475.7728 cgeyer@olympic.edu	8-213

As part of your degree, include these courses in your education plan:

CHEM& 141/151	General Chemistry & Lab I*
CHEM& 142/152	General Chemistry & Lab II*
CHEM& 143/153	General Chemistry & Lab III*
CHEM& 241/251	Organic Chem & Lab I*
CHEM& 242/252	Organic Chem & Lab II*
CHEM& 243/253	Organic Chem & Lab III*
MATH& 151	Calculus I*
MATH& 152	Calculus II*
MATH& 163	Calculus 3*
PHYS 254	Engineering Physics*
PHYS 255	Engineering Physics*
PHYS 256	Engineering Physics*

Communication Studies

Associate in Arts (AA)

The Communication Studies program at Olympic College is the study of various forms of human communication in culturally diverse contexts. The program focuses on the basic skills and critical thought needed to transfer to four-year programs. Studies in communication and culture help us focus on how people negotiate their identities and voices in relationships and society. Courses also expose students to cutting edge theory and technology in preparation for careers in the fast-growing communications fields. The program provides a firm foundation for students seeking a transfer degree to apply toward studies in communication or other social science and humanities fields. The department provides a foundation for understanding how rhetoric, persuasion, and messages shape the world around us. Ultimately, studies in communication help students succeed in an increasingly multicultural, mediated and ever-changing world.

There are six tracks available for study in the Communication Studies program at Olympic College. These tracks are designed to aid in the direct transfer of A.A. credit from Olympic College to three types of Communications programs in the Washington State four-year University system. Selected Communication Studies students also have the opportunity during their time at Olympic College to earn course and valuable professional experience through internships, both locally and nationally. These tracks are:

- Journalism
- Public Relations
- Rhetoric and Culture
- Popular Culture and Media Studies
- Relational and Organizational Communication
- Public Advocacy

Students wanting to transfer should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Hering, Seville	360.475.7403 shering@olympic.edu	4-348
Newsom, Victoria	360.475.7509 vnewsom@olympic.edu	4-330
Prince, Michael	360.475.7243 mprince@olympic.edu	12-119A

Courses to consider when completing distribution requirements for an AA:

CMST& 101	Introduction to Comm
CMST& 102	Intro to Mass Media
CMST& 210	Interpersonal Communication*
CMST& 220	Public Speaking
CMST& 230	Small Group Communication*

Computer Information Systems

Information Technology (IT)

Associate in Applied Science-Transfer (AAS-T)

Information Systems Technologists work with businesses, governments, and other organizations that use computer hardware and software every day. They provide day-to-day support for users. They make sure all parts of a computer system work to meet the organization's goals. They use their strong communications skills to help and work with a variety of people within an organization.

With one of OC's five IT AAS-T degrees, students can transfer directly into the Olympic College Bachelor of Applied Science in Information Systems program. The IT-Security Degree transfers to Western Washington University's Bachelor of Science in Computer and Information Systems Security offered at OC's Poulsbo campus. The Evergreen State College also offers its "Upside Down" transfer option to students completing any of the five degrees. Students planning to transfer should work closely with an advisor at the baccalaureate institution before finalizing their education plan. The IT Security Degree is designed to transfer to WWU's CISS degree offered at OC's Poulsbo Campus.

Faculty	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	12-215A
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

See the Degrees and Certificates section of this catalog for course listings and other details.

Computer Science

Associate in Arts (AA) or Associate of Science (AS-Track 2)

Students who obtain a four-year degree in computer science will obtain a foundation that permits them to adapt to new technologies and new ideas in software design, in the solution of computing problems, and in the use of computers to address emerging challenges.

Olympic College offers courses to prepare students to complete a Bachelor's Degree in Computer Science at a four-year institution. Careful planning is essential. The courses required to major in computer science vary, depending on the institution and the program chosen. At some institutions, admission into the Computer Science major is highly selective. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

In preparation for transfer, most students will complete the AA degree. In rare cases or when considering the related fields of Computer or Electrical Engineering, students may choose to complete the AS-Track 2 degree.

Science and Math Advisor

Schedule an appointment with the Advising Center at 360.475.7530. semadvisor@olympic.edu

As part of your degree, include these courses in your education plan:

CS&	141	Computer Science I Java*
CS	143	Computer Science II Java*
CS	210	Introduction to Discrete Mathematics*
MATH&	151	Calculus I*
MATH&	152	Calculus II*
MATH&	163	Calculus 3*
MATH	250	Linear Algebra*

Early Childhood Education

Associate in Arts (AA)

The Associate in Arts Degree with an emphasis in Early Childhood Education provides a broad background in general education as well as study in early childhood education. It is designed for students transferring to four-year colleges and universities. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

The Olympic College Early Childhood Education Program is based on the Washington State Core Competencies for Early Childhood and School Age Care Professions. A copy of the Core Competencies can be found at www.del.wa.gov/publications/partnerships/docs/CoreCompetencies.pdf.

Faculty
Dilling, Gayle

Contact
360.475.7289
gdilling@olympic.edu

Office
2-103

Courses to consider when completing distribution requirements for an AA:

ANTH&	206	Cultural Anthropology
ASL&	121	Am Sign Language I
BIOL&	160	General Biology w/Lab
CMST&	210	Interpersonal Communication*
CMST&	220	Public Speaking
ECED&	105	Intro Early Child Ed
EDUC&	115	Child Development
EDUC&	202	Intro to Education
EDUC&	204	Exceptional Child
PSYC&	100	General Psychology
PSYC&	200	Lifespan Psychology
SOC	135	The Family

Recommended Early Childhood Education Electives (maximum 15 credits):

ECED&	120	Practicum-Nurturing Rel
ECED&	160	Curriculum Development
ECED	164	Mathematics for Early Childhood Ed*
ECED	173	Art and Creative Activities
ECED	174	Multicultural Education
ECED	176	Music and Movement for Young Children
ECED	177	Science for Young Children
ECED&	180	Lang/Literacy Develop
ECED	188	Child Abuse and Neglect
ECED&	190	Observation/Assessment
EDUC&	130	Guiding Behavior

Early Childhood Education

Associate in Applied Science-Transfer (AAS-T)

See the Degrees and Certificates section of this catalog for course listings and other details.

Education

Associate in Arts (AA)

The courses listed below generally meet the pre-teaching 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. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty
Dilling, Gayle

Contact
360.475.7289
gdilling@olympic.edu

Office
2-103

Sanford, Mary

360.475.7317
msanford@olympic.edu

4-339

Courses to consider when completing an AA:

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

Courses to consider (restricted Electives)

EDUC	120	Instructional Strategies
EDUC	123	Classroom Management

Electronics

Associate in Technical Arts (ATA)

The ATA-Electronics is directly transferable to the Bachelor of Science in Electrical Engineering Technology (BSEET) programs in Washington State, including Central Washington University, Eastern Washington University and Old Dominion. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty

Seybold, Craig

Contact

360.475.6814
cseybold@olympic.edu

Office

12-113B

See the Degrees and Certificates section of this catalog for course listings and other details.

Engineering

Associate of Science (AS-Track 2) for transferring outside the State of Washington

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The Associate of Science (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 Associate of Science (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.

Engineering Advisor

Schedule an appointment with the Advising Center at 360.475.7530. semadvisor@olympic.edu

Faculty

Hess, Linnea

Contact

360.475.7727
lhess@olympic.edu

Office

8-214

Tuncol, Goker

360.475.7722
gtuncol@olympic.edu

8-121

See the Degrees and Certificates section of this catalog for course listings and other details.

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Transfer Planning

Engineering – Major Related Programs

Associate of Science (AS-Track 2) for transferring within the State of Washington

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP1, 2, and 3 degrees are 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 Associate of Science (Track 2) Degree above.

Mechanical, Civil, Aeronautical, Industrial, Materials Science (AST-2/MRP 1)

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.

Biological and Chemical (AST-2/MRP 2)

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.

Computer and Electrical (AST-2/MRP 3)

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.

Engineering Advisor

Schedule an appointment with the Advising Center at 360.475.7530. semadvisor@olympic.edu

Faculty	Contact	Office
Hess, Linnea	360.475.7727 lhess@olympic.edu	8-214
Tuncol, Goker	360.475.7722 gtuncol@olympic.edu	8-121

See the Degrees and Certificates section of this catalog for course listings and other details.

English

Associate in Arts (AA)

The English discipline seeks to help students acquire an understanding of, and proficiency in the English language and the elements of style by offering courses in basic composition and creative writing. In addition, the curriculum offers students who plan to transfer with an

English major a general survey of American and English literature, as well as in-depth analyses of specific periods, authors, and genres. This curriculum is designed to enable students to examine the richness and variety with which the human imagination expresses itself in the written arts.

Students wanting to transfer should complete the Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Plevin, Arlene	360.475.7626 aplevin@olympic.edu	4-321
Wayland Ted	360.475.6827 twayland@olympic.edu	4-331
OC Poulsbo:	Hudson, Tia thudson@olympic.edu	P1-209 360.394.2740
OC Shelton:	Hoover, Carmen choover@olympic.edu	S2-127 360.432.5409

Courses to consider when completing distribution requirements for an AA:

ENGL& 111	Intro to Literature
ENGL 150	Contemporary Literature
ENGL& 220	Intro to Shakespeare
ENGL& 244	American Literature I
ENGL& 245	American Literature II
ENGL 254	Science Fiction Literature
ENGL 265	British Literature: 19th Century
ENGL 266	British Literature: 20th and 21st Century
ENGL 264	Native American Literature
ENGL 283	Asian Literature
ENGL 286	Women Authors

Environmental Studies

Associate in Arts (AA)

Environmental Studies is an interdisciplinary field which studies the earth's natural systems in the context of human social and economic constructs. It is a broad discipline that includes basic principles of ecology and environmental science, as well as associated subjects such as ethics, policy and planning, law, economics, philosophy, environmental justice, pollution control and natural resource management.

Students can choose to focus in one of two areas of environmental studies:

1. Environmental Science, which focuses on the use of the scientific method to investigate chemical, biological, and quantitative aspects of natural systems; or
2. Environmental Policy, which focuses on environmental policy development and the economic aspects of natural resource issues.

The two programs are specifically designed for students preparing to transfer to Western Washington University's (WU's) Huxley College on the Peninsulas, where they may

earn a BS in Environmental Science or a BA in Environmental Policy. The coursework may also be applied to a common core of courses. Documents and Forms\Departments\ISS_Forms\Request to Hire FT Temp cable to other transfer programs as well. Students should work to complete an AA/DTA and include the recommended courses listed below. Students should work closely with an academic advisor to determine the most appropriate course of study for their individual career interests.

Faculty	Contact	Office
Lawrence, Amy	360.475.7732 alawrence@olympic.edu	8-216

Recommended Courses for Environmental Science (AA/DTA):

Written Communication Skills

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

Symbolic/Quantitative Skills

MATH& 151	Calculus I
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Natural Sciences

BIOL 140	Environmental Issues
BIOL& 211	Majors Cellular
BIOL& 212	Majors Animal*
BIOL& 213	Majors Plant*
CHEM& 141/151	General Chemistry & Lab I*
CHEM& 142/152	General Chemistry & Lab II*
CHEM& 143/153	General Chemistry & Lab III*

One of the following three:

GEOG 150	Physical Geography with Lab or
GEOL& 101	Intro to Physical Geology* or
GEOL& 110	Environmental Geology

Social Sciences

POLS Any	Political Science course
ECON& 201	Micro Economics*

Recommended Courses for Environmental Policy (AA/DTA):

Written Communication Skills

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

Symbolic/Quantitative Skills

MATH& 141	Precalculus I: Algebra*
MATH& 146	Intro to Statistics*

Natural Sciences

BIOL 140	Environmental Issues
BIOL& 160	General Biology w/Lab or
BIOL& 211	Majors Cellular
CHEM& 121	Intro to Chemistry w/Lab* or
CHEM& 141/151	General Chemistry & Lab I*
GEOG 150	Physical Geography with Lab

Social Sciences

POLS& 202	American Government
ECON& 201	Micro Economics*

Fashion

Associate in Arts (AA)

Central Washington University (CWU) has agreed to accept most OC Fashion Marketing courses in transfer toward their Apparel, Textiles, and Merchandising Bachelor of Science Degree program. Students planning to transfer into this program should complete the Associate in Arts degree, and as many Fashion Marketing courses as possible. While only 15 credits of Fashion Marketing will apply to the AA degree, six of the courses will apply to CWU's bachelor's degree. Work with the program director at CWU to develop your educational plan.

OC Advisor	Contact	Office
Steve Quinn	(360) 475-7345 squinn@olympic.edu	4-203

CWU Contact

Andrea Eklund, Associate Professor & Program Director

with The Evergreen State College to accept the AAS-T Degree. Students wanting to transfer to other colleges should complete the Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Hagan, Timothy	360.475.7315 thagan@olympic.edu	7-116

Courses to consider when completing distribution requirements for an AA:

DRMA& 101	Intro to Theatre
DRMA 201	Introduction to the Art of Film
FILM 240	Acting for the Camera I
FILM 241	Acting for the Camera II*
FILM 245	Screenwriting I
FILM 246	Screenwriting II*
FILM 280	Film Directing
FILM 281	Film Directing II*
FILM 285	Digital Filmmaking I
FILM 286	Digital Filmmaking II*

Students wanting to transfer should complete the Associate in Arts Degree requirements. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Science and Math Advisor

Schedule an appointment with the Advising Center at 360.475.7530
semadvisor@olympic.edu

Geology

Associate in Arts (AA) or Associate of Science (AS-Track 1)

Geologists study the structure, composition, and history of the Earth. Their concerns include locating water, fuels, and minerals resources; determining appropriate land usage; and diagnosing natural hazards such as floods, volcanoes, and earthquakes.

Students preparing for a professional career in Geology should plan to transfer to a four-year college, and then to attend graduate school for a Master's Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Macias, Steve	360.475.7711 smacias@olympic.edu	8-119

As part of your degree, include these courses in your education plan:

CHEM& 141/151	General Chemistry & Lab I*
CHEM& 142/152	General Chemistry & Lab II*
CHEM& 143/153	General Chemistry & Lab III*
GEOL& 101	Intro Physical Geology
GEOL& 103	Historical Geology
GEOL& 110	Environmental Geology
MATH& 151	Calculus I*
MATH& 152	Calculus II*
MATH& 163	Calculus 3*
PHYS 254	Engineering Physics*
PHYS 255	Engineering Physics*
PHYS 256	Engineering Physics*

Filmmaking

Associate in Arts (AA)

Olympic College's Digital Filmmaking program offers the serious student a unique blend of film theory and practical hands-on training. Our students learn the craft and techniques of narrative storytelling while acquiring the technical skills and artistic sensibilities necessary to compete in the new emerging frontier of digital filmmaking. Our curriculum integrates concentrated classroom study of all the major filmmaking disciplines with intensive hands-on experience in student film projects, because our philosophy stipulates that the fruits of theory realize full maturity in the practical application of the art.

While the principle focus of our program is the narrative fiction film, the artistic and technical skills acquired by our students are transferable to television, commercials, documentaries, music videos, and the blossoming new arena of episodic web content. Our curriculum imparts the critical thinking and leadership skills necessary to excel in the new emerging frontier of digital filmmaking. This program is dedicated to serving the authentic needs of the modern dramatic artists of the 21st century.

Our educational philosophy clearly declares that the contemporary dramatic artist is a digital artist. This is of vital importance because knowledge and training in digital movie making means higher employment for our students upon graduation.

Students wanting to transfer to another college to complete a bachelor's degree may want to complete the Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution where they plan to transfer. Olympic College has an agreement

Digital Filmmaking

Associate in Applied Science-Transfer (AAS-T)

See the Degrees and Certificates section of this catalog for course listings and other details.

Geography

Associate in Arts (AA)

Geography is the study of place and space. Geographers ask where things are located on the surface of the earth, why they are located where they are, how places differ from one another, and how people interact with the environment. There are two main branches of geography: human geography and physical geography. Human geography is concerned with the spatial aspects of human existence, including population, culture and economic activities. Physical geographers study patterns of climates, land forms, vegetation, soils, and water. Geographers also study the linkages between humans and natural systems.

Students preparing for a career in Geography should plan to transfer to a four-year college. Students planning to major in physical geography should prepare themselves in a broad range of Natural Sciences. Students preparing to major in human geography should prepare themselves in a broad range of Social Science and Humanities. All students should consider courses in Geographic Information Systems.

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Transfer Planning

History

Associate in Arts (AA)

History is the study of human development and change, current affairs with the perspective of past events, and the rich cultural, political, and institutional legacy of the past that provides the framework for a better understanding of our world.

Students who intend to major in history at a four-year institution should follow the distribution for an Associate in Arts Degree, preparing themselves to transfer by completing a broad range of Social Sciences and Humanities courses. Good writing skills are essential and should be developed. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Lamb, Deborah	360.475.7415 dlamb@olympic.edu	4-333

Courses to consider when completing distribution requirements for an AA:

HIST& 116	Western Civilization I
HIST& 117	Western Civilization II
HIST& 118	Western Civilization III
HIST& 136	US History I*
HIST& 137	US History 2*

Human Services

Associate in Arts (AA)

The field of Human Services is broadly defined, uniquely approaching the objective of meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations. The Human Services profession is one which promotes improved service delivery systems by addressing not only the quality of direct services, but also by seeking to improve accessibility, accountability, and coordination among professionals and agencies in service delivery.

The Associate in Arts Degree with emphasis in Human Services is designed for students transferring to four-year colleges and universities. The curricula focus is on developing a strong foundation of theory and skills.

Faculty	Contact	Office
Cohen, Mirelle	360.475.7553 mcohen@olympic.edu	4-344

Recommended Courses

CMST& 220	Public Speaking
CMST 253	Intercultural Communication*
HSSA& 101	Intro to Addictive Drugs*
HS 107	Intro to Human Services*
PSYC& 100	General Psychology
PSYC& 200	Lifespan Psychology
PSYC& 220	Abnormal Psychology
SOC& 101	Intro to Sociology

Required Prerequisite Courses, Old Dominion University:

MATH& 146	Intro to Statistics*
PSYC& 100	General Psychology
SOC& 101	Intro to Sociology

Required Prerequisite Courses, Western Washington University:

Note: Western Washington requires 105 credits, with the extra 15 credits completely transferable, to apply to the program. Students are advised to take the following courses:

Social Sciences

HS 107	Intro to Human Services
PSYC& 100	General Psychology
SOC& 101	Intro to Sociology

Electives chosen from:

ANTH& 206	Cultural Anthropology
HSSA& 101	Intro to Addictive Drugs*
PSYC& 200	Lifespan Psychology
PSYC& 220	Abnormal Psychology
SOC 125	Sociology of Aging
SOC 135	The Family
SOC 190	US Race & Ethnicity
SOC 230	Sexuality and Gender

Choose 30 credits from the list above.

For information on the University of Washington's Bachelor's of Social Work program, see Social Work on page 39.

Leadership

See Organizational Leadership

Marine Science/ Oceanography

Associate in Arts (AA) or Associate of Science (AS-Track 1)

Oceanography is an interdisciplinary field, and therefore requires training in many of the basic sciences.

Students wanting to transfer should complete the Associate in Arts or the Associate of Science (Track 1) Degree requirements if they plan to transfer to a four-year institution. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Science and Math Advisor

Schedule an appointment with the Advising Center at 360.475.7530. semadvisor@olympic.edu

Mathematics

Associate in Arts (AA)

In response to diverse student needs, the Mathematics Department provides a broad curriculum, varied instructional approaches, and supportive resources to help students learn mathematics. We foster success in learning and the value of achievement in mathematics, as well as the relevance, usefulness, appreciation and enjoyment of mathematics.

Students wanting to transfer should complete the Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Science and Math Advisor

Schedule an appointment with the Advising Center at 360.475.7530. semadvisor@olympic.edu

As part of your degree, include these courses in your education plan:

CS& 141	Computer Science I Java*
MATH& 146	Intro to Statistics*
MATH& 151	Calculus I*
MATH& 152	Calculus II*
MATH& 163	Calculus 3*
MATH 210	Introduction to Discrete Mathematics*
MATH 221	Differential Equations I*
MATH 222	Differential Equations II*
MATH 250	Linear Algebra*
MATH& 264	Calculus 4*

Music

Associate in Arts (AA)

The core of the Music curriculum for students who want to transfer and major in Music is found in the two-year musicianship theory, music history, and music literature classes. All students are encouraged to gain first-hand knowledge of music literature and to enjoy the experience of being part of a performing group. Individual instruction in music is also an important part of the Music curriculum.

Students wanting to transfer should complete the Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
White, Rick	360.475.7118 rwhite@olympic.edu	7-201B

Courses to consider when completing distribution requirements for an AA:

MUSC& 141	Music Theory I
MUSC& 142	Music Theory II
MUSC& 143	Music Theory III
MUSC& 241	Music Theory IV
MUSC& 242	Music Theory V
MUSC& 243	Music Theory VI

Music Ensembles

Individual Instruction

(MUSC133/134/135 Beginning Class Piano is required only of those who do not meet basic piano proficiency upon entrance.)

Nursing

Please refer to the Olympic College Nursing degree section for information on nursing program options at OC. The Pre-Nursing or direct transfer in nursing degree plan can be followed if your goal is to matriculate to another college or university to pursue a generic BSN degree. Completion of the ADN degree (Associate Degree Nursing) will allow you to apply to take the NCLEX exam to become a Registered Nurse. You are encouraged to contact the college or university nursing department where you plan to apply for any additional requirements.

Advisor	Contact	Office
Riddle, Sue	360.475.7175 sriddle@olympic.edu	5-325

Organizational Leadership & Resource Management

Organizational Leadership and Resource Management addresses leadership, supervision, and management competencies which allow those in leadership positions to effectively influence strategic planning, organizational performance, and individual performance and behavior. Individuals holding this degree understand how to enter any organization and immediately bring value by impacting people processes and maximizing organizational operations.

Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Adams, Bonnie	360.476.2473 badams@olympic.edu	PSNS 242
Bolton, Karen	360.475.6557 kbolton@olympic.edu	6-019
Mathew, Philip	360.475.7382 pmathew@olympic.edu	12-203
Palafox, Lisa	360.792.6050 x1438 lpalafox@olympic.edu	PSNS 211

Leadership & Occupational Studies

Associate in Applied Science-Transfer (AAS-T)

See the Degrees and Certificates section of this catalog for course listings and other details.

Organizational Leadership & Resource Management

Associate in Applied Science-Transfer (AAS-T)

See the Degrees and Certificates section of this catalog for course listings and other details.

Physical Education

Associate in Arts (AA)

Students planning to major in Physical Education should complete the Associate in Arts Degree and include the following courses in their education plan.

Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
MacKenzie, Michael	360.475.7742 mmackenzie@olympic.edu	9-105

Courses to consider when completing distribution requirements for an AA:

Option 1

Designed for those students who must complete anatomy/physiology during the sophomore year. This is determined by the school to which one plans to transfer.

BIOL& 241	Human A & P 1*
BIOL& 242	Human A & P 2*
EDUC& 202	Intro to Education
MUSC& 105	Music Appreciation
PE-ED 104	Health Science
PE-ED 105	College First Aid and Community CPR

Choose one of the following two courses:

PSYC& 100	General Psychology
PSYC 102	Psychology of Adjustment

Choose one of the following two courses:

SOC& 101	Intro to Sociology
SOC& 201	Social Problems

Physical Education

2-3 credits per quarter from PEFSP or PE-RD

Option 2

Designed for those students who plan to transfer to an institution where they are allowed to complete anatomy/physiology at the upper division level.

CMST& 220	Public Speaking
EDUC& 202	Intro to Education
MUSC& 105	Music Appreciation
PE-ED 104	Health Science
PE-ED 105	College First Aid and Community CPR

Choose one of the following two courses:

PSYC& 100	General Psychology
PSYC 102	Psychology of Adjustment

Choose one of the following two courses:

SOC& 101	Intro to Sociology
SOC& 201	Social Problems

Physical Education

2-3 credits per quarter from PEFSP or PE-RD

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Transfer Planning

Physics

Associate of Science (AS-Track 2)

Physicists observe and analyze various forms of energy, the structure of matter and the relationship between matter and energy. Their studies have continued to broaden our understanding of the physical world and have enabled us to make increasing use of natural resources. Physicists have contributed to scientific progress in recent years in areas such as nuclear energy, electronics, communications, and aerospace.

Students wanting to transfer to a baccalaureate institution should complete the Associate of Science (Track 2) requirements and should plan on taking one year of general chemistry, one year of engineering physics, one year of calculus and three quarters of 200 level mathematics. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Hess, Linnea	360.475.7727 lhess@olympic.edu	8-214
Roth, Daniel	360.475.7150 droth@olympic.edu	8-215

Political Science

Associate in Arts (AA)

The study of the principles, organization, and methods of government.

Students wanting to transfer should complete the Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Jokhi, Dinshaw	360.475.7275 djokhi@olympic.edu	5-412

Courses to consider when completing distribution requirements for an AA:

Communication Studies:

Choose one of the following three courses:

CMST& 220	Public Speaking
CMST 242	Intro to Comm in Organizations
CMST 253	Intercultural Communication*

Choose one of the following two courses:

ECON& 201	Micro Economics*
ECON& 202	Macro Economics*

History — Select any course in this area

PHIL& 120	Symbolic Logic*
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Philosophy — Select another course in this area

Political Science — Select any courses in this area

Psychology — Select any course in this area

Pre-Nursing Major Related Program

Associate in Pre-Nursing (DTA/MRP)

The courses 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	Contact	Office
Riddle, Sue	360.475.7175 sriddle@olympic.edu	5-325

See the Degrees and Certificates section of this catalog for course listings and other details.

Pre-Professional Health Occupations

(Pre-dentistry, pre-medicine, pre-pharmacy, pre-veterinary, etc.)

Associate in Arts (AA)

Olympic College offers a full two-year preparatory curriculum for students planning careers in the Health Occupations such as Dentistry, Medicine, Pharmacy, Veterinary Medicine, and Medical Technology. Such students should anticipate an additional two years of work to obtain a Baccalaureate Degree and an additional one to four or more years of graduate work. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Science and Math Advisor

Schedule an appointment with the Advising Center at 360.475.7530. semadvisor@olympic.edu

Psychology

Associate in Arts (AA)

Students who intend to major in Psychology at a four-year institution should follow the distribution requirements for an Associate in Arts Degree.

Basic writing and mathematics skills are essential to most four-year programs. Since Psychology entails a wide range of philosophies and specialties, the specific courses taken within the AA program should be selected with the help of an advisor. While the specific courses recommended depend on the individual goal of the student, the courses listed below will serve as a useful guideline. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Summers-Ewing, Dora	360.475.7286 dsummers-ewing@olympic.edu	4-330

Courses to consider when completing distribution requirements for an AA:

PSYC& 100	General Psychology
PSYC& 200	Lifespan Psychology
PSYC& 220	Abnormal Psychology

Social Work

Associate in Arts (AA)

Social Work is an interdisciplinary field that prepares graduates for work on behalf of individuals, groups and institutions in many cultures. The aim is to empower and improve the life circumstances of everyone touched by services ranging from individual psychotherapy all the way to international healthcare delivery systems planning. People of all ages and social circumstances receive the benefits of social work intervention.

Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Cohen, Mirelle	360.475.7553 mcohen@olympic.edu	4-344

Required prerequisite courses:

MATH& 146	Intro to Statistics*
PSYC& 100	General Psychology
SOC& 101	Intro to Sociology

Sociology

Associate in Arts (AA)

Students who wish to become Sociology majors at a four-year institution should follow the distribution requirements for an Associate in Arts Degree. They should emphasize English to develop good writing skills. Mathematics skills are necessary to prepare the student for higher-level statistics courses for BA, MA, or Ph.D. Degrees. Competence in one world language is also required in almost all graduate programs. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Hicks, Allison	360.475.7417 ahicks@olympic.edu	4-342

Courses to consider when completing distribution requirements for an AA:

BIOL& 175	Human Biology w/Lab
ECON& 201	Micro Economics*
ECON& 202	Macro Economics*
MATH& 146	Intro to Statistics*
PSYC& 100	General Psychology
SOC& 101	Intro to Sociology

Technical Design

Generally, Technical Design is a graphic communications program. Those students considering enrollment in advanced programs requiring graphic communication skills such as architecture, engineering, or design, can consider this program as a way to develop core skills, graphic communication skills, and portfolios necessary to be accepted into and be successful and competitive in university bachelors and masters programs. Students should refer to the Certificates of Recognition for their particular area of interest as a guide to which classes are recommended for specific transfer programs. They should also meet with a Technical Design advisor to discuss their strengths and weaknesses and to tailor a program to their particular needs and goals.

The Associate in Technical Design Degree is not transferrable to most bachelor programs. Students who intend to major in Technical Design at a four-year institution should follow the distribution requirements for an Associate in Arts Degree. Students considering transferring to other colleges or universities should verify their transfer requirements before finalizing their education plan.

Advisor	Contact	Office
Newman, Grant	360.475.7393 gnewman@olympic.edu	11-104
Raty, Ron	360.475.7389 rraty@olympic.edu	12-204
Sanchez, Peter	360.475.6552 psanchez@olympic.edu	12-202

World Languages

Associate in Arts (AA)

The World Language discipline is designed to satisfy the requirements for:

- Students transferring to a four-year institution, and
- Students planning to acquire a basic practical knowledge of American Sign Language, French, German, Japanese, Korean, or Spanish.

The courses center around the acquisition of a basic vocabulary to express familiar and daily situations, a functional use of grammatical patterns, and a knowledge of cultural aspects of the countries whose language is being taught.

The objective of the curriculum is to develop the four basic skills of language training: Listening comprehension, speaking, reading, and writing, through audio-visual and audio-lingual methods.

Students wanting to transfer to a baccalaureate institution should complete the Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	Contact	Office
Elliott, Maril (ASL only)	melliott@olympic.edu Video Phone: 360.362.7054	4-317
Ramis, A. Gabriela	gramis@olympic.edu 360.475.7441	4-322

Courses to consider when completing distribution requirements for an AA:

Languages

Three consecutive quarters of any world language

ANTH& 207	Linguistic Anthropology
HIST& 117	Western Civilization II
MUSC 101	Fundamentals of Music

Other Transfer Opportunities

Transferring with a Professional-Technical Degree

In addition to the subjects listed above, there are many other possible educational directions you may pursue after achieving your educational goals at Olympic college. For example, all Associate in Applied Science – Transfer (AAS-T) degrees are designed to transfer to at least one specific institution. Also, some colleges will accept professional-technical degrees in transfer, although usually with some limitations such as a higher GPA or minimum number of fully transferable credits.

Central Washington University's Bachelor of Applied Science, Information Technology and Administrative Management (BAS-ITAM) degree is open to students with any applied or technical degree and at least 40 credits in an applied area. Concentrations include Administrative Management, Information Technology, and Cyber Security.

Central's Apparel, Textiles, and Merchandising Bachelor of Science Degree program accepts six Fashion Marketing courses in transfer toward this degree. See Fashion Marketing program information for qualifying courses.

The Evergreen State College offers the "upside down transfer option" for Professional-Technical Degrees. Students must meet additional requirements. Check with the Evergreen State College for more information.

Be sure to check with an advisor at your future college before finalizing your educational plan to make sure you do not end up retaking courses. If you plan to continue your education after completing a professional-technical degree (Associate in Technical Arts or Associate in Applied Science), it is usually better to select courses which are generally accepted in transfer whenever possible. For example, choose ENGL& 101, English Composition I, rather than BSTEC 150, Business English; and MATH&107, Math in Society, rather than BMGMT 140, Business and Personal Math. See the Associate in Arts degree for more information on which courses are fully transferable. If a given degree is not designed for transfer, the receiving college will evaluate each course transferred. Even though the DTA generally meets lower division GUR, it is possible that not all 90 credits will be accepted due to grade, subject, or other reasons.

Degrees and Certificates

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 Applied Science in Digital Filmmaking

The Bachelor of Applied Science in Digital Filmmaking (BAS DF) will prepare students for a range of positions in the rapidly changing field of digital film, including jobs in video production, directing, cinematography, screenwriting, and acting.

Bachelor of Applied Science in Information Systems

(BAS IS) This program will prepare graduates to strategically plan, manage and apply information technology solutions to business processes and challenges. This broad-based, rigorous degree is designed for students with a variety of experiences and backgrounds.

Bachelor of Science in Nursing

(RN-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 quarters, additional time may be required.

Bachelor of Applied Science in Organizational Leadership and Technical Management

(BAS OLTM) This program is designed to enroll students with a range of professional technical associate degrees and a diverse set of work experiences and professional goals. It is a practitioner-oriented, applied degree that will prepare students for leadership, management, and supervisory roles in private, public, and nonprofit organizations.

Associate Degrees

The college offers several transfer associate degrees of 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.

Usual Time to Complete

Full-time students generally enroll in 12-18 credits per quarter. An associate degree will normally require at least six quarters to complete, and may take longer if prerequisites and course sequences are required.

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

- General
- Business
- Pre-Nursing

Associate of Science – Transfer (AS)

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

Track II: Engineering, Physics, Computer Science, and Atmospheric Science ~ Engineering students: use this for transferring to an engineering school outside the State of Washington.

Track II: Engineering Major Related Programs:

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:

- Digital Filmmaking
- Early Childhood Education transferring to Washington State University
- Homeland Security/Emergency Management (with Pierce College)
- Information Technology degrees transferring to The Evergreen State College and Western Governors University–Washington
- Information Technology–Security transferring to Western Washington University
- Leadership and Occupational Studies
- Medical Assisting transferring to The Evergreen State College
- Organizational Leadership/Resource Management transferring to Brandman University and The Evergreen State College

Associate in Applied Science (AAS)

- Engineering Technology
- 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.

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.

- Administrative Office Support
- Business Management
- Chemical Dependency Counseling
- Cosmetology
- Culinary Arts Institute–Sous Chef
- Early Childhood Education
- Electronics
- Industrial Trades Technician
- Nursing
- Technical Design
- Transition to Associate Degree Nursing
- Welding Technology

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.

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 (normally 4-6 quarters).

Certificate of Proficiency (CP)

Provides dedicated training and requires 45 to 60 credits of specific courses (normally 3-4 quarters).

Certificate of Completion (CC)

Provides focused training and requires 20 to 44 credits (normally 2-3 quarters).

Certificate of Recognition (CR)

Provides training and requires 10 to 19 credits (normally 1-2 quarters).

Other Program Options

High School Completion and GED®

Students who have nearly completed high school may take college-level courses to receive a high school diploma. Please see page 7 for more information or contact OC's Counseling Center for information about eligibility. The General Educational Development (GED®) test is available to those who have not received their high school diploma. See page 7 for information on GED® Prep courses or taking the GED® test.

High School 21+ (HS21+)

HS21+ is an adult education program for adults 21 and older without a high school diploma or GED®. High school diplomas are awarded to adults 21 years old and older who demonstrate competency in reading, writing, and math in the context of science, history, government, art, health, occupational studies, and digital literacy.

For more information, contact Basic Studies (ABE/GED/I-BEST/HS21+) 360.475.7550

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, visit the Continuing Education website at www.olympic.edu/programs-classes/continuing-education or www.olympic.edu.

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

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 OC grade point average must be at least 2.0 for associate degrees and certificates. 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 or certificate 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. This does not mean that all courses will transfer. The transfer institution will evaluate each course according to its own policies, such as minimum grade. In addition, students will have to meet admission requirements of their university, college, and department, such as world language.

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.
8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

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).

General Education Requirements (GER)

All Olympic College degrees require study of a broad array of subjects. This breadth helps students to explore the world, and develop themselves as individuals and citizens. All fully accredited colleges have some breadth requirements.

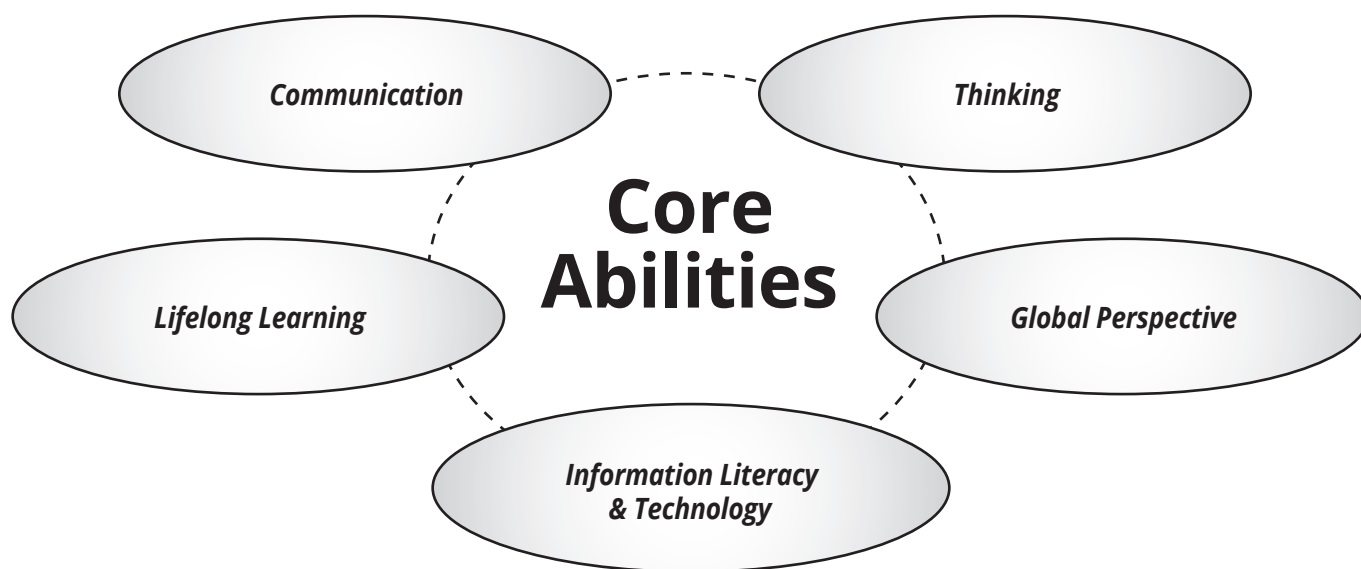
For transfer degrees, GER conform to Intercollege Relations Commission (ICRC) guidelines. Following these guidelines assures that the transfer degree will satisfy lower division general education requirements at most Washington colleges and universities. Students must complete a minimum of 60 credits of GER. Transfer GER include quantitative reasoning, communication, humanities, natural sciences, and social sciences. World language is not required at OC but some baccalaureate institutions require it. You should determine early whether you will need to complete a world language requirement for your bachelor's degree.

GER for professional-technical degrees provide the quantitative, communication, and human relations skills needed in the workforce. GER are not required in all shorter certificates. However, they are in all degrees and certificates normally requiring a year or more to complete.

Core Abilities

In addition to completing GER for specific degrees, OC has developed a set of core abilities that each student should develop before graduation. Starting with the 2012-2013 catalog, students completing transfer degrees are required to demonstrate these core abilities by completing specific courses. These courses are listed under "Fulfillment of Core Abilities Graduation Requirement" on pages 42-46.

See "Core Abilities" chart on next page.



Core Abilities

In keeping with our institutional mission and vision, the Olympic College faculty promotes the development of five core abilities: Communication, Thinking, Information Literacy and Technology, Lifelong Learning, and Global Perspective. These core abilities address the broad-based general education requirements that will prepare a student to pursue her/his chosen profession or field of study and to develop themselves as individuals and as citizens. These essential core abilities are taught across programs and disciplines so that each Olympic College student can expect to work towards improving and applying these core abilities regardless of their program or area of concentration. Specific outcomes and competencies within Olympic College courses support the development of these five core abilities.

Information Literacy & Technology

1. Graduates use strategies to search for information that enhance the acquisition of knowledge.
2. Graduates evaluate and appraise sources.
3. Graduates access and use information and/or technology ethically, legally and/or responsibly.
4. Graduates use various inquiry tools and different formats of information e.g. media.
5. Graduates use technology and information appropriate to field or discipline, synthesizing information to formulate insights and create knowledge.

Global Perspective

1. Graduates demonstrate an understanding of their own cultures and the framework upon which their society has been built.
2. Graduates demonstrate an understanding of how cultural differences (e.g. beliefs, traditions, communication, norms) shape human interactions and perceptions of others.
3. Graduates demonstrate that they are aware of, and understand world events (e.g. religious, historical, environmental, political, economic) and the role of human decisions and physical conditions shaping these events and their outcomes.
4. Graduates demonstrate an understanding of their own region/bioregion and recognize that other parts of the world are different in both physical and human attributes.
5. Graduates demonstrate an understanding of universal processes involving both distribution and circulation of resources and their byproducts; e.g. wealth, food, water, oil, gases, energy, and pollutants.

Communication

1. Graduates understand and produce effective oral communication.
2. Graduates understand and produce effective written communication.
3. Graduates understand and use effective non-verbal communication skills.

Thinking

1. Graduates engage in critical analysis.
2. Graduates engage in creative problem solving.
3. Graduates engage in quantitative reasoning.
4. Lifelong Learning
5. Graduates demonstrate self-monitoring and self-advocacy skills to affect positive life changes.
6. Graduates demonstrate the ability to recognize, understand, and accept ownership for their own learning and behavior in varied and changing environments.
7. Graduates demonstrate the ability to adapt to technological innovations and to understand their implications.

Assessment of Student Learning

1. To determine whether the curriculum at Olympic College helps students achieve these core abilities, faculty members identify which courses address the core abilities and a team of faculty use explicit criteria to score student work solicited from professors in courses where these learning outcomes are taught or utilized.
2. Scores based on explicit criteria for a core ability, as well as other course and program level assessments, help to create a continuous process that improves learning and ensures the quality of education at OC.

Courses meeting Graduation Requirements in Associate Degrees (2019-2020)

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. Courses which were on these lists when taken may also be applied.

Humanities Distribution (H, H/SP)

Choose two or three different subjects from the following lists.

Group A: Humanities (H)

No restriction

American Culture & Equity Studies – 101, 102, 160, 170
 American Sign Language – &121, &122, &123
 Anthropology – &207, 325, 335
 Art – &100, 102, 103, 104, 106, 107, 110, 111, 117, 173
 Communication Studies – &101, &102, 105, 125, &210, &220, 225, &230, 242, 250, 253, 255, 263, 273, 293
 Dramatic Arts – &101, 201, 210, 211, 212, 251, 252, 253, 256, 260, 265
 English – &111, &113, 135, 152, 141, 150, &220, &244, &245, 250, 254, 262, 264, 270, 271, 272, 273, 274, 275, 276, 283, 284, 286, 328, 345
 Geography – &200
 History – 230
 Humanities – 101, 102, 145, 160, 170, 175, 201, 202, 203, 204, 220, 235, 250, 253, 257, 284, 320
 Music – 101, 102, &105, &141, &142, &143, 185, 188, 189, 239, 240, &241, &242, &243
 Philosophy – &101, &115, 240
 Political Science – 175, &201, 235, 255

World 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 – 120, 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268
 Dramatic Arts – 120
 Music – 103, 106, 109, 117, 120, 123, 133, 136, 144, 233, any P-MUS course (Private Music Lessons)

Social Sciences Distribution (SS)

American Culture & Equity Studies – 101, 102, 160, 170
 Anthropology – &100, &204, &205, &206, &207, &210, 212, 270, 325, 335, 350
 Baccalaureate Nursing – 323
 Business – &101
 Early Childhood Education – &105
 Economics – &201, &202
 Education – &121, &122, &202, &204
 Engineering – &104
 Geography – &100, &200, &207, &250
 History – 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257
 Human Services – 107
 Human Services Substance Abuse Counselor – &101
 Humanities – 101, 102, 145, 160, 170, 175, 235
 Philosophy – &101, &115, &120, 240
 Political Science – &101, 115, 145, 175, &201, &202, &203, 235, 255, 323
 Psychology – &100, 102, &200, &220, 240, 260, 300
 Sociology – &101, 125, 135, 190, &201, 215, 230, 271, 301, 319

Natural Sciences Distribution (NS)

Lab Courses:

Minimum one course required

Biology – 101, 114, 115, 120, 130, 131, 132, 140, &160, 170, &175, &211, &212, &213, &241, &242, &260
 Chemistry – &110, &121, &131, 137, &151, &152, &153, &251, &252, &253
 Geography – 150
 Geology – &101, &103, &110, &208
 Oceanography – &101
 Physics – 110, 114-116, 254, 255, 256

Non-lab courses:

Anthropology – &205
 Astronomy – 101, 102, 105
 Biology – 104, 351
 Chemistry – &139, &141, &142, &143, &241, &242, &243
 Geography – &100, 260
 Geology – &100, 155
 Meteorology – 101
 Nutrition – &101
 Science – 100

Other than physical, biological, and earth sciences:

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

Business – 215
 Computer Science – &141, 143, 170, 210, 240
 Engineering – 240
 Mathematics – &107, 112, &131, &132, 136, &141, &142, &143, &146, &147, &148, &151, &152, &163, 210, 221, 222, 240, 250, &264
 Philosophy – &120

Electives

There are two types of electives:

Fully Transferable and Restricted.

No more than 15 credits of Restricted electives may be used in an AA/DTA degree.

Fully Transferable:

ALL courses listed in the Communication and Symbolic Reasoning Skill Areas; and the Humanities, Social Sciences, Natural Sciences distributions; plus the following:

Accounting – &201, &202, &203
 Baccalaureate Nursing – 320
 Business – &201, 330
 Computer Information Systems – 141
 Education – &115, 199
 Engineering – 111, &114, &204, &214, &215, 216, &224, &225, 270, 271
 English – &101, &102, &235, 301
 World Language – any not used in Humanities Distribution
 Physical Education-Education – 104
 Physical Education Activity – (PEFSP and PE-RD) – Up to 3 credits. Only 3 credits may be applied to an AA degree.

Restricted in Transfer:

ANY college level courses NOT listed in any of the skill areas, distribution, or transferable electives (generally professional-technical and personal development courses)

Baccalaureate Nursing – all except 323, 326A
 Business Management – all
 Business Technology – all
 Computer Information Systems – all except 141
 Cooperative Apprenticeship – all
 Cooperative Education – all
 Cosmetology – all
 Culinary Arts – all
 Digital Media Arts – all

Degrees and Certificates

Early Childhood Education – all except &105
Education – 110, 120, 123, &130, 132, &136, &150
Electronics – all
Engineering – 100
Fashion – all
Filmmaking – all
General Studies – all
Homeland Security Emergency Management – all
Hospitality Management – all

Human Services – all except 107
Information Systems – all
Intensive English – 100, 101
Library Research – all
Manufacturing – all
Mathematics – 100, 103
Medical Assisting – all
Nursing – all
Nursing Assistant – all
Organizational Leadership/Resource Management – all

Organizational Leadership/Technical Management – all
Parent Education – all
Physical Education–Education – all except 104
Physical Therapist Assistant – all
Practical Nursing – all
Technical Design – all
Transition to Associate Degree Nursing – all
Welding – all

Fulfillment of Core Abilities Graduation Requirement (2019-2020)

A different course must be selected for each of the core abilities requirements. The same course may be used to meet both distribution and core abilities requirements.

Notes:

1. Communication Outcome 2 (written communication skills) is fulfilled by the Written Skills Requirement in the AA or AS degree.
2. Thinking Outcome 3 (symbolic/quantitative skills) is fulfilled by the Symbolic/Quantitative Skills Requirement in the AA or AS.
3. Courses that address either or both Communication Outcome 1 and 3 fulfill the requirement for that Core Ability.
4. Courses that address either or both Thinking Outcome 1 and 2 fulfill the requirement for that Core Ability.
5. Courses that address a majority of the outcomes of Global Perspective, Information Literacy and Technology, and Lifelong Learning fulfill the requirement for that Core Ability.

Communication

(Oral or Non-Verbal Skills)

American Culture & Equity Studies – 101, 102, 160, 170
American Sign Language – &121, &122, &123
Anthropology – &100, &204, &205, &206, &207, &210, 270, 325, 335, 350
Art – &100, 102, 103, 104, 106, 107, 110, 111, 117, 120, 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268
Biology – 130, 131, 132, &160, &175
Business – 215, 330
Business Management – 145, 146, 147, 148, 149, 170, 181, 183, 185, 247, 282
Business Technology – 103, 104, 105, 106, 107, 108, 110, 111, 115, 116, 123, 130, 133, 134, 145, 150, 160, 175, 220, 229, 231, 239, 240, 250, 255
Chemistry – &110, &121, &131, 137, &139, &142, &143, &151, &152, &153, &241, &243, &251, &252, &253
Communication Studies – &101, &102, 105, &210, &220, &230, 242, 250, 253, 263, 273
Computer Information Systems – 114, 115, 116, 141, 143, 145, 155, 156, 160, 176, 190, 210, 219, 236, 245, 255, 258, 272
Computer Science – &141, 210
Cosmetology – 173, 201, 203, 211, 251, 254
Culinary Arts – 101, 103, 104, 105, 121, 122, 123, 125, 126, 128, 129, 130, 131, 132, 200, 210, 220

Digital Media Arts – 120, 136, 220, 236
Dramatic Arts – &101, 120, 201, 210, 211, 212, 251, 252, 253, 256, 260, 265
Early Childhood Education – 173, 176, 177, 178, 215, 225
Economics – &201, &202
Education – 110, &115, 123, &202
Electronics – 113, 160, 166, 170, 203, 211, 212, 213, 238
Engineering – 100, &104, 111, &114, &204, &215, 216, &224, &225, 240, 271
English – &101, &102, &111, &113, 141, &220, &235, &244, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 283, 301, 345
Fashion – 101, 102, 103, 104, 105, 106, 107, 108
Filmmaking – 240, 241, 242, 243, 245, 246, 247, 248, 280, 281, 285, 286, 287, 288, 289
French – &121, &122, &123
General Studies – 102, 124
Geography – 150, &200, &207, &250, 260
Geology – &100, &101, &103, &110, 155, &208
German – &121, &122, &123
History – &116, &117, &118, &214, &215, &219, 230, 257
Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 190, 200, 210, 220, 230, 240, 250
Hospitality Management – 102, 124, 133

Human Services – 105, 107, 110, 112, 113, 114, 115, 120, 122, 123, 275, 276
Human Services Substance Abuse Counselor – &101
Humanities – 101, 102, 145, 160, 170, 175, 201, 202, 203, 204, 235, 250, 257, 320
Information Systems – 302, 337, 350, 390, 415, 438, 450, 470, 490
Japanese – &121, &122, &123
Korean – &121, &122, &123
Manufacturing – 101, 115, 120, 140, 165, 181, 290
Mathematics – 100, 103, &107, 112, &131, &141, &142, &146, &151, &152, &163, 210, 221, 222, 231, 232, &264
Medical Assisting – 112, 136, 137, 140, 152, 153, 211
Meteorology – 101
Music – 101, &105, 120, 185, 112, 114, 116, 118, 140, 142, 144, 146, 152, 154, 156, 158, 160, 172, 174, 176, 177, 180, 181, 182, 200, 202, 204, 206, 208, 210, 211, 212, 252, any Private Music Lessons (P-MUS)
Nursing Assistant – 100, 102, 110, 112, 120
Nutrition – &101
Organizational Leadership/Resource Management – 150, 201, 220, 225
Organizational Leadership/Technical Management – 320
Philosophy – &101, &115, &120, 240
Physical Education–Education – 104, 105, 107

AAS: Associate in Applied Science = 90+ cr **AAS:** 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

Fulfillment of Core Abilities Graduation Requirement (2019-2020)

Physical Education–Fitness and Sports – 140, 187

Physical Therapist Assistant – 101, 102, 105, 108, 120, 121, 122, 123, 125, 126, 151, 204, 224, 227, 251, 252, 260

Political Science – &101, 115, 145, 175, &201, &202, &203, 235, 323

Practical Nursing – 102, 103, 106, 108, 110, 112, 116, 118, 122, 124, 200, 202, 203, 204, 205, 206, 208, 209, 210

Psychology – &100, 102, 260, 300

Sociology – 109, 125, 135, 190, &201, 230, 301, 319

Spanish – &121, &122, &123, &221

Technical Design – 107, 109, 112, 121, 122, 123, 127, 128, 130, 150, 151, 175, 180, 200, 205, 211, 217, 221, 222, 231, 242, 270, 271, 290

Welding – 101, 102, 103, 104, 105, 108

Thinking

(Critical Analysis or Creative Problem Solving)

Accounting – &201, &202, &203

American Culture & Equity Studies – 101, 102, 160, 170

American Sign Language – &121, &122, &123

Anthropology – &100, &204, &205, &206, &207, &210, 212, 270, 325, 335, 350

Art – &100, 102, 103, 104, 106, 107, 110, 111, 117, 120, 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268

Astronomy – 101, 102, 105

Biology – 101, 114, 115, 120, 130, 131, 132, &160, &175, &260

Business – &101, &201, 215, 330

Business Management – 102, 105, 138, 139, 140, 145, 146, 147, 148, 149, 170, 180, 181, 183, 185, 203, 247, 282

Business Technology – 115, 123, 127, 130, 133, 134, 135, 136, 137, 142, 150, 155, 160, 220, 231, 240, 250, 254, 260, 275, 280

Chemistry – &110, &121, &131, 137, &139, &142, &143, &153, &241, &242, &243, &251, &252, &253

Communication Studies – &101, &102, 105, 125, &210, &220, 225, &230, 242, 250, 253, 263, 273, 293

Computer Information Systems – 110, 111, 114, 115, 116, 123, 141, 142, 143, 145, 155, 176, 190, 200, 205, 210, 219, 236, 240, 242, 247, 249, 255, 258, 261, 270, 271, 272, 273, 285

Computer Science – &141, 143, 210

Cosmetology – 102, 103, 104, 105, 120, 123, 151, 152, 153, 154, 155, 161, 162, 171, 181, 182, 183, 211, 251, 254

Culinary Arts – 101, 103, 121, 122, 123, 125, 126, 131, 132, 200, 210, 220

Digital Media Arts – 120, 136, 220, 236

Dramatic Arts – &101, 120, 201, 210, 211, 212, 251, 252, 253, 256, 260, 265

Early Childhood Education – 174, 177, 178, 225

Economics – &201, &202

Education – 110, 120, &121, &122, 123, 132, &202, &204

Electronics – 101, 102, 103, 106, 111, 112, 113, 160, 165, 166, 170, 201, 202, 203, 211, 212, 213, 225, 227, 228, 235, 237, 238

Engineering – &104, 111, &114, &204, &214, &215, 216, &224, &225, 240, 270, 271

English – &101, &102, &111, &113, 141, &220, &235, &244, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 283, 284, 286, 301, 328, 345

Fashion – 101, 102, 103, 104, 105, 106, 107, 108

Filmmaking – 240, 241, 242, 243, 245, 246, 247, 248, 280, 281, 285, 286, 287, 288, 289

French – &121, &122, &123

General Studies – 124

Geography – 150, &200, 207, 250, 260

Geology – &100, &101, &103, &110, 155, &208

German – &121, &122, &123

History – 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257

Homeland Security Emergency

Management – 102, 110, 120, 130, 157, 160, 180, 190, 200, 210, 220, 230, 240, 250

Hospitality Management – 124, 133

Human Services – 105, 107, 110, 112, 113, 114, 115, 120, 122, 123, 275, 276

Human Services Substance Abuse Counselor – &101

Humanities – 101, 102, 145, 160, 170, 175, 201, 202, 203, 204, 220, 235, 250, 253, 257, 284, 320

Information Systems – 300, 302, 330, 337, 346, 350, 390, 415, 438, 450, 470

Japanese – &122, &123

Manufacturing – 101, 115, 120, 130, 140, 150, 160, 165, 172, 180, 181, 185, 186, 280, 290

Mathematics – 100, 103, &131, &132, &141, &142, 147, &148, &151, &152, &163, 210, 221, 222, 231, 232, 250, &264

Medical Assisting – 114, 116, 117, 120, 121, 136, 137, 151, 163, 164, 205, 211

Meteorology – 101

Music – 101, &105, 120, 185, any P-MUS course (Private Music Lessons)

Nursing – 112, 116, 118, 140, 142, 144, 146, 151, 152, 154, 156, 160, 172, 174, 176, 177, 178, 179, 180, 181, 182, 200, 202, 204, 206, 208, 210, 211, 212, 252

Nursing Assistant – 100, 102, 110, 112, 120

Nutrition – &101

Organizational Leadership/Resource Management – 150, 201, 202, 205, 220, 225, 250, 260

Organizational Leadership/Technical Management – 320

Parent Education – 102

Philosophy – &101, &115, &120, 240

Physical Education–Education – 104, 105, 107

Physical Therapist Assistant – 106, 107, 110, 111, 120, 121, 122, 123, 125, 126, 127, 151, 204, 224, 227, 251, 252, 260

Physics – 114, 254, 256

Political Science – &101, 115, 145, 175, &201, &202, &203, 235, 323

Practical Nursing – 102, 103, 104, 105, 106, 108, 110, 112, 114, 116, 118, 122, 124, 126, 200, 202, 203, 204, 205, 206, 208, 209, 210

Psychology – &100, 102, &220, 240, 260

Sociology – &101, 109, 125, 135, 190, &201, 215, 230, 271, 301, 319

Spanish – &121, &122, &123, &221

Technical Design – 107, 109, 116, 121, 123, 127, 128, 130, 145, 150, 151, 175, 180, 200, 205, 211, 217, 221, 222, 231, 271, 272, 273, 275, 290

Welding – 100, 101, 102, 103, 104, 105, 106, 107, 108, 145

Global Perspective

American Culture & Equity Studies – 101, 102, 160, 170

American Sign Language – &121, &122, &123

Anthropology – &100, &204, &205, &206, &207, &210, 212, 270, 325, 335, 350

Art – 107, 117, 120, 206, 268

Biology – 101, 120, 130, 131, 132

Business – &101, &201

Business Management – 102, 282

Communication Studies – &101, &210, &220, &230, 242, 250, 253, 263, 273

Dramatic Arts – &101, 201

Early Childhood Education – 174

Education – &115

Engineering – &104, 111, &224, 216

Degrees and Certificates

Fulfillment of Core Abilities Graduation Requirement (2019-2020)

English – 141, &220, 244, 250, 262, 264, 283, 284, 328
 Fashion – 101, 102, 103, 104
 Geography – 150, &200, 207, 250, 260
 History – 110, &136, &137, 253
 Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 220, 230, 240
 Human Services – 107
 Humanities – 101, 102, 145, 160, 170, 175, 201, 202, 203, 204, 220, 235, 250, 253, 257, 284, 320
 Information Systems – 350, 415
 Medical Assisting – 151, 180
 Meteorology – 101
 Music – 101, &105
 Nursing – 112, 114, 116, 118, 140, 144, 146, 154, 156, 172, 174, 176, 177, 178, 179, 200, 202, 208, 210, 212, 252
 Organizational Leadership/Resource Management – 205
 Physical Therapist Assistant – 204
 Political Science – &101, &201, &202, 203, 235
 Psychology – 102, 260
 Sociology – &101, 109, 125, 135, 190, &201, 230, 271, 301, 319

Information Literacy & Technology

Accounting – &201, &202, &203
 American Culture & Equity Studies – 101, 102, 160, 170
 American Sign Language – &121, &122, &123
 Anthropology – &204, &205, 212, 270, 325, 335, 350
 Art – 117, 120, 206, 225, 226, 267, 268
 Biology – 130, 131, 132, &160, &260
 Business – &101, &201, 215, 330
 Business Management – 180, 185, 203
 Business Technology – 106, 115, 116, 123, 150, 155, 160, 220, 250, 254, 255, 260
 Chemistry – &241, &242, &243, &251, &252, &253
 Communication Studies – &101, &102, 105, 125, &210, &220, 225, 242, 250, 253, 263, 273
 Computer Information Systems – 110, 111, 115, 190, 270, 271, 272, 273
 Culinary Arts – 132, 200, 210, 220
 Digital Media Arts – 120, 136, 220
 Dramatic Arts – &101, 201, 245, 246, 247, 248, 253, 281, 285, 286, 287
 Early Childhood Education – &100, 178, 215, 225

Education – 110, &115, &121, &122, 123, 132, &202
 Electronics – 103, 201, 202, 203, 211, 212, 213, 227, 228, 237, 238
 Engineering – &104, 111, 216, 240
 English – &102, &111, &113, &220, &228, &235, &244, 250, 262, 283, 284, 301, 328, 345
 Fashion – 101, 102, 103, 104
 General Studies – 140
 Geography – 150, 260
 Geology – &100, &101, &103, 155, &208
 History – &214, &215, &219, 230, 257
 Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 190, 220, 230, 240, 250
 Human Services – 105, 107, 110, 112, 113, 114, 115, 120, 122, 123, 275, 276
 Human Services Substance Abuse Counselor – &101
 Humanities – 101, 102, 160, 170, 175, 201, 202, 235, 250, 257, 284, 320
 Information Systems – 390, 415
 Japanese – &123
 Library Research – 110, 180
 Manufacturing – 172, 180, 181, 185, 290
 Medical Assisting – 110, 163
 Meteorology – 101
 Music – &105, 185, any P-MUS course (Private Music Lessons)
 Nursing – 112, 118, 140, 146, 154, 160, 174, 176, 177, 179, 210, 211, 212
 Nutrition – &101
 Organizational Leadership/Resource Management – 150, 201, 205, 218, 220, 225, 234, 235, 240, 250, 260, 272, 280
 Parent Education – 100, 101, 102
 Physical Therapist Assistant – 101, 105, 106, 108
 Political Science – &101, 115, 145, 175, &201, &202, 203, 235
 Practical Nursing – 210
 Psychology – 102, &200
 Sociology – &101, 109, 125, 135, 190, &201, 215, 230, 271, 319
 Technical Design – 112, 130, 150, 151, 175, 180, 205, 242, 274, 290
 Welding – 106, 108

Lifelong Learning

American Culture & Equity Studies – 101, 102, 160, 170
 Anthropology – &100, &204, &205, &206, &207, 212, 270, 325, 335, 350

Art – 120, 268
 American Sign Language – &121, &122, &123
 Biology – 115
 Business Management – 105, 149, 181, 282
 Communication Studies – &101, 105, &210, &220, 250, 253, 263, 273
 Computer Information Systems – 111, 255
 Cosmetology – 160, 240
 Dramatic Arts – 251, 253
 Early Childhood Education – 174, 215
 Education – 110, 120, 132
 Engineering – 100, &104, 111, &114, &204, &214, &215, 216, &224, &225, 240, 270, 271
 English – &220, &235, 244, 270, 271, 272, 273, 274, 275, 276, 301, 345
 Fashion – 101, 102, 103, 104
 Filmmaking – 281, 285, 286, 287, 288, 289
 French – &121, &122, &123
 General Studies – 101, 111, 121, 124, 131, 133, 141
 Geography – 150
 German – &121, &122, &123
 Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 210, 220, 230, 240
 Human Services – 105, 107, 110, 112, 113, 114, 115, 120, 275, 276
 Human Services Substance Abuse Counselor – &101
 Humanities – 101, 102, 160, 170, 175, 257
 Information Systems – 302, 390, 438, 450, 490
 Manufacturing – 290
 Medical Assisting – 210, 213
 Meteorology – 101
 Music – 101, 120, any P-MUS course (Private Music Lessons)
 Nursing – 112, 114, 116, 154, 156, 160, 172, 174, 176, 177, 179, 200, 202, 204, 206, 210, 211, 212
 Nursing Assistant – 100, 110, 120
 Organizational Leadership/Resource Management – 150, 201, 225, 260
 Parent Education – 100, 101, 103
 Physical Education–Education – 104, 107
 Physical Therapist Assistant – 101, 151
 Political Science – &101, 145, 175, &201, &202, 203
 Practical Nursing – 200, 210
 Psychology – 102, 260, 300
 Sociology – &101, 319
 Spanish – &121, &122, &123, &221
 Technical Design – 180, 290
 Welding – 106

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

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	Page
General Degrees						
Associate in Arts	AA-DTA					48
Associate in General Studies	AGS					48
Associate of Science-Track 1	AS-Track 1					48-49
Associate of Science-Track 2	AS-Track 2					49
Associate in Technical Arts (Option 2)	ATA Option 2					49
Program-Specific Degrees and Certificates						
Accounting Technology	AAS-T, ATA		X	X	X	50-51
Business	AB-DTA/MRP					51-52
Business Management	ATA		X	X	X	52-54
Business Technology	ATA	X	X	X	X	54-55
Composites Manufacturing Technology		X		X		56
Computer Info Systems	BAS-IS, AAS-T		X	X	X	56-65
Cosmetology	ATA	X	X			65-66
Culinary Arts Institute	ATA	X		X	X	67
Early Childhood Education	AAS-T, ATA		X	X	X	68-70
Electronics	ATA		X		X	71-72
Engineering	AS-Track 2/MRP					72-73
Engineering Technology	AAS					73-74
Fashion Marketing				X	X	74-75
Filmmaking	BAS-DF, AAS-T					75-76
Homeland Security/Emergency Management	AAS-T			X		77-78
Human Services	ATA		X		X	78-80
Industrial Trades Technician	ATA	X		X		80
Medical Assisting	AAS-T	X		X		80-83
Nursing/Healthcare	BSN, ATA	X			X	83-89
Organizational Leadership	BAS-OLTM, AAS-T			X	X	90-92
Physical Therapist Assistant	AAS					92-93
Pre-Nursing	APN-DTA/MRP					93
Precision Machining				X	X	94
Technical Design	ATA		X	X	X	94-97
Welding Technology	ATA	X	X		X	98-99

AAS: Associate in Applied Science = 90+ cr **AAS-T:** 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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

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 complete 60 credits of general education and 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.
- Cumulative 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 the student's option.
- At least 20 quarter credits in the degree must be earned at OC.
- Students should work closely with an advisor at the planned baccalaureate institution to choose courses that will apply to the bachelor's degree.

Required Courses

Credits

Skill Areas:

Written Communication Skills (two of the following)

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

Quantitative/Symbolic Reasoning Skills

Five credits in one of the two categories below _____ 5

1. Quantitative Reasoning Skills

Five credits of college level mathematics (a course with a Mathematics prefix numbered 100 or above) furnishing the quantitative skills required in the commonly recognized educational transfer pathways towards a baccalaureate degree in Washington state; this college level mathematics course must have a prerequisite of intermediate algebra coursework completed at a 2.0 grade or higher.

Precalculus or higher: OC Courses: MATH&141, MATH&142, MATH 143, MATH&151, MATH&152, MATH&163, MATH&264, MATH 210, MATH 221, MATH 222, MATH 240, MATH 250

Mathematics for Elementary Education: OC Courses: MATH&131, MATH&132

Business Precalculus/Finite Mathematics or Business Calculus: OC Courses: MATH 147, MATH&148

Statistics: OC Courses: MATH 136, MATH&146

Math in Society: OC Course: MATH&107

2. Symbolic Reasoning Skills: OC Course: PHIL& 120

Distribution Requirements:

Humanities (15 cr. in 2 or 3 disciplines) _____ 15

- From at least two different disciplines
- No more than 10 credits in any one discipline
- Maximum 5 credits in skills performance
- Maximum 5 credits in world language at the 100 level

Natural Sciences (15 cr. in 2 or 3 disciplines) _____ 15

- From at least two different disciplines
- No more than 10 credits in any one discipline
- At least one laboratory science course
- At least 10 credits in physical, biological, and/or earth science

Social Sciences (15 cr. in 2 or 3 disciplines) _____ 15

- From at least two different disciplines
- No more than 10 credits in any one discipline

Electives:

30 credits or sufficient credits to meet the 90 credit total; Up to 15 credits of any other college level courses; Other courses chosen from any of the lists except restricted; No more than 3 credits of Physical Education-Activity.

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 cumulative 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); select BSTEC 145 or 150, or ENGL&101
 - 5 cr. **Verbal** (Communication Studies or Organizational Leadership/Resource Management 225)
- 5 cr. **Basic Quantitative Skills** selected from:
 - Any mathematics course at the 100 level or higher
 - BMGMT 138 (2 cr.) and 139 (3 cr.)
 - BMGMT 140 (5 cr.) Business and Personal Mathematics
 - PHIL& 120 (5 cr.) Symbolic Logic
- 5 cr. **Humanities** (see Distribution Requirements page)
- 5 cr. **Information Literacy** selected from Computer Information Systems (CIS) or Computer Science (CS)
- 5 cr. **Natural Sciences** (see Distribution Requirements page)
- 5 cr. **Social Science** (see Distribution Requirements page)
- 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
- 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 degree 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 in 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 world language are not required for the Associate of Science degree, some baccalaureate institutions may require two or three quarters of world language for admission or for graduation.

Entire sequences of science courses should be completed at one college.

Basic Communication Skills (two of the following)

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

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Basic Quantitative Skills (three of the following)

MATH& 151	Calculus I*	5
MATH& 152	Calculus II*	5
MATH& 163	Calculus 3*	5
MATH& 146	Intro to Statistics*	5
		15

Humanities and Social Sciences

(15 credits: 5 credits in Humanities, 5 credits in Social Sciences, and an additional 5 credits in either one—see Distribution Requirements page) 15

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& 211, 212, 213	Majors Biology*	15

Future Biology majors should select organic chemistry or physics as required by their future program.

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& 103	Historical Geology	5
GEOL& 110	Environmental Geology	5
CS& 141	Computer Science I Java*	5
MATH 221	Differential Equations I*	5
MATH 250	Linear Algebra*	5
MATH& 264	Calculus 4*	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 cumulative college GPA of 2.0, see Note 3)

Note 1: Science and Mathematics

Requirements should be chosen to meet the requirements of the desired major at the baccalaureate institution. Some institutions require calculus-based physics, for example.

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

Note 3: Specific Colleges, Departments, and programs within universities require a GPA considerably higher than the minimum for an associate degree. Contact advisors at the baccalaureate institution for requirements.

Associate of Science – Track 2

Engineering, Physics, Computer Science and Atmospheric Science

This degree 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 in Arts degree is best suited for transfer to certain baccalaureate institutions. Students should meet early in their matriculation at Olympic College with an academic facComplete MATH&142 or MATH 143 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
		10

Basic Quantitative Skills (15 credits)

MATH& 151	Calculus I*	5
MATH& 152	Calculus II*	5
MATH& 163	Calculus 3*	5
		15

Humanities and Social Sciences (15 credits:

5 credits in Humanities, 5 credits in Social Sciences, and an additional 5 credits in either one—see Distribution Requirements page) 15

Required Science

CHEM& 141/151	General Chemistry & Lab I*	6.5
PHYS 254, 255, 256	Engineering Physics*	18

Individualized Plan:

The remaining 25.5 credits should be planned with an advisor based on the requirements of the specific discipline at the baccalaureate institution. 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& 104	Intro to Design	5
ENGR& 114	Engineering Graphics	5
ENGR& 204	Electrical Circuits*	6
ENGR& 214	Statics*	5
ENGR& 215	Dynamics*	5
ENGR 216	CAD Applications for Engineering Design*	3

ENGR& 224	Thermodynamics*	5
ENGR& 225	Mechanics of Materials*	5
ENGR 240	Applied Numerical Methods for Engr*	5
ENGR 270/271	Fundamentals of Materials Science & Lab*	6
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 cumulative college GPA of 2.0, 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: Specific Colleges, Departments, and programs within universities require a GPA considerably higher than the minimum for an associate degree. Contact advisors at the baccalaureate institution for requirements.

