Message from the President:

Welcome to **Olympic College!**

On behalf of the faculty and staff, it is my sincere pleasure to welcome you to Olympic College. The Aspen Institute recognized Olympic College as one of the top ten community colleges in the country for its achievements in student learning, certificate and degree completion, high rates of employment and earnings for graduates, and high levels of access and success for underrepresented students. It's a great time to be a part of OC as we continue to develop and expand to meet the needs of our students and our community.

OC will provide you with a number of options – you can study to receive an associate degree or certificate, develop skills that will enable you to succeed in college level classes, obtain transfer credits toward your bachelor's degree, retrain for new job requirements, train for job entry, or take a class for personal enrichment. Olympic College offers several Bachelor programs - a Bachelor of Science in Nursing, a Bachelor of Applied Science in Computer Information Systems, and, new this fall, a Bachelor of Science in Organizational Leadership and Technical Management. The College also offers several opportunities to complete four-year degrees through partnerships with Washington State University, Western Washington University, and Old Dominion University.

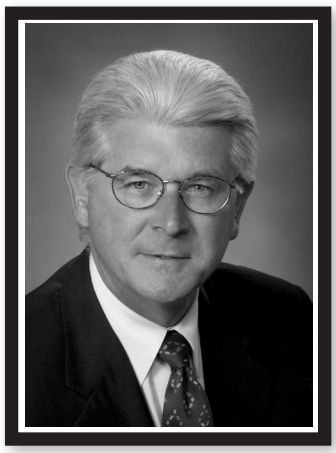
Our three campuses are humming with activity and the promise that a new academic year inspires. Visit OC Bremerton, OC Poulsbo, or OC Shelton; come meet the staff and faculty that can help you reach your educational goals.

Watch this summer for the groundbreaking of our new 75,000 square foot College Instructional Center (CIC). The CIC will house the Drama, Music, Arts, and Health Occupation programs, allowing for expansion of those worthwhile programs.

I hope you find Olympic College as exciting and enriching a place as I do. OC is a place that respects people, embraces new ideas, and values diversity and experience. Thank you for choosing Olympic College. We look forward to seeing you in the 2015-2016 school year.

Sincerely,

David C. Mitchell, Ph.D.
President



Dr. David Mitchell
President, Olympic College

2015-2016
Board of Trustees
Alice Tawresey
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Stephen Warner

OLYMPIC COLLEGE
START HERE. **GO ANYWHERE.**

OC started in 1946 with 575 full-time students in **Bremerton**. Since then the college has grown, serving more than 13,000 full- and part-time students a year. 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 2004 to create additional educational opportunities in Kitsap County. About 1,300 full-time/ part-time staff and faculty serve the needs of students across the campuses.

Student Profile

- 48% full-time – 12+ credits
- 52% part-time – less than 12 credits
- 25% under age 20
- 41% 20-29
- 18% 30-39
- 16% 40+
- Median age: 25 years

Welcome!

Olympic College (OC) offers many opportunities to excel. OC students can take courses to satisfy the first two years of a baccalaureate degree, which allow students 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. A Bachelor's of Science in Nursing, Bachelor of Applied Science in Information Systems and Mechanical Engineering degrees are also available.

Along the way, staff and faculty want to see students 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 educational 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 and now serves more than 14,000 full- and part-time students a year within the district of 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 accommodate the growth of students, technology, and student needs. A Bachelor of Science in Nursing, Bachelor of Applied Science in Information Systems, or Bachelor of Science in Mechanical Engineering degrees now available at the Bremerton campus or choose to transfer to one of the universities that are co-located at the Bremerton or Poulsbo campuses.

In response to the growing need for housing, the College opened its own residence hall in fall 2013. In 2014 Olympic College was awarded a $200,000 grant from the SBCTC to initiate a Bachelor of Applied Science program in Information Systems. Late this summer Olympic College plans to break ground on the new 75,000 square foot College Instruction Center (CIC) that will house the Art, Music, Drama, and Health Occupations programs. This state-of-the-art, multipurpose instructional space will replace the Art, Music and Theater buildings. These new advancements and additions truly allow OC to reach its full potential and strengthen the quality of education.

Environment of the College

The site of the largest Olympic College campus is located in Bremerton, a city of more than 37,700 in Kitsap County with spectacular views of the Olympic Mountains and Mount Rainier. Bremerton has many new parks, public art, new hotels, and other development that is 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 other cultural offerings.

The Poulsbo campus is also located in Kitsap County. The city has a population of 9,200 and is growing. The site of the Poulsbo campus in Olhava has seen the addition of new stores and new housing developments near the campus. 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 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.

(Approved by the Board of Trustees, 1/08)

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 collaboratively
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

(Approved by the Board of Trustees, 6/08)

2014-2017 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, assessable, and verifiable indicators of achievement that form the basis for evaluating whether the college is achieving its mission.

Core Theme A

Student Learning and Quality Teaching

- **Objective 1** - Curriculum and programs facilitate student success.
- **Objective 2** - Faculty are effective educators.
- **Objective 3** - Students learn.

Core Theme B

Student Access and Support

- **Objective 1** - Maintain enrollment levels and ensure equal access to education.
- **Objective 2** - OC students are retained and complete their educational goals.
- **Objective 3** - Student support facilitates student success.

Core Theme C

College Environment

- **Objective 1** - Olympic College employees foster a healthy work environment that embraces our values.
- **Objective 2** - Employees and students at Olympic College appreciate diversity and respect our differences.
- **Objective 3** - OC engages in responsible stewardship of our resources.

Core Theme D

Community Enrichment and Responsiveness

- **Objective 1** - Affirm the relevance of OC's existing education and training offerings to community needs.
- **Objective 2** - Ensure strong partnerships between Olympic College and the communities we serve.
- **Objective 3** - Fulfill and enhance Olympic College's role as a cultural resource.

Equal Opportunity College

It is the policy of Washington's community and technical colleges to provide equal opportunity in education and employment regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.

For inquiries regarding the Americans with Disabilities Act policies, contact Damon Bell, Vice President for Student Services and Achievement and designated Sec 504, College Service Center (CSC) 544, 360.476.7476. For questions regarding Title IX compliance, contact Sue Riddle, Title IX Officer, (CSC) 530, 360.475.7145. For inquiries regarding nondiscrimination, equal opportunity, and affirmative action: David Slown, Executive Director of Human Resources, (CSC) 528, 360.475.7305.

OC Locations

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

In addition to its campuses, Olympic College 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 located 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 Science in Nursing (BSN), an Associate in Arts degree (AA), Associate of Science degree (AS), Associate in Technical Arts degree (ATA), Associate of General Studies (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 veterans services. An extensive list of services available can be found in the "College Resources" section of this catalog or search OC's website at www.olympic.edu.

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 library), a student lounge, game rooms, student government offices, physical education/ 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 at www.olympic.edu.

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.

For information, contact:

OC Bremerton
1600 Chester Avenue
Bremerton, WA 98337-1699
360.792.6050 or 1.800.259.6718
360.475.7151 FAX

E-mail: prospect@olympic.edu
www.olympic.edu/campuses/bremerton-campus

OC Poulsbo

OC Poulsbo provides expanded access to Olympic College 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, Olympic College 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 Olympic College Poulsbo may also pursue an Associate in Technical Arts (ATA) degree or a certificate in multiple professional technical programs including Physical Therapist Assistant, 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, Olympic College has partnered with Western Washington University in the creation of Western Washington University Center at Olympic College in Poulsbo. Through the partnership, Western will offer a variety of degree programs, professional development opportunities, a lecture series, and program for youth grades K-12. For information, visit www.olympic.edu/poulsbo-campus.

For information, contact:

OC Poulsbo
1000 Olympic College Place NW
Poulsbo, WA
360.394.2725, 360.394.2700
360.394.2705 FAX

E-mail: poulsbocampus@olympic.edu
www.olympic.edu/poulsbo-campus

OC Shelton

OC Shelton is a supportive learning community serving Mason County for over 40 years. The campus offers personalized services in a friendly environment. The 27-acre campus has modern, high-tech facilities, including multi-use classrooms, computer labs, meeting rooms, a science lab, bookstore, library, video teleconferencing 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 a technical or semi-professional occupation or additional training for those already working in a field but desiring advancement.

OC Shelton offers General Education Development (GED) preparation classes and testing, 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 continuing education program offers community members opportunities for personal and professional enrichment.

OC Shelton students have access to a variety of student services such as advising and registration, cashiering services, placement testing(also includes GED, Computer-based Industry Certification Exams and proctoring services), tutorial services, and a bookstore. Multiple services are available for 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.

For information, contact:

OC Shelton
937 West Alpine Way
Shelton, WA
360.432.5400, 360.432.5412 FAX

E-mail: sheltoncampus@olympic.edu
www.olympic.edu/shelton-campus

Distance Learning Options

Distance Learning (sometimes called "eLearning") at Olympic College is defined as any program which uses electronic media as a way to deliver course content such as 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 2.0 tools provided by textbook publishers, developed by faculty, or available as Open Source.

Online courses may be taught in one of three modes, web-enhanced, hybrid, or fully online. Fully online courses replace all direct contact with the instructor, except through

online media. Course material is delivered exclusively through some form of electronic media. 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.

For the latest changes about distance learning opportunities, check www.olympic.edu/programs-classes/distance-learning or contact 360.475.7770 or email distancelearning@olympic.edu.

Accreditation

Olympic College 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 available the necessary resources to achieve its state 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 Avenue N.E., Suite 100
Redmond, WA 98052 425.558.4224, 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

The Olympic College 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.

The Registered and Practical Nursing Program is accredited by the National League for Nursing Accrediting Commission located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, www.nlnac.org; and approved by the Washington State Nursing Care Quality Assurance Commission located at PO Box 47864, Olympia, WA 98504-7877, www.doh.wa.gov/hsqa/Professions/Nursing.

The Culinary Arts Institute is accredited by the American Culinary Federation, 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 Street NW, Suite 500, Washington DC, 20005, www.naeyc.org.

The Human Services & Chemical Dependency Professional Program is accredited by NAADAC, the Association for Addiction Professionals, 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 Street, Clearwater, FL 33756, 727.210.2350, www.caahep.org.

The Pharmacy Technician Program is offered via an admissions collaboration with Spokane Community College (SCC). The SCC program is accredited through the Washington Quality Assurance Commission (formally known at the Washington State Board of Pharmacy) and nationally through American Society of Health-System Pharmacists (ASHP,) www.ashp.org. It also holds accreditation through the Commission on Accreditation of Allied Health Education Program (CAAHEP,) www.caahep.org.

The Physical Therapist Assistant Program at Olympic College 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 Street, Alexandria, VA 22314-1488, www.apta.org/capte.

The Polysomnography Program which is a collaboration with Highline Community College is accredited by the Commission on Accreditation of Allied Health Education Programs, www.caahep.org.

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About This Catalog

This catalog is effective July 1, 2015 through June 30, 2016 and is for information purposes only. It is not intended to form the basis for a contract. Olympic 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 Olympic College 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 Olympic College Poulsbo and the August meeting is at Olympic College Shelton.

Any additional meetings, off-campus Board meetings (e.g., OC Shelton) or cancellations of the regular meeting are announced in advance.

Contact: 360.475.7100 or 1.800.259.6718, Ext. 7100

OC Board of Trustees*

Beverly Cheney
Jim Page
Darlene Peters
Alice Tawresey
Stephen Warner

*Board of Trustee members were current as of printing of 2015-2016 catalog.

GETTING STARTED AT OLYMPIC COLLEGE

New Students and New Transfer Students

How to Get Started:

PLAN EARLY! Research educational programs and financial aid or other funding options. Consider programs of study, skills and abilities, likes and dislikes and career goals. Students should meet with educational advisors well in advance of registration to develop an educational plan. The OC website at www.olympic.edu lists the programs offered. Click on OC's quarterly class schedule, The View (https://apps.olympic.edu/classschedule/Default.aspx), for current course information.

1. Apply for Admission

- **Online:** www.olympic.edu/
- **Paper:** Application is available at all campuses, or mailed upon request. Review "Application Process" on page 7.

High school transcripts are not required for admission. An application fee is not charged. When received, an admissions letter will be sent by email or postal mail and will contain the student identification number {SID} and important information.

2. Fund Your Education

- Information about financial aid, scholarships, veteran and other funding options available at www.olympic.edu/paying-college/how-pay
- **Apply for Financial Aid, Military and/or Veterans Benefits**
- **Financial Aid** application instructions/material available at all campuses, online at www.olympic.edu/paying-college/financial-aid or call 360.475.7160. Submit the Free Application for Federal Student Aid (FAFSA) immediately. (See pg. 8 for more information).
- **Active Duty Military and family members:** Call 360.394.2725 for individual appointment at NBK Bangor, NBK Bremerton, or OC Poulsbo.
- **Veterans Services:** www.olympic.edu/services/veterans-services-office or call 360.475.7560

3. Take the Assessment (Accuplacer)

- To schedule an appointment to take the Accuplacer and to pay the $20 online, go to www.olympic.edu/services/assessment-testing-services/accuplacer-assessment. If space is available, some "walk-ins" may be accepted. Students may also visit their local campus for information.
- Arrive early to find parking, pay $20 (non-refundable) fee online to the cashier. Payment receipt, SID, and photo ID are required to take the assessment.
- **Special accommodations for testing:** contact Access Services, 360.475.7540 or go to www.olympic.edu/services/access-services-students-disabilities.

ATTEND CLASS, ADD OR DROP:

- **Attendance is required.** Students must attend the first three class sessions to keep their name on the class roster or wait listed students may be admitted by the instructor.
- **To add or drop a course,** use OASIS or submit an "Add/Drop" form to the Registration and Records Office. If you do not officially withdraw from classes, you are responsible for any outstanding tuition and fees.

- **Fast Registration for 1 to 6 credits Advising is not required for students who wish to register for 1 to 6 credits. Register online or in-person at any campus. Call 360.475.7200 for information**

4. Attend a New Student Advising Session

- Schedule an appointment to complete the Student Orientation to Advising and Registration (SOAR).
  - OC Bremerton: 360-475-7230 or go to www.olympic.edu/current-students/advising.
  - OC Poulsbo: 360.394.2725
  - OC Shelton: 360.432.5400
- Students may register in person for an online version of this session. Meet with an advisor after completing SOAR. Bring assessment scores, transcripts and ideas for programs and classes.
- **Transfer students:** If five or more credits have been completed at another college/university, students must take copies of their transcripts (official or unofficial) to an advisor for review. Additional information at **www.olympic.edu/current-students/advising.**
- **Running Start students** must contact the Running Start Office for orientation and advising: 360.475.7646, www.olympic.edu/current-students/running-start
- **Active Duty Military and family members** may participate in orientation and advising at any campus, or schedule an appointment to meet with a Military Education advisor: 360.394.2725, www.olympic.edu/current-students/military-education
- **International students** must contact the International Student Services for orientation/advising: 360.475.7412 or go to www.olympic.edu/current-students/international-student-program.

5. Register

- New students register in person following their new student advising session at any OC campus. **Running Start students** contact the Running Start Office.

6. Pay Tuition and Fees

- **Online:** https://oasis.olympic.edu/wts/student
- **In person:** OC Bremerton cashier, Poulsbo or Shelton campus
- **By phone:** Cashier, 360.475.7467/7465 or 1.800.259.6718, Ext.7181
- **Payment due within five business days or by the deadline for fall quarter.**
- Registration is complete when tuition and fees are paid or students have made payment arrangements at the Cashier's Office. Payment arrangements may include: Financial aid, agency or work force sponsorship, scholarships, veteran benefits, military tuition assistance, MYCAA or a tuition payment plan.

7. Buy Books

- **Online:** www.olympic.edu/services/oc-bookstore
- **In person:** Purchase books at the OC Bremerton, OC Poulsbo, or OC Shelton bookstores.

Continuing/Former Students

How to Register:

1. Meet with an Advisor

- **Fewer than 15 completed credits:** Advising is required to register for seven or more credits. Your advisor will give you a unique PIN that will allow you to register online using OASIS. Ask your advisor about your education plan requirements.
- **15 or more completed credits:** Faculty advising strongly recommended but not required. Use your global PIN to register online using OASIS until the education plan is approved.
  - **Important:** Students who started at OC after July 1, 2011 and have completed 45 credits must have an approved education plan on file to register for the next quarter. Contact the Advising Office at any campus for assistance.
- **Running Start and International students:** Must meet with their advisor each quarter prior to select courses, develop an educational plan and receive quarterly PINs and entry codes.
- **WorkFirst, Worker Training, Opportunity Grant and BFET students:** Must meet advisor each quarter. Academic plan is required.

2. Find your "Time to Register"

- Look up your "time to register" at www.olympic.edu/current-students/registration/oasis.
- Students may register on or after their "time to register." The time to register is based on the total number of credits on the official transcript.
- Former students who did not attend within the last three quarters must set up a registration time: (a) Call 360.475.7200, (b) Visit any local campus registration office, or (c) Send an email to registration@olympic.edu.

3. Register

- Select classes using the online "Class Schedule Planner:" https://apps.olympic.edu/classschedule/Default.aspx
- Go to www.olympic.edu/current-students/registration/oasis during open OASIS hours.
- Click on "Register, Add or Drop a Class."
- Log in with your Student Identification Number (SID) without dashes or spaces (i.e. XXXXXXXXX).
- Enter registration PIN as birth date i.e. 50179 if May 1, 1979), or global PIN if it was changed, or a special PIN provided by your advisor.
- Click "Continue."
- Enter item numbers of class selections.
- Click "Submit" (new class schedule will appear on the screen).
- Click "Finish." Print your schedule.

4. Pay tuition and fees

- Online, in person, or by phone within fivebusiness days. For more information see www.olympic.edu/paying-college/tuition-fees.

Need help with student PIN?
Call 360.475.7200 or visit any campus registration office.

Enrollment Information

This section provides information on how to apply to OC, get financial aid information, learn about assessment testing, understand the advising process and find out about registration information.

Admissions Eligibility

Olympic College 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 "Programs with 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:

Admissions and Institutional Outreach
OC Bremerton: Humanities and Student Services Bldg, Rm 105, 360.475.7479

Email: prospect@olympic.edu
www.olympic.edu/current-students/getting-started/admissions

Application Process

New Student Admission

New students should follow the "How to Get Started" process on page 6.

For general admission, the application for admission is required. Apply online at the state Web Admissions Center. Go to www.olympic.edu/current-students/getting-started/admissions and click on "apply." Paper applications are available at any campus, and on the OC website at www.olympic.edu/current-students/getting-started/admissions.

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.

College Tours

Campus tours are available at the Bremerton, Poulsbo, and Shelton campuses for prospective students, family, friends and groups. Contact the Admissions and Institutional Outreach Office at 360.475.7479 to schedule a tour.

Additional Admission Procedures

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

There are additional admission requirements for:

Adult Basic Education, High School Diploma Program, Running Start, International Students, Health Occupations (Nursing/Healthcare, Medical Assisting, Physical Therapist Assistant), and Bachelor degrees. Veterans and their family members: See page . Active Duty Military and their family members: phone the military advisor at 360.394.2725 or visit the Education Office at Naval Base Kitsap.

Continuing Student Admission

Students who continue from quarter must follow the "How to Register" on page 6.

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 for 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 before registration to discuss their education plan and to receive program updates.

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 official transcripts have been received. Submit the "Transcript Evaluation Request" form available at www.olympic.edu/current-students/registration/registration-records-forms and official transcripts to the Registration and Records Office. Information: 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.

Bachelor of Science in Nursing 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/bachelor-science-nursing-rn-bsn for special application and admission requirements.

Bachelor of Applied Science in Information Systems

Students applying to admission of the Bachelor of Applied Science in Information Systems 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 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.

For complete application materials and admission steps, go to www.olympic.edu/current-students/international-student-program;

For more information, contact: 360.475.7412 or international@olympic.edu.

Depending on the level of English skills and interests, students may enroll in a variety of educational programs. Intensive English provides language skills, cultural knowledge and experience needed to use English effectively, communicate and succeed in academics and the workplace, and provides opportunities for personal growth. International students may enroll or co-enroll in the high school diploma completion program, college preparatory courses, freshman or sophomore university transfer studies or career and professional degree 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, Oregon, and Hawaii. Contact the Office of International Education for a list of partner universities.

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

Continuing Education Admission

Continuing education classes offer many opportunities for professional development and personal enrichment for the community. Schedules are flexible and classes are offered throughout the year with enrollment permitted until three days before the start date. 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/continuing-education. A selection of continuing education classes is available each quarter in the class schedule (The View) or 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 tuition free Washington State Legislature to expand educational opportunities for high school juniors and seniors, program. Running Start students can enroll in college-level, tuition free, up to 15 credits or a maximum of 1.2 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 students 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 whole continuing to develop their computation and reading/writing skills outside of Running Start, may enroll in a limited selection of Olympic College 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 Olympic College, taking the Accuplacer assessment test and submitting a Running Start Application form along with a copy of students' high school transcript, assessments 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 www.olympic.edu/RunningStart.

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 FERPA 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.

For more information, contact:

Running Start
OC Bremerton: Humanities and Student Services Bldg, Rm 208, 360.475.7646
FAX 360.475.7643

Email: runningstart@olympic.edu
www.olympic.edu/current-students/running-start

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, such as the WASL or HSPE 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 and Counseling Center at 360.475.7530 or visit www.olympic.edu/programs-classes/ged-and-high-school-completion.

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.

Tech Prep - West Sound Education Consortium

Tech Prep offers high school students the opportunity to start professional/technical training programs while still in high school. With Dual Credit, high school students in selected programs can earn both high school and OC credits at the same time by earning a "B" or better in the articulated high school courses.

Education partners include Olympic College, Kitsap and Mason county school districts and the West Sound Technical Skills Center. High school programs are linked to community college programs through articulation agreements. For information on programs and application requirements, go to www.olympic.edu/programs-classes/tech-prep-dual-credit.

Financial Aid

Olympic College provides options to apply for financial aid, including scholarships, grants, loans, and other payment options. Information is available about applying for federal, state and institutional financial aid, including filling in the Free Application for Federal Student Aid (FAFSA), on OC's Financial Aid web page at www.olympic.edu/paying-college/financial-aid.

See Workforce Education Programs for additional funding sources for students.

Veterans benefit information and assistance is available to those who qualify. Contact 360.475.7560 or visit www.olympic.edu/services/veterans-services-office.

For more information about Financial Aid, please contact 360.475.7160 or visit the office in the Humanities and Student Services Building, Rm 103.

Financial Aid Eligibility

To qualify for federal/state financial aid, students must meet the following basic eligibility criteria:

- U.S. citizenship or eligible non-citizen
- High school diploma or GED
- Enrollment in an eligible program of study
- Maintain satisfactory academic progress
- Comply with selective service registration
- Valid social security number
- Not be in default on a federal student loan
- Not owe a refund to a federal grant

In determining eligibility for need-based aid, the college uses "averages" associated with the following expense components: Tuition/fees; books/supplies; room and board; personal and transportation. Separate budgets are developed for students living with parents and those not living with parents. Various adjustments are made for students who must pay different tuition rates such as those classified as non-state residents. Budgets are established each year according to the WA Financial Aid Association (WFAA).

Student Financial Aid budgets for the 2015-2016 award year will be established after the catalog has been printed. This information will be posted on the Olympic College Financial Aid webpage when it becomes available at www.olympic.edu/paying-college/financial-aid.

All financial aid is awarded based on the appropriate federal, state or institutional guidelines and eligibility for one financial aid program does not extend to other programs.

Application Procedure

To apply for federal and state financial aid, students must complete:

- Free Application for Federal Student Aid (FAFSA) for each year enrolled
- OC Admissions Application (new students only)
- OC Financial Aid Data Sheet

The FAFSA is available January 1 of each year and may be completed and submitted online at www.fafsa.ed.gov.

Hard copy FAFSAs are also available from OC's Financial Aid office in Bremerton. Some students will be required to furnish additional documentation. A new FAFSA must be submitted each year.

Students are advised to apply early in the year as soon as the FAFSA is available. All applicants are directed to OC's Financial Aid webpage at www.olympic.edu/paying-college/financial-aid to access forms, instructions, information, deadlines and helpful links for the application process. Additional forms are required to apply for student loans and these are available on the OC Financial Aid webpage at www.olympic.edu/paying-college/financial-aid/types-financial-aid-offered-olympic-college/student-loans.

The information provided on the FAFSA will be the basis to determine eligibility for one or more of the available financial aid programs.

Notification

When the Financial Aid office has a completed financial aid file, the file is reviewed and the student will be notified by email, regular mail and the online student financial aid portal of their eligibility and awards. A file is considered complete which contains a valid and correct Student Aid Report, complete Financial Aid Data Sheet, and all requested supporting documentation.

Undocumented Students

State aid is now available by completing the WAFSA application. Go to www.readysetgrad.org for more information and to complete a WASFA application.

Financial Aid Awards

When aid has been awarded, a student may receive it in a variety of ways. A student who has been awarded a grant prior to registering for classes may use these grant funds to pay all or part of their tuition/fee charges, depending on the amount of aid they have been awarded for that term.

Students with balances after grants are awarded and tuition is paid will be issued a Higher One debit card. Funds will be available on the first day of the quarter. Scholarship recipients are paid at the same time as grant recipients so long as the college has received the funds from the donor. Students receiving ONLY scholarships will receive a paper check.

First-time borrowers awarded a student loan will receive the proceeds of the first disbursement after the 30th day of the quarter. The disbursement proceeds will be applied to the student's Higher One debit card. Students awarded federal or state work-study are paid twice monthly for hours worked.

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

Many financial aid programs are based on need. This includes federal and state grants, work-study and the Direct Loan program. Scholarships may be based on need, merit, achievement, or a combination. OC participates in the following student 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 (Stafford) Loan, Federal Direct PLUS Loan, non-federal education loans (not need-based).
- **Scholarships:** For more information about Scholarships, see"Scholarships" on this page.

Student Responsibilities and Satisfactory Academic Progress

All students receiving federal or state financial aid are expected to register for only program-required courses and attend and complete all courses with grades of 2.0 or higher. Financial aid recipients who do not meet the satisfactory academic progress standards may be placed on warning status or may have future aid cancelled.

Also, a student may be required to repay all or part of any aid disbursed if they fail to meet these standards. Visit the OC Financial Aid webpage to view the satisfactory academic progress policy for federal and state aid recipients. More information is available about withdrawals/refunds, including our policies for Return to Title IV Funding and State Need Grant Repayment.

Scholarships

Scholarship awards are based on varying criteria (e.g., 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.

Financial Aid Scholarships

A variety of scholarships are available through the Olympic College Financial Aid Office located at OC Bremerton. Detailed scholarship information and application forms are available on the financial aid scholarship webpage at www.olympic.edu/scholarship-opportunities.

Olympic College Foundation Scholarships

Each year, the Olympic College Foundation offers more than 125 student scholarships to new and returning students each year. 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 www.theWashBoard.org; students apply through one easy, online application process. Visit the Olympic College Foundation website at www.olympic.edu/about-olympic-college/oc-foundation/about-student-scholarships for tips on how to use theWashBoard site or attend one of the free workshops sponsored by the Foundation each January. For answers to specific questions please contact the Foundation office at 360.475.7120 or foundation@olympic.edu.

Assessment

Students must complete OC's placement assessment if they plan to register for English and mathematics courses or courses that require English and mathematics prerequisites.

Placement Assessment (Accuplacer)

The placement assessment used at Olympic College is called Accuplacer. The cost to take the Accuplacer is $20. Students may take the Accuplacer at OC twice in a calendar year, if needed. If students took an Accuplacer assessment at another community or technical college, students may be able to use those scores for placement into OC courses. Consult with an for more information. Students may request to have their transcript reviewed if they have prior coursework in English and/or mathematics.

Accuplacer scores provide information to you and your advisor that will help determine your placement and readiness to enter college level courses, not just English and math. Students must complete OC's placement assessment if they plan to register for English and mathematics courses or courses that require English and mathematics prerequisites.

For more information visit www.olympic.edu/services/assessment-testing-services/accuplacer-assessment.

Advising

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

New Student Assessment and Advising Locations:

OC Bremerton:
Advising Center, Humanities and Student Services Bldg, Rm 203
1600 Chester Ave., Bremerton
360.475.7530

OC Poulsbo:
1000 Olympic College
Place NW, Poulsbo
360.394.2725

OC Shelton:
937 W Alpine Way, Shelton
360.432.5400

E-mail: advising@olympic.edu
www.olympic.edu/Advising

New and Returning Student Advising

For new or returning students, an educational program advisor will assist with identifying career and academic goals, beginning an educational plan, understanding the higher education system, understanding degree requirements, choosing appropriate coursework and more. In addition, an educational 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 Olympic College 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 educational program advisor 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.

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.

Transfer Student Advising

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

Colleges and universities are invited to OC yearly 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 to learn about having previous classes reviewed for OC credit or contact an advisor. Students wanting to transfer to a baccalaureate institution should work closely with an advisor at the planned institution before finalizing their education plan. Students may want to take the four-year college transfer preparation course, General Studies 150, which is a one-credit class designed to help students plan and prepare for transfer.

Academic Plan Requirement

Students who started at Olympic College on or after July 1, 2011 are now required to develop an education plan and have their faculty advisor approve the plan before they complete 45 credits.

An education 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 education planning process.
- Learn to use the Advising Relationship Management program to develop an education plan.
- Submit education 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.

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. Students may want to take the Career and Transfer Planning course, General Studies 141, a one-credit class designed to help identify career goals and learn about the college transfer process. The Career Center is another way to research career fields and educational pathways. Visit www.olympic.edu/academics/offices-departments/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 provide personal, career, and academic counseling. They also assist students who have not completed high school identify college courses necessary to meet state requirements. Each counselor has his/her own approach to counseling depending on the issues presented.

Educational Program Advisors

360 Area Code

EDUCATIONAL ADVISORS
Angela Dorsey 475.7235
Kirsten Meador.....475.7533
Stephen Quinn 475.7345
Pat Lyons (OCP) 394.2725
OC Shelton.....432.5450

COUNSELORS
John Babbo.....475.7537
Anthony Carson.....475.7645
Trish Christean 475.7763
Teresa Jones.....475.7683

Advisors

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

MILITARY EDUCATION PROGRAM SPECIALIST
Jerimiah Meyer.....394.2725

NURSING PROGRAM
Sarah Cook.....475.7175

RUNNING START
Erin Runestrand.....475.7648
OC Shelton.....432.5400

SCIENCE, ENGINEERING, MATH ADVISOR 475.7743

WORKFIRST
Rose Ferri (Mason).....432.5423
Cathy Stinson (Kitsap) 475.7846

WORKER RETRAINING
Rose Ferri (OC Shelton) 432.5423
Kristopher Nelson.....475.7231
Cathy Stinson.....475.7230

Faculty Advisors

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

Counselors

360 Area Code

UNDECIDED MAJORS
John Babbo.....475.7537
Anthony Carson.....475.7645
Trish Christean 475.7763
Teresa Jones.....475.7683

Advising & Counseling
OC Bremerton: Humanities and Student Services Bldg., Rm 203
360.475.7530

For more information visit www.olympic.edu/current-students/advising.

Stay on Track with Advising!

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

Get Connected to Advising

Prepare for College!	**New Student Advising** Attend a "Student Orientation to Advising and Registration" (SOAR) session. After the session, meet one-on-one with an educational advisor to plan your first quarter.	☐ Determine which math and English courses to start with. ☐ Start college off right! Talk to an advisor about taking a General Studies course your first quarter. ☐ Request AP scores or transcripts from previous colleges.

Connect with Faculty Advisors:
Faculty advising and/or permission to enroll are required for these programs:
Cosmetology, Culinary Arts, Electronics, and Engineering
Students interested in any Olympic College Healthcare program should attend an Information Session as a first step.

Note: Students new to Olympic College on or after July 1, 2011:
A faculty advisor must approve your academic plan before you register for your 46th credit.
This can be completed as early as your first quarter.
Meet with your faculty advisor as early as possible to begin your education plan.

Up to 15 credits	**Advising is Required!** Meet with an educational or faculty advisor, or schedule an appointment with a faculty counselor if you are still undecided.	☐ Select a faculty advisor in major area of interest. ☐ Learn to use the class schedule and catalog to choose classes. ☐ Locate and use campus support services. ☐ Research career options at the Career Center.
By 30 credits	**Begin to Develop your Education Plan** Meet with your faculty advisor to discuss majors or career choices that match your interests and abilities. Use this information to begin your academic plan.	☐ Explore or identify appropriate major, program or goal. ☐ Know degree or program requirements. ☐ Develop an academic plan using My Academic Plan, available from OASIS.
By 45 credits	**Advising is Highly Recommended!** Review and finalize your education plan with an advisor.	☐ Meet with admissions/major advisor at potential transfer universities. ☐ Include university pre-requisites in your academic plan. ☐ Get help with letters of recommendation and/or admission essays.
By 60 credits	**Meet with Your Faculty Advisor** Submit an application to graduate when you reach 75 credits. Ask an advisor to check your application before registering for your last quarter to be sure you are on track.	☐ Submit applications to potential colleges or universities. ☐ Research and apply for aid and scholarships. ☐ Arrange internships in your field of study at the Career Center. ☐ Make connections early! Send résumé to potential employers.
By 90 credits	**Meet with Your Faculty Advisor** Discuss your future plans, choices and decisions.	☐ Finish final degree or program requirements for graduation. ☐ Graduate!

Note: International, Running Start and Work First students are required to meet with the education program advisor each quarter to ensure compliance with the program requirements. This requirement does not replace regular meetings with a faculty advisor.

Registration

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

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

The class schedule is available at all college campuses by request, online at 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 360.394.2725.

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 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. 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. 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 must be assigned a "time to register." Call or visit a registration office or send an email request to registration@olympic.edu. After registration, students may pay online or in-person at any campus. See "Registration Options" on this page for more information.

"Your Time to Register"

Registration 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). **(Also see page 6.)**

Register online from home, campus computers or kiosks. Go to 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.

Wait Lists and Over-Enrollment

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

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

Tuition must be paid within two business days or by the payment deadline for fall quarter, or the wait-listed registration will be administratively dropped.

1. **Wait list restrictions**
   - **Course conflicts:** Students may not enroll in a wait list and a course that has the same discipline and course number.
   - **Time conflicts (overlapping times):** If the selected wait list contains a time conflict with another class, registration staff may remove the restricted class/wait list from the student's registration schedule.
   - **Three-course limit:** Students are limited to three wait listed enrollment entries at any one time.
2. **Over-Enrollment:** Wait listed 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 registration office immediately. Students should email intstructors for over-enrollment in online classes.
3. **For more information, see** www.olympic.edu/current-students/registration/how-register.

Entry Code

Entry codes may be obtained from an advisor 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.
- 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 online at www.olympic.edu, search Calendar

NOTE: This policy is under review and subject to change.

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.
- Day one through day three: Wait listed students may register for full courses only with instructor signature or "Over-Enrollment" form.
- Students may drop courses via OASIS or in person registration.

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.

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 Registration Office, or write and mail a letter to the Registration Office 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 with the Registration Office 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.

Tuition and fees for 2015-2016 have not been determined at the time of the publication of this catalog. If there are any rate increases they will become effective fall 2015. Please visit OC's website at 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 you 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 Cashiers Office at 360-475-7467 or 360-475-7465 or online at Cashier@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);
Test retakes: $20
GED test series: $150; Test retakes: $30
Proctor Test Fee: $25

Other Fees

Washington Online: $8/credit
Telecourse: $30 (Optional Telecourse Tape Rental Fee: $35)

Class Fees

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

Drop for Non-payment

Olympic College may cancel the registration of students who do not pay tuition and fees. Students who wish to re-register for classes may do so online or in-person, with payment due at the time of registration.

How to Pay

- **ONLINE:** OC accepts only Visa and Mastercard. Go to www.olympic.edu/paying-college/how-pay to pay.
- **BY PHONE:** Cashier 360.475.7467 or 360.475.7465 or 1.800.259.6718, Ext. 7467 or Ext. 6543 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 Program Education Specialist at 360.394.2725.

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 Registration and Records Office. Online access is available at 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.

Tuition Waivers

OC participates in several tuition waivers. Rates for 2015-2016 have not been determined at the time of this publication. Please visit OC's website for a current listing of waiver rates at www.olympic.edu/paying-college/financial-aid/types-financial-aid-offered-olympic-college.

Mandatory Waivers

- 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 the Veteran's Office or visit OC's website at www.olympic.edu/VeteransServices 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.)

Optional Waivers

- Adult Basic Education
- Active Duty Military/Dependents and WA Nat'l 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 yrs 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/veterans-services-office/veteran-tuition-waivers)

Vocational Waivers (>18 credits)

- A partial waiver may be approved for vocational students in programs that require registration in more than 18 credits a quarter (forms available from faculty of the Business and Technology Office.)

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

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 Registration Office 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 2014-2015 academic year was $6,282. Olympic College students paid an average of $3,065 in tuition. The remaining $3,217 was paid for by the State of Washington via state tax funds and other state resources. These percentages may change for the 2015-2016 academic year.

Academic Information

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

Award of Credit

The following is Olympic College's policy on acceptance/award of non-OC experiential learning and/or transfer credit. Olympic College recognizes institutions of higher learning that are accredited. Olympic College awards credit through several processes.

Transfer Credit from Accredited Institutions Award of Credit

Regionally Accredited

Olympic College 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. 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 "Prior Learning" section that follows.

International

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 "Prior 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 (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. 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 Olympic College 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.

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 Registration and Records Office. For OC credits offered by AP score, see 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 OC Registration and 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.

Procedure for Transcript Evaluation

NOTE: DEPENDING ON THE TIME OF APPLICATION AND THE HIGH VOLUME OF REQUESTS, TRANSCRIPT EVALUATION CAN TAKE UP TO 6-8 WEEKS AFTER THE ARRIVAL OF ALL TRANSCRIPTS. Students must submit transcripts for all post-secondary institutions they attended and are required before an evaluation of transfer credit will be processed.

4. New students enrolled for their first quarter at Olympic College are required to wait until the tenth day of their first quarter to request transcript evaluation.
5. Current or formerly enrolled Olympic College 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 OC Bremerton Registration and 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: Registration and 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 processed.
   f. The number of credits accepted from each institution will be notated on the Olympic College transcript.

All transcripts must be submitted in English. Special procedures are required for international universities, with the exception of those located in US territories, Canada, and Mexico. Contact the Evaluations staff for information at 360.475.7200.

