

Message from the President

# Welcome to Olympic College!

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Greetings Fellow Olympic College Rangers,

Congratulations on your decision to attend Olympic College, we are excited that you have chosen to join us! In fact, I recently joined OC myself. I was hired in December 2017, and I consider it a tremendous honor to be a part of this college, which has served Kitsap and Mason counties for more than 70 years.

From the moment I began here at the college, the one thing that has stood out to me is the people. No matter where I go, or who I talk to, I always hear stories about friends and family members who attended OC. It is clear that OC truly is an integral part of this community.

These are excellent times to be a part of OC. This past year, we opened new facilities at each of our campuses in Bremerton, Poulsbo and Shelton. In Bremerton, the College Instruction Center provides a state-of-the-art home for our art, music, digital filmmaking, physical therapist assistant, and nursing assistant programs. The new building at our Poulsbo campus provides more space for our growing partnership with Western Washington University. At our Shelton campus, the recently completed John Bremer Welding Center allows us to increase access to a program that is resulting in good paying jobs for graduates in Mason County and beyond.

Regardless of which 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 you work towards reaching new heights at Olympic College.

Thank you,



Marty Cavalluzzi, Ph.D.  
President, Olympic College



Marty Cavalluzzi, Ph.D.  
President, Olympic College

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## 2018-2019 Board of Trustees

Harriette Bryant  
Chair of the Board

Jim Page  
Vice Chair of the Board

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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 (2016-17)**

- 11,735 – Annual Headcount
- 36% full-time – 12+ credits
- 64% part-time – less than 12 credits
- 23% under age 20
- 42% 20-29
- 19% 30-39
- 17% 40+
- Median age: 27.3 years

## On the Back Cover

Zarye Wossene, OC Digital Filmmaking Student

## 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. Bachelor of 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 completing a new welding shop in at 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 39,000 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 Kitsap County. The city has a population of 10,000 and is growing. The site of the Poulsbo campus in Olhava 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 9,800 inhabitants, 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...

- a. Commit ourselves to student learning and success
- b. Embrace the wide-ranging mission of the community college
- c. Meet or exceed professional standards of practice and ethics
- d. Champion the principles of academic freedom and intellectual honesty
- e. Foster innovation, creativity, and flexibility in our efforts to offer exemplary education and service
- f. 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...

- a. Assess our work rigorously and reflectively to improve our knowledge
- b. Improve our practices and behaviors as we learn better ways of working
- c. Take thoughtful risks to acquire new perspectives and skills
- d. 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...

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

**4. A Quest for Community and Environmental Health**

To demonstrate our values we...

- a. Contribute to the wellbeing and sustainability of our community
- b. Serve as stewards of our environment
- c. 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...

- a. Empower employees to assert leadership and engage in institutional decision making
- b. Develop, prioritize and communicate our goals corroboratively
- c. Identify, share, and make the most effective use of our resources
- d. Work together to accomplish our tasks and achieve the college mission
- e. Strive for a balanced work environment in which we are efficient and competent, but also kind and friendly

**2015-2018 Strategic Goals**

**Strategic Goal 1:**

Olympic College students succeed by engaging in campus life and meeting their self-determined educational goals.

**Strategic Goal 2:**

Olympic College applies collaborative and transparent decision-making processes that engage the wider College community in planning the College's future.

**Strategic Goal 3:**

Olympic College communication among employees, students, and the community is clear, consistent, and reliable.

**Strategic Goal 4:**

Olympic College serves as a site for cultural events, promoting diversity and inclusion to the wider college community.

**Strategic Goal 5:**

Olympic College respects and supports diversity of thought, people, culture, ideas, and activities.

**Strategic Goal 6:**

Olympic College provides and supports quality comprehensive instructional programs that meet student and community needs and respond to changing conditions.

**Core Themes**

Olympic College has established four Core Themes and Objectives that encompass all facets of its mission. These Core Themes and Objectives organize meaningful, accessible and verifiable indicators of achievement that form the basis for evaluating whether the college is achieving its mission. For each Core theme, Olympic College will:

**Core Theme A**

Student Learning and Quality Teaching

- A.1. – Demonstrate student learning.
- A.2. – Ensure faculty are effective educators.

**Core Theme B**

Student Access and Support

- B.1. – Maintain enrollment levels that reflect the demographics of our service area.
- B.2. – Support students in the completion of their educational goals.
- B.3. – Provide support that facilitates student success.

**Core Theme C**

College Environment

- C.1. – Foster a campus climate that is welcoming to all.

**Core Theme D**

Community Enrichment and Responsiveness

- D.1. – Affirm the relevance of existing education and training offerings to community needs.
- D.2. – Engage in ongoing partnerships and collaborations with the community.
- D.3. – Promote economic development in the community.

**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](mailto: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](mailto:cnunez@olympic.edu), 360-475-7125; 1600 Chester Ave.; Bremerton, WA 98337-1699.

## General Information

### 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, and 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, access services, tutoring, 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, game rooms, student government offices, physical education and 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 with some parking on residential streets. Kitsap Transit provides bus service to the campus and vicinity.

#### Contact Information

OC Bremerton  
1600 Chester Ave.  
Bremerton, WA 98337-1699  
360-792-6050, 1-800-259-6718  
[prospect@olympic.edu](mailto:prospect@olympic.edu)  
[www.olympic.edu/bremerton-campus](http://www.olympic.edu/bremerton-campus)

#### OC Shelton

OC Shelton is a supportive learning community serving Mason County for more than 40 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 teleconferencing, 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, assessment placement testing, and proctoring services both on campus and via Skype to the Ranger Station in Bremerton. Multiple services are available for Veterans and students with special needs, along 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 West Alpine Way  
Shelton, WA 98584  
360-432-5400, 360-432-5412 FAX  
E-mail: [sheltoncampus@olympic.edu](mailto:sheltoncampus@olympic.edu)  
[www.olympic.edu/shelton-campus](http://www.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, local bookstore, 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, placement testing, 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  
360-394-2700  
[poulsbocampus@olympic.edu](mailto:poulsbocampus@olympic.edu)  
[www.olympic.edu/poulsbo-campus](http://www.olympic.edu/poulsbo-campus)

#### College Tours

Campus Tours are available at the Bremerton, Poulsbo and Shelton campuses for prospective students, family, friends and groups. Contact the Ranger Station - Admissions to schedule a tour!

360-475-7479, [prospect@olympic.edu](mailto:prospect@olympic.edu)



## 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 (LMS) including Canvas, Professors Online, or other online course management or web tools provided by textbook publishers, 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](mailto:distancelearning@olympic.edu)  
[www.olympic.edu/programs-classes/distance-learning](http://www.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; [www.nwccu.org](http://www.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 [www.olympic.edu/about-olympic-college/accreditation](http://www.olympic.edu/about-olympic-college/accreditation)

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, [www.aacn.nche.edu](http://www.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) formerly National League for 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](http://www.acenursing.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](mailto:nursing@doh.wa.gov)  
[www.doh.wa.gov/hsqa/Professions/Nursing](http://www.doh.wa.gov/hsqa/Professions/Nursing)

The OC Practical Nursing Program is approved by:

Washington State Nursing Care Quality Assurance Commission; P.O. Box 47865; Olympia, WA 98504-7865  
[www.doh.wa.gov/hsqa/Professions/Nursing](http://www.doh.wa.gov/hsqa/Professions/Nursing)

The Culinary Arts Institute is accredited by the American Culinary Federation, [www.acfchefs.org](http://www.acfchefs.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, [www.naeyc.org](http://www.naeyc.org).

The Human Services & Chemical Dependency Professional Program is accredited by NAA-DAC, the Association for Addiction Professionals, [www.naadac.org](http://www.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, [www.caahep.org](http://www.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, [www.apta.org/capte](http://www.apta.org/capte).

## About This Catalog

This catalog is effective July 1, 2018 through June 30, 2019 and is for information purposes only. It is not intended to form the basis for a contract. The College makes a reasonable effort to assure that 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 5 p.m. in rooms 119/121, Humanities and Student Services building, OC Bremerton.

The April meeting is held annually at OC Poughsbo 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

## Enrollment Information

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


#### 1 Apply for Admission

##### New Students

- **Online:** Visit [olympic.edu](http://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.

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

**Current Students** – Skip to step 4.

Visit [olympic.edu](http://olympic.edu) and search "Getting Started." [prospect@olympic.edu](mailto:prospect@olympic.edu), 360-475-7650 

#### 2 Fund your Education

- Complete the Free Application for Federal Student Aid (FAFSA) form at [fafsa.gov](http://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](mailto:wfd@olympic.edu), 360-475-7555.

Visit [olympic.edu](http://olympic.edu) and search "Financial Aid." [financialaid@olympic.edu](mailto: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](http://olympic.edu) and search "Assessment." [accuplacerquestions@olympic.edu](mailto: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 & Counseling Center to schedule your SOAR session and follow up advising appointment.

#### 4 Attend an Advising Session

*Continued*

##### Current & Former Students

- Attend SOAR if you have not taken classes at OC within the last two years.
- Schedule an appointment with an entry, program or faculty advisor.

Advising is required until 15 credits have been completed.

Visit [olympic.edu](http://olympic.edu) and search "Advising." [advisingcenter@olympic.edu](mailto: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 "Advising Guidelines" on page 3 for more information.

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

Visit [olympic.edu](http://olympic.edu) and search "Register." [registration@olympic.edu](mailto: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 within five days of registering or by Aug. 27 for fall quarter.

Visit [olympic.edu](http://olympic.edu) and search "Cashier." [webpayment@olympic.edu](mailto:webpayment@olympic.edu), 360-475-7181

#### 7 Buy Books

- **Online:** Visit [ocbookstore.com](http://ocbookstore.com)
- **In person:** Visit an OC Book Store at the Bremerton and Shelton campuses, or visit [olympic.edu](http://olympic.edu) and search "Book Store."

[ocbookstore@olympic.edu](mailto:ocbookstore@olympic.edu), 360-475-7432

# 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  
Humanities & Student Services, Rm. 105  
360-475-7650, [registration@olympic.edu](mailto:registration@olympic.edu)  
[www.olympic.edu/current-students/getting-started/admissions](http://www.olympic.edu/current-students/getting-started/admissions)

## Application Processes

### New Student Admission

**New students should follow the "Getting Started" process on page 6.**

For general admissions, the application for admission is required. Apply online at the state Web Admissions Center by visiting [Olympic.edu](http://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 [www.olympic.edu/programs-classes/transfer-oc](http://www.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/Health-care, Medical Assisting, Physical Therapist Assistant), and Bachelor degrees. Veterans

and their family members: see page 30. 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 6, "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 [www.olympic.edu/current-students/registration/registration-records-forms](http://www.olympic.edu/current-students/registration/registration-records-forms) and official transcripts to the Ranger Station – Registration & Records office. Information: [www.olympic.edu/current-students/registration](http://www.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 admission requirements, go to: [www.olympic.edu/filmmaking](http://www.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 [www.olympic.edu/information-systems-bachelor-applied-science-bas](http://www.olympic.edu/information-systems-bachelor-applied-science-bas) for application and admission 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 [www.olympic.edu/nursing-bachelor-science-nursing-rn-bsn](http://www.olympic.edu/nursing-bachelor-science-nursing-rn-bsn) for special application and admission 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 [www.olympic.edu/organizational-leadership-and-technical-management-bachelor-applied-science-bas-oltm](http://www.olympic.edu/organizational-leadership-and-technical-management-bachelor-applied-science-bas-oltm) for application and admission 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 15 credits.

For complete application materials and admission steps, go to [www.olympic.edu/current-students/officeinternational-education-study-abroad](http://www.olympic.edu/current-students/officeinternational-education-study-abroad)

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



## Enrollment Information

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 [www.olympic.edu/programs-classes/community-education](http://www.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

#### 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 students' 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 at 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 and 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  
Humanities & Student Services, Rm. 208  
360-475-7646, [runningstart@olympic.edu](mailto:runningstart@olympic.edu)  
[www.olympic.edu/runningstart](http://www.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 Advising & Counseling Center at 360-475-7530 or visit [www.olympic.edu/programs-classes/adult-high-school-diploma-alternatives](http://www.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 [www.olympic.edu/programs-classes/tech-prep-dual-credit](http://www.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 [www.olympic.edu/paying-college/financial-aid/](http://www.olympic.edu/paying-college/financial-aid/) for more information. Call 360-475-7650 with questions or visit the Ranger Station in the Humanities & Student Services Building, 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: [www.olympic.edu/services/military-and-veteran-programs](http://www.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 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/board, misc./ personal, and transportation. 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, go online: [www.olympic.edu/paying-college/financial-aid/financial-aid-faqs](http://www.olympic.edu/paying-college/financial-aid/financial-aid-faqs).

## Application Procedure

To apply for financial aid students must complete:

- Free Application for Federal Student Aid (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: [www.fafsa.ed.gov](http://www.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: [www.fas.ctc.edu/portal1/?col=030](http://www.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: [www.readyssetgrad.org](http://www.readyssetgrad.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: [www.olympic.edu/paying-college/financial-aid/financial-aid-faqs](http://www.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 go online: [www.olympic.edu/paying-college/financial-aid/financial-aid-faqs](http://www.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 of all ages 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 go online: [www.olympic.edu/paying-college/financial-aid/scholarship-opportunities](http://www.olympic.edu/paying-college/financial-aid/scholarship-opportunities)

### Scholarships administered by the Olympic College Foundation

Each year, the OC Foundation offers more than 130 scholarships to new and returning students. Scholarship criteria may include academic achievement, career interest, special talent, community leadership and/or service, and or financial need. All Foundation scholarships are posted at [olympic.awardspring.com](http://olympic.awardspring.com), students apply through one easy, online application process. Visit the OC Foundation website at [www.olympic.edu/olympic-college-foundation/about-student-scholarships](http://www.olympic.edu/olympic-college-foundation/about-student-scholarships) for tips on how to use the Award Spring site or attend one of the free workshops sponsored by the Foundation. For answers to specific questions please contact the Foundation office at 360-475-7120 or [foundation@olympic.edu](mailto:foundation@olympic.edu).

## 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: [testingcenter@olympic.edu](mailto:testingcenter@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.

## Enrollment Information

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: [www.olympic.edu/accuplacer](http://www.olympic.edu/accuplacer).

### Smarter Balanced Assessment

The Smarter Balanced Assessment can be used for placement into Olympic College courses only for recent high school graduates. High school students take the assessment toward the end of their junior year. Based on their score, high school students may have been required to take a Bridge to College Math or Bridge to College English class in their senior year of high school. OC can determine placement into college-level math and English courses based on the assessment score and, if needed, a grade of B or better in the appropriate Bridge to College class. Students can submit their Smarter Balanced test scores to the Testing & Assessment Center and their transcripts to Records & Registration.

## 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, and science, engineering and math majors, military connected students, Running Start, Worker Retraining, and Work-First.

### New Student Assessment and Advising Locations:

#### OC Bremerton

Advising Center  
Humanities & Student Services, 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](mailto:advisingcenter@olympic.edu)  
[www.olympic.edu/advising](http://www.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 12.

**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 [www.olympic.edu/mathematics-engineering-sciences-health-division/advising-steps-sem](http://www.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 [www.olympic.edu/programs-classes/transfer-oc](http://www.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 [www.olympic.edu/current-students/advising](http://www.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 360-475-7530. The Career Center is another way to research career fields and educational pathways. For more info, visit: [www.olympic.edu/services/career-center](http://www.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 his/her own approach to counseling depending on the unique experiences of students.

### Educational Program Advisors

#### 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

Jeremiah Meyer .....	360-475-7348
Transition Manager .....	360-473-2827

#### Nursing Program

Nursing Office .....	360-475-7748
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#### Running Start

Erin Runestrand .....	360-475-7648
OC Shelton .....	360-432-5400

**Science, Engineering, Math for appointment Advisor.....** 360-475-7421

## Faculty Advisors

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

## Counselors

### Career Exploration/Undecided Majors

John Babbo .....360-475-7537  
 Anthony Carson .....360-475-7645  
 Trish Christean .....360-475-7763  
 Teresa Jones .....360-475-7683

## Advising & Counseling Center

OC Bremerton  
 Humanities & Student Services, Rm. 203  
 360-475-7530, [AdvisingCenter@olympic.edu](mailto:AdvisingCenter@olympic.edu)  
[www.olympic.edu/current-students/advising](http://www.olympic.edu/current-students/advising)

## Stay on Track with Advising!

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



<b>Prepare for College!</b>	<b>New Student Advising</b> 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.
<b>Connect with Faculty Advisors:</b> 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.		
<b>Note: Students new to OC on or after July 1, 2011:</b> 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.		
<b>Up to 15 credits</b>	<b>Advising is Required!</b> 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.
<b>By 30 credits</b>	<b>Begin to Develop your Education Plan</b> 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.
<b>By 45 credits</b>	<b>Advising is Highly Recommended!</b> 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.
<b>By 60 credits</b>	<b>Meet with Your Faculty Advisor</b> 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 résumé to potential employers.
<b>By 90 credits</b>	<b>Meet with Your Faculty Advisor</b> Discuss your future plans, choices and decisions.	<input type="checkbox"/> Finish final degree or program requirements for graduation. <input type="checkbox"/> Graduate!
<b>Note:</b> 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.		



# Enrollment Information

## 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 [www.olympic.edu](http://www.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 6 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 [www.olympic.edu/programs-classes/transfer-oc](http://www.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 [www.olympic.edu](http://www.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 [www.olympic.edu](http://www.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](mailto: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 appointment times are based on the total number of credits completed

and listed on the college transcript, including 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.

### Registration Options

#### 1. Web Registration (OASIS)

Continuing and former students with 15 or more transcribed credits can select classes, register, and pay using OASIS ([www.olympic.edu/OASIS](http://www.olympic.edu/OASIS)). (Also see page 6.)

Register online from home, campus computers or kiosks. Go to [www.olympic.edu](http://www.olympic.edu) to see a complete list of OASIS options including: grades, print unofficial transcripts, add and drop classes, 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 five business days or by the payment deadline for fall 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** [www.olympic.edu/current-students/registration/how-register](http://www.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 [www.olympic.edu](http://www.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 [www.olympic.edu/current-students/getting-started/dates-deadlines-events](http://www.olympic.edu/current-students/getting-started/dates-deadlines-events)

#### 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 [www.olympic.edu/paying-college/tuition-fees](http://www.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 enrollment with a \$25.00 enrollment 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](mailto: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 Retakers: \$20 (non-refundable)
- Biology Placement Test Fee: \$10
- Chemistry Placement Test Fee: \$10
- Proctor Test Fee: \$25 (non-OC, outside institutions)
- GED test series go to link: [www.olympic.edu/ged](http://www.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: [www.olympic.edu/paying-college/tuition-fees](http://www.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 [www.olympic.edu](http://www.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 [www.olympic.edu/paying-college/how-pay/cashiers-office](http://www.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 [www.olympic.edu](http://www.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.

## Enrollment Information

### Tuition Waivers

OC participates in several tuition waivers. Please visit OC's website for a current listing of waiver rates at [www.olympic.edu/paying-college/tuition-funding-opportunities](http://www.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: [www.olympic.edu/current-students/running-start](http://www.olympic.edu/current-students/running-start) for the fee waiver application form.
- **Fallen Veterans:** 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. Contact Military & Veteran Programs at 360-473-2821 or visit OC's website at [www.olympic.edu/military-and-veteran-programs](http://www.olympic.edu/military-and-veteran-programs) for more information.
- **Children and Spouse of Deceased or Disabled Law Enforcement Officers of 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: [www.olympic.edu/services/military-and-veteran-programs](http://www.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, College Service Center, 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 [www.olympic.edu/current-students/registration/residency](http://www.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 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 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, see [www.olympic.edu](http://www.olympic.edu). 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 require-

ments. 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 6-8 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.

## Academic Information

**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 has committed to fully supply and 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](mailto:evaluators@olympic.edu). Please contact the Ranger Station – Registra-

tion & Records office or [evaluators@olympic.edu](mailto:evaluators@olympic.edu) email 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 [www.olympic.edu](http://www.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 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 two quarters. If the grade is not received from the instructor or the specified work is not completed by the student within two quarters, 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 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.