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.

- **Communications:** ENGL &101.
- **Quantitative:** MATH 100 or above, or BMGMT 140, or BMGMT 138 and 139, or TEC-D 145.
- **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.

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*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

Program-Specific Degrees and Certificates

Accounting Technology

Advisor	Contact	Office
Salas, Joanne	360.475.7372 jsalas@olympic.edu	12-102

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 BSTEC 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 BSTEC 132 to develop the required proficiency or may take a 10-key test to verify proficiency.

Program Learning Outcomes

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

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.

Required Courses

Credits

ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II*	5
ACCT& 203	Prin of Accounting III*	5
BMGMT 140	Business and Personal Mathematics*	5
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
BSTEC 135	Accounting Simulation/Serv Business*	1
BSTEC 136	Accounting Simulation/Merch Business*	1
BSTEC 137	Accounting Simulation/Corporation*	1
BSTEC 138	Payroll Simulation*	1
BSTEC 150	Business English*	5
BSTEC 229	Individual Taxation*	5
BSTEC 231	Practical Fund Accounting*	5
BSTEC 239	Taxation for Business*	5
BSTEC 240	Taxation Simulations*	1
BSTEC 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	Intro to Comm in Organizations	5 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 Learning Outcomes

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

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

Required Courses

Credits

Choose one of the following two courses:

BMGMT 140	Business and Personal Mathematics*	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	Intro to Comm in Organizations	5 5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3

Total Credits Required 49

Accounting Software Specialist

Certificate of Completion

A short-term certificate program that demonstrates specific knowledge and applied skill in the automation of accounting and utilitarian skills in various accounting practices, using various computerized software programs to facilitate the automated record keeping and reporting of the periodic and perpetual accounting cycles, payroll accounting processing and reporting, taxation filing and reporting, fund/governmental accounting, budgeting, and reporting. Oversight of specific record keeping and reporting of accounts receivables and accounts payables, and inventory management.

Program Learning Outcomes

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

1. Apply a practical understanding of the theoretical principals of accounting, pertinent to the automation processes used with accounting software.
2. Automate accounting transaction analysis and classification, record keeping, and reporting using current workplace software, including:
 - a. Microsoft Excel,
 - b. General Ledger-based programs
 - c. Intuit QuickBooks
 - d. Sage 50 Accounting
3. Identify systematic "checks and balances" to assist in validating the accuracy of the automated record keeping and reporting for audit compliance.
4. Determine needed measures to maintain the integrity of the automated record keeping and reporting systems.

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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

5. Research library and Internet resources to identify new automation programs.

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 133 Computerized Accounting*	4
BSTEC 141 QuickBooks*	4
BSTEC 142 Sage 50 Accounting*	4
Total Credits Required	36

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 Learning Outcomes

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

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

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

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 Learning Outcomes

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

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

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

Business

Advisor	Contact	Office
McNamara, Kim	360-475-7374 kmcnamara@olympic.edu	12-223
Snapp, Richard	360-475-7386 rsnapp@olympic.edu	
Ward, Alan	360-475-7378 award@olympic.edu	12-104

Associate in Business

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

The mission of the Associate in Business Direct Transfer Agreement/Major Related Program (DTA/MRP) is to prepare students to transfer to four-year institutions for their final two years of undergraduate study in a business-related field.

The courses listed below are required for students planning to transfer to most four year colleges and universities in the State of Washington.

Early in the program, students should check with their intended transfer university/college advisor for specific admissions and business program requirements for course choices where options are listed for Humanities, Natural Science, Social Science, and electives.

A cumulative college GPA of 2.0 is required. Some transfer institutions require a higher overall GPA, a higher GPA in a subset of courses, or a specific minimum grade in one or more courses such as math or English. Check with your planned transfer institution for these requirements.

Program Learning Outcomes

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

1. Define the basic concepts of business and economics, summarize the types of companies that comprise the world of business, and explain business interdependence and competition.
2. Demonstrate an awareness of the importance of business trends including globalization and e-commerce.
3. Explain the role of business and economics in promoting social responsibility and ethical behavior in all levels of business.
4. Define the importance and application of law in American and global business operations.
5. Describe the impacts of finance decisions, including debt, and equity funding, as well as the use of retained earnings on businesses.
6. Describe the effects of government regulation and taxation on business and economic activities.
7. Use business and economic concepts and critical thinking skills to solve business and economic problems.
8. Demonstrate effective written and oral communication skills.

Required Courses	Credits
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Communication Skills: 10 credits

Must include ten credits of English composition.

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

Quantitative/Symbolic Reasoning Skills: 10 credits

Must include 5 credits of Business Calculus, Calculus I, or a higher level math that includes calculus as a prerequisite.

Choose one of the following three courses:

MATH 147 Business Algebra*	5
MATH& 141 Precalculus I: Algebra*	5
MATH& 142 Precalculus II: Trig*	5

Choose one of the following two courses:

MATH& 148 Business Calculus*	5
MATH& 151 Calculus I*	5

Humanities: 15 credits

from at least 2 disciplines (See Note 1.)

- Maximum of 5 credits in skills performance courses

- Maximum of 5 credits in world language courses

- CMST& 220 is recommended.

Humanities Course 1	5
Humanities Course 2	5
Humanities Course 3	5

Social Science: 15 credits from at least 2 disciplines, including ECON& 201 and ECON& 202

ECON& 201 Micro Economics*	5
ECON& 202 Macro Economics*	5
Additional Social Science Course	5

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

Natural Science: 15 credits from at least 2 disciplines (See Note 2) Statistics and 10 credits of physical, biological and/or earth science, including at least one lab course.

BUS 215 Business Statistics* (preferred)	
OR	
MATH& 146 Intro to Statistics*	5
Lab Science Course	5
Natural Science Course	5
	15

Business Transfer: 20 credits (See Notes 3, 4, and 5)

ACCT& 201 Prin of Accounting I	5
ACCT& 202 Prin of Accounting II*	5
ACCT& 203 Prin of Accounting III*	5
BUS& 201 Business Law	5
	20

Electives: 5 credits of non-business courses (See Note 6)

College-level non-business electives	5
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Total Credits Required 90

Note 1 – Humanities: Students intending to pursue the international business major should consult their potential transfer institutions regarding the level of world language required for admission to the major.

Note 2 – Natural Sciences: Students intending to transfer to the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.

Note 3 – Business Courses: International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficiency in U.S. business law.

Note 4 – Business Courses: Universities with a lower division Business Law requirement are: UW (all campuses), WSU (all campuses), EWU, CWU, WWU, Gonzaga, SMU, SPU, Whitworth.

Note 5 – Business Courses: The following institutions do not require a lower division Business Law course and agree to accept the course taken as part of this degree as a lower division elective, but generally not as an equivalent to the course required at the upper division: Heritage, PLU, SU, and Walla Walla University.

Note 6 – Electives: Four institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective. Details listed below.

- **WSU** (all campuses): Management Information Systems MIS 250 equivalent to OC's CIS 101, CIS 110
- **Gonzaga:** Management Information Systems BMIS 235, no OC equivalent course.
- **PLU:** Computer Applications CSCE 120, will accept either equivalent course or skills test. No OC equivalent course.
- **WWU:** Introduction to Business Computer Systems MIS220. No OC equivalent course. OC's BSTEC 220 Business Computer Applications meets the skills requirement but may not be accepted in transfer.

Business Management

Advisor	Contact	Office
Johnson, Hella-Ilona	360.475.7383 hjohnson@olympic.edu	12-205
MacKaben, Kandace	360.432.5407 kmackaben@olympic.edu	3-140

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 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 10 additional credits of elective coursework, at the 100 level or above. This degree transfers into the Upside Down Bachelor of Arts Degree program at The Evergreen State College and into the Bachelor of Applied Science in Information Technology and Administrative Management at Central Washington University.

Program Learning Outcomes

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

1. Use basic accounting information and quantitative analysis to suggest effective solutions to business problems.
2. Analyze legal and ethical implications of business conduct.
3. Effectively use oral and written communications skills as they relate to business environments.
4. Effectively use technology to research, analyze, and present information for decision making.
5. Demonstrate cross-cultural competency in working collaboratively with diverse individuals or teams.
6. Develop strategies that foster personal and professional growth.

Required Courses Credits

BMGMT 102 Introduction—International Business	5
BMGMT 123 Discover Business & Leadership	1
BMGMT 145 Business Ethics	2
BMGMT 180 Marketing	5
BMGMT 282 Principles of Leadership/Management	5

Choose 5 credits among the following Math courses:

BMGMT 140 Business and Personal Mathematics*	5
OR	
BMGMT 138 Business Mathematics I*	3
BMGMT 139 Business Mathematics II*	2

OR	
MATH& 107 Math in Society*	5

ACCT& 201 Prin of Accounting I	5
BSTEC 150 Business English*	5
BUS& 201 Business Law	5
CIS 150 Survey of Computing	4
ENGL& 101 English Composition I*	5
BSTEC 124 MS Excel Specialist*	4
CMST& 220 Public Speaking	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 182 Retail Management Essentials	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
	24

Successful completion of additional elective coursework numbered 100 and above 10

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 and wish to acquire skills in business management and planning, or to improve employment opportunities.

Program Learning Outcomes

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

1. Use basic accounting information, and quantitative analysis, to support business decision making.

- Effectively use oral and written communication skills as they relate to business environments.
- Effectively use technology to support basic business information systems.
- Work collaboratively with diverse individuals.
- Develop strategies that foster personal and professional growth.

Required Courses

Credits

Mathematics (choose 5 credits of the following courses):

BMGMT 140	Business and Personal Mathematics*	5
OR		
BMGMT 138	Business Mathematics I*	3
BMGMT 139	Business Mathematics II*	2
OR		
MATH& 107	Math in Society*	5
BMGMT 123	Discover Business & Leadership	1
BMGMT 282	Principles of Leadership/Management	5
ACCT& 201	Prin of Accounting I	5
CIS 150	Survey of Computing	4
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I*	5

Select 18 additional credits from the following:

BMGMT 102	Introduction—International Business	5
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 182	Retail Management Essentials	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
		18

Total Credits Required 48

Retail Management (WAFC)

Certificate of Completion

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 (retailmanagementcertificate.com). All courses in this certificate are accepted by Western Governors University and Brandman University.

Program Learning Outcomes

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

- Develop and/or apply critical communication and computation skills related to a business setting.

- Develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products.
- 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.

Required Courses

Credits

Accounting (choose one of the following courses):

ACCT& 201	Prin of Accounting I	5
BSTEC 130	Practical Accounting	5
BMGMT 145	Business Ethics	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 180	Marketing	5
BMGMT 182	Retail Management Essentials	5
BMGMT 247	H.R. Performance Reviews	2
BMGMT 282	Principles of Leadership/Management	5
CIS 150	Survey of Computing	4
CMST 242	Intro to Comm in Organizations	5
OLRM 220	Human Relations in the Workplace	3

Total Credits Required 38

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 Learning Outcomes

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

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

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, and small business planning. 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 Learning Outcomes

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

- Identify and describe key components of a small business marketing campaign.
- Develop and write a basic Small Business Plan.
- Effectively apply principles of accounting to basic business transactions and planning.

Required Courses

Credits

BMGMT 102	Introduction—International Business	5
BMGMT 146	Entrepreneurship-Financial Analysis	2
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 180	Marketing	5
BMGMT 203	Small Business Planning & Management	5

Total Credits Required 19

Business Management—Supervisory/Human Resources

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 Learning Outcomes

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

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

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

<i>Required Courses</i>	<i>Credits</i>
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

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Bermea, Nancy	nbermea@olympic.edu 360.475.7838	12-206
Salas, Joanne	jsalas@olympic.edu 360.475.7372	12-102

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 in Arts Transfer Curriculum.

Program Learning Outcomes

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

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.

<i>Required Courses</i>	<i>Credits</i>
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Mathematics (choose 5 credits of the following courses):

BMGMT 140 Business and Personal Mathematics* _____	5
OR	
BMGMT 138 Business Mathematics I* _____	3
BMGMT 139 Business Mathematics II* _____	2
	5

Choose two of the following three courses to achieve minimum proficiency requirement of 55 WAM (voice recognition may be substituted with instructor permission):

BSTEC 110 Beginning Keyboarding _____	3
BSTEC 111 Intermediate Keyboarding* _____	3
BSTEC 112 Advanced Keyboarding* _____	3
	6
BSTEC 123 MS Word Specialist* _____	4
BSTEC 124 MS Excel Specialist* _____	4
BSTEC 130 Practical Accounting _____	5
BSTEC 150 Business English* _____	5
BSTEC 154 MS Access Specialist _____	4
BSTEC 155 Customer Service Information Age _____	2
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
CIS 150 Survey of Computing _____	4
OLRM 220 Human Relations in the Workplace _____	3
	54

Choose one of the following three courses:

CMST& 210 Interpersonal Communication* _____	5
CMST& 220 Public Speaking _____	5
CMST 242 Intro to Comm in Organizations _____	5
	5

Successful completion of additional courses as listed below, or approved Cooperative Education (internships)

BSTEC 113, 114, 115, 116, 118, 119, 120, 121, 125, 126, 127, 132, 133, 134, 135, 136, 137, 138, 141, 142, 223, 229, 231, 239, 240, 254; BUS&201; CIS116, 190 _____	21
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Total Credits Required	91
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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 Learning Outcomes

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

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.

<i>Required Courses</i>	<i>Credits</i>
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Choose one of the following
(40 NWAM keyboarding requirement)

BSTEC 110 Beginning Keyboarding _____	3
BSTEC 111 Intermediate Keyboarding* _____	3
BSTEC 112 Advanced Keyboarding* _____	3
	3
BSTEC 123 MS Word Specialist* _____	4
BSTEC 124 MS Excel Specialist* _____	4
BSTEC 130 Practical Accounting _____	5
BSTEC 150 Business English* _____	5
OR	
ENGL& 101 English Composition I* _____	5
	5
BSTEC 155 Customer Service Information Age _____	2
BSTEC 160 General Office Procedures* _____	4
BSTEC 255 Records and Database Management* _____	5
BSTEC 257 Advanced Office Applications* _____	4
CIS 150 Survey of Computing _____	4

Choose one of the following three courses:

CMST& 210 Interpersonal Communication* _____	5
CMST& 220 Public Speaking _____	5
CMST 242 Intro to Comm in Organizations _____	5
	5

OLRM 220 Human Relations in the Workplace _____	3
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Total Credits Required	48
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Bookkeeping Clerk

Certificate of Completion

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Salas, Joanne	360.475.7372 jsalas@olympic.edu	12-102

This program prepares students to supplement an administrative-type career with basic bookkeeping responsibilities for business or departmental budgeting.

Program Learning Outcomes

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

1. Effectively apply components of the accounting equation to typical business transactions.
2. Establish and 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. Understand and effectively use accounting and business terminology to produce reports, to converse in a business-type setting, and to follow directions.

AAS: Associate in Applied Science = 90+ cr **AAS-T:** 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

Choose one of the following two courses or pass proficiency test to achieve 35 NWAM keyboarding and 35 KPM 10-key calculator proficiency requirements:

BSTEC 110	Beginning Keyboarding	3
BSTEC 111	Intermediate Keyboarding*	3
BSTEC 124	MS Excel Specialist*	4
BSTEC 130	Practical Accounting	5
BSTEC 132	Electronic Printing Calculators	2
BSTEC 133	Computerized Accounting*	4
BSTEC 135	Accounting Simulation/Serv Business*	1
BSTEC 136	Accounting Simulation/Merch Business*	1

Choose one of the following data entry software applications:

BSTEC 141	QuickBooks*	4
BSTEC 142	Sage 50 Accounting*	4

Total Credits Required 24

File and Data Entry Clerk

Certificate of Completion

The file and data entry clerk certificate prepares the student for entry-level database management and ability to manage information on computer systems and in archives.

Program Learning Outcomes

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

1. Effectively use a variety computer software to accomplish office tasks.
2. Effectively communicate orally and in writing in the context of common business practices.
3. Design, maintain, and evaluate effective records management systems.
4. Work as a team member in an office environment to accomplish the goals of the organization.

Required Courses

Credits

Keyboarding required to achieve minimum speed.

Choose one of the following three courses or test out proficiency (55 NWAM keyboarding requirement):

BSTEC 110	Beginning Keyboarding	3
BSTEC 111	Intermediate Keyboarding*	3
BSTEC 112	Advanced Keyboarding*	3
BSTEC 124	MS Excel Specialist*	4
BSTEC 154	MS Access Specialist*	4
BSTEC 160	General Office Procedures*	4
BSTEC 255	Records and Database Management*	5
CIS 150	Survey of Computing	4

Total Credits Required 24

MS Office Suite Technology Specialist

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 Learning Outcomes

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

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. Work effectively, individually and as a team member, to serve customers and complete projects and tasks.

Required Courses

Credits

Choose one of the following courses based on skill level or proficiency by voice recognition (45 NWAM keyboarding requirement):

BSTEC 110	Beginning Keyboarding	3
BSTEC 111	Intermediate Keyboarding*	3
BSTEC 114	MS Outlook	1
BSTEC 123	MS Word Specialist*	4
BSTEC 124	MS Excel Specialist*	4
BSTEC 125	Intro to MS Office PowerPoint	4
BSTEC 126	Integration of Software Applications*	2
BSTEC 127	Microsoft Publisher Basics*	4
BSTEC 154	MS Access Specialist*	4
BSTEC 155	Customer Service Information Age	2
BSTEC 160	General Office Procedures*	4
CIS 150	Survey of Computing	4

Total Credits Required 36

Customer Service Specialist

Certificate of Recognition

Advisor	Contact	Office
Bermea, Nancy	nbermea@olympic.edu 360.475.7838	12-206
Salas, Joanne	jsalas@olympic.edu 360.475.7372	12-102

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 Learning Outcomes

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

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

Required Courses

Credits

Choose one of the following (40 NWAM keyboarding requirement):

BSTEC 110	Beginning Keyboarding	3
BSTEC 111	Intermediate Keyboarding*	3
BSTEC 112	Advanced Keyboarding*	3
BSTEC 114	MS Outlook	1
BSTEC 115	Electronic Communication	2
BSTEC 155	Customer Service Information Age	2
BSTEC 160	General Office Procedures*	4
CIS 150	Survey of Computing	4

Total Credits Required 16

Degrees and Certificates

Composites Manufacturing Technology

Also see Engineering Technology

Advisor	Contact	Office
Mike Mitchell	360.473-2828	14-202

Advanced Composites Manufacturing Technology Certificate of Specialization

This certificate is designed to provide students with advanced level manufacturing, inspection, repair skills in composites and a foundation to pursue other certificates and two-year degrees in manufacturing in this specialty.

Program Learning Outcomes

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

1. Practice in and contribute to the effectiveness of teams.
2. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
3. Demonstrate the ability to apply mathematical computation skills necessary to plan and execute a composite materials fabrication project using fabrics, wet resins, and prepregs.
4. Apply advanced composite materials terminology in the analysis of real world manufacturing, inspection, and repair scenarios.
5. Demonstrate an understanding of the proper conduct and procedures necessary to effectively and safely work in a composites shop.
6. Employ the proper techniques and procedures to use hand tools and precision measuring devices commonly found in a composites fabrication, inspection, and repair shop.
7. Demonstrate the correct method in the assembly of a vacuum bag capable of autoclave part fabrication.
8. Demonstrate the correct method in the assembly of a vacuum bag used in the repair of composite materials.
9. Apply learned skills in a "hands on" setting while completing real life fabrication, inspection, and repair scenarios.
10. Practice common fastener and bonded assembly techniques commonly used in the repair and manufacturing of advanced composite material parts and assemblies.
11. Describe matrix materials, resins and fiber reinforcements and their design considerations for advanced composite material structures with an emphasis on mechanical, physical, and manufacturing properties.
12. Evaluate a real world design/manufacturing problems and compute materials usage, physical properties and mechanical properties.

13. Interpret an advanced composite engineering drawings, layup schedules, ply drop offs, and tolerancing used for fabrication and quality control.
14. Analyze the benefits and drawbacks of different core materials used in industry for laminated sandwich panels, and demonstrate the fabrication techniques specific to foam and Honeycomb cores.

Required Courses	Credits
CIS 150 Survey of Computing	4
ENGL& 101 English Composition I*	5
MANU 101 Orientation to Manufacturing	2
MANU 130 Machine Tools/Precision Measurement	6
MANU 172 Manufacturing Materials Fundamentals*	4
MANU 180 Composites I*	4
MANU 181 Composites I Lab*	4
MANU 185 Composites II*	3
MANU 186 Composites II Lab*	5
MANU 280 Composites III*	3
MANU 281 Composites III Lab*	5

Choose one of the following two courses:

MATH& 141 Precalculus I: Algebra*	5
TEC-D 145 Applied Problem Solving*	5

Choose one of the following two courses:

MATH& 142 Precalculus II: Trig*	5
TEC-D 116 Computational Techniques/Technicians 4	4
OLRM 225 Human Relations in Organizations	5
TEC-D 107 Technical Drawing*	4
TEC-D 112 Blueprint Reading	4

Total Credits Required 67

Composites Manufacturing Technology

Certificate of Completion

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

Program Learning Outcomes

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

1. Demonstrate fundamental work ready skills, including the proper conduct and procedures necessary to safely and effectively work in a composites technology environment.
2. Demonstrate an understanding of composites terminology, with the ability to define, utilize, and explain pertinent vocabulary.
3. Participate in and contribute to the effectiveness of teams using basic and electronic communication skills including reading, writing, speaking, listening and interpreting, to meet the needs of the workplace.
4. Demonstrate an understanding of basic design considerations and the use of common

fabrication techniques for composite structures to include reinforcements, polymer resin systems, and core materials.

5. Demonstrate the ability to use applied math and to interpret and comply with specifications, drawings, and written procedures.
6. Demonstrate the recognition, use, handling and disposal of hazardous materials of a typical composite materials fabrication shop per OSHA guidelines.
7. Employ the proper techniques and procedures in the use of hand tools, power equipment, and precision measuring devices commonly found in a composites fabrication shop.
8. Describe matrix materials, resins and fiber reinforcements and their design considerations for advanced composite material structures with an emphasis on mechanical, physical, and manufacturing properties.
9. Demonstrate an understanding of the applications of composites in industry and the career paths available.

Required Courses	Credits
MANU 101 Orientation to Manufacturing	2
MANU 130 Machine Tools/Precision Measurement	6
MANU 180 Composites I*	4
MANU 181 Composites I Lab*	4
MANU 185 Composites II*	3
MANU 186 Composites II Lab*	5
TEC-D 107 Technical Drawing*	4
Total Credits Required	28

Computer Information Systems

Information Systems

Bachelor of Applied Science in Information Systems

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	12-215A
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

The Bachelor of Applied Science in Information Systems will prepare graduates to strategically plan, manage and apply information technology solutions to business processes and challenges. This broad-based, rigorous degree is designed for students with a variety of experiences and backgrounds. The curriculum is competency based to ensure that students can demonstrate successful mastery of relevant knowledge, skills, and abilities. Much of the

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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

curriculum is aligned with in-demand industry certifications. Topics include business processes, software development, Web, networking, information assurance, project management, analytics, communication, teamwork and leadership. The program includes opportunities for work-based learning, internships and capstone projects.

Program Learning Outcomes

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

1. Develop organizational solutions based on information systems, applying integrated problem solving techniques and systems thinking.
2. Analyze and develop recommendations for information systems design and implementation in accordance with best practices and standards, legal and regulatory requirements, and ethical and social considerations including respect for privacy and intellectual property.
3. Apply effective collaborative and communication skills in a wide range of technical team environments and evaluate the success of various team strategies based on the project goals and constraints.
4. Develop successful and respectful relationships with clients, coworkers, managers, and stakeholders, applying a wide range of adaptive and effective communication skills to convey complex technical concepts.
5. Present and compare industry standard tools and applications in content delivery across various media, including Web, mobile and client/server environments, and discuss how they support the organization's goals.
6. Develop solutions for networking and security problems, balancing business concerns, technical issues, and security.
7. Perform analysis, design, implementation, testing and maintenance of computer-based systems, following established procedures and stressing software development best practices.
8. Critically evaluate and analyze data using proven methods to aid organizational decision-making.
9. Design professional development strategies for evaluating, recommending and applying new techniques, technologies, computer languages and user requirements as both the needs of the organization and capabilities of the technology emerge.

Program Entrance Prerequisites Credits

IT-related technical degree or equivalent credits (Notes 1 & 2) including the following:

BUS&	101	Intro to Business	5
CIS	110	Information Systems Concepts*	5
CIS	111	Introduction to Operating Systems*	4
CIS	141	Programming Concepts	5
CIS	155	Web Development I*	5
CIS	182	Networking Concepts	5
CMST&	210	Interpersonal Communication*	5
ENGL&	101	English Composition I*	5
ENGL&	235	Technical Writing*	5
MATH&	141	Precalculus I: Algebra*	5
SOC&	101	Intro to Sociology*	5

Additional IT related degree or equivalent credits 36__90

Required Courses Credits

BUS	215	Business Statistics*	5
CMST&	230	Small Group Communication*	5
IS	300	IS Foundations*	5
IS	302	Information Systems Integration*	5
IS	305	Scripting for Automation*	5
IS	330	Database & Data Analysis*	5
IS	337	Information Assurance I*	5
IS	346	LAN Administration IV*	5
IS	350	Project Management I*	5
IS	390	IS Reading and Research*	5
IS	415	Informatics and Analytics*	5
IS	438	Information Assurance II*	5
IS	450	Project Management II*	5
IS	470	Enterprise Systems*	5
IS	490	Senior Project*	5

Natural Science Lab: a Physical, Biological, or Earth Science course w/lab (not included above) 5

OLTM 320 Business/Leadership-Digital Economy* 5

SOC 319 Sociology of the Digital World* 5__90

Total Credits Required 180

Program progression is contingent on a grade of 2.0 or above in each IS course and a minimum cumulative GPA of 2.0 in all other courses applied to the degree.

Entry Requirements

Course Preparation Needed by Students Transferring with a Technical Associates Degree

Olympic College's Bachelor of Applied Science in Information Systems (BAS IS) degree is designed to ensure a smooth pathway for students who hold an IT-related technical associates degree. Students with such a degree will typically be able to complete the BAS IS program in two years with little additional preparation.

As an open door institution, Olympic College seeks to accommodate as many qualified students as possible. The entry requirements of the BAS IS program establish minimum qualifications to provide maximum access to the degree and at the same time ensure student success at the baccalaureate level.

Note 1: Program Entrance Prerequisites:

1. IT-related technical associates degree or equivalent credits: 90 credits from a regionally-accredited institution.
2. 2.0 college level GPA.
3. 2.0 GPA or higher in all general education courses which meet program entry requirements. 25 credits.
4. 2.0 GPA or higher in all IT-related courses which meet program entry requirements. 35 credits.

Note 2: Foundational IT Courses and Technical Skills Requirements for BAS IS Entry:

In order to assure student success at the baccalaureate level, students entering OC's BAS IS program will be expected to already have developed a strong IT foundation. The required courses outlined below, or their equivalents**, contain foundational knowledge upon which upper-division BAS IS courses build. Applicants transferring with a technical associate degree will be prepared for upper-division courses by successfully completing these courses or demonstrating proficiency in commensurate technical skills prior to entering the program.

1. CIS 110 Information Systems Concepts. Subject: Broad knowledge of Information Technology. Industry Relevance: Core concepts.
2. CIS 111 Introduction to Operating Systems. Subject: Operating systems. Industry Relevance: Microsoft and Open Source technologies.
3. CIS 141 Programming Concepts. Subject: Programming skills. Industry Relevance: Open source PHP standards and programming practices.
4. CIS 155 Web Development I. Subject: Web development. Industry Relevance: W3C.org HTML5 and CSS3 standards and practices.
5. CIS 182 Networking Concepts. Subject: Networking knowledge. Industry Relevance: CompTIA™ Network+.
6. CIS 236 Information System Security I. Subject: Security. Industry Relevance: CompTIA™ Security+.

**Applicants with prior coursework, previously-earned degrees, industry certifications, and/or extensive work experience should meet with the program director to discuss options.

Degrees and Certificates

Coursework Needed at Junior and Senior Levels in the BAS

Emphasizing the BAS IS degree's broad-based and applied course of study, 300- and 400-level classes build on foundational information systems credits earned at the associates level to instill a wide range of technical and professional knowledge, skills, and abilities (KSAs) necessary to succeed in the IT industry. These KSAs draw from core technical topics such as software development, Web, networking, and information assurance, as well as professional subjects like project management, communication, and teamwork. Throughout this two-year course of study, students will assemble a portfolio that reflects their growing mastery of learning outcomes.

Although students will move through these courses as a cohort, several classes offer students room for customization. For instance, in IS 390, IS Reading and Research, students will conduct independent research on a technical subject of their choice, guided by a faculty mentor and working closely with library resources to deepen theoretical knowledge and produce a substantial scholarly paper. In IS 490, Senior Project, students will apply theory to practice. After developing a proposal with faculty, students will work in industry placements, pursue advanced certifications, and/or strengthen skills applications as they anticipate more focused career roles or graduate school. They will also finalize portfolios.

While core program topics will often be addressed in discrete courses, some—like security and critical thinking—will also be threaded throughout the curriculum. IS 470, Enterprise Systems, asks students to integrate their knowledge, skills, and abilities in these topics as they form work-based teams, developing an enterprise-level environment by taking roles as network admins, software developers, web database designers and project managers. Teams will produce professional documentation and will work with faculty to ensure high quality results.

Information Technology – Interactive Web Design

Associate in Applied Science–Transfer

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
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Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

This program prepares the graduate to obtain employment and become a productive Information Technology professional in a business-oriented systems environment, specializing in front-end Web page development. Students will use a variety of tools and industry best practices to plan, design, and build Web pages that support business goals. Students study and practice elements of good user interface designs and the overall user experience.

Program Learning Outcomes

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

1. Communicate in writing, non-verbally, and orally to support the goals of the project.
2. Identify and demonstrate planning methods for presenting designs to customers, such as wireframes and prototypes.
3. Design and build Web pages using current technologies that employ best coding practices using HTML5, CSS3, and JavaScript.
4. Produce and integrate media for/into Web pages.
5. Effectively analyze, design, and deploy IT security solutions to support business needs.
6. Demonstrate best practices for supporting the user experience when building static Websites, including navigation, and responsive web design.

Required Courses

Credits

Core CIS & General Education (48 credits)

CIS	110	Information Systems Concepts	5
CIS	111	Introduction to Operating Systems*	4
CIS	141	Programming Concepts*	5
CIS	155	Web Development I	5
CIS	182	Networking Concepts	5
CIS	236	Information System Security I	4
CMST&	210	Interpersonal Communication*	5
ENGL&	101	English Composition I*	5
ENGL&	235	Technical Writing*	5
MATH&	141	Precalculus I: Algebra*	5
			48

General Education Electives (10 credits)

Choose one of the following three courses:

BUS&	101	Intro to Business	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology*	5
			10

Degree Specialization (36 credits)

CIS	115	Introduction to the Internet	3
CIS	156	Multimedia for the Web	4
CIS	160	User Interface Design*	2
CIS	205	Introduction to XML*	2
CIS	255	Web Scripting*	5
CIS	258	Web 2.0*	4
ART	110	Design I	5
DMA	120	Beginning Photoshop	5
DMA	136	Beginning Digital Photography	5
BMGMT	148	Deadline and Project Management	1
			36

Total Credits Required 94

Program progression is contingent on a grade of 2.0 or above in each degree specialization course, each CIS course, each DMA course, ART course, and BMGMT course.

Information Technology – Networking

Associate in Applied Science–Transfer

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
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Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

Graduates are prepared for the BAS-IS program, or for Information Technology networking positions such as system administrators, network administrators, system architect, network technicians, help desk, or other business-oriented systems environments. Computer Information Systems Specialists work with businesses, governments, and other organizations that use computer hardware and software every day. They provide day-to-day support for users. They make sure all parts of a computer system work to meet the organization's goals. They use their strong communications skills to help and work with a variety of people within an organization. Students planning to transfer after graduation should work closely with an adviser at the baccalaureate institution before finalizing their education plan.

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

Program Learning Outcomes

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

- Effectively use computers to automate business information systems.
- [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.
- [Information Literacy & Technology Core Ability] Effectively analyze, design, and build Web solutions to support business needs.
- Effectively analyze, design, and build network solutions to support business needs.
- Effectively analyze, design, and deploy IT security solutions to support business needs.
- [Lifelong Learning Core Ability] Effectively fulfill business needs with IT solutions.
- [Communication Core Ability] Effectively communicate in the context of common business practices.
- [Global Perspective] Work as a team member in a business information system environment to accomplish the goals of a global organization.
- Graduates will be able to follow simple and complex directions, exhibit a high level of attention to detail, and will be able to demonstrate a strong adherence to good time management practices.

Required Courses

Credits

Core CIS & General Education (28 credits)

CIS 110	Information Systems Concepts	5
CIS 111	Introduction to Operating Systems*	4
CIS 141	Programming Concepts*	5
CIS 155	Web Development I	5
CIS 182	Networking Concepts	5
CIS 236	Information System Security I	4
		28

Communication Skills (15 credits)

CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
		15

Quantitative/Symbolic Reasoning Skills (5 credits)

MATH& 141	Precalculus I: Algebra*	5
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Electives (10 credits)

Choose two of the following three courses:

BUS& 101	Intro to Business	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5
		10

Students planning to attend Old Dominion University (ODU) should select BUS& 101 and PSYC& 101.

Students planning to attend OC's BAS-IS program should select BUS& 101 and SOC& 101.

Students planning to attend Western Washington University's (WWU's) Computer and Information Systems Security program should select PSYC& 100 and SOC& 101.

Networking (50 credits)

CIS 124	Logic and Pattern Matching*	5
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Choose one of the following two courses:

CIS 212	Windows for Professionals	3
CIS 213	Mac OS X for Professionals	3
		3
CIS 240	Microsoft LAN Administration I	5
CIS 242	Microsoft LAN Administration II	5
CIS 245	Microsoft LAN Administration III	5
CIS 261	Operating Systems/Unix*	4
CIS 262	Unix Administration*	4
CIS 270	Cisco I	5
CIS 271	Cisco II*	6
CIS 272	Cisco III*	4
CIS 273	Cisco IV*	4
		50

Total Credits Required

108

Program progression is contingent on a grade of 2.0 or above in each degree specialization course, each CIS course, each DMA course, ART course, and BMGMT course.

Information Technology - Security

Associate in Applied Science-Transfer

Advisor	Contact	Office
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Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

Graduates are prepared for the BAS-IS program, or for Information Technology security positions such as security analyst, information assurance technician, Chief Information Security Officer, help desk, or other business-oriented systems environments. Computer Information Systems Specialists work with businesses, governments, and other organizations that use computer hardware and software every day. They provide day-to-day support for users. They make sure all parts of a computer system work to meet the organization's goals. They use their strong communications skills to help and work with a variety of people within an organization. Students planning to transfer after graduation should work closely with an adviser at the baccalaureate institution before finalizing their education plan.

Program Learning Outcomes

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

- Effectively use computers to automate business information systems.
- [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.

- [Information Literacy & Technology Core Ability] Effectively analyze, design, and build Web solutions to support business needs.
- Effectively analyze, design, and build network solutions to support business needs.
- Effectively analyze, design, and deploy IT security solutions to support business needs.
- Effectively fulfill business needs with IT solutions.
- Effectively communicate in the context of common business practices.
- [Global Perspective] Work as a team member in a business information system environment to accomplish the goals of a global organization.
- Graduates will be able to follow simple and complex directions, exhibit a high level of attention to detail, and will be able to demonstrate a strong adherence to good time management practices. [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.

Required Courses

Credits

Core CIS & General Education (48 credits)

CIS 110	Information Systems Concepts	5
CIS 111	Introduction to Operating Systems*	4
CIS 141	Programming Concepts*	5
CIS 155	Web Development I	5
CIS 182	Networking Concepts	5
CIS 236	Information System Security I	4
CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
MATH& 141	Precalculus I: Algebra*	5
		48

Electives (10 credits)

Choose two of the following three courses:

BUS& 101	Intro to Business	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5
		10

CIS Specialization (45 credits)

CIS 142	Java I Introduction to OOP*	5
CIS 143	Java II Fundamentals of OOP*	5
CIS 200	Programming Laboratory*	2
		(Required with CIS 142/143)
CIS 261	Operating Systems/Unix*	4
CIS 262	UNIX Administration*	4
CIS 270	Cisco I	5
CIS 271	Cisco II*	6
CIS 274	CCNA Security*	4
MATH& 142	Precalculus II: Trigonometry*	5
MATH& 151	Calculus I*	5
		45

Choose two of the following four courses:

CIS 240	Microsoft LAN Administration I	5
CIS 242	Microsoft LAN Administration II	5
CIS 247	Certified Ethical Hacker*	5
CIS 249	Computer Hacking Forensics Investigator*	5
		10

Degree Total

113

Program progression is contingent on a grade of 2.0 or above in each CIS course.

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

Information Technology – Software Development

Associate in Applied Science–Transfer

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Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

Graduates are prepared for entry software development or web development positions in business-oriented environments, or for the BAS-IS program.

The program provides students with core information technology skills in web design, networking, security, and programming, and then provides depth in software development, including a variety of modern programming languages and frameworks. The program also stresses soft skills such as communication and teamwork.

Program Learning Outcomes

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

1. Effectively use computers to automate business information systems.
2. [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.
3. [Information Literacy & Technology Core Ability] Effectively analyze, design, and build Web solutions to support business needs.
4. [Lifelong Learning Core Ability] Effectively fulfill business needs with IT solutions.
5. [Communication Core Ability] Effectively communicate orally and in writing in the context of common business practices.
6. [Global Perspective] Work as a team member in a business information system environment to accomplish the goals of a global organization.
7. Graduates will be able to follow simple and complex directions, exhibit a high level of attention to detail, and will be able to demonstrate a strong adherence to good time management practices.

Required Courses

Core Courses (48 credits)

CIS	110	Information Systems Concepts	5
CIS	111	Introduction to Operating Systems*	4
CIS	141	Programming Concepts*	5
CIS	155	Web Development I	5
CIS	182	Networking Concepts	5
CIS	236	Information System Security I	4
CMST&	210	Interpersonal Communication*	5
ENGL&	101	English Composition I*	5
ENGL&	235	Technical Writing*	5
MATH&	141	Precalculus I: Algebra*	5
			48

General Education Electives (10 credits)

Choose two of the following three courses.

Check with your faculty advisor if you plan to transfer.

BUS&	101	Intro to Business	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5
			10

Software Development (44 credits)

CIS	124	Logic and Pattern Matching*	5
CIS	142	Java I Introduction to OOP*	5
CIS	143	Java II Fundamentals of OOP*	5
CIS	145	Introduction to C Language*	5
CIS	160	User Interface Design*	2
CIS	200	Programming Laboratory*	3
(Required with CIS 142/143/145)			
CIS	205	Introduction to XML*	2
CIS	210	SQL	4
CIS	219	Introduction to ASP.NET	4
CIS	255	Web Scripting*	5
CIS	243	Java III - Java Certification*	4
			44

Degree Total

102

Program progression is contingent on a grade of 2.0 or above in each CIS course.

Information Technology – Support Specialist

Associate in Applied Science–Transfer

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
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Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

Graduates are prepared for the BAS-IS program, or for general Information Technology positions such as technical support, help desk, or other business-oriented systems environments.

Credits

The program offers students the ability to take a cross-section of CIS classes that introduces them to the major domains of information technology rather than specializing in a single domain. This includes programming, web design, networking, and security. The program stresses soft skills such as communication and teamwork.

Program Learning Outcomes

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

1. Effectively use computers to automate business information systems.
2. [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.
3. [Information Literacy & Technology Core Ability] 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. [Lifelong Learning Core Ability] Effectively fulfill business needs with IT solutions.
7. [Communication Core Ability] Effectively communicate orally and in writing in the context of common business practices.
8. [Global Perspective] Work as a team member in a business information system environment to accomplish the goals of a global organization.
9. Graduates will be able to follow simple and complex directions, exhibit a high level of attention to detail, and will be able to demonstrate a strong adherence to good time management practices.

Required Courses

Credits

Core Courses (48 credits)

CIS	110	Information Systems Concepts	5
CIS	111	Introduction to Operating Systems*	4
CIS	141	Programming Concepts*	5
CIS	155	Web Development I	5
CIS	182	Networking Concepts	5
CIS	236	Information System Security I	4
CMST&	210	Interpersonal Communication*	5
ENGL&	101	English Composition I*	5
ENGL&	235	Technical Writing*	5
MATH&	141	Precalculus I: Algebra*	5
			48

General Education Electives (10 credits)

Choose two of the following three courses.

BUS&	101	Intro to Business	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5
			10

Network and Security (8-10 credits)

Note: Students are expected to take one pair of courses, 240/242, 261/262, or 247/249.

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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

Choose one of the following three course pairs:

CIS 240 Microsoft LAN Administration I	_____ 5
CIS 242 Microsoft LAN Administration II	_____ 5 _ 10
or	
CIS 261 Operating Systems/Unix*	_____ 4
CIS 262 Unix Administration*	_____ 4 _ 8
or	
CIS 247 Certified Ethical Hacker*	_____ 5
CIS 249 Computer Hacking Forensic Investigator*	_____ 5 _ 10
8-10	

IT Courses (30 credits)

CIS 124 Logic and Pattern Matching*	_____ 5
CIS 142 Java I Introduction to OOP*	_____ 5
CIS 156 Multimedia for the Web	_____ 4
CIS 176 PC Technical Support Essentials	_____ 3
CIS 200 Programming Laboratory*	_____ 1
CIS 210 SQL 4	
CIS 255 Web Scripting*	_____ 5
CIS 276 PC Technical Support Practical Skills	_____ 3 _ 30

Degree Total 96-98

Program progression is contingent on a grade of 2.0 or above in each CIS course.

Network Support Technician

Certificate of Proficiency

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
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A one year certificate can enable students to gain core networking skills and knowledge complementing employable skills in network support, including preparation for CompTIA A+, Network+ and Security+, Cisco CCENT and Microsoft MCP certifications.

Program Learning Outcomes

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

1. Explain and demonstrate basic hardware management.
2. Explain and demonstrate networking concepts.
3. Explain and demonstrate technical support practices in information technology.
4. Explain and demonstrate basic security concepts.

Required Courses Credits

CIS 110 Information Systems Concepts*	_____ 5
CIS 124 Logic and Pattern Matching*	_____ 5
CIS 141 Programming Concepts	_____ 5
CIS 176 PC Technical Support Essentials*	_____ 3
CIS 182 Networking Concepts	_____ 5
CIS 205 Introduction to XML*	_____ 2

Choose one of the following two courses:

CIS 212 Windows for Professionals	_____ 3
CIS 213 Mac OS X for Professionals	_____ 3 _ 3
CIS 236 Information System Security I	_____ 4
CIS 240 Microsoft LAN Administration I	_____ 5
CIS 270 Cisco I	_____ 5
CIS 271 Cisco II*	_____ 6
CIS 276 PC Technical Support Practical Skills*	_____ 3
ENGL& 101 English Composition I*	_____ 5

Total Credits Required 56

Technical Support

Certificate of Proficiency

Advisor	Contact	Office
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Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

A one-year certificate can enable students to gain core IT skills leading to CompTIA A+, Network+, and Security+ certification offering employability in PC support, call center help desks, and other entry-level positions.

Moreover, the Technical Support certificate will give students a set of courses to broaden their IT knowledge, skills and abilities and to enhance their "soft skills" area through general education classes (which are transferable).

Program Learning Outcomes

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

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 within a help desk environment, software/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.
8. Work effectively on a team following formalized project management methodologies and best practices.
9. Adapt to new technologies quickly.

Required Courses Credits

CIS 110 Information Systems Concepts*	_____ 5
CIS 111 Introduction to Operating Systems*	_____ 4
CIS 124 Logic and Pattern Matching*	_____ 5
CIS 141 Programming Concepts	_____ 5
CIS 150 Survey of Computing	_____ 4
CIS 176 PC Technical Support Essentials*	_____ 3
CIS 182 Networking Concepts	_____ 5
CIS 190 Information System Project Management	_____ 4

Choose one of the following two courses:

CIS 212 Windows for Professionals	_____ 3
CIS 213 Mac OS X for Professionals	_____ 3 _ 3
CIS 236 Information System Security I	_____ 4
CIS 276 PC Technical Support Practical Skills*	_____ 3
CMST& 210 Interpersonal Communication	_____ 5
ENGL& 101 English Composition I*	_____ 5
OLRM 220 Human Relations in the Workplace	_____ 3

Total Credits Required 58

Cyber-Security

Certificate of Completion

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	12-215A

This Certificate of Completion provides documentation of the student's successful completion of "a three term program of study where they will learn entry-level and mid-level cryptography, cryptanalysis, protocol analysis, vulnerability assessment, penetration testing, operating system hardening, and computer investigation and analysis techniques on multiple platforms including Linux, Macintosh, Windows PCs, and mobile computing devices" as outlined by the Computing Technology Industry Association (CompTIA), the International Council of Electronic Commerce Consultants (EC-Council), the Linux Professional Institute (LPI), Cisco, and Microsoft.

This certificate can enable students to gain core skills leading to an entry-level job in the information assurance (IA) field of Information Technology (IT) with a goal to become an IT Security Officer, an IA Security Auditor, an IT Security Professional, or a Site Administrator, and can enable students to pass the following information technology industry certification examinations:

- Cisco Certified Entry-Level Network Technician (CCENT)
- CompTIA Network+
- CompTIA Linux+
- CompTIA Security+
- EC-Council Certified Ethical Hacker (C|EH)
- EC-Council Computer Hacking Forensic Investigator (C|HFI)

AAS: Associate in Applied Science = 90+ cr **AAS-T:** 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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

- Linux Professional Institute Junior Level Administration Certification (LPIC-1)
- Microsoft Certified Professional (MCP)
- SUSE Certified Linux Administrator Certification

Program Learning Outcomes

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

1. Adapt to new technologies quickly
2. Explain and demonstrate the protocols of the TCP/IP protocol suite, the OSI model, and proprietary operating system protocols from Microsoft and various UNIX platform vendors
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, and storage area networks
4. Demonstrate skills required to install and maintain enterprise servers
5. Explain and demonstrate basic information systems security concepts
6. Detect hacking attacks and properly extract evidence to report crimes and conduct audits to prevent future attacks
7. Describe the role of digital evidence in forensic investigation
8. Assess the security of computer systems using penetration testing techniques

Required Courses		Credits
CIS 182	Networking Concepts	5
CIS 240	Microsoft Lan Administration I	5
CIS 247	Certified Ethical Hacker*	5
CIS 249	Computer Hacking Forensic Investigator*	5
CIS 261	Operating Systems/UNIX*	4
CIS 262	UNIX Administration*	4
CIS 270	Cisco I	5
CIS 271	Cisco II*	6
CIS 274	CCNA Security*	4
Total Credits Required		43

Digital Communications

Certificate of Completion

Advisors	Contact	Office
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

This certificate program prepares students to apply their knowledge, skills, and abilities in a variety of workplace and entrepreneurial multimedia environments. Students will practice digital media techniques and strategies that include photography, video, web, and design projects that prepare them for working with clients and within organizations to meet digital media-based technical needs. Students will

learn to produce the most cutting-edge creative projects that involve a variety of digital media formats to formulate solutions for technical problems that include photo manipulation, storyboarding, digital workflow, lighting techniques, color-management and calibration, planning, and fine-tuning end-product presentation. In this way, students will utilize current strategies and tools to plan, prepare, and deliver on high-end, technical projects.

It is relevant to both "techies" and "non-techies" alike, as the courses and skills related in the certificate translate to the "incumbent" worker, who is tasked with supporting a department or organizational unit with value-added knowledge, skills, and abilities related to communicating a well-conveyed message using digital media, specifically via the web. This program offers pathways into the Computer Information Systems (CIS) Associate of Applied Science-Transfer degree.

Program Learning Outcomes

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

1. Discuss and evaluate digital images using current photographic vocabulary;
2. Demonstrate ability to choose proper digital photography equipment for specific photographic requirements and situations;
3. Acquire and show advanced working knowledge of the general types of digital image manipulation software programs, color calibration techniques and problem solving of print and digital photo correction situations;
4. Demonstrate advanced knowledge of various applications, digital workflow, color management and uses for digital images by production of high quality color and black and white images for portfolio;
5. Demonstrate basic proficiency with Photoshop functions, filters, layers, etc.;
6. Gain insight into solving primary, problematic details of creative transference using Photoshop;
7. Demonstrate the use of basic HTML;
8. Demonstrate the use of basic CSS;
9. Demonstrate the use of basic media integration;
10. Demonstrate the development of a simple static Web site;
11. Discuss single camera filmmaking production, digital cinematography, audio recording, postproduction editing and other production related skills;
12. Demonstrate the artistic elements of digital filmmaking with a concentration on narrative storytelling;
13. Discuss the impact of digital technologies on business processes;
14. Discuss new digital technologies within the business context;

15. Analyze how converging technologies, including mobile devices, cloud services, social media, search engine optimization and the emerging Internet of things, shape business functions such as customer and vendor relationships, marketing, process monitoring and optimization, and virtual collaboration.

Required Courses

		Credits
CIS 155	Web Development I*	5
CIS 156	Multimedia for the Web*	4
CIS 160	User Interface Design*	2
CIS 258	Web 2.0*	4
CIS 298	CIS Practicum*	2
DMA 120	Beginning Photoshop	5
DMA 136	Beginning Digital Photography	5
DMA 236	Intermediate Digital Photography*	5
FILM 285	Digital Filmmaking I	5

Choose one of the following courses (for all same credits/hours):

CMST& 102	Introduction to Mass Media	5
CMST& 105	Photojournalism	5
CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	5
CMST 253	Intercultural Communications	5
CMST 273	Digital Cultures*	5
DMA 220	Intermediate Photoshop	5
DRMA 201	Introduction to the Art of Film	5
FILM 280	Film Directing	5

Total Credits Required 42

Cisco Certified Network Associate (CCNA)

Certificate of Completion

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	12-215A

A Certificate of Completion provides documentation of the students successful participation in "a five 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 CCENT™ (Cisco Certified Entry-Level Network Technician) and CCNA™ (Cisco Certified Network Associate) programs.

Program Learning Outcomes

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

1. 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, and storage area networks.

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

2. Define routing and switching, wireless, and remote access technologies used in voice, video, and data networks.
3. Apply advanced skills needed to install, troubleshoot, and monitor network devices to address integrity, confidentiality, and availability.

Required Courses		Credits
CIS 270	Cisco I	5
CIS 271	Cisco II*	6
CIS 272	Cisco III*	4
CIS 273	Cisco IV*	4
CIS 274	CCNA Security*	5
Total Credits Required		24

Web Page Development Essentials

Certificate of Completion

Advisors	Contact	Office
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

This two to three 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-Transfer (AAS-T) degree.

Program Learning Outcomes

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

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 HTML5 standards.
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 the use of and integrate digital media on a web page.

Required Courses		Credits
CIS 116	Intro to MS Visio	1
CIS 141	Programming Concepts	5
CIS 155	Web Development I*	4
CIS 156	Multimedia for the Web	4
CIS 160	User Interface Design*	2
CIS 205	Introduction to XML*	2
CIS 255	Web Scripting*	5

Total Credits Required 23

ASP Server Development

Certificate of Recognition

Advisors	Contact	Office
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

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 Learning Outcomes

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

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. Demonstrate the use of basic HTML and CSS.
6. Create an interactive Web page.
7. Create and maintain a database.
8. Use programming to link a database to a Web page.
9. Create an "n-tier" project based on end-user needs.

Required Courses		Credits
CIS 205	Introduction to XML*	2
CIS 210	SQL 4	
CIS 219	Introduction to ASP.NET	4
CIS 255	Web Scripting*	5
Total Credits Required		15

Applications Server Support

Certificate of Recognition

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	12-215A

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 Learning Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: explain how to manage and integrate networked services that run on a server; demonstrate skills required to install and maintain server applications, such as a web server; demonstrate skills required to install and maintain enterprise servers; list the steps involved in managing an IT-related project involving system rollouts.

Required Courses		Credits
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Choose one of the following two courses:

CIS 212	Windows for Professionals	3
CIS 213	Mac OS X for Professionals	3
CIS 240	Microsoft LAN Administration I	5
CIS 242	Microsoft LAN Administration II	5
CIS 245	Microsoft LAN Administration III	5

Total Credits Required 18

IT Project Management Essentials

Certificate of Recognition

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224

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)

Degrees and Certificates

Program Learning 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; communicate effectively verbally and in writing; apply problem-solving skills using known methods and approaches; apply leadership qualities that promote strong teams; develop project charters; use reporting tools, such as Gantt charts and work breakdown structures; demonstrate understanding of how technology projects affect business operations and networks.

Required Courses Credits

Choose one of the following two courses:

BMGMT 148	Deadline and Project Management	1
CIS 116	Intro to MS Visio	1
CIS 150	Survey of Computing	4
CIS 182	Networking Concepts	5
CIS 190	Information System Project Management	4
CIS 236	Information System Security I	4

Total Credits Required 18

Linux Operating Systems Support

Certificate of Recognition

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	12-215A

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

Program Learning Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: explain and demonstrate the protocols of the TCP/IP protocol suite, the OSI model, and proprietary operating system protocols from Microsoft, and various UNIX platform vendors; demonstrate skills required to install, configure, administer, and maintain UNIX- and Linux-based applications; demonstrate skills required to install and maintain both client-side and server-side UNIX- and Linux-based applications; configure open source operating systems to inter-operate in a heterogeneous environment consisting of both

closed- and open-source operating systems; perform simple form verification using pattern matching and regular expressions.

Required Courses Credits

CIS 124	Logic and Pattern Matching*	5
CIS 182	Networking Concepts	5
CIS 261	Operating Systems/Unix*	4
CIS 262	Unix Administration*	4

Total Credits Required 18

Software Development Essentials

Certificate of Recognition

Advisors	Contact	Office
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225

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

Program Learning Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: identify major elements in the software development life cycle; gather user requirements, convert them into a logical design, and implement them into a software-based solution; document a system development project with user requirements, programming requirements and other documentation; apply the concept of functional decomposition to program design; compare and contrast the features and benefits of procedural and object oriented programming paradigms; design and implement appropriate user interface.

Required Courses Credits

CIS 142	Java I Introduction to OOP*	5
CIS 143	Java II Fundamentals of OOP*	5
CIS 145	Introduction to C Language*	5
CIS 160	User Interface Design*	2
CIS 200	Programming Laboratory*	1

Total Credits Required 18

Technical Support

Certificate of Recognition

Advisors	Contact	Office
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	12-215A
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	12-216A
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	12-225
Becker, Richard	360.475.7370 rbecker@olympic.edu	12-224

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 Learning Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: communicate the role of IT and its support for the organization; demonstrate basic computer skills in areas such as: applications, operating systems, and programming; demonstrate employment skills in organizational communication, presentation, and collaboration; clarify how to gather and track key sources of information; learn new technical skills quickly and willingly take on new challenges.

Required Courses Credits

CIS 110	Information Systems Concepts*	5
CIS 150	Survey of Computing	4
CIS 176	PC Technical Support Essentials*	3
CIS 276	PC Technical Support Practical Skills*	3
OLRM 220	Human Relations in the Workplace	3

Total Credits Required 18

Digital Photography

Certificate of Recognition

Advisors	Contact	Office
TBD		

This Digital Photography Certificate involves the study and practice of the principles of visual communication using photographic tools in print and on the web.

Students will learn the terminology, features, and concepts of digital photography that help them determine and develop photographic possibilities and solutions, and produce compelling images that communicate a message through lighting, color, special techniques and subject knowledge.

Students also will be introduced to the work of numerous artists throughout the history of photography. Techniques such as photographic composition, exposure techniques, use of photography in social media, privacy & security on the web, editing techniques, ethics of photography, and photographic presentation for both print and web will be covered in this program of study.

Students will demonstrate strong work ethic and high standards of quality; apply listening, learning, and communication skills and employ interpersonal skills that display maturity and familiarity with issues of the photographic imaging field and web environment.

Program Learning Outcomes

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

1. Utilize current digital imaging technology to produce photographic images for use in commercial or academic applications.
2. Employ complex and creative aesthetic strategies as they apply to visual problem solving methodologies.
3. Utilize current digital imaging technology to track the entire workflow process from pre-production, planning and image capture to editing and image output for both print and web applications.
4. Demonstrate thorough knowledge of web, computers, software and security as these apply to digital imaging.
5. Create an advanced color image portfolio in either print or electronic form for use in academic, commercial or fine art application.

Required Courses	Credits
CIS 298 CIS Practicum* (2-4 credits)	2
DMA 120 Beginning Photoshop	5
DMA 136 Beginning Digital Photography	5
DMA 236 Intermediate Digital Photography*	5

Total Credits Required 17

Cosmetology

Advisor	Contact	Office
Karen Horan	360.473.0563 karen.horan@westsoundtech.org	WSTSC
Gregory Brassel	360.473.0582 gregory.brasel@westsoundtech.org	WSTSC
Business & Technology	360.475.7360	12-118

Cosmetology

Associate in Technical Arts

This program provides coursework to qualify for the Washington State Cosmetology Licensing exam. Topics will include: cosmetology general sciences; hair care, styling and cutting; chemical texture; skin and nail care; wigs and extensions; make up; and business skills. Coursework will be taught in a combination of classroom and lab settings.

Program Learning Outcomes

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

1. Demonstrate written skills required for the application process to obtain a Washington State Cosmetology license.
2. Perform industry employability skills such as punctuality, reliability, decision-making, integrity and leadership as well as the importance of giving quality service.
3. Understand employer-employee relationship and independent business ownership.
4. Perform basic Cosmetology industry skills in the areas of hairstyling, cutting, coloring, chemical texture services, shampooing and conditioning of the hair and scalp, natural nail care and basic skin care services.
5. Perform the basic analytical skills to determine proper hairstyle, color and makeup application for the client's overall image.
6. Observe state safety, sanitation laws, regulations and use of appropriate protective measures to provide a safe working environment.

Required Courses Credits

General Requirements

BMGMT 138 Business Mathematics I*	3
BMGMT 139 Business Mathematics II*	2
OR	
BMGMT 140 Business and Personal Mathematics*	5

Choose one of the following two courses:

BSTEC 145 Bus Writing/Grammar for the Wkplce*	5
ENGL& 101 English Composition I*	5
OLRM 220 Human Relations in the Workplace	3

Quarter One:

COS 101 Professional Career*	2
COS 102 Cosmetology General Sciences*	2
COS 103 Hair Care, Hairstyling, & Haircutting*	3
COS 104 Chemical Texture Services*	2
COS 151 Cosmetology Lab Clinic I*	12

Quarter Two:

COS 105 Hair Color*	2
COS 113 Intermediate Haircutting*	2
COS 114 Advanced Chemical Texture Services*	2
COS 120 Cosmetology Skin Care*	2
COS 152 Cosmetology Lab Clinic II*	13

Quarter Three:

COS 115 Intermediate Hair Color*	2
COS 123 Advanced Haircutting*	2
COS 130 Nail Care*	1
COS 135 Wigs, Braiding/Extensions*	1
COS 153 Cosmetology Lab Clinic III*	13

Quarter Four:

COS 121 Facial Makeup*	1
COS 154 Cosmetology Lab Clinic IV*	13
COS 225 Advanced Hair Coloring*	2
COS 231 Business Skills I*	1

Quarter Five:

COS 155 Cosmetology Lab Clinic V*	13
COS 232 Business Skills II*	1
COS 240 State Board Preparation*	4

Total Credits Required 109

Cosmetology - Esthetics

Certificate of Specialization

This program provides coursework to qualify for the Washington State Basic Esthetics Licensing exam. Topics include: general sciences, skin care, temporary hair removal, make up and business practices. Coursework will be taught in a combination of classroom and lab settings.

Program Learning Outcomes

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

1. Demonstrate written skills required for the application process to obtain state licensure.
2. Perform industry employability skills such as punctuality, reliability, decision-making, integrity and leadership.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform basic COSetics industry skills in the areas of care of the skin, facial massage, successful use of required implements and equipment, appropriate application of

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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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

makeup, various methods for removal of unwanted hair, and lash/brow tinting.

5. Perform the basic analytical skills to determine proper use of skin care products, facial equipment, makeup, and hair removal applications for the client's overall image.
6. Observe state safety and sanitation laws and regulations and uses appropriate protective measures to provide a safe working environment.

Required Courses

Credits

General Requirements

BMGMT 138 Business Mathematics I* _____ 3

BMGMT 139 Business Mathematics II* _____ 2

OR

BMGMT 140 Business and Personal Mathematics* _____ 5

Choose one of the following two courses:

BSTEC 145 Bus Writing/Grammar for the Wkplce* 5

ENGL& 101 English Composition I* _____ 5

OLRM 220 Human Relations in the Workplace _____ 3

Quarter One (Fall):

COS 160 Introduction to Esthetics* _____ 3

COS 161 Esthetics General Sciences I* _____ 5

COS 171 Esthetics Skin Care I* _____ 5

COS 181 Esthetics Lab Clinic I* _____ 6

Quarter Two (Winter):

COS 162 Esthetics General Sciences II* _____ 3

COS 172 Esthetics Skin Care II* _____ 5

COS 182 Esthetics Lab Clinic II* _____ 9

Quarter Three (Spring):

COS 173 Esthetics Skin Care III* _____ 6

COS 180 Business Practices* _____ 2

COS 183 Esthetics Lab Clinic III* _____ 8

Total Credits Required _____ **65**

Instructor Training

Certificate of Proficiency

This program provides coursework to prepare students for the Washington State Instructor Licensing exam. Students will learn to be instructors in esthetics or cosmetology programs. The focus will be on quality instruction in classroom and clinic settings.

Program Learning Outcomes

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

1. Demonstrate written skills required for the application process to obtain state licensure.
2. Perform industry employability skills such as punctuality, reliability, decision-making, integrity and leadership.

3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Exhibit managerial skills and working knowledge of state laws.
5. Be an effective instructor of barbering, manicuring, esthetics, or cosmetology.
6. Provide training to students by means of instructional theory classes and practical hands on workshops.
7. Apply supervisory knowledge in specialty field to assist the students to develop skills in the clinic lab and classroom.
8. Observe state safety and sanitation laws and regulations and uses appropriate protective measures to provide a safe working environment.

Required Courses

Credits

General Requirements

BMGMT 138 Business Mathematics I* _____ 3

BMGMT 139 Business Mathematics II* _____ 2

OR

BMGMT 140 Business and Personal Mathematics* _____ 5

Choose one of the following two courses:

BSTEC 145 Bus Writing/Grammar for the Wkplce* 5

ENGL& 101 English Composition I* _____ 5

OLRM 220 Human Relations in the Workplace _____ 3

Program Requirements

COS 200 Methods of Teaching and Learning* _____ 3

COS 201 Classroom Mgmt & Supervision* _____ 3

COS 202 Program Development & Lesson Planning* _____ 2

COS 203 Basic Teaching Skills* _____ 3

COS 204 Professional Development* _____ 3

COS 251 Cadet Clinic Lab I* _____ 4

COS 252 Cadet Clinic Lab II* _____ 4

COS 253 Cadet Clinic Lab III* _____ 5

COS 254 Cadet Clinic Lab IV* _____ 5

Total Credits Required _____ **45**

Gainful Employment

Gainful Employment regulations passed by the federal government require colleges to disclose how certain programs (i.e., programs that meet certain criteria) prepare students for "gainful employment." To view gainful employment information for this program, visit [https://apps.olympic.edu/gedt/Cosmetology/Instructor Training/gedt.html](https://apps.olympic.edu/gedt/Cosmetology/Instructor%20Training/gedt.html)

Instructor Training (Fast Track)

Certificate of Recognition

This 16-credit Certificate of Recognition requires 200 hours of training and 300 hours of documented professional work experience in cosmetology or esthetics. It is the responsibility of the student to provide documentation of the 300 hours of professional work experience when students apply to take the State of Washington Department of Licensing Instructor Licensing exam.

This program is designed to prepare students to become effective instructors of Cosmetology or Esthetics. The focus is on teaching and learning theory and practical applications to deliver quality instruction in classroom and lab settings.

Program Learning Outcomes

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

1. Prepared to pass the written and practical skill requirements of the Cosmetology or Esthetics Washington State licensing examination.
2. Exhibit managerial skills and working knowledge of Cosmetology or Esthetics Washington State laws.
3. Demonstrate effective teaching strategies and techniques for Cosmetology or Esthetics content through educational seminars and consultation
4. Demonstrate effective teaching strategies and techniques to assist Cosmetology or Esthetics student in developing clinic skills.

Degree Requirements:

Credit Hours (16 Required)

COS 200 Methods of Teaching & Learning _____ 3

COS 201 Classroom Mgmt & Supervision _____ 3

COS 203 Basic Teaching Skills _____ 3

COS 204 Professional Development _____ 3

COS 251 Cadet Clinic Lab I _____ 4

Total Credits Required _____ **16**

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

Culinary Arts Institute

Advisor	Contact	Office
Nash, Robert	rnash@olympic.edu 360.475.7571	12-103
Plemmons, Chris	cplemmons@olympic.edu 360.475.7316	10-131B

Culinary Arts Institute- Sous Chef

Associate in Technical Arts

The Culinary Arts Program is an Accredited Program, American Culinary Federation Foundation, Inc., and prepares students for careers in commercial cooking, dining room service and kitchen supervision.

Program Learning Outcomes

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

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.

Required Courses	Credits
BMGMT 140 Business and Personal Mathematics*	5
CIS 150 Survey of Computing	4
CULIN 101 Culinary Techniques*	6
CULIN 103 Food Production I*	6
CULIN 104 Dining Room Service*	4
CULIN 105 ServSafe® Food Safety Training*	2
CULIN 120 Sustainable Food Sys, Kitsap County	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*	6
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

Choose one of the following two courses:

ENGL& 101 English Composition I*	5
BSTEC 145 Bus Writing/Grammar for the Wkplce*	5
HMGMT 102 Intro to Hospitality Industry*	3
HMGMT 124 Dining Room Supervision*	6
HMGMT 133 Elements of Hospitality Management*	3
HMGMT 135 Beverage Management*	3
OLRM 225 Human Relations in Organizations	5

Total Credits Required 97

Culinary Arts Institute- Lead Cook

Certificate of Specialization

The Culinary Arts Program an Accredited Program, American Culinary Federation Foundation, Inc., and prepares students for careers in commercial cooking, dining room service and kitchen work.

Program Learning Outcomes

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

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.

Required Courses

BMGMT 140 Business and Personal Mathematics*	5
Choose one of the following two courses:	
BSTEC 145 Bus Writing/Grammar for the Wkplce*	5
ENGL& 101 English Composition I*	5
CULIN 101 Culinary Techniques*	6
CULIN 103 Food Production I*	6
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*	6
CULIN 132 Quantity Food Purchasing*	4
CULIN 134 Nutrition for Culinary Professionals	3
HMGMT 102 Intro to Hospitality Industry*	3
HMGMT 124 Dining Room Supervision*	6
HMGMT 133 Elements of Hospitality Management*	3
HMGMT 135 Beverage Management*	3
OLRM 225 Human Relations in Organizations	5

Total Credits Required 79

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 Learning Outcomes

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

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.

Required Courses

CULIN 101 Culinary Techniques*	6
CULIN 103 Food Production I*	6
CULIN 104 Dining Room Service*	4
CULIN 105 ServSafe® Food Safety Training*	2
HMGMT 102 Intro to Hospitality Industry*	3

Total Credits Required 21

Culinary Arts Institute- Prep Cook

Certificate of Completion

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, and starches as used in the commercial food service industry.

Program Learning Outcomes

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

1. The student will know a variety of cooking techniques in hot and cold food production.
2. The student will be qualified as a prep cook for a variety of cuisines and will understand and use kitchen mathematics in employment.

Required Courses

CULIN 101 Culinary Techniques*	6
CULIN 103 Food Production I*	6
CULIN 104 Dining Room Service*	4
CULIN 105 ServSafe® Food Safety Training*	2
CULIN 121 Food Production II*	6
CULIN 123 International Cuisine*	4
CULIN 125 Applied Food Service Computation	2
HMGMT 102 Intro to Hospitality Industry*	3
HMGMT 124 Dining Room Supervision*	6

Total Credits Required 39

Digital Media

See Computer Information Systems

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

Early Childhood Education

Advisor	Contact	Office
Dilling, Gayle	gdilling@olympic.edu 360.475.7289	2-103

Early Achievers Advisor

Lanoue, Holly	hlanoue@olympic.edu 360.475.7195	2-105
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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 Department of Children, Youth, and Families Core Competencies.

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

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.

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 two disciplines):

ART 173 Art for Teachers	5
ASL& 121 Am Sign Language I	5
CMST& 210 Interpersonal Communication*	5
CMST& 220 Public Speaking	5
SPAN& 121 Spanish I	5

Social Sciences (10 credits required):

ECED& 105 Introduction to Early Childhood Ed	5
EDUC& 121 Child Development I: Birth to 8	5

Natural Sciences:

Choose a 5-credit lab science _____ 5

Required Early Childhood Education courses:

ECED 101 Professionalism and Ethics in ECE	1
ECED& 107 Health/Safety/Nutrition	5
ECED& 120 Practicum-Nurturing Rel*	2
ECED& 139 Admin Early Lrng Prog	3
ECED 151 Practicum II*	5
ECED& 160 Curriculum Development	5
ECED& 190 Observation/Assessment	3
EDUC& 130 Guiding Behavior	3
EDUC& 204 Introduction to Inclusive Education	5
EDUC& 240 Diversity in Education	5

Recommended Electives: (Successful completion from the following list for a total of 90 credits):

EDUC& 150 Child, Family and Community	3
ECED 166 Environmental Evaluation	1
ECED& 170 Environments-Young Child	3
ECED 177 Science for Young Children	3
ECED& 180 Lang/Literacy Develop	3
ECED 201 Practicum III*	5
EDUC& 122 Child Development II: 8 to 19*	5
SOC 135 The Family	5

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 as well as paraeducators in some school districts.