Prior Learning

Non-Regionally Accredited Institutions and Experiential Learning (Prior Learning Assessment) – When possible, Olympic College will use crosswalks and other previously determined equivalencies to determine credit for knowledge and skills gained through work and life experience, and those gained through education or training at non-regionally accredited institutions. Examples include American Council on Education (ACE) recommendations for Armed Forces schools, Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST) scores, and College Level Examination Program (CLEP). 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. Upon recommendation by a faculty advisor, students may verify prior learning by vertical challenge, credit by examination, or other demonstration of course competencies. The following limitations apply:

- Students must be enrolled before an official credit evaluation is processed.
- There is no assurance that any PLA credit will be granted.
- Credit may be granted only for documented student achievement equivalent to expected learning achievement in curricular areas offered at Olympic College.
- Credit is granted only on recommendation of qualified teaching faculty and appropriate to the degree goal.
- Credit from non-regionally accredited institutions and experiential learning is identified on the student transcript and is limited to 25% of the credits needed for a degree or certificate

Transfer of Credit from Another Institution – Please see "Procedure for Transcript Evaluation" in this section.

Armed Forces Credit – Credit may be granted for completion of certain educational programs sponsored by the Armed Forces. Consideration will be given to recommendations made by the American Council on Education and military education entities. Evaluations are completed only for currently or previously enrolled OC students. Credit evaluations may be requested by submitting the "Transcript Evaluation Request" form to the Registration and Records office. The form is available online at www.olympic.edu search by "Transcript Evaluation Request" or from the local OC Registration Office or academic advisors.

CLEP and DANTES SST Credit – College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST) credit are accepted at OC. For the purpose of CLEP and DANTES, examination scores are considered restricted

electives within the transferable degrees. A student is limited in the number of restricted credits allowed within a degree. All examinations are transcribed at OC as course credit with a "P" grade so that the credits may be used as prerequisites for advanced courses. The credits are subject to the course repeat policy and will be posted only during a quarter in which the student is enrolled. Credit awarded for CLEP exams and minimum scores required may be viewed at the college's website. Additional credit may be considered for the technical degrees.

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:

- Make an appointment with the appropriate division dean.
- 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).
- All procedures (1 through 6 above) must be completed by the eighth week of the quarter.

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.

Professional-Technical Credit Toward the BSN degree – Inter-institutional agreements have been developed that permit students in some two-year nursing programs to apply their technical studies toward the BSN. A listing of these inter-institutional agreements is available at the OC Nursing Office.

Service Members Opportunity College (SOC) – As a member of the Service Members Opportunity Colleges for all branches of the service, Olympic College has committed to fully supply and comply with SOC Principles and Criteria. Through this commitment, Olympic College 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 the Registration and Records Office for more details.

Placement Reciprocity Agreement Policy

Placement reciprocity allows you to request placement into pre-college and college-level courses at Olympic College 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 Olympic College 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 better 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 Registration counter at the Bremerton, Poulsbo, or Shelton campuses OR mail to Registration & Records OR email the evaluators@olympic.edu. Please contact the Registration or Records office or the 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. **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 Registration and 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 Registration and 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 Registration and 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 Registration and Records Office when a student officially withdraws from a course between the tenth and thirtieth 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 thirty-first 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

Course substitutions are sometimes used in ATA degrees or certificates. Substitutions must be approved by faculty in the degree/certificate program, faculty in the discipline of the course being substituted, and by the dean(s) responsible for the disciplines(s) involved. No course numbered under 100 may be substituted for a course above 100. Where related instruction is embedded in other courses, and identified in program outlines, course substitution is not necessary. Requests approved by the discipline dean(s) are forwarded to the Dean of Enrollment Services for review of procedural and policy requirements.

Honors Designations

Quarterly Designations

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

- Completion of 12 credits at the 100 level or higher 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 college-level GPA
  - Deans' Scholars: 3.5 – 3.89 college-level GPA

Graduation Designations

The "graduation with honors" designation recognizes those students who have achieved a college-level GPA of 3.9 - 4.0 (President's Scholars) or 3.5 (Deans' Scholars). President's Scholars with a 4.0 GPA will be awarded the President's Medal. President's Scholars may wear a gold honor cord, and Deans' Scholars a silver honor cord at the graduation ceremony. An honors notation will be placed with the graduate's name on 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 toward the award
- At least 24 GPA credits of 100 level course work or higher must have been earned at OC

For the Bachelor of Science in Nursing Degree, 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 designed 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.

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 any of the following occurs:

- Quarterly GPA falls below 2.0 when 12 credits or more are attempted
- Cumulative GPA falls below 2.0 when 15 or more cumulative credits have been attempted
- Grades of WP, WF or NC are received in more than 50 percent of the credits when 15 cumulative credits have been attempted

Removal of Academic Alert

A student is removed from academic alert at the end of the quarter in which a 2.0 GPA or higher is achieved. If the cumulative GPA remains below a 2.0 or if the student has grades of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, the student will be "continued on academic alert."

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. Alternately, the student will continue on academic warning status even with a satisfactory quarterly GPA if the cumulative GPA remains below a 2.0 or if the student has a grade of WP, WF, or NC in more than 50 percent of credits when 15 cumulative credits have been attempted.

Removal of Academic Warning

A student is removed from academic warning at the end of the quarter in which a 2.0 GPA or higher is achieved. If the cumulative GPA remains below a 2.0 or if the student has grades of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, the student will be "continued on academic warning."

Academic Suspension

A student on academic warning, who does not achieve a quarterly 2.0 GPA, has attempted at least 15 cumulative credits and has a cumulative GPA below 2.0, or has grades of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, will be suspended for the next academic quarter. 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 the student fails to achieve a quarterly 2.0 GPA, has attempted at least 15 cumulative credits and has a cumulative GPA below 2.0, or has received a grade of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, the re-admitted student will be suspended for three consecutive quarters. The "General Academic Progress" brochure is available in the Registration and Records Office.

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:

- 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 Registration and 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. Click on www.olympic.edu.

Self-serve OASIS kiosks are available at convenient locations on OC campuses and students may access OASIS via any computer with an Internet connection.

Transcripts

Unofficial transcripts are free and may be printed from OASIS. Official transcripts may be ordered 1. **In-person 2. by letter 3. 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/Students/Records/trans.htm. To order, submit to the Registration and Records Office at OC Bremerton or fax to the Registration and Records Office at 360.475.7202.

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.

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

Confidentiality of Student Records

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

1. Inspect and review the student's education records within 45 days of the date the college receives a request for access. The student should submit a written request to the Registrar identifying the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. To request amendment, students should write the Registrar, clearly identify the part of the record they wish changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to an appeal regarding the request for amendment and include additional information regarding the appeal procedures.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests.
4. Prevent release of directory information. Directory information released by the college includes: name, major field of study, full or part time status, participation in recognized sports and weight and height of athletic team members, dates of attendance, birth date, veteran status, degrees, awards and honors received and dates degrees conferred. Olympic College may release this information at any time unless the college has received prior written notice from the student, filed in the Registration and 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 "Confidentiality of Student Records" policy may be obtained from the Vice President of Student Services, the college Registrar, or by visiting the website of OC at www.olympic.edu.

Directory Information

The college designates the following items as directory information:

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

The college may disclose personally identifiable information designated as directory information from a student's education records without prior consent, unless the student informs the Registration and Records Office 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 a signed release 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. The birth date and veteran status are not usually released. Under limited circumstances (and only with the approval of the college Registrar or the Registrar's designee) the address and telephone number may also be released as directory information. Students may file a request for "no release" or limited release of information at the Registrar's Office.

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 Olympic College 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 part disclosure to other parties listed.

Graduation

Associate Degrees and Certificates

For degrees and certificates, students must apply to graduate. The "Application for Graduation" forms are available at all OC registration offices or on the OC website at 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 2015-2016

- Summer Session – August 3, 2015
- Fall Quarter – October 16, 2015
- Winter Quarter – January 29, 2016
- Spring Quarter – April 20, 2016

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. Olympic College 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.

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 Olympic College. 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 an ASOC Officer.

For information, contact:

Multicultural and Student Programs
OC Bremerton: Bremer Student Center, 360.475.7680
www.olympic.edu/student-life/multicultural-and-student-programs

Associated Students of Olympic College (ASOC)

Students are members of the Associated Students of Olympic College (ASOC) simply by paying tuition. The ASOC plays a vital role in representing the interests of OC students on committees, at Board of Trustee meetings, and various college functions. The ASOC Office, located in the Bremer Student Center, is a place for students to share ideas, voice concerns, and start clubs. Shelton and Poulsbo ASOC representatives have offices on their respective campuses to serve students. Membership in the ASOC Executive Council is open to all full-time students. Annual elections for ASOC Officers are held in May for the next academic year.

ASOC Sponsorship

The Services and Activities fees collected at college registration support more than 18 student-funded programs and 30 student clubs. Programs and services include, but are not limited to: ASOC, Athletics, Child Care, Drama, Instrumental and Vocal Music, Multicultural and Student Programs, Phi Theta Kappa, The Olympian (student newspaper), Recreation, Student Organizers, and Tutoring.

ASOC Officer Positions

Elected

- President
- Executive Vice President
- Vice President of Student Affairs
- Vice President-Shelton Campus
- Vice President-Poulsbo Campus

Appointed

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

For information, contact:

ASOC
OC Bremerton: Bremer Student Center, 360.475.7290
OC Poulsbo: 360.394.2780
OC Shelton: 360.432.5413

E-mail: ASOC@olympic.edu
www.olympic.edu/student-life/associated-students-olympic-college

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 young men and women by developing the positive attributes of dedication, discipline, responsibility, cooperation, self-confidence, leadership and citizenship.

OC is a member of the Northwest Athletic Association of Community Colleges (NWAACC). The NWAACC 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.

Olympic College offers the following intercollegiate sports:

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

For information, contact 360.475.7450 or visit www.olympic.edu/Athletics.

Multicultural Services

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. For information, contact 360.475.7680 or visit www.olympic.edu/student-life/multicultural-and-student-programs.

Music Activities

OC offers a high quality Vocal and Instrumental Music program. The Vocal Music Program includes two audition choirs, Chamber Choir and Jazzline (Vocal Jazz I) and two non-audition groups, Concert Choir and Vocal Jazz II, as well as private voice studies, private piano studies and music theory. These groups perform locally as well as in competition throughout the Northwest. The Instrumental Music Program includes opportunities to participate in a variety of instrumental groups, including Jazz Band and Wind Ensemble.

For information, contact:

OC Bremerton: Music Assistant, 360.475.7197 or www.olympic.edu/music

Vocal Music: Teresa Fraser, 360.475.7117 or www.olympic.edu/music

Instrumental Music: Rick White, 360.475.7118 or 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. Off-campus trips are planned throughout the year such as skiing, hiking, whitewater rafting, and sporting event trips. The OC Fitness Center is also open to all current students with a current quarter sticker and current ID card. For all recreation information, contact 360.475.7443, visit their Facebook page, or go to: www.olympic.edu/student-life/bremer-student-center-bsc. For the fitness center, visit www.olympic.edu/student-life/fitness-center.

Residence Hall

The Residence Life experience is an integral part of the Olympic College Experience. Our goals are to provide you with comfortable, safe housing and to support you in your academic pursuits by emphasizing diverse perspectives and multicultural communities that are conducive to academic achievement and success. Our mission is to provide residents with high quality facilities, events and services that promote academic achievement, personal growth, civic engagement, environmental consciousness, and social justice advocacy.

OC ResLife strives to offer opportunities for students to get involved in the creation of community on campus and to have a fun time on the process. Research has demonstrated that student involvement in campus activities has many benefits including: new relationships, better time management, improved academic performance, and experiential learning.

Olympic College student housing is fully furnished. Amenities include bed, desk, chair, closet, refrigerator, microwave, plates, utensils, pot and pans. Other on-site features include a live-in Residence Hall Manager, free parking, high speed internet, laundromat, community room, emergency call boxes and a camera system.

The Residence Hall option is available for International and US Students, who are 18 or older at the time of move-in. The residence hall is located one block from campus at 1100 13th St. Bremerton, WA 98337.

Requirements

- Be at least 18 years old at the time of move in
- Be a registered student at Olympic College enrolled in a least 12 credits (one quarter a year can be taken off from taking classes without losing eligibility).

To apply for Residence Hall housing go to: www.olympic.edu/current-students/international-student-program/housing.

For information, contact:

Residence Hall Manager: Michael Emanuel, 360.479.0804 or memanuel@olympic.edu

Student Publications

The Olympian, Olympic College'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. For information, contact 360.475.7690 or visit www.olympic.edu.

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.

To join or start a student club, visit the club website at www.olympic.edu/student-life/student-clubs, or go to the ASOC or Multicultural and Student Program offices at OC Bremerton.

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

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 the utilization of campus-wide resources in order to fulfill their academic goals. Any student with a permanent or temporary disability 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:

- Identify themselves to Access Services staff as a student with a disability
- Present formal, written documentation of the disability (documentation standards are available online at www.olympic.edu/AccessServices or through the office of Access Services)
- Schedule an intake appointment with the Access Services Director
- 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.

For information, contact:

Access Services
OC Bremerton: Humanities and Student Services Bldg, Rm 205
360.475.7540, 360.475.7436 FAX

OC Poulsbo: 360.475.7540
OC Shelton: 800.259.6718 Ext. 7540

www.olympic.edu/AccessServices

Assistive Technology

Olympic College 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.

For information, contact:

Assistive Technology
OC Bremerton: Business and Technology Computer Lab, BUS-100
360.475.7510
360.475.7491 FAX

www.olympic.edu

www.olympic.edu/services/access-services-students-disabilities

Admissions and Institutional Outreach

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 provides personal or group tours of college campuses. Campus tours are available upon request.

For information, contact:

Admissions and Institutional Outreach
OC Bremerton: Humanities and Student Services Bldg, Rm 105
360.475.7479, 360.475.7202 FAX
www.olympic.edu/current-students/getting-started/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 educational plan.

For information, contact:

Advising Services
OC Bremerton: Advising Center, Humanities and Student Services Bldg, Rm 203
360.475.7530

OC Poulsbo: 360.394.2725
OC Shelton: 360.432.5400

E-mail: GetAdvice@olympic.edu
www.olympic.edu/Advising

Alumni Association

The Olympic College 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 Olympic College, with other alumni, and in the community. Thanks to the ongoing support and volunteerism of Olympic College 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 Olympic College Alumni Association today! At www.olympic.edu/about-olympic-college/oc-foundation/alumni-association.

For additional information, contact:

Alumni Association Office

OC Bremerton: College Service Center, Rm 530
360.475.7120 or Alumni@olympic.edu

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. A number of services are offered including:

- Accuplacer Assessment
- OC Make-up Testing
- OC Access Testing
- OC Chemistry 139 Placement Exam
- GED® Testing through PearsonVUE
- Proctoring Services for Outside Institution
- Computer-Based Industry Certification Exams through PearsonVUE & Certiport
- Microsoft IT Academy Program Member
- TEAS-V Allied Health exam

Tests and assessments require appointments and/or fees to administer. Not all services are available at OC Poulsbo and OC Shelton campuses. Check with specific campuses or go online to find a complete list of services and fees.

For information, contact:

Assessment and Testing Services
OC Bremerton: Humanities and Student Services Bldg, Rm 222
360.475.7238, 360.475.7470 FAX

OC Poulsbo: 360.475.7238

OC Shelton 360.432.5400

www.olympic.edu/Students/TestingCenter

www.olympic.edu/accuplacer

Basic Food Employment and Training Program

The Basic Food Employment & Training Program (BFET) provides tuition, fees, and textbooks for recipients of federal food assistance (food stamps) from Department of Social and Health Services (DSHS) who need training to gain employment or advance their career.

Students may qualify for the program if they:

- Receive federal food stamps from DSHS (application assistance available)
- Are eligible for the Washington State resident tuition rate
- Have an employment goal and intend to go to work after completing training
- Pursue an approved professional/ technical program (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.

For information, contact:

Basic Food Employment and Training Program (BFET)
OC Bremerton: College Services Bldg, Rm 312
360.475.6551 or 800.259.6718 Ext: 6551
www.olympic.edu/WorkforceDevelopment

Basic Studies

Adult Basic Education (ABE) and General Education Development (GED®) Prep

Students can get information to take courses in ABE and GED® Preparation. 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 to begin college-level work or training. An orientation session that includes placement tests is required before registration. Students under 19 years old must provide a "High School Release" form.

For information, contact:

Basic Studies (ABE/GED®/I-BEST)
OC Bremerton: Humanities and Student Services Bldg, Rm 223
360.475.7550, 360.475.7508 FAX

OC Shelton: Donna Pedersen, Program Coordinator, 360.432.5471

GED®: 360.475.7550
Integrated Basic Education and Skills Training (I-BEST): 360.475.7550

English to Speakers of Other Language (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.

For information, contact:

ESOL
OC Bremerton: Humanities and Student Services Bldg, Rm 223
360.475.7278, 360.475.7508 FAX

OC Shelton: Donna Pedersen, Program Coordinator, 360.432.5471
www.olympic.edu/ESL

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 an assortment of healthy or not 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 and OC Poulsbo courses may be purchased in stores at those locations. Books and merchandise can be ordered online at ocbookstore.com. Concerned about textbook prices? Take a look at our online price comparison tools.

For information, contact:

OC Bookstores
360.475.7420, 360.475.7427 (FAX)
Email: ocbookstore@olympic.edu

www.ocbookstore.com

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 provides both on and off-campus student employment, work-study, internship and volunteer listings through an online job board. Current Olympic College students and alumni must register with the Career Center to access the database at: www.myinterfase.com/olympic/student.

Cooperative Education, Internships, and Community Volunteer Service

Work-based 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 experiences by setting and attaining specific learning objectives.

Student Employment

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

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.

For information, contact:

Career Center
OC Bremerton: Humanities and Student Services Bldg, Rm 201
360.475.7480, 360.475.7483 FAX

OC Poulsbo: 360.475.7480
OC Shelton: Rm PA 4, 360.432.5431

E-mail: CareerCenter@olympic.edu
www.olympic.edu/services/career-center

General Studies

The General Studies courses seek to 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 (0 credits)
- General Studies 097 Orientation to Canvas (0 credits)
- General Studies 101 Orientation to College (1 credit)
- General Studies 111 Success
- General Studies 121 Success for Student Cohorts (i.e. Athletes, Welders, etc (2 credits)
- General Studies 131 Student Success Skills (3 credits)

Special Interest Courses:

- General Studies 102 Math Study Skills (2 credits)
- General Studies 124 College Transition Essentials (4 credits)
- General Studies 133 Running Start and Beyond (3 credits)

- General Studies 141 Career and Transfer Planning (2 credits)
- General Studies 160 Vet & Military Transition to College (2 credits)

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

For information, contact:

Advising & Counseling
OC Bremerton: Humanities and Student Services Bldg, Rm 203
360.475.7230 or 360.475.7530

OC Poulsbo: 360.394.2725
OC Shelton: 360.432.5400

E-mail: advisingcenter@olympic.edu or counselingservices@olympic.edu

Keys to College and Career

"Keys to College and Career," is offered as a seven-credit learning community for people in transition at OC. For information, contact:

Keys to College and Career
OC Bremerton: Humanities and Student Services Bldg, Rm 203
360.475.7595

Counseling Services

Counseling Services is staffed by professional counselors who are licensed by the State of Washington. Counselors provide a variety of services designed to help students address issues that can impact college success.

Each counselor has his/her own approach to counseling depending on the issues presented. Services include personal counseling, career counseling, academic intervention and high school completion. Counselors offer workshops and visit classes covering a variety of topics:

- Self-esteem
- Career planning
- Test anxiety
- Stress management
- Graduation planning

For information, contact:

Counseling Services
OC Bremerton: Humanities and Student Services Bldg, Rm 203
360.475.7530
CounselingServices@olympic.edu
www.olympic.edu/current-students/advising/counseling-services

Early Alert

Early Alert is a student-centered program that connects students with resources to support their success. Faculty may submit Early Alert referrals to get additional support for students who are experiencing academic or personal difficulties. The referral process continues throughout the quarter, however the first three weeks are critical for student persistence and success.

Early Alert: 360.475.7763
Email: earlyalert@olympic.edu
www.olympic.edu/current-students/advising/counseling-services/early-alert

Continuing Education

Through Continuing 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, marketing, and small business courses. Personal enrichment courses include watercolor painting, publishing an eBook, and piano courses. 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.

For information, contact:

Continuing Education
360.475-7786
E-mail: ContinuingEd@olympic.edu
To register: www.olympic.edu/programs-classes/continuing-education

Educational Opportunity Center

The Educational Opportunity Center (EOC) is a grant funded program through the US Dept. of Education. The EOC assists participants in meeting their educational goals through guidance with admissions, financial aid, and entry-advising.

Services include:

- Supporting participants as they explore academic and career training opportunities
- Assistance with locating and applying for funding sources to pay for college or career training
- Connecting participants with appropriate academic, advising and campus resources
- Outreach to community based organizations, high schools and service agencies

For information, contact:

Education Opportunity Center
OC Bremerton: Humanities and Student Services Bldg., Rm 204
360.475.7166
E-mail: eoc@olympic.edu

Food Service

OlympiCafe and Fireside Bistro

The OlympiCafe serves students breakfast, lunch cafeteria-style throughout the academic quarter from an excellent selection of reasonably priced menu items. The OlympiCafe offers a Center Island station, featuring freshly prepared salads "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.

For information, contact:

OlympiCafe
OC Bremerton: Bremer Student Center
360.475.7570

Espresso
OC Bremerton: Bremer Student Center
360.475.7570

Fireside Bistro
OC Bremerton: Bremer Student Center
360.475.7570

Foundation

Established in 1993, the Olympic College Foundation is celebrating 22nd year of making an impact on Olympic College. The Foundation promotes and receives philanthropic gifts for the benefit of Olympic College. 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 Olympic College.

Investing in Students

The Olympic College Foundation is dedicated to enhancing the educational opportunities for all students at Olympic College. 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 Olympic College, 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 Olympic College, the Foundation is dependent on the financial support of alumni, parents of alumni, the business community, other foundations, and friends of the college.

For information, contact:

OC Foundation
OC Bremerton: College Service Center, Rm 530
360.475.7120, 360.475.7125 FAX

E-mail: foundation@olympic.edu
www.olympic.edu/about-olympic-college/oc-foundation

Information Technology

The Information Technology 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 wide range of services to the Olympic College community including Help Desk services, individual student accounts, email, server storage, printing, scanning, wired and wireless Internet access and virus protection and removal. Users also have access to desktop computers to use various standard and specialized applications for keyboarding, word processing, programming, graphic design, photography, modeling and other application tools.

IT supports over 2,000 desktop computers, 300 printers, 1,100 software titles, 11,000 mailboxes and over a hundred computer labs and classrooms in various locations including the Bremerton, Poulsbo, Shelton campuses, and other college locations. IT also now offers cloud based resources for students and staff. Please go to https://workspace.olympic.edu to see what services are available.

OPEN COMPUTER LABS:
OC Bremerton: Science Technology Bldg, Rm 122 and Haselwood Library, Rm 127 & 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.

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

For information or help, contact:

Information Technology - Help Desk
OC Bremerton: College Service Center, Second Floor, Rm 216
360.475.7600

E-mail: helpdesk@olympic.edu

International Student Programs

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

- Admission applications
- Overseas and local recruitment
- Issuance of I-20's and letters of support
- Homestay housing and references for apartment living
- Helpful information about student visas, SEVIS regulations and Consulate interviews
- Airport pick-up upon request
- Orientation and seminars
- International Student Club activities
- International Student employment and required SSNs
- 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

See "International Student Admission" in this catalog for a complete description of the admissions process.

For information, contact:

International Student Programs
OC Bremerton: Haselwood Library
360.475.7412 360.475.7202 FAX

E-mail: international@olympic.edu
www.olympic.edu/current-students/international-student-program

Military Education

Olympic College has been designated as a military friendly school. Over 2,000 current and past members of the Armed Forces and their families study at Olympic College 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 and fitness facilities, 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 provided prerequisites are met. Olympic College participates in the NCPDLP program for online degrees. Transfer credit may be awarded for previous Armed Forces credit, and university or college education. CLEP and DANTES SST credit may be applied to certificates and degrees. Active duty students and family members may be eligible to use military tuition assistance along with several other tuition-reduction programs.

Individual application, advising, and tuition information is available at NBK Bangor and NBK Bremerton by appointment (sign up at the base Military Education Office.)

For information, contact:

Military Education: Military Advisor
360.394.2726, or 360.792.6050, or 1.800.259.6718.

www.olympic.edu/current-students/military-education

Veteran and Military Support Center (VMSC)

At the VMSC, students can access:

- Fellowship and activities
- A calm environment to study and take a break
- Information and referrals in the community or college resources
- 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 Veterans Services Office for educational benefit 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 Olympic College and supported by the hard work and donations of many.

For more information, contact:

Veteran and Military Support Center
OC Bremerton: Engineering Bldg, RM 100
360.475.2821

E-mail: VetCenter@olympic.edu

www.olympic.edu/services/veterans-services-office

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 over 86,000 books and e-books, 2,800 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. Furthermore, 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 called LibGuides, and point-of-use assistance. Library faculty are available in person for consultation during all hours of operation. Furthermore, research assistance is available 24/7/365 via chat and email.

For information, contact:

Haselwood Library, Bremerton
360.475.7250, 360.475.7261 FAX
http://libguides.olympic.edu/index/

Johnson Library, Shelton

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. At the Johnson Library, students have access to all the resources and services available through Bremerton.

For information, contact:

Johnson Library, Shelton
360.432.5460, 360.432.5468 FAX
http://libguides.olympic.edu/index/

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. Library staff is available to students during weekday hours; Computer Lab Technicians cover evening and weekend hours.

For information, contact:

Poulsbo Library/Computer Lab
360.394.2720, 360.394.2721 FAX
http://libguides.olympic.edu/index/

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 wait list of 9 -12 months. Serving Bremerton, Shelton and Poulsbo campuses.

For information, contact:

Opportunity Grant
OC Bremerton: Humanities and Student Services Bldg., Rm 207
360.475.6817 or 360.475.7325

E-mail: pthomas@olympic.edu
www.olympic.edu/paying-college/tuition-funding-opportunities/opportunity-grant

Registration and Records

The staff members of the Registration and Records Office provide a variety of services to students, including:

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

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

For information, contact:

Registration and Records
OC Bremerton: Humanities and Student Services Bldg, First Floor
360.475.7200, 360.475.7202 FAX

E-mail: webreg@olympic.edu
www.olympic.edu/current-students/registration

Running Start and High School Outreach

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

High School Outreach Services include:

- Visiting high school Career Centers
- Representation at high school college and career fairs
- Presenting at college nights and scheduled visits
- Distribution of college publications and materials
- Communicating admission processes and academic information
- Hosting an annual high school counselor workshop(s)

Services for Running Start students:

- 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 registration advising and educational planning quarterly
- 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 & Fee Waiver awards
- Awarding Running Start Textbook & Library book rentals
- 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.

For information, contact:

Running Start
OC Bremerton: Humanities and Student Services Bldg, Rm 208
360.475.7646

E-mail: RunningStart@olympic.edu
www.olympic.edu/RunningStart

Safety and Security

The Safety & Security main office is located on the second floor of the Facilities Services Building at OC Bremerton. The department is staffed 24 hours a day, seven days a week. Students can reach the staff of Safety and Security by dialing 475.7800 or by using one of the emergency call boxes at any time.

Besides overall security, this office also provides numerous services aimed at enhancement of the personal safety, welfare and protection of property within the college community. Some of these services are listed below:

- Personal safety advice - seminars
- Safety escort service from class to vehicle
- Lost and found
- Hazardous waste removal
- Environmental safety
- Victim assistance referral
- Processing "unsafe condition" referrals
- Crime prevention consultation
- Accident/Injury and crime reporting

Parking

OC Bremerton

There are five student parking lots at OC Bremerton. These lots are the S1 lot near the Art building, the S2 lot along 11th between Ohio and Lincoln, the S4 lot between 16th, 18th and Warren Ave and the G1 lot between 16th, 13th, Broadway and Warren Ave. The parking spaces are clearly posted and striped with **white** paint. With the exception of handicap and carpool spaces (which are reserved and enforced 24 hours a day, seven days a week), there is open parking in student and staff lots after 4 p.m. until 7 a.m. year round. Permits are required for student parking lots at OC Bremerton.

OC Poulsbo & OC Shelton

Student parking lots are available at OC Poulsbo and OC Shelton campuses. Permits are required.

Student Parking Permits

Student parking permits are required to park in all student lots at all campuses. Students can get parking permits at OC Bremerton at the Cashiering office in the Humanities and Student Services building on the first floor during peak times when staffing is available or at the Operations Office in the Facilities Services building on the second floor after they have paid. OC Shelton parking passes can be obtained in the main office at OC Shelton. OC Poulsbo parking permits can be obtained at the Student Services office at the Poulsbo campus. Copies of OC parking rules and regulations are available at the Operations Office at OC Bremerton or online at www.olympic.edu/services/campus-safety/parking. Student parking permits are $10 and are charged at the time of registration as part of the student fees.

The following documentation is required to obtain a permit:

Picture ID:
- OC Student ID with current quarter sticker
- State or Military ID (acceptable with proof of enrollment)

Vehicle Registration:
- If it is a new-used vehicle, sales receipt with license plate number is acceptable

Proof of current enrollment:
- OC Student ID with current quarter sticker ~or~
- Copy of current school schedule ~or~
- Receipt of tuition payment from the Cashier's Office

Visitor Permits

Visitor permits can be obtained at the College Service Center on the third floor at the Information Technology Helpdesk, the Humanities and Student Services building Information Booth on the first floor, or at the Operations Office on the second floor of the Facilities Services Building. 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's Parking (see Olympic College Policy 200-16).

Handicap and Carpool Spaces

Handicap and carpool spaces are appropriately signed and available in all lots; parking in these spaces requires appropriate permits. Handicapped license plates, placards or passes are required to be visible.

Emergency Messages for Students

Safety and Security personnel will deliver **only** emergency messages to students on campus. Emergency means the message concerns serious illness, death, accident, or a child care situation.

For information, contact:

Operations Office/Safety and Security
OC Bremerton: Humanities and Student Services Bldg., Rm 101
360.475.7800

Email: securityofficers@olympic.edu
www.olympic.edu/services/campus-safety

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 from OC-affiliated families. The CC&EL classrooms also serve as training sites for Early Childhood Education and other Olympic College students.

Care hours for children older than 30 months are from 7:30 a.m. to 5:30 p.m. Monday through Thursday during fall, winter and spring quarters. On Fridays the classrooms 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. Rates for students' children are discounted below the cost of care and 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. For more information, contact the Sophia Bremer Child Development Center.

Early HeadStart

The Olympic College Early HeadStart program serves low-income pregnant women, their 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. Pregnant women and families are supported with referral to a broad array of services including nutrition, dental, health, mental health, and housing assistance. Some student parents pay discounted rates for their child care, while most are eligible for child care assistance from the Washington Department of Social and Health Services' Working Connections Child Care subsidy program. For more information, contact the Sophia Bremer Child Development Center.

HeadStart

The Head Start program is for qualifying college student 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 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.

Families receiving financial assistance from the Washington Department of Social and Health Services' Working Connections Child Care subsidy program are welcome. For more information, contact the Sophia Bremer Child Development Center.

For more information, contact:

The Sophia Bremer Child Development Center, OC Bremerton
360.475.7190
www.olympic.edu/ChildCare

Students in Need Group

The Students in Need Group (SING) provides information and referral services to help students 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 ASOC Sheryl McKinley Food bank, and community agencies. Serving Bremerton, Shelton and Poulsbo campuses.

For information, contact:

Students in Need Group
OC Bremerton: Humanities and Student Services Bldg, Rm 207
360.475.6817

E-mail: pthomas@olympic.edu
www.olympic.edu/services/students-need-group-sing

Tech Prep Dual Credit-West Sound Education Consortium

The Tech Prep Dual Credit office at OC offers information for high school students that want to start professional/technical training programs while still in high school. With Dual Credit, high school students in selected programs can earn both high school and OC credits at the same time by earning a "B" or better in the articulated high school courses.

Education partners include Olympic College, Kitsap and Mason county school districts as well as the West Sound Technical Skills Center. High school programs are linked to community college programs through articulation agreements.

Visit the West Sound Education Consortium website at www.olympic.edu/TechPrep for new and updated Tech Prep programs added throughout the year or contact:

Tech Prep - West Sound Education Consortium
OC Bremerton: College Service Center, Rm 425
360.475.7839 or 360.475.7353,
360.475.7845 FAX

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 content mastery in a discipline the opportunity to be trained and employed as tutors. Olympic College 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 will also be 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&returnPage. Follow the on-screen directions.

For information, contact:

Tutorial Services
OC Bremerton: Science and Technology Building, Rm 125A
360.475.7765, 360.475.7705 FAX

OC Poulsbo: 360.394.2700
OC Shelton: 360.432.5400

E-mail: nhays@olympic.edu
www.olympic.edu/Tutoring

Veterans Services

Services/Benefits

The Veterans Services Office at Olympic College can help students determine their eligibility for veterans' educational benefits. Students may contact the Veterans Administration (VA) at www.va.gov or by calling 1.888.GIBILL-1.

The Veterans Services office can assist with 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 Veterans Services staff regarding elgibility.

For information, contact:

Veterans Services
OC Bremerton: Humanities and Student Services Bldg, Rm 104
360.475.7560, 360.475.7564 FAX

E-mail: VeteranServices@olympic.edu
www.olympic.edu/VeteransServices.

Veteran and Military Support Center

Open weekdays, the Veteran and 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 degree and program information, support services, and referrals to local community resources, financial aid, and benefits. See page 27 for contact information.

Worker Retraining

The Worker Retraining program provides access to skills training for unemployed workers who need to upgrade their skills or acquire a new career. Worker Retraining applicants must initially meet one of the following criteria to potentially qualify:

- Been determined eligible to collect WA state UI, or
- Collected Washington State unemployment insurance (UI Benefits) in the last 24 months, or
- Received a Lay-off Notice, or
- A Displaced Homemaker, or
- Been Displaced Self-employed, or
- Disaster Impacted Worker, or
- Honorably Discharged Veteran within the last 24 months or Active Duty Military who has received an official separation notice.

Qualified students may receive initial assistance with tuition and fees, books, dependent care, and other costs in addition to educational advising. This assistance can be applied to any one of more than 22 professional technical programs offered at Olympic College, 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.

For information, contact:

Worker Retraining
OC Bremerton: Advising Center, Humanities and Student Services Bldg, Rm 203
360.475.7230

OC Shelton: Palmer Student Center (Main Office) 360.432.5423

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

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 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.

Look for WorkFirst information on the OC website: www.olympic.edu/programs-classes/workforce-development/workfirst.

For information, contact:

WorkFirst - Kitsap
OC Bremerton: Advising Center, Humanities and Student Services Bldg, Rm 203
360.475.7530

WorkFirst - Mason

OC Shelton: OCS 117, 360.432.5423

www.olympic.edu/programs-classes/workforce-development/workfirst.

Transfer Planning

This section provides information for students who plan to transfer to a college or university in the State of Washington to complete a baccalaureate degree. It highlights different transfer degree areas and includes contact information for faculty advisors at Olympic College 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.**

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 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

Many of these institutions apply provisos such as minimum grades, and world language or other course requirements in accepting the transfer Associate degree. 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 or Institutions to Accept Credits from Olympic College

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

Brandman University

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 Evergreen State College:

Direct technical transfer for:

- Associate of Applied Science-Transfer—Early Childhood Education
- Associate of Applied Science-Transfer—Organizational Leadership and Resource Management.

Upside Down Degree for:

- AAS-T Accounting Technology
- ATA Accounting Technology
- ATA Business Management
- ATA Chemical Dependency Counseling
- AAS-T Information Systems Specialist
- ATA Early Childhood Education
- AAS-T Leadership and Occupational Studies
- AAS-T Medical Assisting
- ATA Nursing
- AAS Physical Therapist Assistant

University of Washington – Tacoma: Politics, Philosophy, and Economics Program

Olympic College is also part of a statewide agreement with **Western Governors' University – Washington**.

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[1].

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[2])—PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101 (For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)
- **Social Science** (10 credits in two different subject areas or disciplines) –PSYC& 100, SOC& 101, POLS& 101, POLS& 202 (For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)
- **Natural Sciences** (10 credits in two different subject areas or disciplines) - BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 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.

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

[2]Disciplines are sometimes called subject or subject matter areas and 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
- Criminal Justice
- 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.

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

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.

Faculty	*Office*	*Phone*
Estrella, James	HSS 346	360.475.7627

Courses to consider when completing distribution requirements for an AA:

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

Anthropology

Associate in Arts (AA)

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

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

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

Faculty	*Office*	*Phone*
Hartse, Caroline	HSS 334	360.475.7111

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	*Office*	*Phone*
Weichman, Marie	Art 143	360.475.7287

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 History/Baroque—Modern
ART 106 Drawing I
ART 107 Drawing II
ART 110 Design I
ART 111 Design II
ART 125 Ceramics I
ART 230 Watercolor I
ART 240 Painting I
ART 266 Sculpture I

Astronomy

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

Astronomers are sometimes called astrophysicists. They use the laws of physics and mathematics to learn about the nature of matter and energy throughout the universe, which includes the sun, moon, planets, stars, and galaxies. In addition, astronomers apply their knowledge to solve problems in navigation, space flight, and satellite communications. They also develop the instruments and techniques needed to observe and collect astronomical data. Many astronomers work in colleges and universities where they do research and teach astronomy. Some work in observatories, planetariums, and museums where they help to explain what is known about the universe to the public. Others are employed by government agencies, such as the U.S. Naval Observatory or the National Aeronautics and Space Administration (NASA). A few work for companies in the aerospace industry.

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

Contact	*Office*	*Phone*
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
E-mail: 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.

Contact	*Office*	*Phone*
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
E-mail: 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	*Office*	*Phone*
Dodge, Matthew	OC Poulsbo 217C	360.394.2747
Elauria, Angela	ST 206	360.475.7734
Ferguson, Deanna	ST 208	360.475.7274
Lawrence, Amy	ST 216	360.475.7732
Miller, Larry	ST 207	360.475.7703

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

BIOL	201	Majors Biology I
BIOL	202	Majors Biology II
BIOL	203	Majors Biology III

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 2)

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 2) requirements if they plan to transfer to a four-year institution or check with a faculty advisor concerning the professional/technical options available at other Washington State Community Colleges. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	*Office*	*Phone*
Elauria, Angela	ST 206	360.475.7734

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.