## Academic Information

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

Students are responsible for maintaining standards of academic progress and following procedures established and made known by their college instructors. The purpose of the grade appeal is to protect students against prejudiced, arbitrary or capricious academic evaluation. Appeal expectations and conditions, are:

- A grade appeal only applies to the final course grade
- The assignment of a grade is the right and responsibility of the instructor
- The student has the right and responsibility to appeal a grade the student deems arbitrary or capricious
- The student is responsible for knowing the grade appeal procedure and for initiating the process
- In a grade appeal, the instruction division dean will meet only with the student or the instructor, and no other advocate may be present

### Process

- A student must first review the grade with the instructor who assigned the grade. The burden of proof shall rest with the student to demonstrate arbitrary or capricious assignment of the final course grade.
- If a student wishes to further pursue the formal grade appeal, it must be done in writing and submitted 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 student should have documentation such as graded assignments and test results to support the written grade appeal. Within two weeks of receiving a written grade appeal, the dean will review the documentation presented by the student, discuss the matter with the instructor and the student, and provide a written response to the student, with a copy to the instructor.
- The student may appeal the dean's written response by delivering a written justification for further review to the dean within 10 days of the date the dean's decision was mailed. The dean will then appoint a review team of three faculty members from related disciplines who will review documentation and provide a written recommendation to the dean. The dean will submit the faculty review team's recommendation to the student and instructor within 15 instructional days. The recommendation of the faculty review team is the last step in the process.
- The evaluation of the extent of course mastery is exclusively within the province of the instructor for a particular course, and only that instructor may initiate adjustments or grade changes.

## Enrollment in Courses

Students are not guaranteed the unrestricted right to enroll in any specific course or program. Within the Washington Administration Code (WAC) 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.

### 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: <https://oasis.olympic.edu/wts/student/>

### Transcripts

Online using the National Student Clearinghouse at [www.studentclearinghouse.org](http://www.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 [www.olympic.edu/current-students/student-records/transcripts](http://www.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 officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees, awards and honors received, dates degrees conferred and photographs of students in the course of activities associated with the college for publicity purposes. 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 officially recognized activities and sports
- Weight and height of athletic team members
- Photographs of students in the course of activities associated with the college for publicity purposes

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 Olympic College.

## Disclosure of Education Records

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

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 the associated 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 Comptroller General of the U.S.
- 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.

## Student Life

### 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 [www.olympic.edu/current-students/graduation](http://www.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 2018-2019

- Summer Quarter – Aug. 2, 2018
- Fall Quarter – Oct. 12, 2018
- Winter Quarter – Jan. 29, 2019
- Spring Quarter – April 17, 2019

#### 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 extracurricular 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  
Bremer Student Center  
360-475-7450, [bjanusch@olympic.edu](mailto:bjanusch@olympic.edu)  
[www.olympic.edu/Athletics](http://www.olympic.edu/Athletics)

### Multicultural and Student Programs

The mission of the Multicultural and Student Programs Department is to support and encourage academic success, leadership development, and social justice awareness, and create an environment that fosters a spirit of inclusiveness at OC. The program provides a variety of educational, cultural, recreational and social forums, and services that support OC's diverse student population, the college and the community. Students participating in program offerings that include student government, clubs and programs have an enhanced college experience that promotes greater student achievement, goal attainment, and overall success. Through the program's offerings in the areas of student leadership, extracurricular learning, and active involvement, students gain meaningful learning experiences and develop a keen sense of civic responsibility. Students can volunteer, join a club, or become a Student Government of Olympic College officer.

#### Contact Information

Multicultural & Student Programs  
Bremer Student Center, Rm. 117  
360-475-7680, [multicultural@olympic.edu](mailto:multicultural@olympic.edu)  
[www.olympic.edu/student-life](http://www.olympic.edu/student-life)

### Multicultural Services Center

The Multicultural Services Center (MSC) focuses on supporting the academic success and retention of diverse student populations by advocating for a learning environment that is inclusive and provides services to assist students in meeting their academic and personal goals.

MSC endeavors to offer comprehensive services and programs to students, faculty, staff and the community. In addition to providing direct student services, MSC partners with community agencies, and collaborates within the institution to enhance the learning environment for diverse populations. The office is dedicated to educating the college about diversity awareness and cultural sensitivity in an atmosphere of positive engagement and mutual respect.

The MSC is open to all students who have an interest in the services and opportunities offered.

#### Contact Information

Multicultural & Student Programs  
Bremer Student Center, Rm. 117  
360-475-7680, [multicultural@olympic.edu](mailto:multicultural@olympic.edu)  
[www.olympic.edu/student-life/multicultural-and-student-programs](http://www.olympic.edu/student-life/multicultural-and-student-programs)

### 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 Chamber Choir, both by audition, and additionally a non-audition Concert Choir. Lecture classes include Music Theory, Jazz History, World History, 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

Music Program

OC Bremerton: Music Assistant, 360-475-7197  
[www.olympic.edu/music](http://www.olympic.edu/music)

Vocal Music: Teresa Eliason 360-475-7117  
[www.olympic.edu/music](http://www.olympic.edu/music)

Instrumental Music: Rick White, 360-475-7118  
[www.olympic.edu/music](http://www.olympic.edu/music)

### 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 & Student Appreciation Day. The OC Fitness Center is also open to all current students with a current quarter sticker and current ID card.

### Contact Information

Recreation Activities  
Bremer Student Center  
360-475-7462, [OCRecreation@olympic.edu](mailto:OCRecreation@olympic.edu)  
[www.olympic.edu/student-life/olympic-college-recreation](http://www.olympic.edu/student-life/olympic-college-recreation)

For the fitness center, visit  
[www.olympic.edu/student-life/fitness-center](http://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: 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

Residence Hall  
360-479-0840, [Reslife@olympic.edu](mailto:Reslife@olympic.edu)  
[www.olympic.edu/student-life/residence-life](http://www.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, Armed Forces, Environmental

Outreach, Phi Theta Kappa, Polynesian 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 [www.olympic.edu/student-life/student-clubs](http://www.olympic.edu/student-life/student-clubs), or go to the SGOC office located in the Bremer Student Center, room 118 at OC Bremerton.

For the most up-to-date list of student clubs, see [www.olympic.edu/student-life/student-clubs](http://www.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 Bremer Student Center, is a place for students to share ideas, voice concerns, 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 20 student clubs. Programs and services include, but are not limited to: The Student Government, Athletics, Child Care, Drama, Instrumental and Vocal Music, Multicultural and Student Programs, Phi Theta Kappa, The Ranger (student newspaper), Recreation, Student Organizers, and Tutoring.

### Student Government Officer Positions

Elected

- President
- Executive Vice President
- Vice President of Student Affairs
- Vice President of Public Relation and Communication
- Vice President-Shelton Campus
- Vice President-Poulsbo Campus

Appointed

- Vice President of Finances
- Vice President of Diversity and Equity

### Contact Information

Student Government of Olympic College  
Bremer Student Center, Rm. 118  
360-475-7290, [sgoc@olympic.edu](mailto:sgoc@olympic.edu)  
[www.olympic.edu/student-life/student-government-olympic-college](http://www.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 newspaper, offers students interested in writing, editing, photography, graphic design and advertising the opportunity to hone their skills in both the print and online editions. The print edition is published every month during each quarter (except summer) and has been recognized for excellence by the Society of Professional Journalists, the Washington Press Association, the Washington Community College Journalism Association, College Media Advisers and the Associated Collegiate Press. Students work in a collaborative environment with the journalism adviser.

### Contact Information

The Ranger Student Newspaper  
Technical Building, Rm. 101  
360-475-7690, [news@olympic.edu](mailto:news@olympic.edu)  
[www.olympic.edu/student-life/ranger](http://www.olympic.edu/student-life/ranger)

## College Resources

Olympic College provides many resources to enhance learning and increase the chances of 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 Olympic College 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: [www.olympic.edu/services/access-services-students-disabilities](http://www.olympic.edu/services/access-services-students-disabilities)

## College Resources

- Submit formal, written documentation of the disability (documentation standards are available online or through the office of Access Services)
- Schedule an intake 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:

Humanities & Student Services, Rm. 205  
360-475-7540, [AccessServices@olympic.edu](mailto:AccessServices@olympic.edu)  
[www.olympic.edu/services/access-services-students-disabilities](http://www.olympic.edu/services/access-services-students-disabilities)

OC Poulsbo: 360-475-7540

OC Shelton: 800-259-6718 Ext. 7540

## Ranger Station – Admissions

Ranger Station – Admissions 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. 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

Ranger Station – Admissions  
Humanities & Student Services, Rm. 105  
360-475-7650, [rangerstation@olympic.edu](mailto:rangerstation@olympic.edu)  
[www.olympic.edu/admissions](http://www.olympic.edu/admissions)

## 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  
Humanities & Student Services, Rm. 203  
360-475-7530, [AdvisingCenter@olympic.edu](mailto:AdvisingCenter@olympic.edu)  
[www.olympic.edu/advising](http://www.olympic.edu/advising)

OC Poulsbo: 360-394-2725

OC Shelton: 360-432-5400

## Alumni Association

The OC Alumni Association helps College alumni stay in touch with one another and with the College. Getting involved is the perfect way to know what is going on at OC, with other alumni, and in the community. Thanks to the ongoing support and volunteerism of OC alumni and friends, the Association is able to accomplish its mission of developing a sense of community among alumni and promoting the lifelong personal, educational, and professional growth of alumni and students of the College. Join the OC Alumni Association today, at [www.olympic.edu/olympic-college-foundation/alumni-association](http://www.olympic.edu/olympic-college-foundation/alumni-association).

### Contact Information

Alumni Association  
College Service Center, Rm. 530  
360-475-7120, [Alumni@olympic.edu](mailto:Alumni@olympic.edu)  
[www.olympic.edu/alumni](http://www.olympic.edu/alumni)

## 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:

Humanities & Student Services, Rm. 222,  
360-475-7238, [TestingCenter@olympic.edu](mailto:TestingCenter@olympic.edu)  
[www.olympic.edu/testingcenter](http://www.olympic.edu/testingcenter)  
[www.olympic.edu/accuplacer](http://www.olympic.edu/accuplacer)

OC Poulsbo: 360-475-7238

[OCPTesting@olympic.edu](mailto:OCPTesting@olympic.edu)

OC Shelton 360-432-5405

[OCSTesting@olympic.edu](mailto: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  
Business & Technology Computer Lab  
Business, Rm. 100  
360-475-7510, [AccessServices@olympic.edu](mailto:AccessServices@olympic.edu)  
[www.olympic.edu/services/access-services-students-disabilities](http://www.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) which offers educational and workforce training opportunities to students receiving Basic Food Assistance (food stamps).

The primary function of the BFET program at OC 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:

- Receive federal food stamps from DSHS (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 student's employment goal.
- GED, ABE, and ESL may also be considered approved programs if necessary to achieve student's employment goal.

### Contact Information

Basic Food Employment & Training  
College Service Center, Rm. 414  
360-475-6551, 800-259-6718 Ext: 6551

wfd@olympic.edu  
[www.olympic.edu/programs-classes/work-force-development-and-basic-studies](http://www.olympic.edu/programs-classes/work-force-development-and-basic-studies)

## Basic Studies

### Adult Basic Education (ABE), General Education Development (GED®) Prep, 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 old 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  
 Humanities & Student Services, Rm. 223  
 360-475-7550, [basicstudies@olympic.edu](mailto:basicstudies@olympic.edu)  
[www.olympic.edu/programs-classes/basic-studies](http://www.olympic.edu/programs-classes/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 old must provide a "High School Release" form.

#### Contact Information

ESOL Program  
 Humanities and Student Services, Rm. 223  
 360-475-7278, [basicstudies@olympic.edu](mailto:basicstudies@olympic.edu)  
[www.olympic.edu/programs-classes/basic-studies/esol-english-speakers-other-languages](http://www.olympic.edu/programs-classes/basic-studies/esol-english-speakers-other-languages)  
 OC Shelton: 360-432-5471

## Bookstore

### OC Campus Bookstores

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 Bremer Student Center. Textbooks for OC Shelton courses may also be purchased in the store at that location. Books and merchandise can be ordered online at [ocbookstore.com](http://ocbookstore.com). Concerned about textbook prices? Take a look at our online price comparison tools.

#### Contact Information

OC Bookstores  
 Bremer Student Center  
 360-475-7432, [ocbookstore@olympic.edu](mailto:ocbookstore@olympic.edu)  
[www.ocbookstore.com](http://www.ocbookstore.com)

## Campus Safety

The Olympic College Campus Safety & Security office is located in the Humanities and Student Services Building (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 Safety 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 Safety Dispatch Office hours are generally, Monday through Friday from 9 a.m. until 5 p.m. (closed on holidays).

The Campus Safety & 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
- Environmental safety
- Victim assistance referral
- Processing "unsafe condition" referrals
- Crime prevention consultation
- Accident/Injury and crime reporting

### Campus Emergency Messages

Campus Safety 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: [www.olympic.edu/services/campus-safety/campus-alerts](http://www.olympic.edu/services/campus-safety/campus-alerts).

In the event of a campus closure, a notification will be sent to all students, faculty and staff by 6 a.m. on the impact 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 Cashiers office. Please review the OC Parking Policy. [www.olympic.edu/sites/default/files/files/20016ParkingPolicy.pdf](http://www.olympic.edu/sites/default/files/files/20016ParkingPolicy.pdf)

### OC Bremerton (subject to construction variances)

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 and Warren Avenue
- The G2 lot at the Northwest corner of 13th Street and Broadway Avenue
- The G3 lot along 11th Street between Ohio and Lincoln Avenue
- The G4 lot between 16th and 18th Street along Chester and Warren Avenue
- The G5 lot on 17th Street between Warren and Elizabeth Avenue
- The G6 lot on Elizabeth Avenue between 17th and 16th Street
- The G8 lot located at the Lincoln Avenue Bible Church lot (spaces 1-33).

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

Visitor, Disability, and Carpool spaces are reserved and enforced 24 hours a day, seven days a week.

### Open Parking

There is open parking in student and staff lots after 4 p.m. until 7 a.m. year round and on weekends. Permits are required for all student 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.



## College Resources

### 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 Safety 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: [www.olympic.edu/services/campus-safety/parking](http://www.olympic.edu/services/campus-safety/parking).

The following documentation is required to obtain a student parking permit (except for some Veteran's tuition programs or payment plans):

#### 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 Safety 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 Safety Office in the Humanities and Student Services building room 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 [www.kitsaptransit.com/rider-resources/smart-commuter](http://www.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 ([www.olympic.edu/services/campus-safety/annual-security-report](http://www.olympic.edu/services/campus-safety/annual-security-report)) or by request. A 60 Day crime and fire log is also available at [apps.olympic.edu/secoms/CrimeStats.aspx](http://apps.olympic.edu/secoms/CrimeStats.aspx).

#### Contact Information

Campus Safety  
Humanities & Student Services, Rm. 101  
360-475-7800, [SecurityOfficers@Olympic.edu](mailto:SecurityOfficers@Olympic.edu)  
[www.olympic.edu/services/campus-safety](http://www.olympic.edu/services/campus-safety)

#### 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.

### 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

OC Bremerton | Poulsbo | Shelton  
Humanities & Student Services, Rm. 201  
360-475-7480, [CareerCenter@olympic.edu](mailto:CareerCenter@olympic.edu)  
[www.olympic.edu/services/career-center](http://www.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 [www.olympic.edu/programs-classes/tech-prep-dual-credit](http://www.olympic.edu/programs-classes/tech-prep-dual-credit).

#### Contact Information

Career and Technical Education Dual Credit  
College Service Center, Rm. 404  
360-475-7353, [bhale@olympic.edu](mailto:bhale@olympic.edu)  
[www.olympic.edu/programs-classes/tech-prep-dual-credit](http://www.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  
360-475-7786, [ContinuingEd@olympic.edu](mailto:ContinuingEd@olympic.edu)  
[www.olympic.edu/programs-classes/  
community-education](http://www.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 his/her 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

**Contact Information**

Counseling Services  
Humanities & Student Services, Rm. 203  
360-475-7530, [CounselFac@olympic.edu](mailto:CounselFac@olympic.edu)  
[www.olympic.edu/current-students/counsel-  
ing-service](http://www.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 and is open Tuesday through Friday. Tuesday through Thursday the restaurant offers table-side service from a variety of menu items. Service includes the preparation of gourmet salads, flambe desserts, and carved roasts. Students and guests are welcome to enjoy a leisurely luncheon at affordable prices in this pleasant fine dining, in-training atmosphere.

Friday service features a four course luncheon highlighting the regional culture being studied by students in the International Cuisine class.

**Contact Information**

**OlympiCafe**  
Bremer Student Center, 360-475-7577

**Espresso**  
Bremer Student Center, 360-475-7577

**Fireside Bistro**  
Bremer Student Center, 360-475-7577

**Foundation**

Established in 1993, the Olympic College Foundation is celebrating its 25th year of making an impact on OC. The Foundation promotes and receives philanthropic gifts for the benefit of OC. A non-profit 501(c)(3), the Foundation's mission is to serve and enrich all of our communities by providing quality education and training for all who seek to improve their lives through learning. The Foundation seeks support for student scholarships, program enhancements, and capital projects, as well as cultural events and activities that enrich the college community. By securing contributions to the College, the Foundation provides an extra measure of support which contributes to excellence at OC.

**Investing in Students**

The Olympic College Foundation is dedicated to enhancing the educational opportunities for all students at OC. In addition to providing support for program enhancements, the Foundation seeks to make available a variety of scholarship opportunities, including those that improve access for economically disadvantaged students as well as those that provide important recognition for students based on scholastic merit. In addition, the Foundation seeks to enrich college life through its support of a variety of campus programs and events.

**Investing in Faculty and Staff**

Through the Funds for Excellence grant-making program, the Foundation supports staff and faculty innovation and professional development.

By providing funding for a wide variety of professional development activities that contribute to the quality of educational programs and services, the Foundation encourages faculty and staff excellence.

**Investing in the Community**

By assuring students a quality education at OC, the Foundation is helping to provide the educated workforce that is the basis for the community's economic vitality.

In addition, the Foundation serves as an important link between the college and the community: informing the community of

special priorities; generating support to meet the College's needs; and assisting the College in responding to needs identified by the community.

To meet the current and future needs of OC, the Foundation is dependent on the financial support of alumni, parents of alumni, the business community, other foundations, and friends of the college.

**Contact Information**

OC Foundation  
College Service Center, Rm. 530  
360-475-7120, [foundation@olympic.edu](mailto:foundation@olympic.edu)  
[www.olympic.edu/olympic-college-foundation](http://www.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: [www.olympic.edu/programs-classes/general-studies-courses](http://www.olympic.edu/programs-classes/general-studies-courses)

**Contact Information**

General Studies  
Humanities & Student Services, Rm. 203  
360-475-7530  
[advisingcenter@olympic.edu](mailto:advisingcenter@olympic.edu)

OC Poulsbo: 360-394-2725

OC Shelton: 360-432-5400

### Information Technology

The Information Technology (IT) department, located on the second floor of the College Service Center (room 216), is a resource for campus technology support and services. IT provides a productive environment for the creative use of technology to enhance the academic experience and day-to-day business for the college. IT offers a wide range of services to the OC community including Help Desk services, individual student accounts, email, server storage, printing, scanning, scan to email, OC licensed software and wireless internet access. Our students have access to various applications and customer support in our open labs located at each campus. Students and employees can also access OC standard and special software in our cloud based application portal called Workspace. Please visit <https://workspace.olympic.edu> to see the applications and services that are available.

IT supports more than 2,000 desktop computers, hundreds of printing devices, hundreds of different software titles, more than 11,000 mailboxes and more than a hundred computer labs and classrooms in various locations including the Bremerton, Poulsbo, PSNS, and Shelton campuses, and other college locations. IT also now offers a quarterly check out of laptop with Internet access for students. Please contact our IT Help Desk at [helpdesk@olympic.edu](mailto:helpdesk@olympic.edu) or visit <https://olympic0.sharepoint.com/sites/OCExternal/IT/SitePages/Home.aspx> for more details.