Program Learning Outcomes

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

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 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.

Required Courses Credits

ECED 101 Professionalism and Ethics in ECE	1
ECED& 105 Intro Early Child Ed	5
ECED& 107 Health/Safety /Nutrition	5
ECED& 120 Practicum-Nurturing Rel*	2
ECED& 139 Admin Early Lrng Prog	3
ECED 151 Practicum II*	5
ECED& 160 Curriculum Development	5
ECED 164 Mathematics for Early Childhood Ed*	5
ECED& 170 Environments-Young Child	3
ECED& 180 Lang/Literacy Develop	3
ECED& 190 Observation/Assessment	3
ECED 201 Practicum III*	5
ECED 225 Issues and Trends in ECE	3
EDUC& 121 Child Development I: Birth to 8	5
EDUC& 130 Guiding Behavior	3
EDUC& 150 Child/Family/Community	3
EDUC& 204 Introduction to Inclusive Education	5
EDUC& 240 Diversity in Education	5
ENGL& 101 English Composition I*	5

Recommended Electives

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

ART 173 Art for Teachers	5
ASL& 121 Am Sign Language I	5
ECED& 100 Child Care Basics	3
ECED& 132 Infants/Toddlers Care	3
ECED& 134 Family Child Care	3
ECED 166 Environmental Evaluation	1
ECED 172 Introduction to Montessori	3
ECED 176 Music & Movement for Young Children	3
ECED 177 Science for Young Children	3
ECED 178 Children's Literature	3
ECED 187 Special Topics CDA Credential I	6
ECED 215 ECE Professional Portfolio	1
ECED 287 Special Topics CDA Credential II	6
EDUC& 122 Child Development II: 8-Teen*	5
EDUC& 136 School Age Care	3
PE-ED 109 Basic CPR	1
PE-ED 110 Basic First Aid	1
SOC 135 The Family*	5

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

Early Childhood Education— Certificates

Advisor	Contact	Office
Dilling, Gayle	gdilling@olympic.edu 360.475.7289	2-103

Early Achievers Advisor

Lanoue, Holly	hlanoue@olympic.edu 360.475.7195	2-105
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Not all courses listed are offered every quarter. Please see an appropriate faculty advisor or Division Dean for course sequence and schedule details. A faculty advisor must approve the program for degree/certificate completion.

State Short Certificates

Early Childhood Education Initial Certificate

Certificate of Recognition

The ECE initial certificate 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 groups and the focus will be on building nurturing relationships with children. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: describe current and historical theories and ongoing research in early childhood education; demonstrate understanding of child development by developing age appropriate activities and evaluating environments that are appropriate and nurturing for children ages 0-8; discuss the importance of addressing the whole child; observe and document children's learning behavior in a classroom setting; assist in planning appropriate health, safety, and nutrition practices in programs serving children 0-8; understand the principles of ethical behavior in early childhood settings; demonstrate cultural competence and responsiveness with in and across cultures and provide an inclusive and respectful environment for all children.

Required Courses Credits

ECED& 105 Intro Early Child Ed	5
ECED& 107 Health/Safety/Nutrition	5
ECED& 120 Practicum – Nurturing Rel*	2

Total Credits Required 12

ECE General Certificate

Certificate of Completion

The ECE general certificate exposes teacher assistants to key concepts in developmentally appropriate practices in Early Childhood Education and specifically addresses child guidance and growth and development of children ages 0-8. Upon completion, students will be placed on level 6 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

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.

Required Courses Credits

ECED& 105 Intro Early Child Ed	5
ECED& 107 Health/Safety/Nutrition	5
ECED& 120 Practicum – Nurturing Rel*	2
EDUC& 115 Child Development	5
EDUC& 130 Guiding Behavior	3

Total Credits Required 20

Early Childhood Family Child Care Certificate

Certificate of Completion

Family Child Care 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; others serve a limited age group. In managing the home-based business, the provider maintains all records, manages the budget and makes all purchases for the business. They also plan and carry out activities that meet the needs and interests of the children in their care. Upon completion of this certificate, students will be placed on level 5 of the Washington State Department of Early Learning Career Lattice.

Program Learning Outcomes

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

1. Implement appropriate health, safety, and nutrition practices in family programs serving ages 0-12.
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.

Required Courses Credits

ECED& 105 Intro Early Child Ed	5
ECED& 107 Health/Safety/Nutrition	5
ECED& 120 Practicum – Nurturing Rel*	2
ECED& 134 Family Child Care	3
EDUC& 115 Child Development	5

Total Credits Required 20

Early Childhood Infant Toddler Certificate

Certificate of Completion

The ECE Infant Toddler certificate provides infant-toddler specialist with the skills necessary to build relationships with the child and the child's family members. This specialized certificate will give providers the skills necessary to work with young children from birth to age 3 in a variety of early care and education programs. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

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.

Degrees and Certificates

- Recognize and honor the culture and needs of families, children, and staff, in all aspects of a program for infants and toddlers.
- Identify professional goals and demonstrate a commitment to ongoing professional development.

<i>Required Courses</i>	<i>Credits</i>
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum – Nurturing Rel* _____	2
ECED& 132 Infants/Toddlers Care _____	3
EDUC& 115 Child Development _____	5
Total Credits Required	20

Administration

Certificate of Completion

The ECE Program Administration certificate provides skills necessary to work with staff, families, and the community as well as provide leadership and supervision necessary to promote a quality early learning and care program in a variety of settings for children from birth through age 12. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

- Recognize appropriate health, safety, and nutrition practices in programs serving ages 0-12.
- Foster and mentor teachers to identify and meet individual child needs.
- Supervise and implement age appropriate curriculum through childcare routines and activities.
- Demonstrate family support and relationship-building skills with families.
- Foster and nurture staff growth and professionalism through goal setting activities and performance evaluations.
- Recognize and honor the culture and needs of families, children, and staff, in all aspects of an Early Childhood Program.
- Create and maintain a professional team environment.
- Maintain current knowledge of the field of Early Childhood Education.
- Participate in community and professional networking.

<i>Required Courses</i>	<i>Credits</i>
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum – Nurturing Rel* _____	2
ECED& 139 Admin Early Lrng Prog _____	3
EDUC& 115 Child Development _____	5
Total Credits Required	20

Early Childhood School-Age Care Certificate

Certificate of Completion

School-Age care professionals work with children ages 5-12 in a variety of settings including before and after school care available in family child care homes and profit or non-profit settings sponsored by community based organizations or agencies such as the YMCA and YWCA, public schools, community centers and faith-based programs. In all of these programs, it is the responsibility of the School-Age care professional to support the needs of individual children/youth and provide developmentally age appropriate and culturally relevant activities. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

- Implement appropriate health, safety and nutrition practices in programs serving children age 5-12.
- Identify and meet individual child needs.
- Plan and provide age appropriate curriculum for school age children.
- Demonstrate family support and relationship-building with families.
- Recognize and honor the culture and needs of families, children, and staff in all aspects of a program for school age children.

<i>Required Courses</i>	<i>Credits</i>
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum – Nurturing Rel* _____	2
EDUC& 115 Child Development _____	5
EDUC& 136 School Age Care _____	3
Total Credits Required	20

Early Childhood Education Certificate–State Credential

Certificate of Proficiency

The Early Childhood Education Program provides knowledge of, and training in working with children of preschool age. The ECE Certificate–State Credential provides intensive study of children, techniques for working with children, and specific subject area of Early Childhood Education. Upon completion, students will be placed on level 6 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

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

<i>Required Courses</i>	<i>Credits</i>
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum – Nurturing Rel* _____	2
ECED 164 Mathematics for Early Childhood Ed* _____	5
EDUC& 115 Child Development _____	5

Choose one of the following four courses:

ECED& 132 Infants/Toddlers Care _____	3
ECED& 134 Family Child Care _____	3
ECED& 139 Admin Early Lrng Prog _____	3
EDUC& 136 School Age Care _____	3
ECED& 160 Curriculum Development _____	5
ECED& 170 Environments—Young Child _____	3
OR	
EDUC& 130 Guiding Behavior _____	3
ECED& 180 Lang/Literacy Develop _____	3
ECED& 190 Observation/Assessment _____	3
EDUC& 150 Child/Family/Community _____	3
ENGL& 101 English Composition I* _____	5

Total Credits Required 47

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

Electronics

Advisor	Office	Contact
Seybold, Craig	cseybold@olympic.edu 360.475.6814	

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.

The ATA program is accepted at Evergreen State University in its upside down transfer option.

Program Learning Outcomes

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

1. Analyze, interpret and trace digital logic diagrams used in signal tracing of complex digital circuits.
2. Select and operate electronic test equipment during troubleshooting and repair operations, with an emphasis on safety in use and accuracy in results.
3. Design and evaluate machine language programs for efficiency and effectiveness.
4. Based upon equipment troubleshooting results, research and document required replacement parts.
5. Successfully replace miniature circuit board components using industrial standard soldering/fabrication techniques.
6. 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.
7. Pass industry/Federal-style examination on the theory and procedures of electronic technology.

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

Choose one of the following two courses:

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

MATH& 141	Precalculus I: Algebra* _____	5
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Choose one of the following two courses:

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

Successful completion of additional courses numbered 100 and above _____ 5

Total Credits Required **99-101**

— 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 Learning Outcomes

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

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

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**

Communications content is contained in ELECT 111.

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 Learning Outcomes

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

1. Operate comfortably and effectively in an industrial work setting.
2. Recognize the significance and desirability of reliable and ethical behavior.

Degrees and Certificates

3. Apply critical thinking and technical abilities to resolve industrial and personnel problems.
4. 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.
5. Select and operate electronic test equipment during troubleshooting and repair operations with an emphasis on safety in use and accuracy in results.

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

Engineering

Advisor	Contact	Office
Engineering Advisor	360.475.7743 semadvisor@olympic.edu	4-203A
Hess, Linnea	lhess@olympic.edu 360.475.7727	8-214
Tuncol, Goker	gtuncol@olympic.edu 360.475.7722	8-121

Engineering

Associate of Science (Track 2) for transfer outside the State of Washington

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.

Required Courses

For the course list, see the Associate of Science – Track 2 Degree in the General Degrees at the beginning of this section.

Biological and Chemical Pre-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.

Required Courses	Credits
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
CHEM& 241/251 Organic Chem & Lab I*	5.5
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, 255, 256 Engineering Physics*	18

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& 211 Majors Cellular	5
BIOL& 212 Majors Animal*	5
CHEM& 242/252 Organic Chem & Lab II*	6
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*	6
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 Pre-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.

Required Courses	Credits
CHEM& 141/151 General Chemistry & Lab I*	6.5
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5
Approved computer programming courses	10
ENGR& 204 Electrical Circuits*	6
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, 255, 256 Engineering Physics*	18

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& 211 Majors Cellular	5
CHEM& 142/152 General Chemistry & Lab II*	6.5
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

Mechanical, Civil, Aeronautical, Industrial, Materials Science Pre-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.

Required Courses	Credits
CHEM& 141/151 General Chemistry & Lab I*	6.5
CHEM& 142/152 General Chemistry & Lab II*	6.5
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, 255, 256 Engineering Physics*	18

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& 204 Electrical Circuits*	6
ENGR 216 CAD Applications for Engineering Design*	3
ENGR& 224 Thermodynamics*	5
ENGR 240 Applied Numerical Methods for Engr*	5
ENGR 270271 Fundamentals of Materials Science & Lab*	6
MATH 222 Differential Equations II*	5
MATH& 264 Calculus 4*	5

Total: (minimum 101 credits required)

Engineering Technology

Also see Composites, Precision Machining, and Technical Design

Advisor	Contact	Office
Mike Mitchell - Composites	mmitchell@olympic.edu	14-202
Doug Beck - Precision Machining	dbeck@olympic.edu	WSTSC Shop 223
Ron Raty - Technical Design	rraty@olympic.edu	12-204
Peter Sanchez - Technical Design	psanchez@olympic.edu	11-104
Grant Newman - Tech-D at PSNS	gnewman@olympic.edu	11-104

Engineering Technology

Associate in Applied Science

Successful completion of this program will help prepare graduates with the knowledge, skills, and ability, to function effectively, either singly or as a member of a team developing a technical project which might involve design, construction, installation, manufacturing, testing, evaluation, research, data, or maintenance.

Program Learning Outcomes

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

1. Apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined technological activities;
2. Apply their knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge;
3. Conduct standard tests and measurements, collect data, and conduct, analyze, and interpret data and/or experiments;
4. Function effectively as a member of a technical team;
5. Identify, analyze, and solve narrowly defined engineering technology problems;
6. Apply written, oral, and graphical communication in both technical and non-technical environments;
7. Identify and use appropriate technical literature such as blueprints and specifications;
8. Engage in, and understand the need for, self-directed continuing professional development;
9. Address professional and ethical responsibilities, including a respect for diversity; and a commitment to quality, timeliness, and continuous improvement.
10. Research, plan, and complete a project, including consideration for processes, budgets, material, and time.

Required Courses

Credits

ENGL& 101 English Composition I*	5
MANU 101 Orientation to Manufacturing	2
MANU 130 Machine Tools/Precision Measurement	6
MANU 172 Manufacturing Materials Fundamentals*	4
OLRM 225 Human Relations in Organizations	5
TEC-D 107 Technical Drawing*	4
TEC-D 205 Engineering Tech Project Planning	4

Choose one of the following three courses:

CO-OP 111/12 Cooperative Work Experience	5
MANU 290 Capstone Project (Manufacturing)*	5
TEC-D 290 Capstone Project (Design)*	5

Choose one of the following two courses:

TEC-D 145 Applied Problem Solving*	5
MATH& 141 Precalculus I: Algebra* (transfer math)	5

Common Core Credits (subtotal) 40

Choose one of the following five pathways to complete the degree:

1. Manufacturing Machining:

CIS 150 Survey of Computing	4
ENGR& 104 Intro to Design	5
MANU 140 Machining Operations and Procedures*	6
MANU 150 Intro to Computer Numerical Control	6
MANU 160 Advanced Computer Numerical Control*	6
MANU 165 Computer Aided Manufacturing I*	6
MANU 180 Composites I*	4
MANU 181 Composites I Lab*	4
TEC-D 112 Blueprint Reading	4
WELD 106 Welding Technical Orientation I	5

Choose one of the following three courses:

TEC-D 175 Introduction to Solid Edge	4
TEC-D 180 Introduction to Catia*	4
TEC-D 232 Introduction to Solid Works	4

Pathway credits (subtotal) 54

Total Credits Required 94

2. Manufacturing Composites:

MANU 150 Intro to Computer Numerical Control	6
MANU 160 Advanced Computer Numerical Control*	6
MANU 165 Computer Aided Manufacturing I*	6
MANU 180 Composites I*	4
MANU 181 Composites I Lab*	4
MANU 185 Composites II*	3
MANU 186 Composites II Lab*	5
MANU 280 Composites III*	3
MANU 281 Composites III Lab*	5
MANU 285 Composites IV*	4
TEC-D 112 Blueprint Reading	4

Choose one of the following three courses:

TEC-D 175 Introduction to Solid Edge	4
TEC-D 180 Introduction to Catia*	4
TEC-D 232 Introduction to Solid Works	4

Choose one of the following two courses:

TEC-D 116 Computational Techniques/Technicians	4
MATH& 142 Precalculus II: Trig*	5

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

Pathway credits (subtotal) _____ 58

Total Credits Required _____ 98

3. Technical Design Mechanical:

CIS	150	Survey of Computing	4
ENGL&	235	Technical Writing*	5
MANU	140	Machining Operations and Procedures*	6
TEC-D	109	Descriptive Geometry*	4
TEC-D	112	Blueprint Reading	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	222	AutoCAD 3D*	4

Choose two of the following three courses:

TEC-D	175	Introduction to Solid Edge	4
TEC-D	180	Introduction to Catia*	4
TEC-D	232	Introduction to Solid Works	4

Choose one of the following two courses:

TEC-D	116	Computational Techniques/Technicians 4	
MATH&	142	Precalculus II: Trig*	5

Choose five credits from the following courses:

CHEM&	110	Chemical Concepts w/Lab*	6
CHEM&	139	General Chemistry Prep*	5
ENGR&	104	Intro to Design	5
PHYS	110	Introduction to Physics*	6

Pathway credits (subtotal) _____ 52

Total Credits Required _____ 92

4. Technical Design Architectural/Civil:

CIS	150	Survey of Computing	4
ENGL&	235	Technical Writing*	5
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	128	Adv Residential Architectural Drawing*	4
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	222	AutoCAD 3D*	4
TEC-D	231	Introduction to Civil Drafting*	4

Choose one of the following two courses:

TEC-D	116	Computational Techniques/Technicians 4	
MATH&	142	Precalculus II: Trig*	5

Choose one of the following three courses:

ART&	100	Art Appreciation	5
ART	106	Drawing I	5
ART	110	Design I	5

Pathway credits (subtotal) _____ 54

Total Credits Required _____ 94

5. Technical Design GIS:

BSTEC	154	MS Access Specialist	4
ENGL&	235	Technical Writing*	5
GEOG	260	Earth from Space	5
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

Choose one of the following two courses:

TEC-D	116	Computational Techniques/Technicians 4	
MATH&	142	Precalculus II: Trig*	5

Choose 8 credits from the following:

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

Pathway credits (subtotal) _____ 54

Total Credits Required _____ 94

Degree Total _____ 92-98

Fashion Marketing

Advisor	Contact	Office
Quinn, Stephen	squinn@olympic.edu 360.475.7345	4-203G

Fashion Marketing

Certificate of Completion

This certificate is designed to provide students with entry-level Fashion Marketing skills. Students will learn about market segments within the fashion industry, the practical application of visual merchandising techniques, costume history in Western culture, and fashion styling strategies.

Program Learning Outcomes

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

1. Demonstrate and apply research methodology to identify relevant demographics and their effects on target marketing.
2. Identify, analyze and apply the theory that clothing is a reflection of trends in technology, music, literature, art and social values.
3. Identify, describe and analyze manufacturing techniques used to create garments from the preindustrial period through today.

4. Create a planogram, identify fixtures and develop a floor plan for a specific department or store.
5. Effectively use oral and written communications skills in a fashion related environment.
6. Display a working knowledge of fashion styling by creating a visual presentation and written plan that incorporating image, style and identity.
7. Work respectfully and collaboratively with diverse individuals and teams.

Required Courses

Credits

FASH	101	Introduction to the Fashion Industry**	5
FASH	102	Visual Merchandising and Promotion**	5
FASH	103	History of Fashion**	5
FASH	104	Fashion Styling**	4
FASH	105	Store Operations**	4
FASH	106	Fashion Trends and Forecasting**	3
FASH	107	Event Planning**	2
FASH	108	Fashion Merchandising in NYC	2

Total Credits Required _____ 30

Gainful Employment

Gainful Employment regulations passed by the federal government require colleges to disclose how certain programs (i.e., programs that meet certain criteria) prepare students for "gainful employment." To view gainful employment information for this program, visit [https://apps.olympic.edu/gedt/Fashion Marketing/gedt.html](https://apps.olympic.edu/gedt/Fashion%20Marketing/gedt.html)

Fashion Marketing

Certificate of Recognition

This certificate is designed to provide students with entry-level Fashion Marketing skills. Students will learn about market segments within the fashion industry, the practical application of visual merchandising techniques, costume history in Western culture, and fashion styling strategies.

Program Learning Outcomes

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

1. Demonstrate and apply research methodology to identify relevant demographics and their effects on target marketing.
2. Identify, analyze and apply the theory that clothing is a reflection of trends in technology, music, literature, art and social values.
3. Identify, describe and analyze manufacturing techniques used to create garments from the pre-industrial period through today.
4. Create a planogram, identify fixtures and develop a floor plan for a specific department or store.
5. Effectively use oral and written communications skills in a fashion related environment.

6. Display a working knowledge of fashion styling by creating a visual presentation and written plan that incorporating image, style and identity.
7. Work respectfully and collaboratively with diverse individuals and teams.

Required Courses		Credits
FASH 101	Introduction to the Fashion Industry**	5
FASH 102	Visual Merchandising and Promotion**	5
FASH 103	History of Fashion**	5
FASH 104	Fashion Styling**	4
Total Credits Required		19

**These courses transfer into Central Washington University's Apparel, Textiles, & Merchandising program.

Filmmaking

Advisor	Contact	Office
Hagan, Timothy	thagan@olympic.edu 360-475-7315	7-116

Olympic College's Digital Filmmaking program offers the serious student a unique blend of film theory and practical hands-on training. Our students learn the craft and techniques of narrative storytelling while acquiring the technical skills and artistic sensibilities necessary to compete in the new emerging frontier of digital filmmaking. Our curriculum integrates concentrated classroom study of all the major filmmaking disciplines with intensive hands-on experience in student film projects, because our philosophy stipulates that the fruits of theory realize full maturity in the practical application of the art.

While the principle focus of our program is the narrative fiction film, the artistic and technical skills acquired by our students are transferable to television, commercials, documentaries, music videos, and the blossoming new arena of episodic web content. Our curriculum imparts the critical thinking and leadership skills necessary to excel in the new emerging frontier of digital filmmaking. This program is dedicated to serving the authentic needs of the modern dramatic artists of the 21st century.

Our educational philosophy clearly declares that the contemporary dramatic artist is a digital artist. This is of vital importance because knowledge and training in digital movie making means higher employment for our students upon graduation.

Filmmaking

Bachelor of Applied Science

The Bachelor of Applied Science in Digital Filmmaking (BAS DF) is a practitioner oriented, applied degree that will prepare students for a range of positions in the rapidly changing field of digital film, including jobs in video production, directing, cinematography, screenwriting, and acting. The degree will also prepare them for digital content production in a variety of industries, including jobs with branding, marketing, and advertising companies, businesses in any industry that creates digital content for training purposes, and entrepreneurial opportunities.

Program Learning Outcomes

The BAS DF program adds knowledge, skills, and abilities in filmmaking expertise to students' professional technical education and work experience. Upon successful completion of the program, all students will be able to:

- Consciously develop a responsible, socially, culturally, and historically relevant aesthetic and apply it to filmmaking disciplines such as producing, directing, acting, scriptwriting, editing, cinematography, and post-production.
- Demonstrate competency as a practitioner in a range of filmmaking disciplines.
- Assess productions for quality control, ethical compliance, and sound business practices.
- Demonstrate leadership, project management, and effective collaboration on filmmaking teams.
- Evaluate emerging technologies in filmmaking and industry trends to maintain currency and drive innovation.
- Integrate specialization in two or more filmmaking disciplines in an advanced film project.

BAS DF Required Courses

Entrance requirements: 90 college-level quarter-hour credits

An associate degree or 90+ quarter hours of college-level credits from a regionally accredited institution is required for entry in the BAS DF degree program. (See Program Entry Requirements for full details.)

The following courses are required as part of the BAS DF core:

FILM 301	Directing Actors in a Film Performance*	5
FILM 310	Advanced Cinematography*	5
FILM 320	Advanced Film Directing*	5
FILM 330	Advanced Scene Study for Film Actors 1*	5
FILM 340	Advanced Film Producing*	5
FILM 350	Advanced Post Production Techniques*	5
FILM 360	Master Storytelling Workshop*	5
FILM 420	Emerging Technologies in Filmmaking*	5
FILM 430	Advanced Scene Study for Film Actors 2*	5

FILM 440	Production Workshop 1*	5
FILM 450	Production Workshop 2*	5
OLTM 400	Leading & Facilitating High Performance Teams*	5

In addition, the following general education courses are required for BAS DF degree completion:

ANTH 350	Applied Anthropology* or other approved social science	5
Natural science lab course		5
Natural science (non-lab) course		5
HUMAN 202	Literature and Film or other approved humanities	5
HUMAN 250	Major Film Directors and Works or other approved humanities	5
CMST 250	Intro to Popular Communication* or other approved communications	5

Total BAS DF Credits	90
Total Associate + BAS Credits	180

Program Entry Requirements

Olympic College's BAS DF degree is designed to ensure a smooth pathway for students who hold an Associate in Applied Science – Transfer (AAS-T) or Associate in Fine Arts (AFA) degree in Digital Filmmaking from Olympic College. The BAS DF program also seeks to enroll students with a similar professional technical degree from another community or technical college; any associate degree and filmmaking-related expertise; or at least 90 or more quarter hours of college-level credit and filmmaking-related expertise. Such students who enroll full-time will typically be able to complete the BAS DF program in two years with little additional preparation.

As an open door institution, Olympic College seeks to accommodate as many qualified students as possible. The application requirements for admission to the BAS DF program establish minimum qualifications to provide maximum access to the degree and at the same time ensure student success at the baccalaureate level.

Prerequisites to Program Entry

1. Filmmaking-related associate degree or 90+ quarter hours of college-level credits from a regionally accredited institution

OR

Associate degree or 90+ quarter hours of college-level credits from a regionally accredited institution

AND

Completion of filmmaking-related coursework or submission of portfolio (see Filmmaking Course Preparation for BAS DF Entry)

2. 2.5 cumulative GPA or higher
3. 2.0 or higher in each general education course needed for program entry (see General Education Course Preparation for BAS DF Entry)

Degrees and Certificates

General Education Course Preparation for BAS DF Entry

As part of their associate-level coursework, students applying for entry into the BAS DF program should have earned at least 30 quarter hour credits of general education in the following areas:

- English & 101
- Humanities: CMST& 220, and two other courses from OC Humanities Distribution
- Natural Sciences: Any college-level math course MATH&107 or above
- Social Sciences: One course from OC Social Sciences Distribution

Filmmaking Course Preparation for BAS DF Entry

Although student entering the BAS DF from Olympic College's AAS-T DF have, as part of their associate program, all the filmmaking-related course preparation they need to succeed at the bachelor's level, interested students from other degree programs may or may not have sufficient filmmaking-related knowledge, skills, and abilities in order to succeed.

In order to establish a baseline of filmmaking-related preparation needed for program entry, students desiring to enter the BAS program from associate degree programs not closely related to digital filmmaking will have two options to demonstrate their technical expertise and readiness for success. These options are in addition to meeting other requirements for entry—associate degree or 90+ quarter hours of college-level credit; at least 2.5 cumulative GPA; and at least 2.0 GPA in each general education course which meets program entry requirements.

Option 1

Students who do not hold a filmmaking-related associate degree may meet BAS DF program entry requirements by completing 25 quarter hours of filmmaking coursework in several film production disciplines (see course list, below).

Option 2

Students who do not hold a filmmaking-related associate degree but who have demonstrated filmmaking experience in two or more production disciplines (producing, directing, script-writing, acting, etc.) may meet BAS DF program entry requirements by submitting a portfolio for evaluation by BAS DF faculty. The scope, criteria, and evaluation process for demo reels is established by BAS DF faculty and publicized to all prospective students.

DRMA	201	Introduction to the Art of Film or other equivalent intro to film course	5
FILM	240	Acting for the Camera I or other equivalent acting course	5
FILM	245	Screenwriting I or other equivalent screenwriting course	5
FILM	280	Film Directing I or other equivalent film directing course	5
FILM	285	Digital Filmmaking I or other equivalent film production course	5

Filmmaking

Associate in Applied Science–Transfer

Olympic College's Digital Filmmaking program offers the serious student a unique blend of film theory and practical hands-on training. Our students learn the craft and techniques of narrative storytelling while acquiring the technical skills and artistic sensibilities necessary to compete in the new emerging frontier of digital filmmaking. Our curriculum integrates concentrated classroom study of all the major filmmaking disciplines with intensive hands-on experience in student film projects, because our philosophy stipulates that the fruits of theory realize full maturity in the practical application of the art.

While the principle focus of our program is the narrative fiction film, the artistic and technical skills acquired by our students are transferable to television, commercials, documentaries, music videos, and the blossoming new arena of episodic web content. Our curriculum imparts the critical thinking and leadership skills necessary to excel in the new emerging frontier of digital filmmaking. This program is dedicated to serving the authentic needs of the modern dramatic artists of the 21st century.

Our educational philosophy clearly declares that the contemporary dramatic artist is a digital artist. This is of vital importance because knowledge and training in digital movie making means higher employment for our students upon graduation.

Program Learning Outcomes

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

1. Collaborate on digital filmmaking productions in multiple crew positions
2. Explain the basic theory, history and aesthetics of digital filmmaking
3. Focus on film language and apply the techniques of cinematography
4. Effectively utilize digital cameras, lighting and audio equipment in studio and on location settings
5. Construct an industry resume detailing specific filmmaking crafts positions

6. Demonstrate knowledge of professional set protocol, behavior, ethics and collaboration techniques
7. Acquire and develop film directing skills and expertise in directing actors
8. Effectively and artfully tell original stories cinematically
9. Obtain non-linear digital film editing and visual effects skills
10. Effectively utilize film industry software programs
11. Practice the art and craft of film acting
12. Develop a demo reel from OC's student film projects
13. Integrate and demonstrate the art and craft of screenwriting

Required Courses

Credits

Communications (10 credits):

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

Humanities (10 credits):

DRMA& 101	Intro to Theatre	5
DRMA 201	Introduction to the Art of Film	5

Math (5 credits):

MATH& 107	Math in Society*	5
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Social Sciences (5 credits):

HIST 230	Films in American Culture	5
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Filmmaking (67 credits):

FILM 240	Acting for the Camera I*	5
FILM 241	Acting for the Camera II*	5
FILM 245	Screenwriting I	5
FILM 246	Screenwriting II*	5
FILM 247	Screenwriting III*	5
FILM 270	Film Producing I	5
FILM 271	Film Producing II*	5
FILM 280	Film Directing	5
FILM 281	Film Directing II	5
FILM 285	Digital Filmmaking I	5
FILM 286	Digital Filmmaking II*	5
FILM 287	Digital Filmmaking III*	5
FILM 288	Digital Filmmaking IV*	5
CO-OP 121	Cooperative Work Experience	2

Total Credits Required

97

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

Homeland Security/ Emergency Management

Advisor	Contact	Office
Quinn, Stephen	squinn@olympic.edu 360.475.7345	4-203G

Homeland Security/ Emergency Management

Associate in Applied Science–Transfer

The Homeland Security Emergency Management (HSEM) Associate degree program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The online program incorporates instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The program addresses competencies required of emergency management professionals in careers in federal, state or local government. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated, and effective management in the event of natural, system-wide, or human-induced crises.

The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management degree will develop the students' competencies to prepare for and respond to all hazard environments, and includes an understanding of socioeconomic and cultural diversity issues.

This degree transfers to the Bachelor of Applied Science in Homeland Security Emergency Management program at Pierce College.

Program Learning Outcomes

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

1. Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
2. Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.

3. Design and modify plans and programs at federal, state and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
4. Interpret ethical and legal issues that impact emergency management and homeland security.
5. Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.
6. Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
7. Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.
8. Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
9. Participate in employer-directed training for performance enhancement and career advancement.

Required Courses

Credits

Communications (10 credits):

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

Quantitative/Symbolic:

MATH& 146	Intro to Statistics*	5
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Social Sciences (10 credits):

Choose 5 credits from the following:

PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology*	5
SOC& 201	Social Problems*	5

Choose 5 credits from the following:

POLS 115	State/Local Government	5
POLS& 202	American Government	5

Humanities (10 credits):

CMST 253	Intercultural Communication*	5
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Choose 5 credits from the following:

CMST& 210	Interpersonal Communication*	5
CMST& 230	Small Group Communication*	5

Natural Sciences:

Choose 10 credits from the following:

GEOG 150	Physical Geography w/Lab	5
GEOG 260	Earth From Space	5
GEOL& 101	Intro Physical Geology	5
GEOL& 110	Environmental Geology	5
GEOL 155	Geologic Hazards	5

HSEM Core Requirements

HSEM 102	Introduction to Emergency Management*	5
HSEM 110	Basic Incident Command System/NIMS	2
HSEM 120	All Hazards Emergency Planning*	3
HSEM 130	Technology in Emergency Management*	3

HSEM 157	Public Information Officer	2
HSEM 160	Emergency Response Awareness to Terrorism	5
HSEM 180	Public Administration	3
HSEM 190	Special Topics in HSEM* (See Note 1)	3
HSEM 200	Emergency Operations Center*	2
HSEM 210	Exercise Design and Evaluation*	3
HSEM 220	Developing & Managing Volunteer Resources*	2
HSEM 230	Disaster Response and Recovery*	2
HSEM 240	HSEM Work-Based Learning*	5
HSEM 250	Homeland Security Law and Ethics*	3

HSEM Electives

Choose 10 credits from the following:

ANTH& 206	Cultural Anthropology	5
ANTH 212	Environmental Anthropology	5
CIS 150	Survey of Computing	4
CMST& 220	Public Speaking	5
OLRM 220	Human Relations in the Workplace	3
PE-ED 109	Basic CPR	1
PE-ED 110	Basic First Aid	1

Total Credits Required 98

Note 1: HSEM 190 Special Topics: a different topic each quarter. May be repeated an unlimited number of times. The first topic applies toward the Core Requirements, and additional HSEM 190 courses apply toward Electives.

Note 2: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many Homeland Security and Emergency Management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

Homeland Security/ Emergency Management

Certificate of Completion

The Homeland Security Emergency Management (HSEM) certificate program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The online program incorporates instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The program addresses competencies required of emergency management professionals in careers in federal, state or local government. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated, and effective management in the event of natural, system-wide, or human-induced crises.

Degrees and Certificates

The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management certificate will develop the students' competencies to prepare for and respond to all hazard environments, and includes an understanding of socioeconomic and cultural diversity issues.

Program Learning Outcomes

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

1. Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
2. Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.
3. Design and modify plans and programs at federal, state and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
4. Interpret ethical and legal issues that impact emergency management and homeland security.
5. Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.
6. Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
7. Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.
8. Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
9. Participate in employer-directed training for performance enhancement and career advancement.

Required Courses Credits

HSEM 102	Introduction to Emergency Management*	5
HSEM 110	Basic Incident Command System/NIMS	2
HSEM 120	All Hazards Emergency Planning*	3
HSEM 130	Technology in Emergency Management*	3
HSEM 157	Public Information Officer	2
HSEM 160	Emergency Response Awareness to Terrorism	5
HSEM 180	Public Administration	3
HSEM 190	Special Topics in HSEM* (See Note 1)	3
Total Credits Required		26

Note 1: HSEM 190 Special Topics: a different topic each quarter. May be repeated an unlimited number of times. The first topic applies toward the Core Requirements, and additional HSEM 190 courses apply toward Electives.

Note 2: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many Homeland Security and Emergency Management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

Human Services

Advisor	Contact	Office
Cohen, Mirelle	mcohen@olympic.edu 360.475.7553	4-344

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 Learning Outcomes

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

1. Understand addiction and the ways it affects 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 4-hour HIV/AIDS risk-intervention training 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.

Required Courses Credits

ENGL& 101	English Composition I*	5
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Computation/Math/Symbolic Reasoning

(1-5 credits required from the following):

BMGMT 140	Business and Personal Mathematics*	5
ECEC 164	Mathematics for Early Childhood Ed*	5
CULIN 125	Applied Food Service Computation	2
BUS 215	Business Statistics	5
BMGMT 138	Business Mathematics I	3
BMGMT 139	Business Mathematics II	2
MATH 100	Applied Math	5
MATH 103	Applied Trigonometry	5
MEDA 109	Healthcare Calculations	2
NURSE 151	Dosage Calculations	1
TEC-D 109	Descriptive Geometry	4
TEC-D 116	Computational Techniques/Technicians	4
TEC-D 121	Plane Surveying	4
TEC-D 145	Applied Problem Solving	5
WELD 145	Applied Problem Solving	5
MATH& 107	Math in Society	5
MATH& 146	Intro to Statistics	5
PHIL& 120	Symbolic Logic	5

An applied arithmetic or algebra-based computation-intensive course numbered 100 or above _____ 1-5
OR

One Quantitative/Symbolic Reasoning course generally accepted as transferrable _____ 1-5

Computing (4 credits required)

CIS 150	Survey of Computing	4
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Communication (5 credits required)

CMST& 210	Interpersonal Communication	5
CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	5
CMST 253	Intercultural Communication	5

Science (5 credits required)

BIOL& 175	Human Biology w/Lab	5
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Social Sciences (20 credits required)

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

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: Human Services (46 credits)

HS	107	Intro to Human Services	5
HS	110	Diversity, Ethics & the Law	3
HS	112	Case Management for CDP	5
HS	113	CDP Individual Counseling	3
HS	114	CDP Group Counseling	3
HS	115	Adolescent Addiction Treatment & Prevention	3
HS	120	Relapse Prevention/Family Counseling	3
HS	122	Suicide Risk Assessment & Management	3
HS	123	Co-Occurring Disorders	3
HS	275	Human Services & CDP Practicum 1	5
HS	276	Human Services & CDP Practicum 2	5
HSSA&	101	Intro to Addictive Drugs	5
			46

Electives (4 credits)

If Math credits are less than 5, select any 100-level course(s) to meet minimum 90 credits total for the degree.

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 Learning Outcomes

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

1. Understand addiction and the ways it affects 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.

Required Courses

Credits

ENGL& 101 English Composition I* 5

Human Services (45 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	5
HS	113	CDP Individual Counseling	3
HS	114	CDP Group Counseling	3
HS	115	Adolescent Addiction Treatment and Prevention	3
HS	120	Relapse Prevention/Family Counseling	3
HS	275	Human Services & CDP Practicum 1	5
PSYC&	200	Lifespan Psychology	5
PSYC&	220	Abnormal Psychology	5
			45

Computation/Math/Symbolic Reasoning

(1-5 credits required from the following):

BMGMT	138	Business Mathematics I	3
BMGMT	139	Business Mathematics II	2
BMGMT	140	Business and Personal Mathematics*	5
BUS	215	Business Statistics	5
CULIN	125	Applied Food Service Computation	2
ECED	164	Mathematics for Early Childhood Ed*	5
MATH	100	Applied Math	5
MATH	103	Applied Trigonometry	5
MATH&	107	Math in Society	5
MATH&	146	Intro to Statistics	5
NURSE	151	Dosage Calculations	1
PHIL&	120	Symbolic Logic	5
TEC-D	109	Descriptive Geometry	4
TEC-D	116	Computational Techniques/Technicians	4
TEC-D	121	Plane Surveying	4
TEC-D	145	Applied Problem Solving	5
WELD	145	Applied Problem Solving	5

An applied arithmetic or algebra-based computation-intensive course numbered 100 or above 1-5

A Quantitative/Symbolic Reasoning course generally accepted as transferrable may also be used to satisfy this requirement. 1-5

Total Credits Required 51-55

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 Learning Outcomes

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

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.
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.

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*	5
HS	113	CDP Individual Counseling*	3

Total Credits Required 21

Chemical Dependency Certification with Alternative Training (Fast Track)

Certificate of Completion

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 246811077). Only professionals listed in WAC 246811076 are eligible for certification through alternative training. Eligible practitioners include and are limited to the following: Advanced registered nurse practitioner, marriage and family therapist, mental health counselor, advanced social worker or independent clinical social worker, psychologist, osteopathic physician, osteopathic physician assistant, physician, physician assistant. Practitioners must hold already an active license to be eligible for this training.

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

Program Learning Outcomes

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

1. Demonstrate familiarity with disease model of addiction and the ways it impacts individuals throughout the life course.
2. Demonstrate familiarity with pharmacological actions of alcohol and other drugs and the physiology of addiction.
3. Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
4. Demonstrate familiarity with effective treatment planning, case management referral, use of community resources, and service coordination.
5. Demonstrate familiarity with substance use disorder law and ethics.
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.

Required Courses		Credits
HSSA& 101	Intro to Addictive Drugs*	5
HS 110	Diversity, Ethics & the Law*	3
HS 112	Case Management for CDP*	5
HS 113	CDP Individual Counseling*	3
HS 114	CDP Group Counseling*	3
HS 120	Relapse Prevention Family Counseling*	3
Total Credits Required		22

Industrial Trades Technician

Advisor	Contact	Office
Abel, Bob	360.476.4622 babel@olympic.edu	PSNS Bldg 460, Room 253
Adams, Bonnie	360.476.2473 badams@olympic.edu	PSNS Bldg 460, Room 242

Industrial Trades Technician (Apprenticeship)

Associate in Technical Arts Certificate of Specialization 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: Welder
- Option 14: Machinist
- Option 14A: Production Machinery Mechanic
- Option 14B: Toolmaker
- Option 15: Production Machinery Electrician
- Option 16: Electronic Industrial Controls Mechanic

Program Learning 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 journey worker 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.

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.

Industrial Trades Technician-Helper

Certificate of Recognition

This 19-credit program is designed to develop and enhance general education and technical skills of entry level employees in the Puget Sound Naval Shipyard. It prepares participants for entry into the more comprehensive shipyard apprenticeship program and/or permit students to maintain continued employment as Helpers in an assigned specific trade area.

Leadership

See *Organizational Leadership*

Manufacturing Technology

See *Composites, Engineering Technology, and Precision Machining*

Medical Assisting

Advisor	Contact	Office
Joel Welter	jwelter@olympic.edu 360.475.7741	HOC 135

Medical Assisting

Associate in Applied Science-Transfer

Olympic College offers a two-year curriculum which prepares students for employment in medical settings to assist the physician and/or health care provider. This degree program is designed to qualify medical assistants for supervisory and/or management roles that require an Associate degree and to allow an opportunity for potential transfer for those who wish to continue their education at a four year institution. To earn this degree, students must also successfully complete the Medical Assisting Certificate of Specialization.

Program Learning Outcomes

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

1. Accurately perform clinical skills appropriate for a medical office setting.

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

- Effectively use oral and written communication skills as they relate to a medical office environment.
- Use computer software to research or organize data for medical information systems.
- Demonstrate the ability to interact professionally with patients and staff in a healthcare setting.
- Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work and documentation of charges and payments.
- Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
- Recognize and be able to respond to medical office emergencies within scope of training.
- Recognize the impact of cultural differences in the care of patients and the interaction with co-workers.
- Demonstrate entry level competency in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains included in the Medical Assisting curriculum.

Required Courses Credits

CIS 150	Survey of Computing	4
CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Composition I*	5
MATH& 107	Math in Society*	5
MEDA 109	Healthcare Calculations*	2
MEDA 112	Med Law, Ethics and Bioethics	3
MEDA 113	Pharmacology for Medical Assisting*	2
MEDA 120	Medical Office Procedures I*	4
MEDA 121	Medical Office Procedures II*	4
MEDA 130	Anatomy/Physiology & Pathology I*	5
MEDA 131	Anatomy/Physiology & Pathology 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
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	Practicum for Medical Assistants*	6
MEDA 211	Human Relations/MEDA*	1

Choose one of the following for 3 or 5 credits:

OLRM 205	Managing Diversity	3
OLRM 220	Human Relations in the Workplace	3
OLRM 260	Conflict Resolution	5 3-5

Choose 10 credits from at least two different distribution areas (H, SS, NS):

Humanities (H):

ASL& 121	Am Sign Language I	5
CMST 253	Intercultural Communication*	5
SPAN& 121	Spanish I	5

Social Sciences (SS):

ANTH& 100	Survey of Anthropology	5
PSYC& 100	General Psychology	5
PSYC 102	Psychology of Adjustment	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5

Natural Sciences (NS):

BIOL 140	Environmental Issues*	5
BIOL& 160	General Biology w/Lab	5
BIOL& 260	Microbiology*	5
CHEM& 110	Chemical Concepts w/Lab*	6
CHEM& 121	Intro to Chemistry*	6
MATH& 146	Intro to Statistics*	5 10

Total Credits Required 91-93

Medical Assisting

Certificate of Specialization

This program prepares students for employment in ambulatory medical settings, assisting physicians and /or other healthcare professionals in the examination and treatment of patients in accordance with state laws. Graduates are also taught to perform administrative duties commonly required in healthcare facilities. Students planning to enroll in MEDA 210 and 211 must receive instructor permission and submit an Application for Work Experience the quarter preceding enrollment. The student must have completed all required courses with a minimum grade of 2.5 in each MEDA course (2.0 in CIS course) to qualify for practicum placement. Further, all required courses must be taken within the previous three years to register for MEDA 210 and MEDA 211.

Olympic College has an agreement with The Evergreen State College to accept the Medical Assisting AAS-T.

Program Prerequisites

Students entering the MEDA program are required to take a placement test for reading, writing and mathematics readiness. Before submitting the application packet and starting the clinical program classes, students must place into English 101, or alternatively, complete English 099/101 with a 2.0 or higher (099 credits are acceptable). Students are also required to place into Math 099, or alternatively complete Math 094 with a grade of 2.0 or higher. Students are also required to show proof of typing proficiency of 30 wpm with 90% accuracy to enter the MEDA program. Prior to registration for the clinical classes students will need to submit a completed application packet.

Requirements include:

- Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.

- The completed application for the MEDA program.
- Signed Statement of Responsibility.
- Signed Confidentiality Statement.
- Copies of placement test scores and/or transcripts to verify appropriate placement for Math and English.
- Any applicable course transcripts needed for consideration for transfer students.
- 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 practicum based on a positive background inquiry check will not be able to successfully complete the program.
- Additional requirements including yearly influenza vaccines may be compelled by certain practicum sites.

Students will not be allowed to participate in the clinical classes in the program (MEDA 136, MEDA 168, MEDA 137 and MEDA 113) without submission of a complete application packet. The deadline for application is December 1st, or whenever the clinical MEDA classes are filled with qualified students. Students will be provided with application materials when enrolled in the MEDA 151 course.

Additional cost: Students will incur the same fees as other Olympic College students, plus:

- Computer lab and clinical lab fees
- Purchase of scrubs and appropriate shoes
- Purchase of wristwatch with sweep second hand
- Purchase of a stethoscope
- Vaccinations as needed to meet program requirements
- Cost of Criminal History Information Background Check
- National exam practice testing fee
- Cost of malpractice and liability insurance coverage
- Cost of healthcare insurance coverage prior to practicum placement

Program Learning Outcomes

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

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

AAS: Associate in Applied Science = 90+ cr **AAS-T:** 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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

- Perform administrative skills appropriate for an ambulatory healthcare setting.
- Competently perform entry level skills in the in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as presented in the Medical Assisting curriculum.
- Recognize the impact of cultural differences in the care of patients and the interaction with co-workers.
- Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work, and documentation of charges and payments.

Required Courses

Credits

Requirements (54 credits)

CIS 150	Survey of Computing	4
MEDA 109	Healthcare Calculations*	2
MEDA 112	Med Law, Ethics and Bioethics	3
MEDA 113	Pharmacology for Medical Assisting*	2
MEDA 120	Medical Office Procedures I*	4
MEDA 121	Medical Office Procedures II*	4
MEDA 130	Anatomy/Physiology & Pathology I*	5
MEDA 131	Anatomy/Physiology & Pathology 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 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	Practicum for Medical Assistants*	6
MEDA 211	Human Relations/MEDA*	1
MEDA 162	Medical Terminology	5

Total Credits Required

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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 the Accuplacer placement test for English and Math. Scores must place the student above MATH 094 and into ENGL 101, or alternatively complete ENGL 99/101 with a 2.0 or higher, to successfully enroll in all MA classes. Students must show proof of typing proficiency of 30 wpm with 90% accuracy to enter the program.

Prior to placement in externship, students will need to submit a completed application packet to the instructor. Requirements include:

- Completed application.
- Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
- Purchase of malpractice insurance, which is available from the cashier in the HSS Building.
- Signed Confidentiality Statement.
- All students will be required to request a Criminal History Information Background Check. A student who cannot participate in an externship based on a positive background inquiry check will not be able to successfully complete the program.
- Additional requirements including titers for chicken pox and/or measles may be compelled by certain extern sites.

Program Learning Outcomes

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

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

Required Courses

Credits

Requirements (54 Credit Hours)

BSTEC 110	Beginning Keyboarding	3
CIS 150	Survey of Computing	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 130	Anatomy/Physiology & Pathology I*	5
MEDA 131	Anatomy/Physiology & Pathology II*	4
MEDA 162	Medical Terminology	5
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

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Gainful Employment

Gainful Employment regulations passed by the federal government require colleges to disclose how certain programs (i.e., programs that meet certain criteria) prepare students for "gainful employment." To view gainful employment information for this program, visit https://apps.olympic.edu/gedt/medical_billing/gedt.html

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, use electronic methods to maintain patient records, 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 earn a certificate of completion once they have satisfied all program requirements.

Medical Receptionist students are required to take the Accuplacer test for English and Math placement. In order to begin the program, students must place into ENGL& 101, or alternatively, complete ENGL 098 with a 3.0 or higher or ENGL 099 with a 2.0 or higher. Students are also required to place into MATH 099, or alternatively complete MATH 094 with a grade of 2.0 or higher.

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

All students will be required to complete an application packet prior to placement in MEDA 141, Medical Receptionist Externship. Required components include a comprehensive background check, various vaccinations and purchase of medical malpractice insurance. Students who are not able to be placed in an externship based on a positive background check will not be able to complete the medical receptionist certificate.

Program Learning Outcomes

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

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.

Required Courses		Credits
BSTEC 110	Beginning Keyboarding	3
CIS 150	Survey of Computing	4
MEDA 112	Med Law, Ethics and Bioethics	3
MEDA 117	Healthcare Customer Service	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
MEDA 163	Medical Insurance Billing*	3
MEDA 180	AIDS/HIV/Blood Borne Pathogens	1
OLRM 220	Human Relations in the Workplace	3
PE-ED 109	Basic CPR	1
Total Credits Required		35

Nursing/Healthcare

Advisor	Contact	Office
Riddle, Sue	sriddle@olympic.edu 360.475.7175	5-325

Nursing (RN to BSN)

Bachelor of Science in Nursing

The 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:

Commission on Collegiate Nursing Education (CCNE)
655 K Street NW, Suite 750
Washington, DC 20001
202.887.6791
<http://www.aacnnursing.org/CCNE>

RN to BSN Degree Benefits

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

A Bachelor of Science in Nursing degree:

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

The 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.

RN to BSN Curriculum

The BSN curriculum fosters professional development of the student and meets 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.
- 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 Learning Outcomes

The RN-BSN Program provides opportunities for students to develop professionally and meet the following RN-BSN Student/Program Learning Outcomes:

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

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

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

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

World Language:

Two years in high school of the same world 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 world 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 & 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

Students who want to complete general education requirements or electives prior to beginning BSN nursing coursework are eligible for pre-major admission. Pre-major admission is offered in all quarters. 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 (required before starting fieldwork).
- 35 nursing credits from an accredited 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 world 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 recommendations from licensed healthcare professionals capable of evaluating nursing practice. (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
- Professional Recommendations

The Olympic College Nursing Program values a foundation of information technology upon entry into the RN-BSN program, including word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Canvas. 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 (available through OC Cashier)
4. Proof of personal health insurance
5. Criminal History Information Background Inquiry Check
6. Completion of the Conviction/Criminal History Form

Contacts

Minerva Holk
mholk@olympic.edu 360.475.7331
Office: 5-330

Sue Riddle, RN-BSN Recruiter
and Nursing Programs Advisor
sriddle@olympic.edu 360.475.7175
Office: 5-325

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 Fall Quarter admission to the Nursing Program, all of the following must be submitted to the Office of Admissions by March 31st:

1. Washington Community College Application Form;
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, Advanced Placement (AP) classes, universities, vocational-technical schools, and hospital nursing schools);
3. Olympic College Nursing Program Application, submitted when currently enrolled in the final prerequisite course(s);

- Achievement of a 78 or above on the Accuplacer Reading Comprehension Assessment; and

Completion of all prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121, BIOL& 241 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 two orientation sessions 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 Nursing Program:

- Current immunizations
- Basic Life Support for Health Care Providers Certification
- Non-refundable liability insurance
- Personal health insurance
- 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.

Advanced Standing Transferring Students

Students who have completed some formal nursing education must complete prerequisite coursework and meet grade requirements, and are required to enter in to the applicant pool. If accepted to the Associate Degree of Nursing Program, previous coursework may be reviewed to determine advanced standing. Applicants must provide a letter from their previous nursing school stating they left in good standing.

Reentering Olympic College Nursing Students

Reentering Olympic College Nursing students must complete an application for reentry by the specified date.

The two-year ATA in Nursing curriculum is approved by the Washington State Nursing Care Quality Assurance Commission, and is accredited by the Accreditation Commission for

Education in Nursing (ACEN), formerly National League of Nursing Accrediting Commission (NLNAC).

Accreditation Commission for Education in Nursing and/or ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404.975.5000
www.acenursing.org

Nursing Care Quality Assurance Commission
P.O. Box 47864
Olympia, WA 98504-7877
360.236.4700
Fax: 360.236.4738
Email address: nursing@doh.wa.gov
www.doh.wa.gov

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 Accreditation Commission for Education in Nursing (www.acenursing.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, most students will complete the program in six academic quarters. NURSE 151, Dosage Calculations, requires a minimum 3.7 grade point. All other nursing courses require a minimum 2.2 (80%) 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:

- Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets;
- Wristwatch with sweep second hand and stethoscope;
- Nursing student general liability insurance;
- Malpractice insurance;
- Personal health insurance;
- Student Nurse Association dues (optional);
- State license application fee;
- NCLEX-RN fee;
- Transportation to and from clinical facilities;
- Nurse Legislative Day;

- 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 CANVAS. 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

- 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.
- 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.
- 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)
- 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 Learning Outcomes

- Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.
- Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.

Degrees and Certificates

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.

Required Courses Credits

Prerequisites

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 23

First Year Fall Quarter:

NURSE 110	Professional Role Development I*	1
NURSE 114	Nursing Communications*	2
NURSE 140	Clinical Applications Lab I*	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 14

First Year Winter Quarter:

NURSE 112	Professional Role Development II*	2
NURSE 116	Nursing Ethics I*	1
NURSE 118	Nutrition for Professional Nursing*	2
NURSE 142	Clinical Applications Lab II*	1
NURSE 158	Clinical Nursing Therapeutics*	4
NURSE 160	Clinical Nursing Practice II*	5
NURSE 182	Chronic Health Problems in Elderly*	1 16

First Year Spring Quarter (or Second Year Fall Quarter):

NURSE 172	Mental Health Theory*	3
NURSE 174	Mental Health Clinical*	3
NURSE 180	Medical Surgical Nursing I*	4
NURSE 181	Medical Surgical Clinical*	3
NURSE 202	Clinical Applications Lab III*	1 14

Second Year Fall Quarter: (or First Year Spring Quarter)

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 12

Second Year Winter Quarter:

NURSE 200	Professional Role Development III*	1
NURSE 204	Nursing Ethics II*	1
NURSE 208	Medical Surgical Nursing II*	4
NURSE 210	Clinical Nursing Practice III*	5 11

Second Year Spring Quarter:

NURSE 211	Professional Role Development Seminar*	2
NURSE 212	Professional Role Development/Mentor*	8
NURSE 252	Pharmacology Review* (Optional 2 cr)	10

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

Advisor	Contact	Office
Riddle, Sue	sriddle@olympic.edu 360.475.7175	5-325

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 complete and submitted to the Office of Admissions by August 31st:

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, Advanced Placement classes, universities, vocational-technical schools, and hospital nursing schools);
4. Olympic College Nursing Program application;
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, BIOL&242, and BIOL&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 one to two orientation sessions prior to the beginning of Spring Quarter.

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. Non-refundable malpractice insurance
5. Personal health insurance
6. 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.

The two-year ATA in Nursing curriculum is approved by the Washington State Nursing Care Quality Assurance Commission, and is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly National League of Nursing Accrediting Commission (NLNAC).

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404.975.5000
www.acenursing.org

Nursing Care Quality Assurance Commission
P.O. Box 47864
Olympia, WA 98504-7864
360.236.4700
Fax number: 360.236.4738
Email address: nursing@doh.wa.gov
www.doh.wa.gov

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.

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

Program

Olympic College offers a four-quarters plus one course curriculum designed to prepare qualified LPNs 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 Accreditation Commission for Education in Nursing (www.acenursing.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, most students will complete the program in four academic quarters. A minimum 2.2 (80%) grade point must be earned in each TADN 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.

Additional costs (for more details visit <https://www.olympic.edu/nursing/faq>):

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 general liability insurance;
4. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX-RN fee;
8. Lab fee \$35;
9. Clinical placement fee \$17.50;
10. Simulation fee \$20;
11. Transportation to and from clinical facilities;
12. Nurse Legislative Day;
13. Criminal background check and Immunization Tracker;
14. Malpractice insurance.

The Olympic College Nursing Program values a foundation of information technology upon entry into the Transition to Associate Degree Nursing program, including word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or CANVAS. 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 Learning 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.
5. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Required Courses

Credits

BIOL& 241	Human A & P I*	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

5 credits from Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, or Sociology _____ 5

First Year Winter Quarter

TADN 181	LPN to ADN Transition—Theory*	3
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First Year Spring Quarter (or Second Year Fall Quarter)

NURSE 172	Mental Health Theory*	3
NURSE 174	Mental Health Clinical*	3
NURSE 180	Medical Surgical Nursing I*	4
NURSE 181	Medical Surgical Clinical*	3
NURSE 202	Clinical Applications Lab III*	1
		14

Second Year Fall Quarter: (or First Year Spring Quarter)

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
		12

Second Year Winter Quarter:

NURSE 200	Professional Role Development III*	1
NURSE 204	Nursing Ethics II*	1
NURSE 208	Medical Surgical Nursing II*	4
NURSE 210	Clinical Nursing Practice III*	5
		11

Second Year Spring Quarter:

NURSE 211	Professional Role Development Seminar*	2
NURSE 212	Professional Role Development/Mentor*	8
NURSE 252	Pharmacology Review*	2
		12

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

Practical Nursing Certificate of Specialization

Advisor	Contact	Office
Riddle, Sue	sriddle@olympic.edu 360.475.7175	5-325

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 admitted to the Program start with one course in Winter Quarter and attend FT starting in spring quarter.

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 complete and submitted to the Admissions Office by August 31st:

1. Practical Nursing Program application;
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 Transfer Credit Evaluation–transcript evaluation results (if applicable);
4. Completion of the prerequisite courses with a grade of 2.0 or above in each course: BIOL& 241 and BIOL& 242, ENGL& 101, MATH 099 (or a higher-level math that has at least MATH 099 as the prerequisite), 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 2.0 (75%);
5. Achievement of a 78 or above on the Accuplacer 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).

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 including word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or CANVAS. 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 Washington State Nursing Care Quality Assurance Commission (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 Learning 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 2.0 (75%) or above must be earned in each Practical Nursing course for program progression. PNURS 118, PNURS 110 (or MEDA 162), which can be taken prior to admission in the Practical Nursing Program, require a grade of 2.0 (75%) or above. PNURS 126, Dosage Calculations, requires a 3.7 for continuation in the program and graduation. Certified nursing assistants and military medics may receive credit by examination for PNURS 104, 105 and 110. Paramedics and EMTs may 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 (for more detail visit <https://www.olympic.edu/nursing/faq>):

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch (2),
2. Nursing Skills course lab fees \$35,
3. Clinical placement \$17.50,
4. Simulation \$20,
5. Wristwatch with sweep hand and stethoscope,
6. Nursing student liability insurance,
7. State licensure application fee,
8. NCLEX-PN fee,
9. Immunizations,
10. Comprehensive Predictor Exam fee (prior to graduation),
11. Transportation to and from clinical facilities,
12. 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) 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.

Program Learning 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.

Prerequisite Courses Credits

BIOL& 241	Anatomy and Physiology I	5
BIOL& 242	Anatomy and Physiology II	5
ENGL& 101	English Composition I*	5
MATH 099	Intermediate Algebra*	5
	OR a higher-level math course	
PSYC& 100	General Psychology	5

Required Support Courses

PNURS 108	Clinical Pharmacology*	1
PNURS 126	Dosage Calculations*	1 27

Optional Support Course

ENGL& 102	Composition I	5
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Winter Quarter:

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 110	Medical Terminology	2
PNURS 112	Personal and Professional Roles*	2
PNURS 114	Fundamentals I*	5
PNURS 122	Long Term Care Clinical*	3 17

Spring Quarter:

PNURS 106	Lab II*	2
PNURS 116	Fundamentals II*	5
PNURS 118	Nutrition	3
PNURS 124	Medical-Surgical Clinical*	5 15

Summer Quarter:

PNURS 203	Fundamentals III-Mental Health*	1
PNURS 204	Fundamentals III Pediatrics*	2
PNURS 205	Fundamentals III Obstetrics*	2
PNURS 208	Pediatric/Obstetric Clinical*	4
PNURS 209	Mental Health Clinical Experience*	1 10

Fall Quarter:

PNURS 202	Client Care Management*	2
PNURS 206	Fundamentals IV*	4
PNURS 210	Clinical Mentorship*	8 14

Total Credits Required 83

Gainful Employment

Gainful Employment regulations passed by the federal government require colleges to disclose how certain programs (i.e., programs that meet certain criteria) prepare students for "gainful employment." To view gainful employment information for this program, visit <https://apps.olympic.edu/gedt/PracticalNursing/gedt.html>

Nursing Assistant

Certificate of Recognition

Advisor	Contact	Office
Gill, Beth	bgill@olympic.edu 360.475.7764	5-308

This Program prepares students to assist registered nurses or licensed practical nurses in providing basic nursing care for clients in acute and long-term settings. The classes are small and geared toward developing basic academic skills in an applied work setting. The training includes 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 NA 120 Nursing Assistant Practicum. Proof of personal health insurance, malpractice insurance, and written verification of all state and federal immunization requirements are required prior to beginning NA 120.

Program Learning 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.

Required Courses Credits

NA 100	Intro to Nursing Assistant	2
NA 102	Intro to Nursing Assistant Lab	0.5
NA 110	Fundamentals of Nursing Assistant*	4
NA 112	Fundamentals of Nursing Assistant Lab*	2.5
NA 120	Nursing Assistant Practicum*	4

Total Credits Required 13

Degrees and Certificates

Organizational Leadership

Advisor	Contact	Office
Mathew, Philip	360.475.7382 pmathew@olympic.edu	Business 209
Bolton, Karen	360.475.6557 kbolton@olympic.edu	HL 019

OLRM Stackable Certificate Pathway

This program is designed to provide students an educational progression, with certificates and degrees along the way to document achievement.

Step 1: Leadership and Human Relations (Certificate of Recognition)

Leadership and Human Relations Certificate of Recognition

Designed as an introduction to leadership theory and practice for individuals at the beginning of their leadership journey or those considering advancement into a leadership role. Students will explore their leadership potential by discovering their signature leadership strengths, forming a conceptual and applied understanding of foundational leadership principles, and developing the intrapersonal and interpersonal competencies necessary for leadership success.

Program Learning Outcomes

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. Explore the evolution of leadership thought and apply relational leadership skills and processes to a variety of contexts.
3. Identify major developments in the workplace and factors influencing human behavior in the workplace.
4. Assess and articulate signature strengths and construct a plan to maximize personal contributions, leverage the talents of others, and inform personal and professional leadership development.

Required Courses

OLRM 150	Improving Human Effectiveness	2
OLRM 201	Introduction to Organizational Leadership	5
OLRM 202	Introduction to Organizational Ethics	5
OLRM 225	Human Relations in Organizations	5
Total Certificate of Recognition		17

Step 2: Organizational Performance Improvement (Certificate of Completion)

Organizational Performance Improvement Certificate of Completion

Designed to stack on top of the Leadership and Human Relations Certificate. This certificate is intended for students who are looking to develop additional leadership skills at the next level by focusing on an area of specialization in leadership studies. Students choose between Organizational Leadership or Leadership Communication.

Program Learning Outcomes

1. Identify the personal, professional, and legal/ethical issues that impact organizational performance.
2. Develop leadership-based communication strategies to enhance problem solving and decision-making across teams, departments, and organizational systems/structures.
3. Explain key leadership principles that influence leadership and supervisory practices.
4. Identify constructive approaches to manage conflict and create a productive working environment.
5. Describe and apply leadership communication skills that promote organizational performance improvement.

Required Courses

(From Certificate of Recognition):

OLRM 150	Improving Human Effectiveness	2
OLRM 201	Intro to Organizational Leadership	5
OLRM 202	Introduction to Organizational Ethics	5
OLRM 225	Human Relations in Organizations	5
		17

Organizational Leadership Focus

OLRM 202	Intro to Organizational Ethics	5
OLRM 205	Working in a Diverse Environment	3
OLRM 260	Conflict Resolution	5
		13

OR

Leadership Communication Focus

OLRM 205	Managing Diversity	3
OLRM 250	Organizational Communication	5
OLRM 260	Conflict Resolution	5
		13

Total Certificate of Completion 30

Step 3: Advanced Leadership Development (Certificate of Completion)

Advanced Leadership Development Certificate of Completion

Designed to stack on top of the Leadership and Human Relations and the Organizational Performance Improvement Certificates. This certificate is the next step in leadership development for professionals who desire to be transformational servant leaders and change agents in today's rapidly moving organizational landscape.

Program Learning Outcomes

1. Identify & assess major functions, problem-solving processes, and forces that shape contemporary business practices.
2. Describe the value and impact of diversity in the workplace and develop strategies that foster a respectful and inclusive working environment.
3. Explain the philosophy of servant-leadership and identify servant-centered leadership practices to utilize in the workplace.
4. Develop a set of leadership strategies and problem-solving skills that maximizes organizational productivity.

Required Courses

Credits

(From Certificate of Recognition):

OLRM 150	Improving Human Effectiveness	2
OLRM 201	Intro to Organizational Leadership	5
OLRM 225	Human Relations in Organizations	5
		12

From Organizational Performance Improvement, Organizational Leadership Focus

OLRM 202	Intro to Organizational Ethics	5
OLRM 205	Managing Diversity	3
OLRM 260	Conflict Resolution	5
		13

OR

From Organizational Performance Improvement, Leadership Communication Focus

OLRM 205	Managing Diversity	3
OLRM 250	Organizational Communication	5
OLRM 260	Conflict Resolution	5
		13
BUS& 101	Introduction to Business	5
OLRM 210	Introduction to Servant Leadership	5

OLRM 202 Introduction to Organizational Ethics 5

OR

OLRM 250 Organizational Communication 5

(Both are required – one would have been taken as part of the Organizational Improvement certificate)

Total Certificate of Completion 40

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

Step 4: Associate of Applied Science–Transfer (AAS-T) in Organizational Leadership and Resource Management or Leadership and Occupational Studies

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.

Program Learning 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.

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

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 World 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 credits must be concentrated in one professional-technical discipline AND requires prior faculty approval. _____ 30

Total Credits Required _____ 90

OR

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 Brandman University.

Program Learning Outcomes

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

1. Explain basic theories and approaches to leadership.
2. Identify leadership skills that support collaboration and group effort.
3. Demonstrate verbal and written communication skills.
4. Identify actions that promote ethical conduct
5. Apply leadership practices to interpersonal and organizational challenges.
6. Identify, interpret and apply leadership practices that promote an environment of inclusion.

Required Courses Credits

ACCT& 201 Prin of Accounting I _____ 5

BUS& 101 Intro to Business _____ 5

ENGL& 101 English Composition I* _____ 5

ENGL& 235 Technical Writing* _____ 5

OLRM 201 Intro to Organizational Leadership _____ 5

OLRM 202 Introduction to Organizational Ethics _____ 5

OLRM 205 Working in a Diverse Environment _____ 3

OLRM 210 Intro to Servant Leadership _____ 5

OLRM 225 Human Relations in Organizations _____ 5

OLRM 250 Organizational Communication _____ 5

OLRM 260 Conflict Resolution _____ 5

OLRM 299 Capstone Leadership Project _____ 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 world 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

GEOL& 101 Intro Physical Geology _____ 5

SCI 100 Introduction to Science* _____ 5

Total Credits Required _____ 93

Step 5:

Bachelor of Applied Science in Organizational Leadership and Technical Management

Organizational Leadership and Technical Management

Bachelor of Applied Science

The Bachelor of Applied Science in Organizational Leadership and Technical Management is a practitioner-oriented, applied degree that will prepare students for leadership, management, and supervisory roles in private, public, and nonprofit organizations. The program is designed to enroll students with a range of professional technical associate degrees and a diverse set of work experiences and professional goals. The curriculum will address knowledge, skills, and abilities in areas such as leadership theory, supervisory communications, project and operations management, occupational safety, conflict resolution, change and diversity management, and business law.

Program Learning Outcomes

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

1. Construct a philosophy of leadership to guide action
2. Identify intrapersonal and interpersonal skills necessary to lead with personal and relational competence

AAS: Associate in Applied Science = 90+ cr **AAS-T:** 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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

3. Design strategies to build and sustain an ethical organizational culture
4. Describe methodologies and tools to facilitate operational excellence
5. Utilize reflection and research skills to analyze problems and formulate solutions

Required Courses

Credits

Entrance requirements _____ 90

An associate degree from a regionally accredited institution with an overall 2.5 GPA and a 2.00 GPA in each of the following courses: English& 101, Math&107 or above, Humanities course from OC Associate degree distribution list, Social Science course from OC Associate degree distribution list.

ART	266 or 300/400 level	5
ANTH	300/400 level	5
BUS&	201 Business Law*	5
BUS	215 Business Statistics* or any Natural Science class from Distribution List	5
BUS	330 Business Finance*	5
CMST&	230 Small Group Communications*	5
IS	350 Project Management I*	5

Natural Science/Lab –

	Physical, Biological or Earth Science Course w/Lab	5
OLTM	301 Leading and Managing Tech Prof & Org*	5
OLTM	310 Workplace and Environmental Safety*	5
OLTM	320 Business/Leadership—Digital Economy*	5
OLTM	330 Business Ethics and Policy*	5
OLTM	340 Negotiation, mediation, Conflict Res.*	5
OLTM	400 Leading/Facilitating High Perf. Teams*	5
OLTM	410 Quality Mgmt/Process Imprv. Tech Org*	5
OLTM	420 Plan, Lead & Execute Strategic Change*	5
OLTM	490 Senior Capstone Ldr./Technical Mgmt.*	5
PSYCH	300 Industrial/Organizational Psychology*	5

Total Credits Required _____ **180**

Program progression is contingent on a grade of 2.0 or above in each OLTM course and a minimum cumulative GPA of 2.0 in all other courses applied to the degree.

Leadership in Non-Profit Organizations

Certificate of Recognition

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. 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 Learning Outcomes

1. Recognize the philosophy, social significance, and organizational design of non-profit organizations.
2. Identify the fundamental elements of grant proposals and fundraising plans.
3. Examine ethical issues that arise in organizations and formulate a framework that promotes ethical behavior.