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	*Office*	*Phone*
McNamara, Kim	Technical 204	360-475-7374
Snapp, Richard	Technical 204	360.475.7386
Ward, Alan	Business 107	360.475.7378

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	*Office*	*Phone*
Baldwin, Ted	ST 205	360.475.7733
Flowers, Billy	ST 209	360.475.7707
Geyer, Cameon	ST 213	360.475.7728
Phayre, Allison	ST 210	360.475.7730

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	*Office*	*Phone*
Hering, Seville	HSS 348	360.475.7403
Newsom, Victoria	HSS 330	360.475.7509
Prince, Michael	Technical 101A	360.475.7243

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 Systems Specialist

Associate in Applied Science–Transfer (AAS-T)

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.

With a Computer Information Systems Specialist AAS-T Degree, students can transfer directly into the Olympic College Bachelor of Applied Science in Information Systems program. The Evergreen State College also offers its "Upside Down Degree Program" as a direct transfer option. Students planning to transfer should work closely with an advisor at the baccalaureate institution before finalizing their education plan.

Faculty	*Office*	*Phone*
Becker, Richard	Technical 202	360.475.7370
Bilodeau, Pam	Technical 205	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Garripoli, Amelia	Technical 210	360.475.7588
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

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.

Contact	*Office*	*Phone*
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
	E-mail: 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

Criminal Justice

Associate in Arts (AA)

The field of Criminal Justice is composed of an assortment of institutions and practices in which society seeks to control and respond to criminal behavior. A degree in Criminal Justice can prepare students for entry into a variety of careers including law enforcement, corrections, juvenile justice, victim services, and criminal justice investigation.

The Associate in Arts Degree with emphasis in Criminal Justice is for students interested in transferring to a four-year college or university. Students should expect to take a variety of social science courses in order to understand the integral relationship between crime, justice, and society. Additionally, students are encouraged to develop valuable skills that will enhance their ability to work and interact with diverse populations and in a variety of settings. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	*Office*	*Phone*
Hicks, Allison	E-mail: ahicks@olympic.edu	

Courses to consider when completing distribution requirements for an AA:

CJ&	101	Intro Criminal Justice
CMST	253	Intercultural Communication
PSYC&	100	General Psychology
SOC&	101	Intro to Sociology
SOC	215	Criminology

Dramatic Arts

Associate in Arts (AA)

The Department of Dramatic Arts educates and prepares students for careers in all of the contemporary vehicles of drama—including live theatre, film, television and video as well as the new emerging media forms. Our goals are to provide students with the practical skills and artistry necessary to develop and refine their creative talents within their chosen disciplines—acting, directing, scriptwriting or production design—and to offer the major introductory courses of the first two years of a Baccalaureate Program in Dramatic Arts. The department is committed to serving the authentic needs of the modern dramatic artist of the 21st Century by integrating the study of theatre, film and video under a single institutional umbrella. Our curriculum encourages and inspires the student artist to stretch and expand the fabric of his or her talent through a structured, process-oriented professional program that stresses self-discipline, self-discovery, self-expression and self-actualization. Through the mastery of specific skills and techniques, our students' talents and creative instincts are nurtured and accelerated until their artistic potential flourishes.

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	*Office*	*Phone*
Hagan, Timothy	Music 103	360.475.7315

Courses to consider when completing distribution requirements for an AA:

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

Early Childhood Education

Associate in Arts (AA)

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

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

Faculty	*Office*	*Phone*
Dilling, Gayle	SBCDC 103	360.475.7289

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	*Office*	*Phone*
Sanford, Mary	HSS 339	360.475.7317

Courses to consider when completing distribution requirements for an AA:

EDUC 120 Instructional Strategies
EDUC 123 Classroom Management
EDUC 199 Practicum (minimum of 2 credits)
EDUC& 202 Intro to Education

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	*Office*	*Phone*
Seybold, Craig	Technical 115A	360.475.6814

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

Engineering

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.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
	E-mail: semadvisor@olympic.edu	
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

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.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
	E-mail: semadvisor@olympic.edu	
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

Mechanical, Civil, Aeronautical, Industrial, Materials Science

Major Related Program (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

Major Related Program (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

Major Related Program (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.

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

English

Associate in Arts (AA)

The English discipline seeks to help students acquire an understanding of, and proficiency in the English language and the elements of style by offering courses in basic composition and creative writing. In addition, the curriculum offers students who plan to transfer with an English major a general survey of American and English literature, as well as in-depth analyses of specific periods, authors, and genres. This curriculum is designed to enable students to examine the richness and variety with which the human imagination expresses itself in the written arts.

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

Faculty	*Office*	*Phone*
DeLay, Jody	HSS 318	360.475.7129
Hoene, Kathryn	HSS 323	360.475.7354
Hong, Nathaniel	HSS 342	360.475.7335
Hoover, Carmen	OC Shelton TJL 127	360.432.5409
Jung, Eunha	HSS 341	360.475.7627
Meyers, Judith	HSS 336	360.475.7336
Plevin, Arlene	HSS 321	360.475.7626
Sherman, Ian	HSS 316	360.475.7658
Wayland Ted	HSS 331	360.475.6827

Courses to consider when completing distribution requirements for an AA:

ENGL& 111 Intro to Literature
ENGL& 227 British Literature II
ENGL& 228 British Literature III
ENGL& 244 American Literature I
ENGL& 245 American Literature II
ENGL 150 Contemporary Literature
ENGL& 220 Intro to Shakespeare
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 (WWU'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 applicable 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	*Office*	*Phone*
Lawrence, Amy	ST 216	360.475.7732

Recommended Courses

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

Natural Sciences
BIOL 140 Environmental Issues
BIOL 201 Majors Biology I
BIOL 202 Majors Biology II
BIOL 203 Majors Biology III
CHEM& 141/151 General Chemistry & Lab I
CHEM& 142/152 General Chemistry & Lab II
CHEM& 143/153 General Chemistry & Lab III

One of the following three:
GEOG 150 Physical Geography with Lab or
GEOL& 101 Intro to Physical Geology or
GEOL& 110 Environmental Geology

Social Sciences
POLS any course
ECON& 201 Micro Economics

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 201 Majors Biology I
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

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.

Faculty	*Office*	*Phone*
Digby, Susan	ST 215	360.475.7840
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
	E-mail: semadvisor@olympic.edu	

Geology

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

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

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

Faculty	*Office*	*Phone*
Macias, Steve	ST 119	360.475.7711

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.

Faculty	*Office*	*Phone*
Lamb, Deborah	HSS 333	360.475.7415
Schaeffer, Philip	HSS 337	360.475.7416

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 1
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	*Office*	*Phone*
Cohen, Mirelle	HSS 344	360.475.7553
	Email: mcohen@olympic.edu	

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

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 classes:
Social Sciences:
HS 107 Intro to Human Services
PSYC& 100 General Psychology
SOC& 101 Intro to Sociology
Electives:
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
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 41.

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.

Faculty	*Office*	*Phone*
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
	E-mail: 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.

Contact	*Office*	*Phone*
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
	E-mail: 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	*Office*	*Phone*
Eliason, Teresa	Music 104	360.475.7117
White, Rick	Music 105	360.475.7118

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	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Organizational Leadership & Resource Management

Organizational Leadership and Resource Management addresses leadership, supervision, and management competences 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	*Office*	*Phone*
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Business 209	360.475.7382

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	*Office*	*Phone*
MacKenzie, Michael	PED 105	360.475.7742

Courses to consider when completing distribution requirements for an AA:

Option 1
Designed for those students who must complete anatomy/physiology during the sophomore year. This is determined by the school to which one plans to transfer.

BIOL& 241 Human A & P 1
BIOL& 242 Human A & P 2
EDUC& 202 Intro to Education
MUSC& 105 Music Appreciation
PE-ED 104 Health Science
PE-ED 105 College First Aid and Community CPR

Choose one of the following two courses:
PSYC& 100 General Psychology
PSYC 102 Psychology of Adjustment

Choose one of the following two courses:
SOC& 101 Intro to Sociology
SOC& 201 Social Problems

Physical Education–2-3 credits per quarter from PEFSP or PE-RD

Option 2
Designed for those students who plan to transfer to an institution where they are allowed to complete anatomy/physiology at the upper division level.

CMST& 220 Public Speaking
EDUC& 202 Intro to Education
MUSC& 105 Music Appreciation
PE-ED 104 Health Science
PE-ED 105 College First Aid and Community CPR

Choose one of the following two courses:
PSYC& 100 General Psychology
PSYC 102 Psychology of Adjustment

Choose one of the following two courses:
SOC& 101 Intro to Sociology
SOC& 201 Social Problems

Physical Education–2-3 credits per quarter from PEFSP or PE-RD

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	*Office*	*Phone*
Hess, Linnea	ST 214	360.475.7727
Roth, Daniel	ENG 112	360.475.7150

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	*Office*	*Phone*
Jokhi, Dinshaw	CSC 412	360.475.7275
Toren, David	HSS 338	360.475.7339

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	*Office*	*Phone*
Schaeffer, Philip	HSS 337	360.475.7416
Toren, David	HSS 338	360.475.7339

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	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

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.

Faculty	*Office*	*Phone*
Science, Engineering, Math Advisor:	HSS 203A	360.475.7743
	E-mail: 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	*Office*	*Phone*
Barker, Charles	HSS 319	360.475.7286
Sandler, Jack	HSS 340	360.475.6800

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	*Office*	*Phone*
Barker, Charles	HSS 319	360.475.7286
Cohen, Mirelle	HSS 344	360.475.7553

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	*Office*	*Phone*
Cohen, Mirelle	HSS 344	360.475.7553

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

Supportive Health Occupations

Growing opportunities exist for employment in the Supportive Health Occupations such as Dental Hygiene, Occupational and Physical Therapy, Diagnostic Ultrasound, and Physician Assistant. Olympic College offers a preparatory curriculum for those seeking entry into these fields.

Students may need to complete the Associate in Arts Degree requirements. Students completing the Olympic College curriculum should anticipate at least an additional two years of study, and can continue at a number of the state's public and private institutions. Practical work experience in these fields also constitutes an important criterion for entry. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Faculty	*Office*	*Phone*
Miller, Larry	ST 207	360.475.7703

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	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

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	*Office*	*Phone*
Elliott, Maril (ASL only)	HSS 317	Video Phone: 360.362.7054
Ramis, Anna (Gabriela)	ENG 109	Email: aramis@olympic.edu

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:
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 Evergreen State College accepts the following Professional-Technical Degrees either as direct technical transfer or upside down degrees:

- Accounting Technology ATA
- Business Management ATA
- Chemical Dependency Counseling ATA
- Early Childhood Education AAS-T
- Information Systems Specialist AAS-T
- Leadership and Occupational Studies AAS-T
- Medical Assisting AAS-T
- Associate Degree—Nursing and Transition to ADN ATA
- Organizational Leadership & Resource Management AAS-T
- Physical Therapist Assistant AAS

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.

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 Information Systems

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 to BSN)

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

Associate Degrees

The college offers several transfer associate degrees 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
- Early Childhood Education transferring to Washington State University
- Homeland Security/Emergency Management (with Pierce College)
- Information Systems Specialist transferring to The Evergreen State College and Western Governors University–Washington
- 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 more 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 www.olympic.edu/programs-classes/continuing-education or www.olympic.edu.

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

General Policies

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

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

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

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

Multiple degrees - Students may simultaneously earn multiple degrees or certificates in different curricular programs at OC. Requirements for each degree or certificate must be met and the student must apply for each degree separately and pay for each separate degree application. [Exception: Once a student has earned a Direct Transfer Agreement (DTA) associate degree, another AA-DTA or an AS degree cannot be awarded.]

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.

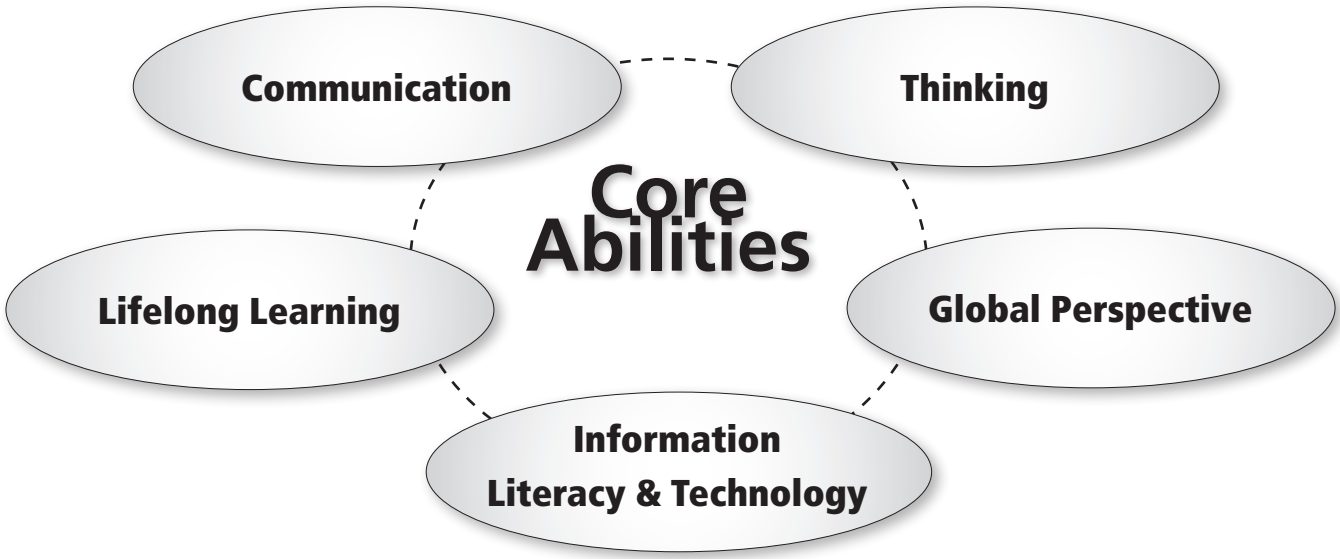
GER for professional-technical degrees provide the quantitative, communication, and human relations skills needed in the workforce. GER are not required in all shorter certificates. However, they are in all degrees and certificates normally requiring a year or more to complete.

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 on the "Fulfillment of Core Abilities Graduation Requirement" page.

See "Core Abilities" chart on next page.

*See course description for prerequisite.



Core Abilities

In keeping with our institutional mission and vision, the Olympic College faculty promotes the development of five core abilities: Communication, Thinking, Information Literacy and Technology, Lifelong Learning, and Global Perspective. These core abilities address the broad-based general education requirements that will prepare a student to pursue her/his chosen profession or field of study and to develop themselves as individuals and as citizens. These essential core abilities are taught across programs and disciplines so that each Olympic College student can expect to work towards improving and applying these core abilities regardless of their program or area of concentration. Specific outcomes and competencies within Olympic College courses support the development of these five core abilities.

Information Literacy & Technology

1. Graduates use strategies to search for information that enhance the acquisition of knowledge.
2. Graduates evaluate and appraise sources.
3. Graduates access and use information and/or technology ethically, legally and/or responsibly.
4. Graduates use various inquiry tools and different formats of information e.g. media.
5. Graduates use technology and information appropriate to field or discipline, synthesizing information to formulate insights and create knowledge.

Global Perspective

1. Graduates demonstrate an understanding of their own cultures and the framework upon which their society has been built.
2. Graduates demonstrate an understanding of how cultural differences (e.g. beliefs, traditions, communication, norms) shape human interactions and perceptions of others.
3. Graduates demonstrate that they are aware of, and understand world events (e.g. religious, historical, environmental, political, economic) and the role of human decisions and physical conditions shaping these events and their outcomes.
4. Graduates demonstrate an understanding of their own region/ bioregion and recognize that other parts of the world are different in both physical and human attributes.
5. Graduates demonstrate an understanding of universal processes involving both distribution and circulation of resources and their byproducts; e.g. wealth, food, water, oil, gases, energy, and pollutants.

Communication

1. Graduates understand and produce effective oral communication.
2. Graduates understand and produce effective written communication.
3. Graduates understand and use effective non-verbal communication skills.

Thinking

1. Graduates engage in critical analysis.
2. Graduates engage in creative problem solving.
3. Graduates engage in quantitative reasoning.

Lifelong Learning

1. Graduates demonstrate self-monitoring and self-advocacy skills to effect positive life changes.
2. Graduates demonstrate the ability to recognize, understand, and accept ownership for their own learning and behavior in varied and changing environments.
3. Graduates demonstrate the ability to adapt to technological innovations and to understand their implications.

Assessment of Student Learning

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.

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 Olympic College.

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*See course description for prerequisite.

Fulfillment of Core Abilities Graduation Requirement (2015-2016)

A different course must be selected for each of the core abilities requirements. The same course may be used to meet both distribution and core abilities requirements. Notes:

1. Communication Outcome 2 (written communication skills) is fulfilled by the Written Skills Requirement in the AA or AS degree.
2. Thinking Outcome 3 (symbolic/quantitative skills) is fulfilled by the Symbolic/Quantitative Skills Requirement in the AA or AS.
3. Courses that address either or both Communication Outcome 1 and 3 fulfill the requirement for that Core Ability.
4. Courses that address either or both Thinking Outcome 1 and 2 fulfill the requirement for that Core Ability.
5. Courses that address a majority of the outcomes of Global Perspective, Information Literacy and Technology, and Lifelong Learning fulfill the requirement for that Core Ability.

Communication

(Oral or Non-Verbal Skills)

American Culture & Equity Studies 101, 102, 160, 170
American Sign Language &121, &122, &123
Anthropology &100, &204, &205, &206, &207, &210, 212, 270, 325, 335
Art &100, 102, 103, 104, 106, 107, 110, 111, 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268
Biology 130, 131, 132, &160, &175
Business 215, 330
Business Management 145, 146, 147, 148, 149, 170, 181, 183, 185, 247, 282
Business Technology 103, 104, 105, 106, 107, 108, 110, 111, 115, 116, 123, 130, 133, 134, 145, 150, 160, 175, 220, 229, 231, 239, 240, 250, 255, 275, 280
Chemistry &110, &121, &131, 137, &139, &142, &143, &151, &152, &153, &241, &243, &251, &252, &253
Communication Studies &101, &102, 105, &210, &220, &230, 242, 250, 253, 263, 273
Computer Information Systems 114, 115, 116, 141, 143, 145, 154, 155, 156, 160, 170, 176, 182, 190, 210, 219, 236, 245, 255, 258, 272
Computer Science &141, 210
Cosmetology 173, 201, 203, 211, 251, 254
Criminal Justice 100
Culinary Arts 101, 103, 104, 105, 121, 122, 123, 125, 126, 128, 129, 130, 131, 132, 200, 210, 220
Digital Media Arts 120, 130, 136, 220, 230, 236
Dramatic Arts &101, 120, 201, 210, 211, 212, 240, 241, 242, 243, 245, 246, 247, 248, 251, 252, 253, 256, 260, 265, 280, 281, 285, 286, 287, 288, 289
Early Childhood Education 173, 176, 177, 178, 215, 225
Economics &201, &202
Education 110, &115, &202
Electronics 113, 160, 166, 170, 203, 211, 212, 213, 238
Engineering 100, &104, 111, &114, &204, &215, 216, &224, &225, 240, 271
English &101, &102, &111, &113, 141, &220, &244, &245, 250, 262, 264, 270, 271, 273, 274, 275, 283
Fashion 101, 102, 103, 104
French &121, &122, &123
General Studies 102, 124, 211
Geography &200, 260
Geology &100, &101, &103, &110, 155, &208
German &121, &122, &123
Health Education 108, 125
History &116, &117, &118, &214, &215, &219, 230, 257
Homeland Security Emergency Management 102, 110, 120, 130, 157, 160, 180, 190, 200, 210, 220, 230, 240, 250
Hospitality Management 102, 124, 133
Human Services 105, 107, 110, 112, 113, 114, 115, 120, 121, 122, 123, 125, 275, 276
Human Services Substance Abuse Counselor &101
Humanities 145, 175, 201, 203, 204, 235, 257, 320
Information Systems 302, 305, 337, 350, 390, 415, 438, 450, 470, 490
Japanese &121, &122, &123
Korean &121, &122, &123
Manufacturing 101, 115, 120, 140, 165, 181, 290
Mathematics 100, 103, &107, 112, &131, &141, &142, &146, &151, &152, &163, 210, 221, 222, 231, 232, &264
Medical Assisting 111, 112, 136, 137, 140, 152, 153, 211
Meteorology 101
Music 101, &105, 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q, 185
Nursing 140, 142, 154, 176, 177, 180, 181, 182, 206
Nutrition &101
Organizational Leadership/Resource Management 103, 105, 150, 160, 201, 220, 225, 234
Organizational Leadership/Technical Management 320
Philosophy &101, &115, &120, 240
Physical Education–Education 104, 105, 107
Physical Education–Fitness and Sports 140, 187, 189, 289
Physical Therapist Assistant 101, 102, 104, 105, 108, 120, 121, 122, 123, 124, 125, 126, 127, 151, 152, 251, 252
Political Science &101, 115, 145, 175, &201, &202, &203, 235, 323
Practical Nursing 102, 103, 106, 124, 200, 202, 203, 204, 205, 208, 209, 210
Psychology &100, 102, 240
Sociology 109, 125, 135, 190, &201, 230, 301, 319
Spanish &121, &122, &123, &221
Technical Design 107, 109, 112, 121, 122, 123, 127, 128, 130, 150, 151, 175, 180, 200, 205, 211, 217, 221, 222, 231, 242, 270, 271, 290
Welding 101, 102, 103, 104, 105, 108

Thinking

(Critical Analysis or Creative Problem Solving)

Accounting &201, &202, &203
American Culture & Equity Studies 101, 102, 160, 170
Anthropology &100, &204, &205, &206, &207, &210, 212, 270, 325, 335
Art &100, 102, 103, 104, 106, 107, 110, 111, 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, 201, 202, &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, 175, 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, 115, 125, &210, &220, 225, &230, 242, 250, 253, 263, 273, 293
Computer Information Systems 110, 111, 114, 115, 116, 123, 141, 142, 143, 145, 154, 155, 170, 176, 182, 190, 200, 202, 205, 210, 219, 225, 229, 236, 240, 242, 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
Criminal Justice 100, &101, &105, &106, &110
Culinary Arts 101, 103, 121, 122, 123, 125, 126, 128, 129, 130, 131, 132, 200, 210, 220
Digital Media Arts 120, 130, 136, 220, 230, 236
Dramatic Arts &101, 120, 201, 210, 211, 212, 240, 241, 242, 243, 245, 246, 247, 248, 251, 252, 253, 256, 260, 265, 280, 281, 285, 286, 287, 288, 289
Early Childhood Education 174, 177, 178, 225
Economics &201, &202
Education 110, 120, &121, &122, &202, &204
Electronics 101, 102, 103, 106, 111, 112, 113, 160, 165, 166, 170, 201, 202, 203, 211, 212, 213, 225, 227, 228, 235, 237, 238
Engineering &104, 111, &114, &204, &214, &215, 216, &224, &225, 240, 270, 271
English &101, &102, &111, &113, 141, &220, &226, &227, &228, &244, &245, 250, 262, 264, 270, 271, 273, 274, 275, 283, 328

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*See course description for prerequisite.

Fashion 101, 102, 103,104
French &121, &122, &123
General Studies 124, 140, 211
Geography &200, 260
Geology &100, &101, &103, &110, 155, &208
German &121, &122, &123
Health Education 108, 125
History 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257
Homeland Security Emergency Management 102, 110, 120, 130, 157, 160, 180, 190, 200, 210, 220, 230, 240, 250
Hospitality Management 124, 133
Human Services 105, 107, 110, 112, 113, 114, 115, 120, 121, 122, 123, 125, 275, 276
Human Services Substance Abuse Counselor &101
Humanities 145, 175, 201, 203, 204, 220, 235, 253, 257, 320
Information Systems 300, 302, 305, 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 110, 111, 114, 116, 117, 120, 121, 136, 137, 151, 163, 164, 205, 211
Meteorology 101
Music 101, &105, 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q, 185
Nursing 110, 118, 140, 142, 146, 151, 154, 176, 177, 180, 181, 182, 206
Nutrition &101
Organizational Leadership/Resource Management 103, 105, 150, 160, 197, 199, 201, 202, 205, 216, 218, 220, 225, 234, 235, 240, 250, 260, 270, 272, 280
Organizational Leadership/Technical Management 320
Parent Education 102
Philosophy &101, &115, &120, 240
Physical Education–Education 104, 105, 107
Physical Therapist Assistant 104, 106, 107, 110, 111, 120, 121, 122, 123, 124, 125, 126, 127, 151, 152, 251, 252
Physics 114, 254, 256
Political Science &101, 115, 145, 175, &201, &202, &203, 235, 323
Practical Nursing 102, 103, 106, 114, 116, 124, 126, 200, 202, 203, 204, 205, 206, 208, 209, 210
Psychology &100, &220, 240
Sociology &101, 109, 125, 135, 190, &201, 215, 230, 271, 301, 319
Spanish &121, &122, &123, &221
Technical Design 107, 109, 116, 121, 123, 127, 128, 130, 145, 150, 151, 175, 180, 200, 205, 211, 217, 221, 222, 231, 271, 272, 273, 275, 290
Welding 100, 101, 102, 103, 104, 105, 106, 107,108, 145

Global Perspective

American Culture & Equity Studies 101, 102, 160, 170
American Sign Language &121, &122, &123
Anthropology &100, &204, &205, &206, &207, &210, 212, 270, 325, 335
Art 107, 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, 250, 262, 264, 270, 271, 273, 274, 275, 328
Fashion 101, 102, 103, 104
Geography &200, 260
Health Education 121
History 110, &136, &137
Homeland Security Emergency Management 102, 110, 120, 130, 157, 160, 180, 220, 230, 240
Human Services 107
Humanities 145, 175, 201, 203, 204, 220, 235, 253, 257, 320
Information Systems 350, 415
Medical Assisting 151, 180
Meteorology 101
Music &105
Organizational Leadership/Resource Management 105, 205, 280
Physical Therapist Assistant 104
Political Science &101, &201, &202, 235
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
Anthropology &204, &205, 212, 270, 325, 335
Art 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, 175, 220, 250, 254, 255, 260, 275, 280
Chemistry &241, &242, &243, &251, &252, &253
Communication Studies &101, &102, 105, 115, 125, &210, &220, 225, 242, 250, 253, 263, 273
Computer Information Systems 110, 111, 115, 170, 182, 190, 270, 271, 272, 273
Criminal Justice 100, &101, &105, &106, &110
Culinary Arts 128, 132, 200, 210, 220
Digital Media Arts 120, 130, 136, 220, 230
Dramatic Arts &101, 201, 247, 253, 281, 285, 286, 287
Early Childhood Education &100, 178, 215, 225
Education 110, &115, &121, &122, &202
Electronics 103, 201, 202, 203, 211, 212, 213, 227, 228, 237, 238
Engineering &104, 111, 216, 240
English &102, &111, &113, &220, &228, &244, &245, 250, 262, 283, 328
Fashion 101, 102, 103, 104
General Studies 140, 211
Geography &200, 260
Geology &100, &101, &103, 155, &208
History &214, &215, &219, 230, 253, 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, 121, 122, 123, 275, 276
Human Services Substance Abuse Counselor &101
Humanities 175, 201, 235, 253, 257, 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, 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q, 185
Nursing 118, 146, 154, 176, 177
Nutrition &101
Organizational Leadership/Resource Management 103, 105, 150, 201, 205, 216, 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, &201, &202, 235
Practical Nursing 103, 210
Psychology &200, 240
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
Art 268
Biology 115
Business Management 105, 149, 181, 282
Communication Studies &101, &210, &220, 250, 253, 263, 273
Computer Information Systems 170, 255
Cosmetology 160, 240
Culinary Arts 128
Dramatic Arts 251, 253, 281, 285, 286, 287, 288, 289
Early Childhood Education 174, 215
Education 110, 120
Engineering 100, &104, 111, &114, &204, &214, &215, 216, &224, &225, 240, 270, 271
English &220, &245
Fashion 101, 102, 103, 104
French &121, &122, &123
General Studies 101, 111, 121, 124, 131, 133, 141
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
Information Systems 302, 390, 438, 450, 490
Manufacturing 290
Medical Assisting 210, 213
Meteorology 101
Music 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q
Nursing 177
Organizational Leadership/Resource Management 103, 105, 150, 160, 197, 199, 201, 225, 235, 240, 260, 270, 272, 280
Parent Education 100, 101, 103
Physical Education–Education 104, 107
Physical Therapist Assistant 101, 151, 252
Political Science &101, &201, &202
Practical Nursing 200, 210
Sociology &101, 319
Spanish &121, &122, &123, &221
Technical Design 180, 290
Welding 106

*See course description for prerequisite.

Courses meeting Graduation Requirements in Associate Degrees (2015-2016)

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 and 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
Anthropology &207, 325, 335
Art &100, 102-104, 106, 107, 110, 111, 117
Communication Studies &101, &102, 105, 125, &210, &220, 225, &230, 242, 250, 253, 263, 273, 293
Dramatic Arts &101, 201, 210, 211, 212, 240, 241, 242, 243, 245, 246, 247, 248, 251, 252, 253, 256, 260, 265, 280, 281, 282, 285, 286, 287
English &111, &113, &114, 141, 150, &220, &226, &227, &228, &244, &245, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 279, 283, 284, 286, 328
Geography &200
History 230
Humanities 145, 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 &201

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 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268
Dramatic Arts 120
Music 103, 106, 109, 117, 120, 123, 126, 133, 136, 144, 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q, 233

Social Sciences Distribution (SS)

American Culture & Equity Studies 101, 102, 160, 170
Anthropology &100, &204, &205, &206, &207, &210, 212, 270, 325, 335
Baccalaureate Nursing 323, 326A
Business &101
Criminal Justice &105, &106
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 145
Philosophy &101, &115, &120, 240
Political Science &101, 115, 145, 175, &201, &202, &203, 235, 323
Psychology &100, 102, &200, &220, 240, 260
Sociology &101, 109, 125, 135, 190, &201, 215, 230, 271, 301, 319

Natural Sciences Distribution (NS)

Lab Courses: minimum one course required

Biology 101, 114, 115, 120, 130-132, 140, &160, &175, 201, 202, 203, &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, 115, 116, 254, 255, 256

Non-lab courses:

Anthropology &205
Astronomy 101, 102, 105
Biology 104, 351
Chemistry &139, &141, &142, &143, &241, &242, &243
Geography &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, 231, 232, 240, 250, &264
Philosophy &120

Electives

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

Fully Transferable:

ALL courses listed in the Skill Areas, Humanities, Social Sciences, Natural Sciences distributions plus the following:

Accounting &201, &202, &203
Baccalaureate Nursing 320
Business &201, 330
Computer Information Systems 141
Criminal Justice 100, &101, &110
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

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, also DANTES, CLEP, Service School Credits)

Baccalaureate Nursing – all except 323, 326A
Business Management – all
Business Technology – all
Communication Studies 115
Computer Information Systems – all except 141
Cooperative Apprenticeship – all
Cooperative Education – all
Cosmetology – all
Culinary Arts – all
Digital Media Arts – all
Dramatic Arts - 288, 289
Early Childhood Education – all except &105
Education 110, 120, 123, &130, 132, &136, &150
Electronics – all
Engineering 100
Fashion – all
General Studies – all
Health Education – all
Health Occupations – all
Homeland Security Emergency Management – all
Hospitality Management – all
Human Services – all except 107
Information Systems – all
Intensive English – 100A, 100B, 100C
Library Research – all
Manufacturing – all
Mathematics 100, 103
Medical Assisting – all
Nursing – all
Organizational Leadership/Resource Mgmt – all
Organizational Leadership/Technical Mgmt – all
Parent Education – all
Physical Education Activity (PEFSP and PE-RD)
Physical Education–Education – all except 104
Physical Therapist Assistant – all
Practical Nursing – all
Technical Design – all
Transition to Associate Degree Nursing – all
Welding – all

Abbreviations

- **AA** Associate in Arts
- **AAS** Associate in Applied Science
- **AAS-T** Associate in Applied Science – Transfer
- **AB** Associate in Business
- **AGS** Associate in General Studies
- **APN** Associate in Pre-Nursing
- **AS** Associate of Science
- **ATA** Associate in Technical Arts
- **BAS** Bachelor of Applied Science
- **BSN** Bachelor of Science in Nursing
- **DTA** Direct Transfer Agreement
- **MRP** Major Related 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

Degrees and Certificates Planning Chart						
Program Subject Area	Degrees 90 or more credits	Certificate of Specialization 61-89 credits	Certificate of Proficiency 45-60 credits	Certificate of Completion 20-44 credits	Certificate of Recognition 10-19 credits	Page
General Degrees:						
Associate in Arts	AA-DTA					51
Associate in General Studies	AGS					51
Associate of Science-Track 1	AS-Track 1					51-52
Associate of Science-Track 2	AS-Track 2					52
Associate in Technical Arts (Option 2)	ATA Option 2					52
Program-Specific Degrees and Certificates:						
Accounting Technology	AAS-T, ATA		X	X	X	53-54
Business	AB-DTA/MRP					54-55
Business Management	ATA		X		X	55-57
Business Technology	ATA		X	X	X	57-59
Computer Info Systems	BAS-IS, AAS-T		X	X	X	60-63
Cosmetology	ATA	X	X			64
Culinary Arts Institute	ATA	X		X	X	65-66
Digital Media				X		66
Early Childhood Education	AAS-T, ATA		X	X	X	67-69
Electronics	ATA		X		X	69-70
Engineering	AS-Track 2/MRP					70-71
Engineering Technology	AAS					71-72
Fashion					X	72
Homeland Security/ Emergency Management	AAS-T			X		73-74
Human Services	ATA		X		X	74-75
Industrial Trades Technician	ATA	X		X		76
Manufacturing Technology		X		X	X	76-78
Medical Assisting	AAS-T	X		X		78-80
Nursing/Healthcare	BSN, ATA	X			X	80-86
Organizational Leadership Resource Management	AAS-T				X	86-88
Physical Therapist Assistant	AAS					88-89
Polysomnographic Technology	AAS w/Highline			w/Highline		89
Pre-Nursing	APN-DTA/MRP					89
Technical Design	ATA		X	X	X	89-92
Welding Technology	ATA	X	X		X	92-94

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

*See course description for prerequisite.

Degrees and Certificates

General Degrees:

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

Appropriate for many intended majors, especially in the Humanities and Social Sciences. Students complete 60 credits of general education and 30 credits of electives which should be tailored to the future major.

- Each course can be counted toward only one skill or distribution area.
- Only college level courses numbered 100 or above are allowed.
- Cumulative college level GPA must be at least 2.0. Courses tranferred 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 earned at OC.
- Students with 85 credits towards an OC degree may transfer back 5 credits from another accredited institution. Otherwise, the last 10 credits must be earned at OC. (Military personnel and dependents with a SOC agreement are exempt from this requirement.)
- Students should work closely with an advisor at the planned baccalaureate institution to choose courses that will apply to the bachelor's degree.

Skill Areas Requirements: ***Credits***

Written Communication Skills (two of the following)
ENGL& 101 English Composition I* _____5
ENGL& 102 Composition II* _____5
ENGL& 235 Technical Writing*_____5____ 10

Quantitative/Symbolic Reasoning Skills
Five credits in one of the two categories below _____ 5

1. Quantitative Reasoning Skills
Five credits of college level mathematics (a course with a Mathematics prefix numbered 100 or above) furnishing the quantitative skills required in the commonly recognized educational transfer pathways towards a baccalaureate degree in Washington state; this college level mathematics course must have a prerequisite of intermediate algebra coursework completed at a 2.0 grade or higher.

Precalculus or higher: OC Courses: MATH& 141, MATH& 142, MATH 143, MATH& 151, MATH& 152, MATH& 163, MATH&264, MATH 210, MATH 221, MATH 222, MATH 240, MATH 250

Mathematics for Elementary Education: OC Courses: MATH& 131, MATH& 132

Business Precalculus/Finite Mathematics or Business Calculus: OC Courses: MATH 147, MATH& 148

Statistics: OC Courses: MATH 136, MATH& 146

Math in Society: OC Course: MATH& 107

2. Symbolic Reasoning Skills: OC Course: PHIL& 120

Distribution Requirements:

Humanities (15 cr. in 2 or 3 disciplines) _____ 15
- From at least two different disciplines
- No more than 10 credits in any one discipline
- Maximum 5 credits in skills performance
- Maximum 5 credits in world language at the 100 level

Natural Sciences (15 cr. in 2 or 3 disciplines)_____ 15
- From at least two different disciplines
- No more than 10 credits in any one discipline
- At least one laboratory science course
- At least 10 credits in physical, biological, and/or earth science

Social Sciences (15 cr. in 2 or 3 disciplines) _____ 15
- From at least two different disciplines
- No more than 10 credits in any one discipline

Electives
(30 credits or sufficient credits to meet the 90 credit total)
Up to 15 credits of any other college level courses
Other courses chosen from any of the lists except restricted

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 ENGL &101
  - 5 cr. Verbal (Speech or Communication)
- **5 cr. Basic Quantitative Skills** selected from:
  - Any mathematics course at the 100 level or higher
  - BMGMT 140 (5 cr.) Business and Personal Mathematics
  - PHIL& 120 (5 cr.) Symbolic Logic
- **5 cr. Humanities** (see Distribution Requirements-page 38)
- **5 cr. Information Literacy** selected from Computer Information Systems (CIS) or Computer Science (CS)
- **5 cr. Natural Sciences** (see Distribution Requirements-page 38)
- **5 cr. Social Science** (see Distribution Requirements-page 38)
- **5 cr. Personal wellness, career and life planning**
  - Any combination selected from:
    - Physical Education (PE-ED) or Physical Education - Fitness and Sports (PEFSP)
    - General Studies
    - OLRM 103 (1 cr.) Explore Your Strengths, OLRM 105 (1 cr.) Appreciating Diversity
- **50 cr. Electives** selected from any college level classes at the 100 level or higher

Associate of Science – Track 1

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

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

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

Entire sequences of science courses should be completed at one college.