#### Contact Information Open Computer Labs

**OC Bremerton:** Science & Technology, Rm. 122; and Haselwood Library, Rm. 127 and Rm. 128

**OC Shelton:** Portable A2

**OC Poulsbo:** Rm. 106

Check open hours posted around labs [www.olympic.edu/services/computer-labs/open-lab-hours](http://www.olympic.edu/services/computer-labs/open-lab-hours).

See the Student Computing Guide online at [www.olympic.edu/services/computer-labs/student-computing-guide](http://www.olympic.edu/services/computer-labs/student-computing-guide).

#### Contact Information

Information Technology – Help Desk  
College Service Center, Rm. 216  
360-475-7600, [helpdesk@olympic.edu](mailto:helpdesk@olympic.edu)  
[www.olympic.edu/services/computer-labs/student-computing-guide](http://www.olympic.edu/services/computer-labs/student-computing-guide)

### 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  
Haselwood Library, Rm. 118  
360-475-7412, [international@olympic.edu](mailto:international@olympic.edu)  
[www.olympic.edu/current-students/office-international-education-study-abroad](http://www.olympic.edu/current-students/office-international-education-study-abroad)

### 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

Haselwood Library, Bremerton Campus  
<http://libguides.olympic.edu/index/>  
360-475-7250, [librarians@olympic.edu](mailto: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, Shelton Campus  
<http://libguides.olympic.edu/index/>  
360-432-5460, [librarians@olympic.edu](mailto: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 Library/Computer Lab  
<http://libguides.olympic.edu/index/>  
360-394-2720, [librarians@olympic.edu](mailto: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 Engineering (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 DANTESS 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  
Engineering, Rm. 100  
360-473-2821, [MVP@olympic.edu](mailto:MVP@olympic.edu)  
[www.olympic.edu/services/military-and-veteran-programs](http://www.olympic.edu/services/military-and-veteran-programs)

### 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  
Engineering, Rm. 100  
360-475-2821, [VetCenter@olympic.edu](mailto:VetCenter@olympic.edu)  
[www.olympic.edu/services/military-and-veteran-programs/support-center](http://www.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 Military Education & Veteran Services department, 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, Engineering, Rm. 100  
360-473-2821, [MVP@olympic.edu](mailto:MVP@olympic.edu)  
[www.olympic.edu/services/military-and-veteran-programs/center-excellence](http://www.olympic.edu/services/military-and-veteran-programs/center-excellence)

### Veterans & Military Benefits Office

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

Students may contact the Veterans Administration (VA) at [www.va.gov](http://www.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  
Engineering, Rm. 100  
360-473-2821, [MVP@olympic.edu](mailto:MVP@olympic.edu)  
[www.olympic.edu/services/military-and-veteran-programs/veteran-benefits](http://www.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  
Humanities & Student Services, Rm. 207  
360-475-6817 or 360-475-7325  
[pthomas@olympic.edu](mailto:pthomas@olympic.edu)  
[www.olympic.edu/paying-college/tuition-funding-opportunities/opportunity-grant](http://www.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 a dependent of the state of Washington and in foster care on their 18th birthday.
- Have spent at least one year in foster care after their 16th birthday.
- Be a resident of Washington state.
- Enroll at least half-time prior to their 22nd birthday.

Contact us for additional information on eligibility requirements and more.

#### Contact Information

Students in Need Group  
Humanities & Student Services, Rm. 207  
360-475-6817, [pthomas@olympic.edu](mailto:pthomas@olympic.edu)  
[olympic.edu/services/passport-program-foster-youth](http://olympic.edu/services/passport-program-foster-youth)

## Ranger Station – Registration & Records

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 DANTESS credit, Armed

## College Resources

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  
Humanities & Student Services, Rm. 105  
360-475-7650, [registration@olympic.edu](mailto:registration@olympic.edu)  
[www.olympic.edu/current-students/registration](http://www.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  
Humanities & Student Services, Rm. 208  
360-475-7646, [RunningStart@olympic.edu](mailto:RunningStart@olympic.edu)  
[www.olympic.edu/running-start](http://www.olympic.edu/running-start)

## Sophia Bremer Child Development Center

### Child Care and Early Learning Classrooms

The Child Care and Early Learning (CC&EL) classrooms offer a high-quality early care and learning experience for children 12 months 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 30 months and older. Fridays we close at 4 p.m. For children younger than 30 months, each day ends at 4 p.m. During summer session and intersession periods, the CC&EL 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 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, and spring quarters offering services from 7:30 a.m. to 5:30 p.m., Monday through Thursday and closing at 4 p.m. on Fridays. Head Start supports each family in the process of preparing their child for kindergarten. The preschool focuses on the child's development of social skills, cultural pride, a sense of belonging, literacy and academic skills, 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. The classrooms also serve as training sites for Early Childhood Education and other OC students.

### Contact Information

Sophia Bremer Child Development Center  
1709 Chester Ave., Bremerton, WA 98337  
360-475-7190, [olympic.edu/Child-Care](http://olympic.edu/Child-Care)  
[www.olympic.edu/services/child-care/head-start](http://www.olympic.edu/services/child-care/head-start)

## 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, 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  
Humanities & Student Services, Rm. 207  
360-475-6817, [pthomas@olympic.edu](mailto:pthomas@olympic.edu)  
[www.olympic.edu/services/students-need-group-sing](http://www.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 [www.etutoring.org/login.cfm?institutionid=364](http://www.etutoring.org/login.cfm?institutionid=364). Follow the on-screen directions.

**Contact Information**

Tutorial Services  
 Science & Technology, Rm. 125A  
 360-475-7765, [nhays@olympic.edu](mailto:nhays@olympic.edu)  
[www.olympic.edu/services/tutoring-services](http://www.olympic.edu/services/tutoring-services)

**OC Poulsbo:** 360-394-2700

**OC Shelton:** 360-432-5400

## Workforce Development & Basic Studies

We are committed to providing access and opportunity as well as supporting the success of students participating in 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 (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  
 College Service Center, Rm. 421  
 360-475-7555, [wfd@olympic.edu](mailto:wfd@olympic.edu)  
[www.olympic.edu/programs-classes/workforce-development-and-basic-studies](http://www.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 Flagger Training, and WorkFirst-Work Study 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: Humanities & Student Services, Rm. 204C, 360 475-7166

WorkFirst – Mason  
 OC Shelton: OCS 117, 360-432-5423

[www.olympic.edu/programs-classes/workforce-development-and-basic-studies/work-first-program](http://www.olympic.edu/programs-classes/workforce-development-and-basic-studies/work-first-program)

**WorkFirst Transition Coordinator**

Rose Ferri (Mason)..... 360-432-5423  
[rferri@olympic.edu](mailto:rferri@olympic.edu)

Pauline Carlton (Kitsap)..... 360-475-7846  
[pcarlton@olympic.edu](mailto:pcarlton@olympic.edu)

## Worker Retraining

Worker Retraining funding may be able to pay for tuition, books and 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 Coordinators:

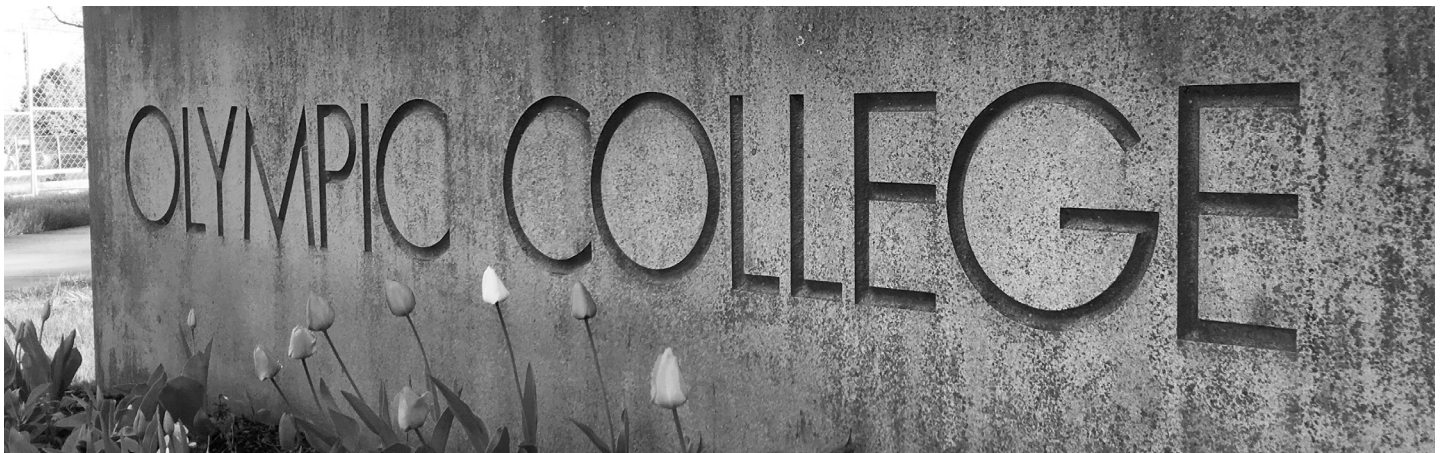
Rose Ferri (OC Shelton): 360-432-5423  
 Jim Funaro (OC Bremerton): 360-475-7231

[www.olympic.edu/programs-classes/workforce-development/worker-retraining](http://www.olympic.edu/programs-classes/workforce-development/worker-retraining)

**Worker Retraining Transition Coordinator**

Rose Ferri (OC Shelton) ..... 360-432-5423  
[rferri@olympic.edu](mailto:rferri@olympic.edu)

Jim Funaro (OC Bremerton)..... 360-475-7231  
[jfunaro@olympic.edu](mailto:jfunaro@olympic.edu)





# 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 statewide 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 University
- Pacific Lutheran University
- Saint Martin's University
- Seattle University
- Seattle Pacific University
- The Evergreen State College
- Trinity Lutheran 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

Most 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](http://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

## 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 disciplines<sup>2</sup>) – PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101 (For colleges that use History as a Humanities: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)
- **Social Science** (10 credits in two different subject areas or disciplines) – PSYC& 100, SOC& 101, POLS& 101, POLS& 202 (For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)
- **Natural Sciences** (10 credits in two different subject areas or disciplines) – BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105,

CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENV&S& 100, ENV&S& 101, PHYS& 114, GEOL& 101 with lab.

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

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

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

<sup>2</sup>Disciplines 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:

- Accounting Technology
- 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-Law
- Pre-Professional Health Occupations
- Psychology
- Social Work
- Sociology
- Supportive Health Occupations
- Technical Design
- World Languages
- **Other Transfer Opportunities**

## Accounting Technology

### Associate in Applied Science–Transfer (AAS-T)

The AAS-T in Accounting Technology is intended to provide for workplace readiness with an option to continue on in a bachelor of accounting program. Using both a manual as well as automated approach, the program provides for a comprehensive review of the accounting cycle for all types of business (service, merchandising and corporation), and infuses a breadth of accounting fields, including payroll accounting, fund (or governmental) accounting, and preparing taxes for an individual and a business.

<i>Faculty</i>	<i>Contact</i>	<i>Office</i>
Salas, Joanne	360.475.7372 jsalas@olympic.edu	BUS 109

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

## 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.

<i>Faculty</i>	<i>Contact</i>	<i>Office</i>
Estrella, James	360.475.7627 jestrella@olympic.edu	HSS 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.

## Transfer Planning

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	HSS 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	CIC 106A
Laughlin, Michael	360.475.7115 mlaughlin@olympic.edu	CIC 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 astro-physicists. 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 & Counseling Center at 360.475.7530. [semadvisor@olympic.edu](mailto: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 & Counseling Center at 360.475.7530. [semadvisor@olympic.edu](mailto: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	OC Poulsbo 217C
Elauria, Angela	360.475.7734 aelauria@olympic.edu	ST 206
Ferguson, Deanna	360.475.7274 dferguson@olympic.edu	ST 208
Lawrence, Amy	360.475.7732 alawrence@olympic.edu	ST 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

\*See course description for prerequisite.



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	ST 206

## 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	TEC 204
Snapp, Richard	360.475.7386 rsnapp@olympic.edu	TEC 204
Ward, Alan	360.475.7378 award@olympic.edu	BUS 107

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	ST 205
Flowers, Billy	360.475.7707 bflowers@olympic.edu	ST 209
Geyer, Cameon	360.475.7728 cgeyer@olympic.edu	ST 213
Phayre, Allison	360.475.7730 aphayre@olympic.edu	ST 210

### 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	HSS 348
Newsom, Victoria	360.475.7509 vnewsom@olympic.edu	HSS 330
Prince, Michael	360.475.7243 mprince@olympic.edu	TEC 101A

### 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	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211

# Transfer Planning

Westlund, Mark    360.475.7357    TEC 203  
 mwestlund@olympic.edu

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 & Counseling 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](http://www.del.wa.gov/publications/partnerships/docs/CoreCompetencies.pdf).

Faculty	Contact	Office
Dilling, Gayle	360.475.7289 gdilling@olympic.edu	SBCDC 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	Contact	Office
Dilling, Gayle	360.475.7289 gdilling@olympic.edu	SBCDC 103
Sanford, Mary	360.475.7317 msanford@olympic.edu	HSS 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	Contact	Office
Seybold, Craig	360.475.6814 cseybold@olympic.edu	TEC 115A

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 & Counseling Center at 360.475.7530. semadvisor@olympic.edu

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

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

## 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.

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

#### Engineering Advisor

Schedule an appointment with the Advising & Counseling Center at 360.475.7530. [semadvisor@olympic.edu](mailto:semadvisor@olympic.edu)

Faculty	Contact	Office
Hess, Linnea	360.475.7727 <a href="mailto:lhess@olympic.edu">lhess@olympic.edu</a>	ST 214
Tuncol, Goker	360.475.7722 <a href="mailto:gtuncol@olympic.edu">gtuncol@olympic.edu</a>	ST 121

### 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.

## 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 <a href="mailto:aplevin@olympic.edu">aplevin@olympic.edu</a>	HSS 321
Wayland Ted	360.475.6827 <a href="mailto:twayland@olympic.edu">twayland@olympic.edu</a>	HSS 331
OC Shelton:	Hoover, Carmen <a href="mailto:choover@olympic.edu">choover@olympic.edu</a>	TJL 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& 227	British Literature II
ENGL& 228	British Literature III
ENGL& 244	American Literature I
ENGL& 245	American Literature II
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 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.

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 <a href="mailto:alawrence@olympic.edu">alawrence@olympic.edu</a>	ST 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
GEO& 101	Intro to Physical Geology* or
GEO& 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*



# Transfer Planning

## 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.

<b>OC Advisor</b>	<b>Contact</b>	<b>Office</b>
Steve Quinn	(360) 475-7345 squinn@olympic.edu	HSS 203

**CWU Contact**  
Andrea Eklund, Associate Professor & Program Director

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

<b>Faculty</b>	<b>Contact</b>	<b>Office</b>
Hagan, Timothy	360.475.7315 thagan@olympic.edu	CIC 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*

## 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.

<b>Faculty</b>	<b>Contact</b>	<b>Office</b>
Macias, Steve	360.475.7711 smacias@olympic.edu	ST 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*

## 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.

<b>Faculty</b>	<b>Contact</b>	<b>Office</b>
Lamb, Deborah	360.475.7415 dlamb@olympic.edu	HSS 333

## 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 they plan to transfer to. Students wanting to transfer should complete the Associate in Arts

## 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.

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 & Counseling Center at 360.475.7530  
semadvisor@olympic.edu

## 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	HSS 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	Secularity and Gender

Extra 15 credits chosen from any of the other HS offerings.

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 & Counseling Center at 360.475.7530. [semadvisor@olympic.edu](mailto: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 & Counseling Center at 360.475.7530. [semadvisor@olympic.edu](mailto: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
Eliason, Teresa	360.475.7117 teliason@olympic.edu	CIC 201A
White, Rick	360.475.7118 rwhite@olympic.edu	CIC 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	CSC 325

## Transfer Planning

### 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	HL 019
Mathew, Philip	360.475.7382 pmathew@olympic.edu	BUS 209
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	PED 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 PEFS 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 PEFS or PE-RD

### 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	ST 214
Roth, Daniel	360.475.7150 droth@olympic.edu	ST 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	CSC 412
Toren, David	360.475.7339 dtoren@olympic.edu	HSS 338

#### 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\*

**Philosophy** — Select another course in this area

**Political Science** — Select any courses in this area

**Psychology** — Select any course in this area

### Pre-Law

#### Associate in Arts (AA)

The Pre-Law curriculum is designed to give the student a broad background required for successful completion of the study and practice of law. Recommended courses listed below may be counted as part of the required courses for graduation.

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
Toren, David	360.475.7339 dtoren@olympic.edu	HSS 338



## 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 courses in this area

PHIL& 120 Symbolic Logic\*

**Philosophy** — Select another course in this area

**Political Science** — Select any courses in this area

**Psychology** — Select any course in this area

**Sociology** — Select any course in this area

## Pre-Nursing Major Related Program

### Pre-Nursing

#### 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	CSC 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 & Counseling Center at 360.475.7530. [semadvisor@olympic.edu](mailto: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
Sandler, Jack	360.475.6800 jsandler@olympic.edu	HSS 340
Summers-Ewing, Dora	360.475.7286 dsummers-ewing@olympic.edu	HSS 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	HSS 344

### Required prerequisite courses:

BIOL& 175	Human Biology w/Lab
ECON& 201	Micro Economics* or
ECON& 202	Macro Economics*
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
Cohen, Mirelle	360.475.7553 mcohen@olympic.edu	HSS 344

### 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	ENG 104
Raty, Ron	360.475.7389 rraty@olympic.edu	BUS 211
Sanchez, Peter	360.475.6552 psanchez@olympic.edu	BUS 207

# Transfer Planning

## 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	HSS 317
Ramis, Anna (Gabriela)	aramis@olympic.edu	HSS 322

### Courses to consider when completing distribution requirements for an AA:

#### Languages

Three consecutive quarters of any world language		
HIST& 117	Western Civilization II	
MUSC 101	Fundamentals of Music	

## Other Transfer Opportunities

### Transferring with a Professional-Technical Degree

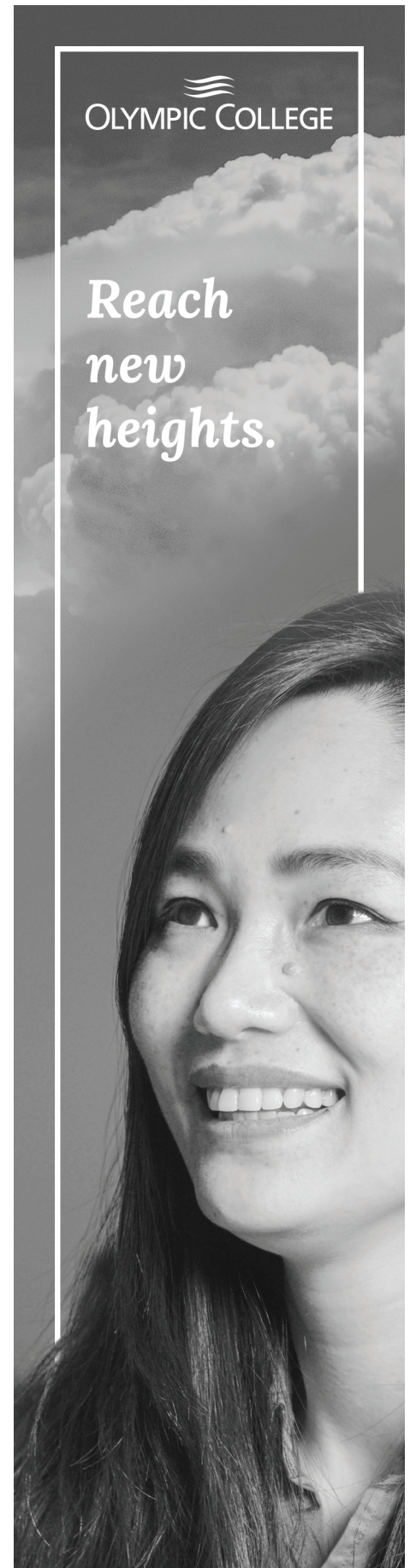
In addition to the subjects listed above, there are many other possible educational directions you may pursue after achieving your educational goals at Olympic college. For example, all Associate in Applied Science - Transfer (AAS-T) degrees are designed to transfer to at least one specific institution. 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.

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 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.