Required Courses

Credits

OLRM	231 Introduction to Non-Profit Leadership	3
OLRM	233 Introduction to Grant Writing	3
OLRM	202 Introduction to Organizational Ethics	5

Total

11 credits

Physical Therapist Assistant

Advisor	Contact	Office
Bartlett, Lynn	lbartlett@olympic.edu 360.473.2863	7-302
Kyes, Stephanie	skyes@olympic.edu 360.473.2863	7-301

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 utilizes a selective admission process to enroll 24 students annually. The deadline for application to the program is April 30th, for Fall Quarter admission. The program offers a balance of general education courses, physical therapy theory and physical therapist 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 six 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. Students are prepared to take the national licensing examination for physical therapist assistants (NPTE).

Cost:

1. Same tuition as other OC students;
2. TEAS and Accuplacer test prior to admission (\$81 – TEAS, \$20 Accuplacer)

Additional Costs:

1. Laboratory fees (maximum \$35/course);
2. PTA student malpractice and liability insurance;
3. Proof of health insurance;
4. NPTE and WA State licensure exam fees;
5. Washington State Patrol (WSP) background check (\$10)
6. Transportation to and from clinical facilities not located on campus.

Admission Requirements

- Completion of Prerequisite Courses with a 2.0 grade or higher in each course: BIOL& 175 and PHYS 110, or CHEM& 121 and BIOL& 241/242*.
- Note: Either BIOL& 175, or PHYS 110, or BIOL& 242 may be taken in spring quarter of the year the student anticipates entry to the PTA program. Such applicants may receive a 'provisional admission' if they have met all other requirements and have an adequate number of factor points. A grade of 2.0 or higher must be achieved or the provisional admission will be revoked.
- Reading Comprehension level score on the Accuplacer (or COMPASS) reading comprehension test. A score of 84 or higher (88 on COMPASS) must be achieved. Students with a previous Bachelor level degree or higher from an accredited college are not required to take the Accuplacer assessment.
- Completion of the Test of Essential Academic Skills Assessment (TEAS)
- Completion of Required Support Courses, with a required grade of 2.0 or higher, is recommended: PSYC& 100, MATH 099 (or higher), and ENGL& 101
- Note: Support courses must be complete by the end of the spring session of the first year of the program.
- Completion of 40 Total Hours of Volunteerism in at least two different physical therapy facilities. Hours must be documented on the Volunteer/Work Verification form.

A faculty advisor must approve the program for degree/certificate completion.

*To meet graduation requirements, all prerequisite science courses must have been completed no more than ten years prior to graduation from the PTA program. If completion of the specified courses exceeds the time limit, the student may repeat the course(s) or challenge the course content through the Excelsior College Examination.

AAS: Associate in Applied Science = 90+ cr **AAS-T:** 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

**Starting in 2016, all first-time applicants are restricted in the number of retakes for prerequisites and required support courses. For the purpose of factoring, if an applicant has retaken a course multiple times, only the second attempt will be considered.

Re-Entry

Former Olympic College PTA students must submit a PTA application for admission and all credential requirements to be eligible to re-enroll. Upon the first academic or voluntary withdrawal a student is granted priority for readmission the following year, but must reapply to the program. Students with a second academic or voluntary withdrawal must reapply as a first year (new) student.

Program Learning Outcomes

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

1. Demonstrate occupational skills necessary to obtain employment as a physical therapist assistant.
2. Function under the supervision of the physical therapist in a safe, legal, ethical and effective manner.
3. 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.
4. Demonstrate critical problem solving to assist the supervising physical therapist in monitoring and modifying plan of care within the knowledge and limits of practice.
5. Perform and document physical therapy data collection and interventions safely and efficiently under the direction and supervision of a physical therapist.
6. Demonstrate competence in implementing selected components of interventions identified in the plan of care established by the physical therapist.
7. Identify career development and lifelong learning opportunities.

Required Courses

Credits

Prerequisites: Students must choose one of the two designated prerequisite pathways.

BIOL&175 and PHYS110

BIOL& 175 Human Biology w/Lab _____ 5

PHYS 110 Introduction to Physics* _____ 6

OR

BIOL&241/242 and CHEM&121

BIOL& 241 Human A & P 1* _____ 6

BIOL& 242 Human A & P 2* _____ 6

CHEM&121 Intro to Chemistry* _____ 6 _____ 11-18

AND

ENGL& 101 English Composition I* _____ 5

MATH 099 Intermediate Algebra* _____ 5

PSYC& 100 General Psychology _____ 5

First Year Fall Quarter:

PTA 101 Introduction to Physical Therapy* _____ 2
PTA 102 Medical Terminology for PTA* _____ 2
PTA 106 Kinesiology and Functional Anatomy* _____ 6
PTA 120 PTA Procedures I—Basic Skills* _____ 6 _____ 16

First Year Winter Quarter:

PTA 107 Pathology* _____ 5
PTA 108 Human Growth and Development* _____ 2
PTA 121 PTA Procedures II—Gait Assessment* _____ 4
PTA 125 PTA Procedures VI—Tests and Measures* _____ 4 _____ 15

First Year Spring Quarter:

PTA 103 Documentation for the PTA* _____ 2
PTA 110 Orthopedic Conditions* _____ 2
PTA 123 PTA Procedures IV—Physical Agents* _____ 4
PTA 126 PTA Procedures VII—Therapeutic Exercise* _____ 2
PTA 151 Clinical Experience I* _____ 4 _____ 14

First Year Summer Quarter:

PTA 105 Current PT Trends & Issues* _____ 2
PTA 111 Neuroscience for the PTA* _____ 2
PTA 122 PTA Procedures III—Orthopedics* _____ 6 _____ 10

Second Year Fall Quarter:

PTA 204 Ethics and Administration* _____ 2
PTA 224 PTA Procedures V—Neuromuscular* _____ 6.5
PTA 227 PTA Procedures VIII—Functional Rehab* _____ 4
PTA 251 Clinical Experience II* _____ 4 _____ 16.5

Second Year Winter Quarter:

PTA 252 Clinical Affiliation II* _____ 11
PTA 260 Professional Integration Seminar* _____ 3 _____ 14

Total Credits Required **111.5**
(or 118.5 credits with BIOL& 241/242)

Pre-Nursing

Advisor

Riddle, Sue

Contact

sriddle@olympic.edu
360.475.7175

Office

5-325

Associate in Pre-Nursing

Direct Transfer Agreement/ Major Related Program (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, to make appropriate course choices, it is imperative that the student make early contact with the planned transfer institution.

Required Courses

Credits

Communications (10 credits) See Note 1.

ENGL& 101 English Composition I* _____ 5

and one of the following two courses:

ENGL& 102 Composition II* _____ 5

ENGL& 235 Technical Writing* _____ 5 _____ 5

Quantitative/Symbolic Reasoning Skills:

MATH& 146 Intro to Statistics* _____ 5

See Note 2.

Humanities (15 credits):

CMST& 220 Public Speaking _____ 5

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 _____ 15

Social Sciences (15 credits):

PSYC& 100 General Psychology _____ 5

PSYC& 200 Lifespan Psychology _____ 5

Any Sociology course _____ 5 _____ 15

Natural Sciences (39 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

CHEM& 131 Intro to Organic/Biochem* _____ 6

NUTR& 101 Human Nutrition* _____ 5

Additional Biology (&160, &175,
or &211 recommended) _____ 5 _____ 39

Electives (No more than

5 credits may be from the restricted elective list) _____ 6

Total Credits Required **90**

Note 1 – A research writing course is required to transfer to Northwest University or Walla Walla University.

Note 2 – UW Seattle and Seattle University require 10 credits in an quantitative/symbolic logic reasoning.

Note 3 – A minimum college-level GPA of 2.0 is required. Many transfer institutions require a higher college-level GPA, or a higher GPA in a subset of courses, or a minimum grade in specific courses.

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

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Degrees and Certificates

Precision Machining

Also see *Engineering Technology*

Advisor	Contact	Office
Beck, Douglas	dbeck@olympic.edu 360.473.2827	14-201

Principles of Precision Machining

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills and machining skills. Students will learn about hand tools, shop safety procedures, blueprints, machinery, and computer numerical control. Students will build a foundation to pursue other certificates and two year degrees in any manufacturing or trade specialty area.

Program Learning Outcomes

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

1. Demonstrate an understanding of safety rules for equipment, personal protective equipment, interpret Safety Data Sheets (SDS), and safety features of machines in a manufacturing laboratory.
2. Prepare resources for production, develop an effective process plan, identify basic types of drawings, develop simple sketches of objects and read blueprints.
3. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilized and explain CNC terminology.
4. Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, trouble shoot, safely set-up and operate CNC mills and lathes.
5. Program, run, edit and troubleshoot NC codes.
6. Perform various methods to create solids, and apply toolpaths.
7. Work effectively in a manufacturing environment.
8. Participate and contribute to the effectiveness of teams.
9. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
10. Gather, interpret, and use data consistently and accurately to make decisions and take action.
11. Contribute to the maintenance of a safe and healthy work environment.
12. Apply technology to operate and contribute to business and manufacturing systems.
13. Take responsibility for his/her actions and decisions, adapt to change, and update his/her skills, knowledge, and attitudes to meet new challenges.

Required Courses

		Credits
MANU 101	Orientation to Manufacturing	2
MANU 130	Machine Tools/Precision Measurement	6
MANU 140	Machining Operations and Procedures*	6
MANU 150	Intro to Computer Numerical Control	6
MANU 160	Advanced Computer Numerical Control*	6
TEC-D 107	Technical Drawing*	4
TEC-D 145	Applied Problem Solving*	5
CO-OP 111	Cooperative Education Seminar I*	2
CO-OP 121-124	Cooperative Work Experience*	2

Total Credits Required 39

Manufacturing Technology

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills and machining skills. Students will learn about hand tools, shop safety procedures, blueprints, machinery, and computer numerical control.

Program Learning Outcomes

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

1. Use basic communication skills (writing, reading, speaking, listening and computing) to work effectively as a team member in a manufacturing environment.
2. Demonstrate an understanding of safety rules for equipment, personal protective equipment, interpret Safety Data Sheets (SDS), and safety features of machines in a manufacturing laboratory.
3. Prepare resources for production, develop an effective process plan, identify basic types of drawings, develop simple sketches of objects and read blueprints.
4. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilized and explain CNC terminology.
5. Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, trouble shoot, safely set-up and operate CNC mill and lathe machines.
6. Program, run, edit and troubleshoot NC codes.
7. Perform various methods to create solids, and apply toolpaths.

Required Courses

		Credits
MANU 101	Orientation to Manufacturing	2
MANU 130	Machine Tools/Precision Measurement	6
MANU 140	Machining Operations and Procedures*	6
MANU 150	Intro to Computer Numerical Control	6
MANU 160	Advanced Computer Numerical Control*	6

Total Credits Required 26

Manufacturing Technology-CNC

Certificate of Recognition

This certificate is designed to provide students with entry level manufacturing skills in Computer Numerical Control (CNC).

Program Learning Outcomes

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

1. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilize and explain CNC terminology.
2. Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, trouble-shoot, safely set-up and operate CNC mill and lathe machines.
3. Demonstrate an understanding/ability to program and complete student milling and turning projects during the quarter.
4. Program, run, edit and troubleshoot NC codes.
5. Perform surface modeling techniques.
6. Perform various methods to create solids.

Required Courses

		Credits
MANU 130	Machine Tools/Precision Measurement	6
MANU 150	Intro to Computer Numerical Control	6
MANU 160	Advanced Computer Numerical Control	6

Total Credits Required 18

Technical Design

Also see *Engineering Technology*

Advisor	Contact	Office
Newman, Grant	gnewman@olympic.edu 360.475.7393	11-104
Raty, Ron	rraty@olympic.edu 360.475.7389	12-204
Sanchez, Peter	psanchez@olympic.edu 360.475.7393	11-104

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.

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

Program Learning Outcomes

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

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.

Required Courses

Credits

CO-OP 111	Cooperative Education Seminar I*	2
CO-OP 121	Cooperative Work Experience*	5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5

Choose either MATH&141/142 or
TEC-D 116/145 combination:

MATH& 141	Precalculus I: Algebra*	5
MATH& 142	Precalculus II: Trig*	5

OR

TEC-D 116	Computational Techniques/Technicians	4
TEC-D 145	Applied Problem Solving*	5 9-10

OLRM 225	Human Relations in Organizations	5
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Choose one of the following three courses:

BSTEC 124	MS Excel Specialist*	4
BSTEC 154	MS Access Specialist	4
CIS 150	Survey of Computing	4 4

Program Requirements

50 credits minimum **Technical Design**—

Any courses 107 and above 50

Approved Electives (10 Credits):

ART& 100	Art Appreciation	5
ART 110	Design I	5
CHEM& 110	Chemical Concepts w/Lab*	6
CHEM& 141/151	General Chemistry & Lab I*	6.5
CIS 141	Programming Concepts	5
CIS 145	Introduction to C Language*	5
CIS 200	Programming Laboratory*	1
CIS 225	Advanced C Language*	5
CIS 285	Object Oriented Programming with C++*	5
ELECT 101	Direct Current*	5
ELECT 102	Alternating Current*	5
ELECT 111	Direct Current Circuit Laboratory*	3
ELECT 112	Alternating Current Circuit Lab*	3 10

Engineering—Any course

GEOG& 100	Introduction to Geography	5
GEOG 150	Physical Geography w/Lab	5
GEOG 260	Earth From Space	5

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
WELD 107	Welding Technical Orientation II*	5
WELD 108	Welding Metallurgy	5 10

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 Learning Outcomes

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

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.
6. Use related interactive GIS computer software technology to meet project and task requirements where technical drawings are part of a GIS database.
7. Communicate orally, graphically and in writing using technical and non-technical language in ways that maximize understanding for the receiver of the product.

Required Courses

Credits

Choose one of the following three courses:

BSTEC 124	MS Excel Specialist*	4
BSTEC 154	MS Access Specialist	4
CIS 150	Survey of Computing	4 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 4-5

Total Credits Required 45-46

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design Advisors.

Architectural/Civil Technician

Certificate of Proficiency

This certificate is designed for students wishing to supplement or advance their careers in civil, residential building design and/or construction with enhanced graphic communication skills, as well as written and verbal communication skills. This program may also be appropriate for those students wishing to improve their graphic communication skills to supplement an education in architecture or construction engineering.

Program Learning Outcomes

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

1. Work as a team member involving multiple disciplines and responsibilities.
2. Produce residential plans and pictorial drawings using hand drafting techniques.
3. Produce residential building plans using industry standard CAD and BIM software.
4. Use and interpret architectural and civil graphic standards
5. Use CAD software to produce civil drawings.
6. Identify the influences of art, history, sociology, and human perception in site and building design.
7. Use and document a systematic design process to identify, analyze, and solve simple residential building and site design problems, including conceptual, visual, and practical requirements.
8. Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
9. Identify materials and processes commonly used in residential construction.
10. Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.
11. Effectively communicate technical information in written, sketched, and digitized form.
12. Effectively use typical office software for routine office purposes.

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Degrees and Certificates

Required Courses

Credits

Choose one of the following two courses:

ART	110	Design I	5
GEOG	260	Earth From Space	5
CIS	150	Survey of Computing	4
ENGL&	235	Technical Writing*	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	127	Residential Architectural Drawing*	4
TEC-D	128	Adv Residential Architectural Drawing*	4
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 57

Architectural/Civil Technician

Certificate of Completion

This certificate is designed for students wishing to supplement or advance their careers in civil, residential building design and/or construction. This program may also be appropriate for those students wishing to improve their graphic communication skills to supplement an education in architecture or engineering.

Program Learning Outcomes

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

1. Work as a team member involving multiple disciplines and responsibilities.
2. Produce residential plans and pictorial drawings using hand drafting techniques.
3. Produce residential building plans using industry standard CAD and BIM software.
4. Use and interpret architectural and civil graphic standards
5. Use CAD software to produce civil drawings.
6. Identify the influences of art, history, sociology, and human perception in site and building design.
7. Use and document a systematic design process to identify, analyze, and solve simple residential building and site design problems, including conceptual, visual, and practical requirements.
8. Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
9. Identify materials and processes commonly used in residential construction.
10. Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.

Required Courses

Credits

Choose one of the following two courses:

ART&	100	Art Appreciation	5
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	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 40

GIS Technology

Certificate of Proficiency

This program will introduce students to the process and procedures and software used with Geographic Information Systems. Students will learn to identify and collect data from a variety of sources including public data bases and field surveys, as well as paper, and digitized raster and vector documents, filter and isolate appropriate information, and produce graphic information applicable for a specific purpose. This program also includes exposure to database manipulation for a variety of purposes and disciplines.

Program Learning Outcomes

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

1. Perform entry level work as a GIS Technician.
2. Identify 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.
5. Devise database schema required for addressing geospatial problems.
6. Develop customized user interfaces appropriate for geospatial investigations.
7. Appropriately incorporate GPS, CAD, and historical paper-based record data into a GIS framework.
8. Identify geospatial problems and the requisite method, or set of procedures needed to address the issue.
9. To construct a clear, presentable cartographic product that addresses a geospatial issue. Understand the software/hardware requirements for implementing a scalable GIS.
10. Manipulate data bases from a variety of disciplines using GIS software.

Required Courses

Credits

BSTEC	154	MS Access Specialist	4
ENGL&	235	Technical Writing*	5
GEOG	260	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 55

GIS Technology

Certificate of Completion

This program will introduce students to the process and procedures and software used with Geographic Information Systems. Students will learn to identify and collect data from a variety of sources including public data bases and field surveys, as well as paper, and digitized raster and vector documents, filter and isolate appropriate information, and produce graphic information applicable for a specific purpose.

Program Learning Outcomes

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

1. Perform entry level work as a GIS Technician.
2. Identify 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.
5. Devise database schema required for addressing geospatial problems.
6. Develop customized user interfaces appropriate for geospatial investigations.
7. Appropriately incorporate GPS, CAD, and historical paper-based record data into a GIS framework.
8. Identify geospatial problems and the requisite method, or set of procedures needed to address the issue.
9. Construct a clear, presentable cartographic product that addresses a geospatial issue. Understand the software/hardware requirements for implementing a scalable GIS.

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
BSTEC 154 MS Access Specialist	4
GEOG 260 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	38

Mechanical Technology

Certificate of Proficiency

This certificate focuses on the design, coordination and documentation of mechanical devices, with enhanced graphic communication skills, as well as written and verbal communication skills. It is designed for students or professionals in mechanical engineering or manufacturing wishing to expand or advance their careers by improving their graphic communication skills, or for those seeking entry level employment as a mechanical technician.

Program Learning Outcomes

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

1. Create a set of manufacturing documents based on engineering sketches and calculations, including drawings and specifications.
2. Identify and use sources of common industry standards, including ANSI, ASME, SAE, and ISO.
3. Visualize the interaction of 3-dimensional objects, based on 2-dimensional drawings.
4. Work as a team member involving multiple disciplines and responsibilities.
5. Use CAD software to computer model mechanical components, and produce a physical prototype of that model.
6. Analyze, test, and correct computer models and prototypes as required for function, precision, and tolerance.
7. Assist an engineer in the complete design process, and therefore know that process.
8. Effectively communicate technical information in written, sketched, and digitized form.
9. Effectively use typical office software for routine office purposes.

Required Courses	Credits
CIS 150 Survey of Computing	4
ENGL& 235 Technical Writing*	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 175 Introduction to Solid Edge	4
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	55

Mechanical Technology

Certificate of Completion

This certificate focuses on the design, coordination and documentation of mechanical devices. It is designed for students wishing to expand or advance their careers by improving their graphic communication skills, or for those seeking entry level employment as a mechanical technician.

Program Learning Outcomes

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

1. Create a set of manufacturing documents based on engineering sketches and calculations, including drawings and specifications.
2. Identify and use sources of common industry standards, including ANSI, ASME, SAE, and ISO.
3. Visualize the interaction of 3-dimensional objects, based on 2-dimensional drawings.
4. Work as a team member involving multiple disciplines and responsibilities.
5. Use CAD software to computer model mechanical components, and produce a physical prototype of that model.
6. Analyze, test, and correct computer models and prototypes as required for function, precision, and tolerance.
7. Assist an engineer in the complete design process, and therefore know that process.

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 130 Construction Materials and Methods	3
TEC-D 145 Applied Problem Solving*	5
TEC-D 175 Introduction to Solid Edge	4
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

Technical Design

Certificate of Recognition

This certificate includes an introduction to the core skills necessary for those wishing to advance an existing technical career with basic graphic communication skills. The certificate is designed to provide basic drafting skills as well as provide improved blue print reading skills and to enhance 3- dimensional visualization.

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 Learning Outcomes

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

1. Produce basic orthographic drawings either by hand drafting or by using Computer Aided Design software.
2. Interpret multi-view orthographic drawings and visualize the 3-dimensional equivalent.
3. Use common graphic standards to communicate technical designs.
4. Properly select tools for a specific purpose, and use the tools in a precise and accurate manner.
5. Follow processes that lead to consistent and precise results.

Required Courses	Credits
TEC-D 107 Technical Drawing*	4
Choose one of the following three courses:	
TEC-D 109 Descriptive Geometry*	4
TEC-D 175 Introduction to Solid Edge	4
TEC-D 222 AutoCAD 3D*	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 Advisors.

Degrees and Certificates

Welding Technology

Advisor	Contact	Office
Keeling, Ron	rkeeling@olympic.edu 360.432.5419	S1-101
Kitchens, Al	akitchens@olympic.edu 360.475.7312	14-203
Snell, Kevin	ksnell@olympic.edu 360.475.7395	14-204

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 Learning Outcomes

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

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 DataFiles.

Required Courses

Choose one of the following two classes:

BSTEC	145	Bus Writing/Grammar for the Wkplce*	5
ENGL&	101	English Composition I*	5
CIS	150	Survey of Computing	4
GEN-S	121	Success for Student Cohorts	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			6

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 Learning Outcomes

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

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.

Credits

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.

Required Courses

Credits

Choose one of the following two classes:

BSTEC	145	Bus Writing/Grammar for the Wkplce*	5
ENGL&	101	English Composition I*	5
CIS	150	Survey of Computing	4
GEN-S	121	Success for Student Cohorts	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 Learning Outcomes

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

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.

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

- Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
- Demonstrate teamwork and responsible/dependable behavior in decision-making and task performance.
- Apply and practice workplace safety policies and procedures.
- Use effective reading, thinking, mathematical and written communication skills in workplace environments.
- 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.

- Understand blue print reading by interpreting AWS welding symbols in order to fabricate an assembly to engineering drawing requirements.
- An overview of the manufacturing sector, including career exploration.

<i>Required Courses</i>		<i>Credits</i>
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

Required Courses *Credits*

Choose one of the following two classes:

BSTEC 145	Bus Writing/Grammar for the Wkplce*	5
ENGL& 101	English Composition I*	5
CIS 150	Survey of Computing	4
GEN-S 121	Success for Student Cohorts	2
MANU 101	Orientation to Manufacturing	2
MANU 120	Manufacturing Methodologies	5
MATH 091	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**

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 Learning Outcomes

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

- Entry level skills for welding carbon, stainless and aluminum alloys welded with the Gas Metal and Gas Tungsten Arc Welding processes.
- Understand the set-up, running and maintenance of GMAW and GTAW equipment and how to operate the equipment safely.
- Understand safety requirements associated with the welding industry; including welding gear, welding equipments, gasses, tools, and welding environment.

Precision Metal Cutting

Certificate of Recognition

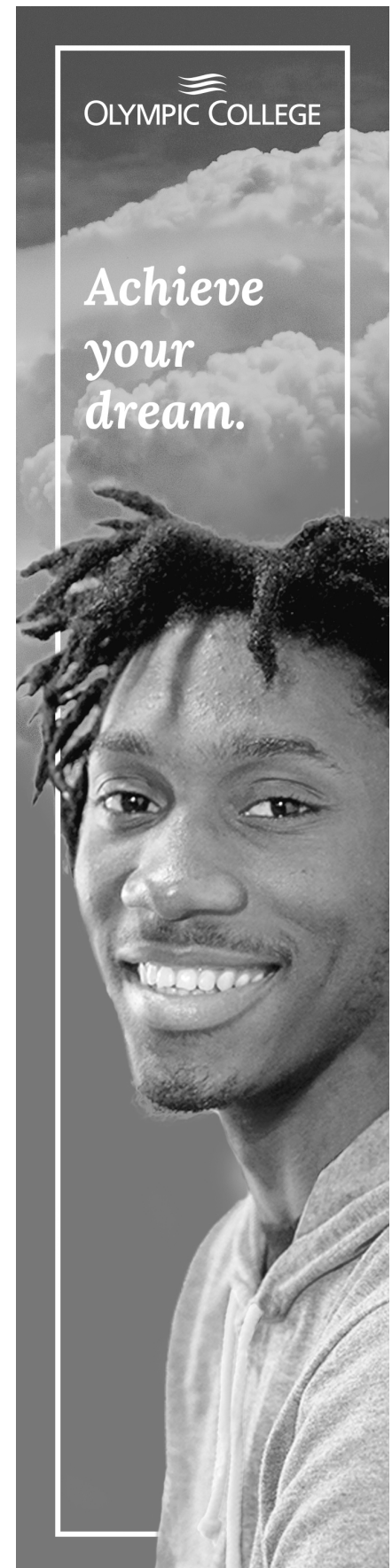
This program is designed to prepare students for entry-level metal cutting positions in the welding industry.

Program Learning Outcomes

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

- Perform safety inspections and preventive maintenance of welding equipment.
- Apply personal safety procedures and use the correct personal protective equipment in the welding environment.
- Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
- Use measuring instruments and layout tools including tape measures, combination squares, and machinist rulers.
- 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.
- With 75% accuracy per workmanship standard, perform: oxyacetylene welding, brazing, oxy/fuel cutting, plasma arc cutting, straight cutting, and beveling.
- Enhance academic success and retention for new and returning students into college.
- An overview of the manufacturing sector, including career exploration.

<i>Required Courses</i>		<i>Credits</i>
GEN-S 121	Success for Student Cohorts	2
MANU 101	Orientation to Manufacturing	2
WELD 100	Oxyacetylene Welding*	6
WELD 106	Welding Technical Orientation I	5
Total Credits Required		15



NOTE TO STUDENTS:

Common Course Numbers & Titles

To make it easier for students to transfer credits among the State's 34 community and technical colleges, some courses are numbered and titled in a similar way at every community college in the state.

Courses that have been identified as Common Course Numbers have "&" in the course number, for example: ENGL& 101.

Many courses without an "&" also transfer between two-year and four-year colleges.

Unless otherwise specified, a minimum grade of 2.0 in prerequisite courses is required to enroll.

Independent Study

Independent Study (can be offered in all subjects)

Cr: 1-5 Wkly hrs: 30 hours per credit Clinic

Courses can be offered as: 195/295. May be repeated for a maximum of 15 credits.

Allows the student to pursue topics not offered in the College Catalog through in-depth coursework under the direction of an instructor. This course may include directed readings, coverage of special topics, and other independent study. The topic and scope of study, learning objectives, work required, methods of evaluation, and academic level (195 versus 295) will be determined in conference between the student and instructor.

Prerequisite: Instructor permission.

Practicum

Practicum (can be offered in all subjects)

Cr: 1-5 Wkly hrs: 10 hours Lab

Courses can be offered as: 199/299.

A practical application in the working world of the basic theories studied in the above program or discipline.

Prerequisite: Permission of instructor.

Accounting

ACCT&201--Prin of Accounting I

Cr: 5 Wkly hrs: 5 hours Lecture

Accounting as an information system, the accounting cycle, accounting for a merchandising operation, cash, receivables, and inventories.

ACCT&202--Prin of Accounting II

Cr: 5 Wkly hrs: 5 hours Lecture

Includes accounting for fixed assets, liabilities, partnerships and corporations. Also includes the statement of cash flows as well as the underlying principles of accounting.

Prerequisite: ACCT& 201.

ACCT&203--Prin of Accounting III

Cr: 5 Wkly hrs: 5 hours Lecture

Development and analysis of accounting information for managerial decision-making.

Prerequisite: ACCT& 202 and high school algebra or its equivalent.

Adult Education--Adult Basic Education

ADABE 009--Orientation to Adult Ed

Cr: 1 Wkly hrs: 1 hours Lecture

An introduction to Olympic College and its Adult Education Program. Students learn to set goals, make an educational plan, and assess their own progress. May be taken twice each academic year.

Prerequisite: Orientation/placement testing.

ADABE 041--Communication Skills 2

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students who complete this course will read for literal comprehension, find and interpret information from common references, write several related sentences, and use a computer for routine tasks. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADABE 042--Math 2

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students who complete this course will identify where math is used in real life situations and can process whole number operations in addition, subtraction, multiplication and division, and find averages. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADABE 051--Communication Skills 3

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students who complete this course can identify their goals, define and support a reading purpose, write clear narratives of a paragraph or more, and use a computer to perform routine tasks. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADABE 052--Math 3

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students who complete this course will be able to solve problems using whole numbers, fractions, decimals, percents, ratios, and proportions, and will be introduced to signed numbers and scientific notation. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADABE 061--Communication Skills 4

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students who complete this course will be able to use reading and writing skills in personally relevant contexts, use resources to collect and interpret information, and use a computer to perform routine tasks. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADABE 062--Math 4

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students who take this course will be able to problem solve using whole numbers, fractions, decimals, percents, ratios, and proportions, perimeter, area, volume, simple interest, and charts, graphs, and tables. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADABE 071--Communication Skills 5

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students who complete this course will be able to write clearly using standard grammar, usage, and punctuation; collect, interpret, and integrate information using multiple resources, and use a computer to complete routine tasks. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADABE 072--Math 5

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students who complete this course will further develop their skills to effectively communicate and use mathematical operations up to introductory algebra and geometry. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADABE 073--Fundamentals of Reading and Writing

Cr: 1-6 Wkly hrs: 6 hours Lecture

This course helps students develop strategies for reading literal comprehension, find and interpret information from common references, reading activities. Students who complete this course will be able to write clearly using standard grammar, usage, and punctuation identify their goals, define and support a reading purpose, write clear narratives of a paragraph or more, and use a computer to complete routine tasks.

Prerequisite: Orientation/placement or permission of instructor.

ADABE 075--Fundamentals of Reading and Writing

Cr: 1-6 Wkly hrs: 6 hours Lecture

This course helps students develop strategies for reading literal comprehension, find and interpret information from common references, reading activities. Students who complete this course will be able to write clearly using standard grammar, usage, and punctuation identify their goals, define and support a reading purpose, write clear narratives of a paragraph or more, and use a computer to complete routine tasks.

Prerequisite: Orientation/placement or permission of instructor.

ADABE 077–Integrated Skills Lab for Health Care

Cr: 1-3 Wkly hrs: 6 hours Lab

This course assists students in developing basic skills necessary for success in their professional-technical career. (Pass/No Credit)

Prerequisite: Orientation/qualifying score on state standardized assessment.

ADABE 081–Communication Skills 6

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students who complete this course will be able to write clearly using standard grammar, usage, and punctuation; collect, interpret, and integrate information using multiple resources; and use a computer to complete routine tasks. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADABE 088–ABE Transitions Reading and Writing 5

Cr: 1-6 Wkly hrs: 6 hours Lecture

Basic skill development in reading/writing. Identify parts of a sentence, grammatical concepts, vocabulary building and decoding.

Prerequisite: HS diploma/GED, Accuplacer scores, CASAS assessment.

ADABE 089–ABE Transitions Reading and Writing 6

Cr: 1-6 Wkly hrs: 6 hours Lecture

Advanced skill development in reading/writing. Identify parts of a sentence, grammatical concepts, vocabulary building and decoding.

Prerequisite: HS diploma/GED, Accuplacer scores, CASAS assessment.

ADABE 090–Reading Comprehension 2

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students will learn to read and comprehend words in a simple text, slowly and with few errors, to independently accomplish simple, well-defined and structured reading activities. (Pass/No Credit)

Prerequisite: Orientation/placement testing.

ADABE 091–Reading Comprehension 3

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students will learn to quickly and accurately read and comprehend words and word groups in simple text to independently accomplish well-defined and structured reading activities. (Pass/No Credit)

Prerequisite: Orientation/placement testing.

ADABE 092–Reading Comprehension 4

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students will learn to read a variety of texts at an appropriate pace and with good comprehension to independently accomplish structured, complex reading activities. (Pass/No Credit)

Prerequisite: Orientation/placement testing.

ADABE 093–Reading Comprehension 5

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students will learn to read dense or multipart texts at an appropriate pace and with good comprehension to independently accomplish structured, complex reading activities. (Pass/No Credit)

Prerequisite: Orientation/placement testing.

ADABE 094–Reading Comprehension 6

Cr: 1-6 Wkly hrs: 6 hours Lecture

Students will learn to read long, complex texts at an appropriate pace and with good comprehension to independently accomplish structured, complex reading activities. (Pass/No Credit)

Prerequisite: Orientation/placement testing.

ADABE 095–Fundamentals of Grammar

Cr: 1-4 Wkly hrs: 4 hours Lecture

Students will have in-depth practice covering eight fundamental areas of basic English grammar to support improvement with writing and reading comprehension skills.

Prerequisite: ADESL 009 or ADABE 009; minimum level 4 ESOL placement (ADESL 060 or 061). Concurrent enrollment in a core ABE or ESOL class.

Adult Education--English Second Language

ADESL 006–Basic Computer Skills/ESL

Cr: 1-3 Wkly hrs: 3 hours Lecture

Introduces ESL students to the computer skills needed for success in college, family, and workplace. (Pass/No Credit)

Prerequisite: Orientation/placement or permission of instructor.

ADESL 009–Orientation to ESL

Cr: 1 Wkly hrs: 1 hours Lecture

An introduction to the ESL program and Olympic College. Students learn to set goals, make an educational plan, use resources and assess progress. May be taken twice a year. (Pass/No Credit)

Prerequisite: Required for all new students in ESL classes.

ADESL 020–ESL Civics Literacy

Cr: 1-3 Wkly hrs: 3 hours Lecture

Students are introduced to broad concepts and responsibilities of good citizenship while participating as active community members and building English language communication skills.

Prerequisite: Students at high beginning levels (level 3) or permission of instructor.

ADESL 030–ESOL 1 Speaking/Listening

Cr: 1-6 Wkly hrs: 6 hours Lecture

Introduce students to basic survival English. It is designed for students who are true language beginners. (Pass/No Credit)

Prerequisite: Orientation/assessment or permission of instructor.

ADESL 031–ESOL 1 Reading/Writing

Cr: 1-6 Wkly hrs: 6 hours Lecture

Introduce students to beginning English literacy skills. Designed for students who have just started to learn basic survival English. (Pass/No Credit)

Prerequisite: Orientation/assessment, score of 3.0 in the previous level and/or permission of instructor.

ADESL 040–ESOL 2 Speaking/Listening

Cr: 1-6 Wkly hrs: 6 hours Lecture

Built upon language skills beyond beginning English literacy; for students who are at a low beginning level of language learning. (Pass/No Credit)

Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 041–ESOL 2 Reading/Writing

Cr: 1-6 Wkly hrs: 6 hours Lecture

Built upon language skills beyond survival English literacy; for students who are at a low beginning level of language learning. (Pass/No Credit)

Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 050–ESOL 3 Speaking/Listening

Cr: 1-10 Wkly hrs: 10 hours Lecture

Built upon language skills beyond low-beginning English literacy; for students at a high-beginning level of language learning. (Pass/No Credit)

Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 051–ESOL 3 Reading/Writing

Cr: 1-10 Wkly hrs: 10 hours Lecture

Built upon language skills beyond low-beginning English literacy; for students who are at a high-beginning level of language learning. (Pass/No Credit)

Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 060–ESOL 4 Speaking/Listening

Cr: 1-10 Wkly hrs: 10 hours Lecture

Built upon language skills beyond intermediate English. It is designed for students who are at a high-intermediate/low-advanced level of language learning. (Pass/No Credit)

Prerequisite: Orientation/assessment or permission of instructor.

ADESL 061–ESOL 4 Reading/Writing

Cr: 1-10 Wkly hrs: 10 hours Lecture

This course builds upon language skills beyond low-intermediate English literacy; for students who are at an intermediate level of language learning.

Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 068–ESOL 5 Bridge Speaking/Listening

Cr: 1-10 Wkly hrs: 10 hours Lecture

Built upon language skills beyond low intermediate English for high intermediate level learners to prepare for advanced English classes. (Pass/No Credit)

Prerequisite: Orientation/assessment or permission of instructor.

ADESL 069–ESOL 5 Bridge Reading/Writing

Cr: 1-10 Wkly hrs: 10 hours Lecture

Build upon high-intermediate language skills. It is designed for students with a high level of English fluency. (Pass/No Credit)

Prerequisite: Orientation/assessment or permission of instructor.

ADESL 070–ESOL 6 Bridge Speaking/Listening

Cr: 1-10 Wkly hrs: 10 hours Lecture

Build upon language skills beyond high-intermediate English. Designed for advanced level learners to prepare for matriculating to college credit classes. (Pass/No Credit)

Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 071–ESOL 6 Bridge Reading/Writing

Cr: 1-10 Wkly hrs: 10 hours Lecture

Designed for students at an advanced level of English. This course introduces students to the linguistic, cultural and study skills necessary for matriculating into college level classes at a community college. (Pass/No Credit)

Prerequisite: Orientation/assessment or permission of instructor.

ADESL 083–Beginning Pronunciation ESL

Cr: 2 Wkly hrs: 2 hours Lecture

Improving pronunciation of American English for community, academic, and workplace settings for beginning students with basic English skills.

Prerequisite: Orientation/placement testing.

ADESL 084–Intermediate Pronunciation ESL

Cr: 2 Wkly hrs: 2 hours Lecture

Improve pronunciation of American English for community, academic, and workplace settings for students with intermediate English skills.

Prerequisite: Orientation/placement testing.

ADESL 085–Advanced Pronunciation ESL

Cr: 2 Wkly hrs: 2 hours Lecture

Improving pronunciation of American English for community, academic, and workplace settings for students with advanced English language skills.

Prerequisite: Orientation/placement testing.

ADESL 086–Conversational English

Cr: 2 Wkly hrs: 2 hours Lecture

Students develop conversational skills in English by discussing self, family, work, community and current events.

ADESL 087–Fundamentals of Grammar

Cr: 1-4Wkly hrs: 4 hours Lecture

A review of English grammar for non-native English speakers who have a high-intermediate to advanced vocabulary.

Prerequisite: Orientation.

ADESL 090–Bridge to College Success

Cr: 1-4Wkly hrs: 4 hours Lecture

Designed for non-native speakers of English, this course provides ESOL instruction in the context of transitioning into college level courses. Students will learn how to navigate the American college system from registration through graduation while improving their English skills in reading, writing, listening, and speaking. They will become familiar with the culture, systems, and processes necessary for successful transitions into American higher education.

Prerequisite: ADESL 009 or ADABE 009; minimum level 4 ESOL placement (ADESL 060 or 061). Concurrent enrollment in a core ESOL class.

American Culture and Equity Studies

ACES 101–Diversity and American Culture

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - This course introduces students to the interdisciplinary study of diversity in American culture and society through the synthesis of theories, concepts, and insights from literature, sociology, and history. Students will have the opportunity to examine various media and their own complex identities and families in specific socio-historical and cultural contexts. Through careful reading and discussion of novelists, short story writers, artists, activists, historians, and sociologists, we will explore how meanings of race, ethnicity, class, gender, sexuality, and disability are formed in relationship to lived experiences and American ideologies. (Same as HUMAN 101)

Prerequisite: Completion of ENGL&101 with a grade of 2.0 or above is strongly recommended.

ACES 102–The LGBTQ Experience

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - This course provides students with an introduction to Lesbian, Gay, Bisexual, Transgender, and Queer Studies. Students will become familiar with critical approaches to the study of sexuality and gender from an interdisciplinary perspective. Focus will be on investigating the production and regulation of sexualities in relation to gender identities, popular culture, racial and national formations, and media aesthetics. The class will also engage varying competing arguments about contemporary controversies. Readings and primary texts will include historical materials, sociological studies, queer and transgender theory, activist publications, memoirs, literary fiction, nightclub culture, drag performances, and film. (Same as HUMAN 102)

Prerequisite: Completion of ENGL&101 with a grade of 2.0 or above is strongly recommended.

ACES 110–Monsters & American Culture

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Monsters ? and slanders ? and ghosts! Oh, my! This course provides an opportunity to explore American culture and society through a history of monsters in literary fiction, folklore, film, television, and popular culture. We will examine monsters in context, thinking about the ways in which they reveal broader cultural fears and anxieties concerning race, class, gender, sexuality, ability, sustainability, immigration, religion, and science. An eclectic, fun, and rigorous collection of texts will be examined.

ACES 160–Latina/os and Hollywood Imagery

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - This course is devoted to analyzing representations of Latina/os and Chicana/os in Hollywood culture and cinema. How are actors and filmmakers working to challenge stereotypes? How do past patterns of Hollywood imagery remain in our present? Through the study of narrative and cinematic art forms, students will decipher and critique how meanings of race, class, gender, and sexuality get produced and sometimes contest long-held beliefs about Latina/o and Chicana/o identities. Films, literary fiction, and television programs will be historically and theoretically situated in order to examine the social significance and political impact of Hollywood's imagery on one of the fastest growing social groups in American society. Special attention may be given to issues of labor, language, immigration, and Latina and Chicana feminism. *Note: "Latina/o" refers to people of Latina American descent in the U.S., while "Chicana/o" refers to people of Mexican descent in the U.S. (Same as HUMAN 160)

Prerequisite: Completion of ENGL&101 with a grade of 2.0 or above is strongly recommended.

ACES 170–Black Voices in America

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - This course focuses on the voices and experiences of black people in the United States, emphasizing ideas and concepts in black social thought, political protest, and artistic efforts to initiate social change. By drawing from visual art, music, literature, history and the social sciences, the course will examine how the wide-spectrum of black leaders, intellectuals, and organizations have focused their energies in finding ways to thrive and to work toward the elimination of institutional racism, sexism, homophobia, and classism. Overall, students will acquire a fuller understanding of the cultural and historical developments of black America as they relates to issues of social justice. (Same as HUMAN 170)

Prerequisite: Completion of ENGL&101 with a grade of 2.0 or above is strongly recommended.

American Sign Language

ASL 101–Fingerspelling and Numbering

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

This course includes an introduction to historical and physiological aspects of fingerspelling and number use in American Sign Language (ASL). Specialized instruction will be given to develop and master their abilities of expressive spelling, reading fingerspelled words and numerical incorporation including focus areas involving: time signs, money, measurements, game scores, and other amounts.

ASL& 121–Am Sign Language I

Cr: 5 Wkly hrs: 5 hours Lecture

H - An introductory course focusing on expressive and receptive signing in the context of everyday situations. In addition to basic vocabulary and grammar, the culture and history of the deaf and culturally appropriate behaviors are introduced.

ASL& 122--Am Sign Language II

Cr: 5 Wkly hrs: 5 hours Lecture

H - Continued study of ASL focused on expanding vocabulary and grammar to intermediate level with an emphasis on expressive and receptive skills. Further discussion of the deaf culture is also included.

Prerequisite: ASL& 121 with 2.0 or better or permission of instructor. Students, who have taken ASL classes at their previous high schools/colleges in the past, need to be seen and evaluated by the ASL faculty to test their receptive and expressive signing skills to determine their skill level to be placed in the appropriate class.

ASL& 123--Am Sign Language III

Cr: 5 Wkly hrs: 5 hours Lecture

H - Continued study of ASL focused on expanding vocabulary and grammar with emphasis on expressive and receptive skills. Further discussion of deaf culture.

Prerequisite: ASL& 122 with 2.0 or better or permission of instructor. Students, who have taken ASL classes at their previous high schools/colleges in the past, need to be seen and evaluated by the ASL faculty to test their receptive and expressive signing skills to determine their skill level to be placed in the appropriate class.

Anthropology

ANTH&100--Survey of Anthropology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Survey of the subfields of archaeology, biological anthropology and linguistic and cultural anthropology; physical and cultural variation and change examined.

ANTH&204--Archaeology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Techniques, principles, issues, and goals of archaeological research; also prehistoric record examined.

ANTH&205--Biological Anthropology

Cr: 5 Wkly hrs: 5 hours Lecture

NS/SS - Views humans as biological organisms within the framework of culture. Attention is given to human variation and adaptation; genetics, primate studies, fossil evidence for human evolution.

Recommended: ANTH& 100

ANTH&206--Cultural Anthropology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Cross-cultural comparison of non-Western and Western cultures; includes history, theories, and methods of the field.

ANTH&207--Linguistic Anthropology

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Linguistic methods and theories used within anthropology; includes a variety of approaches to the study of language.

ANTH&210--Indians of North America

Cr: 5 Wkly hrs: 5 hours Lecture

SS - History, social organization, subsistence, colonialism, and contemporary issues examined with emphasis on the cultural diversity of Native American cultures.

ANTH 212--Environmental Anthropology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Anthropological understanding of local and global environmental problems and sustainability. Human adaption to the environment. Globalization, ethnoecology, political ecology, environmental justice, history, theory, methods of Environmental Anthropology.

ANTH 270--Archaeology Field School

Cr: 12 Wkly hrs: 2 hours Lecture, 4 hours Lab

SS - Taught entirely in the field. Training given in archaeological field research methods and techniques, including survey, excavation, artifact analysis, report preparation, and museum curation of archaeological collections.

ANTH 325--Death: A Comparative Perspective

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Course examines mourning rituals, mortuary practices, beliefs in afterlife, medical/ethical issues, and images of death in both Western and Non Western cultures.

Prerequisite: None (Cultural Anthropology or ADN Degree recommended.)

ANTH 335--Culture/Health/Healing

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Introduces student to an anthropological perspective on disease, illness, and health. Examines cultural explanations of and responses to disease and illness, different cultural approaches to treatment and curing, and factors that influences the distribution of disease, illness and wealth within and between cultures.

Prerequisite: ANTH& 206 or ADN degree recommended

ANTH 350--Applied Anthropology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - This course explores the practical application of anthropology's methods and theories to address the needs of society, including the challenges and research needs of communities and organizations.

Prerequisite: Acceptance into BAS OLTM program or Instructor Permission

Art

ART& 100--Art Appreciation

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

H - Student finds personal meaning in visual arts, painting, sculpture, and architecture with emphasis on diversity of form, content, and comparative styles.

ART 102--Art History/Ancient--Byzantine

Cr: 5 Wkly hrs: 5 hours Lecture

H - Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, the Near East and North Africa from prehistoric times through the Byzantine Period.

ART 103--Art History/Medieval--Renaissance

Cr: 5 Wkly hrs: 5 hours Lecture

H - Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, the Near East, and North Africa from Early Medieval through the 16th Century.

ART 104--Art History/Baroque--Modern

Cr: 5 Wkly hrs: 5 hours Lecture

H - Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, The Americas, China, Japan, India and Africa from the Baroque Period to the present.

ART 106--Drawing I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

H - Drawing from still life and landscape, with an emphasis on observation, technique and design skills.

ART 107--Drawing II

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

H - Introduction to techniques in drawing the figure with emphasis on form, light, shadow, and human anatomy

Prerequisite: ART 106.

ART 110--Design I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

H - Study of the relationship of form: the elements and the principle of art and organization as an understanding of two-dimensional art design.

ART 111--Design II

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

H - Introduction to digital image editing software using the elements and principles of art.

Prerequisite: ART 110.

ART 117--Art History/Northwest Coast

Cr: 5 Wkly hrs: 5 hours Lecture

H - Art History of the Northwest Coast introduces students to the Native Arts of the Northwest coastal region from Prehistory to the present.

ART 120--Public Art Mural Painting

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

H/SP - Course will cover historical and cultural as well as the economic role of public murals. Students will work collaboratively in both the classroom and the field to create a large mural for an actual client during the quarter. Through coursework students will collaboratively experience design, presentation and construction of mural concept.

ART 125--Ceramics I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

H/SP - Study of clay as a material for art: emphasis on wheel throwing and hand building construction. Clay and glaze chemistry and glaze application introduced along with firing atmospheres of gas and electric.

ART 173--Art for Teachers

Cr: 5 Wkly hrs: 5 hours Lecture

H - Survey course that consider how children engage in the artistic process as a means of constructing their knowledge including children's art and the development of the young child. Developmentally appropriate methods of planning and implementing creative activities in all areas of the ECE curriculum. Uses the elements of art and principles of design and how societal/cultural/historical factors give rise to art.

ART 206--Drawing III

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 107 with further study of the figure and emphasis on techniques in drawing hands and portraiture.
Prerequisite: ART 107.

ART 210--Design III

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Introduction to digital illustration with emphasis on the elements and principles of art.
Prerequisite: ART 111 OR DMA 120 with Grade of 0.7 or better.

ART 225--Ceramics II

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 125, with new emphasis on introduction of additional forms and construction methods. Introduction to Glaze calculation and mixing. Introduction to kiln firing.
Prerequisite: ART 125.

ART 226--Ceramics III

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 225, with further experimentation in porcelain, glazes and firing techniques.
Prerequisite: ART 106, 110, and 225.

ART 230--Watercolor I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - An introduction to the basic materials and techniques of watercolor painting. Emphasis will be on paint application, color theory and mixing, paper qualities, composition and stylistic possibilities of the medium.

ART 231--Watercolor II

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 230, encouraging further development of personal imagery, technique and style. A variety of subject matter will be explored.
Prerequisite: ART 230.

ART 232--Watercolor III

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Emphasis on composition combining transparent and opaque watercolor, acrylic, pastels, ink, charcoal and collage. The development of painting within an historical and multicultural context through individual instruction.
Prerequisite: ART 231.

ART 240--Painting I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Introduction of fundamental techniques/materials of acrylic painting. Emphasis on composition, color theory, and paint handling of image.
Prerequisite: ART 106 strongly recommended.

ART 241--Painting II

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Painting studio course in acrylic techniques which examines a variety of color, compositional and stylistic challenges encountered in personal artistic interpretation.
Prerequisite: ART 240.

ART 242--Painting III

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Students will continue development of their painting skills through the exploration of 20th Century color theory and practice, composition and materials.
Prerequisite: ART 241.

ART 266--Sculpture I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Introduction to materials. Consideration of form. Technical and compositional exercises in clay, plaster, wire, casting materials and found object materials.

ART 267--Sculpture II

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Further practice in the fundamentals of additive, reductive, and constructive sculpture. Introduction to large forms, conceptually based artwork and alternative materials. A short presentation about a chosen artist will be required.
Prerequisite: ART 266.

ART 268--Sculpture III

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Intensive creative work in a variety of media including traditional and contemporary ideas and their relationship to personal expression. A presentation on Contemporary Art is required.
Prerequisite: ART 267.

Astronomy

ASTRO 101--Introduction to Astronomy

Cr: 5 Wkly hrs: 5 hours Lecture
NS - Modern concepts and theories from the science of astronomy; motions of night-time sky, history of astronomy, light and telescopes, solar system, stars, and galaxies. Particular emphasis on composition of our solar system.
Prerequisite: MATH 094 (Elementary Algebra) or equivalent.

ASTRO 102--Introduction to Astronomy

Cr: 5 Wkly hrs: 5 hours Lecture
NS - Properties of stars, stellar evolution, the Milky Way and other galaxies, quasars, cosmology.
Prerequisite: MATH 099 with a grade of 2.0 or above or permission of instructor.

ASTRO 105--Life in the Universe--Astrobiology

Cr: 5 Wkly hrs: 5 hours Lecture
NS - Introduction to Astrobiology, the study of the origin and evolution of life on Earth, and the search for microbial and intelligent life elsewhere in the Universe.
Prerequisite: 094 (Elementary Algebra) or equivalent.

Baccalaureate Nursing

BNURS 320--Statistics for Health Research

Cr: 5 Wkly hrs: 5 hours Lecture
Provides a conceptual approach to statistics including: analysis and utilization of inferential, descriptive statistics and applications to health care research and nursing. Meets the Symbolic/Quantitative Skills requirement for BSN students.

BNURS 321--Nursing Informatics

Cr: 5 Wkly hrs: 5 hours Lecture
Analyzes information systems (IS) as they relate to clinical management, education, and research.
Prerequisite: Enrolled in an ADN, TADN or BSN program or have instructor permission.

BNURS 323--U.S. Health Care Crisis

Cr: 5 Wkly hrs: 5 hours Lecture
SS - Controversies and challenges of U.S. health care including accessibility and costs. (Same as POLS 323).

BNURS 340--Advanced Clinical Reasoning

Cr: 3 Wkly hrs: 3 hours Lecture
Examine clinical nursing phenomena and therapies from the perspective of human physiologic response, including pathophysiologic, experiential and behavioral events. Includes life span and sociocultural factors.
Prerequisite: Acceptance into BSN program or permission of instructor.

BNURS 350--Professional Writing for Nurses

Cr: 3 Wkly hrs: 3 hours Lecture
Analytical reasoning and writing relevant to nursing practice. Theories of decision making and problem solving related to health problems and clinical situations.
Prerequisite: Acceptance into RN-BSN Program or permission of instructor.

BNURS 402--Families in the Community

Cr: 3 Wkly hrs: 3 hours Lecture
Focus on concepts of health, community, and environments as they relate to the health of diverse families in a range of settings. Nursing roles in family health are explored.
Prerequisite: Acceptance into BSN program or permission of instructor.

BNURS 403--Connecting Research to Nursing

Cr: 3 Wkly hrs: 3 hours Lecture
Introduction to research methodologies and utilizing health care research to support evidence-based nursing practice.
Prerequisite: Acceptance into BSN program. Completion of statistics requirement.

BNURS 407--Perspectives on Diversity

Cr: 3 Wkly hrs: 3 hours Lecture
The human dignity, inherent worth and uniqueness of individuals, families, groups and communities; and the ways that difference is defined, used, and experienced in society.
Prerequisite: Acceptance into BSN program or permission of instructor.

BNURS 408--Health & Wellness Promotion Clinical

Cr: 3 Wkly hrs: 6 hours Lab
Assessment and development of a plan of care to promote healthy families in rural and urban communities.
Prerequisite: Acceptance into the RN-BSN program. Successful completion of or concurrent enrollment in BNURS 402.

BNURS 409--Community Health Nursing Theory

Cr: 3 Wkly hrs: 3 hours Lecture
Introduces theories, concepts, and strategies used to promote health for communities and populations.
Prerequisite: Acceptance into RN-BSN program or permission of instructor.

BNURS 410–Contemporary Ethics in Nursing

Cr: 3 Wkly hrs: 3 hours Lecture

Apply ethical theories and identify the influence of cultural, societal, professional and other sources of values on ethical decision making in nursing.

Prerequisite: Acceptance into RN-BSN program or permission of instructor.

BNURS 411–Community Health Nursing Application

Cr: 3 Wkly hrs: 6 hours Clinic

Application of theories, concepts and strategies used to promote health for communities and populations.

Prerequisite: Acceptance into RN-BSN program. Successful completion of or concurrent enrollment in BNURS 409.

BNURS 412–Nursing Leadership in Health Systems

Cr: 3 Wkly hrs: 3 hours Lecture

Basic organizational and system leadership for quality care and patient safety. Integration of Institute for Healthcare Improvement standards. Prepares RN to lead change.

Prerequisite: Admission to Baccalaureate Nursing program or permission of the instructor.

BNURS 430–Interactive Nursing Communication

Cr: 3 Wkly hrs: 3 hours Lecture

Explores communication concepts. Emphasis on theoretical models assessment of communication, and development of communication abilities.

Prerequisite: Acceptance into BSN Program or permission of instructor.

BNURS 450–Professional Development Seminar I

Cr: 1 Wkly hrs: 1 hours Lecture

Prepares registered nurse (RN) professionals for transition to baccalaureate learning and documentation of program outcomes.

Prerequisite: Admission to Baccalaureate Nursing program.

BNURS 451–Professional Development Seminar II

Cr: 1 Wkly hrs: 1 hours Lecture

Evaluation to reflect personal growth and achievement of RN to BSN program outcomes.

Prerequisite: Completion of all upper division general education and all BNURS courses prior to last quarter of study. Concurrent enrollment in BNURS 409 and 411. Completion of BNURS 409 and 411 in spring quarter is required for one year program students.

Biology

BIOL 101–Introduction to Marine Science

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - Origin and extent of the ocean, its biological, chemical, geological, and physical aspects. Interactions of plants and animals in the sea and their use by humans, includes field trips.

BIOL 104–Plant Biology

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Basic content on plants, emphasizing diversity of structures, functions, economic importance, and function of plants in vegetation systems and human communities.

BIOL 114–Natural Hist/Pacific NW

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - Field, lecture, and laboratory course emphasizing the identification, habits, habitats, adaptations, and interrelationships of plants and animals that constitute the biomes of the Pacific Northwest.

BIOL 115–Freshwater Biology

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - Local freshwater organisms and basic biological, physical, and chemical factors of the inland water environment. Field trips to ponds, lakes, streams, and estuaries in the immediate area.

BIOL 120–Local Flora

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - An introduction to the native flowering plants of Western Washington. Emphasis on the use of taxonomic keys to identify the local flowering plants. For students majoring in forestry, game management, botany, horticulture, ecology, and those interested in learning more about their natural surroundings.

BIOL 130–Ecology of the Northwest

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - The course applies basic ecological principles to fresh water ecosystems for the purpose of understanding how to best manage these systems for biological diversity and human use. Laboratory includes extensive field work.

Prerequisite: One year of Biology.

BIOL 131–Ecology of the Northwest

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - The course applies basic ecological principles to the marine, fresh water and forest ecosystems for the purpose of understanding how to best manage these systems for biological diversity and human use.

Prerequisite: One year of Biology.

BIOL 132–Ecology of the Northwest

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - The course applies basic ecological principles to the marine and fresh water ecosystems for the purpose of understanding how to best manage these systems for biological diversity and human use. Laboratory includes extensive field work.

Prerequisite: One year of Biology.

BIOL 140–Environmental Issues

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - Ecological principles, the relationship of humans to the environment, and solutions to environmental problems. Recommended for non-science majors. Community service requirement.

Prerequisite: None.

BIOL& 160–General Biology w/Lab

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - A general overview of important areas of biology for non-science majors beginning at the cellular level and culminating with a consideration of interactions and changes in natural populations. Includes laboratory.

BIOL 170–In Health and Disease w/Lab

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

NS - Selection of contemporary topics on the health and disease of the human body. Recommended for non-science majors.

Prerequisite: None.

BIOL& 175–Human Biology w/Lab

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

NS - The structure and function of major systems and current health issues of the human body. Includes gross anatomy and histology. Recommend for pre-professional programs.

BIOL& 211–Majors Cellular (Formerly BIOL 201)

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - A general overview of life at the cellular and molecular level, including biochemical and cellular structures, cell division, metabolism, genetics, advances in DNA technology. First in a three-course sequence for science majors and pre-professionals. (Formerly BIOL 201)

Prerequisite: None, however, to satisfy the prerequisite for upper division biology courses at some institutions, a year of general chemistry must be completed.

BIOL& 212–Majors Animal

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - A continuation of BIOL& 211 emphasizing evolution and zoology. For majors, prepares students for advanced biology courses and pre-professional programs.

Prerequisite: BIOL& 211 or permission of instructor.

BIOL& 213–Majors Plant

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - A continuation of BIOL& 211 and 212 emphasizing reproduction, growth, and homeostasis in plants as well as the major topics of ecology, e.g., populations, communities, and ecosystems. For majors; prepares students for advanced biology courses and pre-professional programs.

Prerequisite: BIOL& 211 or permission of instructor.

BIOL& 241–Human A & P 1

Cr: 6 Wkly hrs: 4.5 hours Lecture, 3 hours Lab

NS - Analysis of representative vertebrates for the chemical-physical process in organ systems and their gross anatomy and histology as they pertain to the human body. Enrollment in BIOL& 241-BIOL& 242 ensures transferable credit.

Prerequisite: **Prerequisite:** CHEM& 121 and CHEM& 131 (concurrent enrollment in CHEM& 131 is permitted or CHEM& 131 may be waived by exam); or CHEM& 141 and CHEM& 142.

BIOL& 242–Human A & P 2

Cr: 6 Wkly hrs: 4.5 hours Lecture, 3 hours Lab

NS - A continuation of BIOL& 241 with emphasis on blood, immunity, respiration, urinary function, digestion, and reproduction. Lab includes dissections and structure identification.

Prerequisite: BIOL& 241 with a grade of 2.0 or better and CHEM& 131 (CHEM& 131 may be waived by exam.)

BIOL& 260--Microbiology

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - The structure, function, metabolism, genetics, control and cultivation of microorganisms, and their role in immunity and disease. For pre-professionals.

Prerequisite: CHEM& 121 or CHEM& 141/142 and a minimum of 5 credits in any of the following Biology courses with a lab (BIOL& 160, BIOL& 211, BIOL& 241) all with a grade of 2.0 or better.

BIOL 351--Medical Genetics

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Seminar-style and on-line course examining various genetic conditions and their relationship to disease in the population. Discussion will be oriented toward healthcare professionals.

Prerequisite: Ten (10) credits of Biological Science or permission of instructor.

BIOL 360--Pathophysiology

Cr: 5 Wkly hrs: 5 hours Lecture

NS - A concise overview of the disordered physiological processes associated with disease or injury of the adult human body.

Prerequisite: BIOL& 242 grade of 2.0 or better.

Business

BUS& 101--Intro to Business

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Business operations: management, marketing, finance, and human resources. Business environments: global, economic, social, ethical, and political.

BUS& 201--Business Law

Cr: 5 Wkly hrs: 5 hours Lecture

Origin and development of business law, the legal system, and enforcement of individual legal rights; law of torts, crimes, and business contracts.

BUS 215--Business Statistics

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Application of statistics in the fields of economics and business; descriptive statistics, inferential statistics, linear correlation and regression, probability, sampling, the Normal Distribution, confidence intervals, hypothesis testing.

Prerequisite: MATH 099 within the last 6 years with a grade of 2.0 or above, or satisfactory placement test score.

BUS 330--Business Finance

Cr: 5 Wkly hrs: 5 hours Lecture

This course broadens the non-finance manager/student's understanding of financial concepts and tools needed in financial management and decision making. Students will gain knowledge of finance terms, including time value of money, risk and return, securities valuation, risk management, and capital budgeting. Using basic accounting principles, students will be able to extrapolate data from financial statements for the purpose of financial analysis, goal setting, and budgeting.

Prerequisite: Acceptance into the OLTM BAS program or permission of instructor

Business Management

BMGMT 102--Introduction--International Business

Cr: 5 Wkly hrs: 5 hours Lecture

Examines the fundamental risks of international exposure and investment. Regional Integration, international firm structure and strategy, the global monetary system including foreign exchange, and the world's basic religions and social structure dynamics are also covered.

BMGMT 105--Introduction to Financial Planning

Cr: 5 Wkly hrs: 5 hours Lecture

Explores money management, and wealth creation strategies to include a personal financial plan. Stocks, Bonds, Mutual Funds, Real Estate, Money Markets, Insurance needs, transportation options, and retirement planning. Consumer Credit, Predatory Lending, Identity Theft are also covered.

BMGMT 123--Discover Business & Leadership

Cr: 1 Wkly hrs: 1 hours Lecture

Discover the many educational and career options in the world of Business, Management, and Organizational Leadership. Includes exploring educational options at OC, transfer options, and short and long-term employment options. Plan educational pathways and set career goals.

BMGMT 138--Business Mathematics I

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

Formulating and solving practical business mathematical problems, in an applied context including: using one-variable linear equations, percent's, fractions, decimals, trade and cash discounts, partial payments, mark-ups based on cost/selling price, and perishables. Successful completing of both BMGMT 138 & 139 is equivalent to BMGMT 140.

Prerequisite: MATH 090 with a grade of 2.0 or above OR satisfactory placement test score.

BMGMT 139--Business Mathematics II

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Formulating and solving practical business mathematical problems, in an applied context including: using one-variable linear equations, Metric System and US Customary conversions, PV/FV determinations, simple, compound, and effective interest calculations, and discounting interest bearing notes before maturity. Successful completion of both BMGMT 138 & 139 is equivalent to BMGMT 140.

Prerequisite: Completion of BMGMT 138: Business Mathematics I with a min. grade of 2.0 or permission of instructor.

BMGMT 140--Business and Personal Mathematics

Cr: 5 Wkly hrs: 5 hours Lecture

Solving practical business problems in an applied context involving one-variable linear equations. Bank Account Reconciliation, Metric System, PV, FV, Chain Discounting, and Discount Notes are also covered.

Prerequisite: MATH 091 with a grade of 2.0 or above or satisfactory placement test score.

BMGMT 145--Business Ethics

Cr: 2 Wkly hrs: 2 hours Lecture

Discover resources to engage in an ethical decision making process. This course explores conflicts inherent in whistle blowing, ethical theory application, legal reforms, and potential workplace dilemmas.

BMGMT 146--Entrepreneurship--Financial Analysis

Cr: 2 Wkly hrs: 2 hours Lecture

An entrepreneurial course focusing on basic small business financial statements, and the use of ratio and trend analysis in managing the profitability, liquidity and efficiency of small business operations.

BMGMT 147--H.R. Interviewing/Risk Management

Cr: 2 Wkly hrs: 2 hours Lecture

An entrepreneurial course focusing on the development of interviewing questions, based on specific job criteria for a small business position, in the HR regulatory environment. A Mock Interview experience is provided.

BMGMT 148--Deadline and Project Management

Cr: 1 Wkly hrs: 1 hours Lecture

An entrepreneurial course introducing basic tips on how to manage multiple projects/ deadlines, and interpret and draw basic project management PERT Diagrams and Gantt Charts.

BMGMT 149--Entrepreneurship-Marketing for Growth

Cr: 2 Wkly hrs: 2 hours Lecture

An entrepreneurial seminar covering marketing communication techniques critical for small business survival. Topics include: mission statements, word-of-mouth communication, advertising, press releases, public relations and social media.

BMGMT 170--Client/Customer Relations

Cr: 2 Wkly hrs: 2 hours Lecture

Provides customer relationship management (CRM) skill development to create an organizational culture that delivers superior quality services in challenging situations.

BMGMT 180--Marketing

Cr: 5 Wkly hrs: 5 hours Lecture

Marketing in the new millennium is all about building profitable customer relationships. This course explores consumer buying behavior, decisions as to which target markets the organization can strategically access and serve, and determinants of a compelling value position to attract, keep, and grow targeted customers. You'll never view commercials the same way again.

BMGMT 181--Principles of Sales

Cr: 5 Wkly hrs: 5 hours Lecture

Selling isn't what it used to be. Find out how being an information provider can help you better meet your customer's needs, improve opportunities for sales and support a customer relationship management program (CRM). This course provides an introduction into a number of effective selling techniques, information on handling objections, active listening and preparing that winning sales presentation.

BMGMT 182–Retail Management Essentials

Cr: 5 Wkly hrs: 5 hours Lecture

Fundamental knowledge and skills needed to effectively supervise or manage a retail business are learned including supply chain management, merchandising, customer service, technology and laws and regulations that can impact retailers.

BMGMT 183–Negotiations

Cr: 5 Wkly hrs: 5 hours Lecture

The fundamentals of effective Win-Win strategies and tactics imperative to getting what you want through the positive use of communication, information and negotiating power.

BMGMT 185–E-Business Strategies

Cr: 5 Wkly hrs: 5 hours Lecture

An interactive course balancing technical and strategic aspects of electronic business. Electronic platforms, payment systems, regulation, security and privacy issues addressed.

BMGMT 203–Small Business Planning & Management

Cr: 5 Wkly hrs: 5 hours Lecture

Discusses proper legal structures; financial competencies; and promotional strategies for start-up and existing businesses. A Business Plan is outlined. Prior accounting and marketing coursework or relevant business experience is strongly recommended.

BMGMT 247–H.R. Performance Reviews

Cr: 2 Wkly hrs: 2 hours Lecture

This entrepreneurial course outlines strategies on how to conduct objective performance review discussions that encourage an exchange of information that promote productivity. The HR legal environment and performance review form analysis is also covered.

BMGMT 282–Principles of Leadership/Management

Cr: 5 Wkly hrs: 5 hours Lecture

Exploration of the principles of management and strategies for effective leadership are integrated with an overview of management theory, and cross cultural workplace competencies. A Skill-Based Career Portfolio and Management Skills Profile are developed.

Business Technology

BSTEC 101–Adaptive Keyboarding--One-Handed

Cr: 3 Wkly hrs: 6 hours Lab

Students will learn and develop skill in alphanumeric keyboarding and 20-key data entry using a one-handed keyboard.

BSTEC 102–Screen Magnification

Cr: 1 Wkly hrs: 2 hours Lab

Students will acquire the skills and knowledge to access and manipulate text using screen magnification.

BSTEC 103–Braille Translation and Printing

Cr: 3 Wkly hrs: 6 hours Lab

Comprehensive introduction to translating an ink-print document into Braille using a Braille translation program and printing in Braille.

Prerequisite: BSTEC 104.

BSTEC 104–Screen Reader Software Level 1

Cr: 3 Wkly hrs: 6 hours Lab

Introduction to the basics of voice-output software in a Windows environment. Instruction and use of basic keyboard commands to access and hear text voiced on the computer screen. JAWS or other screen reader technology.

Prerequisite: Keyboarding skills.

BSTEC 105–Screen Reader Software Level 2

Cr: 3 Wkly hrs: 6 hours Lab

Instruction on producing, reading, and manipulating a word processing document using PC cursor commands to access menu bars and icons using JAWS or other screen reader technology.

Prerequisite: BSTEC 104.

BSTEC 106–Screen Reader Software Level 3

Cr: 3 Wkly hrs: 6 hours Lab

The use of voice output to access and read graphic-based, mouse-driven environments, such as Windows desktop and web pages.

Prerequisite: BSTEC 105.

BSTEC 107–Voice Recognition Level 1

Cr: 3 Wkly hrs: 6 hours Lab

Introduction to DragonDictate. Use basic voice-activated input commands to build voice files, dictate a simple written document, and correct errors.

BSTEC 108–Voice Recognition Level 2

Cr: 3 Wkly hrs: 6 hours Lab

Learn to format and manipulate a document using intermediate voice-activated commands.

Prerequisite: BSTEC 107.

BSTEC 109–Doc. Processing with Speech Tec.

Cr: 3 Wkly hrs: 6 hours Lab

Basic Document Processing with speech technologies: Dragon, Windows Speech, etc. Substitutes for BSTEC 111, when BSTEC speed requirement not met.