Basic Communication Skills (two of the following)
ENGL& 101 English Composition I* _____5
ENGL& 102 Composition II* _____5
ENGL& 235 Technical Writing*_____5____ 10

Basic Quantitative Skills (three of the following)
MATH& 151 Calculus I* _____5
MATH& 152 Calculus II*_____5
MATH& 163 Calculus 3*_____5
MATH& 146 Intro to Statistics*_____5____ 15

Humanities and Social Sciences (15 credits: 5 credits in Humanities, 5 credits in Social Sciences, and an additional 5 credits in either one—see Distribution Requirements page) _ 15

Primary Required Sciences
CHEM& 141/151 General Chemistry & Lab I*_____6.5
CHEM& 142/152 General Chemistry & Lab II* _____6.5
CHEM& 143/153 General Chemistry & Lab III*_____ 6
(In consultation with an advisor, choose at least one of the following complete sequences) See Note 1
PHYS 114, 115, 116 General Physics* _____ 18
PHYS 254, 255, 256 Engineering Physics* _____ 18
BIOL 201, 202, 203 Majors Biology I, II, III*_____ 15

Future Biology majors should select organic chemistry or physics as required by their future 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

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 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 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.

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

- Complete ENGL 098 or place into ENGL& 101
- Complete MATH& 142 or MATH 143 or place into MATH& 151
- Complete PHYS 110 or a rigorous high school physics class
- Complete CHEM& 139 or place into CHEM& 141

Basic Written Communication Skills (10 credits)

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

Basic Quantitative Skills (15 credits)

MATH&	151	Calculus I*	5
MATH&	152	Calculus II*	5
MATH&	163	Calculus 3*	5 — 15

Humanities and Social Sciences (15 credits: 5 credits in Humanities, 5 credits in Social Sciences, and an additional 5 credits in either one—see Distribution Requirements page) _ 15

Required Science

CHEM&	141/151	General Chemistry & Lab I*	6.5
PHYS	254, 255, 256	Engineering Physics*	18

Individualized Plan: The remaining 25.5 credits should be planned with an advisor based on the requirements of the specific discipline at the baccalaureate institution. Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student. (See Note 1)

CHEM&	142/152	General Chemistry & Lab II*	6.5
CHEM&	143/153	General Chemistry & Lab III*	6
CHEM&	241/251	Organic Chem & Lab I*	5.5
CHEM&	242/252	Organic Chem & Lab II*	6
CS&	141	Computer Science I Java*	5
CS	143	Computer Science II Java*	5
ENGR&	104	Intro to Design	5
ENGR&	114	Engineering Graphics	5
ENGR&	204	Electrical Circuits*	6
ENGR&	214	Statics*	5
ENGR&	215	Dynamics*	5
ENGR	216	CAD Applications for Engineering Design*	3
ENGR&	224	Thermodynamics*	5
ENGR&	225	Mechanics of Materials*	5
ENGR	240	Applied Numerical Methods for Engr*	5
ENGR	270/271	Fundamentals of Materials Science & Lab*	6
MATH	221	Differential Equations I*	5
MATH	222	Differential Equations II*	5
MATH	250	Linear Algebra*	5
MATH&	264	Calculus 4*	5
MTEOR	101	Weather and Atmosphere*	5

Total: (Minimum 90 credits, see Note 2)

(Minimum cumulative college GPA of 2.0, see Note 3)

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

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

Note 3: Specific Colleges, Departments, and programs within universities require a GPA considerably higher than the minimum for an associate degree. Contact advisors at the baccalaureate institution for requirements.

Associate in Technical Arts (ATA Option 2)

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

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

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

- **Communications:** ENGL &101.
- **Quantitative:** MATH 100 or above, or BMGMT 140, or BMGMT 138 and 139.
- **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.

*See course description for prerequisite.

Program-Specific Degrees and Certificates:

Accounting Technology

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

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

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

Required Courses			*Credits*
ACCT&	201	Prin of Accounting I	5
ACCT&	202	Prin of Accounting II*	5
ACCT&	203	Prin of Accounting III*	5
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	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 Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

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

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

Required Courses			*Credits*
ACCT&	201	Prin of Accounting I	5
ACCT&	202	Prin of Accounting II*	5
ACCT&	203	Prin of Accounting III*	5
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
ENGL&	101	English Composition I*	5
OLRM	220	Human Relations in the Workplace	3
Total Credits Required			***90***

Accounting Clerk

Certificate of Proficiency

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

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

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

1. Effectively apply components of the accounting equation to typical business transactions.
2. Maintain internal control procedures.
3. Effectively use a variety of computer software to accomplish office tasks and to process accounting information.
4. Apply mathematical concepts to typical business situations.
5. Effectively communicate orally and in writing in the context of common business practices.
6. Work as a team member in an office environment to accomplish the goals of the organization.
7. Understand and effectively use accounting and business terminology to produce reports, to converse in a business-type setting, and to follow directions.
8. Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.

Advisor	Office	Phone
Salas, Joanne	Business 109	360.475.7372

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***

Bookkeeping Clerk

Certificate of Completion

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

Program Outcomes

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

1. Effectively apply components of the accounting equation to typical business transactions.
2. 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.

Advisor	Office	Phone
Salas, Joanne	Business 109	360.475.7372

Required Courses			Credits
Choose one of the following two courses or pass proficiency test to achieve 35 NWAM keyboarding and 35 KPM 10-key calculator proficiency requirements:			
BSTEC	110	Beginning Keyboarding	3
BSTEC	111	Intermediate Keyboarding*	3
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	132	Electronic Printing Calculators	2
BSTEC	133	Computerized Accounting*	4
BSTEC	135	Accounting Simulation/Serv Business*	1
BSTEC	136	Accounting Simulation/Merch Business*	1
Choose one of the following data entry software applications:			
BSTEC	141	QuickBooks*	4
BSTEC	142	Peachtree Accounting*	4
Total Credits Required			***24***

Tax Preparer

Certificate of Completion

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

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

Program Outcomes

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

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

Advisor	Office	Phone
Salas, Joanne	Business 109	360.475.7372

Required Courses			Credits
ACCT&	201	Prin of Accounting I	5
ACCT&	202	Prin of Accounting II*	5
ACCT&	203	Prin of Accounting III*	5
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	229	Individual Taxation*	5
BSTEC	239	Taxation for Business*	5
BSTEC	240	Taxation Simulations*	1
Total Credits Required			***35***

Certificate of Recognition
Payroll Clerk

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

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

Program Outcomes

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

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

Advisor	Office	Phone
Salas, Joanne	Business 109	360.475.7372

Required Courses			Credits
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	133	Computerized Accounting*	4
BSTEC	134	Payroll Accounting*	5
BSTEC	138	Payroll Simulation*	1
Total Credits Required			***19***

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.

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. The agreement's URL is: http://www.sbctc.ctc.edu/college/education/business_dta_mrp_revised_050712.pdf

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.

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.

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

1. 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. Use business and economic concepts to solve business and economic problems.
5. Define the importance and application of law in American and global business operations.
6. Demonstrate effective two-way communication skills in the solution of business and economic problems.
7. Use critical thinking skills in the solution of business and economic problems.
8. Describe the effects of government regulation and taxation on business and economic activities.

Advisor	*Office*	*Phone*
McNamara, Kim	Technical 204	360-475-7374
Snapp, Richard	Technical 204	360-475-7386
Ward, Alan	Business 107	360-475-7378

Required Courses ***Credits***

BASIC REQUIREMENTS:

Communication Skills Requirement: 10 credits (see Note 1)
Must include ten credits of English composition.
ENGL& 101 English Composition I* _____ 5
ENGL& 102 Composition II* _____ 5

Quantitative/Symbolic Reasoning Skills Requirement: 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_____ 5

Choose one of the following two courses:
MATH& 148 Business Calculus* _____5
MATH& 151 Calculus I* _____5_____ 5

DISTRIBUTION REQUIREMENTS:
Within distribution requirements, linked sequences of courses are encouraged. No more than 10 credits per discipline area

Humanities Requirement: 15 credits from at least 2 disciplines. (see Notes 2 & 3)
Maximum of 5 credits in skills performance courses
Maximum of 5 credits in world language courses
Humanities Course 1 _____5
(CMST& 220 Public Speaking recommended)
Humanities Course 2 _____5
Humanities Course 3 _____5_____ 15

Social Science Requirement: 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_____ 15

Natural Science Requirement: 15 credits from at least 2 disciplines. (see Note 4)
Statistics and 10 credits of physical, biological and/or earth science, including at least one lab course
BUS 215 Business Statistics* (preferred) OR
MATH& 146 Intro to Statistics* _____5
Lab Science Course _____5
Natural Science Course _____5_____ 15

Business Transfer Requirement: 20 credits (see Note 5)
ACCT& 201 Prin of Accounting I _____5
ACCT& 202 Prin of Accounting II* _____5
ACCT& 203 Prin of Accounting III* _____5
BUS& 201 Business Law _____5_____ 20

Elective Requirement: 5 credits of non-business electives (see Note 6)
Elective (College-level courses) _____ 5

Total Credits Required ***90***

Note 1 – English Composition: To meet the current EWU requirements, the second English Composition course must be equivalent to EWU's English 201-College Composition: Analysis, Research, and Documentation. OC's ENGL& 102 Composition II satisifies this requirement.

Note 2 - Humanities: Students intending the international business major should consult their potential transfer institutions regarding the level of world language required for admission to the major. 5 credits in world languages may apply to the Humanities requirement.

Note 3 - Humanities: Students are encouraged to include a speech or oral communication course (not small group communication).

Note 4 – Natural Sciences: Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.

Note 5- 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 proficieny in U.S. business law.

Universities with a lower division Business Law requirement: UW (all campuses), WSU (all campuses), EWU, CWU, WWU, Gonzaga, SMU, SPU, Whitworth.

The following institutions do not require a lower division Business Law course and agree to accept the course taken as part of this degree as a lower division elective, but generally not as an equivalent to the course required at the upper division: Heritage, PLU, SU, and Walla Walla University.

Note 6 – General 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.

University Course Equivalent to

- WSU (all campuses): Management Information Systems MIS 250 (OC: CIS 101 and CIS 110)
- Gonzaga: Management Information Systems BMIS 235 (OC: No transfer course on record)
- PLU: computer applications CSCE 120, either an equivalent course or skills test (OC: No transfer course on record)
- WWU: Introduction to Business Computer Systems MIS220 (OC: No transfer course on record)

Business Management

Business Management

Associate in Technical Arts

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

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

1. Articulate the relationship of leadership and how it relates to the functions of management.
2. Use basic accounting information and quantitative analysis to suggest effective solutions to business problems and situations as they relate to management, investors, creditors and government agencies.
3. Effectively use oral and written communications skills as they relate to the business environment.
4. Effectively use computer software to research and organize information,

supporting management information systems and decision making.
5. Evaluate and suggest improvements to products/service delivery in meeting customer and marketplace needs.
6. Show respect and the ability to work collaboratively with diverse individuals and teams.
7. Analyze legal and ethical implications of business conduct.
8. Develop strategies that foster personal and professional growth and the ability to manage change in a global business environment.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*
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
Choose one of the following two courses:		
ACCT& 201	Prin of Accounting I	5
BSTEC 130	Practical Accounting	5
BSTEC 150	Business English*	5
BUS& 201	Business Law	5
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
Choose one of the following two courses:		
CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	5
Select 24 additional credits from the following:		
BMGMT 105	Introduction to Financial Planning	5
BMGMT 145	Business Ethics	2
BMGMT 146	Entrepreneurship—Financial Analysis	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 148	Deadline and Project Management	1
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 170	Client/Customer Relations	2
BMGMT 181	Principles of Sales	5
BMGMT 183	Negotiations	5
BMGMT 185	E-Business Strategies	5
BMGMT 203	Small Business Planning/Management	5
BMGMT 247	H.R. Performance Reviews	2 — 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 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.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*
Accounting (choose one of the following courses):		
ACCT& 201	Prin of Accounting I	5
BSTEC 130	Practical Accounting	5
Communications (choose one of the following courses):		
CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	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
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 Proficiency

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

Program Outcomes

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

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

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*
Accounting (choose one of the following courses):		
ACCT& 201	Prin of Accounting I	5
BSTEC 130	Practical Accounting	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
BMGMT 145	Business Ethics	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 180	Marketing	5
BMGMT 181	Principles of Sales	5
BMGMT 247	H.R. Performance Reviews	2
BMGMT 282	Principles of Leadership/Management	5
BSTEC 150	Business English*	5
CIS 150	Survey of Computing	4
CMST& 220	Public Speaking	5
OLRM 220	Human Relations in the Workplace	3
Total Credits Required		***48***

*See course description for prerequisite.

Certificates of Recognition

Sales and Marketing

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

Program Outcomes
Upon completion of this program, successful students will have demonstrated the 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.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

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

Business Management—Small Business

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 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.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*
BMGMT 102	Introduction—International Business	5
BMGMT 146	Entrepreneurship-Financial Analysis	2
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 180	Marketing	5
BMGMT 203	Small Business Planning & Management	5
Total Credits Required		***19***

Business Management—Supervisory/Human Resources

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

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

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

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*
BMGMT 145	Business Ethics	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 183	Negotiations	5
BMGMT 247	H.R. Performance Reviews	2
BMGMT 282	Principles of Leadership/Management	5
OLRM 220	Human Relations in the Workplace	3
Total Credits Required		***19***

Business Technology

Administrative Office Support

Associate in Technical Arts

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

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

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

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

Required Courses		*Credits*
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 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
CIS 154	Access for Professionals*	4
OLRM 220	Human Relations in the Workplace	3
Choose one of the following three courses:		
CMST& 210	Interpersonal Communication*	5
CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	5 5
Successful completion of additional courses as listed below, or approved Cooperative Education (internships)		21
BSTEC 113, 114, 115, 116, 117, 118, 119, 120, 121, 125, 126, 127, 132, 133, 134, 135, 136, 137, 138, 141, 142, 175, 223, 229, 231, 239, 240, 254, 270, 271, 275, 280, 285; BUS&201; CIS112, 116, 190; CJ&101		
Total Credits Required		***91***

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.

General Office Support

Certificate of Proficiency

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

Program Outcomes

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

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

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

Required Courses			*Credits*
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	123	MS Word Specialist*	4
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	150	Business English*	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	112	Introduction to Windows	1
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
OLRM	220	Human Relations in the Workplace	3
Total Credits Required			***49***

Legal Support Professional

Certificate of Proficiency

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

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

- Keyboarding at 50+ wpm
- Electronic Printing Calculators

Program Outcomes

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

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

Advisor	*Office*	*Phone*
Hudson, Tia	Business 114	360.475.7384

Required Courses			*Credits*
Legal Study Requirements			
BSTEC	175	Legal Typing and Transcription*	3
BSTEC	275	Legal Terminology	5
BSTEC	280	Legal Office Procedures*	5
BSTEC	285	Legal Research and Writing*	5
BUS&	201	Business Law	5
CJ&	101	Intro Criminal Justice*	5
General Certificate Requirements			
OLRM	220	Human Relations in the Workplace	3
Choose one of the following two courses:			
CMST&	210	Interpersonal Communication*	5
CMST	242	Intro to Comm in Organizations	5
General Office Requirements			
BSTEC	130	Practical Accounting	5
BSTEC	250	Business Correspondence*	5
BSTEC	255	Records and Database Management*	5
Electives			
Choose from Accounting, Business, Business Management, Economics, Business Technology, Computer Information Systems, and Cooperative Education			5
Total Credits Required			***56***

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 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.

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

Required Courses			*Credits*
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	160	General Office Procedures*	4
BSTEC	255	Records and Database Management*	5
CIS	150	Survey of Computing	4
CIS	154	Access for Professionals*	4
Total Credits Required			***24***

MS Office Suite 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 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 verbal, written and visual communication skills to build effective human relations.
3. Perform computer functions in an MS Office environment, produce professional documents and communicate electronically.
4. Recognize when and how to use problem solving skills, and applied technology solutions.

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.

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

Required Courses ***Credits***

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 112 Advanced Keyboarding* _____ 3 _____ 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
CIS 112 Introduction to Windows _____ 1
CIS 150 Survey of Computing _____ 4
CIS 154 Access for Professionals* _____ 4

Total Credits Required ***31***

Project Management Support

Certificate of Completion

This certificate option prepares students to provide administrative and technology skills in support of project management services. Students will develop administrative and technology skills to monitor and develop policies, processes, and procedures to ensure efficient and effective delivery of programs and projects in support of contracts, program, and project management.

Program Outcomes

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

1. Work effectively, individually and as a team member, to complete projects and tasks;
2. Perform computer functions in a MS Office environment to provide administrative support in developing, scheduling, communicating, monitoring, and tracking project details and plans;
3. Manage time, resources, and information;
4. Apply critical thinking and problem solving skills.
5. Use information technology to develop and oversee project schedules and specifications;
6. Develop and maintain budgets and fiscal components of project management;
7. Provide administrative support of staffing, scheduling, implementing, and tracking in support of contracts, program and project management.

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

Required Courses ***Credits***

Choose one of the following three courses to achieve minimum skill level or testing-out proficiency (50 NWAM keyboarding requirement):

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

BSTEC 113 Internet Basics _____ 1
BSTEC 114 MS Outlook _____ 1
BSTEC 115 Electronic Communication _____ 2
BSTEC 124 MS Excel Specialist* _____ 4
BSTEC 130 Practical Accounting _____ 5
BSTEC 155 Customer Service Information Age _____ 2
BSTEC 160 General Office Procedures* _____ 4
BSTEC 260 Administrative Office Management* _____ 5
BSTEC 270 Microsoft Project Management* _____ 4
BSTEC 271 Project Management Simulation* _____ 2
CIS 116 Intro to MS Visio _____ 1
CIS 150 Survey of Computing _____ 4
CIS 190 Information System Project Management _____ 4
OLRM 220 Human Relations in the Workplace _____ 3

Total Credits Required ***44***

Workplace Technology Skills

Certificate of Completion

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

Program Outcomes

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

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

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

Required Courses ***Credits***

Choose one of the following three courses based on skill level, or proficiency by voice recognition (50 NWAM keyboarding requirement):

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

BSTEC 113 Internet Basics _____ 1
BSTEC 114 MS Outlook _____ 1
BSTEC 123 MS Word Specialist* _____ 4
BSTEC 124 MS Excel Specialist* _____ 4
BSTEC 126 Integration of Software Applications* _____ 2
BSTEC 155 Customer Service Information Age _____ 2
BSTEC 160 General Office Procedures* _____ 4
CIS 112 Introduction to Windows _____ 1
CIS 150 Survey of Computing _____ 4
CIS 154 Access for Professionals* _____ 4
OLRM 220 Human Relations in the Workplace _____ 3

Total Credits Required ***33***

Certificate of Recognition
Customer Service Specialist

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

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge by using effective verbal, listening, and written communication skills in all work-related activities; using professional interpersonal skills to provide service to clients, customers, and co-workers; applying conflict resolution skills to prevent or resolve a work-related issue or conflict; applying problem solving techniques to meet the customers' needs in a timely, efficient, and professional manner; adding value to the work environment and team by applying a service attitude; promoting tolerance and the equal treatment of all customers and co-workers through an understanding of diversity; using professional telephone and e-mail etiquette in all telephone and electronic communication; selecting and applying appropriate technology to meet the customers' needs; being informed and proactive concerning current developments and new technology that affect the workplace; using networking skills and a professional attitude to gain meaningful work experiences and employment advancement.

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

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 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

See Manufacturing

Computer Information Systems

Information Systems

Bachelor of Applied Science in Information Systems

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 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.

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

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
CIS 205	Introduction to XML*	2
CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Compostion 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		34
		90

Program Required Courses		
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 wlab (not included above)		5
OLTM 320	Business/Leadership-Digital Economy*	5
SOC 319	Sociology of the Digital World*	5
		90
Total Credits Required		***180***

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 205 Introduction to XML. Subject: XML/Databases. Industry Relevance: W3C.org XML standards.
7. 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 the IT industry. These KSAs draw from core technical topics such

*See course description for prerequisite.

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 Systems Specialist

Associate in Applied Science–Transfer

This program prepares the graduate to obtain employment and become a productive Information Technology professional in a business-oriented systems environment. Students meet with their advisor to prepare an educational plan in one of the three degree areas of emphasis.

Program Outcomes

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

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

Outcomes 2-7 will depend on the combination of courses completed in specific degree paths. Degrees and/or specific courses are transferrable to four-year universities with the possibility of junior standing. Graduates of this AAS-T degree will be eligible for entrance into the Olympic College Bachelor of Information Systems degree program. If you intend to transfer, you must contact your intended transfer institution to be sure that you are taking the correct courses. Consider both admission requirements and graduation requirements of the transfer college to make the best use of your time at Olympic College.

Advisor	*Office*	*Phone*
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Blackwell, Kevin	Technical 215	360.475.7379
Garripoli, Amelia	Technical 210	360.475.7588
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses			*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	202	Logic and Pattern Matching*	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

Choose 10 credits from the following:

BUS&	101	Intro to Business	5	
PSYC&	100	General Psychology	5	
SOC&	101	Intro to Sociology*	5	10
General credits (Subtotal)				63

Students planning to attend Old Dominion University (ODU) should select BUS& 101 and PSYC& 100.

Students planning to attend UW-T should select two of BUS& 101, PSYC& 100, and SOC& 101.

Students planning to attend OC's BAS-IS program should select BUS& 101 and SOC& 101.

Students select one of the following three degree emphases to complete their degree:

Networking

CIS	173	Introduction to TCP/IP	5

Choose one of the following two courses:

CIS	212	Windows for Professionals	3	
CIS	213	Mac OS X for Professionals	3	3
CIS	240	Microsoft LAN Administration I		5
CIS	242	Microsoft LAN Administration II		5
CIS	245	Microsoft LAN Administration III		5
CIS	261	Operating Systems/Unix*		4
CIS	262	Unix Administration*		4
CIS	270	Cisco I		5
CIS	271	Cisco II*		6
CIS	272	Cisco III*		4
CIS	273	Cisco IV*		4
Pathway credits (Subtotal)				50
Degree Total				***113***

Web Development

CIS	115	Introduction to the Internet	3
CIS	142	Java I Introduction to OOP*	5
CIS	156	Web Media*	4
CIS	160	User Interface Design*	2
CIS	200	Programming Laboratory*	1
CIS	205	Introduction to XML*	2
CIS	210	SQL	4
CIS	219	Introduction to ASP.NET	4
CIS	229	ASP.NET Extreme	4
CIS	255	Web Development II*	5
CIS	258	Web 2.0*	4
Pathway credits (Subtotal)			38
Degree Total			***101***

Software Development

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* (Required with CIS 142/143/145)	3
CIS	205	Introduction to XML*	2
CIS	206	Introduction to Android Development*	4
CIS	210	SQL	4
CIS	219	Introduction to ASP.NET	4
CIS	225	Advanced C Language*	5
CIS	229	ASP.NET Extreme	4
Pathway credits (Subtotal)			43
Degree Total			***106***

Up to 25 credits may be granted for discipline related American Council on Education (ACE) approved military courses and ACE recommended credit for military experience. Contact your CIS advisor for more information.

Total Credits Required ***101-113***

Network Support Technician

Certificate of Proficiency

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 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.

Advisor	*Office*	*Phone*
Becker, Richard	Technical 202	360.475.7370
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Required Courses			*Credits*
CIS	110	Information Systems Concepts*	5
CIS	123	Systems Architecture and Logic*	5
CIS	141	Programming Concepts	5
CIS	173	Introduction to TCP/IP	5
CIS	176	PC Technical Support Essentials*	3
CIS	182	Networking Concepts	5

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

Choose one of the following two courses:

CIS	212	Windows for Professionals	3
CIS	213	Mac OS X for Professionals	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 ***59***

Technical Support

Certificate of Proficiency

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 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.

Advisor	*Office*	*Phone*
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Blackwell, Kevin	Technical 215	360.475.7379
Garripoli, Amelia	Technical 210	360.475.7588
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses			*Credits*
CIS	110	Information Systems Concepts*	5
CIS	111	Introduction to Operating Systems*	4
CIS	123	Systems Architecture and Logic*	5
CIS	141	Programming Concepts	5
CIS	150	Survey of Computing	4
CIS	170	IT User Support Fundamentals	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
CIS	236	Information System Security I	4
CIS	276	PC Technical Support Practical Skills*	3
ENGL&	101	English Composition I*	5
OLRM	225	Human Relations in Organizations	5

Total Credits Required ***59***

Cisco Certified Network Associate (CCNA)

Certificate of Completion

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 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.

Advisor	*Office*	*Phone*
Becker, Richard	Technical 202	360.475.7370
Blackwell, Kevin	Technical 215	360.475.7379

Required Courses			*Credits*
CIS	270	Cisco I	5
CIS	271	Cisco II*	6
CIS	272	Cisco III*	4
CIS	273	Cisco IV*	4
CIS	274	CCNA Security*	4

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***

Web Page Development Essentials

Certificate of Completion

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 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.

Advisor	*Office*	*Phone*
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Westlund, Mark	Technical 203	360.475.7357

Required Courses			*Credits*
CIS	141	Programming Concepts	5
CIS	155	Web Development I*	5
CIS	156	Web Media	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***

Certificates of Recognition

ASP Server Development

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

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: identify major elements in the process of designing a Web based business solution; 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, entity relationship models, normalization, database schema, and programming requirements; explain the relationship among databases, programming, Web servers, and Web browsers; demonstrate the use of basic HTML and CSS; create an interactive Web page; create and maintain a database; use programming to link a database to a Web page; create an "n-tier" project based on end-user needs.

*See course description for prerequisite.

Advisor	Office	Phone
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Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses			Credits
CIS	155	Web Development I*	5
CIS	205	Introduction to XML*	2
CIS	210	SQL	4
CIS	219	Introduction to ASP.NET	4
CIS	229	ASP.NET Extreme	4
Total Credits Required			**19**

Applications Server Support

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

Program Outcomes

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

Advisor	Office	Phone
Becker, Richard	Technical 202	360.475.7370
Blackwell, Kevin	Technical 215	360.475.7379

Required Courses			Credits
Choose one of the following two courses:			
CIS	212	Windows for Professionals	3
CIS	213	Mac OS X for Professionals	3
CIS	240	Microsoft LAN Administration I	5
CIS	242	Microsoft LAN Administration II	5
CIS	245	Microsoft LAN Administration III	5
Total Credits Required			**18**

IT Project Management Essentials

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)

Program Outcomes

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

Advisor	Office	Phone
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Garripoli, Amelia	Technical 210	360.475.7588

Required Courses			Credits
Choose one of the following two courses:			
BMGMT	148	Deadline and Project Management	1
CIS	116	Intro to MS Visio	1
CIS	150	Survey of Computing	4
CIS	182	Networking Concepts	5
CIS	190	Information System Project Management	4
CIS	236	Information System Security I	4
Total Credits Required			**18**

Linux Operating Systems Support

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 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.

Advisor	Office	Phone
Becker, Richard	Technical 202	360.475.7370
Blackwell, Kevin	Technical 215	360.475.7379

Required Courses			Credits
CIS	173	Introduction to TCP/IP	5
CIS	202	Logic and Pattern Matching*	5
CIS	261	Operating Systems/Unix*	4
CIS	262	Unix Administration*	4
Total Credits Required			**18**

Software Development Essentials

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 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.

Advisor	Office	Phone
Bilodeau, Pam	Technical 205	360.475.7371
Garripoli, Amelia	Technical 210	360.475.7588
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses			Credits
CIS	142	Java I Introduction to OOP*	5
CIS	143	Java II Fundamentals of OOP*	5
CIS	145	Introduction to C Language*	5
CIS	160	User Interface Design*	2
CIS	200	Programming Laboratory*	1
Total Credits Required			**18**

Technical Support

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

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

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: communicate the role of IT and its support for the organization; demonstrate basic computer skills in areas such as: applications, operating systems, and programming; demonstrate employment skills in organizational communication, presentation, and collaboration; clarify how to gather and track key sources of information; learn new technical skills quickly and willingly take on new challenges.

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

Required Courses			Credits
CIS	110	Information Systems Concepts*	5
CIS	150	Survey of Computing	4
CIS	170	IT User Support Fundamentals	4
CIS	176	PC Technical Support Essentials*	3
CIS	276	PC Technical Support Practical Skills*	3
Total Credits Required			**19**

Cosmetology

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 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.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Gesch, Therese	W.S.T.S.C.	360.473.0561

Required Courses ***Credits***

Complete these before enrollment into Cosmetology courses

BMGMT 140	Business and Personal Mathematics*		5

Choose one of the following two courses:

BSTEC 145	Bus Writing/Grammar for the Wkplce*		5
ENGL& 101	English Composition I*	5	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	21

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	21

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	19

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	17

Quarter Five:

COS 155	Cosmetology Lab Clinic V*	13	
COS 232	Business Skills II*	1	
COS 240	State Board Preparation*	4	18

Total Credits Required ***109***

Cosmetology – Esthetics

Certificate of Specialization

This program provides coursework to qualify for the Washington State Basic Esthetics Licensing exam. Topics include: general sciences, skin care, temporary hair removal, make up and business practices. Coursework will be taught in a combination of classroom and lab settings.

Program 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.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Gesch, Therese	W.S.T.S.C.	360.473.0561

Required Courses ***Credits***

Complete these before enrollment into Cosmetology courses

BMGMT 140	Business and Personal Mathematics*		5

Choose one of the following two courses:

BSTEC 145	Bus Writing/Grammar for the Wkplce*		5
ENGL& 101	English Composition I*	5	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 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.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Gesch, Therese	W.S.T.S.C.	360.473.0561

Required Courses ***Credits***

Complete these before enrollment into Instructor Training Courses

BMGMT 140	Business and Personal Mathematics*		5

Choose one of the following two courses:

BSTEC 145	Bus Writing/Grammar for the Wkplce*		5
ENGL& 101	English Composition I*	5	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***

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.

Culinary Arts Institute

Culinary Arts Institute–Sous Chef

Associate in Technical Arts

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

Program Outcomes

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

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

Advisor	*Office*	*Phone*
Nash, Robert	Business 110	360.475.7571
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

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
ENGL& 101	English Composition I*	5
HMGMT102	Intro to Hospitality Industry*	3
HMGMT124	Dining Room Supervision*	6
HMGMT133	Elements of Hospitality Management*	3
HMGMT135	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 Outcomes

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

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

Advisor	*Office*	*Phone*
Nash, Robert	Business 110	360.475.7571
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

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
HMGMT102	Intro to Hospitality Industry*	3
HMGMT124	Dining Room Supervision*	6
HMGMT133	Elements of Hospitality Management*	3
HMGMT135	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 Outcomes

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

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

Advisor	*Office*	*Phone*
Nash, Robert	Business 110	360.475.7571
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

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
HMGMT102	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 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.

Advisor	*Office*	*Phone*
Nash, Robert	Business 110	360.475.7571
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

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
HMGMT102	Intro to Hospitality Industry*	3
HMGMT124	Dining Room Supervision*	6
Total Credits Required		***39***

Certificates of Recognition

Baking Fundamentals

This certificate prepares students for entry level employment in bakeries. Graduates will be able to prepare basic baking products. They will also be able to use and care for equipment normally found in the bakeshop or baking area.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: list and describe basic baking tools and equipment, and describe their appropriate care; prepare and evaluate a wide range of baking products including: breads, pies, tarts, cakes, Pate Choux, meringues, creams, custards, and puddings.

Advisor	*Office*	*Phone*
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

Required Courses		*Credits*
CULIN 128	Baking Techniques I	5
CULIN 129	Baking Techniques II*	5
Total Credits Required		***10***

Retail/Wholesale Baking

This certificate prepares students for entry level employment in commercial bakeries. Graduates will be prepared to apply the fundamentals of baking science to the preparation of a variety of products. They will be skilled in advanced presentation and decorating techniques as well as complex preparations of pastry, confections and dessert products. They will also be able to use and care for equipment normally found in bakeshops or baking areas.

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

1. Demonstrate safe food handling, storing, preparing and serving practices.
2. Analyze kitchen environments and identify and correct unsafe food handling, preparing and serving issues.
3. Apply basic computation to solve food preparation and service problems.
4. List and describe basic baking tools and equipment, and describe their appropriate care.
5. Prepare and evaluate a wide range of baking products including: breads, pies, tarts, cakes, Pate Choux, meringues, creams, custards, puttings, souffles and candies.
6. Artfully decorate and present desserts.

Advisor	*Office*	*Phone*
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

Required Courses			*Credits*
CULIN	105	ServSafe® Food Safety Training*	2
CULIN	125	Applied Food Service Computation	2
CULIN	128	Baking Techniques I	5
CULIN	129	Baking Techniques II*	5
CULIN	130	Baking Techniques III*	5
Total Credits Required			***19***

Digital Media

Digital Communications

Certificate of Completion

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 "techies" and "non-techies" alike, as the courses and skills related in the certificate translate to the "incumbent" worker, who is tasked with supporting a department or organizational unit with value-added knowledge, skills, and abilities related to communicating a well-conveyed message using digital media, specifically via the web. This program offers pathways into the Computer Information Systems (CIS) Associate of Applied Science-Transfer degree.

Program 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.

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.

Advisor	*Office*	*Phone*
Bilodeau, Pam	Technical 205	360.475.7371

Required Courses			*Credits*
CIS	155	Web Development I*	5
CIS	156	Web Media*	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
DRMA	285	Digital Filmmaking I	5
Choose one of the following two courses:			
CMST	273	Digital Cultures*	5
CMST	293	Ethical and Legal Principles of Media	5
Total Credits Required			***42***

Certificate of Recognition
Digital Photography

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 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 digial imaging.
5. Create an advanced color image portfolio in either print or electronic form for use in academic, commercial or fine art application.

Advisor	*Office*	*Phone*
Bilodeau, Pam	Technical 205	360.475.7371

Required Courses			*Credits*
CIS	298	CIS Practicum* (2-4 credits)	2
DMA	120	Beginning Photoshop	5
DMA	136	Beginning Digital Photography	5
DMA	236	Intermediate Digital Photography*	5
Total Credits Required			***17***

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.

Early Childhood Education

Early Childhood Education

Associate in Applied Science–Transfer

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

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

Program Outcomes

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

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

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

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

Advisor	*Office*	*Phone*
Dilling, Gayle	SBCDC 103	360.475.7289
	Email: gdilling@olympic.edu	

Required Courses		*Credits*
ENGL& 101	English Composition I*	5
Choose one of the following two courses:		
ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5
Choose one of the following two courses:		
MATH& 107	Math in Society*	5
MATH& 141	Precalculus I: Algebra*	5
Humanities:		
(Choose 10 credits from the following, from at least 2 disciplines)		
ART& 100	Art Appreciation	5
ART 102	Art History/Ancient—Byzantine	5
ART 103	Art History/Medieval—Renaissance	5
ASL& 121	Am Sign Language I	5
CMST& 210	Interpersonal Communication*	5
CMST& 220	Public Speaking	5
MUSC 101	Fundamentals of Music	5
SPAN& 121	Spanish I	5 10
Social Sciences:		
(Choose 10 credits from the following, from at least 2 disciplines)		
ANTH& 206	Cultural Anthropology	5
EDUC& 202	Intro to Education	5
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
SOC& 101	Intro to Sociology*	5
SOC 135	The Family*	5 10
Natural Sciences:		
(Choose 5 credits from the following, must be a lab science)		
BIOL& 160	General Biology w/Lab	5
BIOL 201	Majors Biology I*	5 5
Required Early Childhood Education courses:		
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 188	Child Abuse and Neglect	2
ECED& 190	Observation/Assessment	3
EDUC& 121	Child Development I: Birth to 8	5
EDUC& 130	Guiding Behavior	3
EDUC& 204	Exceptional Child	5 44
Recommended Early Childhood Education Electives:		
Successful completion from the following list for a total of 90 credits:		
ECED 164	Mathematics for Early Childhood Ed*	5
ECED 166	Environmental Evaluation	1
ECED& 170	Environments-Young Child	3
ECED 173	Art and Creative Activities	3
ECED 174	Multicultural Education	3
ECED 177	Science for Young Children	3
ECED& 180	Lang/Literacy Develop	3
ECED 201	Practicum III*	5 6
Total Credits Required		***90***

Early Childhood Education

Associate in Technical Arts

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

Program 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.

Advisor	*Office*	*Phone*
Dilling, Gayle	SBCDC 103	360.475.7289
	Email: gdilling@olympic.edu	

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 72
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 Activites	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 18
Total Credits Required		***90***

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

*See course description for prerequisite.

Early Childhood Education Certificates —

Advisor Dilling, Gayle
Office SBCDC 103
Phone 360.475.7289
Email: gdilling@olympic.edu

State ECE Certificate

Certificate of Proficiency

The Early Childhood Education Program provides knowledge of, and training in working with children of preschool age. This certificate 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 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.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
EDUC& 115	Child Development	5
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
Choose 27 credits from the following courses:		
ECED& 160	Curriculum Development	5
ECED 164	Mathematics for Early Childhood Ed*	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 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 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.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3
Total Credits Required		*20*

Family Child Care

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 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.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
ECED& 134	Family Child Care	3
EDUC& 115	Child Development	5
Total Credits Required		*20*

Infants and Toddlers

Certificate of Completion

The ECE Infant Toddler certificate provides infant-toddler specialist with the skills necessary to build relationships with the child and the child's family members. This specialized certificate will give providers the skills necessary to work with young children from birth to age 3 in a variety of early care and education programs. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program 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		*Credits*
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*

*See course description for prerequisite.

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 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		*Credits*
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***

School-Age Care

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 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		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
EDUC& 115	Child Development	5
EDUC& 136	School Age Care	3
Total Credits Required		***20***

State 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 Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: describe current and historical theories and ongoing research in early childhood education; demonstrate understanding of child development by developing age appropriate activities and evaluating environments that are appropriate and nurturing for children ages 0-8; discuss the importance of addressing the whole child; observe and document children's learning behavior in a classroom setting; assist in planning appropriate health, safety, and nutrition practices in programs serving children 0-8; understand the principles of ethical behavior in early childhood settings; demonstrate cultural competence and responsiveness with in and across cultures and provide an inclusive and respectful environment for all children.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
Total Credits Required		***12***

Electronics

Electronics

Associate in Technical Arts

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

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

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

Program Outcomes

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

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.

Advisor	*Office*	*Phone*
Seybold, Craig	Technical 115A	360.475.6814

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

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

ELECT 201	Solid-State Devices*	5
ELECT 202	Advanced Solid-State Devices*	5
ELECT 203	Special Circuits*	5

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

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

Choose one of the following two classes:

ENGL&	102	Composition II*	5
ENGL&	235	Technical Writing*	5
MATH&	141	Precalculus I: Algebra*	5
OLRM	225	Human Relations in Organizations	5

Successful completion of additional courses numbered 100 and above 5

Total Credits Required 101

-Required first year curriculum.

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

Electronics

Certificate of Proficiency

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

Program Outcomes

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

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.