\*See course description for prerequisite.



## 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.

### Associate in Arts (AA) – Transfer (Direct Transfer Agreement)

- General
- Business
- Pre-Nursing

### Associate of Science (AS) – Transfer

**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:

- Accounting Technology
- 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.

- Accounting Technology
- 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

### 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.

## 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

### Associate in General Studies (AGS)

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

### High School Completion and GED®

#### 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 8 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 8 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](http://www.olympic.edu/programs-classes/continuing-education) or [www.olympic.edu](http://www.olympic.edu).



# Degrees and Certificates

## 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.

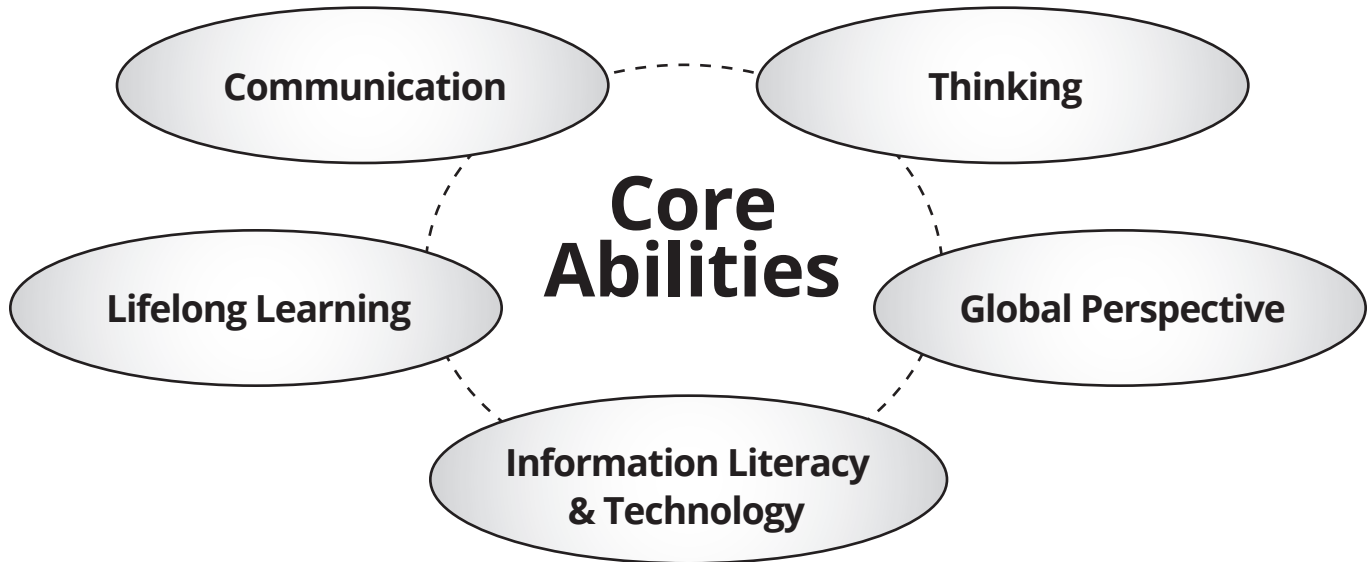
For transfer degrees, GER conform to Intercollege Relations Commission (ICRC) guidelines. Following these guidelines assures that the transfer degree will satisfy lower division general education requirements at most Washington colleges and universities. Students must complete a minimum of 60 credits 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 45-47.

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**

6. Graduates demonstrate an understanding of their own cultures and the framework upon which their society has been built.
7. Graduates demonstrate an understanding of how cultural differences (e.g. beliefs, traditions, communication, norms) shape human interactions and perceptions of others.
8. 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.
9. 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.
10. 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.

# Degrees and Certificates

## Courses meeting Graduation Requirements in Associate Degrees (2018-2019)

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  
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, 141, 150, &220, &226, &227, &228, &244, &245, 250, 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, &210, &211, &212, &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	Homeland Security Emergency Management – all	Organizational Leadership/Resource Management – all
Cosmetology – all	Hospitality Management – all	Organizational Leadership/Technical Management – all
Culinary Arts – all	Human Services – all except 107	Parent Education – all
Digital Media Arts – all	Information Systems – all	Physical Education–Education – all except 104
Early Childhood Education – all except &105	Intensive English – 100A, 100B, 100C	Physical Therapist Assistant – all
Education – 110, 120, 123, &130, 132, &136, &150	Library Research – all	Practical Nursing – all
Electronics – all	Manufacturing – all	Technical Design – all
Engineering – 100	Mathematics – 100, 103	Transition to Associate Degree Nursing – all
Fashion – all	Medical Assisting – all	Welding – all
Filmmaking - all	Nursing – all	
General Studies – all	Nursing Assistant – all	

### Fulfillment of Core Abilities Graduation Requirement (2018-2019)

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	Digital Media Arts – 120, 136, 220, 236	Human Services – 105, 107, 110, 112, 113, 114, 115, 120, 122, 123, 275, 276
American Sign Language – &121, &122, &123	Dramatic Arts – &101, 120, 201, 210, 211, 212, 251, 252, 253, 256, 260, 265	Human Services Substance Abuse Counselor – &101
Anthropology – &100, &204, &205, &206, &207, &210, 270, 325, 335, 350	Early Childhood Education – 173, 176, 177, 178, 215, 225	Humanities – 101, 102, 145, 160, 170, 175, 201, 202, 203, 204, 235, 250, 257, 320
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	Economics – &201, &202	Information Systems – 302, 337, 350, 390, 415, 438, 450, 470, 490
Biology – 130, 131, 132, &160, &175	Education – 110, &115, 123, &202	Japanese – &121, &122, &123
Business – 215, 330	Electronics – 113, 160, 166, 170, 203, 211, 212, 213, 238	Korean – &121, &122, &123
Business Management – 145, 146, 147, 148, 149, 170, 181, 183, 185, 247, 282	Engineering – 100, &104, 111, &114, &204, &215, 216, &224, &225, 240, 271	Manufacturing – 101, 115, 120, 140, 165, 181, 290
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	English – &101, &102, &111, &113, 141, &220, &235, &244, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 283, 301, 345	Mathematics – 100, 103, &107, 112, &131, &141, &142, &146, &151, &152, &163, 210, 221, 222, 231, 232, &264
Chemistry – &110, &121, &131, 137, &139, &142, &143, &151, &152, &153, &241, &243, &251, &252, &253	Fashion – 101, 102, 103, 104, 105, 106, 107, 108	Medical Assisting – 112, 136, 137, 140, 152, 153, 211
Communication Studies – &101, &102, 105, &210, &220, &230, 242, 250, 253, 263, 273	Filmmaking – 240, 241, 242, 243, 245, 246, 247, 248, 280, 281, 285, 286, 287, 288, 289	Meteorology – 101
Computer Information Systems – 114, 115, 116, 141, 143, 145, 155, 156, 160, 176, 190, 210, 219, 236, 245, 255, 258, 272	French – &121, &122, &123	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 )
Computer Science – &141, 210	General Studies – 102, 124	Nursing Assistant – 100, 102, 110, 112, 120
Cosmetology – 173, 201, 203, 211, 251, 254	Geography – 150, &200, &207, &250, 260	Nutrition – &101
Culinary Arts – 101, 103, 104, 105, 121, 122, 123, 125, 126, 128, 129, 130, 131, 132, 200, 210, 220	Geology – &100, &101, &103, &110, 155, &208	Organizational Leadership/Resource Management – 150, 201, 220, 225
	German – &121, &122, &123	Organizational Leadership/Technical Management – 320
	History – &116, &117, &118, &214, &215, &219, 230, 257	Philosophy – &101, &115, &120, 240
	Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 190, 200, 210, 220, 230, 240, 250	Physical Education–Education – 104, 105, 107
	Hospitality Management – 102, 124, 133	

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## Fulfillment of Core Abilities Graduation Requirement (2018-2019)

Physical Education–Fitness and Sports – 140, 187	Culinary Arts – 101, 103, 121, 122, 123, 125, 126, 131, 132, 200, 210, 220	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
Physical Therapist Assistant – 101, 102, 105, 108, 120, 121, 122, 123, 125, 126, 151, 204, 224, 227, 251, 252, 260	Digital Media Arts – 120, 136, 220, 236	Nursing Assistant – 100, 102, 110, 112, 120
Political Science – &101, 115, 145, 175, &201, &202, &203, 235, 323	Dramatic Arts – &101, 120, 201, 210, 211, 212, 251, 252, 253, 256, 260, 265	Nutrition – &101
Practical Nursing – 102, 103, 106, 108, 110, 112, 116, 118, 122, 124, 200, 202, 203, 204, 205, 206, 208, 209, 210	Early Childhood Education – 174, 177, 178, 225	Organizational Leadership/Resource Management – 150, 201, 202, 205, 220, 225, 250, 260
Psychology – &100, 102, 260, 300	Economics – &201, &202	Organizational Leadership/Technical Management – 320
Sociology – 109, 125, 135, 190, &201, 230, 301, 319	Education – 110, 120, &121, &122, 123, 132, &202, &204	Parent Education – 102
Spanish – &121, &122, &123, &221	Electronics – 101, 102, 103, 106, 111, 112, 113, 160, 165, 166, 170, 201, 202, 203, 211, 212, 213, 225, 227, 228, 235, 237, 238	Philosophy – &101, &115, &120, 240
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	Engineering – &104, 111, &114, &204, &214, &215, 216, &224, &225, 240, 270, 271	Physical Education–Education – 104, 105, 107
Welding – 101, 102, 103, 104, 105, 108	English – &101, &102, &111, &113, 141, &220, &226, &227, &228, 235, &244, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 283, 284, 286, 301, 328, 345	Physical Therapist Assistant – 106, 107, 110, 111, 120, 121, 122, 123, 125, 126, 127, 151, 204, 224, 227, 251, 252, 260
	Fashion – 101, 102, 103, 104, 105, 106, 107, 108	Physics – 114, 254, 256
	Filmmaking – 240, 241, 242, 243, 245, 246, 247, 248, 280, 281, 285, 286, 287, 288, 289	Political Science – &101, 115, 145, 175, &201, &202, &203, 235, 323
	French – &121, &122, &123	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
	General Studies – 124	Psychology – &100, 102, &220, 240, 260
	Geography – 150, &200, 207, 250, 260	Sociology – &101, 109, 125, 135, 190, &201, 215, 230, 271, 301, 319
	Geology – &100, &101, &103, &110, 155, &208	Spanish – &121, &122, &123, &221
	German – &121, &122, &123	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
	History – 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257	Welding – 100, 101, 102, 103, 104, 105, 106, 107, 108, 145
	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)	

### 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

### 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

English – 141, &220, &226, &227, 244, 250, 262, 264, 283, 284, 328

Fashion – 101, 102, 103, 104

Geography – 150, &200, 207, 250, 260

History – 110, &136, &137, 253

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Fulfillment of Core Abilities Graduation Requirement (2018-2019)

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

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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.



# 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
<b>General Degrees</b>						
Associate in Arts	AA-DTA					49
Associate in General Studies	AGS					49
Associate of Science-Track 1	AS-Track 1					49-50
Associate of Science-Track 2	AS-Track 2					50
Associate in Technical Arts (Option 2)	ATA Option 2					50
<b>Program-Specific Degrees and Certificates</b>						
Accounting Technology	AAS-T, ATA		X	X	X	50-52
Business	AB-DTA/MRP					52-53
Business Management	ATA		X	X	X	53-55
Business Technology	ATA	X	X	X	X	55-56
Composites Manufacturing Technology		X		X		57
Computer Info Systems	BAS-IS, AAS-T		X	X	X	57-63
Cosmetology	ATA	X	X			63-64
Culinary Arts Institute	ATA	X		X	X	64-65
Early Childhood Education	AAS-T, ATA		X	X	X	66-68
Electronics	ATA		X		X	68-69
Engineering	AS-Track 2/MRP					69-70
Engineering Technology	AAS					70-71
Fashion Marketing				X	X	71-72
Filmmaking	BAS, AAS-T, AFA					72-74
Homeland Security/Emergency Management	AAS-T			X		74-75
Human Services	ATA		X		X	75-77
Industrial Trades Technician	ATA	X		X		77
Machining Technology				X	X	77-78
Manufacturing Technology		X		X	X	78
Medical Assisting	AAS-T	X		X		78-80
Nursing/Healthcare	BSN, ATA	X			X	80-86
Organizational Leadership Resource & Technical Management	BAS-OLTM, AAS-T			X	X	89-88
Physical Therapist Assistant	AAS					89
Pre-Nursing	APN-DTA/MRP					90
Technical Design	ATA		X	X	X	90-93
Welding Technology	ATA	X	X		X	93-94

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

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

# Degrees and Certificates

## General Degrees

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

Appropriate for many intended majors, especially in the Humanities and Social Sciences. Students 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
			<b>10</b>

**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 Skills 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
    - OLRM 103 (1 cr.) Explore Your Strengths, OLRM 105 (1 cr.) Appreciating Diversity
- 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
			<b>10</b>

**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.

# Degrees and Certificates

## 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

**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 1*	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

## Basic Quantitative Skills (15 credits)

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

**Humanities and Social Sciences** (15 credits: 5 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.



## Program-Specific Degrees and Certificates

### Accounting Technology

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Salas, Joanne	360.475.7372 jsalas@olympic.edu	BUS 109

### Accounting Technology

#### Associate in Applied Science-Transfer

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

#### Graduation Proficiencies

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

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

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

<i>Required Courses</i>		<i>Credits</i>
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 134	Payroll Accounting* _____	5
BSTEC 229	Individual Taxation* _____	5
BSTEC 231	Practical Fund Accounting* _____	5
BSTEC 239	Taxation for Business* _____	5
BUS& 201	Business Law _____	5
CMST& 220	Public Speaking _____	5
ECON& 201	Micro Economics* _____	5
ECON& 202	Macro Economics* _____	5
ENGL& 101	English Composition I* _____	5
ENGL& 102	Composition II* _____	5
MATH 147	Business Algebra* _____	5
MATH& 148	Business Calculus* _____	5
OLRM 220	Human Relations in the Workplace _____	3

**Total Credits Required 91**

### Accounting Technology

#### Associate in Technical Arts

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

#### Graduation Proficiencies

Keyboarding proficiency of 30+ words-a-minute, one error per minute, is required for graduation. Students may take 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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively apply components of the accounting equation to typical business transactions.
2. Analyze financial information and statements.
3. Maintain and evaluate internal control procedures.
4. Effectively use a variety of computer software to process accounting information and documents.
5. Apply mathematical concepts to typical accounting and business situations.
6. Effectively communicate orally and in writing in the context of common business practices.

7. Work as a team member in an office environment to accomplish the goals of the organization.
8. Define, explain, correctly spell, and effectively use accounting and business terminology.

<i>Required Courses</i>		<i>Credits</i>
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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively apply components of the accounting equation to typical business transactions.
2. Maintain internal control procedures.

# Degrees and Certificates

- Effectively use a variety of computer software to accomplish office tasks and to process accounting information.
- Apply mathematical concepts to typical business situations.
- Effectively communicate orally and in writing in the context of common business practices.
- Work as a team member in an office environment to accomplish the goals of the organization.
- Understand and effectively use accounting and business terminology to produce reports, to converse in a business-type setting, and to follow directions.
- Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.

## Required Courses Credits

Choose one of the following two courses:

BMGMT 140 Business and Personal Mathematics\* 5  
 MATH 147 Business Algebra\* 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

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

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

- Apply a practical understanding of the theoretical principals of accounting, pertinent to the automation processes used with accounting software.
- Automate accounting transaction analysis and classification, record keeping, and reporting using current workplace software, including:
  - Microsoft Excel,
  - General Ledger-based programs
  - Intuit QuickBooks
  - Sage 50 Accounting
- Identify systematic "checks and balances" to assist in validating the accuracy of the automated record keeping and reporting for audit compliance.
- Determine needed measures to maintain the integrity of the automated record keeping and reporting systems.
- 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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Effectively process general tax office tasks and tax filings, with understanding of both manual and automated procedures.

- Apply mathematical concepts to typical tax situations.
- Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and tax information.
- Maintain internal control procedures.

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

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

## 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	TEC 204
Snapp, Richard	360-475-7386 rsnapp@olympic.edu	TEC 204
Ward, Alan	360-475-7378 award@olympic.edu	TEC 107

## 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. The "Statewide Business DTA Major Related Program (MRP) Agreement", revised May 7, 2012, specifies the requirements for the AB-DTA/MRP degree. Note that there is a 2017 update.

The agreement can be found at <https://www.sbctc.edu/colleges-staff/programs-services/transfer/major-related-programs.aspx>

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

#### 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

#### 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

#### Business Transfer: 20 credits (See Note 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

#### 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 – 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: WWU (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 BSTE 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	BUS 212
MacKaben, Kandace	360.432.5407 kmackaben@olympic.edu	TJL 126

## 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,



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leadership relationship while adopting strategies that foster critical thinking, technological skills, professional growth and the ability to manage change in a dynamic global business environment.”

ATA Requirements: The ATA is awarded upon the successful completion of a minimum of 90 quarter credits with an overall grade point average of 2.0. Students are required to successfully complete the required Management core plus 24 credits from a selection of additional Management courses. To complete the 90 credit degree program, the student is free to choose 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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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

<b>Required Courses</b>	<b>Credits</b>
BMGMT 102 Introduction—International Business _____	5
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 \_\_\_ 5

Choose one of the following two courses:  
 ACCT& 201 Prin of Accounting I \_\_\_\_\_ 5  
 BSTEC 130 Practical Accounting \_\_\_\_\_ 5 \_\_\_ 5  
 BSTEC 150 Business English\* \_\_\_\_\_ 5  
 BUS& 201 Business Law \_\_\_\_\_ 5  
 CIS 150 Survey of Computing \_\_\_\_\_ 4  
 ENGL& 101 English Composition I\* \_\_\_\_\_ 5  
 OLRM 220 Human Relations in the Workplace \_\_\_\_\_ 3

Choose one of the following two courses:  
 BSTEC 123 MS Word Specialist\* \_\_\_\_\_ 4  
 BSTEC 124 MS Excel Specialist\* \_\_\_\_\_ 4 \_\_\_ 4

Choose one of the following two courses:  
 CMST& 220 Public Speaking \_\_\_\_\_ 5  
 CMST 242 Intro to Comm in Organizations \_\_\_\_\_ 5 \_\_\_ 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 or for individuals who wish to acquire leadership skills in business management and planning to improve employment opportunities.

### 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. Articulate the relationship of leadership and how it relates to the functions of management.

2. Correctly apply accounting principles and mathematical calculations in basic business, planning, and management.
3. Effectively use oral and written communication skills as they relate to the business environment.
4. Effectively use computer software to support basic business information systems.
5. Show respect and the ability to work collaboratively with diverse individuals and teams.

## Required Courses Credits

**Accounting** (choose one of the following courses):  
 ACCT& 201 Prin of Accounting I \_\_\_\_\_ 5  
 BSTEC 130 Practical Accounting \_\_\_\_\_ 5 \_\_\_ 5

**Communications** (choose one of the following courses):  
 CMST& 220 Public Speaking \_\_\_\_\_ 5  
 CMST 242 Intro to Comm in Organizations \_\_\_\_\_ 5 \_\_\_ 5

**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 \_\_\_ 5  
 BMGMT 282 Principles of Leadership/Management \_\_\_\_\_ 5  
 CIS 150 Survey of Computing \_\_\_\_\_ 4  
 ENGL& 101 English Composition I\* \_\_\_\_\_ 5

Select one of the following 19 credit concentrations:

### Supervisory/Human Resources:

BMGMT 102 Introduction—International Business \_ 5  
 BMGMT 145 Business Ethics \_\_\_\_\_ 2  
 BMGMT 147 H.R. Interviewing/Risk Management \_ 2  
 BMGMT 183 Negotiations \_\_\_\_\_ 5  
 BMGMT 247 H.R. Performance Reviews \_\_\_\_\_ 2  
 OLRM 220 Human Relations in the Workplace \_\_\_ 3 \_\_\_ 19

### Small Business:

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 \_\_\_ 19

### Sales and Marketing:

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 \_\_\_ 19

**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 (retailmanagement-certificate.com). All courses in this certificate are accepted by Western Governors University and Brandman University.