Prerequisite: Computer competency recommended

BSTEC 110–Beginning Keyboarding

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

Learn and develop skill in alphanumeric keyboarding, 10-key data entry, basic computer functions, and basic document formatting.

BSTEC 111–Intermediate Keyboarding

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

Improve speed and accuracy of alphabetical and numerical data entry including business document formatting and 10-key pad skills using the touch system.

Prerequisite: BSTEC 110 or equivalent.

BSTEC 112–Advanced Keyboarding

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

Student will improve both speed and accuracy of alphanumeric keyboarding skills using the touch system and gain training in keyboarding test techniques.

Prerequisite: BSTEC 111 or permission of instructor.

BSTEC 113–Internet Basics

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to tools and strategies to communicate, explore, and retrieve information using the Internet resources. Some computer skills required. Text required.

BSTEC 114–MS Outlook

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to MS Outlook as an information manager. E-mail, files, contact lists, journal and calendar. Basic computer skills needed. Text required.

BSTEC 115–Electronic Communication

Cr: 2 Wkly hrs: 2 hours Lecture

Write effective E-mail, use instant messaging, understand confidentiality and legal aspects, and use professional English to write, edit, and proofread before hitting send.

BSTEC 116–MS Word

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to word processing with Microsoft Word for simple applications. Hands-on training. Textbook required. (Pass/No Credit or graded option)

BSTEC 117–MS Excel

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to spreadsheets using Microsoft Excel for simple applications. Hands-on training. Textbook required. (Pass/No Credit or graded option)

BSTEC 118–MS PowerPoint

Cr: 1 Wkly hrs: 1 hours Lecture

Understanding presentation software using Microsoft PowerPoint for simple applications. Hands-on training. Textbook required. (Pass/No Credit or grade)

BSTEC 119–MS Access

Cr: 1 Wkly hrs: 1 hours Lecture

Microsoft Access database system, file structures and practical applications in the Windows environment. Computer skills suggested. Text required.

BSTEC 120–MS Transitions

Cr: 2 Wkly hrs: 2 hours Lecture

Transition Microsoft Office skills using illustrated approach to most significant changes in terminology, features, and platform (Word, Excel, Access and PowerPoint).

BSTEC 121–MS Publisher

Cr: 1 Wkly hrs: 1 hours Lecture

Hands-on approach for designing and creating newsletters, stationery, flyers, brochures, and business documents. Basic computer skills needed. Text required.

BSTEC 123–MS Word Specialist

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Specialist approach to MS Word. Topics: formatting, editing, tables, columns, mail merge, graphics, Web pages. Use Word in business and help prep for the MOS Cert. test.

Prerequisite: CIS 150 and keyboarding by touch, or permission of instructor.

BSTEC 124–MS Excel Specialist

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Specialist approach to MS Excel: formulas, logical functions, charts, hyperlinks, graphics, formatting, and managing data. Use Excel in business and help prep for the MOS test.

Prerequisite: CIS 150 or permission of instructor.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

BSTEC 125–Intro to MS Office PowerPoint

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Use MS Office PowerPoint to create and edit a presentation, augment with design, graphics, audio/video, and other formatting, and enhance slideshow techniques.

BSTEC 126–Integration of Software Applications

Cr: 2 Wkly hrs: 2 hours Lecture

Reinforce understanding and proficiency with MS Office, completing tasks in Word, Excel, Access and PowerPoint, and integrating between these applications.

Prerequisite: CIS 150 or permission of instructor.

BSTEC 127–Microsoft Publisher Basics

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Use Publisher to create newsletters, stationery, flyers, brochures, and other business documents. Emphasis on problem-solving, design and proofreading/editing skills.

Prerequisite: BSTEC 110 or equivalent proficiency.

BSTEC 130–Practical Accounting

Cr: 5 Wkly hrs: 5 hours Lecture

Introductory accounting course that includes accounting theory and practice as they apply to small business and service business situations.

BSTEC 132–Electronic Printing Calculators

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Control and operation of electronic printing and display calculators. Emphasis on attaining minimum office proficiency.

BSTEC 133–Computerized Accounting

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Hands-on, realistic approach to computerized, integrated accounting for students who have a fundamental knowledge of accounting practices and principles.

Prerequisite: BSTEC 130 or ACCT& 201, or permission of instructor.

BSTEC 134–Payroll Accounting

Cr: 5 Wkly hrs: 5 hours Lecture

Designed to provide information and study regarding the benefits, taxes, payroll deductions, and employment accounting records incidental to the social security and tax program.

Prerequisite: BSTEC 130 or ACCT& 201 with a grade of 2.0 or higher.

BSTEC 135–Accounting Simulation/Serv Business

Cr: 1 Wkly hrs: 2 hours Lab

Simulated accounting application involving the accounting cycle for a service business.

Prerequisite: BSTEC 130 or ACCT& 201.

BSTEC 136–Accounting Simulation/Merch Business

Cr: 1 Wkly hrs: 2 hours Lab

Simulated accounting application involving the accounting cycle for a merchandising business.

Prerequisite: BSTEC 130 or ACCT& 201.

BSTEC 137–Accounting Simulation/Corporation

Cr: 1 Wkly hrs: 2 hours Lab

Simulated accounting application involving the accounting cycle for a corporation.

Prerequisite: ACCT& 202.

BSTEC 138–Payroll Simulation

Cr: 1 Wkly hrs: 2 hours Lab

Simulate the payroll accounting process using computer software to apply various workplace scenarios, including converting manual procedures to automated systems.

Prerequisite: BSTEC 134.

BSTEC 141–QuickBooks

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

A hands-on, realistic approach to small business accounting using specialized QuickBooks accounting software and integration with Microsoft Word and Excel.

Prerequisite: BSTEC 130 or ACCT& 201 or permission of instructor.

BSTEC 142–SAGE 50 Accounting

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Automated approach to small business accounting using specialized “Sage 50” complete accounting software, and integration with Microsoft Word and Excel 2013. (Formerly OFTEC 138)

Prerequisite: BSTEC130 or ACCT&201 or permission of instructor.

BSTEC 145–Bus Writing/Grammar for the Wkplce

Cr: 5 Wkly hrs: 5 hours Lecture

A workplace-centered approach to improving writing skills by reviewing grammar, language usage, and punctuation, and using effective composition to write and revise basic workplace/business documents, including memos, letters, and reports.

Prerequisite: Appropriate placement score to enter ENGL 98; or 2.5 grade or higher in ENGL 91; or instructor permission.

BSTEC 150–Business English

Cr: 5 Wkly hrs: 5 hours Lecture

A business-centered approach to improving writing skills by reviewing grammar, language usage, structure, English mechanics, editing, proofreading, and spelling.

Prerequisite: Assessment test at college level reading and writing or ENGL 099.

BSTEC 154–MS Access Specialist (Formerly CIS 154)

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Specialist approach to MS Access. Design and development of databases. The creation and use of tables, various types of queries, forms and macros. (Formerly CIS 154)

Recommended: Skill with using Windows and Files.

BSTEC 155–Customer Service Information Age

Cr: 2 Wkly hrs: 2 hours Lecture

Students will develop skills using various research and technological tools to help identify quality care in a customer service environment. (Passy/No Credit)

BSTEC 160–General Office Procedures

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Introduction to the office environment, receptionist duties, equipment and supply control, bank services, payroll procedures, mail and resume/job hunting skills.

Prerequisite: CIS 150 and BSTEC 110 or equivalent skills with permission of instructor.

BSTEC 220–Business Computer Applications

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Strategic use of software applications to support business activity with emphasis on tasks in business communications, accounting, business decision-making, and information management. Create professional documents, build effective business presentations, use problem-solving spreadsheet models and utilize database content to inform business decisions. Determine the appropriate software and integrate content to produce effective business projects.

Prerequisite: Computer user familiar with the keyboard, browsing the internet, and common business software such as MS Office. Not a beginner level computer course. (Skills can be gained through personal use or formal coursework.)

BSTEC 223–MS Excel Advanced

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Includes: macros, templates, auditing tools, database tools, pivot tables. Prepares completers for personal and business settings or certification exam.

Prerequisite: BSTEC 124 or pass MOS Excel proficiency or permission of instructor.

BSTEC 229–Individual Taxation

Cr: 5 Wkly hrs: 5 hours Lecture

Study of Federal Income taxation to develop basic understanding of tax preparation requirements for individuals.

Prerequisite: BSTEC 130 or ACCT& 201.

BSTEC 231–Practical Fund Accounting

Cr: 5 Wkly hrs: 5 hours Lecture

Accounting and reporting concepts, standards and procedures applicable to state and local governments, the federal government, and not-for-profit institutions.

Prerequisite: ACCT& 201 and ACCT& 202 with a grade of 2.0 or higher.

BSTEC 239–Taxation for Business

Cr: 5 Wkly hrs: 5 hours Lecture

Study of Federal Income taxation and Washington State business taxation and its application to business entities.

Prerequisite: BSTEC 130 or ACCT& 201.

BSTEC 240–Taxation Simulations

Cr: 1 Wkly hrs: 2 hours Lab

Simulate tax filings for both individual and business entities. Demonstrate knowledge of tax laws and required forms.

Prerequisite: BSTEC 229 and BSTEC 239.

BSTEC 250–Business Correspondence

Cr: 5 Wkly hrs: 5 hours Lecture

Effective composition for business letters, memos, and reports. Includes writing style, tone, grammar, punctuation, and vocabulary.

Prerequisite: BSTEC 150, or permission of instructor; keyboarding ability.

BSTEC 254–Document Formatting

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

Develop industry-standard formatting and production skills with MS Word software by keying and formatting various forms of standard industry documents.

Prerequisite: BSTEC 123, keyboarding proficiency at 30+ NWAM or permission of instructor.

BSTEC 255–Records and Database Management

Cr: 5 Wkly hrs: 5 hours Lecture

A study of the principles and practices of records storage and retrieval using manual and automated database systems; includes ARMA rules and introduction to Access.

Prerequisite: CIS 150, keyboarding proficiency at 25 WAM, or permission of instructor.

BSTEC 257–Advanced Office Applications

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Integration of business-standard software skills focusing on MS Office Suite. Emphasis is on problem solving, collaboration, and independent thinking.

Prerequisite: BSTEC 123, BSTEC 124, and BSTEC 255 or BSTEC 154, keyboarding proficiency at 45+ NWAM or permission of instructor.

BSTEC 260–Administrative Office Management

Cr: 5 Wkly hrs: 5 hours Lecture

Designed for BSTEC or BMGMT students as capstone class, or for currently employed office personnel desiring to expand their knowledge of administrative office management.

Prerequisite: BSTEC 160 or one year general office support work experience.

Chemistry

CHEM&110–Chemical Concepts w/Lab

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Introduces chemical principles in nonmathematical format intended for the liberal arts student. Topics include food, energy, household chemicals, and drugs.

Prerequisite: MATH 094 or permission of instructor.

CHEM&121–Intro to Chemistry

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Atomic structure, chemical bonding, quantitative chemical relationships, solutions, acids, bases, salts, buffers. An introduction to organic chemistry may be included. Primarily for ADN and Allied Health students.

Prerequisite: MATH 099 with a 2.0 or above or satisfactory placement test score.

CHEM&131–Intro to Organic/Biochem

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Organic compounds including nomenclature and reactions of: hydrocarbons, alcohols, aldehydes and ketones, carboxylic acids, esters, amines. Biochemistry of carbohydrates, lipids, proteins and enzymes, nucleic acids, metabolism.

Prerequisite: Completion of CHEM& 121 with a 2.0 or better.

CHEM 137–Chemistry of the Environment

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - The basic principles of chemistry emphasizing how they apply to the Earth, its major components, and its ecosystems.

Prerequisite: Completion of MATH 094 with a 2.0 or permission of the instructor.

CHEM&139–General Chemistry Prep

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Prepares students for CHEM& 141 by introducing problem-solving techniques, the metric system, measurements, atomic structure, stoichiometry, solution chemistry, bonding, and molecular shape. NOT transferable for credit for science or engineering students.

Prerequisite: MATH 099 with a 2.0 or above or satisfactory placement test score.

CHEM&141–General Chemistry I

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Principles of chemistry including stoichiometry, enthalpy, atomic theory, gasses, periodicity, chemical bonding.

Prerequisite: Chem &139 or Chem &121 with a 2.0 or above or successful completion of chemistry exam and MATH 099 with a 2.0 or above or satisfactory placement test score.

CHEM&142–General Chemistry II

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Principles of chemistry, including organic chemistry, gasses, solid and liquid states, solutions, kinetics, equilibrium, thermodynamics, acids and bases.

Prerequisite: CHEM& 141 with a grade of 2.0 or higher.

CHEM&143–General Chemistry III

Cr: 3 Wkly hrs: 3 hours Lecture

NS - Principles of chemistry relating to acid/base equilibrium systems, heterogeneous equilibrium systems, transition metal chemistry, electrochemistry and nuclear chemistry.

Prerequisite: CHEM& 142 with a grade of 2.0 or higher.

CHEM&151–General Chem Lab I

Cr: 1.5 Wkly hrs: 3 hours Lab

NS - Principles of chemistry, including organic chemistry, gases, solid and liquid states, solutions, kinetics, equilibrium, thermodynamics, acids and bases.

Prerequisite: CHEM& 141 with a grade of 2.0 or higher or concurrent enrollment in CHEM& 141.

CHEM&152–General Chem Lab II

Cr: 1.5 Wkly hrs: 3 hours Lab

NS - Experiments illustrating general principles and quantitative relationships in chemistry.

Prerequisite: CHEM& 151, CHEM& 142 with a 2.0 or higher or concurrent enrollment in CHEM& 142.

CHEM&153–General Chem Lab III

Cr: 3 Wkly hrs: 6 hours Lab

NS - Volumetric and Gravimetric experiments in quantitative analysis using computer acquisition and treatment of data. Qualitative analysis of solutions containing selected metallic ions and polyatomic anions using wet chemical methods as well as a computer simulation.

Prerequisite: CHEM& 152, CHEM& 143 with a grade of 2.0 or higher or concurrent enrollment in CHEM& 143.

CHEM&241–Organic Chem I

Cr: 4 Wkly hrs: 4 hours Lecture

NS - An introduction to the alkanes, alkenes, and alkynes. Includes discussions of structure, including stereochemistry, chemical and physical properties, and substitution/elimination reactions.

Prerequisite: CHEM& 142 with a grade of 2.0 or higher.

CHEM&242–Organic Chem II

Cr: 4 Wkly hrs: 4 hours Lecture

NS - Introduction to NMR, mass spectroscopy and free radical mechanisms. The structure, synthesis and reactions of alcohols, ethers, conjugated unsaturated systems, aromatics, aldehydes, and ketones.

Prerequisite: CHEM& 241 with a grade of 2.0 or higher.

CHEM&243–Organic Chem III

Cr: 4 Wkly hrs: 4 hours Lecture

NS - Structure, nomenclature, synthesis and reactions of aldehydes and ketones, carboxylic acids and derivatives, B-dicarbonyl compounds, amines, aryl halides, carbohydrates, lipids, and amino acids/proteins.

Prerequisite: CHEM& 242.

CHEM&251–Organic Chem Lab I

Cr: 1.5 Wkly hrs: 3 hours Lab

NS - Organic chemistry lab emphasizes mastery of techniques such as sample handling, filtration, measuring physical constants, recrystallization, extraction, GC, polarimetry, and refractometry.

Prerequisite: CHEM& 241 or concurrent enrollment.

CHEM&252–Organic Chem Lab II

Cr: 2 Wkly hrs: 4 hours Lab

NS - Organic chemistry lab emphasizes techniques such as simple, fractional, steam, and reduced pressure distillation; thin-layer, column, high-pressure liquid chromatography, and IR/NMR spectroscopy.

Prerequisite: CHEM& 251, or CHEM& 242 or concurrent enrollment in CHEM& 251.

CHEM&253–Organic Chem Lab III

Cr: 3 Wkly hrs: 6 hours Lab

NS - Includes organic qualitative analysis, an oral presentation on a journal article, and an independent synthesis project.

Prerequisite: CHEM& 252, CHEM& 243, or concurrent enrollment in CHEM& 243.

Communication Studies

CMST&101–Introduction to Comm

Cr: 5 Wkly hrs: 5 hours Lecture

H - Overview of the field of Communication Studies. Discussion of spoken, mediated, and interpersonal responses to communication in changing social contexts.

CMST&102–Intro to Mass Media

Cr: 5 Wkly hrs: 5 hours Lecture

H - Students explore the ever-changing world of mass media and its impact on American Society. (Formerly HUMAN 290 and JOURN 290)

CMST 105–Photojournalism

Cr: 5 Wkly hrs: 5 hours Lecture

H - The basics of digital photojournalism with special attention to news value and composition. (Formerly JOURN 105)

CMST 125–Reporting and News Writing I

Cr: 5 Wkly hrs: 5 hours Lecture

H - News writing basics for print and online journalism. Emphasis on news value, sources, conventions of standard English, logical organization, Associated Press style, and professional ethics. (Formerly JOURN 100, CMST 101)

Prerequisite: ENGL&101 eligibility.

CMST&210--Interpersonal Communication

Cr: 5 Wkly hrs: 5 hours Lecture

H - Students will explore the complexity of communication in everyday life. This course will introduce students to major concepts and theories about face-to-face interaction. Students will learn how communication functions in a variety of contexts and relationships, and will improve their understanding of psychological, sociological, and relational factors that influence their communication with others. (Formerly SPCH 152)

Prerequisite: ENGL&101 with a grade of 2.0 or above.

CMST&220--Public Speaking

Cr: 5 Wkly hrs: 5 hours Lecture

H - Principles and techniques of preparing and delivering effective public speeches to inform, analyze, and persuade. (Formerly SPCH 151B)

CMST 225--Reporting and News Writing II

Cr: 5 Wkly hrs: 5 hours Lecture

H - Intermediate level course in advanced reporting and news and feature writing. Students will be encouraged to submit work for publication in the student paper, *The Ranger*. (Formerly CMST 201)

Prerequisite: CMST 125.

CMST&230--Small Group Communication

Cr: 5 Wkly hrs: 5 hours Lecture

H - Students will explore, examine, and practice the dynamics within in organizational small groups including diversity, leadership, conflict management, decision making, and strategic thinking.

Prerequisite: ENGL&101 with a grade of 2.0 or above.

CMST 242--Intro to Comm in Organizations

Cr: 5 Wkly hrs: 5 hours Lecture

H - The purpose of this course is to help students understand communication theory and practice in organizations and how to take effective action in their organizations. Topics addressed in the course include organizational culture, organizational climate, diversity, and leadership in the context of organizational communication.

CMST 250--Intro to Popular Communication

Cr: 5 Wkly hrs: 5 hours Lecture

H - To examine how popular communication exists as a part of everyday life, and critically analyze the rhetoric of popular artifacts.

Prerequisite: ENGL&101 with a grade of 2.0 or above.

CMST 253--Intercultural Communication

Cr: 5 Wkly hrs: 5 hours Lecture

H - Increase awareness of and sensitivity to other cultures, cultural backgrounds, and teach us to communicate effectively in our increasingly culturally diverse, interdependent world, of diverse individuals and audiences. (Formerly CMST 153)

Prerequisite: ENGL&101 with a grade of 2.0 or above.

CMST 255--Political Communication

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Exploration of political communication in historical and contemporary settings. Investigating political cultures as constructed through public rhetorics, traditional media, and digital communication practices. This course looks at the history and impact of political communication in local and global contexts (same as POLS 255).

Prerequisite: English 101

CMST 263--Sex and Gender in Communication

Cr: 5 Wkly hrs: 5 hours Lecture

H - Exploration of communication as a reflection of and constructive tool for gender and sex roles. Considers the role of media, popular culture, gendered language, and performance of gender in various communicative contexts.

Prerequisite: ENGL&101 with a grade of 2.0 or above.

CMST 273--Digital Cultures

Cr: 5 Wkly hrs: 5 hours Lecture

H - Exploration of contemporary cultures as constructed through new media and digital communication practices. This course looks at the history and impact of creative digital communication in local and global contexts.

Prerequisite: ENGL&101 with a grade of 2.0 or above.

CMST 293--Ethical and Legal Principles of Media

Cr: 5 Wkly hrs: 5 hours Lecture

H - Ethical and legal principles studied as they apply to media. (Formerly HUMAN 293)

Computer Information Systems

CIS 100--Computer Literacy for Online Learning

Cr: 2 Wkly hrs: 2 hours Lecture

This class will help prepare students for success in online learning by focusing on basic computer literacy and eLearning environments.

CIS 101--Computer Literacy Assessment

Cr: 1 Wkly hrs: 2 hours Lab

Demonstrate mastery of basic computer use, file management, word processing, spreadsheets, the World Wide Web, and email, through assessment tests. (Pass/No Credit)

CIS 107--Introduction to Personal Computers

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to personal computers for first time users. Computer terminology, PC hardware options, windows operating systems, basic software techniques and basic Internet use.

CIS 110--Information Systems Concepts

Cr: 5 Wkly hrs: 5 hours Lecture

Explore the fundamentals of information processing. Topics include: hardware, software, networking, the Internet, programming, and databases.

Prerequisite: Basic knowledge of Microsoft Windows XP or later. Competent keyboard skills.

CIS 111--Introduction to Operating Systems

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

An technical introduction to operating system theory and common operating systems found in business environments, like Windows and Linux, with hands-on activities.

Prerequisite: CIS 110 or concurrent enrollment or permission of instructor. Basic knowledge of Windows XP or later. Competent keyboarding skills.

CIS 114--Introduction to HTML

Cr: 1 Wkly hrs: 1 hours Lecture

Learn to use HTML tags to create web pages in accordance with XHTML specifications. Create links, format text, create bulleted and numbered lists, insert images and background color/images, produce image maps, create forms, and understand multimedia possibilities. (Pass/No Credit)

Prerequisite: Basic knowledge of Microsoft Windows 95 or later. Competent keyboarding skills.

CIS 115--Introduction to the Internet

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

Explore various services and features of the Internet beyond just surfing like email, FTP, search engines, HTML, online security, and WiFi.

CIS 116--Intro to MS Visio

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to Microsoft Visio to create flow diagrams, basic organizational charts, and network diagrams. Knowledge of basic computer skills suggested. Text required.

CIS 123--Systems Architecture and Logic

Cr: 5 Wkly hrs: 5 hours Lecture

Provide logic and computational model for small and large computer systems and networks.

Prerequisite: CIS 110 and MATH 090.

CIS 124--Logic and Pattern Matching

Cr: 5 Wkly hrs: 5 hours Lecture

Students will evaluate mathematical expressions in computer numbering systems, evaluate propositional logic using sets and Boolean circuits, and search and manipulate strings using patterns with regular expressions to support programming and network environments. (Formerly CIS 202)

Prerequisite: MATH 091 within the last 6 years with a grade of 2.0 or above or satisfactory placement test score.

CIS 140--Exploring Coding

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

An exploration of computer programming for non-programmers presented in a fun, engaging, and visual format.

CIS 141--Programming Concepts

Cr: 5 Wkly hrs: 5 hours Lecture

An introduction to programming concepts.

CIS 142--Java I Introduction to OOP

Cr: 5 Wkly hrs: 5 hours Lecture

An introduction to applications development for Windows and the Web using Java applications and applets. (Formerly CMPTR 146)

Prerequisite: CIS 141 with a grade of 2.0 or above, or permission of instructor and concurrent enrollment in CIS 200.

CIS 143–Java II Fundamentals of OOP

Cr: 5 Wkly hrs: 5 hours Lecture

Develops fundamental concepts and techniques for analysis, design, and implementation of computer programs using an object-oriented language. Includes graphical user interfaces, event-driven programming, recursive techniques, and data structures. (Formerly CMPTR 147)

Prerequisite: CIS 142 with a grade of 2.0 or above, or permission of instructor and concurrent enrollment in CIS 200.

CIS 145–Introduction to C Language

Cr: 5 Wkly hrs: 5 hours Lecture

Writing C programs utilizing programming concepts obtained from CIS 141. Introducing C syntax for program control, functions, arrays, pointers, and string manipulation.

Prerequisite: CIS 141 with a grade of 2.0 or above, or permission of instructor and concurrent enrollment in CIS 200.

CIS 150–Survey of Computing

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Learn basic concepts of word processing, spreadsheets, presentations, Internet, operating systems, and hardware using Internet and Computing Core Certification standards.

CIS 155–Web Development I

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Students are introduced to HTML5 elements and CSS3 to develop simple Web pages that integrate responsive (mobile) design, media, tables, and forms to produce consistent, navigable Web sites.

Prerequisite: Basic computer use.

CIS 156–Multimedia for the Web

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Students will explore how digital multimedia is optimized to integrate into a HTML5 web page based on current standards and technologies. Managing and manipulating fonts, images, audio, video, and animation formats and codecs, and issues with hosting and legal considerations will also be covered.

Prerequisite: None, though proficiency with HTML is helpful.

CIS 160–User Interface Design

Cr: 2 Wkly hrs: 2 hours Lecture

Students will be introduced to designing and developing user interfaces based on design principles and design elements.

Prerequisite: CIS 155 or (CIS 114 and CIS 141).

CIS 176–PC Technical Support Essentials

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

Fundamentals of hardware, operating systems, troubleshooting and customer interactions for the personal computing environment. Can be taken concurrently with CIS 276. This course helps prepare students for the CompTIA A+ part 1 (220-701 Essentials) certification exam.

Prerequisite: Working knowledge of MS Windows operating systems (file management, managing multiple windows and tasks).

CIS 182–Networking Concepts

Cr: 5 Wkly hrs: 5 hours Lecture

This course is designed to introduce LAN/WAN terminology, design, topologies, protocols, various network hardware components, the TCP/IP network protocol, software, cabling and connectivity.

CIS 190–Information System Project Management

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

The student will learn, apply, analyze and evaluate significant information technology projects from initiation through closing.

CIS 200–Programming Laboratory

Cr: 1 Wkly hrs: 2 hours Lab

Students meet in lab to design, develop, and test programs assigned in the programming course being taken concurrently. May be repeated up to 3 credits. (Formerly CMPTR 200)

Prerequisite: Concurrent enrollment in CIS 142, or CIS 143 or 145.

CIS 205–Web Transport Languages

Cr: 2 Wkly hrs: 2 hours Lecture

Introduction to web transport languages including XML and JSON, and the use of HTTP protocols for data transport in web services. Students will create and use data formats for data transport and use in web services.

Prerequisite: CIS 141 with grades of 2.0 or better, CIS 155 with grades of 2.0 or better

CIS 210–SQL

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Introduction to structured query language (SQL) used by most relational databases. Students will create, manipulate, and query data using DDL and DML. This class is intended for students with fundamental skills in computer programming. Students are strongly encouraged to contact faculty before enrolling in this class to review the prerequisite skills and knowledge needed for a successful experience. The prerequisite skills may be obtained by taking CIS 141.

CIS 212–Windows for Professionals

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

Offers the critical information students need to successfully support the current Microsoft Windows desktop operating system in a business.

CIS 213–Mac OS X for Professionals

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

This course will prepare students for successful achievement of the Apple Certified Support Professional 10.6 Certification.

CIS 219–Introduction to ASP.NET

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Students create interactive and dynamic database-driven Web applications using ASP, NET, C# and the .NET Framework. This class is intended for students with fundamental skills in computer programming, HTML, and SQL. Students are strongly encouraged to contact faculty before enrolling in this class to review the prerequisite skills and knowledge needed for successful experience.

Prerequisite: CIS 142, CIS 155, and CIS 210, all with a 2.0 or higher, or instructor permission.

CIS 236–Information System Security I

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

The student will develop and apply knowledge and skill in implementing and maintaining the components of organizational security.

CIS 240–Microsoft LAN Administration I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Introduces the student to Windows Server 2012 Active Directory Configuration, preparing the student for the MCITP exam--Exam 70-640.

CIS 242–Microsoft LAN Administration II

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Introduces the student to Windows Server 2012 Active Directory Configuration, preparing the student for the MCITP exam 70-642.

CIS 243–Java III - Java Certification

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Review the details of the Java language as covered in the Java Certification Oracle Certified Associate Exam 1Z0-808 and Java Certification Oracle Certified Professional Exam 1Z0-809. Topics covered include Core Java APIs, Class Design, Exceptions, Generics, Lambdas, Streams, I/O, Concurrency. Prepares students for the Oracle Certification Exams 1Z0-808 and 1Z0-809. Students are required to take and pass one of the two exams.

Prerequisite: CIS 143 OR CIS 143 with grade of 2.0 or better, or Instructor Permission.

CIS 245–Microsoft LAN Administration III

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Learn to manage the three most common server-side applications: database, messaging and Web. Installation, configuration, base lining, performance testing and troubleshooting.

CIS 247–Certified Ethical Hacker

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students learn to use current security systems. Students will learn perimeter defenses, how to scan networks for attacks, how intruders escalate privileges and what steps can be taken to secure a system.

Prerequisite: CIS 111 and CIS 182 with a 2.0 or higher, or instructor permission.

CIS 249–Computer Hacking Forensic Investigator

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students learn to use current computer forensic procedures and tools. Students will learn the techniques and processes for detecting cybercrime intrusions, implement the steps to properly extract and evaluate evidence, and conduct system audits to prevent future cybercrimes.

Prerequisite: CIS 111 and CIS 182 with a 2.0 or higher, or instructor permission.

CIS 255–Web Scripting

Cr: 5 Wkly hrs: 5 hours Lecture

Students build upon the skills of Web Development I to introduce JavaScript, libraries, and simple server side processing within the HTML5 framework.

Prerequisite: CIS 141 and CIS 155.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

CIS 258–Web 2.0

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Students will focus on emerging trends in Web 2.0 technologies like search engine optimization, analytics, Web APIs, adaptive/responsive Web sites, and content management systems. Students will work in teams to explore and demonstrate key Web 2.0 technologies and concepts.

Prerequisite: CIS 155 - Web Development I

CIS 261–Linux I

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

An introduction to the Unix/Linux operating system and Unix/Linux system administration. Prepares student for CompTIA Linux+ Part A exam.

Prerequisite: CIS 111 and 141 with a grade of 2.0 or above or permission of instructor.

CIS 262–Linux II

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

A practice-based course to prepare students to administer UNIX-based systems in a secure, networked, client-server environment. Prepares student for CompTIA Linux+ Part B exam.

Prerequisite: CIS 261 or permission of instructor.

CIS 270–Cisco I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

The student will be introduced to and understand the development in the design and installation of local area networks to ensure optimal throughput.

CIS 271–Cisco II

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

An introduction to Cisco basic router configuration for local area networks.

Prerequisite: CIS 270

CIS 272–Cisco III

Cr: 4 Wkly hrs: 4 hours Lecture

This course will enable the student to implement a switched network and a basic wireless network.

Prerequisite: CIS 270

CIS 273–Cisco IV

Cr: 4 Wkly hrs: 4 hours Lecture

This course will enable the student to configure Wide Area Networks (WAN) and IP Addressing Services on Cisco routers and incorporate network policies using ACLs.

Prerequisite: CIS 271 and CIS 272.

CIS 274–CCNA Security

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Clinic

This course will prepare students for successful achievement of the Cisco Certified Network Associate (CCNA) Security certification.

Prerequisite: CIS 271 or permission of the instructor

CIS 276–PC Technical Support Practical Skills

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

Installation, configuration, upgrades, and maintenance of PCs, Windows OS and SOHO networks. Troubleshooting tools and security practices for PC, OS, and networks. Can be taken concurrently with CIS 176. Helps prepare students for the CompTIA A+ part 2 (220-702 Practical Application) certification exam.

Prerequisite: Knowledge, skills and experience contained in the CIS 176 course--can be taken concurrently.

CIS 285–Object Oriented Programming with C++

Cr: 5 Wkly hrs: 5 hours Lecture

Writing object oriented programs utilizing C++. Introduces concepts of data abstraction, data classes, and polymorphism.

Prerequisite: CIS 142 or CIS 145 with a grade of 2.0 or above, or permission of instructor.

CIS 298–CIS Practicum

Cr: 1-3 Wkly hrs: 9 hours Clinic

A capstone course providing in-depth hands-on experience in one of the seven areas of computer information systems: networking, hardware, security, web, project management, database, or programming. May be repeated for a maximum of three credits.

Prerequisite: Instructor permission.

Computer Science

CS& 141–Computer Science I Java

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Problem solving methodology and basic programming abilities and concepts in JAVA. (Formerly CS 176/MATH 176)

Prerequisite: MATH&141 with a grade of 2.0 or higher (MATH&142 with a grade of 2.0 or higher is recommended).

CS 143–Computer Science II Java

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Solving problems using object-oriented programming techniques and basic data structures; design and analysis of algorithms particularly in the context of searching and sorting. (Formerly CS 177/MATH 177)

Prerequisite: CS& 141 with grade of 2.0 or better

CS 170–Applications in Computer Science

Cr: 1-5 Wkly hrs: 5 hours Lecture

NS - Application of concepts in introductory Computer Science.

Prerequisite: CS& 141 or permission of instructor.

CS 210–Introduction to Discrete Mathematics

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Basic logic, number theory, sequences and series, induction. Counting: permutations, combinations, probability, and binomial theorem, graphs and trees. (Same as MATH 210)

Prerequisite: MATH&142 or MATH&144 with grade of 2.0 or better.

CS 240–Discrete Structures

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Fundamentals of logic and writing proofs, sets, functions, number theory, combinatorics, probability, relations, graphs and trees. (Same as MATH 240)

Prerequisite: MATH&163 with grade of 2.0 or better.

Cooperative Apprenticeship

COAPP 101–Apprenticeship Program Review

Cr: 3 Wkly hrs: 3 hours Lecture

An overview of apprenticeship program options, opportunities and requirements.

Prerequisite: Knowledge, skills and experience

COAPP 102–Trade Fundamentals

Cr: 6 Wkly hrs: 6 hours Lecture

An overview and individual assessments of fundamental skills required to be eligible and considered for entry into apprenticeship programs.

Cooperative Education

CO-OP 111–Cooperative Education Seminar I

Cr: 2 Wkly hrs: 2 hours Lecture

Course introduces application of critical job skills to support success in co-op work experience.

Prerequisite: Concurrent enrollment with first quarter Co-op Work Experience. Call 360.475.7480 or email coop@olympic.edu to arrange.

CO-OP 120–Transition to Work

Cr: 3 Wkly hrs: 2 hours Lecture, 3 hours Clinic

A work-based learning course that prepares students for employment.

CO-OP 121–Cooperative Work Experience

Cr: 1-13 Wkly hrs: 39 hours Clinic

Course can be offered as: CO-OP 121, 122, 123, 124. Contracted work experience coordinated with employer, faculty, and student to meet learning objectives specific to the work site and occupation/trade.

Prerequisite: CO-OP seminar concurrent with first quarter work experience.

CO-OP 189/289–Community Volunteer Service

Cr: 2 Wkly hrs: 6 hours Clinic

Course can be offered as: CO-OP 189 or 289. The Community Volunteer Service course utilizes Cooperative Education to enable students to experience volunteerism as a central component of life and career planning.

CO-OP 221–Cooperative Work Experience

Cr: 1-13 Wkly hrs: 39 hours Clinic

Course can be offered as: CO-OP 221, 222, 223, 224. Contracted work experience coordinated with employer, faculty and student to meet specific learning objectives for second year co-op students.

Prerequisite: Permission of cooperative education coordinator and current enrollment in CO-OP Seminar.

CO-OP 225–Cooperative Work Experience

Cr: 1-13 Wkly hrs: 39 hours Clinic

Course can be offered as: CO-OP 225/226/227/228. Contracted work experience coordinated with employer, faculty and student to meet specific learning objectives for second year co-op students.

Prerequisite: Permission of cooperative education coordinator and current enrollment in CO-OP Seminar.

Cosmetology

COS 101–Professional Career

Cr: 2 Wkly hrs: 2 hours Lecture

Students are exposed to Washington State Cosmetology laws, rules and regulations, career opportunities, business skills, professional image, communication and the history of Cosmetology.

Prerequisite: None

COS 102–Cosmetology General Sciences

Cr: 2 Wkly hrs: 2 hours Lecture

Emphasis is placed on the skills and knowledge of the general sciences necessary for the field of cosmetology.

Prerequisite: None

COS 103–Hair Care, Hairstyling & Haircutting

Cr: 3 Wkly hrs: 3 hours Lecture

Technical principles of hair design and care of the hair and scalp. The foundations of the art of hairstyling to include arranging, styling, and creative design. Foundations of haircutting techniques to perform haircuts to meet industry standards.

Prerequisite: None

COS 104–Chemical Texture Services

Cr: 2 Wkly hrs: 2 hours Lecture

This course covers main concepts of chemical texture services to include perming, chemical relaxing and curl reformation.

Prerequisite: None

COS 105–Hair Color

Cr: 2 Wkly hrs: 2 hours Lecture

Introduction to basic color theory and technique utilizing the law of color to artificially pigment the hair or remove color pigment.

Prerequisite: None

COS 113–Intermediate Haircutting

Cr: 2 Wkly hrs: 2 hours Lecture

The technical elements of intermediate haircutting needed to provide additional knowledge and skills.

Prerequisite: Completion of or concurrent enrollment in COS 103 and COS 123.

COS 114–Advanced Chemical Texture Services

Cr: 2 Wkly hrs: 2 hours Lecture

Introduction to basic color theory and technique utilizing the law of color to artificially pigment the hair or remove color pigment.

Prerequisite: Completion of: COS 104 or concurrent enrollment in COS 104.

COS 115–Intermediate Hair Color

Cr: 2 Wkly hrs: 2 hours Lecture

Building on basic hair color techniques to increase skill level of dimensional color and creative color placement and to introduce color correction.

Prerequisite: Completion of or concurrent enrollment in COS 105 and COS 225.

COS 120–Cosmetology Skin Care

Cr: 2 Wkly hrs: 2 hours Lecture

Principles of esthetics including skin diseases and disorders, analysis and care of the skin and temporary hair removal.

Prerequisite: None

COS 121–Facial Makeup

Cr: 1 Wkly hrs: 1 hours Lecture

Basic makeup application techniques implementing cosmetic color theory concepts.

Prerequisite: None

COS 123–Advanced Haircutting

Cr: 2 Wkly hrs: 2 hours Lecture

Advanced haircutting techniques combining multiple haircutting elements to increase skill level in subject matter mastery.

Prerequisite: Completion of or concurrent enrollment in COS 103 and COS 113.

COS 130–Nail Care

Cr: 1 Wkly hrs: 1 hours Lecture

Fundamental principles of nail care to include structure, growth, diseases and disorders to safely perform basic manicure and pedicure services.

Prerequisite: None

COS 135–Wigs, Braiding/Extensions

Cr: 1 Wkly hrs: 1 hours Lecture

Braiding, artificial hair applications using proper safety and removal techniques, the fitting, styling and care of wigs.

Prerequisite: None

COS 151–Cosmetology Lab Clinic I

Cr: 12 Wkly hrs: 24 hours Lab

Students perform hands on practical experience using knowledge and skills achieved from related instruction.

Prerequisite: None

COS 152–Cosmetology Lab Clinic II

Cr: 13 Wkly hrs: 26 hours Lab

Students perform salon services with supervision, gaining hands on practical experience working in a training salon environment using knowledge and skills achieved from related instruction.

Prerequisite: Completion of: COS 151.

COS 153–Cosmetology Lab Clinic III

Cr: 13 Wkly hrs: 26 hours Lab

Students perform salon services with supervision, gaining hands on practical experience working in a training salon environment using knowledge and skills achieved from related instruction.

Prerequisite: COS 152.

COS 154–Cosmetology Lab Clinic IV

Cr: 13 Wkly hrs: 26 hours Lab

Students perform salon services with supervision, gaining hands on practical experience working in a training salon environment using knowledge and skills achieved from related instruction.

Prerequisite: COS 153.

COS 155–Cosmetology Lab Clinic V

Cr: 13 Wkly hrs: 26 hours Lab

Students perform salon services with supervision, gaining hands on practical experience working in a training salon environment using knowledge and skills achieved from related instruction.

Prerequisite: COS 154

COS 160–Introduction to Esthetics

Cr: 3 Wkly hrs: 3 hours Lecture

Students are exposed to Washington State Esthetic laws, rules and regulations, career opportunities, business skills, professional image, communication and the history of Esthetics.

Prerequisite: BMGMT 140, ENGL 100 or ENGL&101, OLRM 220.

COS 161–Esthetics General Sciences I

Cr: 5 Wkly hrs: 5 hours Lecture

Emphasis is placed on the skills and knowledge of the general sciences necessary for the field of Esthiology.

Prerequisite: None

COS 162–Esthetics General Sciences II

Cr: 3 Wkly hrs: 3 hours Lecture

Instruction in the nature of electricity, electrotherapy, light therapy and their uses in Esthetics. Macro and micronutrients, vitamins and minerals and how nutrition relates to healthy skin.

Prerequisite: COS 160, COS 161, COS 171, COS 181.

COS 171–Esthetics Skin Care I

Cr: 5 Wkly hrs: 5 hours Lecture

Instruction in appearance and sanitary conditions of the treatment room, facial treatments, skin analysis, product selection and first aid.

Prerequisite: None

COS 172–Esthetics Skin Care II

Cr: 5 Wkly hrs: 5 hours Lecture

Instruction of facial massage, facial machines, clinic operations and hair removal.

Prerequisite: COS 160, COS 161, COS 171, COS 181.

COS 173–Esthetics Skin Care III

Cr: 6 Wkly hrs: 6 hours Lecture

Instruction on advanced topics and treatments, clinic operations, make-up application and body treatments.

Prerequisite: COS 162, COS 172, COS 182.

COS 180–Esthetics Business Practices

Cr: 2 Wkly hrs: 2 hours Lecture

Preparation for Washington State written and practical skills exam. Instruction on resume writing, upselling services, product revenue and small business ownership. Student will demonstrate skill and proficiency prior to completion of the program.

Prerequisite: COS 162, COS 172, COS 182.

COS 181–Esthetics Lab Clinic I

Cr: 6 Wkly hrs: 12 hours Lab

Students perform esthetic services with supervision, gaining hands on practical experience working in a training spa environment using knowledge and skills achieved from related instruction.

Prerequisite: None

COS 182–Esthetics Lab Clinic II

Cr: 9 Wkly hrs: 18 hours Lab

Students perform esthetic services with supervision, gaining hands on practical experience working in a training spa environment using knowledge and skills achieved from related instruction.

Prerequisite: COS 160, COS 161, COS 171, COS 181.

COS 183–Esthetics Lab Clinic III

Cr: 8 Wkly hrs: 16 hours Lab

Students perform esthetic services with supervision, gaining hands on practical experience working in a training spa environment using knowledge and skills achieved from related instruction.

Prerequisite: COS 162, COS 172, COS 182.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

COS 200–Methods of Teaching & Learning

Cr: 3 Wkly hrs: 3 hours Lecture

This course for career education instructors covers teaching methods and classroom preparation to include: Qualities of the career education instructor, teaching plan and learning environment, teaching study and testing skills, basic learning styles and principles, methods of teaching and communicating confidently.

Prerequisite: Instructor permission.

COS 201–Classroom Mgmt & Supervision

Cr: 3 Wkly hrs: 3 hours Lecture

This course for career education instructors covers effective presentations, effective classroom management and supervision and achieving learner results.

Prerequisite: Instructor permission.

COS 202–Program Development & Lesson Planning

Cr: 2 Wkly hrs: 2 hours Lecture

This course for career education instructors covers program and curriculum development, lesson planning, educational aids and technology in the classroom, assessing progress and advising students.

Prerequisite: Instructor permission.

COS 203–Basic Teaching Skills

Cr: 3 Wkly hrs: 3 hours Lecture

This course covers the student salon, performance goals, teamwork and record keeping requirements.

Prerequisite: Instructor permission.

COS 204–Professional Development

Cr: 3 Wkly hrs: 3 hours Lecture

This course covers educator relationships, conditions for learning, integrating humor in the classroom and creativity in instruction, teaching success strategies for a successful career, teamwork, and evaluating professional performance.

Prerequisite: Instructor permission.

COS 211–Braiding and Extension Techniques

Cr: 1 Wkly hrs: 1 hours Lecture, 2 hours Lab

Designed to introduce a variety of methods of hair additions and extensions.

Prerequisite: Proof of Current Cosmetology License or Proof of Cosmetology Student Enrollment in a Licensed School.

COS 225–Advanced Hair Coloring

Cr: 2 Wkly hrs: 2 hours Lecture

Color correction and advanced hair color methods to expand skill level and ability to combine multiple hair color applications.

Prerequisite: Concurrent enrollment in COS 105 and COS 115.

COS 231–Business Skills I

Cr: 1 Wkly hrs: 1 hours Lecture

Preparing for and seeking employment by creating a resume, cover letter and practicing interviewing skills to assist in obtaining a positing in the field of cosmetology.

Prerequisite: None

COS 232–Business Skills II

Cr: 1 Wkly hrs: 1 hours Lecture

Salon business and professionalism, business planning, marketing and retail.

Prerequisite: Completion of: COS 231.

COS 240–State Board Preparation

Cr: 4 Wkly hrs: 4 hours Lecture

Preparation for Washington State written and practical skills exam and review of basic, intermediate and advanced technical skills taught in previous quarters. Student will demonstrate skill and proficiency prior to completion of the program.

Prerequisite: None

COS 251–Cadet Clinic Lab I

Cr: 4 Wkly hrs: 8 hours Lab

Student performs application of teaching methods while performing student teaching. Student will gain hands on practical experience working in a training salon/spa environment using knowledge and skills achieved from related instruction.

Prerequisite: Instructor permission.

COS 252–Cadet Clinic Lab II

Cr: 4 Wkly hrs: 8 hours Lab

Student performs application of teaching methods while performing student teaching. Student will gain hands on practical experience working in a training salon/spa environment using knowledge and skills achieved from related instruction.

Prerequisite: Instructor permission.

COS 253–Cadet Clinic Lab III

Cr: 5 Wkly hrs: 10 hours Lab

Student performs application of teaching methods while performing student teaching. Student will gain hands on practical experience working in a training salon/spa environment using knowledge and skills achieved from related instruction.

Prerequisite: Instructor permission.

COS 254–Cadet Clinic Lab IV

Cr: 5 Wkly hrs: 10 hours Lab

Student performs application of teaching methods while performing student teaching. Student will gain hands on practical experience working in a training salon/spa environment using knowledge and skills achieved from related instruction.

Prerequisite: Instructor permission.

Culinary Arts

CULIN 101–Culinary Techniques

Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab

Working in the commercial kitchen: equipment, knife skills, and food product identification.

Prerequisite: Advisor signature and Food Handler's Permit.

CULIN 103–Food Production I

Cr: 6 Wkly hrs: 3 hours Lecture, 6 hours Lab

Prepare meats, seafood, poultry, soups, vegetables, starches and basic desserts for restaurant and commercial food service.

Prerequisite: Kitsap Food Workers Health Card/ advisor signature.

CULIN 104–Dining Room Service

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

How to properly serve food to guests in a restaurant. For potential and actual waiters/waitresses and also managers or supervisors who train the servers.

Prerequisite: Instructor signature.

CULIN 105–ServSafe Food Safety Training

Cr: 2 Wkly hrs: 2 hours Lecture

The ServSafe course provides accurate up-to-date information for all levels of employees on all aspects of handling food; from receiving and storing to preparing and serving.

Prerequisite: Instructor signature.

CULIN 120–Sustainable Food Sys, Kitsap County

Cr: 2 Wkly hrs: 2 hours Lecture

Sustainable Kitsap County is a comprehensive tour of food establishments and their practices as related to the food system of Kitsap County: The family farm/homestead, Barner property on Olympic College campus, bringing food/related items to market, Farmers Markets, grocery/Co-op stores, local certified kitchens, Kitsap Health District, Kitsap Poultry Grocers Co-op, Puget Sound Meat Producers Co-op, local seafood purveyors, foraging organizations, and gleanig programs.

CULIN 121–Food Production II

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

Classic food preparation technique: sauces, soups, fabrication of poultry, seafood and meat.

Prerequisite: Cooks Helper Certificate.

CULIN 122–Garde Manger

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

Develop skills producing a variety of cold food products. Prepare items appropriate for buffet presentation including decorative pieces.

Prerequisite: Certificate/Prep Cook.

CULIN 123–International Cuisine

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

History of various countries' cuisine covering major food sources, cooking methods and influences on cuisine.

Prerequisite: Permission of instructor.

CULIN 125–Applied Food Service Computation

Cr: 2 Wkly hrs: 2 hours Lecture

Importance and relevance of math in the food service industry. Learn, understand and use math to meet goals of becoming a chef, baker, manager or other food service professional.

CULIN 126–Commercial Baking I

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

Applying fundamentals of baking science to the preparation of a variety of products.

Prerequisite: Certificate/Prep Cook.

CULIN 131–Food Production III

Cr: 6 Wkly hrs: 3 hours Lecture, 6 hours Lab

This course will cover creation of a menu from start to finish, breakfast to dinner.

Prerequisite: Permission of instructor.

CULIN 132–Quantity Food Purchasing

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

The operations of purchasing and receiving including invoicing, pricing, product costing, and inventories to promote fiscal controls.

Prerequisite: Permission of instructor.

CULIN 134–Nutrition for Culinary Professionals

Cr: 3 Wkly hrs: 3 hours Lecture

For students in the culinary program; this course is for those needing to use nutritional principles in menu and recipe planning.

CULIN 200–Food Production IV

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

Create menus, buffets, and specialty dishes for fine dining from preparation to order (including ala carte) and determine entire cost.

Prerequisite: Permission of instructor.

CULIN 210–Culinary Management

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

The chef as a supervisor, trainer, and as a manager in the day to day working of a food service operation.

Prerequisite: Permission of instructor.

CULIN 220–Culinary Internship

Cr: 6 Wkly hrs: 18 hours Clinic

This is an unpaid six week work experience related to the Culinary/Hospitality field of study.

Digital Media Arts

DMA 120–Beginning Photoshop

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students learn basic skills of Photoshop, an image manipulation software tool for creative and technical use.

DMA 136–Beginning Digital Photography

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

An introduction to basic digital photography, including historical background, equipment, shooting techniques, lighting, scanning, manipulation, and output (web or print).

DMA 220–Intermediate Photoshop

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students learn advanced creative aspects and skill sets of Photoshop, an image manipulation software tool.

DMA 236–Intermediate Digital Photography

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Intermediate instruction and practice in digital photography, including background, equipment, shooting techniques, lighting, scanning, manipulation, and output (web or print). (Formerly DMA 137)

Prerequisite: DMA 136 or permission of instructor.

Dramatic Arts

DRMA&101–Intro to Theatre

Cr: 5 Wkly hrs: 5 hours Lecture

H - An overview of theatre arts, including the nature of theatre, its role in society, activities of playwrights, directors, designers, and performers. Attendance at two outside performances is required.

DRMA 120–Theatre Production Workshop

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

H/SP - Course can be offered as: DRMA 120/220. Lecture and discussion on all aspects of theatre productions currently being prepared. May be repeated for up to nine credits for each course number.

DRMA 201–Introduction to the Art of Film

Cr: 5 Wkly hrs: 5 hours Lecture

H - An introductory study of the narrative, visual and aural elements of film, including the cultural and social forces that create the variety of film styles. (Same as HUMAN 201)

DRMA 210–Stagecraft

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

H - Basics of scenic planning, drafting, construction, rigging, and shifting techniques.

DRMA 211–Costume Fundamentals

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

H - Theory and practice of costume and makeup design including script analysis, design process, and application of construction techniques.

DRMA 212–Lighting Design I

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

H - Theory and practice of lighting design, including planning, handling and rigging lighting instruments, color theory, and special effects.

DRMA 251–Beginning Acting

Cr: 5 Wkly hrs: 5 hours Lecture

H - An introduction to theory and practice of acting with emphasis on the development of fundamental processes of imagination, concentration, observation, and recall.

DRMA 252–Intermediate Acting

Cr: 5 Wkly hrs: 5 hours Lecture

H - An in-depth study of theory and practice of acting, continued development of fundamentals and techniques of physical and psychological integration, communication with a partner, and script analysis.

Prerequisite: DRMA 251 or permission of instructor.

DRMA 253–Advanced Acting

Cr: 5 Wkly hrs: 5 hours Lecture

H - Advanced study of theory and practice with emphasis on communication with partner, extensive analysis of plays and detailed preparation of scenes from historical and contemporary theatre.

Prerequisite: DRMA 252 or permission of instructor.

DRMA 256–Theatre Speech

Cr: 3 Wkly hrs: 3 hours Lecture

H - Analysis and application of vocal production and articulation techniques.

DRMA 260–Scenic Design

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

H - An introduction to the basics of scenic design, including working in colors and three dimensions, script analysis and working with a design team.

DRMA 265–Stage Management

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

H - An introduction to Stage Management responsibilities and techniques, including working with directors, actors and design teams.

Early Childhood Education

ECED&100–Child Care Basics

Cr: 3 Wkly hrs: 3 hours Lecture

Designed to meet licensing requirements for early learning lead teachers and family home child care providers, STARS 30 hour basics course recognized in the MERIT system. Topics: child growth/development, cultural competency, community resources, guidance, health/safety/nutrition and professional practice. (Formerly 2-credit ECE 100)

ECED 101–Professionalism and Ethics in ECE

Cr: 1 Wkly hrs: 1 hours Lecture

Examine personal philosophy, professional qualifications, ethical practices and the development of interpersonal skills necessary in the early learning workplace.

ECED&105–Intro Early Child Ed

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Overview of the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action. (Formerly ECE 170)

ECED&107–Health/Safety/Nutrition

Cr: 5 Wkly hrs: 5 hours Lecture

Develop knowledge and skills to ensure good health, nutrition and safety of children in group care and education programs. Recognize the signs of abuse/neglect and reporting and available community resources. (Replaced 3-credit ECE 184)

ECED&120–Practicum-Nurturing Rel

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Introductory level application of theories of best practice in an early learning setting. Focus on developing supportive relationships while keeping children healthy and safe. (Replaced 3-credit ECE 101)

ECED&132–Infants/Toddlers Care

Cr: 3 Wkly hrs: 3 hours Lecture

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. (Formerly ECE 163)

ECED&134–Family Child Care

Cr: 3 Wkly hrs: 3 hours Lecture

The basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety, & nutrition; guiding behavior and; promoting growth & development. (Formerly ECE 189)

ECED&138–Home Visitor/Parent Engagement

Cr: 3 Wkly hrs: 3 hours Lecture

Plan and provide home visits and group activities that promote secure parent-child relationships and support families to provide high-quality early learning experiences that are embedded in everyday routines and experiences.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

ECED&139–Admin Early Lrng Prog

Cr: 3 Wkly hrs: 3 hours Lecture

Focuses on developing administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Explore techniques and resources available for licensing and NAEYC standard compliance. (Formerly ECE 191).

ECED 151–Practicum II

Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab

Intermediate level practical application in the working world of theories and methods studied in the Early Childhood program. (Formerly ECE 151/151A)

Prerequisite: ECED& 120, ECED& 160, and ECED& 190 or permission of instructor.

ECED&160–Curriculum Development

Cr: 5 Wkly hrs: 5 hours Lecture

Investigate learning theory, program planning, and tools for curriculum development promoting fine/gross motor, social-emotional, cognitive and creative skills and growth in young children. (Includes content formerly in 3-credit ECE 165).

ECED 164–Mathematics for Early Childhood Ed

Cr: 5 Wkly hrs: 5 hours Lecture

Math for early learning environments. Addresses how children learn and understand mathematical concepts including whole numbers, fractions, geometry, measurement, data analysis and problem solving. (Formerly ECE 164)

Prerequisite: MATH 090 with a grade of at least 2.0 or placement test score.

ECED 166–Environmental Evaluation

Cr: 1 Wkly hrs: 1 hours Lecture

Evaluating the early childhood environment using an industry standard tool (the ECERS) to ensure a quality experience for children and to optimize learning and development. (Formerly ECE 166)

ECED&170–Environments-Young Child

Cr: 3 Wkly hrs: 3 hours Lecture

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children. (Formerly ECE 167)

ECED 172–Introduction to Montessori

Cr: 3 Wkly hrs: 3 hours Lecture

This course provides an introduction to the Montessori method and philosophy, focusing on an analysis and application of Montessori principles of learning, teaching, sequence, use of didactic materials and classroom organization. (Formerly ECE 172)

ECED 176–Music and Movement for Young Children

Cr: 3 Wkly hrs: 3 hours Lecture

This course introduces teachers to the sequence of physical and motor development of young children as well as activities and equipment to promote optimum movement and physical education to the young child. In addition, musical concepts such as body rhythms, songs, sounds, instruments, records, and musical environments suitable for the early learning environment are introduced. (Formerly ECE 176 and 182)

ECED 177–Science for Young Children

Cr: 3 Wkly hrs: 3 hours Lecture

The role of science in the education and development of the young child, including an overview of cognitive characteristics, appropriate materials and activities. (Formerly ECE 177)

ECED 178–Children's Literature

Cr: 3 Wkly hrs: 3 hours Lecture

History of, methods and criteria for evaluation and selection of children's literature. Exploration of genres, authors, illustrators of literature for children ages birth through eight, including use throughout the curriculum. (Formerly ECE 178)

ECED&180–Lang/Literacy Develop

Cr: 3 Wkly hrs: 3 hours Lecture

Develop strategies for language acquisition and literacy skill development at each developmental stage through the four inter-related areas of speaking, listening, writing, and reading. (Formerly ECE 179).

ECED 187–Special Topics--CDA Credential I

Cr: 6 Wkly hrs: 12 hours Lab

The basics of physical, social, emotional, and intellectual development, and observing/recording child behavior and growth necessary to obtain the Child Development Associate (CDA) Credential. (Formerly ECE 187)

ECED 188–Child Abuse and Neglect

Cr: 2 Wkly hrs: 2 hours Lecture

Course focuses on the research, theory and practice in child welfare; physical, emotional and sexual abuse and neglect causation; and prevention with emphasis on practices in Washington State. (Formerly ECE 188)

ECED&190–Observation/Assessment

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

Collect and record observation and assessment data in order to plan for and support the child, the family, the group and community. Practice reflection techniques, summarizing conclusions and communicating data. (Includes content formerly in 2-credit ECE 171)

ECED 201–Practicum III

Cr: 5 Wkly hrs: 1 hours Lecture, 12 hours Clinic

Students apply cumulative knowledge to practice skills with children and professional interactions with families and staff in a developmentally appropriate early childhood setting. (Formerly ECE 201)

Prerequisite: ECED& 120, ECED 151, or permission of instructor.

ECED 215–ECE Professional Portfolio

Cr: 1 Wkly hrs: 1 hours Lecture

A seminar to develop an individual professional portfolio documenting essential areas of study in early childhood education and to plan short and long term professional improvement goals. (Formerly ECE 215)

ECED 225–Issues and Trends in ECE

Cr: 3 Wkly hrs: 3 hours Lecture

Current issues and trends impacting ECE field. National/international developments, concerns facing teachers, families, children and society today. (Formerly ECE 225)

ECED&240–Diversity in Education

Cr: 5 Wkly hrs: 5 hours Lecture

This course focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the early learning environment. (Formerly ECE 190)

ECED 287–Special Topics--CDA Credential II

Cr: 6 Wkly hrs: 12 hours Lab

The basics of program operation/management, professionalism, productive relationships with families, and safe/healthy environments necessary to obtain the Child Development Associate (CDA) Credential. (Formerly ECE 287)

Economics

ECON&201–Micro Economics

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Supply and demand; cost and revenue analysis; pure competition; agriculture; monopoly; imperfect competition; antitrust policy; regulation; factor incomes; unions. (Formerly BS-EC 202)

Prerequisite: MATH 099 or above with a grade of 2.0 or above and an Accuplacer Reading Comprehension test score of 84 or above or permission of instructor.

ECON&202–Macro Economics

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Fundamentals of a private-enterprise economy; national income; employment; inflation; growth; money; the monetary system; Keynesian Economics; Monetarist Economics; international trade. (Formerly BS-EC 201)

Prerequisite: MATH 099 or above with a grade of 2.0 or above and an Accuplacer Reading Comprehension test score of 84 or above or permission of instructor.

Education

EDUC 110–Reading Techniques for At-Risk Child

Cr: 5 Wkly hrs: 5 hours Lecture

The course is a good exploratory elective for people pursuing a para education degree, for future teachers, or for parents seeking to boost their child's reading skills. Provides an exposure to basic tutorial strategies for use in a K-8 school setting.

EDUC&115–Child Development

Cr: 5 Wkly hrs: 5 hours Lecture

Build a functional understanding of the foundation of child development, prenatal to age eleven. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives.

EDUC 120—Instructional Strategies

Cr: 5 Wkly hrs: 5 hours Lecture

This is a course designed to give students a foundation of the instructional process, from planning, implementing, and evaluating instruction. Students will gain an understanding of the role of the learning process, best educational practices, the use of on-going assessment, and modifying instruction to meet the needs of all learners.

EDUC&121—Child Development I: Birth to 8

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Provides an overview of typical developmental sequences for children from birth to age 8, the conditions impacting development and the history and theories of child development. (Formerly EDUC& 115)

EDUC&122—Child Development II: 8-Teen

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Survey of the development of children from middle childhood through adolescence. Includes social, emotional, physical, motor, intellectual, moral and language characteristics.

Prerequisite: EDUC& 121.

EDUC 123—Classroom Management

Cr: 5 Wkly hrs: 5 hours Lecture

Classroom management and student discipline as tools to enhance student learning in the classroom.

EDUC&130—Guiding Behavior

Cr: 3 Wkly hrs: 3 hours Lecture

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences. (Formerly ECE 185)

EDUC 132—Educational Technology/K-12 Setting

Cr: 5 Wkly hrs: 5 hours Lecture

The role of educational technology in a K-12 setting to enhance academic learning and success.

EDUC&136—School Age Care

Cr: 3 Wkly hrs: 3 hours Lecture

Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically: preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development, and community outreach. (Formerly ECE 160)

EDUC&150—Child/Family/Community

Cr: 3 Wkly hrs: 3 hours Lecture

Integrate the family and community in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication. (Formerly ECE 210)

EDUC 199—Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

Course can be offered as: EDUC 199/299.

A practical application in the working world of the basic theories studied in the above program or discipline.

Prerequisite: Instructor permission.

EDUC&202—Intro to Education

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Introduction to the role of education in society, the sociological and psychological aspects; an orientation to the personal, academic, and professional requisites that contribute to success. (Formerly EDUC 101)

EDUC&204—Introduction to Inclusive Education

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Exploring trends, resources, and strategies for including children with disabilities, and their families, in the educational and the wider communities.

Electronics

ELECT 101—Direct Current

Cr: 5 Wkly hrs: 5 hours Lecture

Fundamentals of direct current from Ohm's Law through network theorems.

Prerequisite: MATH 094 or equivalent.

ELECT 102—Alternating Current

Cr: 5 Wkly hrs: 5 hours Lecture

Principles of inductance, capacitance, impedance, resonance, and filters.

Prerequisite: ELECT 101 or equivalent.

ELECT 103—Introduction to Solid-State

Cr: 5 Wkly hrs: 5 hours Lecture

Introduction to the fundamentals of diode and bipolar transistor theory.

Prerequisite: ELECT 102 or equivalent.

ELECT 106—Electronic Fabrication

Cr: 1 Wkly hrs: 2 hours Lab

Basic skill development through hands-on practice is emphasized covering such topics as soldering techniques and circuit board assembly.

ELECT 111—Direct Current Circuit Laboratory

Cr: 3 Wkly hrs: 6 hours Lab

Laboratory practice and experimentation in elementary circuitry using basic electronic instrumentation.

Prerequisite: Concurrent enrollment in ELECT 101.

ELECT 112—Alternating Current Circuit Lab

Cr: 3 Wkly hrs: 6 hours Lab

Practice in the application of AC concepts: Techniques in using electronic instruments, such as oscilloscopes, digital multimeters, frequency counters, and Z meters.

Prerequisite: Concurrent enrollment in ELECT 102.

ELECT 113—Basic Solid-State Laboratory

Cr: 3 Wkly hrs: 6 hours Lab

Applications of diodes and transistors in electronic circuits.

Prerequisite: Concurrent enrollment in ELECT 103.

ELECT 160—Computer Applications I

Cr: 2 Wkly hrs: 2 hours Lecture

Practice in the application of typical data processing operations for solving direct current problems.

Prerequisite: Must be taken concurrently with ELECT 101.

ELECT 165—Introduction to Digital Logic

Cr: 4 Wkly hrs: 4 hours Lecture

Introduction to the theory, practices and application of digital electronics.

Prerequisite: ELECT 102.

ELECT 166—Introduction to Digital Logic Lab

Cr: 2 Wkly hrs: 4 hours Lab

Introduction to the theory, practices and application of digital electronics. Theoretical concepts and trouble-shooting techniques are demonstrated through lab experiments.

Prerequisite: Concurrent enrollment in ELECT 165.

ELECT 170—Computer Applications II

Cr: 2 Wkly hrs: 2 hours Lecture

Course helps familiarize the student with the use of personal computers, the school's computer labs, and using computers to solve electronic-related problems.

Prerequisite: Must be taken concurrently with ELECT 102.

ELECT 200—Basic Electronics Theory & Assessment

Cr: 2 Wkly hrs: 2 hours Lecture

This course reviews fundamental theory associated with the first year electronics program and assesses students' preparation for advanced instruction.

Prerequisite: Permission of instructor.

ELECT 201—Solid-State Devices

Cr: 5 Wkly hrs: 5 hours Lecture

Continuation of solid-state theory, use of approximation techniques in circuit analysis, development of parameters, evaluation of circuit potentials and applications.

Prerequisite: Concurrent enrollment in ELECT 211.

ELECT 202—Advanced Solid-State Devices

Cr: 5 Wkly hrs: 5 hours Lecture

Continuation of analysis in using equivalent circuit concepts. Various types of solid-state components and introduction to analog integrated circuits.

Prerequisite: ELECT 201 and concurrent enrollment in ELECT 212.

ELECT 203—Special Circuits

Cr: 5 Wkly hrs: 5 hours Lecture

Solid-state devices/integrated circuits in industry; active filters, phase locked loops, SCRs, Triacs, and other power control semiconductors.

Prerequisite: ELECT 202 and concurrent enrollment in ELECT 213.

ELECT 211—Solid-State Laboratory

Cr: 3 Wkly hrs: 6 hours Lab

Laboratory practice in the construction, analysis, and trouble shooting of bipolar transition circuits.

Prerequisite: Completion of first-year core program or equivalent.

ELECT 212—Advanced Solid-State Circuit Lab

Cr: 3 Wkly hrs: 6 hours Lab

Development of and experimentation with transistor amplifiers and analog integrated circuits.

Prerequisite: ELECT 201, 211.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

ELECT 213–Special Circuits Laboratory

Cr: 3 Wkly hrs: 6 hours Lab

Laboratory practice in analysis and troubleshooting of active filters, phase locked loops, and solid-state power control circuits.

Prerequisite: Concurrent enrollment in ELECT 203.

ELECT 225–Advanced Digital Circuits

Cr: 5 Wkly hrs: 5 hours Lecture

A continuation of basic digital circuits, with emphasis on counters, decoders, and registers. Course also includes an introduction to microprocessors.

Prerequisite: ELECT 165 or equivalent.

ELECT 227–Microcomputers

Cr: 3 Wkly hrs: 3 hours Lecture

Digital circuit types used in industry for machine control such as microprocessors and microcomputers.

Prerequisite: ELECT 165, 225 or equivalent.

ELECT 228–Advanced Microprocessors

Cr: 3 Wkly hrs: 3 hours Lecture

Theory and applications of interface systems used in the control of microprocessors.

Prerequisite: ELECT 225 or equivalent.

ELECT 235–Advanced Digital Circuits Laboratory

Cr: 2 Wkly hrs: 4 hours Lab

A continuation of the basic digital circuits laboratory, with an emphasis on counters, decoders, registers, and an introduction to microcomputers.

Prerequisite: Concurrent enrollment in ELECT 225.

ELECT 237–Microcomputer Laboratory

Cr: 2 Wkly hrs: 4 hours Lab

Introduction to the use of machine/assembler language programming to control microprocessors for problem solving or A/D and D/A interfacing.

Prerequisite: Concurrent enrollment in ELECT 227.

ELECT 238–Advanced Microprocessor Lab

Cr: 2 Wkly hrs: 4 hours Lab

This class gives hands-on experience constructing, testing and evaluating a microprocessor control project.

Prerequisite: ELECT 225 or equivalent. Concurrent enrollment in ELECT 228.

Engineering

ENGR 100–Introduction to Engineering

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to fields and careers of engineering. How does one become an engineer? All engineering majors should take ENGR 100 early in the curriculum. (Pass/No Credit)

ENGR&104–Intro to Design

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

SS - Revolutionary technologies and how they have shaped the world. Introduction to design and communication principles through engineering project approach. (Formerly ENGR 120)

ENGR 111–Engineering Problems

Cr: 3 Wkly hrs: 3 hours Lecture

Introduces students to engineering problem solving techniques, including using calculators and computers. Students will be introduced to MATLAB as a problem solving tool.

Prerequisite: MATH&142 or MATH&143 with 2.0 or better or co-enrollment in MATH&142 with instructor permission.

ENGR&114–Engineering Graphics

Cr: 5 Wkly hrs: 5 hours Lecture

Usage of graphics (sketching and parametric modeling software) in engineering design. Up to two team design projects.

ENGR&204–Electrical Circuits

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

Introduction to electrical engineering. Basic circuit and systems concepts. Solution of first and second order linear differential equations associated with basic circuit forms. Laboratory activities illustrate principles explored in lecture. (Offered Summer Quarter only.) (Formerly ENGR 215)

Prerequisite: MATH 221 and PHYS 255, both with 2.0 grade or higher.

ENGR&214–Statics

Cr: 5 Wkly hrs: 5 hours Lecture

A study of the forces and loads acting on objects at rest using vector applications. (Offered Spring Quarter only.) (Formerly ENGR 210)

Prerequisite: ENGR 111 and MATH&152 (each with a grade of 2.0 or higher) or ENGR 111 (grade of 2.0 or higher) and co-enrollment in MATH&152 with instructor permission.

ENGR&215–Dynamics

Cr: 5 Wkly hrs: 5 hours Lecture

Studies of motion using vector calculus, central force motion, Newtonian mechanics, energy, and impulse momentum methods. (Offered Spring Quarter only.) (Formerly ENGR 230)

Prerequisite: ENGR& 214 and MATH 221 with a grade of 2.0 or higher or ENGR& 214 with a grade of 2.0 or higher and co-enrollment in MATH 221.