Advisor	*Office*	*Phone*
Seybold, Craig	Technical 115A	360.475.6814

Required Courses			*Credits*
ELECT	101	Direct Current*	5
ELECT	102	Alternating Current*	5
ELECT	103	Introduction to Solid-State*	5
ELECT	106	Electronic Fabrication	1
ELECT	111	Direct Current Circuit Laboratory*	3
ELECT	112	Alternating Current Circuit Lab*	3
ELECT	113	Basic Solid-State Laboratory*	3
ELECT	160	Computer Applications I*	2
ELECT	165	Introduction to Digital Logic*	4
ELECT	166	Introduction to Digital Logic Lab*	2
ELECT	170	Computer Applications II*	2
ELECT	200	Basic Electronics Theory & Assessment*	2
MATH&	141	Precalculus I: Algebra*	5
OLRM	220	Human Relations in the Workplace	3

Total Credits Required 45

Certificate of Recognition

Electronics

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

Program Outcomes

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

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.

Advisor	*Office*	*Phone*
Seybold, Craig	Technical 115A	360.475.6814

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

Total Credits Required 19

Engineering

Engineering

Associate of Science (Track 2)

For transfer outside the State of Washington

This 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.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

See the Associate of Science – Track 2 Degree in the General Degrees at the beginning of this section for the course list.

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.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

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	201	Majors Biology I*	5
BIOL	202	Majors Biology II*	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)

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.

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.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

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 201	Majors Biology I*	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.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

Required Courses		*Credits*
CHEM& 141/151	General Chemistry & Lab I*	6.5
CHEM& 142/152	General Chemistry & Lab II*	6.5
Approved computer programming course		5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
ENGR& 214	Statics*	5
ENGR& 215	Dynamics*	5
ENGR& 225	Mechanics of Materials*	5
H/SS	15 Credits of Humanities and Social Science	15
MATH& 151	Calculus I*	5
MATH& 152	Calculus II*	5
MATH& 163	Calculus 3*	5
MATH 221	Differential Equations I*	5
MATH 250	Linear Algebra*	5
PHYS	254, 255, 256 Engineering Physics*	18

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

CS& 141	Computer Science I Java*	5
ENGR& 104	Intro to Design	5
ENGR& 114	Engineering Graphics	5
ENGR& 204	Electrical Circuits*	6
ENGR 216	CAD Applications for Engineering Design*	3
ENGR& 224	Thermodynamics*	5
ENGR 240	Applied Numerical Methods for Engr*	5
ENGR 270/271	Fundamentals of Materials Science & Lab*	6
MATH 222	Differential Equations II*	5
MATH& 264	Calculus 4*	5

Total: (minimum 101 credits required)

Engineering Technology

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 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.

Advisor	*Office*	*Phone*
Houser, Guy (composites)	Shop 202	360.473.2828
Newman, Grant (design-PSNS)	Engineering 104	360.475.7393
Raty, Ron (design)	Business 211	360.475.7389
Sanchez, Peter (design)	Business 207	360.475.6552

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 two courses:

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*	5

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

Choose one of the following two courses:
CIS 150 Survey of Computing 4
CIS 154 Access for Professionals* 4 4
Common Core Credits (subtotal) 44

Choose one of the following five pathways to complete the degree:

1. Manufacturing Machining:
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:
ENGR& 114 Engineering Graphics 5
TEC-D 175 Introduction to Solid Edge 4
TEC-D 180 Introduction to Catia* 4 4
Pathway credit (subtotal) 50
Total Credits Required 94

2. Manufacturing Composites:
MANU 150 Intro to Computer Numerical Control 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:
ENGR& 114 Engineering Graphics 5
TEC-D 175 Introduction to Solid Edge 4
TEC-D 180 Introduction to Catia* 4 4
Choose one of the following two courses:
TEC-D 116 Computational Techniques/Technicians 4
MATH& 142 Precalculus II: Trig* 5 4
Pathway credit (subtotal) 46
Total Credits Required 90

3. Technical Design Mechanical:
CO-OP 111 Cooperative Education Seminar I* 2
CO-OP 121 Cooperative Work Experience* 2
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 one of the following two courses:
TEC-D 175 Introduction to Solid Edge 4
TEC-D 180 Introduction to Catia* 4 4
Choose one of the following two courses:
TEC-D 116 Computational Techniques/Technicians 4
MATH& 142 Precalculus II: Trig* 5 4
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
ENGR& 114 Engineering Graphics 5
PHYS 110 Introduction to Physics* 6 5
Pathway credit (subtotal) 48
Total Credits Required 92

4. Technical Design Architectural/Civil:
CO-OP 111 Cooperative Education Seminar I* 2
CO-OP 121 Cooperative Work Experience* 2
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 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 4
Choose one of the following three courses:
ART& 100 Art Appreciation 5
ART 106 Drawing I 5
ART 110 Design I 5 5
Pathway credit (subtotal) 50
Total Credits Required 94

5. Technical Design GIS:
CO-OP 111 Cooperative Education Seminar I* 2
CO-OP 121 Cooperative Work Experience* 2
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 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 4
Choose 6 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 6
Pathway credit (subtotal) 50
Total Credits Required 94

Fashion

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 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.

Advisor	***Office***	***Phone***
Quinn, Stephen	HSS 203G	360.475.7345

Required Courses ***Credits***
FASH 101 Introduction to the Fashion Industry 5
FASH 102 Visual Merchandising and Promotion 5
FASH 103 History of Fashion 5
FASH 104 Fashion Styling 4
Total Credits Required 19

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.

Homeland Security/ Emergency Management

Homeland Security/ Emergency Management

Associate in Applied Science–Transfer

(Interagency Agreement with Pierce College)

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 of local government. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated, and effective management in the event of natural, system-wide, or human-induced crises.

The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management degree will develop the students' competencies to prepare for and respond to all hazard environments, and includes an understanding of socioeconomic and cultural diversity issues.

Program Outcomes

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

1. Apply 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.

Advisor	*Office*	*Phone*
Quinn, Stephen	HSS 203G	360.475.7345

Required Courses		*Credits*	
Communications (10 credits):			
ENGL& 101	English Composition I*	5	
ENGL& 235	Technical Writing*	5	
Quantitative/Symbolic:			
MATH& 146	Intro to Statistics*	5	
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	5
Choose 5 credits from the following:			
POLS 115	State/Local Government	5	
POLS& 202	American Government	5	5
Humanities (10 credits):			
CMST 253	Intercultural Communication*	5	
Choose 5 credits from the following:			
CMST& 210	Interpersonal Communication*	5	
CMST& 230	Small Group Communication*	5	5
Natural Sciences:			
Choose 10 credits from the following:			
GEOG 150	Physical Geography w/Lab	5	
GEOG 260	Earth From Space	5	
GEOL& 101	Intro Physical Geology	5	
GEOL& 110	Environmental Geology	5	
GEOL 155	Geologic Hazards	5	10

HSEM Core Requirements

*(43 credits-Pierce College)**:*		
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
CJ& 101	Intro Criminal Justice*	5
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 10
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 of 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 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.

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Quinn, Stephen	HSS 203G	360.475.7345

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.

Human Services

Chemical Dependency Counseling

Associate in Technical Arts

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

Program Outcomes

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

Advisor	*Office*	*Phone*
Cohen, Mirelle	HSS 344	360.475.7553
	Email: mcohen@olympic.edu	

Required Courses			*Credits*
CIS	150	Survey of Computing	4
ENGL&	101	English Composition I*	5
Choose one of the following three courses:			
BMGMT	140	Business and Personal Mathematics*	5
ECED	164	Mathematics for Early Childhood Ed*	5
MATH		Any math class numbered 100 or above*	5
Humanities			
Choose one of the following courses:			
CMST&	210	Interpersonal Communication*	5
CMST&	220	Public Speaking	5
CMST	242	Intro to Comm in Organizations	5
CMST	253	Intercultural Communication*	5
Natural Sciences			
BIOL&	175	Human Biology w/Lab	5
Social Sciences			
PSYC&	100	General Psychology	5
PSYC&	200	Lifespan Psychology	5
PSYC&	220	Abnormal Psychology	5
SOC&	101	Intro to Sociology*	5
Chemical Dependency			
HSSA&	101	Intro to Addictive Drugs*	5
HS	105	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
Total Credits Required			***90***

Chemical Dependency Professional

Certificate of Proficiency

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

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Understand addiction and the ways it impacts individuals throughout the life course.
2. Apply key principles in developmental and abnormal psychology to the experiences of chemically dependent and addicted patients.
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.

*See course description for prerequisite.

6. Effectively utilize the techniques used in individual counseling; group counseling; and counseling for families, couples and significant others who are affected by chemical dependency.
7. Develop an understanding of effective drug and alcohol prevention and relapse prevention programs as well as local client, family and community drug prevention education opportunities.
8. Successful completion of the HIV/AIDS brief risk intervention (4 hours) for the chemically dependent.
9. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
10. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
11. Access and use a variety of resources and services that match the needs of the individual or family.
12. Coach and mentor others. Others include co-workers, colleagues, and family members.
13. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Advisor	*Office*	*Phone*
Cohen, Mirelle	HSS 344	360.475.7553
	Email: mcohen@olympic.edu	

General Requirements			*Credits*
ENGL&	101	English Composition I*	5
Any college-level math course*			5

Technical Core			
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	275	Human Services & CDP Practicum 1*	5

General Emphasis			
HS	114	CDP Group Counseling*	3
HS	115	Adolescent Addiction and Treatment*	2
HS	120	Relapse Prevention/Family Counseling*	3
PSYC&	200	Lifespan Psychology	5
PSYC&	220	Abnormal Psychology	5
Total Credits Required			***55***

Human Services

Certificate of Proficiency

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

Program Outcomes

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

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

Advisor	*Office*	*Phone*
Cohen, Mirelle	HSS 344	360.475.7553
	Email: mcohen@olympic.edu	

Required Courses			*Credits*
ENGL&	101	English Composition I*	5
Choose one of the following courses:			
BMGMT	140	Business and Personal Mathematics*	5
ECED	164	Mathematics for Early Childhood Ed*	5
MATH&	107	Math in Society* (or above)	5

Technical Core			
Choose one of the following two courses:			
CMST&	210	Interpersonal Communication*	5
CMST	253	Intercultural Communication*	5
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	275	Human Services & CDP Practicum 1*	5
SOC	109	Family Abuse and Neglect*	3

General Emphasis			
HS	112	Case Management for CDP*	3
HS	122	Suicide Risk Assessment & Management*	3
HS	125	Child Advocacy (CASA Training)*	3
SOC	135	The Family*	5
Total Credits Required			***53***

Certificate of Recognition
Human Services–Case Aide

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

Program Outcomes

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

1. Recognize indications of substance abuse and be familiar with the disease concept and treatment protocols.
2. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
3. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
4. Access and use a variety of resources and services that match the needs of the individual or family.
5. Coach and mentor others. Others include co-workers, colleagues, and family members.
6. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Advisor	*Office*	*Phone*
Cohen, Mirelle	HSS 344	360.475.7553
	Email: mcohen@olympic.edu	

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

Industrial Trades Technician

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 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.

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

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.

Certificate of Recognition Industrial Trades Technician–Helper

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.

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

Leadership

See Organizational Leadership

Manufacturing Technology

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 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.
2. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
3. Demonstrate the ability to apply mathematical computation skills necessary to plan and execute a composite materials fabrication project using fabrics, wet resins, and prepregs.
4. Apply advanced composite materials terminology in the analysis of real world manufacturing, inspection, and repair scenarios.
5. Demonstrate an understanding of the proper conduct and procedures necessary to effectively and safely work in a composites shop.
6. Employ the proper techniques and procedures to use hand tools and precision measuring devises commonly found in a composites fabrication, inspection, and repair shop.
7. Demonstrate the correct method in the assembly of a vacuum bag capable of autoclave part fabrication.
8. Demonstrate the correct method in the assembly of a vacuum bag used in the repair of composite materials.
9. Apply learned skills in a "hands on" setting while completing real life fabrication scenarios.
10. Practice common fastener and bonded assembly techniques commonly used in the repair and manufacturing of advanced composite material parts and assemblies.
11. Apply learned skills in a "hands on" setting while completing real life fabrication, inspection, and repair scenarios.
12. 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.
13. Evaluate a real world design/ manufacturing problems and compute materials usage, physical properties and mechanical properties.
14. Interpret an advanced composite engineering drawings, layup schedules, ply drop offs, and tolerancing used for fabrication and quality control.

*See course description for prerequisite.

15. 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.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Houser, Guy	Shop 202	360.473.2828

Required Courses			*Credits*
CIS	150	Survey of Computing	4
ENGL&	101	English Composition I*	5
MANU	101	Orientation to Manufacturing	2
MANU	130	Machine Tools/Precision Measurement	6
MANU	172	Manufacturing Materials Fundamentals*	4
MANU	180	Composites I*	4
MANU	181	Composites I Lab*	4
MANU	185	Composites II*	3
MANU	186	Composites II Lab*	5
MANU	280	Composites III*	3
MANU	281	Composites III Lab*	5
Choose one of the following two courses:			
MATH&	141	Precalculus I: Algebra*	5
TEC-D	145	Applied Problem Solving*	5
Choose one of the following two courses:			
MATH&	142	Precalculus II: Trig*	5
TEC-D	116	Computational Techniques/Technicians	4
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 Outcomes

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

1. Participate in and contribute to the effectiveness of teams.
2. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
3. Demonstrated the ability to apply mathematical computation skills necessary to plan and execute a composite materials fabrication project using fabrics, wet resins, and prepregs.
4. Demonstrate an understanding of composite terminology with the ability to define, utilize and explain composite terminology.
5. Demonstrate an understanding of the proper conduct and procedures necessary to effectively and safely work in a composites shop.
6. Employ the proper techniques and procedures to use hand tools and precision measuring devises commonly found in a composites fabrication shop.
7. Demonstrated the correct method in the assembly of a vacuum bag capable of autoclave part fabrication.
8. Apply learned skills in a "hands on" setting while completing real life fabrication scenarios.
9. 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.
10. Evaluate a real world design/ manufacturing problems and compute materials usage, physical properties and mechanical properties.
11. Interpret an advanced composite layup schedule and how typical engineering drawings will use shorthand to describe a laminate construction
12. 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.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Houser, Guy	Shop 202	360.473.2828

Required Courses			*Credits*
MANU	101	Orientation to Manufacturing	2
MANU	130	Machine Tools/Precision Measurement	6
MANU	180	Composites I*	4
MANU	181	Composites I Lab*	4
MANU	185	Composites II*	3
MANU	186	Composites II Lab*	5
TEC-D	107	Technical Drawing*	4
Choose one of the following two courses:			
MATH&	141	Precalculus I: Algebra*	5
TEC-D	145	Applied Problem Solving*	5
Total Credits Required			*33*

Manufacturing Technology—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 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 handwrite numerical control codes, as well as program, trouble shoot, safely set-up and operate CNC mills and lathes.
5. Program, run, edit and troubleshoot NC codes.
6. Perform various methods to create solids, and apply toolpaths.
7. Work effectively in a manufacturing environment.
8. Participate and contribute to the effectiveness of teams.
9. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
10. Gather, interpret, and use data consistently and accurately to make decisions and take action.
11. Contribute to the maintenance of a safe and healthy work environment.
12. Apply technology to operate and contribute to business and manufacturing systems.
13. Take responsibility for his/her actions and decisions, adapt to change, and update his/her skills, knowledge, and attitudes to meet new challenges.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Petty, Brian	Shop 201	360.473.2827

Required Courses			*Credits*
MANU	101	Orientation to Manufacturing	2
MANU	130	Machine Tools/Precision Measurement	6
MANU	140	Machining Operations and Procedures*	6
MANU	150	Intro to Computer Numerical Control	6
MANU	160	Advanced Computer Numerical Control*	6
TEC-D	107	Technical Drawing*	4
TEC-D	145	Applied Problem Solving*	5
CO-OP	111	Cooperative Education Seminar I*	2
CO-OP	121-124	Cooperative Work Experience*	2
Total Credits Required			*39*

Manufacturing Technology

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills and machining skills. Students will learn about hand tools, shop safety procedures, blueprints, machinery, and computer numerical control.

Program 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 basic communication skills (writing, reading, speaking, listening and computing) to work effectively as a team member in a manufacturing environment.
2. Demonstrate an understanding of safety rules for equipment, personal protective equipment, interpret Material Data Safety Sheets (MSDS), and safety

features of machines in a manufacturing laboratory.
3. Prepare resources for production, develop an effective process plan, identify basic types of drawings, develop simple sketches of objects and read blueprints.
4. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilized and explain CNC terminology.
5. Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, trouble shoot, safely set-up and operate CNC mill and lathe machines.
6. Program, run, edit and troubleshoot NC codes.
7. Perform various methods to create solids, and apply toolpaths.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Petty, Brian	Shop 201	360.473.2827

Required Courses		*Credits*
MANU 101	Orientation to Manufacturing	2
MANU 130	Machine Tools/Precision Measurement	6
MANU 140	Machining Operations and Procedures*	6
MANU 150	Intro to Computer Numerical Control	6
MANU 160	Advanced Computer Numerical Control*	6
Total Credits Required		***26***

Certificate of Recognition
Manufacturing Technology—CNC

This certificate is designed to provide students with entry level manufacturing skills in Computer Numerical Control (CNC).

Program Outcomes

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

1. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilize and explain CNC terminology.
2. Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, trouble-shoot, safely set-up and operate CNC mill and lathe machines.
3. Demonstrate an understanding/ability to program and complete student milling and turning projects during the quarter.
4. Program, run, edit and troubleshoot NC codes.
5. Perform surface modeling techniques.
6. Perform various methods to create solids.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Petty, Brian	Shop 201	360.473.2827

Required Courses		*Credits*
MANU 150	Intro to Computer Numerical Control	6
MANU 160	Advanced Computer Numerical Control*	6
Total Credits Required		***12***

Medical Assisting

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.This degree builds upon the Medical Assisting Certificate of Specialization curriculum.

Students planning to enroll in MEDA 210 and 211 must submit an Application for Work Experience the quarter preceding enrollment in MEDA 210 and 211. A minimum grade point average of 2.5 is required for all courses in the Medical Assisting Certificate.

Placement testing for proficiency in Mathematics and English is required for placement into ENGL& 101 or MATH& 107 as well as many of the classes in the medical assisting curriculum. Please see the course outlines and an advisor for details.

Additional costs: Computer lab fees, plus:

1. Purchase of uniform and appropriate shoes;
2. Purchase of wrist watch with sweep second hand;
3. Malpractice and liability insurance;
4. Required immunizations including Hepatitis B;
5. Purchase of stethoscope;
6. National Background Check.

Program Outcomes

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

1. Accurately perform clinical skills appropriate for a medical office setting.
2. Effectively use oral and written communication skills as they relate to a medical office environment.
3. Use computer software to research or organize data for medical information systems.
4. Demonstrate the ability to interact professionally with patients and staff in a healthcare setting.
5. Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work and documentation of charges and payments.
6. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
7. Recognize and be able to respond to medical office emergencies within scope of training.
8. Recognize the impact of cultural differences in the care of patients and the interaction with co-workers.
9. Demonstrate entry level competency in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains included in the Medical Assisting curriculum.

Advisor	*Office*	*Phone*
Lieseke, Connie	Health Occupations 135	360.475.7741
Parker, Barbara	Health Occupations 118	360.475.7679

Required Courses		*Credits*
CIS 150	Survey of Computing	4
CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Composition I*	5
MATH& 107	Math in Society*	5
MEDA 109	Healthcare Calculations*	2
MEDA 110	Anatomy and Physiology*	5
MEDA 111	Pathophysiology for Med Assisting*	4
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 136	Examination Room Techniques*	5
MEDA 137	Lab Procedures for Medical Assisting*	4
MEDA 151	MEDA Professional Preparation I	1
MEDA 152	MEDA Professional Preparation II*	1
MEDA 153	MEDA Professional Preparation III*	1
MEDA 162	Medical Terminology*	5
or the following two courses:		
MEDA 160	Medical Terminology I*	3
MEDA 161	Medical Terminology II*	3
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):

Humanities (H):

ASL& 121	Am Sign Language I	5
CMST 253	Intercultural Communication*	5
ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5
SPAN& 121	Spanish I	5

Social Sciences (SS):

ANTH& 100	Survey of Anthropology	5
PSYC& 100	General Psychology	5
PSYC 102	Psychology of Adjustment	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5

Natural Sciences (NS):

BIOL 140	Environmental Issues*	5
BIOL& 160	General Biology w/Lab	5
BIOL& 260	Microbiology*	5
CHEM& 110	Chemical Concepts w/Lab*	6
CHEM& 121	Intro to Chemistry*	6
MATH& 146	Intro to Statistics*	5
Total Credits Required		***91-94***

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

*See course description for prerequisite.

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 course to qualify for practicum placement. Further, all required courses must be taken within the previous three years to register for MEDA 210 and 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 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. Students are also required to show proof of typing proficiency of 35 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. Two letters of recommendation.
4. Signed Statement of Responsibility.
5. Signed Confidentiality Statement.
6. Copies of placement test scores and/ or transcripts to verify appropriate placement for Math and English.
7. Any applicable course transcripts needed for consideration for transfer students.
8. 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.
9. 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 113, 136, 137, 168) 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. Purchase of scrubs and appropriate shoes
2. Purchase of wristwatch with sweep second hand
3. Purchase of a stethoscope
4. Vaccinations as needed to meet program requirements
5. Cost of Criminal History Information Background Check
6. Cost of malpractice and liability insurance coverage
7. Cost of healthcare insurance coverage prior to practicum placement

Program Outcomes

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

1. Perform clinical skills appropriate for 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.

Advisor	*Office*	*Phone*
Lieseke, Connie	Health Occupations 135	360.475.7741
Parker, Barbara	Health Occupations 118	360.475.7679

Required Courses			*Credits*
CIS	150	Survey of Computing	4
MEDA	109	Healthcare Calculations*	2
MEDA	110	Anatomy and Physiology*	5
MEDA	111	Pathophysiology for Med Assisting*	4
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	136	Examination Room Techniques*	5
MEDA	137	Lab Procedures for Medical Assisting*	4
MEDA	151	MEDA Professional Preparation I	1
MEDA	152	MEDA Professional Preparation II*	1
MEDA	153	MEDA Professional Preparation III*	1
MEDA	162	Medical Terminology*	5
or the following two courses:			
MEDA	160	Medical Terminology I*	3
MEDA	161	Medical Terminology II*	3
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
Total Credits Required			*63-64*

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. Students planning to enroll in MEDA 213 and MEDA 214 must receive instructor permission. The student must have completed all required courses with a minimum grade of 2.5 in each course to qualify for an externship placement. Further, all required courses must be taken within the previous three years to register for MEDA 213 and MEDA 214.

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 above ENGL 099 to successfully enroll in all MA classes. Students must show proof of typing proficiency of 35 wpm with 90% accuracy to enter the Medical Billing and Coding 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 (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 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.

Advisor	*Office*	*Phone*
Lieseke, Connie	Health Occupations 135	360.475.7741
Parker, Barbara	Health Occupations 118	360.475.7679

Required Courses			*Credits*
BSTEC	110	Beginning Keyboarding	3
CIS	150	Survey of Computing	4
MEDA	110	Anatomy and Physiology*	5
MEDA	111	Pathophysiology for Med Assisting*	4
MEDA	112	Med Law, Ethics and Bioethics	3
MEDA	114	Coding/Alternative Health Settings*	3
MEDA	115	Computers in the Medical Office*	4
MEDA	116	Pharmacology for Reimbursement*	2
MEDA	117	Healthcare Customer Service	3
MEDA	118	Ten-Key Skills	1
MEDA	120	Medical Office Procedures I*	4
MEDA	162	Medical Terminology*	5
or the following two courses:			
MEDA	160	Medical Terminology I*	3
MEDA	161	Medical Terminology II*	3-5-6
MEDA	163	Medical Insurance Billing*	3
MEDA	164	Coding in Outpatient Settings*	3
MEDA	180	AIDS/HIV/Blood Borne Pathogens	1
MEDA	205	Medical Claims and Coding*	2
MEDA	213	Externship for Billing and Coding*	6
MEDA	214	Human Relations for Billing/Coding*	2
OLRM	220	Human Relations in the Workplace	3
PE-ED	109	Basic CPR	1
Total Credits Required			***62-63***

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 Outcomes

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

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

Advisor	*Office*	*Phone*
Lieseke, Connie	Health Occupations 135	360.475.7741
Parker, Barbara	Health Occupations 118	360.475.7679

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
or the following two courses:			
MEDA	160	Medical Terminology I*	3
MEDA	161	Medical Terminology II*	3-5-6
MEDA	163	Medical Insurance Billing*	3
MEDA	180	AIDS/HIV/Blood Borne Pathogens	1
OLRM	220	Human Relations in the Workplace	3
PE-ED	109	Basic CPR	1
Total Credits Required			***35-36***

Nursing/Healthcare

Nursing (RN to BSN)

Bachelor of Science in Nursing

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

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

RN to BSN Degree Benefits

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

A Bachelor of Science in Nursing degree will:

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

RN to BSN Curriculum

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

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

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.

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

Program Outcomes

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

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

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Required Courses		*Credits*
General Education credits required		65
Nursing Associate Degree credits required		35
Nursing Credits applied for RN Licensure		35
Upper Division General Electives required		10
BNURS 340	Advanced Clinical Reasoning*	3
BNURS 350	Professional Writing for Nurses*	3
BNURS 402	Families in the Community*	3
BNURS 403	Connecting Research to Nursing*	3
BNURS 407	Perspectives on Diversity*	3
BNURS 408	Health & Wellness Promotion Clinical*	3
BNURS 409	Community Health Nursing Theory*	3
BNURS 410	Contemporary Ethics in Nursing*	3
BNURS 411	Community Health Nursing Application*	3
BNURS 412	Nursing Leadership in Health Systems*	3
BNURS 430	Interactive Nursing Communication*	3
BNURS 450	Professional Development Seminar I*	1
BNURS 451	Professional Development Seminar II*	1
Total Credits Required		*180*

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

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

RN to BSN General Education Requirements

World Language: Two years in high school of the same world language or 10 credits of one language at the college level.[1]

Advanced Mathematics (5 credits): (MATH& 107 and higher) (may be petitioned)

Statistics (5 credits): (At Olympic College, approved classes are BNURS 320, MATH& 146, and BUS 215) RN-BSN students are strongly encouraged to take BNURS 320.

Writing (15 credits): Must include 5 credits of English composition and 10 additional credits of writing-intensive coursework.[2]

Humanities (15 credits): College-level world language credits can be applied toward this requirement, and may be completed while in OC ADN and BSN programs.

Social Sciences (15 credits): May be completed in OC ADN and BSN programs.

Natural Sciences (28 credits): Must include 5 credits of college level chemistry, 10 credits of anatomy and physiology (can be met via examination), 3 credits of microbiology (can be met via examination), 5 credits of advanced math (can be petitioned) and 5 credits of statistics.

[1] Students who were educated in another language through the 8th grade may be exempt from this requirement.

[2] 10 additional credits of writing-intensive coursework may be met through coursework in the OC RN-BSN program.

Admissions

Pre-major admission is offered in all quarters. Students who want to complete general education requirements or electives prior to beginning BSN nursing coursework are eligible for pre-major admission. Please contact the OC BSN advisor for more information.

Priority consideration for admission will be given to students who apply before February 1 for the fall quarter.

Admission Requirements

- Current unrestricted licensure as a registered nurse in the State of Washington (provisional admission is offered to students in the last year of an associate degree program in nursing). Advanced placement credit is awarded based on verification of successful completion of NCLEX (RN) exam.
- One year of clinical practice (nursing school clinicals apply as experience).
- A cumulative GPA of at least 2.5 in all college coursework.
- A minimum of 35 quarter credits completed of general education requirements.
- 35 credits awarded for RN Licensure.
- 35 nursing credits from an Associate Degree Nursing program.
- A minimum grade of 2.0 in each of the required courses.
- Admission will be offered to applicants starting with the highest GPA in nursing course work and continue until admissions are complete.
- If a tiebreaker is needed, the number of years of active clinical practice will be the deciding criterion.

Admission Application Process

For information regarding financial aid, contact the Office of Financial Aid at 360.475.7160. When completing the FAFSA, use the OC Title IV code–003784.

Submit Olympic College application and materials to BSN Admissions. (Applications are accepted throughout the year.)

Application packet must include the following:

- One official transcript from all previous academic and nursing course work. High school transcripts should be submitted if 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 professional recommendations. (Forms available in application packet)

Access the application packet online at www.olympic.edu/bsn.

Admission is based on the following:

- Providing all required application packet materials.
- Meeting the admission requirements.
- Academic background.
- Personal essay.

The Olympic College Nursing Program values a foundation of information technology upon entry into the RN-BSN program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or 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
4. Proof of personal health insurance
5. Criminal History Information Background Inquiry Check
6. Completion of the Conviction/Criminal History Form

Contacts

Associate Dean of Nursing
Gerianne Babbo 360.475.7793

Nursing Programs Advisor and RN-BSN Recruiter
Sarah Cook 360.475.7175
Scook2@olympic.edu

Nursing (RN)

Associate in Technical Arts

Admission to the Nursing Program

Application to the Nursing Program is a separate procedure in addition to the application to Olympic College. Admission to Olympic College does not guarantee admission to the Nursing Program. Admission to the Program is based on a factoring system. Students are admitted to the Nursing Program during Fall Quarter.

To be considered for admission to the Nursing Program, all of the following must be submitted to the Office of Admissions:

1. Washington Community College Application Form;
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
3. Olympic College Nursing Program Application, submitted when currently enrolled in the final prerequisite course(s);
4. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
5. Completion of the prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121, BIOL& 241 and 242, and ENGL& 101.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

To be considered for Fall Quarter admission, all documentation must be received in Admissions by March 31.

Students who have been offered acceptance into the Nursing Program will be required to attend an orientation session prior to the beginning of Fall Quarter.

Acceptances are granted for a particular quarter and year. Students not enrolling for the specific quarter and year as noted in their letter of acceptance must reapply for admission to the Nursing Program.

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

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

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

To meet graduation requirements, all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology courses exceed the time limit of ten years prior to graduation, the student may retake the course or challenge the course content through the Excelsior College Examinations.

Advanced Standing

Transferring Students

Students who have completed formal nursing education must complete prerequisite course work and meet grade requirements. After an evaluation of transcripts and course descriptions, advanced standing admission will be granted based on space availability. If there are more applicants than spaces available, the factoring system will be utilized to determine applicants admitted for a given quarter.

Reentering Olympic College Nursing Students

Reentering Olympic College Nursing students must complete an application for reentry by the specified date.

Nursing Program

Olympic College offers a two-year curriculum designed to prepare qualified men and women to become Registered Nurses. The two-year curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in six academic quarters. NURSE 151 requires a minimum 3.7 grade point. All other nursing courses require a minimum 2.2 (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 liability insurance;
4. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX-RN fee;
8. Transportation to and from clinical facilities not located on campus;
9. Nurse Legislative Day;
10. Criminal background check and Immunization Tracker.

The Olympic College Nursing Program values a foundation of information technology upon entry into the Associate Degree Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the ADN program.

Student Learning Outcomes

1. **Professional Values/Lifelong Learning/Global Perspectives (Member of the Profession)**
   Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's current knowledge and formulating a plan to increase knowledge to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.
2. **Communication (Member of Profession, Manager of Care, Provider of Care)**
   Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and/or restoration of health that has clarity, purpose and sensitivity.
3. **Clinical Reasoning (Provider of Care, Manager of Care)**
   Definition: Clinical reasoning uses the skills of clinical judgment and decision making, which requires solid theoretical knowledge and the ability to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)
4. **Nursing Informatics/Information Literacy (Provider of Care)**
   Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes

1. **Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.

*See course description for prerequisite.

2. **Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. **Licensure pass rates:** performance on the licensure examination for first time writers.
4. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Required Courses - Prerequisites Credits

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*	2	
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	15

First Year Winter Quarter:

NURSE 112	Professional Role Development II*	1	
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	15

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 206	Nursing Practice Application* (Optional 1 cr)		
NURSE 208	Medical Surgical Nursing II*	4	
NURSE 210	Clinical Nursing Practice III*	5	11

Second Year Spring Quarter:

NURSE 211	Professional Role Developmt Seminar*	2	
NURSE 212	Professional Role Development/Mentor*	8	
NURSE 252	Pharmacology Review* (Optional 2 cr)		10

Required Support Courses

BIOL& 260	Microbiology*	5	

Choose one of the following two courses:

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

Choose one 5 credit course from the following disciplines:
Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, Sociology _____ 5

Total Credits Required 115

Transition to Associate Degree Nursing (LPN to RN)

Associate in Technical Arts

Admission to the Transition to Associate Degree Nursing Program

Application to the Transition to Associate Degree Nursing Program requires a separate application in addition to the application to Olympic College. Admission to Olympic College does not guarantee admission to the TADN Nursing Program. Admission to the Program is based on a factoring system. Students are admitted to the Program for entrance in Spring Quarter to the Associate Degree of Nursing (ADN) program. Students admitted to the program will take a LPN-RN Transitions course prior to Spring Quarter. Students will be admitted on a space available basis.

To be considered for admission to the TADN Program, all of the following must be submitted to the Office of Admissions:

1. Proof of an unencumbered license as a Practical Nurse (LPN) in the State of Washington;
2. Washington Community College Application Form;
3. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
4. Olympic College Transition to Associate Degree Nursing Program application, submitted when currently enrolled in the final prerequisite course(s);
5. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
6. Completion of the following prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121; BIOL &241, &242, and &260; ENGL& 101; and PSYC& 100 or PSYC 102.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

To be considered for Spring Quarter admission, all documentation must be received in Admissions by August 31st.

Students who have been offered acceptance into the TADN Nursing Program will be required to attend an orientation session prior to the beginning of Spring Quarter.

To meet graduation requirements all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology course(s) exceed the time limit of ten years prior to graduation, the student is required to retake the course(s) or the student may challenge the course content through the Excelsior College Examinations.

Proof of the following is required after provisional acceptance into the Transition to Associate Degree Nursing/ADN Program:

- Current immunizations
- Basic Life Support for Health Care Providers Certification
- Non-refundable liability insurance
- Personal health insurance
- Criminal History Information Background Inquiry Check

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

Reentering Olympic College Transition to Associate Degree Nursing Students

Reentering Olympic College Transition to Associate Degree Nursing students must complete an application for reentry by the specified date, and must have credential requirements to be eligible to reenter the program.

Transition to Associate Degree Nursing Program

Olympic College offers a four-quarters plus one course curriculum designed to prepare qualified men and women to become Registered Nurses. The curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in four academic quarters. A minimum 2.2 (80%) grade point must be earned in each Nursing course. Graduates are prepared for employment as Registered Nurses in home health care, hospitals, long-term care, and community-based care agencies. The graduate of the TADN/ADN Program will receive the Associate in Technical Arts Degree which qualifies the candidate (for eligibility) to take the NCLEX examination for licensure as a Registered Nurse. The license permits the nurse to use the legal title of Registered Nurse in the State of Washington.

Additional costs:

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets;
2. Wristwatch with sweep second hand and stethoscope;
3. Nursing student liability insurance;
4. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX-RN fee;
8. Transportation to and from clinical facilities not located on campus;
9. Nurse Legislative Day;
10. Criminal background check and Immunization Tracker.

The Olympic College Nursing Program values a foundation of information technology upon entry into the Transition to Associate Degree Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the TADN program.

Student Learning Outcomes

1. **Professional Values/Lifelong Learning/Global Perspectives (Member of the Profession)**
   Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's current knowledge and formulating a plan to increase knowledge to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.
2. **Communication (Member of Profession, Manager of Care, Provider of Care)**
   Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and/or restoration of health that has clarity, purpose and sensitivity.
3. **Clinical Reasoning (Provider of Care, Manager of Care)**
   Definition: Clinical reasoning uses the skills of clinical judgment and decision making, which requires solid theoretical knowledge and the ability to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)
4. **Nursing Informatics/Information Literacy (Provider of Care)**
   Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes

1. **Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.
2. **Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. **Licensure pass rates:** performance on the licensure examination for first time writers.
4. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Required Courses		*Credits*
BIOL& 241	Human A & P 1*	6
BIOL& 242	Human A & P 2*	6
BIOL& 260	Microbiology*	5
CHEM& 121	Intro to Chemistry*	6
ENGL& 101	English Composition I*	5
Choose one of the following two courses:		
PSYC& 100	General Psychology	5
PSYC 102	Psychology of Adjustment	5
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
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 206	Nursing Practice Application* (Optional 1 cr)	
NURSE 208	Medical Surgical Nursing II*	4
NURSE 210	Clinical Nursing Practice III*	5 — 11
Second Year Spring Quarter:		
NURSE 211	Professional Role Developmnt Seminar*	2
NURSE 212	Professional Role Development/Mentor*	8
NURSE 252	Pharmacology Review*	2 — 12
Total Credits Required		***90***

Practical Nursing

Certificate of Specialization

Admission to the Program

Application to the Practical Nursing Program is a separate procedure in addition to the application to Olympic College. Because enrollment in the Practical Nursing Program is limited, admission to Olympic College does not guarantee admission to the Program.

Admission to the Practical Nursing Program is based on a factoring system. Students are admitted to the Program for a Winter Quarter start. An admission score is determined for each applicant based on the following criteria:

1. Cumulative GPA of prerequisite courses;
2. Support course(s) completion;
3. Current Nursing Assistant Certification and experience (optional).

Please refer to the Practical Nursing Admission Policy and Procedures Handbook for point values assigned for each criterion listed above. This can be obtained by attending a Practical Nursing Program information session. Reservations to attend can be made either by calling 360.475.7748 or via the web page at www.olympic.edu/Nursing.

To be considered for admission to the 2014 Practical Nursing Program, all of the following must be submitted to the Admissions Office:

1. Practical Nursing Program application when registered for the final prerequisite course(s);
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
3. Copy of 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& 175 (or 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.

*See course description for prerequisite.

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:

- Current immunizations
- Basic Life Support for Health Care Providers Certification
- Non-refundable liability insurance
- Proof of personal health insurance
- Criminal History Information Background Inquiry Check

The Olympic College Nursing Program values a foundation of information technology upon entry into the Practical Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the LPN program.

The Practical Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing).

Practical Nursing Program

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

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch (2),
2. Nursing Skills course lab fees ($15/course),
3. Wristwatch with sweep hand and stethoscope,
4. Nursing student liability insurance,
5. State licensure application fee,
6. NCLEX-PN fee,
7. Immunizations,
8. Comprehensive Predictor Exam fee (prior to graduation),
9. Transportation to and from clinical facilities,
10. Criminal background check and Immunization Tracker.