### 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 and/or apply critical communication and computation skills related to a business setting.
2. Develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products.
3. Explore the essential dimensions of leadership/management as they apply to business and develop an appreciation/understanding of critical ethical issues, human relations and resource concepts as they apply to general management situations.

### Required Courses

	<i>Credits</i>
<b>Accounting</b> (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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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

### Required Courses

	<i>Credits</i>
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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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

### Required Courses

	<i>Credits</i>
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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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

### Required Courses

	<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	BUS 213
Salas, Joanne	jsalas@olympic.edu 360.475.7372	BUS 109

## 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

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college or university with an Upside Down Degree Program, or elect to complete the Associate in Arts Transfer Curriculum.

## 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. 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.

## 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 \_\_\_ 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 Access for Professionals \_\_\_\_\_ 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

**Total Credits Required 91**

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

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

## 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 \_\_\_ 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

**Total Credits Required 48**

## Bookkeeping Clerk

### Certificate of Completion

**Advisor** Salas, Joanne  
**Contact** 360.475.7372  
jsalas@olympic.edu  
**Office** BUS 109

This program prepares students to supplement an administrative-type career with basic bookkeeping responsibilities for business or departmental budgeting.

### 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. 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.

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

1. Effectively use a variety 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 requirement (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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Work effectively, individually and as a team member, to serve customers and complete projects and tasks.
2. Use effective verbal, written and visual communication skills to build effective human relations.
3. Review standard grammar, usage and punctuation in written documents intended for a variety of readers.
4. Perform computer functions in a MS Office environment, produce professional documents and communicate electronically.
5. Manage time, resources, and information.

6. Recognize when and how to use problem solving skills.
7. Use information technology to explore career options in technology related occupations.
8. Gain effective strategies to actively participate and succeed in a learning environment.
9. Increase awareness of self-worth, and enhance the ability to make positive choices about values, skills and attitudes. Work effectively, individually and as a team member, to serve customers and complete projects and tasks.

## Required Courses Credits

Choose one of the following three 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	BUS 213
Salas, Joanne	jsalas@olympic.edu 360.475.7372	BUS 109

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

1. Use effective verbal, listening, and written communication skills 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**

## Composites Manufacturing Technology

### Also see Engineering Technology

Advisor	Contact	Office
Business & Technology	360.475.7838	BUS 213

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

1. Practice in and contribute to the effectiveness of teams.

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- Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
- Demonstrate the ability to apply mathematical computation skills necessary to plan and execute a composite materials fabrication project using fabrics, wet resins, and prepregs.
- Apply advanced composite materials terminology in the analysis of real world manufacturing, inspection, and repair scenarios.
- Demonstrate an understanding of the proper conduct and procedures necessary to effectively and safely work in a composites shop.
- Employ the proper techniques and procedures to use hand tools and precision measuring devices commonly found in a composites fabrication, inspection, and repair shop.
- Demonstrate the correct method in the assembly of a vacuum bag capable of autoclave part fabrication.
- Demonstrate the correct method in the assembly of a vacuum bag used in the repair of composite materials.
- Apply learned skills in a "hands on" setting while completing real life fabrication scenarios.
- Practice common fastener and bonded assembly techniques commonly used in the repair and manufacturing of advanced composite material parts and assemblies.
- Apply learned skills in a "hands on" setting while completing real life fabrication, inspection, and repair scenarios.
- 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.
- Evaluate a real world design/manufacturing problems and compute materials usage, physical properties and mechanical properties.
- Interpret an advanced composite engineering drawings, layup schedules, ply drop offs, and tolerancing used for fabrication and quality control.
- 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

		<i>Credits</i>
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
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:

- Demonstrate fundamental work ready skills, including the proper conduct and procedures necessary to safely and effectively work in a composites technology environment.
- Demonstrate an understanding of composites terminology, with the ability to define, utilize, and explain pertinent vocabulary.
- 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.
- 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.
- Demonstrate the ability to use applied math and to interpret and comply with specifications, drawings, and written procedures.

- Demonstrate the recognition, use, handling and disposal of hazardous materials of a typical composite materials fabrication shop per OSHA guidelines.
- 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.
- 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.
- Demonstrate an understanding of the applications of composites in industry and the career paths available.

## Required Courses

		<i>Credits</i>
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

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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 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 upon a minimum 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- or nationally-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.

## 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



## Degrees and Certificates

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	TEC 202
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Garripoli, Amelia	360.475. 7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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
<b>Core CIS &amp; General Education (48 credits)</b>	
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
	<b>48</b>

#### 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
	<b>10</b>

#### 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
	<b>36</b>

#### Total Credits Required **94**

Program progression is contingent upon a minimum 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	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475. 7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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.

#### 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 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 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
		<b>28</b>

### Communication Skills (15 credits)

CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
		<b>15</b>

### 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
		<b>10</b>

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 (WUW'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
		<b>3</b>
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
		<b>50</b>

## Total Credits Required 108

Program progression is contingent upon a minimum 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
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475. 7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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
		<b>48</b>

### 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
		<b>10</b>

### CIS Specialization (45 credits)

CIS 142	Java I Introduction to OOP*	5
CIS 143	Java II Fundamentals of OOP*	5
CIS 200	Programming Laboratory* (Required with CIS 142/143)	2
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
		<b>45</b>

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
		<b>10</b>

## Degree Total 113

Program progression is contingent upon a minimum grade of 2.0 or above in each CIS course.

# Degrees and Certificates

## Information Technology – Software Development

### Associate in Applied Science–Transfer

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Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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

#### 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

#### 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

#### Degree Total 102

Program progression is contingent upon a minimum grade of 2.0 or above in each CIS course.

## Information Technology – Support Specialist

### Associate in Applied Science–Transfer

Advisor	Contact	Office
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Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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.

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

##### 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

##### Network and Security (8-10 credits)

Note: Students are expected to take one pair of courses, 240/242, 261/262, or 247/249.



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 upon a minimum grade of 2.0 or above in each CIS course.

## Network Support Technician

### Certificate of Proficiency

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

1. Explain and demonstrate 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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Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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

1. Communicate the role of IT and its support for the organization.
2. Demonstrate basic computer skills in areas such as: applications, operating systems, and programming.
3. Provide basic computer user support 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& 220 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	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215

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:

# Degrees and Certificates

- 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)
- Linux Professional Institute Junior Level Administration Certification (LPIC-1)
- Microsoft Certified Professional (MCP)
- SUSE Certified Linux Administrator Certification

## 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. 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

<b>Required Courses</b>		<b>Credits</b>
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

<b>Advisors</b>	<b>Contact</b>	<b>Office</b>
<b>Westlund, Mark</b>	<b>360.475.7357</b> <b>mwestlund@olympic.edu</b>	<b>TEC 203</b>

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, story-boarding, 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 “techie” and “non-techie” 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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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

		<b>Credits</b>
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

<b>Advisors</b>	<b>Contact</b>	<b>Office</b>
<b>Becker, Richard</b>	<b>360.475.7370</b> <b>rbecker@olympic.edu</b>	<b>TEC 202</b>
<b>Blackwell, Kevin</b>	<b>360.475.7379</b> <b>kblackwell@olympic.edu</b>	<b>TEC 215</b>

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

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.
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.

<i>Required Courses</i>		<i>Credits</i>
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

<i>Advisors</i>	<i>Contact</i>	<i>Office</i>
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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

1. Explain and demonstrate core web site development, including creation, web page scripting, and maintenance concepts.
2. Construct well-designed, interactive World Wide Web client pages which conform to 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.
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.

<i>Required Courses</i>		<i>Credits</i>
CIS 141	Programming Concepts	5
CIS 155	Web Development I*	5
CIS 156	Multimedia for the Web	4
CIS 160	User Interface Design*	2
CIS 205	Introduction to XML*	2
CIS 255	Web Development II*	5

Choose one of the following:

OLRM 103	Explore Your Strengths	1
OLRM 105	Appreciating Diversity	1
CIS 116	Intro to MS Visio	1

**Total Credits Required** 24

## ASP Server Development

### Certificate of Recognition

<i>Advisors</i>	<i>Contact</i>	<i>Office</i>
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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.

<i>Required Courses</i>		<i>Credits</i>
CIS 205	Introduction to XML*	2
CIS 210	SQL	4
CIS 219	Introduction to ASP.NET	4
CIS 255	Web Scripting*	5
<b>Total Credits Required</b>		<b>15</b>

## Applications Server Support

### Certificate of Recognition

<i>Advisors</i>	<i>Contact</i>	<i>Office</i>
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215

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.



# Degrees and Certificates

## Required Courses

Choose one of the following two courses:

CIS	Course	Credits
212	Windows for Professionals	3
213	Mac OS X for Professionals	3
240	Microsoft LAN Administration I	5
242	Microsoft LAN Administration II	5
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	TEC 202
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210

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](http://www.pmi.org/info/PDC_CertificationsOverview.asp))

### 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

Choose one of the following two courses:

CIS	Course	Credits
BMGMT 148	Deadline and Project Management	1
116	Intro to MS Visio	1
150	Survey of Computing	4
182	Networking Concepts	5
190	Information System Project Management	4
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	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215

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

CIS	Course	Credits
124	Logic and Pattern Matching*	5
182	Networking Concepts	5
261	Operating Systems/Unix*	4
262	Unix Administration*	4

**Total Credits Required** 18

## Software Development Essentials

### Certificate of Recognition

Advisors	Contact	Office
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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

CIS	Course	Credits
142	Java I Introduction to OOP*	5
143	Java II Fundamentals of OOP*	5
145	Introduction to C Language*	5
160	User Interface Design*	2
200	Programming Laboratory*	1

**Total Credits Required** 18

## Technical Support

### Certificate of Recognition

Advisors	Contact	Office
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210

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

**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

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.

<b>Required Courses</b>		<b>Credits</b>
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

<b>Advisors</b>	<b>Contact</b>	<b>Office</b>
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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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

<b>Required Courses</b>		<b>Credits</b>
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

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Gesch, Therese	360.473.0561 (West Sound Technical Skills Center)	WSTSC
<b>Business &amp; Technology</b>	<b>360.475.7360</b>	<b>TEC 103</b>

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

1. Demonstrate written skills required for the application process 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

#### 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**

# Degrees and Certificates

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

1. Demonstrate written skills required for the application process 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 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 \_\_\_\_\_ 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 \_\_\_\_\_ 19

##### Quarter Two (Winter):

COS 162 Esthetics General Sciences II\* \_\_\_\_\_ 3

COS 172 Esthetics Skin Care II\* \_\_\_\_\_ 5

COS 182 Esthetics Lab Clinic II\* \_\_\_\_\_ 9 \_\_\_\_\_ 17

##### Quarter Three (Spring):

COS 173 Esthetics Skin Care III\* \_\_\_\_\_ 6

COS 180 Business Practices\* \_\_\_\_\_ 2

COS 183 Esthetics Lab Clinic III\* \_\_\_\_\_ 8 \_\_\_\_\_ 16

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

1. Demonstrate written skills required for the application process 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 \_\_\_\_\_ 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**

## 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**



## Culinary Arts Institute

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Nash, Robert	rnash@olympic.edu 360.475.7571	BUS 110
Plemmons, Chris	cplemmons@olympic.edu 360.475.7316	BSC 131B

## Culinary Arts Institute- Sous Chef

### Associate in Technical Arts

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

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

### 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. 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 Credits

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

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

### Required Courses Credits

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

1. The student will know a variety of cooking 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 Credits

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**

# Degrees and Certificates

## Early Childhood Education

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Dilling, Gayle	gdilling@olympic.edu 360.475.7289	SBCDC 103

## Early Childhood Education

### Associate in Applied Science-Transfer

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

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

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

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

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

Required Courses	Credits
ENGL& 101 English Composition I*	5
Choose one of the following two courses:	
ENGL& 102 Composition II*	5
ENGL& 235 Technical Writing*	5
Choose one of the following two courses:	
MATH& 107 Math in Society*	5
MATH& 141 Precalculus I: Algebra*	5

**Humanities** (Choose 10 credits from the following, from at least 2 disciplines):

ART& 100 Art Appreciation	5
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 5 credits from the following, must be a lab science)

BIOL& 160 General Biology w/Lab	5
BIOL& 211 Majors Cellular	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& 164 Mathematics for Early Childhood	5
ECED 174 Multicultural Education	3
ECED& 190 Observation/Assessment	3
EDUC& 130 Guiding Behavior	3
EDUC& 204 Exceptional Child	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 173 Art and Creative Activities	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 para-educators in some school districts.

### 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. 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 174 Multicultural Education	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 Exceptional Child	5
ENGL& 101 English Composition I*	5

### Recommended Electives

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

ASL& 121 Am Sign Language I	5
ECED& 100 Child Care Basics	3
ECED 125 Child Advocacy (CASA Training)*	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 173 Art and Creative Activities	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

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Dilling, Gayle	gdilling@olympic.edu 360.475.7289	SBCDC 103

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.

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

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

<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**

## State Short Certificates

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

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

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

1. Implement appropriate health, safety, and nutrition practices in family programs serving ages 0-12.
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.

<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& 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.



# Degrees and Certificates

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

### Required Courses

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

1. Recognize appropriate health, safety, and nutrition practices in programs serving ages 0-12.
2. Foster and mentor teachers to identify and meet individual child needs.
3. Supervise and implement age appropriate curriculum through childcare routines and activities.

4. Demonstrate family support and relationship-building skills with families.
5. Foster and nurture staff growth and professionalism through goal setting activities and performance evaluations.
6. Recognize and honor the culture and needs of families, children, and staff, in all aspects of an Early Childhood Program.
7. Create and maintain a professional team environment.
8. Maintain current knowledge of the field of Early Childhood Education.
9. Participate in community and professional networking.

### Required Courses

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

1. Implement appropriate health, safety and nutrition practices in programs serving children age 5-12.
2. Identify and meet individual child needs.
3. Plan and provide age appropriate curriculum for school age children.
4. Demonstrate family support and relationship-building with families.
5. Recognize and honor the culture and needs of families, children, and staff in all aspects of a program for school age children.

### Required Courses

	<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 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

	<i>Credits</i>
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum – Nurturing Rel* _____	2

**Total Credits Required** **12**

## Electronics

**Advisor**                      **Office**                      **Contact**  
 Seybold, Craig              cseybold@olympic.edu      TEC 115A  
 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, micro-computer operation and languages, micro-processors, 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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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

	<i>Credits</i>
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
MATH& 141 Precalculus I: Algebra* _____	5

Choose one of the following two courses:

OLRM 220 Human Relations in the Workplace _____	3
OLRM 225 Human Relations in Organizations _____	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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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

	<i>Credits</i>
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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Operate comfortably and effectively in an industrial work setting.
2. Recognize the significance and desirability of reliable and ethical behavior.
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.

# Degrees and Certificates

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
<b>Total Credits Required</b>		<b>19</b>

## Engineering

Advisor	Contact	Office
Engineering Advisor	360.475.7743 semadvisor@olympic.edu	HSS 203A
Hess, Linnea	lhess@olympic.edu 360.475.7727	ST 214
Tuncol, Goker	gtuncol@olympic.edu 360.475.7722	ST 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

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

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)

## 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

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 Eng*	5
ENGR 270/271 Fundamentals of Materials Science & Lab* 6	6
MATH 222 Differential Equations II*	5
MATH& 264 Calculus 4*	5

**Total:** (minimum 101 credits required)

## Engineering Technology

Also see Composites, Machining, and Technical Design

Advisor	Contact	Office
<b>Machining:</b>		
Beck, Douglas	360.473.2827 dbeck@olympic.edu	WSTSC Shop 223
<b>Technical Design:</b>		
Raty, Ron	360.475.7389 rraty@olympic.edu	BUS 211
Sanchez, Peter	360.475.7393 psanchez@olympic.edu	ENG 104
<b>Tech-D at PSNS:</b>		
Newman, Grant	360.475.7393 gnewman@olympic.edu	ENG 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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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 111/121 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

**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

# Degrees and Certificates

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
<b>Pathway credits (subtotal)</b>		<b>52</b>

**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	Access for Professionals	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
<b>Pathway credits (subtotal)</b>		<b>54</b>

**Total Credits Required 94**

**Degree Total 92-98**

## Fashion Marketing

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Quinn, Stephen	squinn@olympic.edu	HSS 203G
	360.475.7345	

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

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

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**

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

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

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

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Hagan, Timothy	thagan@olympic.edu	CIC 116
	360-475-7315	

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)

#### 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 from OC Natural Sciences Distribution
- 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.



# Degrees and Certificates

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

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

## Homeland Security/ Emergency Management

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Quinn, Stephen	squinn@olympic.edu 360.475.7345	HSS 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

**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

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

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

	<i>Credits</i>
<b>Communications (10 credits):</b>	
ENGL& 101 English Composition I* _____	5
ENGL& 235 Technical Writing* _____	5
<b>Quantitative/Symbolic:</b>	
MATH& 146 Intro to Statistics* _____	5

### 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
GEO&L 101 Intro Physical Geology _____	5
GEO&L 110 Environmental Geology _____	5
GEO&L 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 190x 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-X Special Topics (X = A, B, C...) has a different topic each quarter (represented by the changing letter designation) and may be repeated an unlimited number of times. The first time applies towards the Core Requirements and additional HSEM 190-X courses apply towards 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.

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

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.

# Degrees and Certificates

- 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.
- Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
- Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.
- Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
- 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 190x	Special Topics in HSEM* (See Note 1)	3

**Total Credits Required** 26

**Note 1:** HSEM 190-X Special Topics (X = A, B, C...) has a different topic each quarter (represented by the changing letter designation) and may be repeated an unlimited number of times. The first time applies towards the Core Requirements and additional HSEM 190-X courses apply towards 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

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Cohen, Mirelle	mcohen@olympic.edu 360.475.7553	HSS 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:

- Understand addiction and the ways it affects individuals throughout the life course.
- Apply key principles in developmental and abnormal psychology to the experiences of chemically dependent and addicted patients.
- Understand the pharmacological actions of alcohol and other drugs.
- Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
- Be effective in treatment planning, case management referral, use of community resources, and service coordination.
- Effectively utilize the techniques used in individual counseling; group counseling; and counseling for families, couples and significant others who are affected by chemical dependency.
- 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.
- Successful completion of 4-hour HIV/AIDS risk-intervention training for the chemically dependent.
- Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
- Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
- Access and use a variety of resources and services that match the needs of the individual or family.
- Coach and mentor others. Others include co-workers, colleagues, and family members.
- 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
ECED 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

A **Quantitative/Symbolic Reasoning** course generally accepted as transferrable 1-5 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 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 20

### Required Courses: Human Services (46 credits)

HS 105	Substance Abuse Prevention	3
HS 107	Intro to Human Services	5
HS 110	Diversity, Ethics & the Law	3
HS 112	Case Management for CDP	3
HS 113	CDP Individual Counseling	3
HS 114	CDP Group Counseling	3
HS 115	Adolescent Addiction and Treatment	2
HS 120	Relapse Prevention/Family Counseling	3
HS 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

ENGL& 101 English Composition I\* \_\_\_\_\_ 5

### Human Services (45 credits)

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

HS 275	Human Services & CDP Practicum 1	_____	5
PSYC& 200	Lifespan Psychology	_____	5
PSYC& 220	Abnormal Psychology	_____	5

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

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

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

**Total Credits Required** **19**

## 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 though 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.

### 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.

**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.

# Degrees and Certificates

<i>Required Courses</i>		<i>Credits</i>
HSSA&	101 Intro to Addictive Drugs*	5
HS	110 Diversity, Ethics & the Law*	3
HS	112 Case Management for CDP*	3
HS	113 CDP Individual Counseling*	3
HS	114 CDP Group Counseling*	3
HS	120 Relapse Prevention Family Counseling*	3
<b>Total Credits Required</b>		<b>20</b>

## Industrial Trades Technician

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
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: Weldor
- 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*

## Machining Technology

*Also see Engineering Technology*

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Beck, Douglas	dbeck@olympic.edu 360.473.2827	Shop 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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate an understanding of safety rules for equipment, personal protective equipment, interpret Material Data Safety Sheets (MSDS), 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 hand-write 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.