ENGR 216–CAD Applications for Engineering Design

Cr: 3 Wkly hrs: 6 hours Lab

Advanced CAD applications for engineering design; surfaces, sheet metal, weldments, molds, multibody parts, advanced assembly modeling, CAD FEA, CFD, motion studies and CAD documentation.

Prerequisite: ENGR& 114 and ENGR& 225 each with a grade of 2.0 or above or instructor permission.

ENGR&224–Thermodynamics

Cr: 5 Wkly hrs: 5 hours Lecture

Introduction to energy conservation topics with application to engineering design; including energy transformation and maximum efficiency. (Formerly ENGR 260)

Prerequisite: MATH&163 and PHYS 254 both with 2.0 grade or higher or MATH&163 with 2.0 grade and co-enrollment in PHYS 254 with instructor permission.

ENGR&225–Mechanics of Materials

Cr: 5 Wkly hrs: 5 hours Lecture

Introduces the concepts of stress, deformation, and strain in solid materials; design implications are explored. (Formerly ENGR 220)

Prerequisite: ENGR& 214 with a grade of 2.0 or higher.

ENGR 240–Applied Numerical Methods for Engr

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

NS - Numerical solutions to engineering problems using MATLAB programming. Application of mathematical judgment in selecting computational algorithms and communicating results.

Prerequisite: MATH&163 with 2.0 grade or higher required. Co-enrollment in MATH 250 desired. CIS 141 recommended.

ENGR 270–Fundamentals of Materials Science

Cr: 4 Wkly hrs: 4 hours Lecture

Elementary principles underlying the structure and properties of materials used in engineering practice. Relation of microstructure to physical properties. (Formerly ENGR 170)

Prerequisite: CHEM& 141 with a grade of 2.0 or higher AND ENGR& 225 with a grade of 2.0 or higher AND co-enrollment in ENGR 271.

ENGR 271–Materials Sciences Laboratory

Cr: 2 Wkly hrs: 4 hours Lab

Laboratory experience in various material testing and experimental stress analysis methods, engineering data analysis and report writing. (Formerly ENGR 171)

Prerequisite: ENGR& 225 with 2.0 or higher and co-enrollment in ENGR 270.

English

ENGL 091–Reading & Writing in Life & College

Cr: 5 Wkly hrs: 2.5 hours Lecture, 5 hours Lab

Course can be offered as: ENGL 091/092.

This intro course helps students develop strategies for reading, writing, reflection, and problem solving. Assignments focus on individual and group processes for personal/academic writing.

Prerequisite: Assessment test score or instructor permission.

ENGL 093–Developing Skills in English

Cr: 5 Wkly hrs: 5 hours Lecture

An introduction to discourse within the business community, focusing on appropriate usage and on effective reading, writing, editing, and speaking skills.

Prerequisite: Acceptance into non-certificate or non-degree program.

ENGL 098–Reading/Writing for Academic Success

Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab

This course develops students' critical strategies for reading, writing, problem solving, and handling academic life. Reading/writing assignments focus on personal academic/career interests.

Prerequisite: Assessment test score, 2.0 in ENGL 091/092 or instructor permission.

ENGL 099--Reading/Writing Academic Disciplines

Cr: 1-6 Wkly hrs: 4.5 hours Lecture, 3 hours Lab

This course develops students' critical strategies for reading, writing, problem solving, and handling academic life. Reading/writing assignments focus on academic topics.

Prerequisite: Assessment test score, or ENGL 091 with grades of 2.00 or better, or ENGL 092 with grades of 2.00 or better, or instructor permission

ENGL&101--English Composition I

Cr: 5 Wkly hrs: 5 hours Lecture

A college-level introduction to effective written composition for academic, vocational, and occupational students, with emphasis on exposition. (Formerly ENGL 101)

Prerequisite: Appropriate placement test score, or ENGL 091 with grades of 3.30 or better, or ENGL 099 with grades of 2.00 or better, or completion of IE 094 and IE 004 with grades of 3.0 or better; with grades of 3.00 or better, or completion of IE 100 and IE 101 with grades of 2.0 or better; with grades of 2.00 or better, or English 101 instructor permission

ENGL&102--Composition II

Cr: 5 Wkly hrs: 5 hours Lecture

A continuation of ENGL&101 with emphasis on argumentation, research, and documentation. (Formerly ENGL 102)

Prerequisite: Successful completion of ENGL&101 with a 2.0 or better or its equivalent.

ENGL&111--Intro to Literature

Cr: 5 Wkly hrs: 5 hours Lecture

H - A study of major literary forms and methods of interpretation. (Formerly ENGL 140)

ENGL&113--Intro to Poetry

Cr: 5 Wkly hrs: 5 hours Lecture

H - The course covers a selection of poets writing in English. The nature and development of their poetry and its distinguishing features. Also considers several schools of literary criticism. (Formerly ENGL 143)

Prerequisite: ENGL&101.

ENGL 135--Literature of Comic Books and Graphic Novels

Cr: 5 Wkly hrs: 5 hours lecture

H - A survey of the rhetoric used in graphic novels and comic books with an emphasis on its representations of social issues and their place in history. The texts will include multiple authors who use comics as a medium to tell powerful stories, some of which are a very personal retelling of their own history. We will be look at the superhero genre as it is the dominant narrative used in comic books/graphic novels but will move beyond this genre towards texts that use this medium to provide powerful narratives and ideologies.

ENGL 141--The Short Story

Cr: 2 Wkly hrs: 2 hours Lecture

H - The nature and development of short fiction.

ENGL 150--Contemporary Literature

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of literature and its background, primarily since 1950. Emphasis on criticism of representative works.

ENGL 152--Special Topics in Literature

Cr: 5 Wkly hrs: 5 hours lecture

H - An in-depth study of a single author's work or of selected works by two or more authors related by theme, time period or cultural milieu. This course may be repeated for up to 15 credits

ENGL&220--Intro to Shakespeare

Cr: 5 Wkly hrs: 5 hours Lecture

H - Studies in several major dramas and sonnets. (Formerly ENGL 269)

ENGL&235--Technical Writing

Cr: 5 Wkly hrs: 5 hours Lecture

Problem-solving strategies, information literacy, and research for professional and technical writing applications. (Formerly ENGL 104)

Prerequisite: Successful completion of ENGL&101 with a 2.0 or better or its equivalent.

ENGL&244--American Literature I

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of the development of American literature from Colonial Times through the Civil War. (Formerly ENGL 260)

ENGL&245--American Literature II

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of the development of American literature from the post-Civil War period to the present. (Formerly ENGL 261)

ENGL 250--Major Authors and Works

Cr: 5 Wkly hrs: 5 hours Lecture

H - An in-depth study of a single author's works or of selected works by two or more authors, related by theme, time period, or cultural milieu. This course may be repeated for up to 15 credits.

ENGL 254--Science Fiction Literature

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of the literature of science fiction, with an emphasis on the theme of diversity, including the representation of gender, race, social class, sexuality, and culture in the 20th and 21st centuries, as well as the role of diversity in the authorship of science fiction short stories and novels. Authors and works will vary, but may include Shelley, Wells, Bradbury, Asimov, Le Guin, Delaney, Atwood, Butler, and Okorafor.

Prerequisite: ENGL& 101 with Grade of 2.0 or better OR ENGL& 111 with grade of 2.0 or better OR ACES 101 with grade of 2.0 or better

ENGL 262--Asian American Literature

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of literary works by Asian-American authors, from the late nineteenth century to the present.

ENGL 264--Native American Literature

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of a wide spectrum of Native American verbal art, from traditional narratives and song to contemporary poetry, fiction, and film. Emphasis on cultural contexts and continuity.

ENGL 265--British Literature: 19th Century

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of Romantic and Victorian British Literature, covering the approximate years 1800 to 1900. Authors and works vary, but may include Wordsworth, Coleridge, Shelley, Keats, Austen, Brontë, Tennyson, Eliot, Browning, Dickens, Thackeray, and Wilde.

Prerequisite: ENGL& 101 with grade of 2.0 or better AND ENGL& 111 with grade of 2.0 or better.

ENGL 266--British Literature: 20th and 21st-Century

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of modernism, postmodernism, and postcolonialism in British Literature from 1900 to the present day. Authors and works vary, but may include Conrad, Joyce, Woolf, Auden, Achebe, Rhys, Ballard, Smith, and Rushdie.

Prerequisite: ENGL& 101 with grade of 2.0 or better AND ENGL& 111 with grade of 2.0 or better.

ENGL 270--Creative Writing--Narration

Cr: 5 Wkly hrs: 5 hours Lecture

H - Development of biographical or autobiographical accounts. Students and instructor read and critique materials in a workshop setting.

ENGL 271--Creative Writing--Family History/Bio

Cr: 5 Wkly hrs: 5 hours Lecture

H - Writing out episodes or complete works of family history or biography. Students and instructor read and critique materials in a workshop setting.

ENGL 272--Creative Writing--Poetry

Cr: 5 Wkly hrs: 5 hours Lecture

H - Writing poems, constructing ballads and other appropriate forms, including free form or spontaneous free form subject matter. Students and instructor read and critique materials in a workshop setting.

ENGL 273--Creative Writing--Drama

Cr: 5 Wkly hrs: 5 hours Lecture

H - Invention and development of dramatic material: Dialogue, action, stage location, and music. Students and instructor read and critique materials in a workshop setting.

ENGL 274--Creative Writing--Short Story

Cr: 5 Wkly hrs: 5 hours Lecture

H - Development of short fictional narratives. Students and instructor read and critique materials in a workshop setting.

ENGL 275--Creative Writing--Long Narrative

Cr: 5 Wkly hrs: 5 hours Lecture

H - The development of long fictional narratives. Students and instructor read and critique materials in a workshop setting.

ENGL 276--Creative Writing--Advanced Poetry

Cr: 5 Wkly hrs: 5 hours Lecture

H - Further experience in writing poetry. Students and instructor read and critique materials in a workshop setting.

Prerequisite: ENGL 272.

ENGL 283--Asian Literature

Cr: 5 Wkly hrs: 5 hours Lecture

H - Representative selections from modern Chinese, Japanese, and Indian literature in translation.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

ENGL 284--Survey of World Lit--20th Century

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of 20th Century literature from many countries. Covers literary genre, critical methodologies, and research. (Same as HUMAN 284)

ENGL 286--Women Authors

Cr: 5 Wkly hrs: 5 hours Lecture

H - A study of the distinctive contributions of women to literature.

ENGL 301--Writing in the Disciplines

Cr: 5 Wkly hrs: 5 hours Lecture

Theory and practice of writing in various academic disciplines.

Prerequisite: Successful completion of English 102 and 235 with a minimum GPA of 2.0.

ENGL 328--Literature and Medicine

Cr: 5 Wkly hrs: 5 hours Lecture

H - A study of medical themes in literature, exploring different representations of health, illness, and medical practice in novels, short fiction, and poetry. Literature and Medicine places emphasis on the historical and cultural contexts of both the literary works and their medical subjects, as well as how the methods of literary studies contribute to knowledge in the field of medicine. Authors, time periods, and nations covered may vary, but will typically include texts from the 19th and 20th centuries in Britain and America.

Prerequisite: Students must be accepted into a bachelor's program at Olympic College or have instructor permission. ENGL&101 or the equivalent with a 2.0 or better.

ENGL 345--American Literature II - Advanced

Cr: 1-5 Wkly hrs: 5 hours Lecture

H - A survey of the development of American literature from the post-Civil War period to the present. Not a continuation of ENGL 245. Students may receive credit for ENGL 245 or ENGL 345, but not both.

Prerequisite: ENGL 101 or the equivalent with a 2.0 or better.

Fashion

FASH 101--Introduction to the Fashion Industry

Cr: 5 Wkly hrs: 5 hours Lecture

An in-depth look at the structure and the inter-relationships between the consumer and the primary, secondary, and auxiliary market segments within the fashion industry.

FASH 102--Visual Merchandising & Promotion

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

A comprehensive study of merchandising which includes: presentation, analysis, experimentation and research of the merchandise presentation environment. Learn the practical application of store image, color, texture and display theories of visual merchandising techniques in the fashion industry. Field trips included.

FASH 103--History of Fashion

Cr: 5 Wkly hrs: 5 hours Lecture

An overview of costume history in Western culture from ancient civilizations to the present. Examine cultural, social, and historical events and analyze their effect on the history of costume and apparel, including the influence of historical costume on fashion today.

FASH 104--Fashion Styling

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

An overview on the art of styling and how to master it. Gain a unique insight as to what it takes creatively to become a fashion stylist by: understanding how to dress different body types; identify marketing strategies from a styling perspective; and by developing a final project incorporating style, image and identity using visual and written presentation.

FASH 105--Store Operations

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Learn the steps needed to develop a retail operation, how to analyze business situations and apply solutions based on sound management theory, and how to examine the processes involved in maintaining a successful retail establishment.

FASH 106--Fashion Trends and Forecasting

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

Students will develop an understanding of the process, methods and influence of trend analysis and forecasting for the fashion business used for developing a merchandising plan for a retail business.

Prerequisite: None.

FASH 107--Event Planning

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Event planning offers the opportunity to develop and present an idea, product or brand from the original idea, through the public relations process, in order to engage with consumers in new and exciting ways. The final project is the actual event.

Prerequisite: None.

FASH 108--Fashion Merchandising in NYC

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Students, under faculty supervision, visit New York City to study the factors involved in fashion marketing, design and the international customer's attitudes about fashion. Career opportunities research is included.

Prerequisite: None.

Filmmaking

FILM 199--Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

Course can be offered as: FILM 199/299.

Practical application in the working world of the basic theories studied in dramatic arts.

FILM 240--Acting for the Camera I

Cr: 5 Wkly hrs: 5 hours Lecture

An applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles. (Formerly DRMA 240)

FILM 241--Acting for the Camera II

Cr: 5 Wkly hrs: 5 hours Lecture

An intermediate applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles. (Formerly DRMA 241)

Prerequisite: FILM 240.

FILM 242--Acting for the Camera III

Cr: 5 Wkly hrs: 5 hours Lecture

An advanced applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles. (Formerly DRMA 242)

Prerequisite: FILM 241.

FILM 243--Acting for the Camera IV

Cr: 5 Wkly hrs: 5 hours Lecture

An advanced and professional applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles. (Formerly DRMA 243)

Prerequisite: FILM 242.

FILM 245--Screenwriting I

Cr: 5 Wkly hrs: 5 hours Lecture

Students use computerized tools to practice the art and craft of scriptwriting. Emphasis is placed on genre-specific story structure development and execution. (Formerly DRMA 245)

FILM 246--Screenwriting II

Cr: 5 Wkly hrs: 5 hours Lecture

Students use computerized tools to practice the art and craft of scriptwriting at an intermediate level. Emphasis is placed on genre-specific story structure development and execution. (Formerly DRMA 246)

Prerequisite: FILM 245.

FILM 247--Screenwriting III

Cr: 5 Wkly hrs: 5 hours Lecture

Students use computerized tools to practice the art and craft of scriptwriting at an advanced level. Emphasis is placed on genre-specific story structure development and execution. (Formerly DRMA 247)

Prerequisite: FILM 246.

FILM 248--Screenwriting IV

Cr: 5 Wkly hrs: 5 hours Lecture

Students use computerized tools to practice the art and craft of scriptwriting at an advanced and professional level. Emphasis is placed on genre-specific story structure development and execution. (Formerly DRMA 248)

Prerequisite: FILM 247.

FILM 270--Film Producing I

Cr: 5 Wkly hrs: 5 hours Lecture

This class provides students with an introductory overview of the role of producer during the pre-production, production and post-production of a motion picture. (Formerly DRMA 270)

FILM 271--Film Producing II

Cr: 5 Wkly hrs: 5 hours Lecture

This class focuses on an intensive examination of the role of digital marketing platforms and social media in producing and promoting motion pictures. (Formerly DRMA 271)

Prerequisite: Film Producing I

FILM 280–Film Directing

Cr: 5 Wkly hrs: 5 hours Lecture

Introduces the professional practices and techniques of feature film directing including pre-visualization, storyboarding, film language, staging, lighting, editing, camera angles and framing composition. (Formerly DRMA 280)

FILM 281–Film Directing II

Cr: 5 Wkly hrs: 5 hours Lecture

Practical application and intermediate techniques of feature film directing including pre-visualization, film language, staging, lighting, camera angles, framing composition and key frame methodology. (Formerly DRMA 281)

FILM 285–Digital Filmmaking I

Cr: 5 Wkly hrs: 5 hours Lecture

This hands-on introductory course focuses on single camera filmmaking production, digital cinematography, audio recording, postproduction editing and other production related skills. Emphasis is on the technical and artistic elements of digital filmmaking with a concentration on narrative storytelling. (Formerly DRMA 285)

FILM 286–Digital Filmmaking II

Cr: 5 Wkly hrs: 5 hours Lecture

This hands-on intermediate course focuses on single camera filmmaking production, digital cinematography, audio recording, postproduction editing and other production related skills. Emphasis is on the technical and artistic elements of digital filmmaking with a concentration on narrative storytelling. (Formerly DRMA 286)

Prerequisite: FILM 285.

FILM 287–Digital Filmmaking III

Cr: 5 Wkly hrs: 5 hours Lecture

This hands-on advanced course focuses on single camera filmmaking production, digital cinematography, audio recording, postproduction editing and other production related skills. Emphasis is on the technical and artistic elements of digital filmmaking with a concentration on narrative storytelling. (Formerly DRMA 287)

Prerequisite: FILM 286.

FILM 288–Digital Filmmaking IV

Cr: 5 Wkly hrs: 5 hours Lecture

In this course, the instructor will guide the students to collaborate on short film projects in a practicum environment. Students will select and concentrate on a primary specialization from the various technical and creative disciplines within digital film production. (Formerly DRMA 288)

Prerequisite: FILM 287.

FILM 289–Digital Filmmaking V

Cr: 5 Wkly hrs: 5 hours Lecture

This advanced hands-on course focuses on the practical application of the art through producing short films and assigned special film projects that generate student demo reels. Students receive individual instruction within their primary digital filmmaking specialization and often work independently in this project-based class. (Formerly DRMA 289)

Prerequisite: FILM 288.

FILM 301–Directing Actors in a Film Performance

Cr: 5 Wkly hrs: 5 hours Lecture

This course examines highly effective film directing styles and techniques that inspire actors to create real behavior and authentic emotion in an on-camera performance.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this Course.

FILM 310–Advanced Cinematography

Cr: 5 Wkly hrs: 5 hours Lecture

This course focuses on developing a critical eye, creating an individual approach to cinematography and successful collaboration to create an original, adaptable cinematic look for a digital film. Students will learn advanced camera techniques and movements, the importance and uses of professional lenses, the exclusive and inclusive nature of frame composition, and the impact of lighting on the overall look and feel of a film.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

FILM 320–Advanced Film Directing

Cr: 5 Wkly hrs: 5 hours Lecture

In this class, we will analyze in the classroom, and explore hands-on, the elements needed to develop a personal voice and style in filmmaking. Students will combine advanced techniques in script analysis, actor staging and blocking, and carefully designed camera movement as elements of visual style with detailed analysis of subject, theme, and point of view as elements of voice.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

FILM 330–Advanced Scene Study for Film Actors I

Cr: 5 Wkly hrs: 5 hours Lecture

This emotionally challenging class explores the actor's method of creating a personal reality within an imaginary scene that spontaneously generates real behavior and authentic emotion.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

FILM 340–Advanced Film Producing

Cr: 5 Wkly hrs: 5 hours Lecture

This class is a survival guide to understanding what it takes to develop a feature film, TV, or new media project from script to screen without sacrificing its creative elements or vision due to budgetary constraints.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

FILM 350–Advanced Post-Production Techniques

Cr: 5 Wkly hrs: 5 hours Lecture

Students will use industry-standard applications to develop an advanced understanding of commonly used post-production techniques used in digital filmmaking workflow. Combining analysis and hands-on practice in non-linear editing, color correction, sound design and mixing, students will then apply this knowledge to pre-existing digital footage.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this Course.

FILM 360–Master Storytelling Workshop

Cr: 5 Wkly hrs: 5 hours Lecture

This advanced scriptwriting class takes an analytical and creative hands-on approach to the art and craft of compelling storytelling from conventional, unconventional, new and emerging standpoints. The focal point of this class is on intensive screenwriting and/or perfecting the student's preexisting script by analyzing and exploring the story's central question, finessing character arcs, building tension and momentum and cause and effect connections, as well as isolating the marketable aspects of the script, while balancing the needs of emerging and conventional demands. Students will have the option of writing independently or collaborating on a screenplay.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

FILM 401–History of Film

Cr: 5 Wkly hrs: 5 hours Lecture

This course is an overview of the history and theory of global film art from the early silent era to our modern age of digital filmmaking.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

FILM 410–Psychology of Film

Cr: 5 Wkly hrs: 5 hours Lecture

This class provides students with an advanced examination of topics, theories and practices relating to psychology and their practical application to visual storytelling and film analysis. Students will gain invaluable insight and a dynamic working knowledge of the process of analyzing conventional films and screenplays, as well as student work in film and/or screenplay formats while developing innovative methods for improvement.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

FILM 420–Emerging Technologies in Filmmaking

Cr: 5 Wkly hrs: 5 hours Lecture

Students will explore the ever-changing landscape of storytelling, evolving production techniques, and post-production workflow for cutting edge technologies such as Virtual Reality (VR) and other interactive media. This class provides an innovative analysis and breakdown of storytelling methods, camera, lighting, directing, and blocking techniques applicable to emerging technologies in digital film, and examines their impact ethically and globally from both creative and business perspectives.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

FILM 430–Advanced Scene Study for Film Actors II

Cr: 5 Wkly hrs: 5 hours Lecture

In this psychologically demanding course students explore advanced scenes furthering the refinement and development of their emotional availability and creative imaginations.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

FILM 440–Production Workshop 1

Cr: 5 Wkly hrs: 5 hours Lecture

In this course students will immerse themselves in the pre-production and development phases of making a Final Film Project. This class will provide innovative hands-on experience with outlining deliverables, location scouting, budgeting, creative financing, project development, and an in-depth examination of existing and emerging distribution platforms.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course.

FILM 450–Production Workshop 2

Cr: 5 Wkly hrs: 5 hours Lecture

In this course students will delve into the production and post-production phases of a Final Film Project that exhibits their individual voice and/or style. Students will fulfill a crucial, creative, production and/or post-production role in two student films, or their own film and another student's film.

Prerequisite: BAS in Digital Filmmaking Program Acceptance or Instructor Approval is required to register for this course. Completion of FILM 440 is also required.

French

FRCH&121–French I

Cr: 5 Wkly hrs: 5 hours Lecture

H - Deals with principles of pronunciation and with elementary vocabulary and grammar structures for immediate basic communication. Explores geographical and cultural aspects of French speaking countries. (Formerly FLFRN 101)

FRCH&122–French II

Cr: 5 Wkly hrs: 5 hours Lecture

H - Deals with practical vocabulary and broader grammar patterns for communication in a daily, urban context. Explores geographical and cultural aspects of French speaking countries. (Formerly FLFRN 102)

Prerequisite: FRCH& 121 or equivalent.

FRCH&123–French III

Cr: 5 Wkly hrs: 5 hours Lecture

H - Deals with upper basic vocabulary and grammar structures for conversational purposes and level. Explores linguistic, geographical and cultural aspects and differences of the French speaking countries and peoples. (Formerly FLFRN 103)

Prerequisite: FRCH& 122 or equivalent.

General Studies

GEN-S 095–Orientation to Advising

Cr: 0

Identify degree and certificate programs, learn how to navigate Olympic College's advising and registration process and plan for graduation. For all new degree-seeking students.

GEN-S 101–Orientation to College

Cr: 1 Wkly hrs: 1 hours Lecture

Students develop an understanding of what it means to be a college student, how to identify, locate and utilize student support services, develop strategies to transition to college, understand the importance of diversity in the immediate learning environment and explore technology tools and resources.

GEN-S 121–Success for Student Cohorts

Cr: 2 Wkly hrs: 2 hours Lecture

Intensive seminar to help prepare student cohorts for success at Olympic College and beyond, including identifying expectations in higher education, improving academic skills and self-awareness, and defining educational and career goals.

GEN-S 131–Student Success Skills

Cr: 3 Wkly hrs: 3 hours Lecture

Support in the learning and application of self-assessment and study skills for students new to higher education.

GEN-S 133–Running Start and Beyond

Cr: 3 Wkly hrs: 3 hours Lecture

Running Start and high school completion students will showcase their accomplishments and be encouraged to think analytically, logically and creatively as they explore, set and apply learning to future career/academic goals. Students will participate in a minimum of 10 supervised volunteering or community services hours.

GEN-S 141–Career and Transfer Planning

Cr: 2 Wkly hrs: 2 hours Lecture

Students will create an individualized degree plan, establish or change career goals, learn the college transfer process, develop essential job seeking and career development skills, research admission/major requirements, and identify resources for college adjustment issues.

Geography

GEOG&100–Introduction to Geography

Cr: 5 Wkly hrs: 5 hours Lecture

NS/SS - Survey of Geography including cartography and remote sensing, physical geography, human geography, regional geography and human impact on Earth. (Formerly GEOG 101)

GEOG 150–Physical Geography with Lab

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

NS - Basic physical elements of the environment and their regional and global distribution. Topics address processes within the atmosphere, hydrosphere, lithosphere, biosphere, and cryosphere. Areas of study include seasons, weather, climate, landscape formation, distribution of plants and animals. Includes laboratory and field studies. (Formerly GEOG 102)

Prerequisite: Previous science class recommended.

GEOG&200–Human Geography: Culture and Places

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Cultural human geography focusing on geographical concepts, population, migration, folk and popular culture, language, religion, ethnicity, development and resource issues. (Formerly GEOG 103)

Prerequisite: English 099 is recommended

GEOG&207–Economic Geography: Fund, Global, Development

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Economic geography is concerned with the distribution of economic activity, the use of the world's resources, and the spatial organization and expansion of the world economy. (Formerly GEOG 207)

GEOG&250–Geography of the Pacific Northwest

Cr: 5 Wkly hrs: 5 hours Lecture

SS - A lecture/field course introducing the physical, economic and cultural geography of the Pacific Northwest. (Formerly GEOG 120)

Prerequisite: ENGL 099 is recommended. Students will need to provide their own transportation to field study sites that are within a maximum radius of 60 miles from the OC Bremerton campus. Field study visits are required once a week.

GEOG 260–Earth from Space

Cr: 5 Wkly hrs: 5 hours Lecture

NS - A study of Earth remote sensing: history; instruments; satellites; and data uses including agriculture, forestry, disaster management, geology, archaeology, oceanography and ice. (Formerly GEOG 250)

Prerequisite: A previous science class is recommended.

Geology

GEO&100–Survey of Earth Science

Cr: 5 Wkly hrs: 5 hours Lecture

NS - The interplay of the solid Earth, the atmosphere, and the hydrosphere. Global climate change, ozone depletion, and loss of biodiversity are major focal points.

Prerequisite: MATH&107 or equivalent.

GEO&101–Intro Physical Geology

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

NS - An introduction to Earth's materials, processes, and landscapes and how they were formed; labs parallel lecture content. Optional field trips.

GEO&103–Historical Geology

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

NS - Topics are geologic history of earth since its formation, plate tectonic theory, organic evolution as interpreted in the fossil record, and the geologic time scale.

GEO&110–Environmental Geology

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

NS - Geologic resources and processes important to human welfare: Volcanoes, earthquakes, slope stability, rivers and flood management, groundwater, soils, mineral and energy resources. (Formerly GEO& 102)

GEO& 155–Geologic Hazards

Cr: 5 Wkly hrs: 5 hours Lecture

NS - This course investigates a number of geologic hazards such as earthquakes, tsunamis, volcanism, floods, landslides, and coastal hazards. Historic examples are used as case studies.

GEOL&208--Geology of Pacific NW

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

NS - Understand the geologic origins of the rocks and landscapes in Washington and neighboring parts of the Pacific Northwest. (Formerly GEOL 108)

German

GERM&121--German I

Cr: 5 Wkly hrs: 5 hours Lecture

H - Deals with principles of pronunciation with elementary vocabulary and grammar structures for immediate basic communication. Explores geographical and cultural aspects of German speaking countries. (Formerly FLGRM 101)

GERM&122--German II

Cr: 5 Wkly hrs: 5 hours Lecture

H - Deals with practical vocabulary and broader grammar patterns of communication in a daily context. Explores geographical and cultural aspects of German-speaking countries. (Formerly FLGRM 102)

Prerequisite: GERM& 121 or equivalent.

GERM&123--German III

Cr: 5 Wkly hrs: 5 hours Lecture

H - Deals with upper basic vocabulary and grammar structures for conversational purposes. Explores linguistic, geographical, and cultural aspects and differences of the German speaking countries. (Formerly FLGRM 103)

Prerequisite: GERM& 122 or equivalent.

History

HIST 110--Modern Asia

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Survey of common heritage and historical events that crafted Asia: events since 1800 from different perspectives, major societies in the region, interactions among societies and with larger world.

HIST&116--Western Civilization I

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Introduction to development of Western Civilization from its earliest beginnings up to 1300 AD examining the major political, economic, religious, and social trends. (Formerly HIST 101)

HIST&117--Western Civilization II

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Introductory course in development of Western Civilization from 1300-1815 AD analyzing major political, religious, economic, and social trends. (Formerly HIST 102)

HIST&118--Western Civilization III

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Introductory course in development of Western Civilization from 1815, analyzing the major political, religious, economic, and social trends of this era. (Formerly HIST 103)

HIST&136--US History 1

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Survey of the political, social, economic, and intellectual forces involved in the foundation and development of the U.S. from pre-Columbian America through the Civil War. (Formerly HIST 104)

Prerequisite: ENGL&101 with a grade of 2.0 or above.

HIST&137--US History 2

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Survey of the political, social, economic, and intellectual forces involved in the development of the United States from Reconstruction to the present. (Formerly HIST 105)

Prerequisite: ENGL&101 with a grade of 2.0 or above.

HIST&214--Pacific NW History

Cr: 5 Wkly hrs: 5 hours Lecture

SS - The Pacific Northwest, from earliest times to the present, with emphasis upon political, economic, social, and cultural developments. (Formerly HIST 250)

Prerequisite: ENGL&101 with a grade of 2.0 or above is strongly recommended.

HIST&215--Women in US History

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Explores the social, political and economic roles of women, pre-contact to the present. Comparative approach illustrates the variety of experiences among women of diverse races, social and economic classes, and ethnic groups. (Formerly HIST 240)

Prerequisite: ENGL&101 with a grade of 2.0 or above is strongly recommended.

HIST&219--Native American History

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Explores the general history of Indian life since 1600, U.S. Indian policy from 1789 to present, and the nature and effects of Native American and Euro-American contact and conflict. (Formerly HIST 235)

Prerequisite: ENGL&101 with a grade of 2.0 or above is strongly recommended.

HIST 230--Films in American Culture

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - The history and culture of America as seen in 20th Century American film.

Prerequisite: ENGL&101 with a grade of 2.0 or above is strongly recommended.

HIST 253--World War I in History and Literature

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - An interdisciplinary study of World War I, including a historical view of the causes, nature, and outcome of the war, and a literary/cultural view of the impact of The Great War. (Same as HUMAN 253)

HIST 257--History of World War Two

Cr: 5 Wkly hrs: 5 hours Lecture

SS - A history of the Second World War covering the political, economic, and racial issues leading up to the war. The coming of war and its course in both Europe and Asia will be covered. The winning and losing of the war; the Holocaust; the atomic bomb; and finally the war crimes trials and the world that followed.

Homeland Security Emergency Management

HSEM 102--Introduction to Emergency Management

Cr: 5 Wkly hrs: 5 hours Lecture

Provides groundwork on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, policies, questions, best practices, and lessons learned through recent years; requirements of NFPA 1600, Standard on Emergency Management and exposure to new and developing theories, practices, and technology in emergency management.

Prerequisite: This is a required first course to enter the HSEM degree program. May take other HSEM courses concurrently.

HSEM 110--Basic Incident Command System/ National NIMS

Cr: 2 Wkly hrs: 2 hours Lecture

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (Course will meet ICS 100/200 requirements).

Prerequisite: HSEM 102 completed or concurrent or program advisor approval. Should be taken at first opportunity upon entering the HSEM degree program.

HSEM 120--All Hazards Emergency Planning

Cr: 3 Wkly hrs: 3 hours Lecture

This course is designed to introduce students to developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), Emergency Support Functions, National Response Plan, Washington State Comprehensive Emergency Management Plan and contingency planning for areas such as Special Needs (Vulnerable Populations) or Animal Sheltering are included.

Prerequisite: HSEM 102 completed or concurrent or program advisor approval.

HSEM 130--Technology in Emergency Management

Cr: 3 Wkly hrs: 3 hours Lecture

This class provides a detailed overview of the technology used, and also clearly explains how the technology is applied in the field of emergency management. Students will learn how to utilize technology in emergency planning, response, recovery and mitigation efforts and they'll uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include: Web Emergency Operations Center (EOC), using technology with training and exercises, reverse 911 notification systems, video conferencing/downlinks and Geographic Information System (GIS)/ Global Positioning System (GPS) capabilities.

Prerequisite: HSEM 102 completed or concurrent or program advisor approval.

HSEM 157–Public Information Officer

Cr: 2 Wkly hrs: 2 hours Lecture

The course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events. After completing this course the student will have met the sections required for Public Information Officer as outlined by NFPA 1035.

Prerequisite: HSEM 102 completed or concurrent or program advisor approval.

HSEM 160–Emergency Response Awareness to Terrorism

Cr: 5 Wkly hrs: 5 hours Lecture

Provides current and relevant information about terrorism, terrorist behavior, homeland security policies and dilemmas, and how to deal effectively with threats and the consequences of attacks. Student will gain insight into the key players involved in emergency management, local and state issues, particularly as they need to interact and work with FEMA and other federal agencies. Course components include identifying terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoidance in communication and leadership collapse.

Prerequisite: HSEM 102 completed or concurrent or program advisor approval.

HSEM 180–Public Administration

Cr: 3 Wkly hrs: 3 hours Lecture

This course provides an overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic politics and power, and the various theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as Hurricane Katrina efforts and Homeland Security.

Prerequisite: HSEM 102 completed or concurrent or program advisor approval.

HSEM 190–Special Topics in HSEM

Cr: 1-5 Wkly hrs: 5 hours Lecture

Special topics will be developed for areas outside the usual course offerings in Homeland Security Emergency Management degree. Topics developed will focus on a specific current issue or concept in the areas of homeland security or emergency management.

Prerequisite: HSEM 102 completed or concurrent or program advisor approval.

HSEM 200–Emergency Operations Center

Cr: 2 Wkly hrs: 2 hours Lecture

This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing and operating, jurisdictional setting, and the critical link between Incident Management Systems and emergency management operations.

Prerequisite: HSEM 110 and HSEM 102 with a 2.0 grade or higher.

HSEM 210–Exercise Design and Evaluation

Cr: 3 Wkly hrs: 3 hours Lecture

This course provides participants with the knowledge and skills to develop, conduct, evaluate and report effective exercises that test a community's operations plan and operational response capability. Throughout the course, participants will learn about topics including exercise program management, design and development, evaluation, and improvement planning. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC).

Prerequisite: HSEM 102 and HSEM 120 with 2.0 grade or better or Program Coordinator approval.

HSEM 220–Developing and Managing Volunteer Resources

Cr: 2 Wkly hrs: 2 hours Lecture

This course will focus on methods and procedures for involving private-sector organizations and volunteers in emergency management programs in ways which benefit both parties. The focus of the course is on maximizing the effectiveness of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting volunteers, training individuals who volunteer and motivation and maintenance of a successful program. Participants will acquire skills and knowledge to make appropriate volunteer assignments that enhance the effectiveness of an integrated emergency management system.

Prerequisite: HSEM 102 completed or concurrent or program advisor approval.

HSEM 230–Disaster Response and Recovery

Cr: 2 Wkly hrs: 2 hours Lecture

The purpose of this course is to enable students to understand and think critically about response and recovery operations in the profession of emergency management. Students will utilize problem based learning by analyzing actual disaster events and applying the theories, principals, and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery.

Prerequisite: HSEM 102 and HSEM 120 with grade of 2.0 or better or program coordinator approval.

HSEM 240–HSEM Work-Based Learning

Cr: 5 Wkly hrs: 5 hours Lecture

Provides students real world experiences in homeland security and emergency management. Students learn to work within time constraints and are exposed to appropriate workplace behaviors. Students will have opportunities to refine the core skills they have learned from the courses or curriculum. Students must contact the two following individuals: Ms. Cindy Bassage, CBassage@pierce.ctc.edu, 253-912-3675, required administrative paperwork Mr. Jim Baylor, JBaylor@pierce.ctc.edu, 253-912-2399 Ext: 5767, required course content.

Prerequisite: HSEM 102 with 2.0 grade or higher. Requires HSEM program coordinator approval.

HSEM 250–Homeland Security Law and Ethics

Cr: 3 Wkly hrs: 3 hours Lecture

This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security. This course examines emergency response, weapons of mass destruction, local government powers, Federal Emergency Management Agency (FEMA), Department of Homeland Security, civil rights, international anti-terrorism efforts, Homeland Security Act of 2002, and the Patriot Act. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

Prerequisite: HSEM 102 with 2.0 grade or higher.

Hospitality Management

HMGMT 102–Intro to Hospitality Industry

Cr: 3 Wkly hrs: 3 hours Lecture

Intro to Hospitality is a comprehensive tour of the fascinating and challenging fields of the hospitality industry: travel and tourism, lodging, food service, meetings, conventions and exhibitions, leisure and recreation.

Prerequisite: Instructor signature.

HMGMT 124–Dining Room Supervision

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

The secret to success in the hospitality industry is SERVICE or more precisely EXCELLENT SERVICE... and the secret to providing excellent service is the training provided to the waitstaff by the supervisor. This course will provide the potential supervisor with the knowledge and skills required to insure EXCELLENT SERVICE.

Prerequisite: CULIN 104: Dining Room Service.

HMGMT 133–Elements of Hospitality Management

Cr: 3 Wkly hrs: 3 hours Lecture

This course offers an overview of the characteristics and attributes of leaders and compares different leadership styles. The functions of management are detailed and the distinction between leadership and management is made.

Prerequisite: Instructor signature, students must have a valid Kitsap County Food Handler's permit to provide to instructor, taken and passed HMGMT 102 with at least a 2.0 grade.

HMGM 135–Beverage Management

Cr: 3 Wkly hrs: 3 hours Lecture

This course covers the fundamental areas of beverage operations: the planning of the bar, bar staffing, legal factors to consider, drink costing, purchasing, receiving and storage, and beverage production methods.

Prerequisite: Instructor signature.

Human Services

HS 105–Substance Abuse Prevention

Cr: 3 Wkly hrs: 3 hours Lecture

Students will acquire the skills and knowledge of substance abuse prevention theory and practice.

Prerequisite: ENGL&101 with 2.0 or better.

HS 107–Intro to Human Services

Cr: 5 Wkly hrs: 5 hours Lecture

SS - A survey of the key concepts and guiding principles in human services theory and practice.

Prerequisite: ENGL&101 with 2.0 or better.

HS 110–Diversity, Ethics & the Law

Cr: 3 Wkly hrs: 3 hours Lecture

Explores the ethical issues of confidentiality, duty to care, duty to warn and other related issues for counselors and therapists. Includes 4 hours of AIDS prevention education.

Prerequisite: ENGL&101 with a 2.0 or better.

HS 112–Case Management for CDP

Cr: 5 Wkly hrs: 5 hours Lecture

Assessment, case management, and documentation for Chemical Dependency Professionals. This course meets topic areas D, F, Q, & V in the WAC 246-811-030 (minimum education requirements for a chemical dependency professional credential).

Prerequisite: ENGL& 101 with a 2.0 or better, HSSA& 101.

HS 113–CDP Individual Counseling

Cr: 3 Wkly hrs: 3 hours Lecture

Survey of accepted one-on-one counseling modalities, techniques and methods for treating chemical dependency.

Prerequisite: ENGL&101 with a 2.0 or better, HSSA& 101.

HS 114–CDP Group Counseling

Cr: 3 Wkly hrs: 3 hours Lecture

Survey of accepted group counseling modalities, techniques and methods for treating chemical dependency.

Prerequisite: ENGL&101 with a 2.0 or better, HSSA& 101.

HS 115–Adolescent Addiction Treatment & Prevention

Cr: 3 Wkly hrs: 3 hours Lecture

Survey of accepted counseling modalities, techniques and methods for assessing and treating chemically dependent adolescents. This course meets topic area U in the WAC 246-811-030 (minimum education requirements for a chemical dependency professional credential).

Prerequisite: ENGL& 101 with a 2.0 or better, HSSA& 101.

HS 120–Relapse Prevention/Family Counseling

Cr: 3 Wkly hrs: 3 hours Lecture

Review of the stages of relapse, relapse prevention, the development of refusal skills, and methods and strategies of integrating significant others into the treatment process.

Prerequisite: ENGL&101 with a 2.0 or better, HSSA& 101.

HS 122–Suicide Risk Assessment & Management

Cr: 3 Wkly hrs: 3 hours Lecture

An exploration of the theoretical foundation in suicide risk assessment and management with a special emphasis on epidemiology of US suicide, mental illness and substance abuse, and evidenced-based risk and protective factors. Role play and skill development exercises included.

Prerequisite: ENGL&101 with a 2.0 or better.

HS 123–Co-Occurring Disorders

Cr: 3 Wkly hrs: 3 hours Lecture

An overview of guiding principles and core components of co-occurring disorders treatment using lecture and experiential learning methods.

Prerequisite: ENGL&101 with a 2.0 or better, HSSA& 101 and PSYC& 220.

HS 126–Domestic Violence & Sexual Assault Advocate Core

Cr: 3 Wkly hrs: 3 hours Lecture

SS - For those interested in learning how to advocate for sexual assault and domestic violence survivors this 30 hour Washington State approved training is intended to develop responsive and effective advocacy skills to support survivors and is recognized by the Office of Crime Victims Advocacy.

HS 275–Human Services & CDP Practicum 1

Cr: 5 Wkly hrs: 2 hours Lecture, 9 hours Clinic

Practicum offers opportunities for students to demonstrate competency in work settings such as human services agencies and chemical dependency treatment facilities.

Prerequisite: Completion of core requirements for Human Services Certificate Program. Instructor permission required before enrolling.

HS 276–Human Services & CDP Practicum 2

Cr: 5 Wkly hrs: 2 hours Lecture, 9 hours Clinic

Practicum offers opportunities for students to demonstrate competency in work settings such as human services agencies and chemical dependency treatment facilities.

Prerequisite: Completion of core requirements for Human Services or Chemical Dependency Professional Certificate Programs. Instructor permission required before enrolling.

HSSA&101–Intro to Addictive Drugs

Cr: 5 Wkly hrs: 5 hours Lecture

SS - An introduction to substance abuse and dependence focusing on the dynamics of addiction and its economic, psychological, and pharmacological impacts. (Formerly FS 104/HS 104)

Prerequisite: ENGL&101 with a 2.0 or better.

Humanities

HUMAN 101–Diversity and American Culture

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - This course introduces students to the interdisciplinary study of diversity in American culture and society through the synthesis of theories, concepts, and insights from literature, sociology, and history. Students will have the opportunity to examine various media and their own complex identities and families in specific socio-historical and cultural contexts. Through careful reading and discussion of novelists, short story writers, artists, activists, historians, and sociologists, we will explore how meanings of race, ethnicity, class, gender, sexuality, and disability are formed in relationship to lived experiences and American ideologies. (Same as ACES 101)

Prerequisite: Completion of ENGL&101 with a grade of 2.0 or above is strongly recommended.

HUMAN 102–The LGBTQ Experience

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - This course provides students with an introduction to Lesbian, Gay, Bisexual, Transgender, and Queer Studies. Students will become familiar with critical approaches to the study of sexuality and gender from an interdisciplinary perspective. Focus will be on investigating the production and regulation of sexualities in relation to gender identities, popular culture, racial and national formations, and media aesthetics. The class will also engage varying competing arguments about contemporary controversies. Readings and primary texts will include historical materials, sociological studies, queer and transgender theory, activist publications, memoirs, literary fiction, nightclub culture, drag performances, and film. (Same as ACES 102).

Prerequisite: Completion of ENGL&101 with a grade of 2.0 or above is strongly recommended.

HUMAN 145–Language & Culture of the Middle East

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - An introduction to the language and culture of the Middle East, with special emphasis on Islam.

HUMAN 160–Latina/os and Hollywood Imagery

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - This course is devoted to analyzing representations of Latina/os and Chicana/os in Hollywood culture and cinema. How are actors and filmmakers working to challenge stereotypes? How do past patterns of Hollywood imagery remain in our present? Through the study of narrative and cinematic art forms, students will decipher and critique how meanings of race, class, gender, and sexuality get produced and sometimes contest long-held beliefs about Latina/o and Chicana/o identities. Films, literary fiction, and television programs will be historically and theoretically situated in order to examine the social significance and political impact of Hollywood's imagery on one the fastest growing social groups in American society. Special attention may be given to issues of labor, language, immigration, and Latina and Chicana feminism. *Note: "Latina/o" refers to people of Latina American descent in the U.S., while "Chicana/o" refers to

people of Mexican descent in the U.S. (Same as ACES 160)

Prerequisite: Completion of ENGL&101 with a grade of 2.0 or above is strongly recommended.

HUMAN 170–Black Voices in America

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - This course focuses on the voices and experiences of black people in the United States, emphasizing ideas and concepts in black social thought, political protest, and artistic efforts to initiate social change. By drawing from visual art, music, literature, history and the social sciences, the course will examine how the wide-spectrum of black leaders, intellectuals, and organizations have focused their energies in finding ways to thrive and to work toward the elimination of institutional racism, sexism, homophobia, and classism. Overall, students will acquire a fuller understanding of the cultural and historical developments of black America as they relates to issues of social justice. (Same as ACES 170).

Prerequisite: Completion of ENGL&101 with a grade of 2.0 or above is strongly recommended.

HUMAN 175–Politics and Literature

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - An examination of the central issues and concepts of politics through the perspective provided by great literature. Included will be the questions of authority, responsibility, freedom, and power. (Same as POLS 175)

HUMAN 201–Introduction to the Art of Film

Cr: 5 Wkly hrs: 5 hours Lecture

H - An introductory study of the narrative, visual and aural elements of film, including the cultural and social forces that create the variety of film styles. (Same as DRMA 201)

HUMAN 202–Literature and Film

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of literary and film techniques and a comparison of verbal and visual languages.

HUMAN 203–Introduction to Western Religions

Cr: 5 Wkly hrs: 5 hours Lecture

H - Introduction to the study of religions, emphasizing the western religious traditions, including Judaism, Christianity and Islam.

HUMAN 204–Introduction to Eastern Religions

Cr: 5 Wkly hrs: 5 hours Lecture

H - A study of the major religions of Asia, emphasizing India, China, and Japan.

HUMAN 220–Introduction to Women's and Gender Studies

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of gender, gender identity, women, and feminism in American Culture and trans-nationally, history, literature, and the media. Students may receive credit for HUMAN 220 or HUMAN 320 but not both. The student expectations in HUMAN 320 are more rigorous than HUMAN 220.

HUMAN 230–Pacific Northwest Voices

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - This course offers students a chance to explore diversity in our own backyard! We will consider how the interwoven histories of the Salish Sea (the Puget Sound), the growth of Seattle into a world-class city, and the tensions of the environmental and economic forces of the Kitsap Peninsula (including the region's military significance) inform and underpin fiction, poetry, and non-fiction narratives. Students will explore how narratives of family, community, local history, and even the Pacific Northwest bioregion affect their own narratives of identity and construction(s) of knowledge. A reading-, writing-, and exploration-intensive course, Pacific Northwest Voices includes a field trip component as well as a cumulative class project.

Prerequisite: ENGL& 101 with grade of 2.0 or better or Instructor Approval.

HUMAN 235–Labor and Film

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Using a combination of labor films and labor history, this course examines the role of unions in the United States and their trajectory of struggle for workers' rights and welfare. (Same as POLS 235)

HUMAN 250–Major Film Directors and Works

Cr: 5 Wkly hrs: 5 hours Lecture

H - A study in-depth of one film director's style, or selected major works by different directors. This is a writing course.

HUMAN 253–World War I in History and Literature

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - An interdisciplinary study of World War I, including a historical view of the causes, nature, and outcome of the war, and a literary/cultural view of the impact of The Great War. (Same as HIST 253)

HUMAN 257–Rock'N Roll: Music and Ideas

Cr: 5 Wkly hrs: 5 hours Lecture

H - A historical overview of the Rock 'N Roll roots in the post-war world (1945-present), with an emphasis on its role in social/cultural evolution and its contributions to American and world cultures.

HUMAN 284–Survey of World Lit--20th Century

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of 20th Century literature from many countries. Covers literary genre, critical methodologies, and research. (Same as ENGL 284)

HUMAN 320–Women's and Gender Studies-Advanced

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Women's, Gender, and Sexuality Studies - Advanced is an interdisciplinary upper divisional introduction to the scholarly field of Women's, Gender, and Sexuality Studies. This is an interdisciplinary course that explores gender and sexuality in history, literature, culture, media, and various theoretical perspectives included but not limited to Feminist Theory, Queer Theory, and Intersectionality. The course aims to give students a solid intellectual foundation for the further study of gender as it operates in multiple social, cultural, political, and geographic locations.

Prerequisite: Instructor permission. Students must be accepted into a bachelor's program at Olympic College or have instructor permission. Students must have completed ENGL&101 or the equivalent with a 2.0 or better. Students who are not in a bachelor's program at Olympic College should take HUMAN 220. HUMAN 320 is not a continuation of HUMAN 220.

Information Systems

IS 300–IS Foundations

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

This course forms the cohort and prepares students with the foundational topics used throughout the BAS program. It creates the required learning platform by focusing on four subject areas: SQL, Web, Programming and Networking. Students will work collaboratively to create, manipulate and query data, configure a Windows server, practice HTML5, CSS3 and JavaScript, and develop applications using server-side scripting.

Prerequisite: Acceptance into the BAS program

IS 302–Information Systems Integration

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students work collaboratively using divergent technologies to create a secure, self-hosted, database-driven website as a means to develop and hone skills, showcase incoming talents, and construct a working community for future projects used throughout the BAS program. Portfolio is introduced.

Prerequisite: Acceptance into the BAS program and co-enrollment in IS 300 or permission of instructor.

IS 305–Scripting for Automation

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students apply scripting languages to automate tasks, including those performed by applications, web pages, operating system shells, and embedded systems. General purpose and popular languages are explored and practiced for creating wrapper programs and custom commands, and performing networking tasks and unified queries.

Prerequisite: IS 300 with 2.0 or better or permission of instructor.

IS 330–Database & Data Analysis

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Plan and design relational databases. Mine and analyze data using Structured Query Language (SQL) with real-world applications. Topics covered include: data modeling, data normalization and integrity, advanced queries, data manipulation, data analytics and functions, and tabular and graphical representation of analysis findings. Overview of data analytics, including issues of privacy and security. An introduction to NoSQL databases is included.

Prerequisite: IS 300 with 2.0 or better or permission of instructor.

IS 337–Information Assurance I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

The student will develop and apply knowledge and skill in planning, designing and evaluating the structural components and procedures of organizational security and information assurance.

Prerequisite: Acceptance into the BAS program.

IS 346–LAN Administration IV

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students will focus on upper-administrator planning tasks for Windows Server 2008, choose the appropriate Windows Server solution for a design requirement, and perform domain- or forest-wide server administration tasks.

Prerequisite: IS 302 with 2.0 or better.

IS 350–Project Management I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students learn the main phases, strategies and tools that support effective project management processes. The course covers all the stages of the project life cycle: including selecting projects, project planning, and risk assessment through execution, monitoring and control. Through case studies students have the opportunity to assess and apply best project management practices in the context of real-world scenarios.

Prerequisite: Acceptance into the BAS program.

IS 390–IS Reading and Research

Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab

Independently or in small teams, and mentored by a faculty member, students do intensive and self-directed research that results in an original scholarly paper or other product that can be formally presented. Students set goals and objectives that help form their own professional development strategy, and that clearly define the research project, reflect original research question(s), and deepen technical knowledge in specific area of interest.

Prerequisite: Acceptance into BAS program.

IS 415–Informatics and Analytics

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Studies the roles of informatics and analytics in today's business environment and explores the trends that are related to big data. Uses data to support effective decision-making process in a wide range of business contexts. Topics include research methods in informatics; big data management and analytics; predictive analytics; recognizing data patterns and trends; and information ethics, law and policy. Through the use of case studies, students collaborate to research and present data-driven solutions to real-world problems.

Prerequisite: IS 330 with 2.0 or better.

IS 438–Information Assurance II

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

In this course students will explore current issues and advanced topics in network security and digital forensics.

Prerequisite: IS 337 with a 2.0 or better.

IS 450–Project Management II

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students learn to apply project management strategies to information systems development and implementation projects. Covers computer systems life cycle management: including requirement identification and analysis, proposal evaluation and development, project planning, management and control, cost and risk analysis, project documentation and legal and licensing requirements. Also includes discussions of current IS project management practices and trends and the role of the development team and its internal and external stakeholders and partners.

Prerequisite: IS 350 with 2.0 or above.

IS 470–Enterprise Systems

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Students form work-based teams to apply significant knowledge, skills and abilities in developing an enterprise-level environment, taking on roles as network administrators, software developers, web database designers and project managers. Teams produce professional documentation to include auditable security plans, policies, procedural manuals, network diagrams, and wireframe schematics. Throughout the course, each team works closely with a faculty member to ensure that their project yields high quality results.

Prerequisite: IS 346 with a 2.0 or better.

IS 490–Senior Project

Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab

Students work with faculty facilitator on individually-selected advanced-level project or goals that demonstrate mastery of program outcomes and relevant skills. Students will prepare formal written proposals detailing project or goal activities, and will refine their respective portfolios for professional presentation.

Prerequisite: Overall program 2.5 GPA.

Intensive English

IE 001–English Fundamentals I:

LN Listening/Speaking

Cr: 3 Wkly hrs: 3 hours Lecture

An intensive academic English course designed for students with novice level listening and speaking skills. The course utilizes an ELL textbook and supplementary materials and emphasizes the basic sounds of the language that form words and basic communication skills in highly familiar contexts. (Formerly IE 091C)

Prerequisite: IE 090 with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 002–English Fundamentals II:

LHN Listening/Speaking

Cr: 3 Wkly hrs: 3 hours Lecture

An intensive academic English course designed for students with mid/high novice level listening and speaking skills. The course utilizes an ELL textbook along with supplementary authentic materials and emphasizes the application of basic grammar and vocabulary skills from the previous level as students continue to develop communicative competency. (Formerly IE 092C)

Prerequisite: IE 001 with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 003–English Foundations:

LI Listening/Speaking

Cr: 3 Wkly hrs: 3 hours Lecture

An intensive academic English course designed for students with low/mid level listening and speaking skills. The course utilizes an ELL textbook along with supplementary authentic materials and emphasizes guided and unguided note-taking skills as students plan, prepare and present information related to more complex academic topics. (Formerly IE 093C)

Prerequisite: IE 002 with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 004–English Integration:

LHI Listening/Speaking

Cr: 3 Wkly hrs: 3 hours Lecture

An intensive academic English course designed for students with mid/high intermediate level listening and speaking skills. The course utilizes an ELL textbook and supplementary authentic material and emphasizes the integration of guided and unguided note-taking skills as students plan, prepare and present information for a variety of purposes. (Formerly IE 094C)

Prerequisites: IE 003 with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 080–American Culture and Language

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

A P/NC 4-week English language course for non-native English speaking international students who want a short, non-intensive course to improve their English.

Prerequisite: Instructor permission.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

IE 091–English Fundamentals I: LN Read/Write: Gram/Voc

Cr: 15 Wkly hrs: 15 hours Lecture

An intensive academic English course designed for students with novice level skills in reading and writing. The course utilizes an ELL textbook along with supplementary materials and emphasizes the development of basic word and sentence skills. (Formerly IE 091A)

Prerequisite: IE090A with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 092–English Fundamentals II: LHN Read/Write: Gram/Voc

Cr: 15 Wkly hrs: 15 hours Lecture

An intensive academic English course designed for students with mid/high level reading and writing skills. The course utilizes an ELL textbook along with supplementary authentic materials and emphasizes the application of basic grammar and vocabulary skills from the previous level as students begin working with more complex or unfamiliar reading texts and writing expectations. (Formerly IE 092A)

Prerequisite: IE091A with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 093–English Foundations: LI Read/Write: Gram/Voc

Cr: 15 Wkly hrs: 15 hours Lecture

An intensive academic English course designed for students with low to mid-level reading and writing skills. The course utilizes an ELL textbook along with supplementary materials and emphasizes the development of foundational grammar skills and vocabulary strategies as students begin working with more complex and unfamiliar topics and contexts. (Formerly IE 093A)

Prerequisite: IE092 with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 094–English Integration: LHI Read/Write: Gram/Voc

Cr: 15 Wkly hrs: 15 hours Lecture

An intensive academic English course designed for students with mid/high intermediate reading and writing skills. The course utilizes an ELL textbook along with supplementary materials and emphasizes the integration and application of grammar and vocabulary skills acquired in previous levels as students prepare to meet college level expectations for reading and writing. (Formerly IE 094A)

Prerequisite: IE093 with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 100–Intro College English LA Read/Write: Gram/Voc

Cr: 15 Wkly hrs: 15 hours Lecture

An intensive academic English course designed for students at an emerging advanced level in their reading and writing skills. The course utilizes authentic public and academic reading texts and emphasizes genre/rhetorical awareness and critical thinking skills that students apply to the writing process. (Formerly IE 100A)

Prerequisite: IE094 with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 101–Intro College English LA Listening/Speaking Cr: 3 Wkly hrs: 3 hours Lecture

An Intensive academic English course designed for students at an emerging advanced level in their listening and speaking skills. The course utilizes authentic listening texts related to various socio-cultural contexts and emphasizes note-taking skills to prepare students for discussions, debates and presentations on topics and issues selected for the course. (Formerly IE 100C)

Prerequisite: IE 004 with a 2.0 or better or required ESL Accuplacer score or instructor permission.

Japanese

JAPN&121–Japanese I

Cr: 5 Wkly hrs: 5 hours Lecture

H - Deals with the acquisition of elementary skills for listening, speaking, reading, and writing in Hiragana. Students comprehend and express basic Japanese in everyday situations. Cultural and historical aspects of Japan are covered.

JAPN&122–Japanese II

Cr: 5 Wkly hrs: 5 hours Lecture

H - Deals with very basic vocabulary and the acquisition of basic skills for listening, speaking, reading, and writing in Hiragana, Katakana, and Kanji. Explores cultural aspects of Japan.

Prerequisite: JAPN& 121 or equivalent.

JAPN&123–Japanese III

Cr: 5 Wkly hrs: 5 hours Lecture

H - Deals with basic vocabulary and grammar structures for conversational purposes in everyday situations. Development of basic skills in Hiragana, Katakana, and Kanji. Exploration of historical, geographical, and cultural aspects of Japan.

Prerequisite: JAPN& 122 or equivalent.

Korean

KREA&121–Korean I

Cr: 5 Wkly hrs: 5 hours Lecture

H - Novice mid/low level proficiency in speaking, listening, reading, and writing skills in modern Korean, based on ACTFL (American Council on the Teaching of Foreign Languages). Targeting students with no background in Korean, the course starts with Korean orthography and introduces basic functions and notions through highly productive formulaic phrases. It also introduces the history, geography, and various cultural practices of Korea.

KREA&122–Korean II

Cr: 5 Wkly hrs: 5 hours Lecture

H - Novice high proficiency in speaking, listening, reading, and writing skills in modern Korean, based on ACTFL (American Council on the Teaching of Foreign Languages). Building upon learned content from KREA&121, the course develops basic literacy skills through authentic materials and deepens students' understanding of the history, geography, current events, and various cultural practices of Korea.

Prerequisite: KREA& 121 or equivalent.

KREA&123–Korean III

Cr: 5 Wkly hrs: 5 hours Lecture

H - Intermediate mid/low level proficiency in speaking, listening, reading, and writing skills in modern Korean, based on ACTFL (American Council on the Teaching of Foreign Languages). Building upon learned content from KREA&121 & 122, the course develops a more sophisticated level of literacy through authentic materials and deepens students' understanding of the history, geography, current events, and various cultural practices of Korea.

Prerequisite: KREA& 122 or equivalent.

Library Research

LIB-R 101–Library Research Methods

Cr: 2 Wkly hrs: 2 hours Lecture

Introduction to the essential skills, concepts, and strategies for college-level research. Students will learn how to effectively access, use, and evaluate library information resources, including books, periodicals, reference sources, databases, and non-print resources. Students will become familiar with the resources, services, and organization of academic libraries. Online.

LIB-R 110–Internet Research Skills

Cr: 2 Wkly hrs: 2 hours Lecture

An introduction to the Internet as an information resource and search tool for academic and personal use. It includes a brief history of the Internet, as well as Internet navigation techniques, search tools, website evaluation criteria, advanced searching strategies and ethical/legal issues involving the Internet. This course covers online resources such as websites, electronic databases, search engines, web portals, listservs, blogs, wikis, library catalogs, and the invisible web. (Formerly GEN-S 110).

Prerequisite: Basic Computer skills such as email, word processing.

Manufacturing

MANU 101–Orientation to Manufacturing

Cr: 2 Wkly hrs: 2 hours Lecture

Overview of the manufacturing sector, including career exploration and local manufacturer presentations.

MANU 115–Applied Fundamental Skills

Cr: 5 Wkly hrs: 5 hours Lecture

Manufacturing and trade-related concepts, math skills, language skills, academic success strategies, interpersonal skills, and career planning specific to manufacturing careers.

MANU 120–Manufacturing Methodologies

Cr: 5 Wkly hrs: 5 hours Lecture

An introduction and survey of the concepts used in manufacturing, such as Lean, Green, and Just in Time.

MANU 130–Machine Tools/Precision Measurement

Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab

Precision measurement methods and tools, identification and use of hand and machine tools, and industrial safety practices.

MANU 140–Machining Operations and Procedures

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

Identify and practice common machining operations. Develop and expand machining knowledge, skills, and abilities. Perform process planning, quality assurance inspections, and lean mfg.

Prerequisite: MANU 130 with a grade of 2.0

MANU 150–Intro to Computer Numerical Control

Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab

Concepts/capabilities of Computer Numerical Control (CNC) machining. Basic programming, speeds, feeds, General & Misc. (G&M) codes, store and edit data.

Prerequisite: MANU 130 with Grade 2.0 or better, Concurrent Enrollment in MANU 130 is allowed.

MANU 160–Advanced Computer Numerical Control

Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab

Expand knowledge, skills, and abilities in CNC operations. Identify the applications and capabilities of Computer Aided Manufacturing (CAM) software. Begin using and navigating the Mastercam software package.

Prerequisite: Introduction to CNC (MANU 150) with a grade of 2.0.

MANU 165–Computer Aided Manufacturing I

Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab

Entry level course for the use of Computer Aided Manufacturing (CAM) software as it pertains to the programing and operation of CNC machine tools.

Prerequisite: MANU 160 with a grade of 2.0.

MANU 172–Manufacturing Materials Fundamentals

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Survey of materials typically found in aerospace, recreational, automotive, medical, and construction industries, and how their mechanical, physical, and, chemical properties impact design, manufacturing, and performance requirements. Hands on labs will supplement the lectures giving students a broader understanding of materials and how they behave under different loading (thermal, mechanical, and environmental) conditions.

Prerequisite: Successful completion of TEC-D 145 (or equivalent) with a grade of 2.0 or better.

MANU 180–Composites I

Cr: 4 Wkly hrs: 4 hours Lecture

Entry-level composite materials manufacturing course offering students a basic foundation in the vocabulary, safety procedures, applied problem solving, material properties, handling techniques, and fabrication methods associated with the fiber reinforced polymers found in aerospace, recreational, automotive, and medical industries.

Prerequisite: Co-enrollment in MANU 181.

MANU 181–Composites I Lab

Cr: 4 Wkly hrs: 8 hours Lab

Entry-level composite materials manufacturing lab providing students a hands-on experience to the topics covered in MANU 180 Composite I.

Prerequisite: Co-enrollment in MANU 180 or with the permission of the instructor.

MANU 185–Composites II

Cr: 3 Wkly hrs: 3 hours Lecture

Mid-Level composite materials manufacturing course, builds on the concepts of MANU 180 and MANU 181, offering students a more advanced foundation in the vocabulary, safety procedures, applied problem solving, material properties, handling techniques, and fabrication methods associated with advanced composite materials found in aerospace, recreational, automotive, and medical industries.

Prerequisite: Successful completion of MANU 101, MANU 180, and MANU 181 with a grade of 2.0 or better, AND Co-enrollment in MANU 186.

MANU 186–Composites II Lab

Cr: 5 Wkly hrs: 10 hours Lab

Mid-Level composite materials manufacturing lab providing students a hands-on experience to the topics covered in MANU 180 Composite II.

Prerequisite: Successful completion of MANU 101, MANU 180 and MANU 181 with a grade of 2.0 or better AND co-enrollment in MANU 185.

MANU 210–Adv Intro to Manufacturing Processes

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

Advanced introduction to manufacturing processes, material fabrication, and nontraditional processing. Lectures will be supplemented with demonstrations and/or projects in the machine shop. The course is an alternative to MANU 101, and the course explores topics in greater depth than MANU 101.

Prerequisite: ENGR 270 or permission of instructor.

MANU 211–Adv CNC/Manual Manufacturing Process Lab

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

Manufacturing processes laboratory in CNC and manual machining, welding, and forming, including manufacturing projects. Develop advanced skills in manual machining and Computer Numerical Control (CNC). CNC skills include programming, set-up, and operation of CNC mills and lathes. Use Computer Aided Design (CAD) software to create solid models (3D computer models) and Computer Aided Manufacturing (CAM) software to generate G-Code programs for uploading to (and producing parts on) CNC machine tools. Significant class time will be spent in the machine shop, operating machine tools, completing assigned projects.

Prerequisite: MANU 210 or concurrent enrollment with MANU 210 or permission of instructor.

MANU 280–Composites III

Cr: 3 Wkly hrs: 3 hours Lecture

Advanced level composite materials manufacturing course, builds on the concepts of MANU-185 and MANU-186, to provide students with the knowledge and hands-on experience in the inspection and repair techniques of Advanced and Fiber Reinforced Polymer (FRP) composite materials. Real world labs will be assigned to student led teams preparing students for a career in the inspection and repair of composite material components found in aerospace, marine, recreational, automotive, and medical industries.

Prerequisite: Successful completion of TEC-D 107, MANU 130, MANU 175 or MANU 185 and MANU 186, with a grade of 2.0 or better, AND Co-enrollment in MANU 281.

MANU 281–Composites III Lab

Cr: 5 Wkly hrs: 10 hours Lab

Advanced level composite materials manufacturing lab providing students a hands-on experience to the topics covered in MANU 280 Composite III.

Prerequisite: Successful completion of MANU 175 or MANU 185, MANU 186, MANU 130, and TEC-D 107 with a grade of 2.0 or better, AND co-enrollment in MANU 280.

MANU 285–Composites IV

Cr: 4 Wkly hrs: 8 hours Lab

Advanced lab course, expanding on the concepts of MANU 175 and 180, focused on the advanced manufacturing methods used in the fabrication of advanced composite material parts typically found in the field in aerospace, recreational, automotive, and medical industries. Each student will utilize the knowledge and experienced gained in previous courses to take a multi-week project from design to finished part with an emphasis on cost control, scheduling, quality, and communication.

Prerequisite: Successful completion of MANU 172, 180, 185, and 280 with a grade of 2.0 or better.

MANU 290–Capstone Project

Cr: 1-5 Wkly hrs: 2 hours Lecture, 6 hours Lab

Capstone course that allows students to integrate knowledge from previous classes and demonstrate this in a collaborative, team based, multi-discipline project, in which they design and document a product, and test that design through manufacturing when appropriate and a final project report. May be repeated for a maximum of 5 credits.

Prerequisite: Instructor permission.

Mathematics

MATH 090–Essential Mathematics

Cr: 5 Wkly hrs: 5 hours Lecture

Concepts, calculations, and applications of arithmetic; use of a calculator. (Formerly MATH 090A)

MATH 091–Prealgebra

Cr: 5 Wkly hrs: 5 hours Lecture

Prepares students for study of algebra. Includes signed numbers, variables, linear equations, area and perimeter, the metric system, and applications. (Formerly MATH 090B)

Prerequisite: MATH 090 within the last 6 years with a grade of 2.0 or above or satisfactory placement test score.

MATH 092–Brief Math Review

Cr: 5 Wkly hrs: 5 hours Lecture

Topics from MATH 090, 091, 094, or 099 appropriate to student level. (May be repeated for credit.) (Pass/No Credit)

MATH 094–Elementary Algebra

Cr: 5 Wkly hrs: 5 hours Lecture

First course in the sequence of Elementary Algebra and Intermediate Algebra. Basic algebraic concepts, first-degree equations, polynomials, integer exponents, roots and radicals, word problems.

Prerequisite: MATH 091 within the last 6 years with a grade of 2.0 or above or satisfactory placement test score.

MATH 095–Review and Assessment for Math Preparation

Cr: 3 Wkly hrs: 3 hours Lecture

Orientation to math: study skills and placement assessment.

MATH 096–Descriptive Statistics with Algebra

Cr: 5 Wkly hrs: 5 hours Lecture

Topics include data analysis and techniques of descriptive statistics with supporting Algebra content. Prep for Math 136.

Prerequisite: MATH 091 with a grade of 2.5 or above (or Math 094 with a grade of 2.0 or above) within the last 6 years, or satisfactory placement test score.

MATH 098–Integrated Intermediate Algebra for LibArts/Hum

Cr: 3 Wkly hrs: 3 hours Lecture

Only offered as part of an IMATH course (Formerly Math 981). Algebraic expressions, rational and negative exponents. Radical and rational expressions and equations, linear and quadratic equations, graphs and application.

Prerequisite: MATH 094 with a grade of 2.0 or above within the last 2 years or satisfactory placement test score.

MATH 099–Intermediate Algebra

**Cr: 5 or 3 5 cr: Wkly hrs: 5 hours Lecture
3 cr: Wkly hrs: 3 hours Lecture**

Second course in the sequence of Elementary Algebra and Intermediate Algebra. 3cr option only offered as part of an IMATH course (Formerly Math 991). Graphing linear and quadratic functions; systems of equations; rational expressions; radical expressions and rational exponents. A scientific calculator is required.