Student Learning Outcomes

1. **Professional Values/Lifelong Learner/Global Perspectives**
   Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's knowledge limitations and formulating a plan to meet those needs in order to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.
2. **Communication (Member of Profession, Manager of Care, Provider of Care)**
   Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and restoration of health that has clarity, purpose and sensitivity.
3. **Clinical Reasoning (Provider of Care, Manager of Care)**
   Definition: Clinical reasoning uses the skills of clinical judgment and decision making, to provide nursing care for clients experiencing common, well defined health problems in structured health care settings. It includes the ability in collaboration with appropriate licensed professionals, to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)
4. **Nursing Informatics**
   Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes

1. **Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.
2. **Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. **Licensure pass rates:** performance on the licensure examination for first time writers.
4. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Prerequisite Courses		*Credits*
BIOL& 175	Human Biology w/Lab[1]	5
ENGL& 101	English Composition I*	5
MATH 099	Intermediate Algebra*	5
	OR a higher-level math course	
PNURS 108	Clinical Pharmacology*	1
PNURS 126	Dosage Calculations*	1
PSYC& 100	General Psychology	5 — 22

Winter Quarter:		
PNURS 102	Physical Assessment Lecture*	2
PNURS 103	Physical Assessment Application Lab*	1
PNURS 104	Lab I, Lecture*	1
PNURS 105	Lab I, Application*	1
PNURS 110	Medical Terminology	2
PNURS 112	Personal and Professional Roles*	2
PNURS 114	Fundamentals I*	5
PNURS 122	Long Term Care Clinical*	3 — 17

Spring Quarter:		
PNURS 106	Lab II*	2
PNURS 116	Fundamentals II*	5
PNURS 118	Nutrition	3
PNURS 124	Medical-Surgical Clinical*	5 — 15

Summer Quarter:		
PNURS 203	Fundamentals III-Mental Health*	1
PNURS 204	Fundamentals III Pediatrics*	2
PNURS 205	Fundamentals III Obstetrics*	2
PNURS 208	Pediatric/Obstetric Clinical*	4
PNURS 209	Mental Health Clinical Experience*	1 — 10

Fall Quarter:		
PNURS 200	PN Pharmacology Review* (Optional 1 cr)	
PNURS 202	Client Care Management*	2
PNURS 206	Fundamentals IV*	4
PNURS 210	Clinical Mentorship*	8 — 14
Total Credits Required		*78*

[1]BIOL& 241 (6 cr) and BIOL& 242 (6 cr) may be substituted.

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

Certificate of Recognition

Nursing Assistant

This Program will prepare students to assist registered nurses or licensed practical nurses in providing basic nursing care for clients in acute and long-term settings. The classes will be small and geared toward developing basic academic skills in an applied work setting. The training will include learning and refining client-care skills, clinical observation, and performing skills in a supervised clinical setting.

Courses must be taken and passed consecutively to progress to the next class. Students are encouraged to complete all classes in one quarter. Students will have completed and exceeded the required classroom and clinical hours required for Nursing Assistant Certification by Washington State law (WAC 246-841-490). All classes MUST be completed within one year to receive a Certificate of Completion from the Washington Department of Health and to be eligible to test for Certification as a Nursing Assistant. Criminal history background check must be passed in order to take the H-OCC 118 Nursing Assistant Practicum. Proof of personal health insurance and malpractice insurance, written verification of all state and federal immunization requirements and tuberculosis testing is required prior to beginning H-OCC 118.

Program Outcomes

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

1. Assist in the care of individuals as delegated by and under the direction of a licensed registered nurse or licensed practical nurse (RCW 18.88A.030).
2. Use caring, responsive oral and written communication in interaction with diverse clients and health care team members.
3. Use ethical decision-making in caring for clients. Ethics includes abiding by laws, code of ethics and promoting client rights and independence.
4. Effectively meet the mental health and psychosocial needs of clients with mental illness or cognitive impairment through application of therapeutic principles and behaviors.
5. Use principles of asepsis and infection control to prevent the spread of microorganisms.
6. Participate competently as a valuable member of the health care team while practicing within the scope of practice of nursing assistant functions.

Advisor	*Office*	*Phone*
Frost, Amy	Health Occupations 140	360.475.7764

Required Courses		*Credits*
H-OCC 110	Intro to Nursing Assistant	2
H-OCC 112	Tools for Success*	2
H-OCC 114	Fundamentals of Nsg Assist*	3
H-OCC 116	Basic Technical Skills*	2
H-OCC 118	Nursing Assistant Practicum*	4
Total Credits Required		***13***

Organizational Leadership

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 Outcomes

Students will:

1. Develop a broader understanding of fundamental organizational leadership issues, theories and practices.
2. Validate critical thinking skills and abilities in connection with general education, occupational and technical studies.

Advisor	*Office*	*Phone*
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Business 209	360.475.7382

Required Courses		*Credits*
ENGL& 101	English Composition I*	5
Choose one of the following two courses:		
ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5
MATH& 107	Math in Society* (or equivalent)	5
Choose one of the following two courses:		
OLRM 199	Practicum	5
OLRM 299	Practicum	5
OLRM 201	Intro to Organizational Leadership	5
OLRM 202	Introduction to Organizational Ethics	5
OLRM 225	Human Relations in Organizations	5
OLRM 250	Organizational Communication	5
Humanities — any course. (ART& 100, ENGL& 111, HUMAN 284, any World Language recommended)		5
Natural Science — any course. (ASTRO 101, BIOL& 160, CHEM& 121, GEOL 155 recommended)		5
Electives — 10 credits chosen from ACCT& 201, BUS& 101, BUS& 201, HIST& 137, POLS& 202, PSYC& 100, SOC& 101. (Students transferring to ODU must take BUS& 101 and PSYC& 100)		10
Professional-Technical Studies — American Council on Education (ACE) approved military career field for E3 and above, Organizational Leadership and Resource Management courses, or courses from the student's chosen technical field. 30 credits must be concentrated in one professional-technical discipline AND requires prior faculty approval.		30
Total Credits Required		***90***

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 Outcomes

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

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

Advisor	*Office*	*Phone*
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Business 209	360.475.7382

Required Courses		*Credits*
ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II*	5
BUS& 101	Intro to Business	5
BUS& 201	Business Law	5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
Choose one of the following two courses:		
OLRM 199	Practicum	5
OLRM 299	Practicum	5
OLRM 201	Intro to Organizational Leadership	5
OLRM 202	Introduction to Organizational Ethics	5
OLRM 225	Human Relations in Organizations	5
OLRM 250	Organizational Communication	5
Choose one of the following for 3 or 5 credits:		
OLRM 205	Managing Diversity	3
OLRM 260	Conflict Resolution	5
OLRM 270	Organizational Change	3-5
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

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.

Choose any two of the following for 10 credits:

ECON&	201	Micro Economics*	5	
ECON&	202	Macro Economics*	5	
HIST&	136	US History 1*	5	
HIST&	137	US History 2*	5	
PSYC&	100	General Psychology	5	
SOC&	101	Intro to Sociology*	5	10

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	10

Total Credits Required ***93-95***

Certificates of Recognition

Advisor	*Office*	*Phone*
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Business 209	360.475.7382

Leadership and the Non-Profit Organization

The L&NPO certificate enables the student to understand the philosophical and organizational underpinnings of a non-profit organization. The certificate covers the critical cornerstones that build and sustain a successful non-profit enterprise. Students apply insights gained to "live" non-profit organizations where the information can be tested and measured. This certificate will provide an introduction to newcomers to the non-profit organization and allow seasoned non-profit leaders to increase and enhance their knowledge and expertise.

Program Outcomes

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

1. Students will understand the philosophy, social significance, and organization design of non-profit organizations.
2. Students will understand the operational priorities and business operations that create successful non-profits.

Required Courses			*Credits*
OLRM	197	Leadership Practicum	3
OLRM	230	Starting a Non-Profit Organization	3
OLRM	231	Intro to Non-Profit Organizations	3
OLRM	232	Executive Directors and Non-Profits	3
OLRM	233	Funding/Grant Writing for Non-Profits	3
OLRM	234	Volunteers and Non-Profits	3

Total Credits Required ***18***

Leadership and Organizational Development

This program is designed to develop student skill and appreciation in/for the behavioral issues that impact human effectiveness, particularly in an organizational setting. In addition, this program instills skills and appreciation of:

1. The role change plays in our lives, personally and professionally.
2. The key leadership tools and techniques designed to help influence positive change.
3. The ethical standards that should drive actions in the workplace.
4. The value of creating and maintaining a diverse culture and building a foundation for understanding general industry business practices.

As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership, or business practice.

Program Outcomes

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

1. Identify key variables that influence human effectiveness in the workplace and be able to apply various tools and techniques to improve individual and/or team performance.
2. Develop an inventory of personal beliefs, biases, and perceptions that may influence how change impacts our lives both personally and professionally.
3. Through heightened awareness, enhance problem solving skills that may result in positive organizational change.
4. Show respect and the ability to work collaboratively with diverse individuals and teams within the organization.
5. Analyze and assess the legal and ethical issues that impact organizational and individual conduct and behavior.
6. Focus on bridging the gap between theory and practice when applying key leadership techniques.
7. Effectively use oral and written communication skills in discussing and presenting issues related to human and organizational development.

Required Courses			*Credits*
BUS&	101	Intro to Business	5
OLRM	105	Appreciating Diversity	1
OLRM	150	Improving Human Effectiveness	2
OLRM	201	Intro to Organizational Leadership	5
OLRM	235	Leadership and Applied Ethics	3

Choose one of the following two courses:

OLRM	197	Leadership Practicum	3	
OLRM	297	Leadership Practicum	3	3

Total Credits Required ***19***

Leadership and Supervision

This program is designed to build an understanding of leadership theory and practice expressed through the work of organizational supervision. Students will be exposed to the principles of leadership and, in particular, how supervisory responsibilities are informed by leadership principles as well as through behavioral and organizational research. This certificate supports the knowledge of and implementation of:

1. Leadership theory in particular as it relates to supervision.
2. Supervisory foundations and best practices.
3. Leadership and ethics.
4. Strengths and supervision.

As part of the program, students will complete various projects which focus on the critical themes found in effective supervision.

Program Outcomes

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

1. Identify key leadership principles that influence supervision and supervisory practices.
2. Develop and apply the principles of emotional intelligence included in effective supervision.
3. Diagnose and remediate performance problems.
4. Analyze and assess the personal, professional, and legal ethical issues that impact supervision.
5. Identify how individual strengths impact leadership and supervision practices.
6. Effectively use oral and written communication skills in discussing and presenting issues related to supervision and organizational performance.

Required Courses			*Credits*
OLRM	150	Improving Human Effectiveness	2
OLRM	197	Leadership Practicum	3
OLRM	201	Intro to Organizational Leadership	5
OLRM	235	Leadership and Applied Ethics	3
OLRM	272	Foundations of Supervision	5

Total Credits Required ***18***

Organizational Leadership

This program is designed to develop student skill and appreciation for the behavioral issues that impact human effectiveness, particularly in an organizational setting, the role change plays in our lives, personally and professionally, the importance of building and sustaining an organizational culture that respects and accepts diversity in the workplace, key leadership techniques to help influence positive change and the ethical standards that should drive actions in the workplace. As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership and/or ethics.

Program Outcomes

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

1. Identify key variables that influence human effectiveness in the workplace and be able to apply various tools and techniques to improve individual and/or team performance.
2. Develop an inventory of personal beliefs, biases, and perceptions that may influence how change impacts our lives, personally and professionally.
3. Through heightened awareness, enhance problem solving skills that may result in positive organizational change.

4. Show respect and the ability to work collaboratively with diverse individuals and teams within the organization.
5. Analyze and assess the legal and ethical issues that impact organizational and individual conduct and behavior.
6. Focus on bridging the gap between theory and practice when applying key leadership techniques.
7. Effectively use oral and written communication skills in discussing and presenting issues related to human and organizational development.

Advisor	*Office*	*Phone*
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Business 209	360.475.7382

Required Courses			*Credits*
OLRM 150	Improving Human Effectiveness		2
Choose one of the following two courses:			
OLRM 197	Leadership Practicum	3	
OLRM 297	Leadership Practicum	3	3
OLRM 201	Intro to Organizational Leadership		5
OLRM 202	Introduction to Organizational Ethics		5
OLRM 220	Human Relations in the Workplace		3
Total Credits Required			***18***

Physical Therapist Assistant

Physical Therapist Assistant

Associate in Applied Science

Olympic College offers a two-year curriculum designed to prepare graduates to be employed as Physical Therapist Assistants. The curriculum is accredited by the Commission on Accreditation for Physical Therapy Education (CAPTE) www.apta.org/capte. The program utilizes a selective admission process to enroll 24 students annually. The deadline for application to the program is April 30th, for Fall Quarter admission. The program offers a balance of general education courses, physical therapy theory and physical therapist assistant practice. Students accepted into the program will complete 640 hours of clinical education as part of the professional curriculum. Following acceptance, the professional phase of the program can be completed in six consecutive quarters. PTA program courses require a minimum 2.7 grade point or above to progress in the program. Clinical education courses are pass/fail. Graduates are prepared for immediate employment as physical therapist assistants (PTA) in various health care settings including hospitals, long-term care and skilled nursing facilities, private out-patient practice, school settings and home health. Students are prepared to take the national licensing examination for physical therapist assistants (NPTE).

Cost:

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

Additional Costs:

3. Laboratory fees (maximum $35/course);
4. PTA student malpractice and liability insurance;
5. Proof of health insurance;
6. NPTE and WA State licensure exam fees;
7. Washington State Patrol (WSP) background check ($10)
8. Transportation to and from clinical facilities not located on campus.

Admission Requirements

- **Completion of Prerequisite Courses** with a 2.0 grade or higher in each course: BIOL& 175 and PHYS 110, or CHEM& 121 and BIOL& 241/242*.
  Note: Either BIOL& 175, or PHYS 110, or BIOL& 242 may be taken in spring quarter of the year the student anticipates entry to the PTA program. Such applicants may receive a 'provisional admission' if they have met all other requirements and have an adequate number of factor points. A grade of 2.0 or higher must be achieved or the provisional admission will be revoked.
- **Reading Comprehension** level score on the Accuplacer (or COMPASS) reading comprehension test. A score of 84 or higher (88 on COMPASS) must be achieved. Students with a previous Bachelor level degree or higher from an accredited college are not required to take the Accuplacer assessment.
- **Completion of the Test of Essential Academic Skills Assessment (TEAS)**
- **Completion of Required Support Courses**, with a required grade of 2.0 or higher, is recommended: PSYC& 100, MATH 099 (or higher), and ENGL& 101
  Note: Support courses must be complete by the end of the spring session of the first year of the program.
- **Completion of 40 Total Hours of Volunteerism** in at least two different physical therapy facilities. Hours must be documented on the Volunteer/Work Verification form.

A faculty advisor must approve the program for degree/certificate completion.

*To meet graduation requirements, all biological science courses (BIOL& 175, BIOL& 241 and BIOL& 242) must have been completed no more than ten years prior to graduation from the PTA program. If completion of the specified biology courses exceeds the time limit, the student may repeat the course(s) or challenge the biology 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 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.

Advisor	*Office*	*Phone*
Bartlett, Lynn	OCP 209	360.394.2740
Kyes, Stephanie	OCP 207	360.394.2742

Required Courses			*Credits*
Students could take either prerequisite path of BIOL&175 and PHYS 110, OR, BIOL& 241/242 and CHEM& 121. Must choose one of the two designated pathways.			
BIOL& 175	Human Biology w/Lab		5
PHYS 110	Introduction to Physics*		6
OR			
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

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.

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 104 Ethics and Administration* _____2
PTA 124 PTA Procedures V–Neuromuscular* 6.5
PTA 127 PTA Procedures VIII-Functional Rehab* _4
PTA 152 Clinical Experience II* _____4___ 16.5

Second Year Winter Quarter:
PTA 251 Clinical Affiliation I* _____7
PTA 252 Clinical Affiliation II* _____7____ 14

Total Credits Required ***111.5***
(or 118.5 credits with BIOL&241/242)

Polysomnographic Technology

Polysomnographic Technology

(Articulation Agreement with Highline Community College)

Polysomnography is a health related field dedicated to the study of sleep disorders. The Polysomnographic Technology program offers entry level preparation for this emerging field. Students take specialized courses in sleep theory online in conjunction with Highline Community College for the first nine months. Then students participate in practical clinical experience at an area sleep lab.

A transfer program with Highline Community College allows students to continue to develop the expertise needed to become professional polysomnographer or a polysomnography specialist. Many openings are available for successful candidates who want to work days, nights and/or weekends as a polysomnographer.

Program Outcomes
- Associate in Applied Science Degree (106 credits)
- Certificate of Completion (43 credits) offered every other year (next program start: Fall 2014)

NOTE: More advanced programs require transfer to Highline Community College after completion of basic courses online.

Advisor	*Email*	*Phone*
Quinn, Stephen	HSS 203G	360.475.7345

Pre-Nursing

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, it is imperative that the student become familiar with the specific requirements of the institution to which transfer is planned. Individual colleges may have specific requirements such as a higher GPA or higher grades in specific courses such as math or English. They may also have preferred courses for humanities and sociology.

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Required Courses ***Credits***

Communications (10 credits):
ENGL& 101 English Composition I* _____ 5

Choose 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 201 recommended) 5____ 39

Electives:
No more than 5 credits may be from restricted elective list ___ 6

Total Credits Required ***90***

Note 1 – A research writing course is required to transfer to Northwest University or Walla Walla University.

Note 2 – UW Seattle and Seattle University require 10 credits in an quantitative/symbolic logic reasoning.

Technical Design

Technical Design

Associate in Technical Arts

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses ***Credits***
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
CIS 150 Survey of Computing _____4
CIS 154 Access for Professionals* _____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***

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

Technical Design

Certificate of Proficiency

Completion of the Technical Design Certificate Program leads to basic entry-level employability as a drafter. Further study is recommended upon employment.

Program Outcomes

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

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

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Newman, Grant	Engineering 104	360.475.7393
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Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
Choose one of the following three courses:			
BSTEC	124	MS Excel Specialist*	4
CIS	150	Survey of Computing	4
CIS	154	Access for Professionals*	4
ENGL&	101	English Composition I*	5
OLRM	225	Human Relations in Organizations	5
TEC-D	107	Technical Drawing*	4
TEC-D	109	Descriptive Geometry*	4
TEC-D	127	Residential Architectural Drawing*	4
TEC-D	130	Construction Materials and Methods	3
TEC-D	175	Introduction to Solid Edge	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
Choose one of the following two courses:			
TEC-D	116	Computational Techniques/Technicians	4
MATH&	141	Precalculus I: Algebra*	5
Total Credits Required			***45-46***

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design advisor.

Architectural/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 archtecture or construction engineering.

Program Outcomes

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

1. Work as a team member involving multiple disciplines and responsibilities.
2. Produce residential plans and pictorial drawings using hand drafting techniques.
3. Produce residential building plans using industry standard CAD and BIM software.
4. Use and interpret architectural and civil graphic standards
5. Use CAD software to produce civil drawings.
6. Identify the influences of art, history, sociology, and human perception in site and building design.
7. Use and document a systematic design process to identify, analyze, and solve simple residential building and site design problems, including conceptual, visual, and practical requirements.
8. Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
9. Identify materials and processes commonly used in residential construction.
10. Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.
11. Effectively communicate technical information in written, sketched, and digitized form.
12. Effectively use typical office software for routine office purposes.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
Choose one of the following 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 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.
7. Use and document a systematic design process to identify, analyze, and solve simple residential building and site design problems, including conceptual, visual, and practical requirements.
8. Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
9. Identify materials and processes commonly used in residential construction.
10. Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
Choose one of the following 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***

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.

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 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. To construct a clear, presentable cartographic product that addresses a geospatial issue. Understand the software/hardware requirements for implementing a scalable GIS.
10. Manipulate data bases from a variety of disciplines using GIS software.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
CIS	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 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.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
CIS	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
Total Credits Required			***38***

Mechanical Technology

Certificate of Proficiency

This certificate focuses on the design, coordination and documentation of mechanical devices, with enhanced graphic communication skills, as well as written and verbal communication skills. It is designed for students or professionals in mechanical engineering or manufacturing wishing to expand or advance their careers by improving their graphic communication skills, or for those seeking entry level employment as a mechanical technician.

Program 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.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
CIS	150	Survey of Computing	4
ENGL&	235	Technical Writing*	5
OLRM	220	Human Relations in the Workplace	3
TEC-D	107	Technical Drawing*	4
TEC-D	109	Descriptive Geometry*	4
TEC-D	112	Blueprint Reading	4
TEC-D	116	Computational Techniques/Technicians	4
TEC-D	130	Construction Materials and Methods	3
TEC-D	175	Introduction to Solid Edge	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	205	Engineering Tech Project Planning	4
TEC-D	211	Geometric Dimensioning & Tolerancing*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	221	2D Production Drawing*	4
Total Credits Required			***55***

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

Mechanical 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 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.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
OLRM	220	Human Relations in the Workplace	3
TEC-D	107	Technical Drawing*	4
TEC-D	112	Blueprint Reading	4
TEC-D	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***

Certificate of Recognition Technical Design

This certificate includes an introduction to the core skills necessary for those wishing to advance an existing technical career with basic graphic communication skills. The certificate is designed to provide basic drafting skills as well as provide improved blue print reading skills and to enhance 3- dimensional visualization.

Upon completion of this program, students may choose to work in drafting or in the field of choice, or pursue further training in a trade.

Program 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 equivelant.
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.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
TEC-D	107	Technical Drawing*	4
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 advisor.

Welding Technology

Welding Technology

Associate in Technical Arts

This two-year program builds upon the Certificate of Specialization, adding pipe welding and drafting to their skills set. Students who have earned the Certificate of Specialization should be able to complete this degree in two quarters.

Program Outcomes

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

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

Advisor	*Office*	*Phone*
Keeling, Ron	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

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

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
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*See course description for prerequisite.

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 Outcomes

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

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

Advisor	***Office***	***Phone***
Keeling, Ron	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

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 Outcomes

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

1. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
2. Safely and accurately use select electric arc processes, basic hand tools, and shop equipment to fabricate durable goods.
3. Safely and accurately use select torches and fuel gases to produce parts that are used to fabricate durable goods.
4. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
5. Demonstrate teamwork and responsible/ dependable behavior in decision-making and task performance.
6. Apply and practice workplace safety policies and procedures.
7. Use effective reading, thinking, mathematical and written communication skills in workplace environments.
8. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW process.

Advisor	***Office***	***Phone***
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Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

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***

Certificates of Recognition

Advisor	***Office***	***Phone***
Keeling, Ron	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Aluminum Welding

This program is designed to prepare students for entry level positions welding Aluminum alloys utilizing the Gas Metal and Gas Tungsten Arc welding processes.

Program Outcomes

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

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

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

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

Program Outcomes

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

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

Advisor	*Office*	*Phone*
Keeling, Ron	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses			*Credits*
GEN-S	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***

*See course description for prerequisite.

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 an **"&"** sign in the course number, for example: **ENGL& 101**.

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 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 076–Integrated Skills Lab for the Trades
Cr: 1-3 Wkly hrs: 6 hours Lab

This course assists students in developing basic skills necessary for success in their trades career. (Pass/No Credit)

Prerequisite: Orientation/qualifying score on state standardized assessment.

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 082–Math 6
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will further develop the ability to use skills to effectively communicate and use mathematical operations up to and including introductory algebra and geometry. (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 & 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 & 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: 1-5 Wkly hrs: 5 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: 1-5 Wkly hrs: 5 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: 1-5 Wkly hrs: 5 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 050–ESOL 3 Speaking/Listening
Cr: 1-5 Wkly hrs: 5 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: 1-5 Wkly hrs: 5 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: 1-5 Wkly hrs: 5 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: 1-5 Wkly hrs: 5 hours Lecture
Built upon language skills beyond low-beginning English literacy; for students who are at a low-intermediate level of language learning. (Pass/No Credit)
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 068–ESOL 5 Bridge Speaking/Listening
Cr: 1-7 Wkly hrs: 7 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: 1-7 Wkly hrs: 7 hours Lecture
Built upon advanced 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: 1-7 Wkly hrs: 7 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: 1-7 Wkly hrs: 7 hours Lecture
Introduce 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.

*See course description for prerequisite.

ADESL 083–Beginning Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
Improving pronunciation of American English for community, academic, and workplace settings for beginning students with basic English skills.
Prerequisite: Orientation/placement testing.

ADESL 084–Intermediate Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
Improve pronunciation of American English for community, academic, and workplace settings for students with intermediate English skills.
Prerequisite: Orientation/placement testing.

ADESL 085–Advanced Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
Improving pronunciation of American English for community, academic, and workplace settings for students with advanced English language skills.
Prerequisite: Orientation/placement testing.

ADESL 086–Conversational English
Cr: 2 Wkly hrs: 2 hours Lecture
Students develop conversational skills in English by discussing self, family, work, community and current events.

ADESL 087–Fundamentals of Grammar
Cr: 2 Wkly hrs: 2 hours Lecture
A review of English grammar for non-native English speakers who have an intermediate or 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–Intro to Am. Culture & Equity Studies
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - This course will introduce students to key concepts, methods, and questions about what it means to do American Culture & Equity Studies as a field of study. Emphasis will be given to the changing social constructions of race, ethnicity, gender, sexuality, class, citizenship, and ability in cultural texts such as video games, literary worlds, feminist pornography, visual culture, and television. Students will investigate the effects of these categories and cultural representations in their own lives and in different communities. The class will position critical readings alongside popular media in order to examine interrelationships between cultural identity, aesthetics, power, and privilege.
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.
Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or above is strongly recommended.

ACES 160–Latina/os in the United States
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - This course is a critical investigation into the artistic and cultural practices by Latina/os in the United States. Through the study of narrative, visual, sonic, and other aesthetic forms, students will decipher meaning across genres such as literature, film, performance, music, and everyday life scenarios (i.e., family custom, ritual, and language). Such works will be historically and theoretically situated in order to examine the social significance and political impact of Latina/o expressive and popular culture. Focused attention will be on how Latina/os represent their cultures, shape culture, and respond creatively to issues of labor, language, immigration, and racial, sexual, class, and gender identity.
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.
Prerequisite: ENGL& 101

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.

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.

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 adaptation to the environment. Globalization, ethnoecology, political ecology, environmental justice, history, theory, methods of Environmental Anthropology.

ANTH 270–Archaeology Field School
Cr: 12 Wkly hrs: 2 hours Lecture, 4 hours Lab
SS - Taught entirely in the field. Training given in archaeological field research methods and techniques, including survey, excavation, artifact analysis, report preparation, and museum curation of archaeological collections.

ANTH 325–Death: A Comparative Perspective
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - Course examines mourning rituals, mortuary practices, beliefs in afterlife, medical/ethical issues, and images of death in both Western and Non Western cultures.
Prerequisite: None (Cultural Anthropology or ADN Degree recommended.)

ANTH 335–Culture/Health/Healing
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - The course introduces students to an anthropological perspective on disease, illness, and health. The course will examine cultural explanations of and responses to disease and illness (physical and mental), different cultural approaches to treatment and curing, and factors (cultural and environmental) that influence the distribution of disease, illness, and health within and between cultures.
Prerequisite: None (ANTH& 206 or ADN Degree recommended).

Art

ART& 100–Art Appreciation
Cr: 5 Wkly hrs: 5 hours Lecture
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 - Continued study of still life and landscape with an introduction to the figure and further media.
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 - Continuation of ART 110 with emphasis on color theory. Increasing visual awareness through a working knowledge of the formal principle of color and two dimensional design.
Prerequisite: ART 110.

ART 117–Art History/Northwest Coast
Cr: 5 Wkly hrs: 5 hours Lecture
H - The Native Arts of the Northwest coastal region from Prehistory to the present.

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 - Further study of still life, landscape, and the figure with continued exploration of media, conceptual and expressive intent.
Prerequisite: ART 107.

ART 210–Design III
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 111 with emphasis on color and experimentation of differing materials in three-dimensional form.
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.

*See course description for prerequisite.

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 325–Stress, Survival and Adaptation
Cr: 3 Wkly hrs: 3 hours Lecture
Identify human stress responses and adaptations through reviewing current multicultural literature and evidence based practices. Assess and practice self-management strategies.

BNURS 326A–Introduction to Forensic Nursing
Cr: 5 Wkly hrs: 3 hours Lecture, 6 hours Clinic
SS - Health care and the law intersect in the area of Forensic Nursing. Students introduced to the scope and practice of this new specialty.
Prerequisite: Admission to the Baccalaureate Nursing program or eligible to take the RN NCLEX.

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: MATH 094 and ENGL& 101.

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&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 200–Nutrition (changed to NUTR& 101)

BIOL 201–Majors Biology I
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - An introduction to the biological sciences, emphasizing genetic and cellular processes common to plants and animals. For majors and non-majors; prepares students for advanced biology courses and pre-professional programs.
Prerequisite: None, however, to satisfy the prerequisite for upper division biology courses at some institutions, a year of general chemistry must be completed.

BIOL 202–Majors Biology II
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - A continuation of BIOL 201 emphasizing reproduction, growth, and homeostasis in plants and animals. For majors and non-majors, prepares students for advanced biology courses and pre-professional programs.
Prerequisite: BIOL 201 suggested or permission of instructor.

BIOL 203–Majors Biology III
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - A continuation and expansion of BIOL 201 and 202 emphasizing molecular and developmental genetics of both prokaryotic and eukaryotic organisms as well as the major topics of ecology, i.e., populations, communities, and ecosystems. For majors and non-majors, prepares students for advanced biology courses and pre-professional programs.
Prerequisite: BIOL 201 and BIOL 202 suggested 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 201, 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.

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

*See course description for prerequisite.

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 Mathmatics 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.

MATH 090A with a grade of 2.0 or above OR satisfactory placement test score.

BMGMT 139–Business Mathmatics 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.

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 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.. Wrongful termination is also discussed.

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 curser 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 alphanumerical 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–Peachtree Accounting
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
A hands-on realistic approach to small business accounting, using specialized Peachtree accounting software, and integration with MS Word and Excel.
Prerequisite: BSTEC 130 or ACCT& 201 or permission of instructor.

*See course description for prerequisite.

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, ENGL 093 or higher with a grade of 2.0 or better, 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 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 175–Legal Typing and Transcription
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Legal office simulations and advanced practice using MS Word and a transcription machine. Emphasis on accuracy, formatting, and proper English usage in legal documents.
Prerequisite: BSTEC 254.

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.

BSTEC 270–Microsoft Project Management
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Covers methodologies and concepts of project management including an introduction to the Microsoft Project software program to complete typical projects and exercises.
Prerequisite: CIS 150 or permission of instructor.

BSTEC 271–Project Management Simulation
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Develop project management skills through a dynamic hands-on business exercise that applies real-world experiences and challenges routinely encountered in project management.
Prerequisite: BSTEC 270.

BSTEC 275–Legal Terminology
Cr: 5 Wkly hrs: 5 hours Lecture
A study of legal terminology including definitions, spelling, citations, and correct usage in legal communications and case law.

BSTEC 280–Legal Office Procedures
Cr: 5 Wkly hrs: 5 hours Lecture
A focused course on legal office procedures, law office management, and duties and responsibilities of legal office support personnel, including legal vocabulary and research.
Prerequisite: Sophomore standing or permission of instructor.

BSTEC 285–Legal Research and Writing
Cr: 5 Wkly hrs: 5 hours Lecture
Introduction to legal research and writing using primary and secondary sources; learn research methods, and practice writing legal documents.
Prerequisite: BSTEC 150, BSTEC 275.

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 99I with a 2.0 or above or satisfactory placement test score.

CHEM&131–Intro to Organic/Biochem
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
NS - Organic compounds including nomenclature and reactions of: hydrocarbons, alcohols, aldehydes and ketones, carboxylic acids, esters, amines. Biochemistry of carbohydrates, lipids, proteins and enzymes, nucleic acids, metabolism.
Prerequisite: Completion of CHEM& 121 with a 2.0 or better.

CHEM 137–Chemistry of the Environment
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - The basic principles of chemistry emphasizing how they apply to the Earth, its major components, and its ecosystems.
Prerequisite: Completion of MATH 094 with a 2.0 or permission of the instructor.

CHEM&139–General Chemistry Prep
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Prepares students for CHEM& 141 by introducing problem-solving techniques, the metric system, measurements, atomic structure, stoichiometry, solution chemistry, bonding, and molecular shape. NOT transferable for credit for science or engineering students.
Prerequisite: MATH 099 or MATH 099I with a 2.0 or above or satisfactory placement test score.

CHEM&141–General Chemistry I
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Principles of chemistry including stoichiometry, enthalpy, atomic theory, gasses, periodicity, chemical bonding.
Prerequisite: CHEM &139 or CHEM &121 with a 2.0 or above or successful completion of chemistry exam and MATH 099 or MATH 099I 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.

CMST 105–Photojournalism
Cr: 5 Wkly hrs: 5 hours Lecture
H - The basics of digital photojournalism with special attention to news value and composition.

CMST 115–College Newspaper Production
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: CMST 115/215.
Students apply journalistic skill as reporters, photographers, editors, etc. for the print and online editions of The Olympian. May be repeated up to 10 credits. (Pass/No Credit)

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.
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.

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.
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.

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.
Prerequisite: CMST 125.

*See course description for prerequisite.

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.
Prerequisite: ENGL& 101 with a grade of 2.0 or above.

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.

Computer Information Systems

Also see Digital Media Arts

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 introduction to operating system theory and common operating systems found in business environments, like Windows, MS-DOS, and UNIX, with hands-on activities.
Prerequisite: CIS 110 or concurrent enrollment or permission of instructor.

CIS 112–Introduction to Windows
Cr: 1 Wkly hrs: 1 hours Lecture
An introduction to Windows. Students will navigate and use Windows for simple applications. Textbook required.

CIS 114–Introduction to HTML
Cr: 1 Wkly hrs: 1 hours Lecture
Learn to use HTML tags to create web pages in accordance with XHTML specifications. Create links, format text, create bulleted and numbered lists, insert images and background color/images, produce image maps, create forms, and understand multimedia possibilities. (Pass/No Credit)
Prerequisite: Basic knowledge of Microsoft Windows 95 or later. Competent keyboarding skills.

CIS 115–Introduction to the Internet
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
Explore various services and features of the Internet beyond just surfing like email, FTP, search engines, HTML, online security, and WiFi.

CIS 116–Intro to MS Visio
Cr: 1 Wkly hrs: 1 hours Lecture
Introduction to Microsoft Visio to create flow diagrams, basic organizational charts, and network diagrams. Knowledge of basic computer skills suggested. Text required.

CIS 123–Systems Architecture and Logic
Cr: 5 Wkly hrs: 5 hours Lecture
Provide logic and computational model for small and large computer systems and networks.
Prerequisite: CIS 110 and MATH 090A.

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.
Prerequisite: CIS 141 or permission of instructor and concurrent enrollment in CIS 200 or prerequisite of CIS 145.

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.
Prerequisite: CIS 142 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 154–Access for Professionals
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Design and development of relational database systems, overview of database theory including normalization and development of practical applications using MS Access.
Prerequisite: Windows skills and a prior computer class or permission of instructor.

CIS 155–Web Development I
Cr: 5 Wkly hrs: 5 hours Lecture
Students will be introduced to basic HTML tags and CSS to develop simple Web sites that integrate media, tables, and forms.
Prerequisite: Basic computer use.

CIS 156–Web Media
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Students will explore how media can be integrated into a HTML5 web page based on current standards and technologies. Managing and manipulating image, video, and audio formats will be reviewed. Issues with hosting and legal considerations will also be covered.
Prerequisite: CIS 110 or permission of instructor

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 170–IT User Support Fundamentals
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Students will develop soft skills and self-management skills needed in IT Help Desk user support.

CIS 173–Introduction to TCP/IP
Cr: 5 Wkly hrs: 5 hours Lecture
Designed to give an understanding of the TCP/IP suite and the details of its implementation.

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, 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.

Prerequisite: Concurrent enrollment in CIS 142 or 145.

CIS 201–Networking Laboratory
Cr: 1 Wkly hrs: 2 hours Lab
Students meet in lab to plan, develop, and test hands-on projects assigned in networking course(s) being taken concurrently. May be repeated for a maximum of 5 credits.

CIS 202–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.

Prerequisite: MATH 090B

CIS 205–Introduction to XML
Cr: 2 Wkly hrs: 2 hours Lecture
Technical introduction to XML to create and transform well-formed XML documents into Web pages. Students will also use DTDs and namespaces.

Prerequisite: Basic programming (these skills can be acquired by taking CIS 141) and HTML skills (these skills can be acquired by taking CIS 114).

CIS 206–Introduction to Android Development
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Students create interactive and dynamic Android wireless/mobile applications using the eclipse Integrated development environment.

Prerequisite: This class is intended for students with fundamental skills in Java programming and basic knowledge of XML. 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 142 and CIS 205.

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 215–Introduction to Regular Expressions
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Students will search and manipulate text strings using formal regular expressions methods to support programming and network environments. This class is intended for students with fundamental skills in computer programming and familiarity with one of the following technologies: Perl, Java, .NET, C#, Python, PCRE, PHP, the vi editor, JavaScript, or *NIX shell tools. 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 142, CIS 143, CIS 206, CIS 219, CIS 261, or CIS 262

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. The prerequisite skills may be obtained by taking CIS 141 and CIS 210.

CIS 225–Advanced C Language
Cr: 5 Wkly hrs: 5 hours Lecture
Write C programs using data structure concepts (linklist, binary search trees). Bit manipulation and unions. Continued use of structures and functions learned in CIS 145.

Prerequisite: CIS 145 with a grade of 2.0 or above, or permission of instructor.

CIS 229–ASP.NET Extreme
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Students explore, design, develop, and implement many advanced features of ASP.NET, including rich data controls, membership and roles, user controls, web services, AJAX, and XML. This class is intended for students with fundamental skills in computer programming, HTML, SQL, and ASP.NET. 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 210, and CIS 219.

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 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 255–Web Development II
Cr: 5 Wkly hrs: 5 hours Lecture
Students build upon the skills of Web Development I to introduce students to HTML5 concepts, CSS3, JavaScript, and simple server side processing.

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 255 - Web Development II

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.

*See course description for prerequisite.

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: 4 Wkly hrs: 4 hours Lecture
This course will prepare students for successful achievement of the Cisco Certified Network Associate (CCNA) Security certification.
Prerequisite: CIS 273 or permission of the instructor and concurrent enrollment in CIS 201.