- Gather, interpret, and use data consistently and accurately to make decisions and take action.
- Contribute to the maintenance of a safe and healthy work environment.
- Apply technology to operate and contribute to business and manufacturing systems.
- Take responsibility for his/her actions and decisions, adapt to change, and update his/her skills, knowledge, and attitudes to meet new challenges.

<i>Required Courses</i>	<i>Credits</i>
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
<b>Total Credits Required</b>	<b>39</b>

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

- Use basic communication skills (writing, reading, speaking, listening and computing) to work effectively as a team member in a manufacturing environment.
- Demonstrate an understanding of safety rules for equipment, personal protective equipment, interpret Material Data Safety Sheets (MSDS), and safety features of machines in a manufacturing laboratory.
- Prepare resources for production, develop an effective process plan, identify basic types of drawings, develop simple sketches of objects and read blueprints.
- Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilized and explain CNC terminology.
- 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.

- Program, run, edit and troubleshoot NC codes.
- Perform various methods to create solids, and apply toolpaths.

<i>Required Courses</i>	<i>Credits</i>
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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilize and explain CNC terminology.
- 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.
- Demonstrate an understanding/ability to program and complete student milling and turning projects during the quarter.
- Program, run, edit and troubleshoot NC codes.
- Perform surface modeling techniques.
- Perform various methods to create solids.

<i>Required Courses</i>	<i>Credits</i>
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**

## Manufacturing Technology

See Composites, Engineering Technology, and Machining

## Medical Assisting

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Accurately perform clinical skills appropriate for a medical office setting.
- 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.



# Degrees and Certificates

<i>Required Courses</i>		<i>Credits</i>
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
Choose 10 credits from at least two different distribution areas (H, SS, NS):		
<b>Humanities (H):</b>		
ASL& 121	Am Sign Language I _____	5
CMST 253	Intercultural Communication* _____	5
SPAN& 121	Spanish I _____	5
<b>Social Sciences (SS):</b>		
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
<b>Natural Sciences (NS):</b>		
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
<b>Total Credits Required</b>		<b>91-93</b>

## 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.

### 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:

1. Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
2. The completed application for the MEDA program.
3. Signed Statement of Responsibility.
4. Signed Confidentiality Statement.
5. Copies of placement test scores and/ or transcripts to verify appropriate placement for Math and English.
6. Any applicable course transcripts needed for consideration for transfer students.
7. 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.
8. 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:

1. Computer lab and clinical lab fees
2. Purchase of scrubs and appropriate shoes
3. Purchase of wristwatch with sweep second hand
4. Purchase of a stethoscope
5. Vaccinations as needed to meet program requirements
6. Cost of Criminal History Information Background Check
7. National exam practice testing fee
8. Cost of malpractice and liability insurance coverage
9. Cost of healthcare insurance coverage prior to practicum placement

### Program Learning Outcomes

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

1. Perform clinical skills appropriate for an ambulatory healthcare setting.
2. Effectively use oral and written communication skills as they relate to a medical office environment.
3. Use computer software to research, enter or organize data for medical information systems.
4. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
5. Recognize and be able to respond to medical office emergencies within scope of training.
6. Perform administrative skills appropriate for an ambulatory healthcare setting.
7. 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.
8. Recognize the impact of cultural differences in the care of patients and the interaction with co-workers.
9. Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work, and documentation of charges and payments.
10. 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 63**

## 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 94 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:

1. Completed application.

2. Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
3. Purchase of malpractice insurance, which is available from the cashier in the HSS Building.
4. Signed Confidentiality Statement.
5. 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.
6. Additional requirements including titers for chicken pox and/or measles may be compelled by certain extern sites.

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

### 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 62**

## Medical Receptionist

### Certificate of Completion

In this program students will learn to greet patients and other visitors, make appointments and verify insurance information using a computer, prepare and maintain patient charts, 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.

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

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

**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

- Prioritize and appropriately multitask in a variety of healthcare setting situations based on customer service principles and organizational values.
- Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
- Work effectively as a healthcare team member.

- 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.

## 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	CSC 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.

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

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.<sup>1</sup>

#### 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.<sup>2</sup>

#### 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.

<sup>1</sup> Students who were educated in another language through the 8th grade may be exempt from this requirement.

<sup>2</sup> 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](http://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

Gerianne Babbo, Associate Dean of Nursing  
[gbabbo@olympic.edu](mailto:gbabbo@olympic.edu) 360.475.7793

Sue Riddle, RN-BSN Recruiter  
and Nursing Programs Advisor  
[sriddle@olympic.edu](mailto:sriddle@olympic.edu) 360.475.7175  
Office: CSC 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);
4. 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.

# Degrees and Certificates

Proof of the following is required after provisional acceptance into the Nursing Program:

1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Personal health insurance
5. Criminal History Information Background Inquiry Check

A student who cannot participate in patient care delivery in clinical settings based on a positive Background Inquiry Check will not be able to meet program progression requirements.

## 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 number: 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:

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. Malpractice insurance;
5. Personal health insurance;
6. Student Nurse Association dues (optional);
7. State license application fee;
8. NCLEX-RN fee;
9. Transportation to and from clinical facilities;
10. Nurse Legislative Day;
11. 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

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.

**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

### 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	
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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	
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**Total Credits Required 115**

## Transition to Associate Degree Nursing (LPN to RN)

### Associate in Technical Arts

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Riddle, Su	sriddle@olympic.edu 360.475.7175	CSC 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.

### 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

**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

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

	<i>Credits</i>
BIOL& 241 Human A & P 1*	6
BIOL& 242 Human A & P 2*	6
BIOL& 260 Microbiology*	5
CHEM& 121 Intro to Chemistry*	6
ENGL& 101 English Composition I*	5

Choose **one** of the following two courses:

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

## Practical Nursing

### Certificate of Specialization

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Riddle, Sue	sriddle@olympic.edu 360.475.7175	CSC 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](http://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 minimum 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](http://www.doh.wa.gov/hsqa/Professions/Nursing)).

### Practical Nursing Program

The Olympic College Practical Nursing Program is a one-year program that prepares graduates to provide safe direct patient care as licensed practical nurses (LPN) in acute care, long-term care, home health, and ambulatory care settings. The program includes both classroom study and supervised clinical practice (patient care). The curriculum includes diverse learning experiences consistent with the Practical Nursing Program 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 care-givers, 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

# Degrees and Certificates

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
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### Required Support Courses

PNURS 108	Clinical Pharmacology*	_____	1
PNURS 126	Dosage Calculations*	_____	1
			<b>27</b>

### 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
			<b>17</b>

### Spring Quarter:

PNURS 106	Lab II*	_____	2
PNURS 116	Fundamentals II*	_____	5
PNURS 118	Nutrition	_____	3
PNURS 124	Medical-Surgical Clinical*	_____	5
			<b>15</b>

### 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
			<b>10</b>

### Fall Quarter:

PNURS 202	Client Care Management*	_____	2
PNURS 206	Fundamentals IV*	_____	4
PNURS 210	Clinical Mentorship*	_____	8
			<b>14</b>

**Total Credits Required 83**

## Nursing Assistant

### Certificate of Recognition

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Gill, Beth	bgill@olympic.edu 360.475.7764	CSC 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**



## Organizational Leadership

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
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 225	Human Relations in Organizations	_____	5

**Total Certificate of Recognition** 12

**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 Credits

<b>(From Certificate of Recognition):</b>			
OLRM 150	Improving Human Effectiveness	_____	2
OLRM 201	Intro to Organizational Leadership	_____	5
OLRM 225	Human Relations in Organizations	_____	5

<b>Organizational Leadership Focus</b>			
OLRM 202	Intro to Organizational Ethics	_____	5
OLRM 205	Managing Diversity	_____	3
OLRM 260	Conflict Resolution	_____	5

OR			
<b>Leadership Communication Focus</b>			
OLRM 205	Managing Diversity	_____	3
OLRM 250	Organizational Communication	_____	5
OLRM 260	Conflict Resolution	_____	5

**Total Certificate of Completion** 25

**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

<b>(From Certificate of Recognition):</b>			
OLRM 150	Improving Human Effectiveness	_____	2
OLRM 201	Intro to Organizational Leadership	_____	5
OLRM 225	Human Relations in Organizations	_____	5

<b>From Organizational Performance Improvement, Organizational Leadership Focus</b>			
OLRM 202	Intro to Organizational Ethics	_____	5
OLRM 205	Managing Diversity	_____	3
OLRM 260	Conflict Resolution	_____	5

OR			
<b>From Organizational Performance Improvement, Leadership Communication Focus</b>			
OLRM 205	Managing Diversity	_____	3
OLRM 250	Organizational Communication	_____	5
OLRM 260	Conflict Resolution	_____	5

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

# Degrees and Certificates

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

1. Focus on humanistic, ethical, and transformational leadership in organizations.
2. Achieve organizational goals and personal growth.
3. Solve problems to promote positive organizational change.
4. Bridge the gap between theory and practical applications to achieve immediate results in their lives and organizations.
5. Effectively use oral and written communications skills in an organizational environment.
6. Work respectfully and collaboratively with diverse individuals and teams.
7. Analyze legal and ethical implications of organizational conduct.

### 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 Managing Diversity \_\_\_\_\_ 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 Practicum \_\_\_\_\_ 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

SOCC& 101 Intro to Sociology\* \_\_\_\_\_ 5

Choose any two of the following for 10 credits:

ASTRO 101 Introduction to Astronomy\* \_\_\_\_\_ 5

BIOL 101 Introduction to Marine Science \_\_\_\_\_ 5

BIOL& 160 General Biology w/Lab \_\_\_\_\_ 5

GEOG& 100 Introduction to Geography \_\_\_\_\_ 5

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

1. Develop a philosophy of leadership and management to effect positive change through personal, organizational, and systems perspectives.

- Identify and assess intrapersonal and interpersonal skills necessary to lead with personal and relational competence.
- Communicate clearly, credibly, and appropriately in a variety of interpersonal and intercultural contexts.
- Design strategies that foster team building, promote problem solving, and optimize organizational resources.
- Apply legal, ethical, and policy-making principles and processes to make socially responsible, situationally-appropriate decisions in a variety of leadership situations.
- Analyze and evaluate qualitative and quantitative data to assess organizational performance and make informed decisions.
- Articulate the value of workplace diversity and develop inclusive strategies that maximize performance in a global marketplace.
- Identify the tools of quality control, process improvement, and occupational and environmental safety in order to develop a safe and efficient work environment.

**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, College Math, 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*	5
BUS	330 Introduction to 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/Leaership—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 upon a minimum 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

- Recognize the philosophy, social significance, and organizational design of non-profit organizations.
- Identify the fundamental elements of grant proposals and fundraising plans.
- 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 360.473.2865	CIC 302
Kyes, Stephanie	skyes@olympic.edu 360.473.2864	CIC 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](http://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:

- Same tuition as other OC students;
- TEAS and Accuplacer test prior to admission (\$81 – TEAS, \$20 Accuplacer)

### Additional Costs:

- Laboratory fees (maximum \$35/course);
- PTA student malpractice and liability insurance;
- Proof of health insurance;
- NPTE and WA State licensure exam fees;
- Washington State Patrol (WSP) background check (\$10)
- 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.



# Degrees and Certificates

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.

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

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

**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

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 Proced 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)

## Credits

## Pre-Nursing

Advisor	Contact	Office
Riddle, Sue	sriddle@olympic.edu 360.475.7175	CSC 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):

ENGL& 101 English Composition I\* \_\_\_\_\_ 5

and one of the following two courses:

ENGL& 102 Composition II\* \_\_\_\_\_ 5

ENGL& 235 Technical Writing\* \_\_\_\_\_ 5 \_\_\_\_\_ 5

See Note 1.

### 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 a 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.

## Technical Design

### Also see Engineering Technology

Advisor	Contact	Office
Newman, Grant	gnewman@olympic.edu 360.475.7393	ENG 104
Raty, Ron	rraty@olympic.edu 360.475.7389	BUS 211
Sanchez, Peter	psanchez@olympic.edu 360.475.7393	ENG 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.

#### 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. 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

Choose one of the following three courses:

BSTEC 124 MS Excel Specialist*	4
BSTEC 154 Access for Professionals	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
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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Use a variety of computer-aided design software programs as would be required of a technical designer at a minimal skill level.
2. Access and use technical, human, and information resources accurately to complete projects and tasks.
3. Use computer technology to exchange information and develop technical drawings.
4. Use a systematic, problem solving approach for project development that begins with planning and concludes with an Internet or a hard copy product.
5. Behave responsibly in the completion of projects and/or tasks, and in interaction with others in the classroom.
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

Choose one of the following three courses:

BSTEC 124 MS Excel Specialist*	4
BSTEC 154 Access for Professionals	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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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.

# Degrees and Certificates

- 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.
- Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
- Identify materials and processes commonly used in residential construction.
- Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.
- Effectively communicate technical information in written, sketched, and digitized form.
- Effectively use typical office software for routine office purposes.
- Produce residential plans and pictorial drawings using hand drafting techniques.
- Produce residential building plans using industry standard CAD and BIM software.
- Use and interpret architectural and civil graphic standards
- Use CAD software to produce civil drawings.
- Identify the influences of art, history, sociology, and human perception in site and building design.
- 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.
- Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
- Identify materials and processes commonly used in residential construction.
- 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	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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Work as a team member involving multiple disciplines and responsibilities.

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

- Perform entry level work as a GIS Technician.
- Identify and apply basic GIS techniques and methods as required in the workplace.
- Design and create geospatial maps using GIS software.
- Perform basic database analysis using GIS software.
- Devise database schema required for addressing geospatial problems.
- Develop customized user interfaces appropriate for geospatial investigations.
- Appropriately incorporate GPS, CAD, and historical paper-based record data into a GIS framework.
- Identify geospatial problems and the requisite method, or set of procedures needed to address the issue.
- To construct a clear, presentable cartographic product that addresses a geospatial issue. Understand the software/hardware requirements for implementing a scalable GIS.
- Manipulate data bases from a variety of disciplines using GIS software.

## Required Courses

## Credits

BSTEC	154	Access for Professionals	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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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.

<i>Required Courses</i>		<i>Credits</i>
BSTEC 154	Access for Professionals _____	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
<b>Total Credits Required</b>		<b>38</b>

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

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.

<i>Required Courses</i>		<i>Credits</i>
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
<b>Total Credits Required</b>		<b>55</b>

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

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.

<i>Required Courses</i>		<i>Credits</i>
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.

# Degrees and Certificates

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

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.

<b>Required Courses</b>	<b>Credits</b>
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.

## Welding Technology

<b>Advisor</b>	<b>Contact</b>	<b>Office</b>
Keeling, Ron	rkeeling@olympic.edu 360.432.5419	OCS 101
Kitchens, Al	akitchens@olympic.edu 360.475.7312	Shop 203
Snell, Kevin	ksnell@olympic.edu 360.475.7395	Shop 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 completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Safely and accurately use a variety of electric arc processes, basic hand tools, mathematical skills and shop equipment to fabricate durable goods holding required tolerances in various manufacturing environments.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods in various manufacturing environments.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures.
6. Communicate effectively through verbal and written methods.
7. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW and FCAW processes.
8. Be able to take a pipe welder certification test in the 6G position utilizing both a 6010 and GTAW root pass with 7018 fill and cover passes.
9. Have the ability to manually draft Orthographic drawings and to open, create, change, save and print AUTO CAD Data Files.

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

1. Safely and accurately use a variety of electric arc processes, basic hand tools, mathematical skills and shop equipment to fabricate durable goods holding required tolerances in various manufacturing environments.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods in various manufacturing environments.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures.
6. Communicate effectively through verbal and written methods.
7. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW and FCAW processes.

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

1. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
1. Safely and accurately use select electric arc processes, basic hand tools, and shop equipment to fabricate durable goods.
2. Safely and accurately use select torches and fuel gases to produce parts that are used to fabricate durable goods.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork and responsible/dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures.
6. Use effective reading, thinking, mathematical and written communication skills in workplace environments.
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 process.

### 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 090B	Prealgebra*	5
OLRM 225	Human Relations in Organizations	5
PE-ED 109	Basic CPR	1
PE-ED 110	Basic First Aid	1
WELD 100	Oxyacetylene Welding*	6
WELD 101	Arc Welding I*	6
WELD 102	Arc Welding II*	6
WELD 103	Arc Welding III*	6
WELD 106	Welding Technical Orientation I	5

**Total Credits Required** **59**

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

1. Entry level skills for welding carbon, stainless and aluminum alloys welded with the Gas Metal and Gas Tungsten Arc Welding processes.
2. Understand the set-up, running and maintenance of GMAW and GTAW equipment and how to operate the equipment safely.
3. Understand safety requirements associated with the welding industry; including welding gear, welding equipments, gasses, tools, and welding environment.
4. Understand blue print reading by interpreting AWS welding symbols in order to fabricate an assembly to engineering drawing requirements.
5. An overview of the manufacturing sector, including career exploration.

### Required Courses Credits

MANU 101	Orientation to Manufacturing	2
WELD 104	Gas Tungsten Arc Welding*	6
WELD 105	Gas Metal Arc/Flux Cored Arc Welding*	6
WELD 107	Welding Technical Orientation II*	5

**Total Credits Required** **19**

## Precision Metal Cutting

### Certificate of Recognition

This program is designed to prepare students for entry-level metal cutting positions in the welding industry.

### Program 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. Perform safety inspections and preventive maintenance of welding equipment.
2. Apply personal safety procedures and use the correct personal protective equipment in the welding environment.
3. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
4. Use measuring instruments and layout tools including tape measures, combination squares, and machinist rulers.
5. Perform the following processes with an understanding of the appropriate application and instance for use: flame cutting, plasma cutting, sheering, and using the band saw or chop saw.
6. With 75% accuracy per workmanship standard, perform: oxyacetylene welding, brazing, oxy/fuel cutting, plasma arc cutting, straight cutting, and beveling.
7. Enhance academic success and retention for new and returning students into college.
8. An overview of the manufacturing sector, including career exploration.

### Required Courses Credits

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.

## 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 008–Spelling

**Cr: 1-6 Wkly hrs: 6 hours Lecture**

Students will learn how to spell by making sense of the English spelling system and understanding spelling rules. (Pass/No Credit)

**Prerequisite:** Orientation/qualifying score on state standardized assessment.

### 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 078–GED Preparation Lab

**Cr: 1-3 Wkly hrs: 6 hours Lab**

Class participants work independently in the lab setting as they select activities in reading, writing, or math. This lab helps students to develop the reading, writing, and math skills necessary for completion of the five tests of the GED through self-directed study.

**Prerequisite:** Orientation/placement or permission of instructor/educational planner.

### ADABE 079–GED Preparation

**Cr: 1-10 Wkly hrs: 10 hours Lecture**

This course helps students to develop the reading, writing, and math skills necessary for completion of the five tests of the GED. (Pass/No Credit)

**Prerequisite:** Orientation/placement testing.

## 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 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.

## ADABE 096–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 097–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.

## 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: 1-5 Wkly hrs: 5 hours Lecture

Introduce students to beginning English literacy skills. Designed for students who have not yet, or 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

Built 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

Built 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.

# Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

## 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: 1-4 Wkly 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: 1-4 Wkly 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 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& 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.

**Prerequisite:** Recommend 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: 5 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 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.

### 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:** MATH 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. Emphasizes informatic skills to promote client safety.

**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 199–Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

Course can be offered as: BIOL 199/299.

A practical application in the working world of the basic theories studied in the above program or discipline.

**Prerequisite:** Permission of instructor.

### BIOL&211–Majors Cellular

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.

**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 insures transferable credit.

**Prerequisite:** CHEM& 121 and CHEM& 131 (CHEM& 131 may be waived by exam); or CHEM& 141 and CHEM& 142 with a grade of 2.0 or better; concurrent enrollment in either CHEM& 131 or CHEM& 142 is permitted but not recommended.

### 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.

### 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 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 090A 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 090B with a grade of 2.0 or above or satisfactory placement test score.



## Course Descriptions

### **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.

### **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**

**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)

**Prerequisite:** Skill with using Windows and Files is recommended.

### **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. (Pass/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.) This course meets a prerequisite for transfer to WWU's bachelor in business program.

### **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 CIS 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 or MATH 991 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 99 or Math 991 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 99 or Math 991 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 199--Practicum**

**Cr: 1-5 Wkly hrs: 10 hours Lab**

Course can be offered as: CHEM 199/299.