Prerequisite: 5 cr option: MATH 094 or MATH 098 (Formerly Math 981) within the last 6 years with a 2.0 or above or satisfactory placement test score.

3 cr IMATH option: MATH 094 with a grade of 3.5 or above within the last 2 years or MATH 099 with a grade of 2.0 or above within the last 2 years or satisfactory placement test score.

MATH&107–Math in Society

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Topics relevant to Liberal Arts majors, including the following: Mathematical Models (Linear and Exponential) as tools for solving real-world problems. Probability as a tool for making informed decisions. Basic descriptive statistics as an introduction to statistical thinking. Consumer Mathematics (loans, annuities, etc.) as a life skill.

Prerequisite: MATH 099 or MATH 098 within the last 6 years with a grade of 2.0 or above, satisfactory placement test score, or co-enrollment in MATH 098.

MATH 112–Mathematics and the Environment

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Real-life data relating to environmental issues are studied using linear, exponential and power functions, and elementary statistics.

Prerequisite: MATH 099 within the last 6 years with a grade of 2.0 or above or satisfactory placement test score.

MATH&131–Math for Elem Educ 1

Cr: 5 Wkly hrs: 5 hours Lecture

NS - First course for elementary teachers. Emphases: math reasoning, problem solving, sets, real number system, number theory. Scientific calculator: fraction ability/statistical operations required. (Formerly MATH 166)

Prerequisite: MATH 099 within the last 6 years with a grade of 2.0 or above, or satisfactory placement test score.

MATH&132–Math for Elem Educ 2

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Second in a sequence for elementary teachers. Topics: geometry, probability, statistics. Emphases: representations, concepts, spatial reasoning. Calculator with statistical operations required. (Formerly MATH 167)

Prerequisite: MATH&131 within the last 6 years with a grade of 2.0 or above, or satisfactory placement test score.

MATH 136–Inferential Statistics

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Techniques of Inferential Statistics including Confidence Intervals and Hypothesis Testing for one or two sample proportions and means.

Prerequisite: MATH 096 within the last 6 years with a grade of 2.0 or above.

MATH&141–Precalculus I: Algebra

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Using numeric, analytic and graphical methods; linear, polynomial, rational, exponential, and logarithmic functions are studied. A graphing calculator is required (TI demonstrated). (Formerly MATH 119)

Prerequisite: MATH 099 within the last 6 years with a grade of 2.5 or above, satisfactory placement test score, or co-enrollment in MATH 099 3 cr IMATH option.

MATH&142–Precalculus II: Trig

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Using numeric, analytic, and graphical methods; trigonometric functions and polar and parametric equations are studied. (Graphing calculator is required. TI is preferred and demonstrated). (Formerly MATH 120)

Prerequisite: MATH&141 within the last 6 years with a grade of 2.0 or above, or satisfactory placement test score.

MATH 143–Precalculus I & II

Cr: 10 Wkly hrs: 10 hours Lecture

NS - An accelerated combination of MATH&141 and MATH&142, allowing the better prepared student to complete the precalculus preparation in one quarter rather than two. Topics include polynomial, rational, exponential, logarithmic, and trigonometric functions, vectors and parametric equations. A graphing calculator is required. Students completing MATH 143 may not receive graduation credit for MATH&141 and/or MATH&142. (Formerly MATH&144)

Prerequisite: Satisfactory placement test score.

MATH&146–Intro to Statistics

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Application of statistics in the context of various fields; descriptive statistics, linear correlation and regression, probability, sampling, the Normal Distribution, confidence intervals, hypothesis testing. (Formerly MATH 281)

Note: Prerequisite Intermediate Algebra courses must have been taken within the last six years, placement tests within the last two years.

Prerequisite: MATH 099 or MATH 098 within the last 6 years with a grade of 2.0 or above, or satisfactory placement test score.

MATH 147–Business Algebra

Cr: 5 Wkly hrs: 5 hours Lecture

NS - First in a two quarter sequence of algebra and calculus focusing on applications in business and economics; functions, including exponential and logarithmic and their graphs; financial formulas, systems of equations, linear programming. Requires use of a graphing calculator. (Formerly MATH 156)

Prerequisite: MATH 099 within the last 6 years with a grade of 2.0 or above or satisfactory placement.

MATH&148–Business Calculus

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Second in a two-quarter sequence of algebra and calculus focusing on applications in business and economics; differentiation and integration, optimization, applications; partial derivative. Requires use of a graphing calculator. (Formerly MATH 157)

Prerequisite: MATH 147 or MATH&141 within the last 6 years with a grade of 2.0 or above.

MATH&151–Calculus I

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Functions, limits and continuity; the derivative, definition, rules and applications; implicit differentiation; antiderivatives; optimization. (Formerly MATH 124)

Prerequisite: MATH&142 or MATH&143 within the last 6 years with a grade of 2.0 or above, or satisfactory placement test score.

MATH&152–Calculus II

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Definite integrals, techniques of integration, numerical approximation, applications of integration, differential equations: Separable, growth and decay applications. (Formerly MATH 125)

Prerequisite: MATH&151 with a grade of 2.0 or above.

MATH&163–Calculus 3

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Series, functions of two variables and their graphs, contour diagrams, vector algebra, dot and cross products, multivariable functions, partial differentiation. (Formerly MATH 126)

Prerequisite: MATH&152 with a grade of 2.0 or above.

MATH 210–Introduction to Discrete Mathematics

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Basic logic, number theory, sequences and series, induction. Counting: permutations, combinations, probability, and binomial theorem, graphs and trees. (Same as CS 210)

Prerequisite: MATH&142 or MATH&144 with grade of 2.0 or better.

MATH 221–Differential Equations I

Cr: 5 Wkly hrs: 5 hours Lecture

NS - First order differential equations. Second order linear equations. Series solutions of second order equations, the Laplace transform, numerical methods, and applications with emphasis in Physics and Engineering.

Prerequisite: MATH&163 with a grade of 2.0 or above.

MATH 222–Differential Equations II

Cr: 5 Wkly hrs: 5 hours Lecture

NS - A second course in differential equations including systems of 1st order linear equations, nonlinear equations, partial differential equations, Fourier Series, boundary value problems.

Prerequisite: MATH 221 and MATH 250 with a grade of 2.0 or above.

MATH 240–Discrete Structures

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Fundamentals of logic and writing proofs, sets, functions, number theory, combinatorics, probability, relations, graphs and trees. (Same as CS 240)

Prerequisite: MATH&163 with grade of 2.0 or better.

MATH 250–Linear Algebra

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Systems of linear equations, vector spaces and subspaces, inner product spaces, orthogonality, least squares, determinants, eigenvalues, eigenvectors, linear transformations, and applications including systems of 1st order linear differential equations and linear operators on the plane.

Prerequisite: MATH&163 with a grade of 2.0 or above, or permission of instructor.

MATH&264–Calculus 4

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Gradients, directional derivatives, optimization, local and global extrema, multiple integrals, vector fields, line integrals, flux integrals, calculus of vector fields, divergence and curl of a vector field, Stokes' Theorem, Green's Theorem, The Divergence Theorem. (Formerly MATH 220)

Prerequisite: MATH&163 with a grade of 2.0 or above.

Medical Assisting

MEDA 109–Healthcare Calculations

Cr: 2 Wkly hrs: 2 hours Lecture

Math as used in ambulatory healthcare. Dosage calculations, reference ranges, temperature conversions, growth charts and use of the metric system.

Prerequisite: Accuplacer test scores which place the student into MATH 099 or completion of MATH 094 with a 2.0 or higher.

MEDA 112–Med Law, Ethics and Bioethics

Cr: 3 Wkly hrs: 3 hours Lecture

Medical law, ethics and bioethics as related to the ambulatory health care setting, including legal terminology, professional liability.

MEDA 113–Pharmacology for Medical Assisting

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Overview of drug therapy and theory relative to medical assisting. Oral and parenteral medication administration techniques and practice included.

Prerequisite: Completion of MEDA 109 and MEDA 136 with minimum grade of 2.5 in both classes and acceptance into the MEDA program.

MEDA 114–Coding/Alternative Health Settings

Cr: 3 Wkly hrs: 3 hours Lecture

Introduction to specialized billing and coding rules that apply to alternative settings such as dental offices, home health, hospice, long term care and chemical dependency facilities.

Prerequisite: Completion of or concurrent enrollment in MEDA 205.

MEDA 115–Computers in the Medical Office

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Using medical administrative software, students will learn to complete various administrative tasks necessary for working as medical billers and/or coders.

Prerequisite: MEDA 120 and BSTEC 110 with a 2.5 or higher. Accuplacer scores must place student above MATH 094 or students must complete MATH 094 with at least a 2.0.

MEDA 116–Pharmacology for Reimbursement

Cr: 2 Wkly hrs: 2 hours Lecture

Introduction to basic pharmacology principles, terminology, and billing principles as needed for reimbursement.

Prerequisite: Concurrent enrollment or completion of MEDA 131 and MEDA 163 with a grade of 2.5 or above.

MEDA 117–Healthcare Customer Service

Cr: 3 Wkly hrs: 3 hours Lecture

Customer service skills and their application to working with patients and others in a medical facility.

MEDA 118–Ten-Key Skills

Cr: 1 Wkly hrs: 2 hours Lab

Using a web-based 10-key program, students will learn to use the numeric keypad with speed and accuracy.

MEDA 120–Medical Office Procedures I

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Introduction to software, accounts receivable procedures, professionalism and record management in the medical office.

Prerequisite: Completion of CIS 150 with minimum grade of 2.5 and ability to type 30wpm and completion of MEDA 162 with a minimum grade of 2.5.

MEDA 121–Medical Office Procedures II

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

General medical office procedures; emphasis on use of electronic medical records and appointment scheduling.

Prerequisite: Completion of MEDA 120 with a minimum grade of 2.5.

MEDA 130–Anatomy/Physiology & Pathophysiology I

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

Principles of Anatomy and Physiology, along with the Pathophysiology as it relates to ambulatory healthcare settings. This is the first of two classes of Anatomy/Physiology & Pathophysiology. Body structure, organization, and physiology, along with symptoms, causes and treatment modalities for diseases will be examined. Some practical diagnostic testing and lab experiences are included to enhance lecture materials.

Prerequisite: Accuplacer results placing student into ENGL 101 or completion of ENGL 099/101 with a grade of 2.0 or higher.

MEDA 131–Anatomy/Physiology & Pathophysiology II

Cr: 4 Wkly hrs: 4 hours Lecture

Principles of Anatomy and Physiology, along with the Pathophysiology as it relates to ambulatory healthcare settings. This is the second of two classes of Anatomy/Physiology & Pathophysiology. Body structure, organization, and physiology, along with symptoms, causes and treatment modalities for diseases will be examined.

Prerequisite: MEDA 130 with grade of 2.5 or better

MEDA 136–Examination Room Techniques

Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab

Intro to basic examination room techniques, including vital signs and documentation. Patient prep, physical environment safety and maintenance of supplies and equipment.

Prerequisite: MEDA 130 with a minimum grade of 2.5 and MEDA 162 with a minimum grade of 2.5 and acceptance into the MEDA program.

MEDA 137–Lab Procedures for Medical Assisting

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Basic lab introduction, OSHA, CLIA, infection control, microbiology principles, specimen collection, hematology, serology, urinalysis, blood chemistry, venipuncture, x-ray principles.

Prerequisite: MEDA 136, MEDA 162, complete MEDA course application on file. Students completing the MEDA Certificate program over 2 years must take this course during the second year.

MEDA 140–Medical Receptionist Skills

Cr: 2 Wkly hrs: 2 hours Lecture

Oral, written and telephone skills development appropriate to a medical receptionist setting. Emphasis on professional attributes and job search readiness.

MEDA 141–Medical Receptionist Externship

Cr: 3 Wkly hrs: 9 hours Clinic

Students are placed in approved medical facilities for a supervised, unpaid front office experience as final preparation for working as a Medical Receptionist.

Prerequisite: Medical Receptionist students must have completed at least half of the certificate curriculum. MEDA 140, MEDA 120 and MEDA 180 must have been completed with a GPA of 2.5. PE ED 109 must also have been completed. Permission of the instructor is necessary. Students must complete an application packet, including a background check prior to enrollment. A positive background check may prohibit placement in a healthcare facility for the externship.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

MEDA 151–MEDA Professional Preparation I

Cr: 1 Wkly hrs: 1 hours Lecture

Discussion of the personal attributes, work setting, skills and responsibilities of a Medical Assistant. Investigation of the scope of practice defined by local and national regulations. Introduction to time management theory, therapeutic patient interaction techniques and critical thinking skills.

MEDA 152–MEDA Professional Preparation II

Cr: 1 Wkly hrs: 1 hours Lecture

Skills and techniques necessary to effectively function as an administrative medical assistant working in a medical setting. Emphasis on effective communication skills.

Prerequisite: MEDA 151 with a minimum grade of 2.5.

MEDA 153–MEDA Professional Preparation III

Cr: 1 Wkly hrs: 1 hours Lecture

Study of employment opportunities in the Medical Assisting field with emphasis on the professional responsibilities of Medical Assisting. Emphasis on job search readiness.

Prerequisite: MEDA 152 with a minimum grade of 2.5.

MEDA 162–Medical Terminology

Cr: 5 Wkly hrs: 5 hours Lecture

The roots, suffixes, prefixes, abbreviations, and combining forms used in medical terminology and their application to all body systems. Intro to medical specialties.

Prerequisite: Accuplacer test scores which place the student into ENGL&101 or higher. Alternatively, ENGL 099 with a grade of 2.0 or higher.

MEDA 163–Medical Insurance Billing

Cr: 3 Wkly hrs: 3 hours Lecture

Introduction to medical insurance, billing and coding.

Prerequisite: Completion of or current enrollment in MEDA 162.

MEDA 164–Coding in Outpatient Settings

Cr: 3 Wkly hrs: 3 hours Lecture

Medical coding for various outpatient settings, including coding from reports and application of coding guidelines for third-party payers.

Prerequisite: Completion of MEDA 162; completion of MEDA 205 or concurrent enrollment.

MEDA 168–Medical Assisting Invasive Procedures

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Introduction to invasive procedures necessary for Medical Assistants. Includes concepts of asepsis, venipuncture, skin punctures and injections.

Prerequisite: MEDA 130 and MEDA 162 with a 2.5 or higher and acceptance into the Medical Assisting program.

MEDA 180–AIDS/HIV/Blood Borne Pathogens

Cr: 1 Wkly hrs: 1 hours Lecture

Meets WA State requirement for professional license in health occupations and AIDS Omnibus Bill 1988 components for 7 hour education on HIV/AIDS and OSHA Blood Borne Pathogens standard. (Pass/No Credit)

MEDA 199–Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

Course can be offered as: MEDA 199/299. Practical application of basic skills and knowledge in the Medical Assisting or Medical Billing and Coding discipline. (Pass/No Credit)

Prerequisite: Instructor permission required.

MEDA 200–Medical Reimbursement Issues for Ambulatory Set

Cr: 2 Wkly hrs: 2 hours Lecture

Introduction to billing principles which are key to maximum reimbursement. Focuses on Medicare regulations and how they impact physician payment, auditing of claims' documentation, analysis of denied claims, and how to appeal claims denial. Current billing practices will be reviewed.

Corequisite: Enrollment in MEDA 163 or Successful completion with a 2.5 or higher.

MEDA 205–Medical Claims and Coding

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Advanced CPT and ICD-9-CM coding for maximum reimbursement for physicians' offices and clinics. Preparation of CMS-1500 and UB-04 forms.

Prerequisite: MEDA 163 with a 2.5 or higher.

MEDA 208–Exit Testing for MEDA

Cr: 2 Wkly hrs: 2 hours Lecture

Demonstration of entry level skills for MEDA externship and a comprehensive theory examination.

Prerequisite: Completion of MEDA 112, 120, 130, 136, 152, 168, and 209 with a 2.5 or higher. Students completing the certificate program over two years must take this class the second year.

MEDA 209–Medical Office Emergencies

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

AHA Healthcare Provider CPR and Basic First Aid, infection control and medical asepsis, personal safety precautions, HIV/AIDS and bloodborne pathogens training and emergency preparedness.

MEDA 210–Practicum for Medical Assistants

Cr: 6 Wkly hrs: 18 hours Clinic

Students are placed in approved medical facilities for a supervised, unpaid office experience as a final preparation for working as a Medical Assistant.

Prerequisite: Completion of all required courses in the Medical Assisting program with a 2.5 or above in each course, concurrent enrollment in MEDA 211 and instructor permission. Proof of health insurance, healthcare provider level CPR, first aid certification, malpractice insurance and liability insurance are required to start the practicum.

MEDA 211–Human Relations/MEDA

Cr: 1 Wkly hrs: 1 hours Lecture

Discussion, problem-solving and evaluation of the clinical and administrative experiences gained in MEDA 210.

Prerequisite: Completion of all required courses in the Medical Assisting program with a 2.5 or above in each course, concurrent enrollment in MEDA 210 and instructor permission.

MEDA 213–Externship for Billing and Coding

Cr: 6 Wkly hrs: 18 hours Clinic

Students are placed in approved medical facilities for a supervised, unpaid office experience as a final preparation for working as a Billing/Coding Specialist. (Pass/No Credit)

Prerequisite: All previous required program courses must be completed within the last three years, with a cumulative GPA in these courses of 2.0 or better. Concurrent enrollment in MEDA 214 is required. Permission of the instructor is necessary.

MEDA 214–Human Relations for Billing/Coding

Cr: 2 Wkly hrs: 2 hours Lecture

Discussion, problem-solving and evaluation of the experience gained in MEDA 213.

Prerequisite: The student must have completed all other required medical assisting courses with a minimum cumulative grade point average of 2.0 in these courses. All required courses must be taken within the previous three years. Concurrent enrollment in MEDA 213 and instructor permission is required.

MEDA 215–Introduction to ICD-10-CM

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

An introduction to the diagnostic coding system, ICD-10-CM. Key concepts, coding guidelines, and coding scenarios will be included. (Pass/No Credit)

Meteorology

MTEOR 101–Weather and Atmosphere

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Study of atmospheric components, processes, and weather phenomena. Attention to measurement instruments, maps, and satellite images, including those on the Internet.

Prerequisite: ENGL 099 and MATH 094 must be passed with a 2.0 or better.

Music

MUSC 101–Fundamentals of Music

Cr: 5 Wkly hrs: 5 hours Lecture

H - The study of basic elements of music theory, to include but not limited to notation of music, key signatures, chords, scales, rhythms.

MUSC 102–History of American Popular Music

Cr: 5 Wkly hrs: 5 hours Lecture

H - Through readings, recordings, video, lecture, and live performances, the genres presented are Spirituals; Minstrelsy; Delta, Classic, and Urban Blues; Tin Pan Alley songs; Broadway Shows; Early New Orleans Combo Jazz; Gospel Music; Folk Music; Swing; Country Music; Bluegrass; Rhythm & Blues (R&B); numerous styles of Rock and Roll; Soul Music; Motown; Popular Vocalists; Jazz-Rock Fusion; EDM; and Hip-Hop.

MUSC 103–Concert Choir

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

H/SP - Study and performance of representative choral works of all musical style periods. May be repeated for up to 18 credits.

MUSC&105–Music Appreciation

Cr: 5 Wkly hrs: 5 hours Lecture

H - Introduction to music in Western culture from the listener's point of perception. Recommended for students who wish to fulfill Humanities requirements in the area of music. Open to all students. (Formerly MUSIC 102)

MUSC 106–Vocal Jazz Ensemble I (Jazzline)

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

H/SP - Course can be offered as: MUSC 106/107/108 and 206/207/208.

Study and performance of representative materials in the vocal jazz idiom.

Prerequisite: Audition.

MUSC 109–Jazz Band I

Cr: 2 Wkly hrs: 4 hours Lab

H/SP - Course can be offered as: MUSC 109/110/111 and 209/210/211.

Rehearsal, study, and performance of jazz from the big band era through modern fusion.

Prerequisite: Audition.

MUSC 117–Symphony Orchestra

Cr: 1 Wkly hrs: 2 hours Lab

H/SP - Course can be offered as: MUSC 117/118/119 and 217/218/219.

The study and performance of representative orchestral works of all style periods. A college and community orchestra. Approximately eight performances per year.

Prerequisite: Audition.

MUSC 120–Opera Production

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

H/SP - Course can be offered as: MUSC 120/121/122 and 220/221/222.

Rehearsal and performance of an opera or light opera. Performances will be fully staged and costumed and will be open to the public.

Prerequisite: Permission of instructor.

MUSC 123–Chamber Choir

Cr: 2 Wkly hrs: 2 hours Lecture

H/SP - Course can be offered as: MUSC 123/124/125 and 223/224/225.

Advanced study and performance of choral works of all musical style periods.

Prerequisite: Audition only.

MUSC 124–Chamber Choir

Cr: 2 Wkly hrs: 2 hours Lecture

H/SP - Course can be offered as: MUSC 123/124/125 and 223/224/225.

Advanced study and performance of choral works of all musical style periods.

Prerequisite: Audition only.

MUSC 125–Chamber Choir

Cr: 2 Wkly hrs: 2 hours Lecture

H/SP - Course can be offered as: MUSC 123/124/125 and 223/224/225.

Advanced study and performance of choral works of all musical style periods.

Prerequisite: Audition only.

MUSC 133–Beginning Class Piano

Cr: 2 Wkly hrs: 2 hours Lecture

H/SP - Course can be offered as: MUSC 133/134/135. Group and individualized instruction in keyboard techniques. Music theory and finger techniques taught and applied through piano performance.

MUSC 136–Class Guitar

Cr: 2 Wkly hrs: 2 hours Lecture

H/SP - Course can be offered as: MUSC 136/137/138 and 236/237/238.

Group instruction in guitar techniques. Music theory and elementary repertoire from various playing styles will be utilized. Student provides own instrument.

MUSC&141–Music Theory I

Cr: 5 Wkly hrs: 5 hours Lecture

H - A thorough overview of the fundamentals of music, pitch, harmony and rhythm. (Formerly MUSIC 180)

MUSC&142–Music Theory II

Cr: 5 Wkly hrs: 5 hours Lecture

H - Extensive study of the basic elements of music and performance, chord structure, scales, harmonic analysis, rhythm-meter, and aural skills. (Formerly MUSIC 181)

Prerequisite: MUSC& 141.

MUSC&143–Music Theory III

Cr: 5 Wkly hrs: 5 hours Lecture

H - Extensive study of chromaticism in the diatonic structure of music and performance, chord structure, scales, harmonic analysis, rhythm-meter, and aural skills. (Formerly MUSIC 182)

Prerequisite: MUSC& 142.

MUSC 144–Wind Ensemble

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

H/SP - Course can be offered as: MUSC 144/145/146 and 244/245/246.

Rehearsal and performance of chamber/wind literature from classical through contemporary mediums. Open to all students and community members, based upon ability.

MUSC 185–Music in Film and Television

Cr: 5 Wkly hrs: 5 hours Lecture

H - This course is an exploration of music in film and television. Students will develop and demonstrate methods for analyzing what they hear, leading to the recognition of the unique compositional styles of various film and television music composers. Students will trace the evolution of music in film and television to the present day encompassing Hollywood films, Independent, and International films and respective composers.

MUSC 188–Introduction to World Music

Cr: 5 Wkly hrs: 5 hours Lecture

H - An exploration of traditional and urban ethnic music of selected cultures of the world.

MUSC 189–Introduction to Jazz History

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of the ethnic sources of jazz and influences on art and pop music of the U.S. and the world.

MUSC 199–Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

A practical application in the working world of the basic theories studied in the above program or discipline.

MUSC 223–Chamber Choir

Cr: 2 Wkly hrs: 2 hours Lecture

H/SP - Course can be offered as: MUSC 123/124/125 and 223/224/225.

Advanced study and performance of choral works of all musical style periods.

Prerequisite: Audition only.

MUSC 224–Chamber Choir

Cr: 2 Wkly hrs: 2 hours Lecture

H/SP - Course can be offered as: MUSC 123/124/125 and 223/224/225.

Advanced study and performance of choral works of all musical style periods.

Prerequisite: Audition only.

MUSC 225–Chamber Choir

Cr: 2 Wkly hrs: 2 hours Lecture

H/SP - Course can be offered as: MUSC 123/124/125 and 223/224/225.

Advanced study and performance of choral works of all musical style periods.

Prerequisite: Audition only.

MUSC 233–Intermediate Class Piano

Cr: 2 Wkly hrs: 2 hours Lecture

H/SP - Course can be offered as: MUSC 233/234/235.

Group and individualized instruction in keyboard techniques. Music theory and finger techniques taught and applied through piano performance.

Prerequisite: Permission of instructor and/or MUSC 133/134/135.

MUSC 239–Jazz Musicianship I

Cr: 4 Wkly hrs: 4 hours Lecture

H - Extensive study of the basic elements of jazz music and performance. Jazz scales and their use, chord structure, rhythmic structure, and aural skills will be covered.

MUSC 240–Jazz Musicianship II

Cr: 4 Wkly hrs: 4 hours Lecture

H - Extensive study of the basic elements of jazz music and performance. Jazz scales and their use, chord structure, rhythmic structure, and aural skills will be covered.

Prerequisite: MUSC 239.

MUSC&241–Music Theory IV

Cr: 5 Wkly hrs: 5 hours Lecture

H - Discovery of chromatic harmony in the common practice period through analysis, composition, and performance. (Formerly MUSIC 280)

Prerequisite: MUSC& 143.

MUSC&242–Music Theory V

Cr: 5 Wkly hrs: 5 hours Lecture

H - Discovery of style of the 18th Century baroque through analysis, composition and performance. (Formerly MUSIC 281)

Prerequisite: MUSC& 143.

MUSC&243–Music Theory VI

Cr: 5 Wkly hrs: 5 hours Lecture

H - Discovery of style of the 20th and 21st Century through analysis, composition, and performance. (Formerly MUSIC 282)

Prerequisite: MUSC& 143.

Private Music Lessons:

Cr: .5-1 Wkly hrs: 1 hours Lecture

H/SP - Individual instruction. Each course may be taken for .5 or 1 credit per quarter and may be repeated for up to 6 credits.

Prerequisite: Permission of instructor.

P-MUS 101-103, 201-203–Electric Bass

(Formerly MUSC 147A)

P-MUS 105-107, 205-207–Piano

(Formerly MUSC 147B)

P-MUS 111-113, 211-213–Voice

(Formerly MUSC 147C)

P-MUS 115-117, 215-217–String Instruments

(Formerly MUSC 147D)

P-MUS 121-123, 221-223–Saxophone/Clarinet

(Formerly MUSC 147E)

P-MUS 125-127, 225-227–Brass Instruments

(Formerly MUSC 147F)

P-MUS 131-133, 231-233–Percussion Instruments

(Formerly MUSC 147G)

P-MUS 135-137, 235-237–Classical Guitar

(Formerly MUSC 147H)

P-MUS 141-143, 241-243–Guitar

(Formerly MUSC 147I)

P-MUS 145-147, 245-247–Clarinet/Low Woodwinds

(Formerly MUSC 147J)

P-MUS 151-153, 251-253–Low Brass

(Formerly MUSC 147K)

P-MUS 155-157, 255-257–Flute

(Formerly MUSC 147M)

P-MUS 161-163, 261-263–Jazz Piano

(Formerly MUSC 147P)

P-MUS 165-167, 265-267–Composition/Arranging

(Formerly MUSC 147Q)

Nursing ADN (Associate Degree Nursing)

NURSE 102–PubMed/CINAHL Database Search Skills

Cr: 2 Wkly hrs: 2 hours Lecture

A course which prepares the health-care provider to identify and use evidence-based research and perform in-depth health literature database searches in CINAHL and PubMed using controlled vocabularies.

NURSE 110–Professional Role Development I

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to the professional concepts of nursing including concept mapping, role of the student nurse, legal issues, critical thinking and learning styles. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 114, 140, 144, 146, 151, 152, 154 and 156.

NURSE 112–Professional Role Development II

Cr: 1 Wkly hrs: 1 hours Lecture

Examines professional nursing concepts including the role of the nurse, inter-disciplinary relationships, and the nursing process. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 116, 118, 142, 158, 160, and 182.

NURSE 114–Nursing Communications

Cr: 2 Wkly hrs: 2 hours Lecture

An introduction to the Nurse/Client relationship, principles of communication and interviewing, assertiveness, and stress and adaptation. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 140, 144, 146, 151, 152, 154, and 156.

NURSE 116–Nursing Ethics I

Cr: 1 Wkly hrs: 1 hours Lecture

Beginning concepts of ethical reasoning, including the values, principles, and guidelines on which nurses base ethical decision-making. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 118, 142, 158, 160, and 182.

NURSE 118–Nutrition for Professional Nursing

Cr: 2 Wkly hrs: 2 hours Lecture

Professional nurse's role in nutritional assessment, client education, dietary requirements for wellness and modifications for physical conditions throughout the lifespan. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 116, 142, 158, 160, and 182 or permission of instructor.

NURSE 140–Clinical Applications Lab I

Cr: 1 Wkly hrs: 2 hours Lab

First in a series of 3 courses. Students learn and demonstrate, verbalize, and document direct nursing skills within a faculty-facilitated laboratory environment. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 144, 146, 151, 152, 154, and 156.

NURSE 142–Clinical Applications Lab II

Cr: 1 Wkly hrs: 2 hours Lab

This course prepares students to perform skills necessary for care of clients in acute and long term care facilities. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 116, 118, 158, 160, and 182.

NURSE 144–Physical Assessment in Nursing Lab

Cr: 1 Wkly hrs: 2 hours Lab

The course provides the foundation for performance of physical assessments, the basis of nursing decisions and actions. Assessment principles and their role in nursing process are stressed. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 146, 151, 152, 154, and 156.

NURSE 146–Nursing Care of the Older Adult

Cr: 1 Wkly hrs: 1 hours Lecture

Introduces students to the growth, development, cognitive and physiological changes of the older adult. The concept of ageism and theory regarding dementia will be introduced. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 144, 151, 152, 154, and 156.

NURSE 151–Dosage Calculations

Cr: 1 Wkly hrs: 1 hours Lecture

Mathematical computations used for medication administration and intravenous therapy in clinical practice. Minimum grade of 3.7 required for Nursing Program continuation.

Prerequisite: Completion of BIOL& 241 with a 2.0 or higher.

NURSE 152–Introduction to Pharmacology

Cr: 1 Wkly hrs: 1 hours Lecture

Examines the basics of clinical pharmacology. Minimum grade of 2.2 (80%) required for continuation in Nursing Program.

Prerequisite: Completion of BIOL& 241 with a 2.0 or higher.

NURSE 154–Nursing Foundations

Cr: 3 Wkly hrs: 3 hours Lecture

Introduces Nursing Students to the conceptual underpinnings needed to develop a personal and professional Nursing theoretical framework, focusing on well clients and maximizing the health potential of clients in their environment. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 144, 146, 151, 152, and 156.

NURSE 156–Clinical Nursing Practice I

Cr: 3 Wkly hrs: 6 hours Lab

Student will develop professional relationships, critical thinking, and nursing assessment abilities. Emphasis on verbal/written documentation using appropriate medical language/theory. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 144, 146, 151, 152, and 154.

NURSE 158–Clinical Nursing Therapeutics

Cr: 4 Wkly hrs: 4 hours Lecture

Introduces concepts for promoting healthy physiological responses in clients. A nursing process framework will be utilized to foster critical thinking in the nursing role. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 116, 118, 142, 160, and 182.

NURSE 160–Clinical Nursing Practice II

Cr: 5 Wkly hrs: 10 hours Lab

Will provide experiences with clients who have alterations in basic physiological functioning. Emphasis on utilizing the nursing process and evidence based nursing interventions. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continuation in the Nursing Program; successful completion of 1st year fall quarter nursing courses and concurrent enrollment in NURSE 112, 116, 118, 142, 158, and 182.

NURSE 172–Mental Health Theory

Cr: 3 Wkly hrs: 3 hours Lecture

Presents the nurse's role in assessing and intervening with clients who, as a result of a mental illness, have alterations in mood, personal identity, and coping. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses; concurrent enrollment or successful completion of NURSE 174, 180, 181, and 202.

NURSE 174–Mental Health Clinical

Cr: 3 Wkly hrs: 6 hours Lab

Students will apply the nursing process, crisis intervention, and therapeutic communication techniques in caring for clients with alterations in mental health. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion of or concurrent enrollment in NURSE 172, 180, 181, and 202

NURSE 176–Nursing Care of Pediatric Clients

Cr: 3 Wkly hrs: 3 hours Lecture

Prepares students to care for pediatric clients, focusing on promotion and maintenance of family health, related to the physical, psychosocial, and emotional development of children. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion of or concurrent enrollment in NURSE 177, 178, and 179.

NURSE 177–Pediatric Clinical

Cr: 3 Wkly hrs: 6 hours Lab

Allows students to provide direct care of pediatric clients and families, applying theoretical concepts learned in NURSE 176, in a variety of clinical settings. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion or concurrent enrollment in NURSE 176, 178, and 179.

NURSE 178–Maternal-Newborn Nursing

Cr: 3 Wkly hrs: 3 hours Lecture

Introduction of the professional nurse's role during the perinatal period. Includes clients who are experiencing complications and women's health issues. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Concurrent enrollment in or successful completion of NURSE 176, 177, and 179.

NURSE 179–Maternal-Newborn Clinical

Cr: 3 Wkly hrs: 6 hours Lab

Application of theoretical content to care of perinatal and gynecology clients. Utilization of nursing process and critical thinking in the clinical setting. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion of or concurrent enrollment in NURSE 176, 177, and 178.

NURSE 180–Medical Surgical Nursing I

Cr: 4 Wkly hrs: 4 hours Lecture

Prepares students to care for adult medical-surgical clients in acute and outpatient clinical settings. Builds on the foundation learned in NURSE 154 and NURSE 158. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion of or concurrent enrollment in NURSE 172, 174, 181, and 202.

NURSE 181–Medical Surgical Clinical

Cr: 3 Wkly hrs: 6 hours Lab

Provides students with opportunities to apply theoretical concepts learned in NURSE 180 and to utilize the nursing process primarily with adult clients in an acute care setting. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion of or concurrent enrollment in NURSE 172, 174, 180, and 202.

NURSE 182–Chronic Health Problems in Elderly

Cr: 1 Wkly hrs: 1 hours Lecture

Link pathophysiological changes related to diseases in the elderly and nursing care to facilitate positive adaptations in the client's response. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in Nursing Program. Successful completion of or concurrent enrollment in NURSE 112, 116, 118, 142, 158 and 160.

NURSE 200–Professional Role Development III

Cr: 1 Wkly hrs: 1 hours Lecture

Examines concepts of leadership and management utilized by the RN in providing care to a group of clients and in the role of team leader. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion or concurrent enrollment in or successful completion of NURSE 204, 208, and 210.

NURSE 202–Clinical Applications Lab III

Cr: 1 Wkly hrs: 2 hours Lab

The course prepares students to perform certain nursing care procedures and to manage clients with various types of therapies involving equipment. A nursing process framework is utilized. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion of or concurrent enrollment in NURSE 172, 174, 180, and 181.

NURSE 204–Nursing Ethics II

Cr: 1 Wkly hrs: 1 hours Lecture

The student will apply ethical theory, concepts, and decision-making processes to client case studies. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion of or concurrent enrollment in NURSE 200, 208 and 210.

NURSE 206–Nursing Practice Application

Cr: 1 Wkly hrs: 2 hours Lab

Facilitate students practicing simulation and nursing skills on a drop in basis and in a self-directed manner throughout fifth quarter for a minimum of 20 hours.

Prerequisite: Continued enrollment in the Nursing program. Successful completion, or concurrent enrollment in NURSE 200, 204, 208, and 210.

NURSE 208–Medical Surgical Nursing II

Cr: 4 Wkly hrs: 4 hours Lecture

Links pathophysiological changes related to particular disease entities and the client care needed to facilitate positive adaptation in the client's response. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion of or concurrent enrollment in NURSE 200, 204, and 210.

NURSE 210–Clinical Nursing Practice III

Cr: 5 Wkly hrs: 10 hours Lab

Integration of previous learning and application of theoretical concepts to clinical practice with emphasis on critical thinking and the nursing process. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Successful completion or concurrent enrollment in NURSE 200, 204, and 208.

NURSE 211–Professional Role Development Seminar

Cr: 2 Wkly hrs: 2 hours Lecture

Seminar will focus on group collaboration and topics to aid in transition from student to RN role. A grade of 2.2 (80%) or higher is required for continuation in the Nursing Program.

Prerequisite: Successful completion of NURSE 200, 204, 208 and 210. Continued enrollment in the Nursing Program. Must be taken concurrently with NURSE 212.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

NURSE 212–Professional Role Development/Mentor

Cr: 8 Wkly hrs: 16 hours Lab

Prepares students to manage care for clients in a long term care facility and to gain additional experience in direct patient care utilizing a mentorship program. A grade of 2.2 (80%) or higher is required for completion of the Nursing Program.

Prerequisite: Continued enrollment in the Nursing Program. Must be taken concurrently with NURSE 211.

NURSE 252–Pharmacology Review

Cr: 2 Wkly hrs: 2 hours Lecture

A review to enhance the student's clinical nursing practice application of pharmacology.

Prerequisite: NURSE 152 or permission of the instructor. Continued enrollment in the Nursing Program.

Nursing Assistant

NA 100–Introduction to Nursing Assistant

Cr: 2 Wkly hrs: 2 hours Lecture

Role of the nursing assistant, HIV/AIDS/Blood-borne Pathogens Training.

NA 102–Introduction to Nursing Assistant Lab

Cr: 0.5 Wkly hrs: 1 hours Lab

Basic nursing assistant skills content as required by state and federal law; CPR and AED use.

Co-requisite: NA 100

NA 110–Fundamentals of Nursing Assisting

Cr: 4 Wkly hrs: 4 hours Lecture

Basic nursing assistant classroom content as required by state and federal law.

Prerequisite: 2.3 or better grade in NA 100 & NA 102.

NA 112–Fundamentals of Nursing Assisting Lab

Cr: 2.5 Wkly hrs: 5 hours Lab

Basic nursing assistant skills content as required by state and federal law.

Prerequisite: 2.3 or better grade in NA 100 & NA 102.

NA 120–Nursing Assistant Practicum

Cr: 4 Wkly hrs: 8 hours Lab

Students will demonstrate knowledge, understanding, and application of theory and skills learned in NA 100, 102, 110 and 112 in the clinical setting.

Prerequisite: 2.3 or above grade in NA 110 & NA 112. Pass a DSHS criminal background check (RCW 43.43.830-845) and complete all required documentation by the due date.

Nutrition

NUTR&101–Human Nutrition

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Basic principles of nutrition emphasizing the physiological requirements for proteins, lipids, carbohydrates, vitamins, and minerals; their sources; their relationship to metabolism, nutritional status, and common health problems. A brief introduction to naturopathic medicine is included. (Formerly BIOL 200)

Prerequisite: ENGL 099, MATH 090 all with a grade of 2.0 or better OR equivalent assessment (Accuplacer) test scores in these areas. **Recommended:** BIOL& 160, BIOL& 175, CHEM&121.

Oceanography

OCEA&101–Intro to Oceanography

Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab

NS - Quantitative and descriptive study of the oceans and their physics, chemistry, geology, and biology. Laboratory includes extensive field work. (Formerly BIO 205)

Organizational Leadership/Resource Management

OLRM 150–Improving Human Effectiveness

Cr: 2 Wkly hrs: 2 hours Lecture

Organizational performers are clear on their strengths and how they can be used in personal/professional settings. Explores how strengths can create a fulfilling career and life. (Pass/No Credit)

OLRM 180–Leading with Emotional Intelligence

Cr: 2 Wkly hrs: 2 hours Lecture

This course explores the relationship between leadership and emotional intelligence with a focus on learning and applying EQ skills to improve overall leadership practice.

OLRM 201–Intro to Organizational Leadership

Cr: 5 Wkly hrs: 5 hours Lecture

Introduction to leadership within organizations, history of leadership studies, leadership theories, case studies, vision, understanding relationships of leadership, motivation, and power.

OLRM 202–Introduction to Organizational Ethics

Cr: 5 Wkly hrs: 5 hours Lecture

Introduction to organizational ethics, understanding the correlation between leadership/management practice and the reflectiveness of moral philosophy, applying ethical decision making to ethical dilemmas.

OLRM 205–Working in a Diverse and Inclusive Workforce

Cr: 3 Wkly hrs: 3 hours Lecture

Managing a Diverse and Inclusive Workforce with a Global Perspective. This course will focus on innovative practices that can make the workplace and world a more inclusive environment.

OLRM 210–Introduction to Servant Leadership

Cr: 5 Wkly hrs: 5 hours Lecture

Introduction to Servant Leadership philosophy. Survey historical and contemporary figures in the development of servant-leadership. Explore individual and organizational models of servant-leadership. Identify core principles and key practices to assess development and function of servant-leaders and servant-led organizations.

OLRM 220–Human Relations in the Workplace

Cr: 3 Wkly hrs: 3 hours Lecture

The study of interactions between people at the workplace. Focus on developing skills to work effectively as a team member and part of an organization.

OLRM 225–Human Relations in Organizations

Cr: 5 Wkly hrs: 5 hours Lecture

The study of interactions between people in organizational settings. The course focuses on developing skills to communicate effectively with other people as an individual, group, and a team member including verbal, non-verbal language, and listening skills.

OLRM 231–Intro to Non-Profit Leadership

Cr: 3 Wkly hrs: 3 hours Lecture

The concepts and structures of the non-profit organization including vision, mission, organizational structure, and societal significance.

OLRM 233–Funding/Grant Writing for Non-Profits

Cr: 3 Wkly hrs: 3 hours Lecture

The strategies and processes for supporting non-profit funding/development including grant writing basics and approaches.

OLRM 250–Organizational Communication

Cr: 5 Wkly hrs: 5 hours Lecture

Presents concepts of organizational communication based on a competency-based approach incorporating personal knowledge, interpersonal sensitivity, communications skills, and ethical values.

OLRM 260–Conflict Resolution

Cr: 5 Wkly hrs: 5 hours Lecture

Provides the knowledge and practice to master the skills necessary to manage conflict, encourage cooperation, and create workable solutions.

OLRM 299–Capstone Leadership Project

Cr: 1-5 Wkly hrs: 10 hours Lab

A practical application in the working world of the basic theories studied in the above program or discipline. (Pass/No Credit)

Prerequisite: Successful completion of OLRM 201, OLRM 202, OLRM 205, OLRM 210, OLRM 250, and OLRM 260.

Organizational Leadership/Tech Management

OLTM 301–Leading/Managing Tech Prof. and Org.

Cr: 5 Wkly hrs: 5 hours Lecture

Covers critical leadership issues, developing a leadership orientation, core functions of management; individual and interpersonal effectiveness in view of leading and managing the total enterprise.

Prerequisite: Acceptance into BAS OLTM Program.

OLTM 310–Workplace & Environmental Safety

Cr: 5 Wkly hrs: 5 hours Lecture

Fundamentals of workplace/environmental safety management. Course is designed to increase appreciation for workplace safety, expand knowledge of potential hazards, and identify the necessary steps to conduct an environmental audit. Elements of safety management and basics of a safety program.

Prerequisite: Acceptance into the OLTM BAS program

OLTM 320--Business/Leadership--Digital Economy

Cr: 5 Wkly hrs: 5 hours Lecture

Students explore the impact of digital technologies on business processes to understand their leadership role in organizations and professional-technical fields. Topics will focus on how leadership skills and practices that support the implementation of digital technologies in various business contexts, and how leadership, digital technologies and innovation intersect in the evolving business environment. Students will research and analyze how converging technologies shape business functions.

Prerequisite: Acceptance into the BAS program.

OLTM 330--Business Ethics and Policy

Cr: 5 Wkly hrs: 5 hours Lecture

Explores contemporary ethics and policy issues in business. Examines fundamental components of an ethical organization. Use of professional codes of ethics and decision-making models. Essential elements of organizational policy.

Prerequisite: Acceptance into BAS OLTM Program.

OLTM 340--Conflict and Negotiation

Cr: 5 Wkly hrs: 5 hours Lecture

Explore themes and skills related to conflict and negotiation. Examines nature, sources, and strategies to manage conflict. Basics of interest-based negotiation. Course blends concepts and skills with theory and practical application.

Prerequisite: Acceptance into BAS OLTM Program

OLTM 400--Leading High Performance Teams

Cr: 5 Wkly hrs: 5 hours Lecture

Fundamental concepts, theories, and techniques for guiding teams to achieve organizational outcomes and maximize human potential. Examine principles of high performance teamwork by analyzing interrelated practices and underlying group dynamics.

Prerequisite: Acceptance into BAS OLTM Program.

OLTM 410--Quality Management and Process Improvement

Cr: 5 Wkly hrs: 5 hours Lecture

Quality management and process improvement methods within a technical environment. Explore drivers, components, and challenges of process improvement initiatives.

Prerequisite: Acceptance into BAS OLTM Program

OLTM 420--Leading Change

Cr: 5 Wkly hrs: 5 hours Lecture

Focus on change management within a technical environment. Key leadership challenges, skills, and competencies from effectively planning, leading, executing, and sustaining change in a complex environment. An emphasis on change dynamics and models.

Prerequisite: Acceptance into BAS Program

OLTM 490--Senior Capstone

Cr: 5 Wkly hrs: 5 hours Lecture

Senior capstone course designed to integrate and apply program/professional competencies. Requires project concept and formal proposal submitted at least one quarter prior to course start; approval of both required for course entry.

Prerequisite: Acceptance into BAS OLTM Program and faculty permission.

Parent Education

PARED 100--Child Guidance & Development

Cr: 1 Wkly hrs: 1 hours Lecture

Group discussions, Internet research and instructor guidance, about child growth and development, guidance and discipline, and building family relationships. (Pass/No Credit)

PARED 101--Child Development & Parenting

Cr: 2 Wkly hrs: 2 hours Lecture

Group discussions, Internet research and instructor guidance, about child growth and development, parenting styles and building family relationships.

PARED 102--Discipline Strategies for Parents

Cr: 2 Wkly hrs: 2 hours Lecture

Group discussions, internet research and instructor guidance about positive discipline methods, parenting styles and building family relationships.

PARED 103--Strengthen Parent/Child Relationship

Cr: 2 Wkly hrs: 2 hours Lecture

This course explores the importance of the parent-child relationship and its impact on the healthy growth and development of the child.

PARED 115--Parent Education Cooperatives

Cr: 1-2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Course can be offered as: PARED 115/116/117. Parents learn about child development and positive guidance from instructor, class discussions, or other activities. Topics selected based on individual needs/ages of children. (Pass/No/Credit)

Prerequisite: Child enrolled in OC Parent Child Co-Op Preschool or OC Child Care or permission of instructor.

PARED 120--Confidently Parenting Your 2-Year-Old

Cr: 1 Wkly hrs: 1 hours Lecture

Designed to assist parents of 2-year-olds with support for the early years in order to parent with confidence and build strong family relationships for the future.

PARED 121--Confidently Parenting Your 3-Year-Old

Cr: 1 Wkly hrs: 1 hours Lecture

Designed to assist parents of 3-year-olds with support for the early years in order to parent with confidence and build strong family relationships for the future.

PARED 122--Confidently Parenting Your 4-Year-Old

Cr: 1 Wkly hrs: 1 hours Lecture

Designed to assist parents of 4-year-olds with support for the early years in order to parent with confidence and build strong family relationships for the future.

PARED 130--Transitioning to Kindergarten

Cr: 1 Wkly hrs: 1 hours Lecture

Overview of the kindergarten transitioning process for parents including school readiness and building partnerships with schools.

Philosophy

PHIL&101--Intro to Philosophy

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Introduction to philosophical questions that deal with rational inquiry in the various areas of philosophical study: metaphysics, epistemology, ethics, religion, and other areas.

PHIL&115--Critical Thinking

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Emphasis on analyzing, evaluating, and constructing thought in a clear logical fashion with application to other fields. A non-symbolic approach to logic and critical thinking. (Formerly PHIL 115)

PHIL&120--Symbolic Logic

Cr: 5 Wkly hrs: 5 hours Lecture

NS/SS - Introduction to symbolic logic with focus on sentence logic with proofs and predicate logic with quantifiers and proofs. (Formerly PHIL&106)

Prerequisite: Intermediate algebra course work (high school or college) with a grade of 2.0 or higher.

PHIL 240--Intro to Ethics

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - Course will examine the development of moral philosophy, representing a broad range of some of the key ideas and thinkers as they have come to influence moral and ethical choices.

Physical Education--Education

PE-ED 104--Health Science

Cr: 2 Wkly hrs: 2 hours Lecture

Survey course of health issues: emotional and physical health topics, drug abuse, lifestyle diseases, sexuality issues, consumerism, environmental/occupational health, and death and dying.

PE-ED 105--College First Aid and Community CPR

Cr: 3 Wkly hrs: 3 hours Lecture

Course of study leading to certification in First Aid/CPR/AED. Students learn and practice skills so they are prepared to respond to emergencies involving infants, children, and adults.

PE-ED 106--Infant-Child CPR/First Aid

Cr: 2 Wkly hrs: 2 hours Lecture

Expanded course in Infant/Child CPR and First Aid, using American Red Cross (ARC) standards. Successful completion of ARC written and skill tests can lead to Red Cross certification.

PE-ED 107--Personal Wellness

Cr: 3 Wkly hrs: 3 hours Lecture

Focus on major wellness factors (stress management, tobacco use, nutrition, and fitness) as they impact individuals. Students engage in internet/library research, writing and presentation projects.

PE-ED 109--Basic CPR

Cr: 1 Wkly hrs: 1 hours Lecture

Course is Basic Adult CPR using American Red Cross (ARC) Standards.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

PE-ED 110–Basic First Aid

Cr: 1 Wkly hrs: 1 hours Lecture

Course in Basic First Aid using American Red Cross (ARC) Standards.

PE-ED 112–BLS for Healthcare Providers

Cr: 2 Wkly hrs: 2 hours Lecture

Course in CPR for Basic Life Support for Healthcare Providers. Course follows American Red Cross (ARC) standards. (Pass/No Credit)

PE-ED 125–Sport Psychology

Cr: 3 Wkly hrs: 3 hours Lecture

Introduction to applied strategies of sport and exercise psychology. Techniques such as goal setting, imagery, and self talk will be discussed as a means to increase performance.

PE-ED 126–Introduction to Coaching

Cr: 3 Wkly hrs: 3 hours Lecture

Provide students with the knowledge of the critical components involved in the profession of coaching.

PE-ED 199–Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

Course can be offered as: PE-ED 199/299.

A practical application in the working world of the basic theories studied in the above program or discipline.

Prerequisite: Permission of instructor.

Physical Education--Fitness and Sports

PEFSP 106–Golf

Cr: 1 Wkly hrs: 2 hours Lab

Course can be offered as: PEFSP 106/206.

Course emphasizes the fundamental skills of golf, proper equipment usage, etiquette, and rules necessary to play golf as a recreational sport.

PEFSP 109–Self Defense

Cr: 1 Wkly hrs: 2 hours Lab

Course can be offered as: PEFSP 109/209.

Course emphasizes the fundamental skills necessary to defend yourself and/or others in the event you are confronted by an attacker/assailant.

PEFSP 110–Karate

Cr: 1 Wkly hrs: 2 hours Lab

Course can be offered as: PEFSP 110/210.

Emphasizes the fundamental skills of karate and develops an understanding of karate as an art form.

PEFSP 111–Tai Chi

Cr: 1 Wkly hrs: 2 hours Lab

Course can be offered as: PEFSP 111/211.

This course will be an introduction to the study of Tai Chi focusing on the philosophy and postures of this martial art.

PEFSP 112–Brazilian Jiu Jitsu

Cr: 1 Wkly hrs: 2 hours Lab

Covers basic knowledge and skills needed (such as movements, positions, and concepts) in a progressive skill building approach. Emphasizes proper technique, mobility, pressure, and leverage awareness. Intended for those interested in establishing a foundational knowledge of BJJ.

PEFSP 128–Basketball

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 128/228.

Emphasizes the fundamental skills of basketball, team strategies of offense and defense and rules necessary to play basketball as a recreational sport.

PEFSP 132–Volleyball

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 132/232.

Course emphasizes the fundamental skills of volleyball, offenses, defenses, and rules necessary to play volleyball as a recreational sport.

PEFSP 140–Yoga I

Cr: 2 Wkly hrs: 4 hours Lab

Introduction to the theory and practice of yoga as a form of exercise, relaxation and improved posture. This course will help provide a foundation for sound physical and emotional health.

PEFSP 142–Yoga II

Cr: 2 Wkly hrs: 4 hours Lab

Provides further exploration into the practice of yoga. Additional postures and exercises designed to achieve strength, flexibility, and proper body alignment will be presented.

PEFSP 148–Zumba Fitness

Cr: 1 Wkly hrs: 2 hours Lab

Course can be offered as: PEFSP 148/248.

Zumba Fitness is a combination of Latin music and dance patterns which create a dynamic and effective fitness program. Routines include interval training of fast and slow rhythms.

PEFSP 149–MixedFit

Cr: 1 Wkly hrs: 2 hours Lab

Course can be offered as: PEFSP 149/249.

MixedFit is a people-inspired dance fitness program that is a mix of explosive dancing and bootcamp toning.

PEFSP 150–Total Body Blast

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 150/250.

High-intensity interval training utilizing the Tabata protocol of intense exercise followed by short rest. Effective speed, agility and flexibility drills to improve your fitness.

PEFSP 153–Fast Fitness

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 153/253.

Self-paced fitness class incorporating both resistance training and cardiovascular exercise.

PEFSP 175–Jogging

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 175/275.

Exploration of concepts of improving lifetime aerobic fitness. Students will jog a variety of distances and courses with sufficient stimulus to produce aerobic fitness.

PEFSP 177–Ice Skating I

Cr: 1 Wkly hrs: 2 hours Lab

Course for beginner-advanced ice skaters. Instructional emphasis will be placed on building a fundamental understanding of ice skating skills and their application as a lifelong sport. Students will be introduced to basic use and care of equipment and safety implications.

PEFSP 178–Aerobic Walking

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 178/278.

Exploration of concepts for improving lifetime aerobic fitness. Students will walk a variety of distances and courses with sufficient stimulus to produce aerobic fitness.

PEFSP 181–Weight Management and Exercising

Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab

Course can be offered as: PEFSP 181/281.

Learn about the principles of successful weight management including healthy eating behaviors, dietary guidelines, and appropriate exercise choices and technique

PEFSP 183–TRX Suspension Training

Cr: 1 Wkly hrs: 2 hours Lab

Explores the concepts of improving strength, flexibility, balance and mobility utilizing the body's own weight.

PEFSP 184–Introduction to Kettlebells

Cr: 1 Wkly hrs: 2 hours Lab

Course emphasizes safe and effective use of kettlebells. Students will be introduced to exercises including the swing, goblet squat and get-up.

PEFSP 187–Weight Training I

Cr: 2 Wkly hrs: 4 hours Lab

Introduction to the basic principles of weight training. Students will learn how to use free weights safely and effectively, as well as learn how to incorporate them into a comprehensive workout program.

PEFSP 188–Weight Training II

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 188/288.

Course incorporates principles of both strength and conditioning. Students engage in musculoskeletal and cardiorespiratory activities with the goal of improving overall fitness

PEFSP 190–Athletic Conditioning I

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 190/290.

Prepares pre-season student athletes competing in intercollegiate sports at Olympic College through cardiovascular and flexibility training.

PEFSP 191–Athletic Conditioning II

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 191/291.

Prepares student athletes competing in intercollegiate sports at Olympic College through general and sport specific strength development.

PEFSP 192–Athletic Conditioning III

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 192/292.
Prepares student athletes competing in intercollegiate sports at Olympic College through sport specific movement and speed development.

PEFSP 199–Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

Course can be offered as: PEFSP 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.

Prerequisite: Permission of instructor.

PEFSP 249–MixedFit

Cr: 1 Wkly hrs: 2 hours Lab

Course can be offered as: PEFSP 149/249.
MixedFit is a people-inspired dance fitness program that is a mix of explosive dancing and bootcamp toning.

PEFSP 250–Total Body Blast

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 150/250.
High-intensity interval training utilizing the Tabata protocol of intense exercise followed by short rest. Effective speed, agility and flexibility drills to improve your fitness.

PEFSP 287–Weight Training I

Cr: 2 Wkly hrs: 4 hours Lab

Introduction to the basic principles of weight training. Students will learn how to use free weights safely and effectively, as well as learn how to incorporate them into a comprehensive workout program.

PEFSP 288–Weight Training II

Cr: 2 Wkly hrs: 4 hours Lab

Course can be offered as: PEFSP 188/288.
Course incorporates principles of both strength and conditioning. Students engage in musculoskeletal and cardiorespiratory activities with the goal of improving overall fitness

Physical Education--Recreation and Dance

PE-RD 147–Ballroom/Swing Dance

Cr: 1 Wkly hrs: 2 hours Lab

Course can be offered as: PE-RD 147/247.
The history and cultural background in the Foxtrot, Waltz, Swing, Rumba, Cha-Cha, Samba, and Tango dances. Includes technique, choreography, postural development/body placement, and terminology.

PE-RD 170–Intro to Backpacking

Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab

Learn necessary skills and techniques for safe and fun backcountry travel. Explore proper use of clothing & outdoor gear, along with minimum impact camping techniques.

PE-RD 172–Basic Mountaineering

Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab

Techniques in snow and rock climbing; field trips including exercises to develop proficiency in individual and team skills. Highest emphasis is placed on safety, confidence and responsibility in difficult terrain.

PE-RD 175–Basic Rock Climbing

Cr: 2 Wkly hrs: 4 hours Lab

Skill development leading to indoor and outdoor lead climbing. Includes 40 hours of activity in both indoor and outdoor sessions

PE-RD 176–Intermediate Rock Climbing

Cr: 2 Wkly hrs: 4 hours Lab

Skill development leading to indoor and outdoor lead climbing. Includes 40 hours of activity in both indoor and outdoor sessions.

Prerequisite: PE-RD 175 or equivalent - students must enter the class with the ability to safely belay a top-roped climber. This knowledge can be obtained by successfully completing PE-RD 175, or by one of the various belay classes offered by local climbing gyms. A current belay certification card from any local gym/organization would be evidence of this ability.

PE-RD 199–Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

Course can be offered as: PE-RD 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.

Prerequisite: Permission of instructor.

PE-RD 270–Backpacking and Survival

Cr: 2 Wkly hrs: 4 hours Lab

Participate in activities related to camping, travel and survival techniques in the outdoors. Includes a minimum of 6 hiking/backpacking field trips.

Prerequisite: Successful completion of PE-RD 170 with a grade of 2.0 or better within the past 5 years.

PE-RD 272–Intermediate Mountaineering

Cr: 2 Wkly hrs: 4 hours Lab

Advanced techniques related to rock, ice, and snow climbing/travel, and alpine living skills.

Prerequisite: Completion of PE-RD 172 with a grade of 2.0 or better in the past 5 years.

PE-RD 275–Basic Rock Climbing

Cr: 2 Wkly hrs: 4 hours Lab

Topics related to technical (5th class) rock-climbing. Includes 40 hours of activity in a structured rock-climbing environment.

Physical Therapist Assistant

PTA 101–Introduction to Physical Therapy

Cr: 2 Wkly hrs: 2 hours Lecture

An introduction to the profession of physical therapy. Content includes: history of physical therapy, professional conduct, role of the PTA, communication skills and psycho-social aspects of practice.

Prerequisite: Admission into the Physical Therapist Assistant program.

PTA 102–Medical Terminology for PTA

Cr: 2 Wkly hrs: 2 hours Lecture

An in-depth introduction to medical terminology. Each body system will be examined individually.

Prerequisite: Admission into the PTA program.

PTA 103–Documentation for the PTA

Cr: 2 Wkly hrs: 2 hours Lecture

Presents issues relating to documentation in physical therapy.

Prerequisite: Admission into the PTA program.

PTA 105–Current PT Trends & Issues

Cr: 2 Wkly hrs: 2 hours Lecture

The course will discuss current issues relevant to physical therapy that may be controversial or that may have recently been introduced to the profession.

Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 106–Kinesiology and Functional Anatomy

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

A study of movement emphasizing functional components of the musculoskeletal and neuromuscular systems with a two hour palpation lab.

Prerequisite: Admission to the Physical Therapist Assistant program.

PTA 107–Pathology

Cr: 5 Wkly hrs: 5 hours Lecture

A basis for the understanding of etiology and progression of disease processes. Basic concepts of inflammation followed by a systems-based approach to the body systems.

Prerequisite: 2.0 or better in all previous Physical Therapist Assistant courses.

PTA 108–Human Growth and Development

Cr: 2 Wkly hrs: 2 hours Lecture

Examination of normative development across the lifespan from infancy through the aging adult, including the impact of disease/disability on the normative development and function.

Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 110–Orthopedic Conditions

Cr: 2 Wkly hrs: 2 hours Lecture

An in-depth view of musculoskeletal and orthopedic conditions encountered in physical therapy. Sections on each joint or region and common orthopedic surgical procedures and associated rehabilitation are described.

Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 111–Neuroscience for the PTA

Cr: 2 Wkly hrs: 2 hours Lecture

The course presents an in-depth view of neurological and neuromuscular conditions encountered in physical therapy. Review and development of functional neuroanatomy and pathology for each condition.

Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 120–PTA Procedures I-Basic Skills

Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab

The course provides an introduction to basic skills used in physical therapy.

Prerequisite: Admission into the Physical Therapist Assistant program.

Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

PTA 121--PTA Procedures II--Gait Assessment

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Provides the student with skills for identifying normal and abnormal posture, balance and gait associated with a variety of patient diagnoses.

Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 122--PTA Procedures III--Orthopedics

Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab

Students will learn to perform assessment and intervention techniques regarding orthopedic and musculoskeletal conditions. Extensive instruction with lab practice regarding therapeutic exercise in orthopedics.

Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 123--PTA Procedures IV--Physical Agents

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Concepts of physical agents used in physical therapy including thermal agents, hydrotherapy, traction, compression, ultrasound and electrical currents, including lab.

Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 125--PTA Procedures VI--Tests and Measures

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Students will learn to perform data collection and assessment techniques relating to common practice of orthopedic, neurologic and cardiopulmonary physical therapy.

Prerequisite: Passing grade in all prior PTA courses.

PTA 126--PTA Proced VII--Therapeutic Exercise

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

Students learn fundamentals of exercise theory and techniques as well as specific exercises relating to strength, range of motion, flexibility, proprioception and aerobic exercise.

Prerequisite: Passing grade in all prior PTA courses.

PTA 151--Clinical Experience I

Cr: 4 Wkly hrs: 12 hours Clinic

Students will be placed in clinical facilities for 10 weeks; 4 hours daily, three times per week. 120 total hours of clinical education under the direct supervision of a physical therapist/PTA.

Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 204--Ethics and Administration

Cr: 2 Wkly hrs: 2 hours Lecture

The course presents principles related to management structure, ethics and legal aspects within physical therapy including sections on conflict of interest, risk management, liability, reimbursement, and malpractice.

Prerequisite: Admission into the PTA program.

PTA 224--PTA Procedures V--Neuromuscular

Cr: 6.5 Wkly hrs: 4 hours Lecture, 5 hours Lab

Prepares students to perform assessment and intervention techniques regarding neuromuscular conditions. Extensive instruction with lab practice in therapeutic exercise for neuromuscular conditions.

Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 227--PTA Procedures VIII--Functional Rehab

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Provides the student with skills related to the patient's functional mobility within a variety of settings and involves prosthetic and orthotic intervention techniques as well as cardiopulmonary functional rehabilitation.

Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 251--Clinical Experience II

Cr: 4 Wkly hrs: 12 hours Clinic

Clinical education to allow students to incorporate components of lab and clinical skills learned to date. Students will be placed in clinical facilities for a total of 120 hours.

Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 252--Clinical Affiliation II

Cr: 11 Wkly hrs: 32 hours Clinic

Terminal clinical education experience will be fulfilled under direct supervision of a physical therapist/PTA.

Prerequisite: All prior Physical Therapist Assistant courses with a passing grade and successful passing of lab practical exit exam.

PTA 260--Professional Integration Seminar

Cr: 3 Wkly hrs: 3 hours Lecture

Provides a basis for developing clinical problem solving and critical thinking skills while concurrently enrolled in the final clinical education course. Students will develop skills necessary for licensure application and examination, including taking practice licensure examination, and resume writing/job application skills.

Prerequisite: Enrollment in PTA program and successful completion of all previous course work.

Physics

PHYS 110--Introduction to Physics

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Metric System, Velocity and Acceleration, Vector's, Newton's Laws, Work and Energy, Momentum, Rotational Motion. Satisfies lab science requirements for direct transfer degree.

Prerequisite: MATH 099 with a grade of 2.0 or above

PHYS 114--General Physics

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Mechanics: Fundamental quantities, vectors, one and two dimensional motion, statics, Newton's Laws, gravitation, work and energy, impulse and momentum, and rotational motion. (Formerly PHYS&121/PHYS&131)

Prerequisite: MATH&141 with a grade of 2.0 or above.

PHYS 115--General Physics

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Electric fields, forces and potential, direct current and resistance, capacitance and dielectrics, magnetism, induction, electromagnetic waves, reflection, refraction, polarization, and interference phenomena. (Offered Winter Quarter only.) (Formerly PHYS&122/PHYS&132)

Prerequisite: PHYS 114 with a grade of 2.0 or above.

PHYS 116--General Physics

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Simple harmonic motion, fluids, sound waves, heat, thermal equilibrium, Ideal Gas Law and laws of thermodynamics, lenses and optical instruments. Quantum, atomic and nuclear physics as time allows. (Offered Spring Quarter only.) (Formerly PHYS&123/PHYS&133)

Prerequisite: PHYS 114 with a grade of 2.0 or above.

PHYS 254--Engineering Physics

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Mechanics: fundamental units, vectors, statics, laws of kinematics, linear and rotational motion, work, energy, momentum, impulse, equilibrium, inertia, and rocket propulsion. (Formerly PHYS& 221/PHYS& 231)

Prerequisite: MATH&163 and PHYS 110 with a grade of 2.0 or above.

PHYS 255--Engineering Physics

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Electricity and Magnetism: Coulomb's Law, Gauss's Law, electric and magnetic fields, capacitors and resistors in circuits, electrical instruments, and Kirchoff's rules. (Formerly PHYS& 222/PHYS& 232)

Prerequisite: PHYS 254 with a grade of 2.0 or above.

PHYS 256--Engineering Physics

Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab

NS - Fluids, Oscillations and Waves; Temperature Scales, Heat Measurements, Thermal Properties of Matter, First and Second Law of Thermodynamics; Light, Reflection, Refraction, Lenses, Mirrors, Image Formation, Interference, Diffraction and Polarization. (Formerly PHYS& 223/PHYS& 233)

Prerequisite: PHYS 254 with a grade of 2.0 or above.

Political Science

POLS&101--Intro Political Science

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Introduction to the principles and problems of the study of politics and government with focus on history and philosophy and systems used in the field.

POLS 115--State/Local Government

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Political and legal foundations of state and local governments, including legislative functions, distribution and execution of power, administrative organizations, political parties and voter behavior, and state and local policy making.

POLS 145--Politics of Middle East

Cr: 5 Wkly hrs: 5 hours Lecture

SS - A study of the historical and current politics of the Middle East. We will study the role of war, terror, oil, religion, ethnic cultures and the significance of these dynamics to the world.

POLS 175--Politics and Literature

Cr: 5 Wkly hrs: 5 hours Lecture

SS - An examination of the central issues and concepts of politics through the perspective provided by great literature. Included will be the questions of authority, responsibility, freedom, and power. (Same as HUMAN 175)

POLS 199–Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

Course can be offered as: POLS 199/299.

A practical application in the working world of the basic theories studied in the above program or discipline.

POLS&201–Intro Political Theory

Cr: 5 Wkly hrs: 5 hours Lecture

H/SS - An introduction to the major thinkers and philosophies that have shaped the Western political tradition. (Formerly POL-S 185)

POLS&202–American Government

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Development, structure, and role of U.S. Government, with attention to democratic traditions. Constitutionalism, federalism, civil liberties, political parties, and propaganda. (Formerly POL-S 210)

POLS&203–International Relations

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Rise of state and modern state system with emphasis on nationalism, sovereignty, national power, imperialism, economic and military rivalry, and the quest for security and peace and problems of developing nations. (Formerly POL-S 240)

POLS 235–Labor and Film

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Using a combination of labor films and labor history, this course examines the role of unions in the United States and their trajectory of struggle for workers' rights and welfare. (Same as HUMAN 235)

POLS 255–Political Communication

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Exploration of political communication in historical and contemporary settings. Investigating political cultures as constructed through public rhetorics, traditional media, and digital communication practices. This course looks at the history and impact of political communication in local and global contexts (same as CMST 255).

Prerequisite: English 101

POLS 323–U.S. Health Care Crisis

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Controversies and challenges of U.S. health care including accessibility and costs. (Formerly POLS 300) (Same as BNURS 323).

Practical Nursing

PNURS 102–Physical Assessment Lecture

Cr: 2 Wkly hrs: 2 hours Lecture

Foundational principles of physical assessment, including structures and functions of body systems. The emphasis is on normal physical assessment findings.

Prerequisite: Admission into the Practical Nursing Program and concurrent enrollment in, or completion of PNURS 103, 104, 105, 110, 112, 114 and 122 with a grade point of 2.0 (75%) or higher. Completion of PNURS 108 with a grade point of 2.0 (75%) and PNURS 126 with a grade point of 3.7 (94%) or higher.

PNURS 103–Physical Assessment Application Lab

Cr: 1 Wkly hrs: 2 hours Lab

The course provides foundational principles of physical assessment. The basis of nursing decisions and actions for the practical nurse.

Prerequisite: Admission into the Practical Nursing Program and concurrent enrollment in, or completion of, PNURS 102, 104, 105, 110, 112, 114, and 122 with a grade point of 2.0 (75%) or higher. Completion of PNURS 108 with a grade point of 2.0 (75%) and PNURS 126 with a grade point of 3.7 (94%) or higher.

PNURS 104–Lab I, Lecture

Cr: 1 Wkly hrs: 1 hours Lecture

Introductory lecture course for organization, implementation and oversight of care for the client needing basic nursing skills, standard precautions, postmortem care and medication administration.