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.
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.
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 210)
Prerequisite: MATH& 142 or MATH 143 with grade of 2.0 or better.

CS 240–Discrete Structures
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Fundamentals of logic and writing proofs, sets, functions, number theory, combinatorics, probability, relations, graphs and trees. (Same as MATH 240)
Prerequisite: MATH& 163 with grade of 2.0 or better.

Cooperative Apprenticeship

COAPP 101–Apprenticeship Program Review
Cr: 3 Wkly hrs: 3 hours Lecture
An overview of apprenticeship program options, opportunities and requirements.

COAPP 102–Trade Fundamentals
Cr: 6 Wkly hrs: 6 hours Lecture
An overview and individual assessments of fundamental skills required to be eligible and considered for entry into apprenticeship programs.

Cooperative Education

CO-OP 111–Cooperative Education Seminar I
Cr: 2 Wkly hrs: 2 hours Lecture
Course introduces application of critical job skills to support success in co-op work experience.
Prerequisite: Concurrent enrollment with first quarter Co-op Work Experience. Call 360.475.7480 or email cooped@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: BMGMT 140, BSTEC 145 or ENGL& 101, OLRM 220.

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: BMGMT 140, BSTEC 145 or ENGL& 101, OLRM 220.

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: BMGMT 140, BSTEC 145 or ENGL& 101, OLRM 220.

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: BMGMT 140, BSTEC 145 or ENGL& 101, OLRM 220.

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: Completion of: COS 101, COS 102, COS 103, COS 104, COS 151.

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: COS 101, COS 102, COS 103, COS 104, COS 151.

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 101, COS 102, COS 103, COS 104, COS 151.

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: COS 105, COS 113, COS 114, COS 120, COS 152.

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: Completion of: COS 101, COS 102, COS 103, COS 104, COS 151.

COS 121–Facial Makeup
Cr: 1 Wkly hrs: 1 hours Lecture
Basic makeup application techniques implementing cosmetic color theory concepts.
Prerequisite: COS 115, COS 123, COS 130, COS 135, COS 153.

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: COS 105, COS 113, COS 114, COS 120, COS 152.

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: COS 105, COS 113, COS 114, COS 120, COS 152.

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: COS 105, COS 113, COS 114, COS 120, COS 152.

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: BMGMT 140, BSTEC 145 or ENGL& 101, OLRM 220.

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 101, COS 102, COS 103, COS 104, 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 105, COS 113, COS 114, COS 120, 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 115, COS 123, COS 130, COS 135, 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 121, COS 154, COS 225, COS 231.

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 Esthiology.
Prerequisite: BMGMT 140, BSTEC 145 or ENGL& 101, OLRM 220.

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: BMGMT 140, BSTEC 145 or ENGL& 101, OLRM 220.

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: BMGMT 140, BSTEC 145 or ENGL& 101, OLRM 220.

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.

*See course description for prerequisite.

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: COS 115, COS 123, COS 130, COS 135, COS 153.

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: COS 115, COS 123, COS 130, COS 135, COS 153.

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 121, COS 154, COS 225, 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: Completion of: COS 121, COS 154, COS 225, COS 231.

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.

Criminal Justice

CJ 100–Intro to Law Enforcement
Cr: 5 Wkly hrs: 5 hours Lecture
Survey of law enforcement including historical development, structure and function, goals and objectives of law enforcement agencies, and critical issues.
Prerequisite: Accuplacer placement in ENGL& 101 strongly recommended.

CJ& 101–Intro Criminal Justice
Cr: 5 Wkly hrs: 5 hours Lecture
Overview of the American system of criminal justice, crime prevention, police and law enforcement, legislation, courts and corrections.
Prerequisite: Accuplacer placement in ENGL& 101 strongly recommended.

CJ& 105–Intro to Corrections
Cr: 5 Wkly hrs: 5 hours Lecture
SS - A study of the corrections process, history, and how correctional procedures and treatments affect inmates, correction officers, and society in general.
Prerequisite: Accuplacer placement in ENGL& 101 strongly recommended.

CJ& 106–Juvenile Justice
Cr: 5 Wkly hrs: 5 hours Lecture
SS - The history and philosophy of society's reaction to juvenile behavior and problems are covered.
Prerequisite: Accuplacer placement in ENGL& 101 strongly recommended.

CJ& 110–Criminal Law
Cr: 5 Wkly hrs: 5 hours Lecture
An introduction to the rules and principles of basic criminal law. This course covers the elements of crimes, the nature of criminal responsibility, criminal defenses, and substantive offenses.
Prerequisite: Accuplacer placement in ENGL& 101 strongly recommended.

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 128–Baking Techniques I
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Students will learn the basics of baking yeast-leavened breads, quick breads, pies, tart, cookies, cakes and Pate Choux. Topics will also include use and safety of baking tools and equipment.

CULIN 129–Baking Techniques II
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Students will learn to bake a variety of products, including: laminated doughs, meringues, creams, custards, puddings. Topics will also include use of mixes and other value added products, fillings and toppings for pastries and baked goods, and decorating and finishing techniques for cakes.
Prerequisite: CULIN 128 with a passing grade of 2.0 or permission of instructor.

CULIN 130–Baking Techniques III
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
In this advanced baking course, students will learn artful presentations of baked goods and desserts and nutritional aspects of baking. Topics will include: chocolate, ice creams, sorbets hot and cold souffles, marzipan, candies, pastillage and royal icing.
Prerequisite: CULIN 129 with a passing grade of 2.0 or permission of instructor.

CULIN 131–Food Production III
Cr: 6 Wkly hrs: 3 hours Lecture, 6 hours Lab
This course will cover creation of a menu from start to finish, breakfast to dinner.
Prerequisite: Permission of instructor.

CULIN 132–Quantity Food Purchasing
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
The operations of purchasing and receiving including invoicing, pricing, product costing, and inventories to promote fiscal controls.
Prerequisite: Permission of instructor.

CULIN 134–Nutrition for Culinary Professionals
Cr: 3 Wkly hrs: 3 hours Lecture
For students in the culinary program; this course is for those needing to use nutritional principles in menu and recipe planning.

CULIN 200–Food Production IV
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Create menus, buffets, and specialty dishes for fine dining from preparation to order (including ala carte) and determine entire cost.
Prerequisite: Permission of instructor.

CULIN 210–Culinary Management
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
The chef as a supervisor, trainer, and as a manager in the day to day working of a food service operation.
Prerequisite: Permission of instructor.

CULIN 220–Culinary Internship
Cr: 6 Wkly hrs: 18 hours Clinic
This is an unpaid six week work experience related to the Culinary/Hospitality field of study.

CULIN 250–International Cuisine Experience
Cr: 9 Wkly hrs: 6 hours Lecture, 6 hours Lab
Travel and cultural immersion are employed to learn about local cuisines and cooking methods. Students visit restaurants and markets of a region.
Prerequisite: CULIN 140 or permission of the instructor.

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 130–Beginning Flash
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
Students learn the various foundation aspects of Flash software, a powerful animation tool for the web, 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 230–Intermediate Flash
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
Students use action script to design and create interactive and dynamic digital media for the web, gaming and presentation applications.
Prerequisite: DMA 130 or permission of instructor.

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
Course can be offered as: DRMA 120/220.
H/SP - 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 195V–Independent Study-Voice Over/Actors
Cr: 1-5 Wkly hrs: 30 hours per credit Clinic
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. May be repeated for a maximum of 15 credits.
Prerequisite: Instructor permission–Contact Tim Hagan at thagan@olympic.edu or 360.475.7315.

DRMA 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: DRMA 199/299.
Practical application in the working world of the basic theories studied in dramatic arts.

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.

*See course description for prerequisite.

DRMA 240–Acting for the Camera I
Cr: 5 Wkly hrs: 5 hours Lecture
H - An applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles.

DRMA 241–Acting for the Camera II
Cr: 5 Wkly hrs: 5 hours Lecture
H - An intermediate applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles.
Prerequisite: DRMA 240.

DRMA 242–Acting for the Camera III
Cr: 5 Wkly hrs: 5 hours Lecture
H - An advanced applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles.
Prerequisite: DRMA 241.

DRMA 243–Acting for the Camera IV
Cr: 5 Wkly hrs: 5 hours Lecture
H - An advanced and professional applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles.
Prerequisite: DRMA 242.

DRMA 245–Screenwriting I
Cr: 5 Wkly hrs: 5 hours Lecture
H - Students use computerized tools to practice the art and craft of scriptwriting. Emphasis is placed on genre-specific story structure development and execution.

DRMA 246–Screenwriting II
Cr: 5 Wkly hrs: 5 hours Lecture
H - 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.
Prerequisite: DRMA 245.

DRMA 247–Screenwriting III
Cr: 5 Wkly hrs: 5 hours Lecture
H - 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.
Prerequisite: DRMA 246.

DRMA 248–Screenwriting IV
Cr: 5 Wkly hrs: 5 hours Lecture
H - 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.
Prerequisite: DRMA 247.

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.

DRMA 280–Film Directing
Cr: 5 Wkly hrs: 5 hours Lecture
H - Introduces the professional practices and techniques of feature film directing including pre-visualization, storyboarding, film language, staging, lighting, editing, camera angles and framing composition.

DRMA 281–Film Directing II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Practical application and intermediate techniques of feature film directing including pre-visualization, film language, staging, lighting, camera angles, framing composition and key frame methodology.

DRMA 282–Film Directing III
Cr: 5 Wkly hrs: 5 hours Lecture
H - Practical application and advanced techniques of feature film directing including pre-visualization, film language, staging, lighting, camera angles, framing composition and key frame methodology.
Prerequisite: DRMA 281.

DRMA 285–Digital Filmmaking I
Cr: 5 Wkly hrs: 5 hours Lecture
H - 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.

DRMA 286–Digital Filmmaking II
Cr: 5 Wkly hrs: 5 hours Lecture
H - 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.
Prerequisite: DRMA 285.

DRMA 287–Digital Filmmaking III
Cr: 5 Wkly hrs: 5 hours Lecture
H - 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.
Prerequisite: DRMA 286.

DRMA 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.
Prerequisite: DRMA 287.

DRMA 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.
Prerequisite: DRMA 288.

Early Childhood Education

ECE 120–Intro Childcare–Integrated
Cr: 2 Wkly hrs: 2 hours Lecture
Meets initial training requirements outlined by the Washington State Training and Registry System (STARS) while integrating basic skills. Topics include an overview of best practices related to child development, child guidance, health and safety.
Prerequisite: Orientation/qualifying score on state standardized assessment.

ECE 186–Survey of Centers
Cr: 2 Wkly hrs: 4 hours Lab
Provides the student with opportunity to read about and visit various programs. After exposure to different philosophies, student will be expected to develop their own.
Prerequisite: Permission of instructor.

ECE 250–Infant-Toddler Internship Seminar
Cr: 1 Wkly hrs: 1 hours Lecture
Discuss, plan, and evaluate the fundamentals of infant/toddler caregiving. Seminar, assignments, and discussions will be based on theories and methods in early childhood education from birth to age three best practices.
Prerequisite: ECED& 132 and ECED& 105, or permission of instructor. Concurrent enrollment in ECE 251.

ECE 251–Infant-Toddler Internship
Cr: 3 Wkly hrs: 6 hours Lab
Intermediate level of practical application in the working world of the theories and methods studied in the Early Childhood Education programs. Students will work in infant-toddler settings with children ages 0-3.
Prerequisite: ECED& 132, ECED& 105, or permission of instructor. Concurrent enrollment in ECE 250.

ECE 263–Relationship Focused Care, Birth-3
Cr: 3 Wkly hrs: 3 hours Lecture
Focus on infant/toddler social emotional development, attachment, nurturing relationships and appropriate environments. Provides background knowledge that results in optimal programming for this age group.
Prerequisite: ECED& 132, ECED& 105 or permission of instructor.

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.

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.

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.

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.

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. (Same as HS 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.

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.

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.

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.
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.

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.
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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

*See course description for prerequisite.

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.
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.

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.

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.

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&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.

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&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.

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.

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.

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. (formerly 3-credit EDUC& 203)

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.
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.
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 – General

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 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 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 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 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.

Electronics

ELECT 101–Direct Current
Cr: 5 Wkly hrs: 5 hours Lecture
Fundamentals of direct current from Ohm's Law through network theorems.
Prerequisite: MATH 094 or equivalent.

ELECT 102–Alternating Current
Cr: 5 Wkly hrs: 5 hours Lecture
Principles of inductance, capacitance, impedance, resonance, and filters.
Prerequisite: ELECT 101 or equivalent.

ELECT 103–Introduction to Solid-State
Cr: 5 Wkly hrs: 5 hours Lecture
Introduction to the fundamentals of diode and bipolar transistor theory.
Prerequisite: ELECT 102 or equivalent.

ELECT 106–Electronic Fabrication
Cr: 1 Wkly hrs: 2 hours Lab
Basic skill development through hands-on practice is emphasized covering such topics as soldering techniques and circuit board assembly.

ELECT 111–Direct Current Circuit Laboratory
Cr: 3 Wkly hrs: 6 hours Lab
Laboratory practice and experimentation in elementary circuitry using basic electronic instrumentation.
Prerequisite: Concurrent enrollment in ELECT 101.

ELECT 112–Alternating Current Circuit Lab
Cr: 3 Wkly hrs: 6 hours Lab
Practice in the application of AC concepts: Techniques in using electronic instruments, such as oscilloscopes, digital multimeters, frequency counters, and Z meters.
Prerequisite: Concurrent enrollment in ELECT 102.

ELECT 113–Basic Solid-State Laboratory
Cr: 3 Wkly hrs: 6 hours Lab
Applications of diodes and transistors in electronic circuits.
Prerequisite: Concurrent enrollment in ELECT 103.

ELECT 160–Computer Applications I
Cr: 2 Wkly hrs: 2 hours Lecture
Practice in the application of typical data processing operations for solving direct current problems.
Prerequisite: Must be taken concurrently with ELECT 101.

ELECT 165–Introduction to Digital Logic
Cr: 4 Wkly hrs: 4 hours Lecture
Introduction to the theory, practices and application of digital electronics.
Prerequisite: ELECT 102.

ELECT 166–Introduction to Digital Logic Lab
Cr: 2 Wkly hrs: 4 hours Lab
Introduction to the theory, practices and application of digital electronics. Theoretical concepts and trouble-shooting techniques are demonstrated through lab experiments.
Prerequisite: Concurrent enrollment in ELECT 165.

ELECT 170–Computer Applications II
Cr: 2 Wkly hrs: 2 hours Lecture
Course helps familiarize the student with the use of personal computers, the school's computer labs, and using computers to solve electronic-related problems.
Prerequisite: Must be taken concurrently with ELECT 102.

ELECT 200–Basic Electronics Theory/Assessment
Cr: 2 Wkly hrs: 2 hours Lecture
This course reviews fundamental theory associated with the first year electronics program and assesses students' preparation for advanced instruction.
Prerequisite: Permission of instructor.

ELECT 201–Solid-State Devices
Cr: 5 Wkly hrs: 5 hours Lecture
Continuation of solid-state theory, use of approximation techniques in circuit analysis, development of parameters, evaluation of circuit potentials and applications.
Prerequisite: Concurrent enrollment in ELECT 211.

ELECT 202–Advanced Solid-State Devices
Cr: 5 Wkly hrs: 5 hours Lecture
Continuation of analysis in using equivalent circuit concepts. Various types of solid-state components and introduction to analog integrated circuits.
Prerequisite: ELECT 201 and concurrent enrollment in ELECT 212.

ELECT 203–Special Circuits
Cr: 5 Wkly hrs: 5 hours Lecture
Solid-state devices/integrated circuits in industry; active filters, phase locked loops, SCRs, Triacs, and other power control semiconductors.
Prerequisite: ELECT 202 and concurrent enrollment in ELECT 213.

ELECT 211–Solid-State Laboratory
Cr: 3 Wkly hrs: 6 hours Lab
Laboratory practice in the construction, analysis, and trouble shooting of bipolar transition circuits.
Prerequisite: Completion of first-year core program or equivalent.

ELECT 212–Advanced Solid-State Circuit Lab
Cr: 3 Wkly hrs: 6 hours Lab
Development of and experimentation with transistor amplifiers and analog integrated circuits.
Prerequisite: ELECT 201, 211.

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.

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.)
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.)
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.)
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.
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.
Prerequisite: ENGR& 214 with a grade of 2.0 or higher.

*See course description for prerequisite.

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.
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.
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 hours Lecture, 6 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: 1-8 Wkly hrs: 8 hours Lecture
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 completion of ENGL 098 with a grade of 2.0 or better, or completion of ENGL 091/092 with a grade of 3.0 or better, or permission of instructor.

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.
Prerequisite: Appropriate placement test score; or completion of ENGL 098 with a grade of 3.0 or better; or completion of ENGL 099 with a grade of 2.0 or better; or completion of all three courses in IE 094 with grades of 3.0 or better; or completion of all three courses in IE 100 with grades of 2.0 or better; or permission of instructor.

ENGL&102–Composition II
Cr: 5 Wkly hrs: 5 hours Lecture
A continuation of ENGL& 101 with emphasis on argumentation, research, and documentation.
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.

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.
Prerequisite: ENGL& 101.

ENGL&114–Intro to Drama: Drama as Literature
Cr: 5 Wkly hrs: 5 hours Lecture
H - The study of dramatic writing as a literary form.

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.

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.

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.

ENGL&228–British Literature III
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of English Literature from 1789 to the present.

ENGL&235–Technical Writing
Cr: 5 Wkly hrs: 5 hours Lecture
Problem-solving strategies for professional and technical writing applications.
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.

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.

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 279–Shakespeare's Plays & English History
Cr: 5 Wkly hrs: 5 hours Lecture
H - After reading historical sources about English history, students will enjoy the art of Shakespeare's History plays and investigate his creative interpretation of the historical process.

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.

ENGL 328–British Literature - Advanced
Cr: 1-5 Wkly hrs: 5 hours Lecture
H - A study of Colonialism and Post-Colonialism in British Literature. Not a continuation of ENGL& 228. Students may receive credit for ENGL& 228 or ENGL 328, 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.

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.

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.
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.
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.

*See course description for prerequisite.

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.

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 include seasons, weather, climate, landscape formation, distribution of plants and animals. Includes laboratory and field exercises.

GEOG&200–Human Geography: Culture & 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, political geography and resource issues.

GEOG&207–Economic Geography
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.

GEOG&250–Geography of the Pacific Northwest
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
SS - A lecture/field course introducing the physical, economic and cultural geography of the Pacific Northwest. This is one of three courses in a modified, coordinated studies program.
Prerequisite: ENGL 099 or equivalent.

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.

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.

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.

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.

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.
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.
Prerequisite: GERM& 122 or equivalent.

Health Education

HED 108–Human Anatomy
Cr: 5 Wkly hrs: 5 hours Lecture
Students study the structure of the human body systems: Integumentary, special senses, skeletal, muscular, respiratory, hemopoietic, cardiovascular, lymphatic, digestive, urinary, reproductive, endocrine and nervous systems.
Prerequisite: Permission of instructor or acceptance into a health care program.

HED 121–Cultural Diversity in Health Care
Cr: 1 Wkly hrs: 1 hours Lecture
This course provides a foundation for applications of cultural concepts in the health care setting. Considerations are given to the impact of biopsychosocial, ethical, legal, spiritual and cultural influences on the need to promote, maintain and restore health of the client/family unit.
Prerequisite: Permission of instructor or concurrent enrollment in a health care program.

HED 125–Medical Terminology
Cr: 5 Wkly hrs: 5 hours Lecture
This course introduces the roots, prefixes and suffixes comprising the structure of medical terms associated with all body systems with emphasis on medical eponyms, abbreviations and the correct spelling of all terms.
Prerequisite: Permission of instructor or acceptance into a health care program.

Health Occupations

H-OCC 110–Intro to Nursing Assistant
Cr: 2 Wkly hrs: 2 hours Lecture
Role of the nursing assistant, Basic Life Support, HIV/AIDS.

H-OCC 112–Tools for Success
Cr: 2 Wkly hrs: 2 hours Lecture
Interpersonal and intrapersonal tools for success in the workplace.
Prerequisite: 2.3 or better grade in H-OCC 110.

H-OCC 114–Fundamentals of Nsg Assist
Cr: 3 Wkly hrs: 3 hours Lecture
Basic nursing assistant classroom content as required by federal and state laws.
Prerequisite: 2.3 or better grade in H-OCC 112.

H-OCC 116–Basic Technical Skills
Cr: 2 Wkly hrs: 4 hours Lab
Theory and practice of the 24 skills that will be tested in the certification exam.
Prerequisite: 2.3 or better grade in H-OCC 114.

H-OCC 118–Nursing Assistant Practicum
Cr: 4 Wkly hrs: 8 hours Lab
Demonstrate, in the clinical setting, knowledge, understanding, and application of theory/skills learned in H-OCC 110, 112, 114, and 116.
Prerequisite: 2.3 or better grade in H-OCC 116, 75% or better grade in H-OCC 116 final exam. Pass a DSHS criminal background check (RCW43.43.830-845) and complete all required documentation.

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.

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.

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.

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.
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.
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.

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.

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.
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.

HIST 253–World War I in History and Literature
Cr: 5 Wkly hrs: 5 hours Lecture
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. Must earn a grade of 2.0 or better before taking other HSEM courses.

HSEM 110–Basic Incident Command System/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).

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.

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.

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.

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.

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.

HSEM 190A,B,C,D,E,F–Special Topics in HSEM
Cr: 1-5 Wkly hrs: 5 hours Lecture
Special topics will be developed for areas outside the usual course offerings in Homeland Security Emergency Management degree. Topics developed will focus on a specific current issue or concept in the areas of homeland security or emergency management.
Prerequisite: HSEM 102. Must have completed 12 HSEM credits or HSEM Program Coordinator 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.

*See course description for prerequisite.

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 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.

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 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. 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.

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

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

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 121–Treating Gambling Addiction
Cr: 3 Wkly hrs: 3 hours Lecture
Students will develop the skills necessary to identify, assess, diagnose and treat problem and pathological gamblers; to learn treatment best practices for individual and group therapy; to understand counseling necessary for family members.
Prerequisite: ENGL& 101 with a 2.0 or better.

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 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. (Same as ECED 125)
Prerequisite: ENGL& 101 with a 2.0 or better.

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.

Humanities

Also see Anthropology, Art, Communication Studies, Dramatic Arts, English, Geography, History, Library Research, Music, Philosophy, and Political Science disciplines for other courses that qualify for the Humanities Distribution.

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 175–Politics and Literature
Cr: 5 Wkly hrs: 5 hours Lecture
H - 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–Women in American Culture
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of the role and status of American women from Colonial Times to the present, with emphasis on literature.

HUMAN 235–Labor and Film
Cr: 5 Wkly hrs: 5 hours Lecture
H - 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 & Literature
Cr: 5 Wkly hrs: 5 hours Lecture
H - 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 culture in the post-war world (1945-1985), with an emphasis on critical appraisal of the lyrics of Rock'N Roll music.

HUMAN 284–Survey of World Lit–20th Century
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of 20th Century literature from many countries. Covers literary genre, critical methodologies, and research. (Same as ENGL 284)

HUMAN 320–Women in American Culture - Advanced
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of the role and status of American women from Colonial Times to the present, with emphasis on literature and the theoretics of gender. Not a continuation of HUMAN 220. Students may receive credit for HUMAN 220 or HUMAN 320, but not both.
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 and co-enrollment in IS 302 or permission of instructor.

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

*See course description for prerequisite.

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 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 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 090–Summer Intensive
Cr: 1-10 Wkly hrs: 10 hours Lecture
Focus on writing, grammar usage, reading, vocabulary development, and listening and speaking skills. Adaptable to students at various skill levels. Designed to improve non-native English ability primarily for academic and career enhancement purposes.

Prerequisite: Admission to the college and instructor permission.

IE 091A–Beginning Writing, Grammar, and Usage
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to teach students at a high beginner level basic English grammar and paragraph to short essay development.

Prerequisite: Required scores on ESL Accuplacer Test or instructor permission.

IE 091B–Beg/Reading/Vocabulary Development
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to give students at a high beginner level basic vocabulary and reading skills.

Prerequisite: Required scores on ESL Accuplacer Test or Instructor Permission.

IE 091C–Beginning Listening/Speaking Skills
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to teach students at a high beginner level basic oral and aural skills.

Prerequisite: Required scores on ESL Accuplacer Test or Instructor Permission.

IE 092A–Low/Intrmd Writing, Grammar and Usage
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to give students at a low intermediate level proficiency using basic English grammar and developing short essays.

Prerequisite: IE091A with a 2.0 or better or required scores on ESL Accuplacer Test or Instructor Permission.

IE 092B–Low/Intrmd/Read/Vocabulary Development
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to teach students at a low intermediate level vocabulary-building and reading skills.

Prerequisite: IE091B with a 2.0 or better or required scores on ESL Accuplacer Test or Instructor Permission.

IE 092C–Low/Intrmd Listening/Speaking Skills
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to give students at a low-intermediate level confidence and proficiency in basic oral/aural English skills.

Prerequisite: IE091C with a 2.0 or better or required scores on ESL Accuplacer Test or Instructor Permission.

IE 093A–Hi/Intrmd Writing, Grammar and Usage
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to teach students at a high intermediate level grammar and writing skills necessary to produce simple unified, cohesive, and coherent five-paragraph essays.

Prerequisite: IE092A with a 2.0 or better or required scores on ESL Accuplacer Test or Instructor Permission.

IE 093B–Hi/Intrmd/Read/Vocabulary Developmnt
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to teach students at a high intermediate level vocabulary and reading skills necessary to read simple unabridged novels and articles.

Prerequisite: IE092B with a 2.0 or better or required scores on ESL Accuplacer Test or Instructor Permission.

IE 093C–Hi/Intrmd Listening/Speaking Skills
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to teach students at a high intermediate level basic speech-making and conversational/academic listening comprehension skills.

Prerequisite: IE092C with a 2.0 or better or required scores on ESL Accuplacer Test or Instructor Permission.

IE 094A–Advanced Writing, Grammar and Usage
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to teach students at an advanced level grammar and writing skills necessary to write well-developed, unified, coherent essays for success in college classes, proficiency tests, and future careers.

Prerequisite: IE093A with a 2.0 or better or required scores on ESL Accuplacer Test or Instructor Permission.

IE 094B–Advanced Read/Vocabulary Development
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to teach students at an advanced level vocabulary-building and reading skills necessary for success in college, proficiency tests, and careers.

Prerequisite: IE093B with a 2.0 or better or required scores on ESL Accuplacer Test or Instructor Permission.

IE 094C–Advanced Listening/Speaking Skills
Cr: 1-5 Wkly hrs: 5 hours Lecture
An intensive academic English course designed to teach students at an advanced level the oral/aural skills necessary for success in college, proficiency tests, and careers.

Prerequisite: IE093C with a 2.0 or better or required scores on ESL Accuplacer Test or Instructor Permission.

IE 100A–Writing, Grammar, and Usage
Cr: 1-5 Wkly hrs: 5 hours Lecture
A college-level intensive English writing and grammar course for academic, professional testing, and occupational non-native English speakers.
Prerequisite: IE094A with a 2.0 or better or required ESL Accuplacer score or instructor permission.

IE 100B–Reading and Vocabulary Development
Cr: 1-5 Wkly hrs: 5 hours Lecture
A college-level intensive English reading skills course for academic, professional testing, and occupational non-native English speakers.
Prerequisite: IE094B with a 2.0 or better or required ESL Accuplacer score or instructor permission..

IE 100C–Listening and Speaking Skills
Cr: 1-5 Wkly hrs: 5 hours Lecture
A college-level intensive English listening/speaking skills course for academic, professional testing, and occupational non-native English speakers.
Prerequisite: IE094C 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.

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 & 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.

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: MATH 090B (5cr) Essential Mathematics within the last six years with a grade of 2.0 or above, or satisfactory placement test score AND 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.

*See course description for prerequisite.

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, MATH& 141 or TEC-D 145 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, MATH& 141 or TEC-D 145 with a grade of 2.0 or better, AND co-enrollment in MANU 185.

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: 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 assist in the design and documentation of a product, and test that design through manufacturing of the product from the documentation and a final project report.
Prerequisite: TEC-D 205 and one of the following: MANU 285 with a 2.0 or better -or- MANU 165 with a 2.0 or better.

Mathematics

MATH 090A–Essential Mathematics
Cr: 5 Wkly hrs: 5 hours Lecture
Concepts, calculations, and applications of arithmetic; use of a calculator.

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–Brief Math Review
Cr: 1 Wkly hrs: 1 hours Lecture
Review in topics from MATH 090A, 090B, 094, or 099 appropriate to student level. Students completing appropriate assessments will be able to use results for mathematics course placement. (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.
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.
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).
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).
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.
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.
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.
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.
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.
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.
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.
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 143 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 231–Mathematical Modeling I
Cr: 2 Wkly hrs: 1.5 hours Lecture, 1 hours Lab
NS - An introduction to mathematical modeling in the context of addressing questions from science and engineering. Focus is on describing concrete, realistic processes using ordinary differential equations and systems of equations. A lab component is included. Specific topics may include: electrical circuits, spring-mass systems, heating and cooling models, population dynamics, and environmental problems.
Prerequisite: MATH 221 or con-current enrollment.

MATH 232–Mathematical Modeling II
Cr: 2 Wkly hrs: 1.5 hours Lecture, 1 hours Lab
NS - A second course in mathematical modeling in the context of addressing questions from science and engineering. Focus is on describing concrete, realistic processes using partial differential equations and systems of equations. A lab component is included. Specific topics may include: electrical circuits, spring-mass systems, heating and cooling models, population dynamics, and environmental problems.
Prerequisite: MATH 222 or con-current enrollment.

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.

*See course description for prerequisite.

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.
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 110–Anatomy and Physiology
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
Principles of Anatomy and Physiology as related to ambulatory healthcare settings. Also includes basic microbiology, and laboratory experiences to enhance lecture materials.
Prerequisite: Accuplacer test scores which place the student into ENGL&101 or higher. Alternatively, completion of ENGL 098 with a grade of 3.0 or ENGL 099 with a grade of 2.0 or higher.

MEDA 111–Pathophysiology for Med Assisting
Cr: 4 Wkly hrs: 4 hours Lecture
The etiology, symptoms, diagnostic procedures and treatment of common disease systems as they relate to the medical assistant or other ambulatory healthcare employees.
Prerequisite: Successful completion of MEDA 110 with a minimum grade of 2.5.

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 111 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 161 or 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 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 161 or 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 161 or 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 160–Medical Terminology I
Cr: 3 Wkly hrs: 3 hours Lecture
The roots, suffixes, prefixes, abbreviations and combining forms used in basic medical terminology and their application to several body systems.
Prerequisite: Accuplacer test scores which place the student into ENGL& 101 or completion of ENGL 098 with a 3.0 or above or completion of ENGL 099 with a 2.0 or above.

MEDA 161–Medical Terminology II
Cr: 3 Wkly hrs: 3 hours Lecture
Continuation of MEDA 160. Roots, suffixes, prefixes, abbreviations, and combining forms used in basic medical terminology and their application to several body systems.
Prerequisite: Completion of MEDA 160 with a 2.5 or above.

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 098 with a grade of 3.0 or 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 160 or 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 160 and MEDA 161 or 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 MEDA 160 or 162 with a 2.5 or higher and acceptance into the Medical Assisting program.

MEDA 180–AIDS/HIV/Blood Borne Pathogens
Cr: 1 Wkly hrs: 1 hours Lecture
Meets WA State requirement for professional license in health occupations and AIDS Omnibus Bill 1988 components for 7 hour education on HIV/AIDS and OSHA Blood Borne Pathogens standard. (Pass/No Credit)

MEDA 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: MEDA 199/299.

Practical application of basic skills and knowledge in the Medical Assisting or Medical Billing and Coding discipline. (Pass/No Credit)

Prerequisite: Instructor permission required.

MEDA 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 111, 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 cover American Musical Theatre through modern Rock and Roll, and everything in-between.

MUSC 103–Concert Choir
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Course can be offered as: MUSC 103/203.

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.

MUSC 106–Vocal Jazz Ensemble I (Jazzline)
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Course can be offered as: MUSC 106/107/108 and 206/207/208.

H/SP - 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
Course can be offered as: MUSC 109/110/111 and 209/210/211.

H/SP - 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
Course can be offered as: MUSC 117/118/119 and 217/218/219.

H/SP - 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
Course can be offered as: MUSC 120/121/122 and 220/221/222.

H/SP - 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: 4 hours Lab
Course can be offered as: MUSC 123/124/125 and 223/224/225.

H/SP - Advanced study and performance of choral works of all musical style periods.

Prerequisite: Audition only.

*See course description for prerequisite.

MUSC 126–Vocal Jazz II
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Course can be offered as: MUSC 126/127/128 and 226/227/228.
H/SP - Beginning study and performance of vocal jazz.

MUSC 133–Beginning Class Piano
Cr: 2 Wkly hrs: 2 hours Lecture
Course can be offered as: MUSC 133/134/135.
H/SP - 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
Course can be offered as: MUSC 136/137/138 and 236/237/238.
H/SP - 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.

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.
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.
Prerequisite: MUSC& 142.

MUSC 144–Wind Ensemble
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Course can be offered as: MUSC 144/145/146 and 244/245/246.
H/SP - 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 233–Intermediate Class Piano
Cr: 2 Wkly hrs: 2 hours Lecture
Course can be offered as: MUSC 233/234/235.
H/SP - 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.
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.
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.
Prerequisite: MUSC& 143.

Private Music Lessons:

Each course may be taken for .5 or 1 credit per quarter and may be repeated for up to 6 credits.

MUSC 147A–Electric Bass
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for electric bass.
Prerequisite: Permission of instructor.

MUSC 147B–Piano
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for piano.

MUSC 147C–Voice
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for voice.
Prerequisite: Permission of instructor.

MUSC 147D–String Instruments
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Course consists of scales, bowing technique, sighting, double stops, etc: studies by Mazas, Kreutzer, Fiorillo, and Rade. Also, easier solos to the more difficult repertoire are studied.
Prerequisite: Permission of instructor.

MUSC 147E–Saxophone/Clarinet
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for saxophone/clarinet.

MUSC 147F–Brass Instruments
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for brass instruments.

MUSC 147G–Percussion Instruments
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for percussion instruments.

MUSC 147H–Classical Guitar
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Private instruction in basic musicianship as it applies to classical guitar and its role in contemporary music.

MUSC 147I–Guitar
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for guitar.
Prerequisite: Permission of instructor.

MUSC 147J–Clarinet/Low Woodwinds
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for clarinet/low woodwinds.

MUSC 147K–Low Brass
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for low brass.

MUSC 147M–Flute
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for flute.

MUSC 147P–Jazz Piano
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction for jazz piano.
Prerequisite: Permission of instructor.

MUSC 147Q–Composition/Arranging
Cr: .5-1 Wkly hrs: 1 hours Lecture
H/SP - Individual instruction in composition/arranging.

Nursing

Associate Degree Nursing program admission not required for the following three courses:

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 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.)
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 nursing program.
Prerequisite: Completion of BIOL& 241 with a 2.0 or higher.

ADN Nursing Program Courses

Prerequisite: Admission to the Nursing Program.
NOTE: A grade of 2.2 (80%) or higher is required in all Nursing courses (Exception: 3.7 or higher is required in NURSE 151) for continuation in the Nursing Program.

First Year Fall Quarter:

Prerequisite: Successful completion of or concurrent enrollment in the following courses (NURSE 110, 114, 140, 144, 146, 151, 152, 154, 156).

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.

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.

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.

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.

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.

NURSE 151–Dosage Calculations
Cr: 1 Wkly hrs: 1 hours Lecture
Mathematical computations used for medication administration and intravenous therapy in clinical practice.

NURSE 152–Introduction to Pharmacology
Cr: 1 Wkly hrs: 1 hours Lecture
Examines the basics of clinical pharmacology.

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.

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.

First Year Winter Quarter:

Prerequisite: Continuation in the Nursing Program and successful completion of 1st year fall quarter nursing courses.

Successful completion of or concurrent enrollment in the following courses (NURSE 112, 116, 118, 142, 158, 160, 182):

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.

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.

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.
Alternate prerequisite: Permission of instructor.

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.

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.

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.

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.

First Year Spring Quarter:
(or Second Year Fall Quarter)

Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses.

Successful completion of NURSE 176, 177, 178, and 179; or successful completion of or concurrent enrollment in the following courses (NURSE 172, 174, 180, 181, 202):

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.

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.

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.

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.

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.

Second Year Fall Quarter
(or First Year Spring Quarter)

Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses.
Successful completion of NURSE 172, 174, 180, 181, and 202; or successful completion of or concurrent enrollment in the following courses (NURSE 176, 177, 178, 179):

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.

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.

*See course description for prerequisite.

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.

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.

Second Year Winter Quarter:

Prerequisite: Continued enrollment in the Nursing Program and successful completion of 2nd year fall quarter nursing courses.

Successful completion of or concurrent enrollment in NURSE 200, 204, 208, and 210.

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.

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.

NURSE 206–Nursing Practice Application (Optional)
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: Currently enrolled in NURSE 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.

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.

Second Year Spring Quarter:

Prerequisite: Continued enrollment in the Nursing Program and successful completion of 2nd year winter quarter nursing courses. NURSE 211 must be taken concurrently with NURSE 212.

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.

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.

NURSE 252–Pharmacology Review (Optional)
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.

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.

Organizational Leadership/ Resource Management

OLRM 103–Explore Your Strengths
Cr: 1 Wkly hrs: 1 hours Lecture
Explore your signature strengths based on a study of behavioral preferences linked to research by the Gallup Organization; apply to life and work situations. (Pass/No Credit)

OLRM 105–Appreciating Diversity
Cr: 1 Wkly hrs: 1 hours Lecture
Explores the various dimensions of diversity (gender, race, culture, etc.); fosters appreciation for the value of diversity in our living, learning and working communities. (Pass/No Credit)

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 160–Intro/Federal Civil Service HR
Cr: 3 Wkly hrs: 3 hours Lecture
Introduces students to the foundational concepts of Federal Civil Service Human Resources.

OLRM 197–Leadership Practicum
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Course can be offered as: OLRM 197/297.

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

OLRM 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: OLRM 199/299.

A practical application in the working world of the basic theories studied in the above program or discipline. (Pass/No Credit)

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–Managing Diversity
Cr: 3 Wkly hrs: 3 hours Lecture
The various dimensions of diversity (gender, race, culture, etc.) from a personal, managerial and organizational perspective; examines the opportunities to grow.