A practical application in the working world of the basic theories studied in the above program or discipline.

**Prerequisite:** Permission of instructor.

### **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 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. (Formerly SPCH 199)

## 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 Olympian. (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.

# Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

## 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 090A.

## 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 090B 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: 5 Wkly hrs: 5 hours Lecture**

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 CS 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.

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.

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.

## 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–Operating Systems/Unix

**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–Unix Administration

**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.

### 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 h210)

**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 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](mailto: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 189A–Community Volunteer Service

**Cr: 2 Wkly hrs: 6 hours Clinic**

Course can be offered as: CO-OP 189A/189B/189C.

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.

### CO-OP 289A–Community Volunteer Service

**Cr: 3 Wkly hrs: 9 hours Clinic**

Course can be offered as: CO-OP 289A/289B/289C.

The Community Volunteer Service course utilizes Cooperative Education to enable students to experience volunteerism as a central component of life and career planning.



## 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, BSTEC 145 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 Esthology.

**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.

## **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 gleaning 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.

# Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

## 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 125–Child Advocacy (CASA Training)

Cr: 3 Wkly hrs: 3 hours Lecture

The skills, knowledge, and attitudes needed to be a CASA/GAL (Court Appointed Special Advocates/Guardian ad Litem) volunteer - an advocate for children who are court-involved as a result of neglect or abuse. (Formerly ECE 125)

**Prerequisite:** ENGL&101 with a 2.0 or better.

### 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.

### 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 090A 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 173—Art and Creative Activities

**Cr: 3 Wkly hrs: 3 hours Lecture**

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. (Formerly ECE 173)

## ECED 174—Multicultural Education

**Cr: 3 Wkly hrs: 3 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 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 interrelated 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 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--Exceptional Child

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 transistor 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.

## 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.



# Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

## 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&220–Intro to Shakespeare

Cr: 5 Wkly hrs: 5 hours Lecture

H - Studies in several major dramas and sonnets. (Formerly ENGL 269)

## ENGL&226–British Literature I

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of the development of English Literature from its beginnings through the later middle ages. (Formerly ENGL 266)

## ENGL&227–British Literature II

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of the development of English Literature from the Renaissance through 1789. (Formerly ENGL 267)

## ENGL&228–British Literature III

Cr: 5 Wkly hrs: 5 hours Lecture

H - A survey of English Literature from 1789 to the present. (Formerly ENGL 268)

## 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 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 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.

## 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: 1-5 Wkly hrs: 5 hours Lecture

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:** 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 interrelationships 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)

**Prerequisite:** FILM& 280.

### 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:** Acceptance into BAS in Digital Filmmaking Program or Instructor Approval is required to register.

### 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:** Acceptance into BAS in Digital Filmmaking Program or Instructor Approval is required to register.

### 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 film-making. 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:** Acceptance into BAS in Digital Filmmaking Program or Instructor Approval is required to register.

# Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

## 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:** Acceptance into BAS in Digital Filmmaking Program or Instructor Approval is required to register.

## 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:** Acceptance into BAS in Digital Filmmaking Program or Instructor Approval required.

## 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:** Acceptance into BAS in Digital Filmmaking Program or Instructor Approval required.

## 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:** Acceptance into BAS in Digital Filmmaking Program or Instructor Approval 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 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 102–Math Study Skills

Cr: 2 Wkly hrs: 2 hours Lecture

Covers math discomfort, note-taking, homework, textbook study, learning styles, test preparation, language of mathematics and problem solving.

**Prerequisite:** Concurrent enrollment in a mathematics course recommended.

### GEN-S 111–Success in the Professions

Cr: 1 Wkly hrs: 1 hours Lecture

Intensive 10 hour course that will be aligned with specific degree programs, including identifying expectations for higher education, improving academic skills and career- and self-awareness for success at Olympic College and beyond.

### GEN-S 120–Leadership in Society

Cr: 2 Wkly hrs: 2 hours Lecture

Students develop an understanding of the purpose of leadership, their unique leadership style, and how to apply leadership concepts and styles in a variety of contexts.

### 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 124–College Transition Essentials

Cr: 4 Wkly hrs: 4 hours Lecture

Transition to learning and application of self-assessment and study skills for students new to higher education.

### 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 140–Career Planning/Life Exploration

Cr: 1 Wkly hrs: 1 hours Lecture

Identify interests and values in relationship to the world of work. Establish or change career goals and learn skills for ongoing career and life planning.

### 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.

### GEN-S 150–4-Year College Transfer Preparation

Cr: 1 Wkly hrs: 1 hours Lecture

Identify the steps for transferring to a 4-year college including admissions requirements, majors, and program prerequisites. Career exploration and navigating Olympic College's degrees and graduation requirements will also be addressed.

### GEN-S 160–Vet & Military Transition to College

Cr: 2 Wkly hrs: 2 hours Lecture

A study of the challenges veterans and military members face transitioning from military or work to higher education and strategies to assist them.

### GEN-S 211–Research Skills in History

Cr: 2 Wkly hrs: 2 hours Lecture

An introduction to information literacy/research skills employed in the humanities disciplines with an emphasis on history. This is one of three courses in an integrated learning community.

## 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 100 is recommended.



## **GEOG&207–Economic Geography: Fund, Global, Dvlopment**

**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**

### **GEOL&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.

### **GEOL&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.

### **GEOL&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.

### **GEOL&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 GEOL 102)

### **GEOL 155–Geologic Hazards**

**Cr: 5 Wkly hrs: 5 hours Lecture**

NS - This course investigates a number of geologic hazards such as earthquakes, tsunami, 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:** Completion of 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:** Completion of 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:** Completion of 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.

Completion of 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.

Note: HSEM 190X Special Topics (X = A, B, C,...) has a different topic each quarter (represented by the changing letter designation) and may be repeated an unlimited number of times. The first time applies towards the Core Requirements and additional HSEM 190X courses apply towards Electives.

**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.

**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 expositions, 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.

### HMGMT 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: 3 Wkly hrs: 3 hours Lecture**

Assessment, case management, and documentation for Chemical Dependency Professionals.

**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 and Treatment

**Cr: 2 Wkly hrs: 2 hours Lecture**

Survey of accepted counseling modalities, techniques and methods for assessing and treating chemically dependent adolescents.

**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



## Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

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 transnationally, 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 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 (1945-1985), 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–Introduction to Women's and Gender Studies-Adv**

**Cr: 5 Wkly hrs: 5 hours Lecture**

H - A survey of gender, gender identity, women, and feminism in American Culture and transnationally, 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.

**Prerequisite:** ENGL&101 or the equivalent with a 2.0 or better.

## 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:** IE090B 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.

### IE 090A–Summer Intensive High-Intrmd/Advanced

**Cr: 1-13 Wkly hrs: 13 hours Lecture**

Summer Intensive for Intermediate and advanced students.

**Prerequisite:** Admission to the college and instructor permission.

### IE 090B–Summer Intensive High-Intrmd/Advanced

**Cr: 1-13 Wkly hrs: 13 hours Lecture**

Summer Intensive for Intermediate and advanced students.  
**Prerequisite:** Admission to the college and instructor permission.

### 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)

**Prerequisites:** IE093A 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.

# Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

## 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 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).

### LIB-R 180–Research for the 21st Century

Cr: 5 Wkly hrs: 5 hours Lecture

Building skills and techniques for successful lifelong learning in an on-line environment, examining strategies for locating, evaluating, and applying information resources in the research process with attention to information policy issues such as censorship and freedom of information.

**Prerequisite:** Eligibility for ENGL&101 and basic computer skills, such as e-mail, 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

### 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 found 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 090A–Essential Mathematics

**Cr: 5 Wkly hrs: 5 hours Lecture**

Concepts, calculations, and applications of arithmetic; use of a calculator. (Formerly MATH 089)

### MATH 090B–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.

**Prerequisite:** MATH 090A within the last 6 years with a grade of 2.0 or above or satisfactory placement test score.

### MATH 092–Math Review

**Cr: 5 Wkly hrs: 5 hours Lecture**

Topics from MATH 090A, 090B, 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 090B within the last 6 years with a grade of 2.0 or above or satisfactory placement test score.

### 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 090B 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–Elem/Intermediate Algebra for LibArts

**Cr: 5 Wkly hrs: 5 hours Lecture**

Beginning and intermediate algebra for Math in Society. Algebraic expressions, rational and negative exponents, radical and rational expressions and equations, linear and quadratic equations, graphs and applications.

**Prerequisite:** MATH 090B within the last 6 years with a grade of 2.0 or above or satisfactory placement test score.

### MATH 098I–Integrated Inter Algebra for MATH&107

**Cr: 3 Wkly hrs: 3 hours Lecture**

Part of IMATH course offering only. 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 Wkly hrs: 5 hours Lecture**

Second course in the sequence of Elementary Algebra and Intermediate Algebra. Graphing linear and quadratic functions; systems of equations; rational expressions; radical expressions and rational exponents. A scientific calculator is required.

**Prerequisite:** MATH 094 or MATH 098I within the last 6 years with a 2.0 or above or satisfactory placement test score.

### MATH 099I–Integrated Inter Algebra for MATH&141

**Cr: 3 Wkly hrs: 3 hours Lecture**

Part of IMATH course offering. Linear and quadratic equations; systems of linear equations; rational and radical expressions and equations.

**Prerequisite:** 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 100–Applied Math

**Cr: 5 Wkly hrs: 5 hours Lecture**

Integrated presentation of topics in arithmetic, algebra and geometry; problem-solving, estimation, use of right triangle relationships; applications of math in practical workplace-related problems.

**Prerequisite:** MATH 094 within the last 6 years with a grade of 2.0 or above, or satisfactory placement test score.

### MATH 103–Applied Trigonometry

**Cr: 5 Wkly hrs: 5 hours Lecture**

Plane trigonometry for technical programs including trigonometric functions, inverse functions, right and oblique triangles, radians, identities and graphing trigonometric functions.

**Prerequisite:** MATH 100 or 099 within the last 6 years with a grade of 2.0 or above, 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, MATH 098, MATH 099I, or MATH 098I within the last 6 years with a grade of 2.0 or above, satisfactory placement test score, or co-enrollment in MATH 098I.

## 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 or MATH 099I 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 or MATH 099I within the last 6 years with a grade of 2.5 or above, satisfactory placement test score, or co-enrollment in MATH 099I.

## 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, MATH 098, MATH 098I, or MATH 099I 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 or MATH 099I 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 99 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 110 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.

### 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, completion of 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 110 and 162 with a 2.5 or higher and acceptance into the Medical Assisting program.



## Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

### 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 Sett

**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 131, 112, 120, 136, 168, 152 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 new diagnostic coding system, ICD-10-CM which will be required beginning October 1, 2013. 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: 2 Wkly hrs: 2 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.

## Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

### **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 of 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.

## **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 090A 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: 3 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 model 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.

## Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

### **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 Organizations**

**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**

Focus on leadership and management within a technical environment. Covers critical leadership issues, developing a leadership orientation, planning, structuring, organizing functions of management; the organization as a "system"; building and sustaining motivation, communication across organizational

structures, frameworks for assessing organizational culture, supervisory methods, managerial decision-making, and individual, interpersonal, and group effectiveness in view of leading and managing the total enterprise.

**Prerequisite:** Acceptance into the OLTM BAS program or instructor permission.

### **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, OSHA standards, program design & execution, increasing leadership/organizational participation, stakeholder involvement, and performance assessment for continuous improvement.

**Prerequisite:** Acceptance into the OLTM BAS program or instructor permission.

### **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 various organizations and professional-technical fields. Topics will focus on how leadership skills and practices support the implementation of new 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, 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.

**Prerequisite:** Acceptance into the BAS program.

### **OLTM 330–Business Ethics and Policy**

**Cr: 5 Wkly hrs: 5 hours Lecture**

Examines contemporary ethics and policy issues in business, with an emphasis on their application in the technical professions. Review of ethical theory and moral reasoning to address contemporary business issues through assigned and supplementary reading, case study analysis, and interactive and contextual simulations. Use of professional codes of ethics and decision-making models to guide ethical and policy-related leadership/management decisions.

**Prerequisite:** OLTM program admission or instructor permission.

### **OLTM 340–Negotiation, Mediation, Conflict Res.**

**Cr: 5 Wkly hrs: 5 hours Lecture**

Explore themes and skills related to negotiation, mediation, and conflict engagement within a variety of professional and organizational contexts. Examines nature, sources, and role of conflict; analyze relationship dynamics and underlying interests among conflicting parties; determine individual and group strategies through a variety of experiential activities and simulations.

**Prerequisite:** Acceptance into BAS Program or Instructor Permission

### **OLTM 400–Leading/Facilitating High Perf. Teams**

**Cr: 5 Wkly hrs: 5 hours Lecture**

Fundamental concepts, theories, and techniques for guiding work teams to achieve organizational outcomes and maximize human potential. Focus on current challenges and issues confronting leaders/managers in technical organizations and identifying positive team management strategies to build and sustain high performance teams.

**Prerequisite:** Acceptance into BAS Program or Instructor Permission

### **OLTM 410–Quality Mgmt/Process Impv.Tech.Org.**

**Cr: 5 Wkly hrs: 5 hours Lecture**

Quality management and process improvement methods within a technical environment. Through case studies and class discussion, examine strengths and challenges of process improvement including LEAN, Six Sigma and Just In Time systems. A special focus on safety practices when developing and implementing process improvement, organizational systems and infrastructure, process improvement plans, customer focus, continuous improvement, and team involvement.

**Prerequisite:** Acceptance into BAS Program or Instructor Permission

### **OLTM 420–Plan, Lead & Execute Strategic 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. Students will work collaboratively through a change management project, engage in research, and examine the importance of assessing an organization's capacity for change. An emphasis on effective decision-making practices and change models.

**Prerequisite:** Acceptance into BAS Program or Instructor Permission

### **OLTM 490–Senior Capstone Ldr. & Technical Mgmt**

**Cr: 5 Wkly hrs: 5 hours Lecture**

Designed to integrate and apply program/professional competencies. Choose one or a combination of the following: Workplace leadership project synthesizing knowledge, skills, & experiences in area of technical expertise Service/community-based project College-to-career transition experience (e.g., internship/practicum) Achievement of recognized external industry/professional standards or credentials Submit concept paper one quarter prior to registering for this course; full-time OLTM faculty approval required.

**Prerequisite:** This course should be completed during the last 12 credits of the program prior to graduation. The capstone experience project requires instructor permission to enroll.

## 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 130–Becoming a Love and Logic Parent

Cr: 2 Wkly hrs: 2 hours Lecture

Practical strategies for reducing behavior problems, increasing motivation, and building assets that contribute to lifelong responsibility and resiliency.

## 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.

### 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.

### 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.

## Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

### 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**

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 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**

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 HUMAN 235)

### POLS 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 CMST 255).

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 PNURS126 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 199–Practicum

Cr: 1-5 Wkly hrs: 10 hours Lab

Course can be offered as: PSYC 199/299.

A practical application in the working world of the basic theories studied in the above program or discipline.

### 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 study of psychopathology, specifically a study of abnormal human behavior, its description and explanation from several theoretical perspectives and an overview of the 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.

**Prerequisite:** Recommendation: 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 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.

### 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 090B 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.

### 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 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.



## Course Descriptions

COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance  
NS=Natural Science, SS=Social Science

### 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: 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 090B 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.

# Faculty and Administrators

OC employs a diverse group of faculty and administrators who are highly qualified and committed to the success of our students.

**ABBAY, MARA L**

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English, Humanities. B.M., Lawrence University; M.M., University of Michigan; Ph.D., University of Iowa. 9/10/1959 - 12/31/1994. 35 years of service.

### **DIGBY, SUSAN**

Geography. B.S., McGill University; B.Ed., Queens University; M.A., Carleton University; Ph.D., University of California, Los Angeles. 9/1/2005 - 6/20/2016. 11 Years of Service.

### **DODGE, MICHAEL L**

Mathematics. B.A., M.S., Western Washington University. 9/14/1978 - 6/20/2016. 38 years of service.

### **DREANEY, JOHN C.**

Humanities. B.A., Seattle University; M.A., Washington State University; Graduate Study, University of Illinois, Michigan and Washington; Ph.C., Washington State University. 9/1/1962 - 6/30/1995. 33 years of service.

**ERICKSEN, ROBERT P.**

History. B.A., Pacific Lutheran University; M.A., State University of New York; Ph.D., University of London. 09/15/1976-06/12/2000; 24 years of service.

**ESTEP, DARRELL A.**

Engineering. B.A., M.E., Central Washington University. 6/24/1967 – 7/24/1998. 31 years of service.

**FALLEY, RICHARD W.**

Electronics. B.S., Eastern Illinois University; M.S., Bradley University; Ed.D., University of Nebraska. 9/8/1967 – 6/1986. 19 years of service.

**FULLER, LESLIE L.**

Welding. A.A., Clark College; Journeyman Boilermaker, Journeyman Machinist. 9/14/1977 – 1/5/1996. 19 years of service.

**GRAHAM, LOUIS B.**

Humanities. B.A., M.A., Western Washington University; Ph.D., University of Utah. 4/4/1988 – 8/31/2001. 13 years of service.

**HAINES, DONALD**

Applied Physics/Physics for Technicians. B.S., Colorado School of Mines; M.S., Ph.D., Montana State University. 9/6/2001 – 3/6/2012. 11 years of service.

**HARVEY, WILLIAM D.**

Drama / Speech. B.A., M.A., University of Washington. 9/10/1959 – 6/30/1995. 36 years of service.

**HECKER, DAVID**

English. B.S., State Teachers College, Minot, North Dakota; M.A., University of Minnesota; Ph.D., Washington State University. 9/8/1964 – 1/2/1997. 33 years of service.

**HILL, SHAROLYN S.**

Drafting. B.A., Southern Illinois University; M.A., University of Washington. 7/11/1983 – 6/16/2001. 18 years of service.

**HOLLINGSWORTH, CARSON**

Mathematics. B.S., Alma College; M.A., Eastern Michigan University; MA, Rutgers. 9/8/1964 – 12/31/1997. 33 years of service.

**KIEBURTZ, ROBERT**

Chemistry. B.A., M.S., Western Washington University. 9/9/74- 6/13/2011. 37 years of service.

**KINERT, JOHN H.**

Physical Science/Mathematics. B.S., U.S. Naval Academy; M.S., U.S. Naval Post-Graduate School; M.S., George Washington University. 9/11/1990 – 12/10/2000. 10 years of service.

**LEWIS, MARCIA A.**

Health Occupations. B.S., University of Washington; M.A.Ed., Pacific Lutheran University; Ed.D., Seattle University. 9/18/1975 – 6/30/2004. 29 years of service.

**MAKI, LEO C.**

Mathematics. B.S., M.S., Western Washington University. 9/9/1974 – 8/16/2002. 28 years of service.

**MATHIASSEN, JORGEN W.**

German / English. B.A., M.A., San Francisco State College. 9/9/1963 – 6/30/1996. 33 years of service.

**MATSUMOTO, TOMMY S.**

Office Technology. B.A., M.A., Colorado State College of Education. 9/15/1955 – 8/31/1992. 37 years of service.

**MCMANNON, GARY C**

Adult Education (ESOL). B.A., University of Wyoming. 12/17/1999-8/17/2015. 16 years of service.

**MEYERS, JUDITH M**

English. B.A., Wheaton College; M.A., Ph.D., University of Washington. 9/18/1975-12/14/2015. 40 years of service.

**MILLER, LARRY S**

Biology/Chemistry. B.S., University of Washington; Ph.D., University of Massachusetts. 3/25/1996 – 6/20/2016. 20 years of service.

**MITCHELL, ANNE L.**

Home and Family Life. B.A., Mount Holyoke; M.A. Yale University. 9/13/1971 – 10/13/1993. 22 years of service.

**MORGAN, DEAN B.**

English. B.A., M.A., Adams State College, Colorado; TESL Certificate, Portland State University. 9/10/1962 – 10/1/1997. 35 years of service.

**NELSON, HERMAN H.**

Office Technology. B.A., M.A., Central Washington University. 9/8/1964 – 5/4/1996. 32 years of service.

**NEWCOMER, ROBIN**

English/Journalism. B.A., University of Southern California; M.A., California State University, Northridge. 9/23/1991-8/10/2006; 15 years of service.