Prerequisite: Admission to Practical Nursing Program and concurrent enrollment in or completion of PNURS 102, 103, 105, 110, 112, 114 and 122 with a grade point of 2.0 (75%) or higher and successful completion of PNURS 108 with a grade point of 2.0 (75%) or higher and PNURS 126 with a grade point of 3.7 (94%) or higher.

PNURS 105–Lab I, Application

Cr: 1 Wkly hrs: 2 hours Lab

Lab class for organization, implementation and oversight of care for the client needing basic nursing skills, standard precautions, post-mortem care and medication administration by a variety of routes including oral, injection and inhalation.

Prerequisite: Admission to the Practical Nursing Program and concurrent enrollment in or completion of PNURS 102, 103, 104, 110, 112, 114, and 122 with a grade point of 2.0 (75%) or higher, and completion of PNURS 108 with a grade point of 2.0 (75%) or higher and PNURS 126 with a grade point of 3.7 (94%) or higher.

PNURS 106–Lab II

Cr: 2 Wkly hrs: 4 hours Lab

Lab class emphasizing psychomotor skill development for the care of the med-surg client (IV therapy, oxygen, med. admin, suctioning, wound care, and catheterization).

Prerequisite: Admission to the Practical Nursing Program. Completion of PNURS 102, 103, 104, 105, 108, 110, 112, 114 & 122 with a minimum grade of 2.0 in all courses; completion of PNURS 126 with a minimum grade of 3.7 (94%); concurrent enrollment or completion: PNURS 116, 118, and 124.

PNURS 108–Clinical Pharmacology

Cr: 1 Wkly hrs: 1 hours Lecture

An introduction to current practices in drug therapy and the pharmacokinetics that influence drug actions.

Prerequisite: BIOL& 175 or BIOL& 241 & 242.

PNURS 110–Medical Terminology

Cr: 2 Wkly hrs: 2 hours Lecture

An introduction to word roots, combining forms, suffixes, prefixes, spelling and pronunciation guidelines using a body systems approach.

PNURS 112–Personal and Professional Roles

Cr: 2 Wkly hrs: 2 hours Lecture

Introduction to the vocational roles of the practical nursing student regarding laws and ethics, history, self-assessment, communication, nursing process, and planning care, within the scope of practice of the licensed practical nurse in Washington state. Strategies for personal success in the Practical Nursing Program are discussed.

Prerequisite: Admission into the Practical Nursing Program and concurrent enrollment in, or completion of, PNURS 102, 103, 104, 105, 110, 114 and 122 with a grade point of 2.0 (75%) or higher. Completion of PNURS 108 with a grade point of 2.0 (75%) and PNURS 126 with a grade point of 3.7 (94%) or higher.

PNURS 114–Fundamentals I

Cr: 5 Wkly hrs: 5 hours Lecture

Introduction to nursing concepts: microbiology, HIV, geriatric care, growth/development across the lifespan, wellness-illness continuum, and primary, secondary, and tertiary levels of prevention interventions.

Prerequisite: Admission into the Practical Nursing Program and concurrent enrollment in, or completion of, PNURS 102, 103, 104, 105, 110, 112, and 122 with a grade point of 2.0 (75%) or higher. Completion of PNURS 108 with a grade point of 2.0 (75%) and PNURS 126 with a grade point of 3.7 (94%) or higher.

PNURS 116–Fundamentals II

Cr: 5 Wkly hrs: 5 hours Lecture

Introduction to medical-surgical nursing, with emphasis applying the nursing process.

Prerequisite: Admission to Practical Nursing Program. Completion of PNURS 102, 103, 104, 105, 108, 110, 112, 114, and 122 with a grade of 2.0 (75%) or above, and PNURS126 with a grade of 3.7 (94%) or above. Concurrent enrollment in or completion of PNURS 106, 118, and 124.

PNURS 118–Nutrition

Cr: 3 Wkly hrs: 3 hours Lecture

The practical nurse's role in nutrition education, emphasizing nutrients and special dietary needs related to the different medical-surgical conditions throughout the lifespan.

PNURS 122–Long Term Care Clinical

Cr: 3 Wkly hrs: 6 hours Lab

Direct care experience using practice/application of critical thinking, nursing process, care planning, physical assessment, communication, activities of daily living, and safety with long-term care residents, within the scope of practice of the licensed practical nurse in the state of Washington.

Prerequisite: Admission to Practical Nursing Program and concurrent enrollment in, or completion of, PNURS 102, 103, 104, 105, 110, 112, and 114 with a 2.0 (75%) GPA or higher. Completion of PNURS 108 with a grade point of 2.0 (75%) or higher and PNURS 126 with a grade point of 3.7 (94%) or higher.

PNURS 124–Medical-Surgical Clinical

Cr: 5 Wkly hrs: 10 hours Lab

Direct care experience of the hospitalized medical/surgical patient, emphasizing clinical reasoning and judgment, use the Nursing Process, application of client care concepts and skills.

Prerequisite: Admission to Practical Nursing Program. Completion of PNURS 102, 103, 104, 105, 108, 110, 112, 114, 122 with a grade of 2.0 (75%) or above, and PNURS 126 with a grade of 3.7 (94%) or above. Concurrent enrollment in or completion of PNURS 106, 116, and 118.

PNURS 126–Dosage Calculations

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to the dosage calculations used in medication administration in the clinical setting.

Prerequisite: MATH 099.

PNURS 127–Dosage Calculation Applications

Cr: 1 Wkly hrs: 1 hours Lecture

The course will provide opportunities to apply theory relating to dosage calculations via work problems, doctors' orders, IV rates, IV & IM dosages and oral routes.

Prerequisite: MATH 099 or higher. Concurrent enrollment in, or completion of PNURS 126 or NURSE 151.

PNURS 200–Practical Nursing Pharmacology Review

Cr: 1 Wkly hrs: 1 hours Lecture

A review to enhance the student's clinical nursing practice application of pharmacology.

Prerequisite: PNURS 108. Continued enrollment in the Practical Nursing Program.

PNURS 202–Client Care Management

Cr: 2 Wkly hrs: 2 hours Lecture

Discuss the Practical Nurse's role in management and supervision, team building, client advocacy, trends in healthcare, resume writing and preparation to enter the work force.

Prerequisite: Admission to Practical Nursing Program; successful completion of PNURS 102, 103, 104, 105, 106, 108, 110, 112, 114, 116, 118, 122, 124, 203, 204, 205, 208 and 209 with a 2.0 (75%) or higher; and a 3.7 (94%) or higher in PNURS 126; concurrent enrollment in or completion of PNURS 206 and 210.

PNURS 203–Fundamentals III-Mental Health

Cr: 1 Wkly hrs: 1 hours Lecture

Introduction to common mental health conditions using the nursing process.

Prerequisite: Admission to Practical Nursing Program; successful completion of PNURS 102, 103, 104, 105, 106, 108, 110, 112, 114, 116, 118, 122 and 124 with a minimum grade of 2.0 (75%); completion of PNURS 126 with a minimum grade of 3.7 (94%). Concurrent enrollment in or successful completion of PNURS 204, 205, 208 and 209.

PNURS 204–Fundamentals III Pediatrics

Cr: 2 Wkly hrs: 2 hours Lecture

Introduction to pediatrics using a nursing process framework. Includes critical thinking, stress/adaptation and ethical concepts.

Prerequisite: Admission to Practical Nursing Program and successful completion of PNURS 102, 103, 104, 105, 106, 108, 110, 112, 114, 116, 118, 122 and 124 with a minimum grade of 2.0 in each course (75%); completion of PNURS 126 with a minimum grade of 3.7 (94%) or above; concurrent enrollment or successful completion of PNURS 203, 205, 208 and 209.

PNURS 205–Fundamentals III Obstetrics

Cr: 2 Wkly hrs: 2 hours Lecture

Introduction to childbearing using a nursing process framework. Includes critical thinking, stress/adaptation and ethical concepts.

Prerequisite: Admission to Practical Nursing Program; successful completion of PNURS 102, 103, 104, 105, 106, 108, 110, 112, 114, 116, 118, 122 and 124 with a minimum grade of 2.0 (75%); completion of PNURS 126 with a minimum grade of 3.7 (94%). Concurrent enrollment in or successful completion of PNURS 203, 204, 208 and 209.

PNURS 206–Fundamentals IV

Cr: 4 Wkly hrs: 4 hours Lecture

Introduction to complex medical-surgical disorders with emphasis applying the nursing process.

Prerequisite: Admission to Practical Nursing Program; successful completion of PNURS 102, 103, 104, 105, 106, 110, 112, 114, 116, 118, 122, 124, 203, 204, 205, 208, 209 with a grade of 2.0 (75%) or above, and PNURS 126 with a grade of 3.7 (94%) or above. Concurrent enrollment in or completion of PNURS 202 and 210.

PNURS 208–Pediatric/Obstetric Clinical

Cr: 4 Wkly hrs: 8 hours Lab

Direct patient care experience emphasizing clinical reasoning/judgment and use of the Nursing Process in practice and application of theory/skills related to clients in Pediatric and Obstetric settings.

Prerequisite: Admission to Practical Nursing Program; successful completion of PNURS 102, 103, 104, 105, 106, 108, 110, 112, 114, 116, 118, 122 and 124 with a minimum grade of 2.0 (75%); completion of PNURS 126 with a minimum grade of 3.7 (94%). Concurrent enrollment in or successful completion of PNURS 203, 204, 205, and 209.

PNURS 209–Mental Health Clinical Experience

Cr: 1 Wkly hrs: 2 hours Lab

This clinical experience prepares students to care for clients with mental health alterations in a structured, inpatient mental health setting.

Prerequisite: Admission to Practical Nursing Program; successful completion of PNURS 102, 103, 104, 105, 106, 108, 110, 112, 114, 116, 118, 122 and 124 with a minimum grade of 2.0 (75%); completion of PNURS 126 with a minimum grade of 3.7 (94%). Concurrent enrollment in or successful completion of PNURS 203, 204, 205, and 208.

PNURS 210–Clinical Mentorship

Cr: 8 Wkly hrs: 16 hours Lab

Students will provide direct patient care, prioritizing care for groups, and care management. The course provides experiences working on an acute care med/surg floor and a mentoring experience in long term care. The course prepares students to demonstrate nursing professional roles on a med/surg floor and a mentorship experience.

Prerequisite: Admission to Practical Nursing Program; successful completion of PNURS 102, 103, 104, 105, 106, 108, 110, 112, 114, 116, 118, 122, 124, 203, 204, 205, 208 and 209 with a 2.0 (75%) or higher; and a 3.7 (94%) or higher in PNURS 126; concurrent enrollment in or completion of PNURS 202 and 206.

Psychology

PSYC&100–General Psychology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Survey of basic topics in psychology including methods, biological basis of behavior, sensation, perceptions, learning, memory, motivation, emotion, and clinical psychology. (Formerly PSYCH 101)

PSYC 102–Psychology of Adjustment

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Systematic presentation of scientific psychological principles and procedures for the resolution of human problems and relationships.

PSYC&200–Lifespan Psychology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Introduces the development of different stages in physical, cognitive, personality, and socio-emotional changes over the life span. (Formerly PSYCH 224)

PSYC&220–Abnormal Psychology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - A survey of psychopathology, specifically a study of abnormal human behavior, its description and explanation from several theoretical perspectives and an overview of therapies to modify abnormal behavior. (Formerly PSYCH 240)

PSYC 240–Biological Psychology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - A survey of the biological determinants of behavior with emphasis on current research findings and ethical issues. (Formerly PSYCH 220)

Prerequisite: PSYC&100.

PSYC 260–Introduction to Clinical Psych

Cr: 5 Wkly hrs: 5 hours Lecture

SS - An introduction to professional issues in clinical and counseling psychology and major therapeutic techniques used in the professions.

Prerequisite: Either PSYC&100 or SOC&101 or instructor's approval.

PSYC 300–Industrial/Organizational Psychology

Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab

SS - Industrial and Organizational Psychology studies the psychology of people in organizations and the workplace. The focus is on applying the principles derived from the study of human behavior and applying this knowledge to the solution of problems at work. Areas of focus will include: Job/task analysis, recruitment, selection, performance management, talent development, teamwork/group dynamics, organization design, change management, and culture development.

Prerequisite: Acceptance into BAS program or permission of instructor

Science

SCI 100–Introduction to Science

Cr: 5 Wkly hrs: 5 hours Lecture

NS - Overview of sciences taught at Olympic College. Scientific methodology through inquiry, observation, experiment, and communication of science concepts in chemistry, biology, physics, and others. No prior science background required.

Prerequisite: MATH 094 and ENGL 099 or equivalent placement scores.

Sociology

SOC&101–Intro to Sociology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Introduces the subject matter, theories and methods of sociology. Focuses on the interaction between the individual and the social milieu.

Prerequisite: Accuplacer placement in ENGL&101 strongly recommended.

SOC 115–Crime and Society

Cr: 5 Wkly hrs: 5 hours Lecture

SS - This introductory course provides students with a foundational understanding of the American criminal justice system. Students will learn about the empirical reality of crime as well as the primary actors, institutions and processes involved in the criminal justice system. Crime and reactions to crime will be examined as part of the social and institutional life in contemporary American society.

Recommended: ENGL&101 with Grade of 2.4 or better

SOC 125–Sociology of Aging

Cr: 5 Wkly hrs: 5 hours Lecture

SS - An introductory course on aging focusing particularly on the social and emotional dimensions of the aging process.

Prerequisite: Accuplacer placement in ENGL&101 strongly recommended.

SOC 135–The Family

Cr: 5 Wkly hrs: 5 hours Lecture

SS - This course examines structural and personal change factors in families in Western and non-Western countries.

Prerequisite: Accuplacer placement in ENGL&101 strongly recommended.

SOC 190–U.S. Race & Ethnicity

Cr: 5 Wkly hrs: 5 hours Lecture

SS - An examination of America's diverse ethnic and cultural traditions, with an emphasis on global and comparative perspectives.

Prerequisite: Accuplacer placement in ENGL&101 strongly recommended.

SOC& 201–Social Problems

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Students are asked to consider the value of studying social problems from a sociological perspective. (Formerly SOCIO 102)

Prerequisite: Accuplacer placement in ENGL&101 strongly recommended.

SOC 215–Criminology

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Survey of different types of crime, patterns of offending, explanations of crime, and social responses to criminal behavior.

Prerequisite: Accuplacer placement in ENGL&101 strongly recommended.

SOC 230–Sexuality and Gender

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Provides introduction to various discourses within social sciences on the socio-cultural construction and meaning of human sexuality and gender.

Prerequisite: Accuplacer placement in ENGL&101 strongly recommended.

SOC 271–Social Deviance

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Exploration of deviant behavior, beliefs, and traits as well as mechanisms of social control. Theoretical explanations and social research will also be discussed.

Prerequisite: Accuplacer placement in ENGL&101 strongly recommended.

SOC 301–Sociology Through Literature

Cr: 5 Wkly hrs: 5 hours Lecture

SS - Through the use of contemporary and historical literature, students will study selected historically marginalized populations and communities with a focus on culture, values, social oppression, diversity, and social functioning.

Prerequisite: ENGL&101 with a 2.0 or better.

SOC 319–Sociology of the Digital World

Cr: 5 Wkly hrs: 5 hours Lecture

SS - This course explores the social impacts of digital technology, online networks, and online communities. Topics include virtual identity development, online interaction, cyber communities, the digital divide, as well as social change and problems related to digital technology.

Prerequisite: SOC&101.

Spanish

SPAN&121–Spanish I

Cr: 5 Wkly hrs: 5 hours Lecture

H - Develops the student's skills in reading, writing, speaking and listening comprehension. Introduces the student to elementary grammatical structures and vocabulary. Explores the geography and cultures of Spanish speaking countries (Formerly FLSPN 101).

SPAN&122–Spanish II

Cr: 5 Wkly hrs: 5 hours Lecture

H - Develops the student's skills in reading, writing, speaking and listening comprehension. Expands the students' knowledge acquisition of grammatical structures and vocabulary. Explores geographical and cultural aspects of Spanish speaking countries. (Formerly FLSPN 102)

Prerequisite: SPAN&121 or equivalent.

SPAN&123–Spanish III

Cr: 5 Wkly hrs: 5 hours Lecture

H - Develops the student's skills in reading, writing, speaking and listening comprehension. Expands the students' knowledge acquisition of grammatical structures and vocabulary. Explores geographical and cultural aspects of Spanish speaking countries. (Formerly FLSPN 103)

Prerequisite: SPAN&122 or equivalent.

SPAN&221–Spanish IV

Cr: 5 Wkly hrs: 5 hours Lecture

H - The principles of Spanish syntax, lexicon, and grammar. Explores the history, geography, and culture of Spanish speaking countries. (Formerly FLSPN 201)

Prerequisite: SPAN&123 or permission of instructor.

Technical Design

TEC-D 107–Technical Drawing

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

A beginning drawing course teaching both introductory hand drawing and computer drawing skills. Concepts taught include: care and use of instruments, linetypes, sketching, numbering of planes, lettering and linework, orthographic projection, primary and secondary auxiliary projections, introduction to descriptive geometry, isometric drawing and isometric sections, orthographic sections, and an introduction to the theory of dimensioning.

Prerequisite: Students must have appropriate manual drafting tools and access to an Olympic College computer using AutoCAD software.

TEC-D 109–Descriptive Geometry

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Introduction to principles of descriptive geometry used to solve 3 dimensional problems graphically via successive auxiliary projections. Study of space relationships for points, lines and planes that precede design. Also an introduction to development of surfaces and intersections.

Prerequisite: TEC-D 200 with a grade of 2.0 or above or permission of instructor. All students must have access to computer lab.

TEC-D 112–Blueprint Reading

Cr: 4 Wkly hrs: 4 hours Lecture

This is an introductory course in blueprint reading and standard component and performance specifications as used in, industrial drawings for manufacturing and precision machining.

TEC-D 116–Computational Techniques/Technicians

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Perform algebraic, geometric, and other complex interactive and repetitive calculations using hand calculators and spreadsheet calculation aids.

TEC-D 121–Plane Surveying

Cr: 4 Wkly hrs: 1 hours Lecture, 6 hours Lab

Introduction to plane surveying. Use of instruments, computations, error corrections, and mapping. Emphasis on public land surveys, physical measurements, and related problems.

Prerequisite: TEC-D 107, TEC-D 116 or permission of instructor.

TEC-D 122--Introduction to Legal Descriptions

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

This course introduces the student to the Public Land Survey System (PLSS). It defines how parcels of property are described and helps the student to understand these descriptions.

TEC-D 123--Introduction to Construction Staking

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

This course introduces the student to the process of construction staking as it applies to Civil Design projects.

TEC-D 127--Residential Architectural Drawing

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Basic drawing equipment and techniques and their application to the production of single story house building plans, elevations, and sections suitable for residential construction. A pencil drawing course.

Prerequisite: TEC-D 107 or permission of instructor.

TEC-D 128--Adv Residential Architectural Drawing

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Expands Residential Architectural Drawing 127. Students will use AutoCAD to create a complete Sheet Set of a two story residential building.

Prerequisite: TEC-D 127 or permission of instructor.

TEC-D 130--Construction Materials and Methods

Cr: 3 Wkly hrs: 3 hours Lecture

Familiarization with the applications of materials commonly used in construction and processes in manufacture.

TEC-D 145--Applied Problem Solving

Cr: 5 Wkly hrs: 5 hours Lecture

Uses math concepts and models in a lecture/discovery format to enhance problem-solving skills required in the workplace. (Same as WELD 145)

Prerequisite: MATH 091 with a grade of 2.0 or above or satisfactory placement test score.

TEC-D 150--Introduction to GIS

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

An overview of GIS and its applications, plus hands-on projects forming data relationships displayed in map or graphical formats.

Prerequisite: None (Equivalent to material offered in TEC-D 136, 137, 138, and 139 courses).

TEC-D 151--Intermediate GIS with ArcView

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

Intermediate GIS with ArcView expands upon introductory GIS topics and provides a working knowledge of various project applications.

Prerequisite: TEC-D 150.

TEC-D 175--Introduction to Solid Edge

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Solid Edge is a parametric 3D modeler for machine parts, assemblies, and consumer products; building 3D solids from constrained 2D sketches.

TEC-D 180--Introduction to Catia

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

An introduction to Catia, a 3D modeling CAD/CAM software developed for the aerospace, automotive, and marine industries. It is applicable to any industry that uses free form compound curves in product design and manufacturing.

Prerequisite: TEC-D 107 required; TEC-D 200 encouraged.

TEC-D 200--Computer-Aided Design I

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Introduction to Computer-Aided Drafting using Autodesk ACAD software to create, edit, and plot engineering drawings.

Prerequisite: TEC-D 107 with a grade of 2.0 or above or permission of instructor.

TEC-D 205--Engineering Tech Project Planning

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

An introduction to the concepts used in planning engineering projects. This is a practical, hands-on conceptual approach to Engineering Project Planning. Microsoft Project Software may be used as a vehicle to outline this planning. This is intended for those seeking to be engineering technicians to enhance their ability to communicate with engineers. This course is not to teach software, but rather, to teach the engineering approach to building bridges, etc. as opposed to planning models used in business.

TEC-D 211--Geometric Dimensioning & Tolerancing

Cr: 4 Wkly hrs: 4 hours Lecture

The application of Geometric Dimensioning & Tolerancing techniques as per national and international standards (e.g. ANSI Y14.5 M/ISO/TC10/SC5).

Prerequisite: TEC-D 107 or permission of instructor.

TEC-D 217--Computer-Aided Design II

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Advanced AutoCAD emphasizing manipulation and display of 2D drawings. Includes many of the new features introduced in recent software releases.

Prerequisite: TEC-D 200 or experienced user or permission of instructor.

TEC-D 221--2D Production Drawing

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

An intensive course using AutoCAD to create and/or modify large 2D production drawings, details, sub-assemblies and assembly drawings.

Prerequisite: TEC-D 200 or permission of instructor.

TEC-D 222--AutoCAD 3D

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Students learn commands needed to produce, edit and render 3D computer drawings using AutoCAD 3D.

Prerequisite: TEC-D 200 or permission of instructor.

TEC-D 231--Introduction to Civil Drafting

Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab

An introductory course to provide a general knowledge of the fundamental principles and concepts used to prepare civil engineering drawings.

Prerequisite: TEC-D 200, TEC-D 217 or permission of instructor.

TEC-D 232--Introduction to Solid Works

Cr: 4 Wkly hrs: 2 hours Lecture, 2 hours Lab

SolidWorks creates a computer model of mechanical devices making it easy for the designer to visualize and communicate a 3D concept. The designer can make changes to the design, validate the design against requirements, and prepare the design for production in manufacturing.

TEC-D 242--Intermediate AutoDesk REVIT

Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab

Intermediate Building Information Management (BIM) software using AutoDesk Revit allows students to explore BIM concepts and create 3D architectural parametric modeling projects. Residential aspects will be stressed.

Prerequisite: TEC-D 127, or permission of instructor.

TEC-D 270--3D Analyst

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

This course is designed for those who want to apply three-dimensional visualization and analysis techniques to their spatial data. (Pass/No Credit)

Prerequisite: TEC-D 150.

TEC-D 271--Geodatabases for GIS

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

This course is designed for experienced ArcGIS users who need an introduction to creating, editing, and managing data stored in a personal geodatabase. (Pass/No Credit)

Prerequisite: TEC-D 150.

TEC-D 272--Geoprocessing with GIS

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

This course is designed for experienced ArcGIS users who want to use geoprocessing tools and models in their GIS projects. (Pass/No Credit)

Prerequisite: TEC-D 150.

TEC-D 273--Map Projections in GIS

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

This course is designed for students and GIS professionals who want to understand the properties of different map projections and coordinate systems. (Pass/No Credit)

Prerequisite: TEC-D 150.

TEC-D 274--Natural Resource GIS

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

This course teaches methods for acquiring, evaluating, creating, manipulating, and integrating data in preparation for analysis and map creation. It addresses problems commonly encountered by those in the natural resource and conservation fields. (Pass/No Credit)

Prerequisite: TEC-D 150.

TEC-D 275--Spatial Analyst

Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab

This course is designed for experienced ArcGIS users who want to work with rasters to identify spatial relationships, develop suitability models, or calculate the cost of travel over a surface. (Pass/No Credit)

Prerequisite: TEC-D 150.

TEC-D 280--AutoCAD Update

Cr: 1 Wkly hrs: 1 hours Lecture

Emphasis is on new and enhanced features in the most current version of AutoCAD. This is NOT a multiple level update class.
(Pass/No Credit)

Prerequisite: Experienced AutoCAD user and currently using recent AutoCAD software recommended.

TEC-D 290--Capstone Project

Cr: 1-5 Wkly hrs: 2 hours Lecture, 6 hours Lab

Capstone course that allows students to integrate knowledge from previous classes and demonstrate this in a collaborative, team based, multi-discipline project, in which they design and document a product, and test that design through manufacturing when appropriate and a final project report. May be repeated for a maximum of 5 credits.

Prerequisite: Instructor permission.

Transition to Associate Degree Nursing

TADN 181--LPN to ADN Transition--Theory

Cr: 3 Wkly hrs: 3 hours Lecture

Provides licensed practical nurses a transition for entry into the TADN bridge program. A grade of 2.2 (80%) or higher is required for continuation in the TADN program.

Prerequisite: Successful completion of an approved LPN program. Unencumbered Washington State LPN License. Completion of CHEM& 121, BIOL& 241, BIOL& 242, BIOL& 260, ENGL&101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program.

Welding

WELD 100--Oxyacetylene Welding

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

Oxyacetylene welding and brazing in the flat, horizontal and vertical positions on mild steel plate; Oxy fuel cutting and plasma arc cutting processes.

Prerequisite: Completion of or concurrent enrollment in WELD 106 or by permission of instructor.

WELD 101--Arc Welding I

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

Shielded metal arc welding (SMAW) in the flat and horizontal positions on low carbon steel plate using E6010 and E7018 electrodes; Arc cutting with compressed air (CAC-A).

Prerequisite: Completion of or concurrent enrollment in WELD 106 or by permission of instructor.

WELD 102--Arc Welding II

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

Shielded metal arc welding (SMAW) making sound groove welds and fillet welds in all positions using E7018 electrodes on plain carbon steel.

Prerequisite: WELD 101 or permission of instructor.

WELD 103--Arc Welding III

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

Producing sound groove welds in the 2G and 3G positions on mild steel welded with the shielded metal arc welding (SMAW) process using E7018 electrode classification.

Prerequisite: WELD 102 and completion of WELD 106 or permission of instructor.

WELD 104--Gas Tungsten Arc Welding

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

Students develop skills required for Gas Tungsten Arc Welding (TIG) in the flat, horizontal and vertical positions on mild steel, stainless steel and aluminum plate.

Prerequisite: WELD 100 and 107 or concurrent enrollment in WELD 107 or permission of instructor.

WELD 105--Gas Metal Arc/Flux Cored Arc Welding

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

Students develop skills required for Gas Metal Arc (MIG) and flux cored arc welding in the flat, horizontal and vertical positions on mild steel and aluminum plate.

Prerequisite: WELD 107 or concurrent enrollment in WELD 107 or permission of instructor.

WELD 106--Welding Technical Orientation I

Cr: 5 Wkly hrs: 5 hours Lecture

Beginning welding theory with emphasis on safety, weld processes of oxyacetylene welding (OAW), oxyfuel cutting (OFC), shielded metal arc welding (SMAW), carbon arc cutting with compressed air (CAC-A), electrical fundamentals and blue print reading.

WELD 107--Welding Technical Orientation II

Cr: 5 Wkly hrs: 5 hours Lecture

Advanced welding, cutting, and manufacturing processes and American Welding Society weld symbol reading and interpretation.

Prerequisite: WELD 106 or permission of instructor.

WELD 108--Welding Metallurgy

Cr: 5 Wkly hrs: 5 hours Lecture

A study of the metallurgy of welding and joining both ferrous and nonferrous metals, primarily as used in building and repair.

WELD 111--Pipe Welding I

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

Producing sound open root groove welds in the 2G, 5G, and 6G positions on mild steel pipe welded with the shielded metal arc welding (SMAW) process using E6010 and E7018 electrode classification.

Prerequisite: A grade of 3.0 or higher in WELD 103 and WELD 106 or instructor approval.

WELD 112--Pipe Welding II

Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab

Producing sound open root groove welds in the 2G and 5G positions on mild steel pipe welded with the gas tungsten arc welding (GTAW) process using ER 70 S-2 filler metal and E7018 electrode classification.

Prerequisite: A grade of 3.0 or higher in WELD 103, 104, 107, and 111 or instructor approval.

WELD 125--Welding Refresher Laboratory

Cr: 2 Wkly hrs: 4 hours Lab

Skill development and certification refresher for the purpose of passing employment and/or certification examinations.

Prerequisite: Permission of instructor.

WELD 126--Welding Refresher Laboratory

Cr: 4 Wkly hrs: 8 hours Lab

Skill development and certification refresher for the purpose of passing employment and/or certification examinations.

Prerequisite: Permission of instructor.

WELD 127--Welding Refresher Laboratory

Cr: 6 Wkly hrs: 12 hours Lab

Skill development and certification refresher for the purpose of passing employment and/or certification examinations.

Prerequisite: Permission of instructor.

WELD 145--Applied Problem Solving

Cr: 5 Wkly hrs: 5 hours Lecture

Uses math concepts and models in a lecture/discovery format to enhance problem-solving skills required in the workplace. (Same as TEC-D 145)

Prerequisite: MATH 091 with a grade of 2.0 or above or satisfactory placement test score.

WELD 190--Welding Special Projects

Cr: 3 Wkly hrs: 6 hours Lab

Course can be offered as: WELD 190/191/192 The fabrication and manufacture of welded projects selected by the student or assigned by the instructor. Includes designing, cost analysis, ordering materials, and fabrication of projects.

Prerequisite: Advanced standing with instructor permission.

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Sethney, Ken
Smith, Adam
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Welander, Don – Chair
Wright, Jason

BUSINESS TECHNOLOGY

Finney, Vicki – Vice-Chair
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Hoover, Bonnie
Lind, Matthew – Chair

COMPUTER INFORMATION SYSTEMS

Adams, Craig
Klega, John “Jay”
Melcher, Kerry
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COSMETOLOGY

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Nesby, John – Vice-Chair
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Schenk, Tiffany Sharpe,
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DIGITAL FILMMAKING

Blankenship, Ben – Chair
Downum, Mike
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Everitt, Tim
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Montgomery, Jay
Price, Laurance
Rauch, Jon – Vice-Chair
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Sheikh, Hoda
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Grable, Megan
Harkness, Tara
Kirchhofer, Jessica
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Academic Terms

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Ryzek, Jason
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Blakley, Carol
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Academic Terms Glossary

ACCUPLACER: An assessment of student skills in reading, writing, and math for placement into skill-level appropriate classes.

ACCREDITATION: The process by which a private, non-governmental body evaluates an educational institution or program of study and formally recognizes it as having met certain predetermined criteria or standards. The process involves initial and periodic self-study and evaluation by peers. Accreditation implies stimulation toward quality improvement beyond the minimum standards specified by the accrediting body. The essential purpose of the accreditation process is to provide a professional judgment as to the quality of the educational institution or program offered and to encourage continual improvement thereof.

ADD/DROP COURSE: Upon completion of the registration process, a student may add or drop a course to or from their schedule. A faculty member may request an “administrative drop” of a course for lack of a prerequisite or for non-attendance.

ADVISOR: A member of the faculty or staff who assists students with scheduling and educational planning to include communicating general information, establishing educational goals, and determining which courses an advisee needs to take in order to meet their goals.

AUDIT: Registering for a course and attending classes, with no obligation to complete homework or tests. No credit is earned.

BACCALAUREATE: Coursework associated with, or the degree customarily granted upon completion of a course of study normally requiring four academic years of college work.

CANVAS: Canvas is a learning management system (LMS) used by Olympic College that allows teachers to create courses and post learning resources and assignments online. Courses can be created for use fully online or to complement existing face-to-face courses.

CATALOG: The publication, issued annually or biennially, that presents information about the institution. The catalog may be published as one publication (as at OC) or as separate bulletins of information. It is considered the basic publication, the official reference for college policies,

degree requirements, course descriptions, and other services.

CERTIFICATION: The authorization given by a professional or governmental agency or both to practice a particular vocation after completion of required training, and/or testing.

CLASS SCHEDULE: A publication containing information on the courses and sections offered for a given term. At OC, the printed quarterly schedule of courses is *The View*. Courses are also available online at apps.olympic.edu/classschedule/Default.aspx.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP): A nationwide program of examinations designed to measure college-level educational achievement gained through “life experience” (e.g. military, employment, or private study). Up to two years of college credit may be granted on the basis of CLEP examinations, depending on the institution.

COMMUNITY & TECHNICAL COLLEGE: An educational institution in Washington state that provides workforce education and college transfer academic programs.

COMMUNITY EDUCATION: Opportunities for extending education beyond high school to young persons and adults following completion or withdrawal from full-time school or college programs. The service is usually provided by special schools, centers, colleges, and institutions, or by separate administrative divisions such as university extensions.

CONTINUING STUDENT: Registered/attended any OC course the previous quarter.

CONTINUOUS ENROLLMENT: A class that can be added to a student's schedule after the tenth day of the quarter.

CORE ABILITIES: At Olympic College, core abilities are five areas of emphases, or abilities taught across all programs and disciplines. The five core abilities are: communication, thinking, information literacy and technology, lifelong learning, and global perspective.

COURSE: A single subject of study taken for one term, quarter, or semester.

COUNSELOR: A faculty member who has professional training in counseling and who assists students in student success, activities, and personal matters.

CREDIT(S): A unit of measure for college work. Often, one credit hour represents one hour of classroom attendance each week for a quarter.

CURRICULA: A set of courses organized to achieve a specific educational objective.

DEGREES: A rank conferred by a college or university and earned by a student who has successfully completed specified courses and requirements.

ASSOCIATE DEGREE: The designation granted upon completion of an educational program of generally two, but less than four years of college work. OC offers the Associate in Arts, Associate of Science, Associate in Applied Science– Transfer, Associate in Technical Arts, and Associate of General Studies.

BACHELOR'S DEGREE: The degree customarily granted upon completion of a course of study normally requiring four academic years of college work.

MASTER'S DEGREE: An academic degree, earned or honorary, carrying the title of “Master.” Higher than a bachelor's degree, the earned Master's degree requires extended course work and research.

DOCTORATE DEGREE: An academic degree, earned or honorary, carrying the title of “Doctor.” Higher than a Master's degree, the earned Doctor degree requires extended course work and research.

PROFESSIONAL DEGREE: The degree signifying completion of the minimum academic requirements for practice of a profession. The specific programs included in this category are: dentistry (D.D.S. or D.M.D.); law, general (L.L.B. or J.D.); medicine (M.D.); optometry (O.D.); osteopathic medicine (D.O.); podiatry (Pod D., D.P., or P.M.); theological professionals, generally (B.D., M.Div., Rabbi); and veterinary medicine (D.V.M.).

DIRECT TRANSFER (DTA): The associate degree that a two-year college has created to meet the 1996 Washington Intercollegiate Relations Commission Guidelines, which enables a student to transfer to a college or a university with all or most of the basic requirements (general education or “core” courses) completed.

DISTANCE LEARNING: Any of a number of alternative courses to typical classroom instruction that use communication technology exclusively, or in part, to provide course information, research, and other resources.

DISTRIBUTION REQUIREMENTS: Courses numbered 100 or above that meet specific requirements for associate degrees, and may be transferred and applied to programs that culminate in a Bachelor Degree.

ELECTIVE COURSE: A subject or course which is not required for a major or general requirement.

ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL): Courses offered for students who do not speak English or who do not use English as their native language.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): Federal laws designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings (also known as The Buckley Amendment).

FEES: The designation usually given by an institution to the educational services fee assessed each time students register, or (at other institutions) the charge assessed all students for the specific function of registration. Money may be charged at registration to cover incidental materials in a course or allow access to services on campus (e.g. computer, parking).

FEES, RESIDENT: One year of residency in Washington state is the basic minimum requirement.

Active duty military personnel, their spouses, and dependents are eligible to have non-resident fees waived.

FINANCIAL AID: Money available from various sources to help students pay for college expenses. This comes in the form of loans, grants, scholarships from state or federal government, or other organizations.

FORMER STUDENT: Did not register/attend any OC course the previous quarter/session.

FULL-TIME STUDENT: Students who enroll in 12 or more credits in one quarter are considered to be full-time students.

GENERAL EQUIVALENCY DEVELOPMENT (GED): A test for students 19 and older who have not completed high school to demonstrate learning equivalent to a high school diploma.

GENERAL EDUCATION REQUIREMENT(S) (GER): Generally, 50 credits of 100-level courses or above that require the student to take courses in a variety of disciplines or subjects which apply to programs that culminate in an Associate or Bachelor degree. At OC, G.E.R.'s are termed "Distribution Areas."

GRADE POINT AVERAGE (GPA): A numerical measure of scholastic performance over a set of courses obtained by dividing the sum of the grade points earned by the total number of hours of course work (credits) attempted.

GRIEVANCE: A wrong considered as grounds for complaint, or something believed to cause distress. OC has adopted an internal grievance procedure providing for the equitable resolution, within a reasonable time, of complaints by students with disabilities alleging violations of their rights under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

HUMANITIES: An area of academic study that examines and celebrates the human experience. Courses in the humanities include language, literature, art, music, and philosophy.

INDEPENDENT STUDY: A course of study with topics or problems chosen by the student with the approval of the college and the supervision of an instructor.

LABORATORY COURSE: A course which provides a student an opportunity to perform experiments and determine results. Typically, laboratory courses are used for exposure to materials that illustrate principles taught in a lecture course.

LECTURE COURSE: A course which familiarizes a student with the principles of a subject area. Lecture courses typically involve note-taking by the student and allow for limited discussion.

LEARNING MANAGEMENT SYSTEM (LMS): A software application that allows instructors to deliver material to the students, administer tests and other assignments, track student progress, and manage record-keeping electronically. LMS provides functionality such as course administration and delivery, documentation, and tracking.

LIBERAL ARTS: A course of study intended to expose a student to a broad sampling of

academic studies. Liberal arts courses stress the development of reasoning, writing, and speaking skills.

LOWER DIVISION: Generally freshman and sophomore courses (100-200 level), as distinct from upper division (300-400 level).

MAJOR: Specialization in one academic discipline or field of study.

MATRICULATED: The term applies to a student who has successfully applied for and registered at a college or university.

MINOR: A secondary area of specialization.

NEW STUDENT: First time to register/attend OC.

OASIS: An online service that allows students to access their educational records (unofficial), find their student ID or time to register, plan their schedule, register online, pay tuition and fees, look up grades, print an unofficial transcript, or update their address.

ORIENTATION: A program through which entering students have an opportunity to familiarize themselves with the college or university, its programs and policies.

PART TIME: Students who enroll in 11 or fewer credits in one quarter are considered to be part time students.

PLACEMENT RECIPROCITY: Placement reciprocity allows students to request placement into pre-college and college-level courses at OC based on their placement at another Washington Community or Technical College.

PREREQUISITE: A requirement or necessary condition for enrollment in a course, including previous successful completion of another course or courses, assessment score or course grade, audition, admission status, concurrent enrollment or co-enrollment in a course or courses, or permission of the instructor.

PROFESSIONAL/TECHNICAL PROGRAMS: At OC, programs designed to provide entry into technical or semi-professional occupations, or provide additional training for those already working in a field who seek advancement.

QUARTER: A time period of 10 or 11 weeks constitutes a complete academic term under the quarter calendar (see semester). OC offers three quarters per year plus a summer session. A school year may consist of four quarters at some colleges or universities.

RECOMMENDED COURSE: A course that is not required but strongly advised to better prepare a student for a particular program.

REGISTRATION: The procedure by which students are enrolled in courses.

REQUIRED COURSE: A course that is needed to fulfill a college major, degree requirement, or certification.

RESIDENCY STATUS: In public institutions, the classification by the institution of a student as a resident or nonresident of the state in which the institution is located in order to determine how much tuition the student will be charged. Currently, one year residency is the basic requirement for Washington state resident

tuition status.

REVERSE TRANSFER: A process for awarding associate degrees to students who have transferred in pursuit of a bachelor's degree before completing the requirements for an associate degree at a two-year institution. Students may transfer completed courses from their transfer college or university back to Olympic College (OC), to be applied to an OC associate degree.

SCHOLASTIC APTITUDE TEST (SAT): A widely used test colleges use to determine a student's ability to succeed in college-level courses. The Scholastic Aptitude Test of The College Board may be required for students entering some four-year schools.

SEMESTER: A time period of 14 to 16 weeks for each semester which constitute a complete academic term under the semester calendar (see quarter).

TRANSCRIPT: A copy of the permanent course record at an institution of higher education. The document becomes an official transcript when the seal of the institution is affixed (and unbroken) and the signature of the Registrar is appended.

TRANSFER STUDENT: A student who transfers credits earned at one college or university to another college or university.

TUITION: The amount of money charged by an institution of higher education for its instructional services.

TUITION, NON-RESIDENT: The tuition that a tax-supported institution assesses students whose domicile is outside the state from which it draws tax support.

UNIVERSITY: An institution of higher education with graduate and professional schools as well as undergraduate (bachelor's level) schools or colleges.

UPPER DIVISION: Generally, junior and senior courses (300-400 level).

UPSIDE-DOWN DEGREE: When specific courses designed to complete a major are taken before (or concurrently with) lower division courses.

WITHDRAWAL: The dropping of a course from the student's registration, either voluntary or required, which may be initiated only by a student.

Policies and Procedures

Admission, Registration and Graduation Appeals Committee

The Admission, Registration and Graduation Appeals Committee (ARGAC) is advisory to the Dean of Enrollment Services and generally meets once each quarter or as needed. The ARGAC objective is to facilitate the decision-making process as it relates to uncertain requirements or unique circumstances in regard to student admission, registration and graduation.

Policies and Procedures

- Admission: To review all aspects for the admission of students to OC, its programs and courses, including the appeal of admission decisions.
- Registration: To review problems related to student registration or enrollment in courses.
- Graduation: To review situations regarding the waiver and/or substitution of specific graduation requirements for all degrees and certificates awarded by OC.

Process

To begin the process, a student must submit a completed "Registrar's Petition" form to the Dean of Enrollment Services. The request should be specific and may include supportive documents or statements from appropriate people and sources. The student should consult with Registration and Records Office staff regarding appropriate times to submit an appeal in any given quarter. The Dean of Enrollment Services may approve or deny the petition. If the petition is denied, the student has the option to request the petition be forwarded to the ARGAC for review. The ARGAC decision is final.

NOTE: Grade appeals follow a different procedure (see "Grade Appeals" in this catalog).

Course Substitutions for Students with Disabilities

OC recognizes that certain disabilities may preclude a student from successfully completing a specific course requirement for a degree, even with appropriate accommodations. In those cases, the college will consider course substitutions when they do not compromise the integrity of the academic program. Under the Americans with Disabilities Act, the college is not required to waive essential requirements of a student's program of instruction. Therefore, every student enrolled in a degree program must meet the essential requirements of that program. In the case of substitution requests, the college understands that any such substitution must not weaken the curriculum, but rather expand the opportunities available.

OC also recognizes that altered methods of course delivery and/or the use of accommodations will enable most students with disabilities to successfully complete course requirements, except in unusual circumstances. Therefore, the student is encouraged to attempt successful completion of the required course and/or prerequisites with accommodation. Course substitution may be requested with the following procedures:

All requests for course substitutions shall be submitted to the Dean of Enrollment Services prior to the Admission, Registration and Graduation Appeals Committee (ARGAC) meeting. This committee meets if appeals are submitted, or is held once per quarter as required. Consult with the Registration and Records Office staff regarding the submission process or date in any given quarter. The request must include the following information:

- An explanation of the relationship of the student's disability to the lack of success in completing the course; current relevant medical or psychological documentation which includes functional impact of the disability and its duration, when appropriate (refer to the section, "General Guidelines for Documentation of a Disability"); a description of the accommodations previously received by the student in the course or relevant subject area, if attempted; and a release signed by the student, authorizing the committee to review the student's documentation and to contact the evaluating professional, if necessary.

- The request may also include other relevant information, such as letters from instructors and/or tutors who have first-hand knowledge of the student's attempts in the required subject area.
- Course substitutions will be approved only when such requests are consistent with the essential degree requirements.
- Students may contact the Registrar's Office for further details regarding specific requests.
- The Dean of Enrollment Services shall respond in writing to all requests within one week of the ARGAC meeting. The response shall include a brief summary of the basis for the decision.

Alcohol/Drug-Free Environment

Per WAC 132C-120, any student shall be subject to immediate disciplinary action who, either as a principal actor or aider or abettor:

- Is found to be using, possessing, being demonstrably under the influence of, or selling any narcotic or controlled substance as defined in chapter 69.50 RCW as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 69.50.410 as now law or hereafter amended.
- Is found to be demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of alcoholic beverage on college property, with the exception of sanctioned events, approved by the President or his or her designee and in compliance with state law.

Adopted by Board of Trustees 3/23/2004, Revised 8/24/2010

A Special Note about Marijuana:

In November 2012, Washington voters adopted Initiative 502, which legalizes small amounts of marijuana for personal use. Despite passage of this law, OC's policies prohibiting the use of marijuana at the college remain in full force and effect.

While the state has decriminalized possession and use of small amounts of marijuana in private, it is important to understand that (1) public use of marijuana is punishable as a civil infraction under the new law, and (2) OC's pre-existing student conduct code and employment policies remain unchanged. They prohibit the manufacturing, distribution, dispensation, possession or use of a controlled substance, including the possession or use of any amount of marijuana on campus.

Continued enforcement of policies prohibiting the use of marijuana at the college is necessary, in part, for OC to comply with the federal "Drug Free Schools and Communities Act," 20 U.S.C. §10111, which makes the receipt of federal funding contingent upon the college certifying that it has adopted and implemented drug free campus programs and policies for its students and employees. Because the possession and use of any amount of marijuana continues to be a criminal offense under federal law, OC must prohibit its possession and use, or risk jeopardizing its federal funding which includes financial aid, contracts and grants.

Non-Discrimination Policy

Olympic College is committed to the principle of equal opportunity in education and employment. Harassment and/or discrimination directed toward any individual or group on the basis of race; color; national origin; sex,

including pregnancy; genetic information; honorably discharged veteran or military status; age; religious preference; creed; sexual orientation; gender identity; or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability; status as a disabled or Vietnam-era veteran; or political opinions or affiliations; or any other population designated by statute is a violation of the mission and purpose of Olympic College and will not be tolerated. The College is committed to preventing and stopping discrimination, including harassment, on any of these unlawful bases, and any associated retaliatory behavior. All employees and students shall be allowed to work and learn in an environment free from discrimination.

- A.) This policy is based on the principle that all forms of harassment and/or discrimination are unacceptable and will be dealt with promptly and effectively. Students, faculty or staff who are determined to have violated this policy (following investigatory proceedings) are subject to disciplinary action up to and including termination of employment and permanent dismissal (students).
- B.) Applicants for admission or employment or any employees, students, or participants in College activities or programs who believe that they have been discriminated against may pursue an institutional complaint and/or may pursue other remedies provided by law.
- C.) Administrators, supervisors and faculty members shall assist in ensuring that no retaliation occurs against persons who make complaints, persons who are complained against or persons who are involved in the investigation of complaints.

Responsibility

- A.) The President of the College, and all administrative employees, shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the College.
- B.) In addition, each vice president, executive officer, administrative officer, faculty member or other person with supervisory responsibility shall be required to report any complaint of discrimination, sexual harassment, or any harassment that violates this policy.
- C.) All members of the College community are required to cooperate in any investigation of the discrimination/harassment complaint.

Complaint Procedure

Persons who believe that they have been the subject of unlawful discrimination or harassment are encouraged to bring such issues to the attention of their supervisor, instructor, or Human Resource Services, or follow the established complaint procedures.

- Published in Washington Administrative Code,

Grievance Procedure For Students with Disabilities

OC has adopted an internal grievance procedure providing for the equitable resolution, within a reasonable time, of complaints by students with disabilities alleging violations of their rights under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

All requests for access, accommodation, and academic adjustment should first be brought to the Office of Access Services (AS). If the student believes that a faculty member, an office or a program has refused to provide an accommodation in accordance with notice from AS, the student should first request the assistance of the AS Director in resolving the complaint. If the complaint

cannot be resolved in this manner, or if it involves the AS Office, the student has the right to appeal through the following procedure:

- Submit a written appeal to the Vice President of Student Services, which should include:
 - The nature of the disability, with an explanation of its current impact and functional limitations in the academic setting;
 - Details of the reasonable accommodation being requested; and
 - A description of any/all accommodations provided or offered by the college and an explanation of why these accommodations are insufficient or ineffective.
- The Vice President of Student Services shall investigate the grievance and issue a written determination, which will specify resolution of the matter. Such written determination shall ordinarily be issued within 14 days of the filing of the grievance. Circumstances which may prolong the response of the Vice President include: the intervention of a quarter break and other such circumstances which may render unavailable persons necessary to an appropriate resolution of the complaint.
- In addition to the above described appeal process, any student who believes that he or she has been discriminated against on the basis of disability may file a formal discrimination complaint with the ADA/504 compliance officer. OC has adopted a Grievance Procedure, Policy # 200-05, that provides for prompt and equitable resolution of complaints alleging discrimination. Excerpts of the policy are published in this catalog and may also be obtained from the Office of Human Resource Services on the fifth floor of Bldg. 5 (CSC) at OC Bremerton.

Students also have the right to file a complaint with the U.S. Department of Education and/or seek other legal remedies under state and federal law. The Department of Education requires complaints of discrimination to be filed within 180 days of the last known incident of discrimination. For further information regarding external complaint mechanisms, please refer to the RCW 28B.10.910 through RCW 28B.10.914 and the Washington Law against Discrimination, RCW 49.60.

Information Technology Procedures

IT Privacy Statement

OC will make every attempt to maintain personal privacy and security. To maintain the integrity of the enterprise environment, OC monitors network traffic, services used and other computer related events to help manage service for all users. For more information review the following site: olympic.edu/privacy-policy.

Open Computer Lab Use Policy and Rules

Acceptable Use

The OC student network is a Washington state resource. It is for instructional purposes only. It is not for commercial use.

Food and Drinks

No food or drink is allowed to be consumed next to the computers, their peripherals and other OC related technology equipment in the labs.

Conduct

While in the labs, students should conduct themselves

according to the student code of conduct. See the office of Vice President of Student Services for questions.

The Labs are Quiet Study Environments

Please keep the noise volume at library levels. OC makes an exception for adaptive technology students using the voice recognition applications located in Bldg. 12 (BUS), Rm. 100. Please respect the rights and property of others. Do not improperly access, misappropriate, or misuse any account or file. Do not share accounts. OC students are responsible for all activity on their accounts.

Hacking

Do not tamper with, copy, or hack network systems, software, or accounts.

Viruses & Malicious Software

Do not intentionally infect any OC system with a computer virus. If students suspect a machine has been infected with a virus, they should contact the Information Technology Help Desk at 360-475-7600. Software tools are available to check and repair suspected files; OC cannot guarantee the integrity of any repaired file. OC reserves the right to delete any file from the servers and desktops if it is infected with a virus.

Configuring Systems

Do not move, reconfigure, or attempt to repair OC owned computers, printers, or peripherals. Do not install, reconfigure, or remove software on OC owned computers. Do not attach hardware to any of OC's computers, electrical or networking outlets. It is permissible to attach certain USB devices such as USB flash drives (external USB hard drives that do not require additional software or drivers to use).

OC cannot be held responsible for any damage that may occur to any device that has been installed or is using OC resources. Do not install software, firmware or plug-ins on any workstation. If a required application is not available, students should inform their instructor.

Internet

Internet use should be related to the student's academic studies. Students should ask a lab tech if they have questions. Do not visit illicit or illegal web sites, such as pornographic, and hate or hacking sites not related to research for classes. Students must be able to prove that visiting such sites is class related.

Consequences

Abuse or disregard of these rules and policies may result in removal from the premises, denial of computer access, or both. Violations that are covered by law may be subject to arrest, fine, and prosecution as state and federal law allows. Olympic College Student Services will deal with disciplinary actions on a case by case basis.

Paper Use Policy

- Print jobs should be limited to school related tasks only.
- A print management system has been implemented that limits each student to approximately 500 pages (2,500 points) per quarter. This is tracked via the point system. Points do not roll over to the next quarter and are not refundable. The 2,500 points are set and re-set each quarter for every student. B/W prints count as 5 points and color prints count as 10 points. Additional points can be purchased through the OC Cashier's office. Scanning to email is also available to help students in converting paper document to digital resources.

Procedure for Students to Inspect Their Education Records

To inspect or review an education record, a student must

submit a written request to the college Registrar. The student must sign the request, describe the specific records to be reviewed and set forth the name under which the student attended the college, the social security number or student identification number, and the student's last date of attendance. Proper picture identification must be presented before the documents may be reviewed.

The Registrar will make the needed arrangements for access as promptly as possible and advise the student when and where the records will be available for inspection. Access will be given as soon as practical but no later than 45 days after receipt of the written request.

Student records will be maintained according to the retention policy set out by the State Board for Community and Technical Colleges.

Limits on rights to review, inspect, or obtain copies of education records:

- Financial statements of the student's parents;
- Confidential letters and confidential statements of recommendation placed in the education record if the student has waived his or her right to inspect and review those letters and statements and the letters and statements relate to the student's admission to a program, an application for employment, or receipt of an honor or honorary recognition;
- Confidential letters and statements placed in the education record except when these documents have been used for any purpose other than that for which they were originally intended;
- Records that contain information about other students;
- Documents excluded from the FERPA definition of education records.

Refusal to provide copies

The college reserves the right not to provide original transcripts it has received from other education institutions. It also reserves the right to deny copies of college transcripts if the student has an unpaid financial obligation to the college.

Mailed copies

If health reasons or extreme distance from the college prevents the student from inspecting the education record, then copies of the specific education record requested will be mailed to the student. The student must pay all copying and mailing expenses in advance of the release of the record. Official copies of the college's transcript for the student shall be provided at the fee listed in the current catalog. All other copies shall be made at a cost of \$.30 per page copied. A complete copy of the FERPA policy is available at the Vice President of Student Services Office and at the Registration and Records Office.

Right to Know

OC makes an effort to comply with all state and federal reporting requirements. Information is collected and updated in print or online annually or biennially as required. Information can be found on the OC website at olympic.edu/about-olympic-college/your-right-know. Safety and Security information is available at olympic.edu/services/campus-security.

OC's policy on discrimination and harassment is specific and available in the policy section of the College website: olympic.edu/about-olympic-college/board-trustees/olympic-college-policy-manual-table-contents.

Policies and Procedures

Sex Offender Notification Policy – Summary

Preamble

Olympic College considers the protection of our community from sex offenders to be a matter of significant importance. The 1990 Community Protection Act allows the college to provide notice to the community concerning sex offenders who are, or will be attending classes or working on the campus, and to assist our community members in developing constructive plans to prepare themselves and their children for residing near released sex offenders.

Pursuant to RCW 4.24.550 Olympic College is authorized to notify the college community when information is received that a registered sex offender may be expected on or near the college campus, including off-site buildings and associated college activities. Information that is relevant and necessary to protect the public and to counteract the danger created by a particular offender may be released pursuant to RCW 4.24.550.

The extent and content of the disclosure of relevant and necessary information shall be related to:

- The level of risk posed by the offender to the community;
- The location where the offender resides, expects to reside or, is regularly found; and
- The needs of affected community members for information to enhance their individual and collective safety.

Purpose of Notification

An informed public is a safer public. Notification is not intended to increase fear. Sex/kidnap offenders have always lived in our communities. The purpose of the Community Protection Act of 1990 was to assist local law enforcement agency efforts to protect communities by providing relevant and necessary information. By providing the public adequate notice and information, community members can develop constructive plans to prepare themselves and their children for the offender's release.

Immunity

Public employees and/or public agencies are immune from civil liability for damages for any discretionary risk level classification decisions or release of relevant and necessary information, unless it is shown that the official, employee, or agency acted with gross negligence or in bad faith [RCW 4.24.550(7)].

Level I

The vast majority of registered sex offenders are classified as Level I offenders. They are considered at low risk to re-offend. These individuals may be first time offenders and they are usually known by their victims. They normally have not exhibited predatory type characteristics and most have successfully participated or are participating in approved treatment programs.

Level I offenders are generally not the subject of general public notification. Expect the following types of notifications to be made: Security Services, President, Vice Presidents, Executive Director of Human Resource Services, Branch Campus Directors, Campus child care centers, Any individual college community member upon request.

Level II

Level II offenders have a moderate risk of re-offending. They generally have more than one victim and the abuse may be long term. These offenders usually groom their victims and may use threats to commit their crimes, and they have a higher likelihood of re-offending than the Level I offenders. They are considered a higher risk to

re-offend because of the nature of their previous crime(s) and lifestyle (drug and alcohol abuse and other criminal activity). Some have refused to participate or failed to complete approved treatment programs. Typically these individuals do not appreciate the damage they have done to their victims. Washington state law may allow the Public Disclosure of Level II Registered Sex Offenders under certain conditions. Expect the following types of notifications to be made: All who receive Level I notifications, faculty and staff in whose program and/or course the student is enrolled, Tutoring Center, child care, posting on bulletin boards, including security office.

Level III

Level III offenders are the greatest risk to the community. Most are predatory, have other violent crime convictions, refused treatment and are known substance abusers. Community notification is the most extensive. Washington state law permits notifications about Level III offenders that include relevant, accurate and necessary information. [T]he college community will receive the following notifications: All college employees via internal mail/e-mail, College bulletin boards, faculty in whose course the Level III sex offender is enrolled, Students attending classes in which the Level III sex offender is enrolled.

Olympic College has also developed specific procedures that assist in notifying the campus community of sex offenders on campus. According to these procedures, the Vice President of Student Services:

- Reviews all relevant and necessary information provided by law enforcement personnel and the office of Safety and Security; assesses the safety issues posed for students, employees, and all minors on campus.
- Interviews all Level III sex offenders attending Olympic College, as well as enrolled Level I and II sex offenders who are known to be attending Olympic College or for whom local law enforcement agencies have provided notice to the college.
- Releases the identity and information, according to the above guidelines.

The Safety and Security office maintains records of sex offenders. The Kitsap County Sheriff's Office maintains an online registry of Level II and Level III sex offenders who are registered to live in Kitsap County at icrimewatch.net/search2.php?AgencyID=54474.

For Level II and III Sex Offenders registered in Mason County, go to icrimewatch.net/index.php?AgencyID=54479&disc=.

Using this public information to threaten, intimidate or harass sex/kidnap offenders will not be tolerated by Olympic College. For more information please contact Safety & Security at 360-475-7800.

IMPORTANT NOTE: All registered sex offenders should contact the office of the VP for Student Services prior to registering for classes at 360-475-7473 to arrange a meeting.

Student Conduct Code – Summary, WAC 132C-120-010 Statement of Purpose

Olympic College (OC), as a state supported institution of higher education, has a mission of providing excellence of instruction, responsiveness to community and individual needs, and open communication in a collegiate atmosphere to citizens of Kitsap and Mason counties. Sharing responsibility for this common mission, students and college personnel are joined in a voluntary college community.

Admission to OC carries with it the expectation that students will conduct themselves as responsible members

of the college community, that they will comply with established rules and regulations of the college, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the college community.

OC expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the college.

The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both.

To accomplish these purposes, the college is governed by rules, regulations, and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community.

Prohibited student conduct – WAC 132C-120-065

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to, the following:

(1) Academic dishonesty. Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.

(a) Cheating

(b) Plagiarism

(c) Fabrication.

(2) Other dishonesty. Any other acts of dishonesty. Such acts include, but are not limited to:

(a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;

(b) Tampering with an election conducted by or for college students; or

(c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

(3) Obstruction or disruption.

(4) Assault, abuse, threats, intimidation, harassment and stalking.

(5) Cyber misconduct.

(6) Property violation. Damage to, or theft or misuse of, real or personal property or money of:

(a) The college or state;

(b) Any student or college officer, employee, or organization;

(c) Any other member of the college community or organization; or

(d) Possession of such property or money after it has been stolen.

(7) Failure to comply with directive

(8) Weapons. Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

(a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;

(b) A student with a valid concealed weapons permit may store a firearm in his or her vehicle parked on campus in

accordance with RCW 9A.050, provided the vehicle is locked and the weapon is concealed from view

(9) Hazing.

(10) Alcohol, drug, and tobacco violations.

(11) Lewd conduct. Conduct which is lewd or obscene.

(12) Discriminatory conduct. Discriminatory conduct which harms or adversely affects any member of the college community because of her/his: race; color; national origin; sensory, mental, or physical disability; use of a service animal; gender, including pregnancy/family status; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.

(13) Sexual misconduct. The term "sexual misconduct" includes, but is not limited to, sexual harassment, sexual intimidation, and sexual violence. Use of alcohol or other drugs will not function as a defense to a violation of college policies regarding sexual misconduct. Cases involving allegations of sexual misconduct are subject to special discipline procedures; see WAC 132C-120-300 through 132C-120-315.

(a) Sexual harassment. The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a person to participate in or benefit from the college's educational programs/activities or that creates an intimidating, hostile, or offensive environment for other campus community members.

(b) Sexual intimidation. The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including, but not limited to, non-consensual recording of sexual activity or the distribution of such recording.

(c) Sexual violence. The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, or gender- or sex-based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.

(14) Harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

(15) Retaliation. Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies

including, but not limited to, student conduct code provisions prohibiting discrimination and harassment. Retaliation is considered a separate offense, regardless of the outcome of the original complaint.

(16) Misuse of electronic resources.

(17) Unauthorized access.

(18) Safety violations.

(19) Violation of other laws or policies.

(20) Ethical violation.

Classroom conduct – WAC 132C-120-076

Faculty have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

An instructor has the authority to exclude a student from up to three class sessions if the student is disruptive to the learning environment pending a meeting with the vice-president for student services or designee.

To obtain a complete copy of the Student Conduct Code, please contact the office of the Vice President of Student Services located in Bldg. 4 (HSS), Rm. 205 at OC Bremerton or by telephone at 360-475-7473.

Complete copies of the current Student Conduct Code may also be found at apps.leg.wa.gov/wac/default.aspx?cite=132C-120.

College Policy Index

Olympic College has a series of policies adopted by its Board of Trustees. Many of these policies have a direct effect on students. The following is a list of additional Board adopted policies that may be of particular interest to students:

- 200-06 Children on Campus
- 200-05 Grievance Procedure
- 200-07 Smoking on Campus
- 200-13 Animal Control Policy
- 200-16 Parking Policy
- 200-20 Sexual Harassment Policy
- 200-22 Acts of Hate/Bias Policy
- 200-23 College Hours
- 600-01 Withholding Services for Outstanding Debt

The full text of each of these policies, and all other policies adopted by the Board of Trustees, is available on the College's website at olympic.edu/Campuses/AboutOC/BoardOfTrustees/Policies/.

Find the policy number in the list to read the policy online. **NOTE:** the policy documents are in Adobe PDF format.

Emergency Management and Communications

College Emergency Management maintains a proactive approach to awareness, programs, and partnership. For more information on campus preparedness, active alerts, and student employment opportunities, please check the website: olympic.edu/emergency-management.

Closures

If a decision is made to change or suspend operations at one or all campuses, a notification is posted across multiple channels by 5:30 a.m. on the day of the impact.

OC Website

A banner message is displayed on the front page regarding any changes in college operations.

Text Messaging

Sign up for text messaging alerts on your cell phone at olympic.omniliert.net/subscriber.php.

Social Media

Messages are posted to the OC Facebook and Twitter pages.

Media

Watch/listen for messages on all local media outlets.

As in all emergencies or unusual situations, class attendance is a decision that should be based on personal safety and individual discretion.

About This Catalog

This catalog is effective July 1, 2019 through June 30, 2020 and is for information purposes only. It is not intended to form the basis for a contract. The College makes a reasonable effort to ensure the contents of the catalog are accurate at the time of printing but reserves the option to amend, modify, or revise any course or program in this catalog for reasons that may include, but are not limited to: a lack of funds to operate a program or course; unavailability of instructor(s); a change in administrative or Board of Trustees policy; and/or a change in the laws, rules, or regulations by the state of Washington which governs the operations of community colleges. In any case, the College's liability for claims arising from reliance upon the contents of this catalog shall be limited to the tuition and fees paid by the student to the college for those courses or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profit.

OC Board of Trustees

The Board of Trustees is comprised of community members appointed by the Washington state Governor. The Board of Trustees is the governing body of OC and all meetings are subject to Washington state's Open Meeting Act.

The general public is welcome to attend Board of Trustees meetings. The regular, monthly meeting takes place on the third Tuesday of each month at the Bremerton campus, 5 p.m. in Bldg. 4 (HSS), Rm. 129,

The April meeting is held annually at OC Poulsbo and the August meeting is at OC Shelton.

Any additional meetings, off-campus Board meetings (e.g., OC Shelton) or cancellations of the regular meeting are announced in advance.

OC Board of Trustees

Harriette Bryant – Chair
Jim Page – Vice Chair
Shannon Childs
Cheryl Miller
Stephen L. Warner, Ed.D.

Contact Information

360-475-7100 or
1-800-259-6718, Ext. 7100

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Directory – for additional information, visit olympic.edu/directory

Campus Services	Web Address	Location	Phone
Bremerton Campus	olympic.edu/bremerton-campus		360-792-6050
Access Services for Students with Disabilities	olympic.edu/AccessServices	Bldg. 4 (HSS), Rm. 205	360-475-7540
Admissions – Ranger Station	olympic.edu/Admissions	Bldg. 4 (HSS), Rm. 105	360-475-7650
Advising	olympic.edu/Advising	Bldg. 4 (HSS), Rm. 203	360-475-7530
Alumni Association	olympiccollegefoundation.org/alumni	Bldg. 5 (CSC), Rm. 513	360-475-7120
Assessment (Accuplacer)	olympic.edu/services/assessment-testing-services	Bldg. 4 (HSS), Rm. 222	360-475-7238
Student Government of OC (SGOC)	olympic.edu/student-life/student-government-olympic-college	Bldg. 12 (TEC), Rm. 101	360-475-7290
Bookstore	olympic.edu/services/oc-bookstore	Bldg. 10 (BSC)	360-475-7420
Career Center	olympic.edu/services/career-center	Bldg. 4 (HSS), Rm. 201	360-475-7480
Cashier's Office	olympic.edu/paying-college/how-pay/cashiers-office	Bldg. 4 (HSS), Rm. 106	360-475-7181
Community Education	olympic.edu/programs-classes/community-education	OC Shelton	360-536-7727
Counseling Services	olympic.edu/current-students/counseling-services	Bldg. 4 (HSS), Rm. 205	360-475-7540
Distance Learning	olympic.edu/programs-classes/distance-learning	Bldg. 6 (HL), first floor west	360-475-7770
Financial Aid – Ranger Station	olympic.edu/FinancialAid	Bldg. 4 (HSS), Rm. 105	360-475-7650
Foundation	olympic.edu/olympic-college-foundation	Bldg. 5 (CSC), Rm. 530	360-475-7120
Graduation, Certification & Commencement	olympic.edu/current-students/graduation	Bldg. 4 (HSS), Rm. 105	360-475-7650
Haselwood Library	olympic.edu/services/library	Bldg. 6 (HL)	360-475-7250
IT Help Desk	olympic.edu/information-technology	Bldg. 5 (CSC), Rm. 216	360-475-7600
Military & Veteran Programs	olympic.edu/services/military-and-veteran-programs	Bldg. 11 (ENG), Rm. 100	360-473-2821
Multicultural Services	olympic.edu/student-life/multicultural-and-student-programs	Bldg. 10 (BSC), Rm. 118	360-475-7680
Parking	olympic.edu/services/campus-security/parking	Bldg. 4 (HSS), Rm. 101	360-475-7800
Records & Registration – Ranger Station	olympic.edu/current-students/student-records	Bldg. 4 (HSS), Rm. 105	360-475-7650
Running Start	olympic.edu/RunningStart	Bldg. 4 (HSS), Rm. 208	360-475-7646
Security	olympic.edu/services/campus-security	Bldg. 4 (HSS), Rm. 101	360-475-7800
Sophia Bremer Child Development Center	olympic.edu/services/child-care	Bldg. 2 (SBCDC)	360-475-7190
Testing	olympic.edu/services/assessment-testing-services	Bldg. 4 (HSS), Rm. 222	360-475-7238
Tutorial Services	olympic.edu/services/tutoring-services	Bldg. 8 (ST), Rm. 125A	360-475-7765
Welcome Center	olympic.edu/Admissions	Bldg. 4 (HSS), Rm. 103	360-475-7279
Workforce Development	olympic.edu/programs-classes/workforce-development-and-basic-studies	Bldg. 5 (CSC), Rm. 421	360-475-7555
Poulsbo Campus	olympic.edu/poulsbo-campus		360-394-2700
Advising	olympic.edu/Advising	Bldg. P1 (OCP), Rm. 114	360-394-2725
Assessment and Testing Services	olympic.edu/services/assessment-testing-services	Bldg. P1 (OCP), Rm. 114	360-475-7238
Bookstore	olympic.bncollege.com	Bldg. 10 (BSC)	360-475-7420
Cashiering	olympic.edu/paying-college/how-pay/cashiers-office	Bldg. P1 (OCP), Rm. 114	360-394-2725
General Information	olympic.edu/poulsbo-campus	Bldg. P1 (OCP), Rm. 114	360-394-2700
Library	olympic.edu/services/library	Bldg. P1 (OCP), Rm. 106	360-394-2720
Student Services	olympic.edu/poulsbo-campus	Bldg. P1 (OCP), Rm. 114	360-394-2725
Shelton Campus	olympic.edu/shelton-campus		360-432-5400
Advising	olympic.edu/Advising	Bldg. S2 (TJL)	360-432-5400
Assessment and Testing Services	olympic.edu/services/assessment-testing-services	Bldg. S1 (PSC)	360-432-5400
Bookstore	olympic.bncollege.com	Bldg. 10 (BSC)	360-432-7420
Cashiering	olympic.edu/paying-college/how-pay/cashiers-office	Bldg. S1 (PSC)	360-432-5400
General Information	olympic.edu/shelton-campus	Bldg. S1 (PSC)	360-432-5400
The Johnson Library	olympic.edu/services/library	Bldg. S2 (TJL)	360-432-5460
Student Services	olympic.edu/shelton-campus	Bldg. S1 (PSC)	360-432-5400

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