**NIVEN, SCOTT**

Mathematics/Astronomy. B.S., University of Oregon; M.A., University of Washington; Ph.D., University of Calgary. 09/14/1977 - 08/10/2006. 29 years of service.

**NORMAN, WARREN A.**

Physics. B.S., Purdue University; M.S., Naval Postgraduate School. 8/4/1980 – 12/22/98. 18 years of service.

**NORTON, RICHARD H.**

Philosophy / Comparative Religion. B.A., B.A., M.A., University of Washington. 9/15/1969 – 6/12/2000. 31 years of service.

**PALMER, PATRICIA L.**

English. B.A.; M.A., University of Washington. 07/09/1992-6/11/2007; 15 years of service.

**PUDELKO, GERALD A.**

Psychology. B.A., M.S., Western Washington University. 9/13/1971 – 6/12/2000. 29 years of service.

**REYBURN, DENISE**

Counseling. B.A., Western Washington University; M.Ed., University of Puget Sound. 9/20/1975 – 6/12/2009. 34 years of service.

**RYEN, GLORIA J.**

Counseling. B.S, Lewis and Clark College; M.S., University of Oregon. 4/1976 – 6/1997. 30 years of service.

**SAMPSON, LARRY**

Office Technology. B.A., M.A., Colorado State College. 9/19/1957 – 12/31/1997. 40 years of service.

**SEAVY, DONALD K.**

Biology/Marine Science. B.S., Pacific Lutheran University; M.S., University of Puget Sound; Ph.D., Oregon State University. 09/13/1971 – 06/13/2011. 40 years of service.

**SICKS, DAVID W.**

Mathematics. B.A.Ed., MEd, Western Washington University. 9/8/1964 – 12/31/1998. 34 years of service.

**SLEIGHT, ANN**

Anthropology. B.A., M.A., University of Michigan. 9/8/1967 – 6/13/1995. 30 years of service.

**SNAPP, CYNTHIA**

Fashion & Retail Merchandising. B.A., California State University. 9/15/1986 – 4/27/1999. 13 years of service.

**SQUIRE, DAVID E.**

Sociology. B.A., M.A., California State College. 9/14/1970 –10/12/2001. 31 years of service.

**SZYMKEWICZ, MICHAEL J.**

Electronics. B.A., M.Ed., Central Washington University. 09/11/1977 – 6/13/2011. 34 years of service.

**TEZAK, JANET L.**

Nursing. B.S.N., University of North Dakota; M.N., University of Washington. 09/15/1981 – 06/13/2011. 30 years of service.

**TORMANEN, HARLAN D.**

Computer Science. University of Washington; IBM Programming Training. 8/30/1968 – 6/30/1999. 31 years of service.

**WALKER, THOMAS F.**

Science, Geology. B.A., University of Montana; M.A., University of North Dakota; Ph.D., University of Montana. 9/15/1976 – 7/31/1996. 20 years of service.

**WAINWRIGHT, JANA**

English. B.A., Colorado State University; M.A., Austin Peay State University; Ph.D., Texas A & M University. 09/10/1992 – 05/28/2009. 17 years of service.

**WALLIS, MELVIN R.**

Art. SS, Southwest Missouri State University; MFA, University of Oregon. 9/9/1974 – 12/31/2002. 28 years of service.

**WICKS, ART**

English. B.A., M.A., University of Washington. 09/14/1978 – 06/12/2009. 31 years of service.

**WILKIN, GARY E.**

Business and Economics. B.S., M.B.A., University of Southern California. 9/11/1972 – 12/15/2007. 35 years of service.

**WILLIAMS, LEON**

Industrial Education/Technical Design. A.A., Olympic College; B.A., M.Ed., University of Washington. 09/23/1974 - 06/13/2006. 32 years of service.

**WINESDORFER, JOHN B.**

Biology. B.A., Kenyon College; Graduate Study, John Hopkins University/University of Washington; Ph.C., University of Washington. 9/14/1970 – 6/30/1998. 28 years of service.



# Faculty and Administrators

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## Advisory Committees

### **BUSINESS MANAGEMENT**

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Crow, Marty – Vice-Chair  
Davis, Laurie  
McCutcheon, Heidi  
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Adamson, Jim  
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Feltus, Justin  
Hamilton, Michael  
Hunter, Andrew  
Klega, John “Jay”  
Melcher, Kerry  
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Horan, Karen – Chair  
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Ward, Paige

### **CULINARY ARTS**

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Benish, Joe  
Braun, Peter  
Buholz, Michael  
Davis Hayfield, Kathy  
Downen, Monica – Chair  
McClelland, Jeffrey  
Nesby, John – Vice-Chair  
Schenk, Tiffany  
Sharpe, Willie Mae

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Downum, Mike  
Everitt, Tim  
Forsher, James  
Jones, Sherwood  
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Montgomery, Jay  
Price, Laurance  
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Schmuck, Tom  
Sheikh, Hoda  
Swager, Matthew

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Bright, Jocey  
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Grable, Megan  
Harkness, Tara  
Palodichuk, Tammi – Chair

### **ELECTRONICS TECHNOLOGY**

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Petersen, Ryan  
Smith, Samuel  
Stone, Jarrad – Vice-Chair  
Wardian, Jack

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Kingsley, Diana  
Lawrence-Piecuch, Barbara  
Mork, Kay  
Patrick, Stacy

### **HUMAN SERVICES**

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McGowan-Anderson, Lindsay  
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Saber, Saeed  
Saucier, Jeremiah  
Segur, Linda  
Stone, Mike  
Sypka, Iwona  
Viers, Randy  
Whitacre, Betsi

### **INDUSTRIAL TRADES TECHNOLOGY**

Farley, Ira Reuben – Chair  
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Watland, Bryan

### **MANUFACTURING/ENGINEERING TECH**

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Curley, Tom  
Easterday, Ron  
Frei, Lynn  
Henry, Chris  
Jankowski, Philip  
Reyes-Potts, Anna

### **MEDICAL ASSISTING**

Bird, Lynette – Chair  
Bustetter, Terri – Vice-Chair  
Clauson, Marisa  
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Emery, Jeanoelle  
Fleischman, Dr. Sally

Kjenner, Dianna  
Kriedberg, Gary  
Lewis, Les  
Pond, Wendie  
Sauer, Michelle  
Viebrock, Andrea

### **NURSING**

Acres, Susan  
Cochrell, Patty  
Fong, Yolanda  
Fought, Sharon Gavin  
Gardner, Julie  
Geiger, Kirsta  
Gibler, Kathryn  
Hoell, Lois – Chair  
Marshall, Pamela  
McGavin, Krystal  
Polensky, Mary  
Rasmussen, Jeanell – Vice-Chair  
Stone, Tonya

### **ORGANIZATIONAL LEADERSHIP & RESOURCE MANAGEMENT**

Goodnow, Michael  
Mechling, Ann  
Perryman, Jennifer  
Randall, Emily  
Twiss, Steve  
Walters, Katie  
Wheeler, Greg – Chair  
Winney, Anna

### **PHYSICAL THERAPIST ASSISTANT**

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Gorman, Sheila – Vice-Chair  
Holyoak, Chris  
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Palmer, Brett – Chair  
Perez, Rick

### **WELDING TECHNOLOGY**

Bridges, Larry  
Christiansen, Gregory – Chair  
Colson, Randy  
Dearing, Robert  
Earley, Jacquelin  
Fairchild, Arnold  
Hildebrandt, Jud  
Jack, David  
Montoya, Matthew  
Nelsen, Steve  
Prinz, Sean  
Ryzek, Jason

### **WORKFORCE DEVELOPMENT**

Blakley, Carol  
Cocus, Kathy – Chair  
Deyette, Lance  
Drzewiecki, Paul – Vice-Chair  
Hess, Margaret  
Johnson, Jay  
Mackie, Carol

## Academic Terms

**ACCUPLACER:** Accuplacer is a computerized assessment that assesses sentence skills, reading comprehension, and mathematics skills.

**ACCREDITATION:** The process whereby a recognized agency or organization grants public recognition (such as a school, institute, college, university, or specialized program of study) indicating that it meets established standards of quality, as determined through initial and periodic self study and evaluation by peers. The essential purpose of the accreditation process is to provide a professional judgment to quality of the educational institution or programs offered.

**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 staff member who, along with teaching or other duties, assists students with registration, course selection and educational planning.

**AUDIT:** Registration for informational instruction only. Regular attendance in a course or courses is customary without other participation and without credit. Tuition and fees still apply.

**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 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 <https://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 COLLEGE:** A two-year institution of higher education, generally public, offering instruction for the community in which it is located. Offerings usually include a transfer curricula (credits transferable toward a bachelor's degree), professional/technical programs, general education courses, community service, and adult education.

**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:** Courses that a student may enter throughout the quarter (at OC). Late starting and continuous enrollment courses are available online at [www.olympic.edu/](http://www.olympic.edu/).

**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.

**CORROBORATIVE:** To strengthen or support with other evidence; make more certain. See OC Value Statement No. 5, b - Develop, prioritize and communicate our goals corroboratively.

**COURSE:** A single subject of study taken for one term, quarter, or semester.

**COUNSELOR:** A full-time, professionally trained faculty member who works with students who need assistance with career decision-making as well as personal issues.

**CREDIT(S):** The unit by which an institution may measure course work.

**CURRICULA:** A set of courses organized to achieve a specific educational objective.

### DEGREES:

**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):** English to Speakers of other Languages - 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

## Academic Terms

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requirement. Active duty military personnel, their spouses, and dependents are eligible to have non-resident fees waived.

**FINANCIAL AID:** Sometimes called Student Aid. Money made available to a student who can demonstrate financial need. The term covers grants, gifts, loans, scholarships, and jobs which are assigned to assist a student to balance his/her budget. Amounts and types of aid vary and are dependent upon the amount of funds available for distribution.

**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 EDUCATION 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. Often times LMS is used for online courses, however, they can also be used to enhance traditional face-to-face classes as well.

**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:** A subject area in which a student chooses to specialize. Typically a major comprises one-third to one-half of a student's four years of course work for a bachelor degree. A major is not required for an associate degree.

**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 you to request placement into pre-college and college-level courses at OC based on your 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):** Scholastic Aptitude Test, 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 (ARGAC)

The Admission, Registration and Graduation Appeals Committee (ARGAC) is advisory to the Dean of Enrollment Services and generally meets once each quarter. 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.

**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. §1011i, 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 mari-

juana 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.

Recommended by Joan Hanten, Vice President of College Relations

Submitted to President's Cabinet for Review, 01/14/2014

Approved by President, 01/14/2014

Submitted to Board of Trustees, 01/21/2014

## Policies and Procedures

Approved by Board of Trustees, (formerly part of 400-06) April 27, 2010

Revised by Board of Trustees, February 21, 2012 and March 18, 2014

Published in Washington Administrative Code, April 20, 2014.

### 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 the College Service Center 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: [www.olympic.edu/privacy-policy](http://www.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 Business 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 computers, printers, or peripherals. Do not install, reconfigure, or remove software on OC computers. Do not attach hardware to any of OC's computers, electrical or networking outlets. This includes: laptops, smart phones, tablets, etc. 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 to the network or 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 [www.olympic.edu/about-olympic-college/public-information/your-right-know](http://www.olympic.edu/about-olympic-college/public-information/your-right-know) Safety and Security information is available at [www.olympic.edu/services/campus-safety](http://www.olympic.edu/services/campus-safety).

OC's policy on discrimination and harassment is specific and available in the policy section of the College website: <http://www.olympic.edu/about-olympic-college/board-trustees/olympic-college-policy-manual-table-contents>

## 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. [E]xpect 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 [www.icrimewatch.net/search2.php?AgencyID=54474](http://www.icrimewatch.net/search2.php?AgencyID=54474).

For Level II and III Sex Offenders registered in Mason County, go to [www.icrimewatch.net/index.php?AgencyID=54479&disc=](http://www.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.

### 132C-120-065 Prohibited student conduct.

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 9.41.050, provided the vehicle is locked and the weapon is concealed from view

(9) **Hazing.**



## Policies and Procedures

(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, nonconsensual 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.**

**132C-120-076 Classroom conduct.**

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 CSC 514 at OC Bremerton or by telephone at 360-475-7473.

Complete copies of the current Student Conduct Code may also be found at <http://apps.leg.wa.gov/wac/default.aspx?cite=132C-120>.

## College Policy Index

Olympic College (OC) 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
- 200-07 Smoking on Campus
- 200-13 Animal Control Policy
- 200-16 Parking Policy
- 200-19 Non-Discrimination 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 [www.olympic.edu/Campuses/AboutOC/BoardOfTrustees/Policies/](http://www.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

**Be Informed, Prepared – Not Scared**

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](http://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 6am 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 [www.olympic.edu/alerts](http://www.olympic.edu/alerts).

**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.

### Bremerton



### Poulsbo



### Shelton



**Directory – for additional information, visit [olympic.edu/directory](http://olympic.edu/directory)**

Campus Services	Web Address	Location	Phone
<b>BREMERTON CAMPUS</b>	<a href="http://www.olympic.edu/bremerton-campus">www.olympic.edu/bremerton-campus</a>		360-792-6050
Access Services for Students with Disabilities	<a href="http://www.olympic.edu/AccessServices">www.olympic.edu/AccessServices</a>	HSS 205	360-475-7540
Admissions – Ranger Station	<a href="http://www.olympic.edu/Admissions">www.olympic.edu/Admissions</a>	HSS 105	360-475-7650
Advising	<a href="http://www.olympic.edu/Advising">www.olympic.edu/Advising</a>	HSS 203	360-475-7530
Alumni Association	<a href="http://www.olympic.edu/alumni">www.olympic.edu/alumni</a>	CSC 530	360-475-7120
Assessment (Accuplacer)	<a href="http://www.olympic.edu/services/assessment-testing-services">www.olympic.edu/services/assessment-testing-services</a>	HSS 222	360-475-7238
Student Government of OC (SGOC)	<a href="http://www.olympic.edu/student-life/student-government-olympic-college">www.olympic.edu/student-life/student-government-olympic-college</a>	BSC 118	360-475-7290
Bookstore	<a href="http://www.ocbookstore.com">www.ocbookstore.com</a>	BSC	360-475-7432
Career Center	<a href="http://www.olympic.edu/services/career-center">www.olympic.edu/services/career-center</a>	HSS 201	360-475-7480
Cashier's Office	<a href="http://www.olympic.edu/paying-college/how-pay/cashiers-office">www.olympic.edu/paying-college/how-pay/cashiers-office</a>	HSS 106	360-475-7181
Community Education	<a href="http://www.olympic.edu/programs-classes/community-education">www.olympic.edu/programs-classes/community-education</a>	OC Shelton	360-536-7727
Counseling Services	<a href="http://www.olympic.edu/current-students/counseling-services">www.olympic.edu/current-students/counseling-services</a>	HSS 203	360-475-7530
Distance Learning	<a href="http://www.olympic.edu/programs-classes/distance-learning">www.olympic.edu/programs-classes/distance-learning</a>	HL, first floor west	360-475-7770
Financial Aid – Ranger Station	<a href="http://www.olympic.edu/FinancialAid">www.olympic.edu/FinancialAid</a>	HSS 105	360-475-7650
Foundation	<a href="http://www.olympic.edu/olympic-college-foundation">www.olympic.edu/olympic-college-foundation</a>	CSC 530	360-475-7120
Graduation, Certification & Commencement	<a href="http://www.olympic.edu/current-students/graduation">www.olympic.edu/current-students/graduation</a>	HSS 105	360-475-7650
Haselwood Library	<a href="http://www.olympic.edu/services/library">www.olympic.edu/services/library</a>	HL	360-475-7250
IT Help Desk	<a href="http://www.olympic.edu/information-technology">www.olympic.edu/information-technology</a>	CSC 216	360-475-7600
Military & Veteran Programs	<a href="http://www.olympic.edu/services/military-and-veteran-programs">www.olympic.edu/services/military-and-veteran-programs</a>	ENG 100	360-473-2821
Multicultural Services	<a href="http://www.olympic.edu/student-life/multicultural-and-student-programs">www.olympic.edu/student-life/multicultural-and-student-programs</a>	BSC 117	360-475-7680
Parking	<a href="http://www.olympic.edu/services/campus-safety/parking">www.olympic.edu/services/campus-safety/parking</a>	HSS 101	360-475-7800
Records & Registration – Ranger Station	<a href="http://www.olympic.edu/current-students/student-records">www.olympic.edu/current-students/student-records</a>	HSS 105	360-475-7650
Running Start	<a href="http://www.olympic.edu/RunningStart">www.olympic.edu/RunningStart</a>	HSS 208	360-475-7646
Safety and Security	<a href="http://www.olympic.edu/services/campus-safety">www.olympic.edu/services/campus-safety</a>	HSS 101	360-475-7800
Sophia Bremer Child Development Center	<a href="http://www.olympic.edu/services/child-care">www.olympic.edu/services/child-care</a>	SBCDC	360-475-7190
Testing	<a href="http://www.olympic.edu/services/assessment-testing-services">www.olympic.edu/services/assessment-testing-services</a>	HSS 222	360-475-7238
Tutorial Services	<a href="http://www.olympic.edu/services/tutoring-services">www.olympic.edu/services/tutoring-services</a>	ST 125A	360-475-7765
Veteran's Services	<a href="http://www.olympic.edu/services/military-and-veteran-programs">www.olympic.edu/services/military-and-veteran-programs</a>	ENG 100	360-473-2821
Welcome Center	<a href="http://www.olympic.edu/Admissions">www.olympic.edu/Admissions</a>	HSS 103	360-476-7560
Workforce Development	<a href="http://www.olympic.edu/programs-classes/workforce-development-and-basic-studies">www.olympic.edu/programs-classes/workforce-development-and-basic-studies</a>	CSC 421	360-475-7555
<b>POULSBO CAMPUS</b>	<a href="http://www.olympic.edu/poulsbo-campus">www.olympic.edu/poulsbo-campus</a>		360-394-2700
Advising	<a href="http://www.olympic.edu/Advising">www.olympic.edu/Advising</a>	OCP 114	360-394-2725
Assessment and Testing Services	<a href="http://www.olympic.edu/services/assessment-testing-services">www.olympic.edu/services/assessment-testing-services</a>	OCP 114	360-475-7238
Bookstore	<a href="http://www.ocbookstore.com">www.ocbookstore.com</a>	OCP 117	360-475-7432
Cashiering	<a href="http://www.olympic.edu/paying-college/how-pay/cashiers-office">www.olympic.edu/paying-college/how-pay/cashiers-office</a>	OCP 114	360-394-2725
General Information	<a href="http://www.olympic.edu/poulsbo-campus">www.olympic.edu/poulsbo-campus</a>	OCP 114	360-394-2700
Library	<a href="http://www.olympic.edu/services/library">www.olympic.edu/services/library</a>	OCP 106	360-394-2720
Student Services	<a href="http://www.olympic.edu/poulsbo-campus">www.olympic.edu/poulsbo-campus</a>	OCP 114	360-394-2725
<b>SHELTON CAMPUS</b>	<a href="http://www.olympic.edu/shelton-campus">www.olympic.edu/shelton-campus</a>		360-432-5400
Advising	<a href="http://www.olympic.edu/Advising">www.olympic.edu/Advising</a>	TJL	360-432-5400
Assessment and Testing Services	<a href="http://www.olympic.edu/services/assessment-testing-services">www.olympic.edu/services/assessment-testing-services</a>	PSC	360-432-5400
Bookstore	<a href="http://www.ocbookstore.com">www.ocbookstore.com</a>	PSC	360-432-7432
Cashiering	<a href="http://www.olympic.edu/paying-college/how-pay/cashiers-office">www.olympic.edu/paying-college/how-pay/cashiers-office</a>	PSC	360-432-5400
General Information	<a href="http://www.olympic.edu/shelton-campus">www.olympic.edu/shelton-campus</a>	PSC	360-432-5400
The Johnson Library	<a href="http://www.olympic.edu/services/library">www.olympic.edu/services/library</a>	TJL	360-432-5460
Student Services	<a href="http://www.olympic.edu/shelton-campus">www.olympic.edu/shelton-campus</a>	PSC	360-432-5400

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