OLRM 216–Strategic Planning for Leaders
Cr: 3 Wkly hrs: 3 hours Lecture
Explores the structure and processes leaders must utilize to engage in successful strategic planning with/for their organizations.

Prerequisite: OLRM 201.

OLRM 218–Systems Thinking for Leaders
Cr: 3 Wkly hrs: 3 hours Lecture
Exploring how leaders impact and/or change organizations by understanding the patterns and relationships at work within their organizations.

Prerequisite: OLRM 201.

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 230–Starting a Non-Profit Organization
Cr: 3 Wkly hrs: 3 hours Lecture
The components and processes necessary to begin a non-profit organization.

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 232–Executive Directors and Non-Profits
Cr: 3 Wkly hrs: 3 hours Lecture
The roles and responsibilities of the Non-Profit Executive Director including vocation, mission, networking, strategies, board-development, and funding.

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 234–Volunteers and Non-Profits
Cr: 3 Wkly hrs: 3 hours Lecture
The importance of volunteers and non-profit organizations. Explore strategies and processes for recruiting, training, and retaining non-profit volunteers.

OLRM 235–Leadership and Applied Ethics
Cr: 3 Wkly hrs: 3 hours Lecture
An exploration of the unique ethical dilemmas facing leaders in a variety of organizational contexts.

OLRM 240–Learning Orgs/Intro to Systs Thinking
Cr: 3 Wkly hrs: 3 hours Lecture
Provides the knowledge and practice to understand how organizations work as systems and how to change organizations by intervening in the organizational system.

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 270–Organizational Change
Cr: 5 Wkly hrs: 5 hours Lecture
Provides insights and practical tools for those involved in organizational change. Bridges current theory with practical applications; conceptual models with concrete examples.

OLRM 272–Foundations of Supervision
Cr: 5 Wkly hrs: 5 hours Lecture
An introduction to the fundamental theories, strategies, and practices of supervision in a variety of organizational environments.

OLRM 280–Global Leadership Foundations
Cr: 5 Wkly hrs: 5 hours Lecture
An introduction to global leadership focusing on the similarities and differences of leadership knowledge and practice across culture.

Organizational Leadership/ Technical Management

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.

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.

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.
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. (Pass/No Credit)

*See course description for prerequisite.

PE-ED 112–CPR/AED for Professional Rescuers
Cr: 2 Wkly hrs: 2 hours Lecture
Course in CPR for Professional Rescuers and Health Care 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 120–SCUBA Diving
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Course can be offered as: PEFSP 120/220.
Course provides the skills and knowledge of SCUBA diving necessary for safe diving in local or tropical waters. Certification arrangements may be made upon satisfactory course performance.
Prerequisite: 16 years of age and pass swimming test.

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–Beginning Yoga
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–Intermediate Yoga
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 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 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: 1 hours Lecture, 4 hours Lab
Course can be offered as: PEFSP 181/281.
For students ten or more pounds overweight who want to develop an exercise program for fitness and learn concepts for weight management.

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–Beginning Weight Training
Cr: 2 Wkly hrs: 4 hours Lab
Introduction to the basic principles of weight training. Students will learn how to use both selected machines and free weights, as well as learn how to incorporate them into a comprehensive workout program.

PEFSP 189–Advanced Weight Training
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Course can be offered as: PEFSP 189/289.
Course emphasizes advanced strength training techniques. Students will primarily utilize free weights, including Olympic platforms, with an emphasis on strength improvement.

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 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.

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–Backpacking and Survival
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Explore topics related to camping, travel and survival techniques in the outdoors. Includes a minimum of 6 hiking/backpacking field trips.

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: 1 Wkly hrs: 2 hours Lab
Topics related to technical (5th class) rock-climbing. Includes 20 hours of activity in a structured rock-climbing environment.

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: 1 Wkly hrs: 2 hours Lab
Topics related to technical (5th class) rock-climbing. Includes 20 hours of activity in a structured rock-climbing environment.

Physical Therapist Assistant

Prerequisite: Admission into the Physical Therapist Assistant program.

First Year Fall Quarter:

Prerequisite: Admission into the Physical Therapist Assistant program. Concurrent enrollment in PTA 101, 102, 106, and 120.

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.

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.

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.

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.

First Year Winter Quarter:

Prerequisite: Passing grade (2.0 or better) in all previous Physical Therapist Assistant courses. Concurrent enrollment in PTA 107, 108, 121, and 125.

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.

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.

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.

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.

First Year Spring Quarter:

Prerequisite: Passing grade (2.0 or better) in all previous Physical Therapist Assistant courses. Concurrent enrollment in PTA 103, 110, 123, 126, and 151.

PTA 103–Documentation for the PTA
Cr: 2 Wkly hrs: 2 hours Lecture
Presents issues relating to documentation in physical therapy.

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.

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.

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.

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.

First Year Summer Quarter:

Prerequisite: Passing grade (2.0 or better) in all previous Physical Therapist Assistant courses. Concurrent enrollment in PTA 105, 111, and 122.

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.

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.

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.

*See course description for prerequisite.

Second Year Fall Quarter:

Prerequisite: Passing grade (2.0 or better) in all previous Physical Therapist Assistant courses. Concurrent enrollment in PTA 104, 124, 127, and 152.

PTA 104–Ethics and Administration
Cr: 2 Wkly hrs: 2 hours Lecture
Presents issues relating to administration and ethics in physical therapy.

PTA 124–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.

PTA 127–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.

PTA 152–Clinical Experience II
Cr: 4 Wkly hrs: 12 hours Clinic
Clinical education to allow students to incorporate components of Orthopedics, basic skills and functional rehab. Students will be placed in clinical facilities for a total of 120 hours.

Second Year Winter Quarter:

Prerequisite: Passing grade (2.0 or better) in all previous Physical Therapist Assistant courses. Concurrent enrollment in PTA 251 and 252. Successful passing of lab practical exit exam.

PTA 251–Clinical Affiliation I
Cr: 7 Wkly hrs: 21 hours Clinic
Terminal clinical education experience will be fulfilled under direct supervision of a physical therapist/PTA.

PTA 252–Clinical Affiliation II
Cr: 7 Wkly hrs: 21 hours Clinic
Final terminal clinical education experience will be fulfilled under direct supervision of a physical therapist/PTA.

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 or concurrent enrollment in MATH 099 with permission of instructor.

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.
Prerequisite: MATH& 141 with a grade of 2.0 or above.

PHYS 115–General Physics
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
NS - Simple harmonic motion, fluids, electric fields, forces and potential, direct current and resistance, capacitance and dielectrics, magnetism, and induction. (Offered Winter Quarter only.)
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 - Waves and sound, interference phenomena, heat, thermal equilibrium, Ideal Gas Law and laws of thermodynamics, electromagnetic waves, reflection, refraction, polarization, lenses and optical instruments. Quantum, atomic and nuclear physics as time allows. (Offered Spring Quarter only.)
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.
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.
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.
Prerequisite: PHYS 254 with a grade of 2.0 or above.

Political Science

POLS&101–Intro Political Science
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introduction to the principles and problems of the study of politics and government with focus on history and philosophy and systems used in the field.

POLS 115–State/Local Government
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Political and legal foundations of state and local governments, including legislative functions, distribution and execution of power, administrative organizations, political parties and voter behavior, and state and local policy making.

POLS 145–Politics of Middle East
Cr: 5 Wkly hrs: 5 hours Lecture
SS - A study of the historical and current politics of the Middle East. We will study the role of war, terror, oil, religion, ethnic cultures and the significance of these dynamics to the world.

POLS 175–Politics and Literature
Cr: 5 Wkly hrs: 5 hours Lecture
SS - An examination of the central issues and concepts of politics through the perspective provided by great literature. Included will be the questions of authority, responsibility, freedom, and power. (Same as HUMAN 175)

POLS 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: POLS 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.

POLS&201–Intro Political Theory
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - An introduction to the major thinkers and philosophies that have shaped the Western political tradition.

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.

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.

POLS 235–Labor and Film
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Using a combination of labor films and labor history, this course examines the role of unions in the United States and their trajectory of struggle for workers' rights and welfare. (Same as HUMAN 235)

POLS 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 BNURS 323).

Practical Nursing

Practical Nursing program admission not required for the following five courses:

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.

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 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 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.

PN Nursing Program Courses

Prerequisite: Admission into the Practical Nursing Program.

Note: A grade of 2.0 or higher is required in all Practical Nursing courses for continuation in the Nursing Program. (Exception: minimum grade of 3.7 is required in PNURS 126.)

Winter Quarter:

Prerequisite: Concurrent enrollment in or successful completion of the following courses (PNURS 102, 103, 104, 105, 110, 112, 114, 122):

PNURS 102–Physical Assessment Lecture
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to basic structures and functions of body systems and diagnostic tests. How the nurse assesses and distinguishes normal from abnormal findings is discussed.

PNURS 103–Physical Assessment Application Lab
Cr: 1 Wkly hrs: 2 hours Lab
Physical assessment of the adult client using interpersonal communication skills.

PNURS 104–Lab I, Lecture
Cr: 1 Wkly hrs: 1 hours Lecture
Introductory lecture course for planning, delivery and oversight of care for the client needing basic nursing skills, standard precautions, postmortem care and oral med administration.

PNURS 105–Lab I, Application
Cr: 1 Wkly hrs: 2 hours Lab
Introductory lab class for planning, delivery and oversight of care for the client needing basic nursing skills, standard precautions, postmortem care and oral med administration. Certified nursing assistants and military medics or corpsmen may receive course credit with successful Credit by Examination.

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 personal and professional roles of the practical nursing student regarding laws and ethics, history, self-assessment, communication, nursing process, and planning care.

PNURS 114–Fundamentals I
Cr: 5 Wkly hrs: 5 hours Lecture
Theory course covering beginning nursing concepts, microbiology, HIV and geriatric care. Emphasizes growth/development health and prevention.

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, hygiene and safety with long-term care residents.

Spring Quarter:

Prerequisite: Successful completion of all Winter quarter courses. Concurrent enrollment in or successful completion of the following courses (PNURS 106, 116, 118, 124):

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).

PNURS 116–Fundamentals II
Cr: 5 Wkly hrs: 5 hours Lecture
Introduction to common medical and surgical conditions using the nursing process.

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 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.

Summer Quarter:

Prerequisite: Successful completion of all Winter and Spring quarter courses. Concurrent enrollment in or successful completion of the following courses (PNURS 203, 204, 205, 208, 209):

PNURS 203–Fundamentals III-Mental Health
Cr: 1 Wkly hrs: 1 hours Lecture
Introduction to common mental health conditions using the nursing process.

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.

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.

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.

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.

Fall Quarter:

Prerequisite: Successful completion of all Winter, Spring and Summer quarter courses. Concurrent enrollment in or successful completion of the following courses (PNURS 202, 206, 210):

PNURS 200–Practical Nursing Pharmacology Review (Optional)
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.

PNURS 206–Fundamentals IV
Cr: 4 Wkly hrs: 4 hours Lecture
Nursing care process for more advanced medical surgical situations.

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.

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.

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.

*See course description for prerequisite.

PSYC&220–Abnormal Psychology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - A survey of psychopathology, specifically a study of abnormal human behavior, its description and explanation from several theoretical perspectives and an overview of therapies to modify abnormal behavior.

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.
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.

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 109–Family Abuse and Neglect
Cr: 3 Wkly hrs: 3 hours Lecture
SS - The course focuses on sociological theories, research, cause and effect of family violence, abuse and neglect, with special emphasis on prevention.
Prerequisite: Accuplacer placement in ENGL& 101 strongly recommended.

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.
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 - Deals with principles of pronunciation and with elementary vocabulary and grammar structures for immediate basic communication. Explores geographical and cultural aspects of Spanish speaking countries.

SPAN&122–Spanish 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 Spanish speaking countries.
Prerequisite: SPAN& 121 or equivalent.

SPAN&123–Spanish 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 Spanish speaking countries and peoples.
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.
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.

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.

*See course description for prerequisite.

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: 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.

Prerequisite: TEC-D 217 or instructor permission.

Transition to Associate Degree Nursing

TADN 181–LPN to ADN Transition–Theory
Cr: 3 Wkly hrs: 3 hours Lecture
Provides licensed practical nurses a transition for entry into the TADN bridge program. A grade of 2.2 (80%) or higher is required for continuation in the TADN Program.

Prerequisite: Successful completion of an approved LPN program. Unencumbered Washington State LPN License. Completion of CHEM& 121, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program.

Welding

WELD 100–Oxyacetylene Welding
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Oxyacetylene welding and brazing in the flat, horizontal and vertical positions on mild steel plate; Oxy fuel cutting and plasma arc cutting processes.

Prerequisite: Completion of or concurrent enrollment in WELD 106 or by permission of instructor.

WELD 101–Arc Welding I
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Shielded metal arc welding (SMAW) in the flat and horizontal positions on low carbon steel plate using E6010 and E7018 electrodes; Arc cutting with compressed air (CAC-A).

Prerequisite: Completion of or concurrent enrollment in WELD 106 or by permission of instructor.

WELD 102–Arc Welding II
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Shielded metal arc welding (SMAW) making sound groove welds and fillet welds in all positions using E7018 electrodes on plain carbon steel.

Prerequisite: WELD 101 or permission of instructor.

WELD 103–Arc Welding III
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Producing sound groove welds in the 2G and 3G positions on mild steel welded with the shielded metal arc welding (SMAW) process using E7018 electrode classification.

Prerequisite: WELD 102 and completion of WELD 106 or permission of instructor.

WELD 104–Gas Tungsten Arc Welding
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Students develop skills required for Gas Tungsten Arc Welding (TIG) in the flat, horizontal and vertical positions on mild steel, stainless steel and aluminum plate.

Prerequisite: WELD 100 and 107 or concurrent enrollment in WELD 107 or permission of instructor.

WELD 105–Gas Metal Arc/Flux Cored Arc Welding
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Students develop skills required for Gas Metal Arc (MIG) and flux cored arc welding in the flat, horizontal and vertical positions on mild steel and aluminum plate.

Prerequisite: WELD 107 or concurrent enrollment in WELD 107 or permission of instructor.

WELD 106–Welding Technical Orientation I
Cr: 5 Wkly hrs: 5 hours Lecture
Beginning welding theory with emphasis on safety, weld processes of oxyacetylene welding (OAW), oxyfuel cutting (OFC), shielded metal arc welding (SMAW), carbon arc cutting with compressed air (CAC-A), electrical fundamentals and blue print reading.

WELD 107–Welding Technical Orientation II
Cr: 5 Wkly hrs: 5 hours Lecture
Advanced welding, cutting, and manufacturing processes and American Welding Society weld symbol reading and interpretation.

Prerequisite: WELD 106 or permission of instructor.

WELD 108–Welding Metallurgy
Cr: 5 Wkly hrs: 5 hours Lecture
A study of the metallurgy of welding and joining both ferrous and nonferrous metals, primarily as used in building and repair.

WELD 111–Pipe Welding I
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Producing sound open root groove welds in the 2G, 5G, and 6G positions on mild steel pipe welded with the shielded metal arc welding (SMAW) process using E6010 and E7018 electrode classification.

Prerequisite: A grade of 3.0 or higher in WELD 103 and WELD 106 or instructor approval.

WELD 112–Pipe Welding II
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Producing sound open root groove welds in the 2G and 5G positions on mild steel pipe welded with the gas tungsten arc welding (GTAW) process using ER 70 S-2 filler metal and E7018 electrode classification.

Prerequisite: A grade of 3.0 or higher in WELD 103,104, 107, and 111 or instructor approval.

WELD 125–Welding Refresher Laboratory
Cr: 2 Wkly hrs: 4 hours Lab
Skill development and certification refresher for the purpose of passing employment and/or certification examinations.

Prerequisite: Permission of instructor.

WELD 126–Welding Refresher Laboratory
Cr: 4 Wkly hrs: 8 hours Lab
Skill development and certification refresher for the purpose of passing employment and/or certification examinations.

Prerequisite: Permission of instructor.

WELD 127–Welding Refresher Laboratory
Cr: 6 Wkly hrs: 12 hours Lab
Skill development and certification refresher for the purpose of passing employment and/or certification examinations.

Prerequisite: Permission of instructor.

WELD 145–Applied Problem Solving
Cr: 5 Wkly hrs: 5 hours Lecture
Uses math concepts and models in a lecture/discovery format to enhance problem-solving skills required in the workplace. (Same as TEC-D 145)

Prerequisite: MATH 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

This section provides an overview of community members involved in OC, faculty and administrators.

Faculty and Administrators

ABEL, ROBERT W.
Applied Physics/Mathematics. B.A., B.S., M.S., University of Washington; M.S., Ph.D., UCLA.

ADAMS-NOWLIN, SARAH
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Chemistry. B.S., George Fox University; M.S., University of Arizona.

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Precision Machining. B.S., M.S., Ph.D., Massachusetts Institute of Technology.

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Business Technology. B.A.Ed., B.S.Ed., B.S., Peru State College, Nebraska.

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BLACKMAN, JANE
Director, WorkFirst & Special Projects. A.A.S., Olympic College; B.A., University of Washington, Tacoma.

BLACKWELL, KEVIN
Computer Information Systems. A.S., Olympic College; CISSP, CEH, CCNA, CCNA Security, CNA CNE A+ Network+, Security+, Linux+, MCP, MCP +I, MCSE, MCT; B.I.T., M.I.T., American InterContinental University (AIU).

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Human Services, Chemical Dependency & Sociology. B.S., University of Surrey; M.S., Oxford University; Ph.D., University of British Columbia.

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Medical Assistant. B.S., University of Arizona; CCS-P, American Health Information Management Association (AHIMA); CMA, American Association of Medical Assistants (AAMA); CPC.

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Director, Facility Services & Capital Projects.

PELLOCK, JOHN
Chemistry. B.S., M.S., California State University.

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Clinical Placement Liaison. B.S.N., Boston University; M.N., University of Washington.

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Chemistry. B.A., University of California; Ph.D., Arizona State University.

PLEMMONS, CHRISTOPHER
Culinary Arts. C.E.C. Certified Executive Chef, American Culinary Federation; A.A., Western Culinary Institute; B.S., Rocky Mountain College.

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English. B.A., M.F.A., University of Iowa; Ph.D., University of Washington.

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Adult Education. B.A., B.A., M.A., University of California at Santa Barbara.

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Journalism. B.A., M.A., University of Alabama.

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Creative & Brand Designer. B.F.A., University of Hartford.

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World Languages: Spanish. B.A., University of the Republic, Faculty of Humanities & Educational Sciences; B.A., University of the Republic, University School of Music; M.A., University of Wisconsin; Ph.D., University of Washington.

RATY, RONALD
Technical Design. Masters of Architecture, Montana State University; Licensed Architect for Washington & Alaska.

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Business Technology. A.G.S., Olympic College; B.A., University of Washington; M.B.A., Old Dominion University.

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Psychology. B.A., University of Washington; M.S., Western Washington University; Ph.D., Washington State University.

SANFORD, MARY D.
Education. C.A.S., State University of New York; B.S.Ed., Bloomsburg State College; M.S., Bloomsburg University of Pennsylvania; Ph.D., Syracuse University.

SCHAEFFER, PHILIP A.
History. B.A., Central Washington University; M.A., University of Oregon.

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Electronics. A.A., Olympic College.

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Business Administration. B.S., California State University; M.B.A., University of Washington; C.P.A.

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Welding. A.S., College of the Siskyous.

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Lab Resource Nurse. B.S., Plattsburgh State University of New York.

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Educational Advisor. A.A.S., Olympic College; B.A., Western Washington University.

STINSON, MYONG
Mathematics. B.S., University of California; M.S., Brigham Young University.

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Consultant, Human Resource Services. A.S., B.S., Colorado Technical University.

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Manager, SING Program. A.A.S, Olympic College; B.A., Western Washington University.

THOMPSON, STEPHANIE
Grant Manager, Air Washington. B.A., B.S., Washington State University.

THORNTON, S. FLINT
Director, Bookstore.

TOREN, DAVID A.
Political Science/Social Sciences. B.A.,University of Washington; M.A., California State University; M.Ed., University of Washington; Ph.D., University of California.

TOWNSEND, HEIDI
Director, Student Financial Services. B.A.., Principia College.

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Mathematics. B.S., M.S., A.B.D., Idaho State University.

TUNCOL, GOKER
Engineering. B.S., Middle East Technical University; M.S., KOC University; Ph.D., Michigan State University.

WARD, ALAN
Business & Economics. B.S., Montana State University; K-12 Teacher Certificate, University of Washington; M.A., University of Oklahoma.

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Nursing A.A.S., A.T.A., B.S.N., Olympic College; M.S.N. University of Washington

WAYLAND, TED S
English. B.A., Carleton College; M.A., Ph.D., University of Washington.

WEICHMAN, MARIE
Art. B.F.A., Sam Houston State University; M.F.A., Texas Tech University.

WELSH, DEBORAH
Transition Coordinator. B.A., University of Nevada.

WESTLUND, MARK
Computer Information Systems. B.S., Oral Roberts University; M.B.A., City University.

WHITACRE, NORMA
Dean of Business & Technology. A.A., Green River Community College; B.A., Western Washington University; M.Ed., University of Puget Sound.

WHITE, GEORGE RICHARD
Music. B.A., Mesa State College; M.M., Northern Illinois University.

WHITE, JOSEPH
Mathematics. B.S., University of Washington; M.S., Western Washington University.

WILLIAMS BRYANT, ELAINE
Associate Dean, Basic Studies. B.A., University of Illinois; M.S., Chicago State University

WU, INA ZHIQING
Art. B.F.A., M.F.A., University of Washington.

WYMAN, CINDY
Director, Program Development and Worker Retraining. B.A., Central Washington University.

Faculty Emeritus

BANDES, WILLARD
Mathematics. B.A., Knox College; M.N.S., Arizona State University. 09/06/2001-6/12/2009. 8 years of service.

BERGMAN, DONALD J.
Computer Information Systems. B.S., University of Washington, Pacific Lurtheran University; M.S., University of New Mexico. 03/27/1995 – 6/13/2011. 16 years of service.

BORQUIST, MARGARET
Nursing. B.S., University of Oregon Medical School, School of Nursing. 9/1/1969 – 6/11/1996. 27 years of service.

BURCH, G. THOMAS
Engineering. B.S., Washington State University; M.S., University of Washington. 09/14/1977 – 08/10/1995. 18 years of service.

BURMASTER, CARL A.
Physical Sciences. B.A., B.A.Ed, M.Ed, Western Washington University. 9/1968 – 8/1993. 25 years of service.

CAMERON, THOMAS
ENGLISH. B.A., Lamar University; M.A., North Texas State University; Ph.D., University of Texas. 1/2/1998 – 6/13/2011. 13 years of service.

COLUCCI, MICHAEL
Nursing. B.S.N., Northern Illinois; M.S. Webster University. 09/15/1986 – 01/31/2000; 14 years of service.

CUNNEEN, JUDITH
Library. B.A., University of Utah; Master of Librarianship, University of Washington. 9/12/84 – 1/30/09. 15 years of service.

DAVENPORT, MARTHA G.
English. B.A., University of Pennsylvania; M.A., University of Washington; M.A., Antioch University. 9/24/1979 – 6/12/2000. 21 years of service.

DELORME, LINDA
Office Technology. B.A., Evergreen State College; B.A., M.A., Central Washington University. Microsoft MOUS Certification. 09/08/94 – 12/11/06. 12 years of service.

DIAL, JEFFREY L.
Chemistry. B.S., Wisconsin State University; Ph.D., University of Washington. 09/15/1989-6/11/2007; 18 years of service.

DIETZ, ROBERT J.
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.

DREANEY, JOHN C.
Humanities. B.A., Seattle University; M.A., Washington State University; Graduate Study, University of Illinois, Michigan and Washington; PhC, 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.

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. Washington. 09/23/1974 - 06/13/2006. 32 years of service.

MATHIASEN, 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.

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 Scince. 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. BAEd, 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.

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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.

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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.

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

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BUSINESS TECHNOLOGY
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COMPUTER INFORMATION SYSTEMS
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EARLY CHILDHOOD EDUCATION
Anderson, Christine – Vice-Chair
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Butler, R. Thomas
Fenton, Dave
Jones, Ashley
Paquette, Phil
Watland, Bryan – Chair

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Adamson, Jim
Atteberry, Joel
Berg, Kevin
Curley, Tom
Easterday, Ron
Harris, Kevin
Henry, Chris
James, Ron
Nelson, Andrew
Potts, Eric
Reyes-Potts, Anna
Ryan, Andrew
Slota, Will
Washington, Jim
Wright, Mike

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Fleischman, Dr. Sally
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Kriedberg, Gary
Lewis, Les
Sauer, Michelle

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Bay, Kathy
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Cochrell, Patty – Chair
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Fought, Sharon Gavin
Gardner, Julie
Hansten, Ruth
Marshall, Pamela
Miller, Terry – Vice-Chair
Page, Jim
Plemmons, Suzanne
Polensky, Mary
Rasmussen, Jeanell

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Nelson, Kathy
Perryman, Jennifer
Quick, Troy – Co-Chair
Twiss, Steve
Wheeler, Greg – Co-Chair
Winney, Anna

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Gorman, Sheila – Vice-Chair
Henesey, Sarah
Kajiyama, Sharleen
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Perez, Rick
Winney, Anna

WELDING TECHNOLOGY
Christiansen, Gregory
Jack, David
Johnson, Lynn
Malanowski, Gene
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Schwartz, Mike

WORKFORCE DEVELOPMENT
Blakley, Carol
Cocus, Kathy – Chair
Deyette, Lance
Drzewiecki, Paul – Vice-Chair
Hess, Margaret
Joudrey, Jonathan
Longan, Lynn
Mack, Rose
Mackie, Carol
McKenna, James

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.

ARLO
An abbreviation for Automatic Registration Linkage Option for those courses that require (and are linked at registration) both a lecture and a lab.

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.

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.

CONTINUING 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/.

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 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.

E.S.O.L.
English for 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 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
Students who enroll in 12 or more credits in one quarter are considered to be full time students.

GED
General Education Development - A test for students 19 and older who have not completed high school to demonstrate learning equivalent to a high school diploma.

G.E.R.
General Education Requirement(s) - 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."

GPA
Grade Point Average - 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.

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.

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.

PRELIMINARY SCHOLASTIC APTITUDE TEST
(PSAT/NMSQT) - A version of the Scholastic Aptitude Test generally taken in the junior year of high school. It is designed for counselors and college admissions officers as an early measure of scholastic aptitude. It is also a basic screening test for students who wish to compete for scholarships offered through the National Merit Scholarship Corporation.

PRE-REGISTRATION
The plan by which students select courses for the succeeding term well in advance of the official opening date of the term.

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.

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.

REQUIRED COURSE
A course that is needed to fulfill a college major, degree requirement, or certification.

REGISTRATION
The procedure by which students are enrolled in courses.

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.

S.A.T.
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.

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.

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 the Registration and Records Office 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).

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 marijuana continues to be a criminal offense under federal law, OC must prohibit its possession and use, or risk jeopardizing its federal funding which includes financial aid, contracts and grants.

Affirmative Action & Equal Opportunity Policy

Olympic College, Community College District No. 3, shall provide equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam-era veteran, or political opinions or affiliations.

It is a realization that discrimination, and the prejudice from which it results, is deeply ingrained within our culture. Concentration on the mere prevention of discrimination can result in the implementation of practices, which provide only superficial equality. Such practices, while possibly within the letter of the law, do not enact the full intent of the federal and state legislation, presidential and gubernatorial executive orders, or the courts' interpretation of these mandates. Therefore, Olympic College will organize and implement practices and programs, which aid in overcoming the effects of discrimination in regard to all of the protected groups.

In establishing affirmative action as a priority, Olympic College leadership believes that affirmative action must occur not only in the employment phase of its operation, but also in its educational programs, since it is in this area that the educational system impacts the make up of the labor force of the future.

Olympic College will operate aggressively and affirmatively in implementing and maintaining programs, which will promote genuine equal education and employment attitudes and opportunities. Complying with this policy is a priority commitment to affirmative action in the day-to-day operations at Olympic College, resulting in improved opportunities for protected groups and an improved learning environment.

The Affirmative Action Officer is responsible for the implementation and maintenance of systems, which monitor the effectiveness of the college's Affirmative Action Plan. While it is the obligation of all staff members to assist in achieving goals for the plan, administrators and supervisors are expected to provide leadership in this effort.

Those persons who have questions or grievances regarding affirmative action or equal employment and education opportunities at the college are invited to contact the President or the Affirmative Action Officer.

Adopted by the Board of Trustees 3/28/89, revised 8/27/91, 5/23/95.

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 a student believes that a faculty member, an office or a program has refused to provide an accommodation in accordance with notice from Access Services, a 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 Access Services Office, a student has the right to appeal with 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 Compliance Officer. OC has adopted an Affirmative Action and Equal Employment Opportunity Policy that provides for prompt and equitable resolution of complaints alleging discrimination. A copy of the policy is 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 know 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.

ARGAC Appeal Procedures 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 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.

Harassment/Discrimination Complaint Procedure

Consistent with Olympic College's efforts to establish and encourage a learning and employment environment in which the dignity and worth of all individuals are respected, harassment/discrimination is unacceptable conduct and will not be tolerated.

Discrimination – Discrimination is the process of making a distinction in favor of, or against a person or persons on the basis of race or ethnicity, creed, color, gender, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam veteran, or political opinions or affiliations.

Harassment - Harassment is defined as unwanted behavior or action, either physical or verbal, which is directed at any individual or group on the basis of race or ethnicity, creed, color, gender, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam veteran, or political opinions or affiliations.

Harassment includes verbal and written comments, slurs, jokes, innuendoes, cartoons, pranks, and all other physical or non-physical conduct or activity that can be construed as derogatory, intimidating, hostile, or offensive and is unwelcome, uninvited, or unwanted. Harassment is conduct or behavior that is pervasive in nature and is generally continued over a period of time to the extent that it creates a hostile environment.

When students or employees of Olympic College feel that they have been harassed or discriminated against in accordance with the above definitions, they are encouraged to utilize the following complaint procedures.

Step 1: Informal complaints may be addressed at several levels. The options for a student or employee may include:

- Direct Request: Students or employees who believe they are experiencing (have experienced) harassment/ discrimination are encouraged to make a direct request of the offender to stop the offensive behavior.
- Process Facilitators: Process facilitators are designated individuals who have been trained to deal with harassment/discrimination issues and who have a thorough knowledge of Olympic College's complaint procedures. Responsibility may include any or all of the following:
  - If the student or employee is uncomfortable in making a direct request or feels that such a request is inappropriate, s/he may meet with one of the process facilitators to discuss the incident(s) in a receptive and confidential manner.
  - The facilitator will gather information regarding the basis of the complaint and will discuss the options available. The facilitator will inform the complainant that retaliation against the complainant is prohibited. The facilitator will also inform the person to whom the complaint is directed that retaliation against the complainant is prohibited.
  - The facilitator may meet with the parties involved to facilitate a resolution that is satisfactory to these parties. The facilitator will document all meetings and keep a record for a period of three years or send documentation to the Equal Opportunity Officer.
- Supervisor or Instructor: A student or employee may directly contact the immediate supervisor (future references to the supervisor indicates instructors for student-to-student complaint) of the person to whom the complaint is directed and inform the supervisor of the offensive behavior(s). The complainant may request that a facilitator accompany him/her to the meeting with the supervisor. The supervisor will inform the complainant that retaliation against the complainant is prohibited. The supervisor will also inform the persons to whom the complaint is directed that retaliation against the complainant is prohibited.
  - The supervisor or the supervisor and facilitator may facilitate a resolution acceptable to all parties involved. Upon resolution of the complaint, the supervisor will document the meeting and send a copy to the Equal Opportunity Officer.
  - If the incident is not resolved, the supervisor will submit a notification to the Affirmative Action Officer immediately.

Step 2: If not satisfied by the results of step 1, the complainant may request a meeting with the College's Equal Opportunity Officer. The Equal Opportunity Officer will arrange a meeting with the complainant, interview the alleged offender and necessary witness and report the findings to the college President. The Equal Opportunity Officer will make an attempt to find a resolution that is acceptable to both parties.

Step 3: If the complaint is not resolved as a result of the efforts of the Equal Opportunity Officer, either the complainant or the person to whom the complaint is directed may request a meeting with the college President. The President may meet with the one who called the meeting or both parties. Final decisions for resolution rests with the college President. No further intra-institutional appeal exists.

(Students confronted with inappropriate behavior not meeting the above definitions for discrimination/ harassment should contact the Vice President of Students Services; employees should contact their supervisor or Human Resource Services for guidance.)

Adopted by the Board of Trustees 1993, revised 2005.

Information Technology Procedures

IT Privacy Statement

Every attempt to maintain personal privacy and security will be maintained. 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

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 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

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 without prior authorization. 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 500 pages per quarter. This is tracked via the point system. Points do not roll over to the next quarter and are not refundable. The 500 pages are set and re-set each quarter for every student. Additional points can be purchased through the Olympic College Cashier's office if you need additional pages for printing and copying. Scanning to email is available to help students reduce their printing needs. Please check with the IT office for more details.

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 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. Safety and Security information is available at www.olympic.edu/services/campus-safety.

OC's policy on discrimination and harassment is specific and available in OC's Preventing Discrimination & Harassment on Campus brochure.

Sex Offender Notification Policy

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.

The Department of Corrections, the Juvenile Rehabilitation Administration, and the Indeterminate Sentence Review Board are required to classify all sex offenders released from their facilities into levels of risk (low, moderate, or high). These agencies then issue to appropriate law enforcement agencies narrative notices regarding the pending release of sex offenders. The narrative notices describe the identity and criminal history behavior of the offender and shall include a risk level classification for the offender. Upon receiving a narrative notice, local law enforcement agencies review all available information and assign risk-level classifications to all sex offenders about whom information will be disseminated for the purpose of community notification.

The Safety and Security office maintains records of sex offenders who have been brought to the attention of Olympic College by the Kitsap and Mason County Sheriffs' offices. 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/results.php?AgencyID=54474&SubmitAllSearch=1.

For Level II and III Sex Offenders registered in Mason County, go to: 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.

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. The extent and types of notifications for Level I sex offenders may be adjusted on a case-by-case basis, but the college community and Level I sex offenders can generally 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. Level II notifications including relevant, necessary and accurate

information may be disclosed to public and private schools, child day care centers, family day care providers, businesses and organizations that serve primarily children, women or vulnerable adults, and neighbors and community groups near the residence where the offender resides, expects to reside, or is regularly found.

Level II offenders are generally not the subject of general public notification. The extent and types of notifications for Level II sex offenders may be adjusted on a case-by-case basis, but the college community and Level II sex offenders can generally expect the following types of notifications to be made:

- All who receive Level I notifications
- Faculty and staff in whose program and/or course the student is enrolled
- Tutoring Center, child care, posting on bulletin boards, including security office

Level III

Level III offenders are the greatest risk to the community. Most are predatory, have other violent crime convictions, refused treatment and are known substance abusers. Community notification is the most extensive.

Washington State law permits notifications about Level III offenders that include relevant, accurate and necessary information. This information is permitted to be disclosed to the public at large. The extent and types of notifications for Level III sex offenders may be adjusted on a case-by-case basis, but the 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 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/index.php?AgencyID=54474&disc=.

The Mason County Sheriff's Office maintains an online registry of Level II and III Sex Offenders who are registered to live in Mason County at www.icrimewatch.net/index.php?AgencyID=54479&disc=.

For more information please contact Safety & Security at 360.475.7800.

Student Conduct Code

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.

OC students are both citizens and members of the college community. As citizens, students shall enjoy the same freedoms that other citizens enjoy. As members of the college community, they are subject to those responsibilities, which accrue to them by virtue of this membership.

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.

To obtain a complete copy of the Student Conduct Code, please contact the office of the Vice President of Student Services located in room 201 of the Humanities and Student Services Building at OC Bremerton or by telephone at 360.475.7474.

Complete copies of the current Student Conduct Code may also be found at www.olympic.edu/StaffFaculty/Policies/ConductCode.

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/.

Find the policy number in the list to read the policy online. NOTE: the policy documents are in Adobe PDF format.

Emergency Communications

If a decision is made to change or suspend operations at Olympic College FOR ANY REASON, here is the quickest way to access pertinent information:

OC Website

Log onto the Olympic College web site at www.olympic.edu. A message will be posted on the front page regarding any changes in college operations.

External Website

During inclement weather or an emergency, regular messages will be posted to www.schoolreport.org about Olympic College conditions.

Text Messaging

Sign up for text messaging alerts on your cell phone at www.olympic.edu/alerts.

Media

Listen or watch for messages on radio and television stations. Check www.olympic.edu/ and click "Emergency Information" for a current listing.

Watch/listen for messages on the following websites:

- KOMO 4, www.komonews.com
- KING 5, www.king5.com/w
- KONG 6, www.king5.com/kongtv
- KIRO 7, www.kirotv.com
- KCPQ 13, http://q13.trb.com

As in all emergencies or unusual situations, class attendance is a decision that should be based on personal safety and individual discretion.

IMPORTANT: Messages are posted in the event of emergencies or closures/delays only. If the college remains open and under normal operations, messages are not posted.

NOTE: OC Shelton, OC Poulsbo and other non-Bremerton campus students should follow the directions provided by staff at these locations regarding contact information, procedures, and telephone numbers.

For information, visit www.olympic.edu.

Directory

Campus Services	Web Address	Location	Phone (Area Code: 360)
BREMERTON CAMPUS	www.olympic.edu/bremerton-campus		360.792.6050
Access Services for Students with Disabilities	www.olympic.edu/AccessServices	HSS 204	475.7540
Admissions	www.olympic.edu/Admissions	HSS 101	475.7479
Advising	www.olympic.edu/Advising	HSS 203	475.7530
Alumni Association	Alumni@olympic.edu	CSC 530	475.7120
Assessment (Accuplacer)	www.olympic.edu/services/assessment-testing-services	by appointment	475-7531
Associated Students of OC (ASOC)	www.olympic.edu/student-life/associated-students-olympic-college	BSC 118	475.7290
Bookstore	http://ocbookstore.com	BSC	475.7420
Career Center	www.olympic.edu/services/career-center	HSS 205	475.7480
Cashier's Office	www.olympic.edu/paying-college/how-pay/cashiers-office	HSS 106	475.7181
Continuing Education	www.olympic.edu/programs-classes/continuing-education	HL downstairs	475.7786
Counseling Services	www.olympic.edu/current-students/advising/counseling-services	HSS 203	475.7530
Distance Learning	www.olympic.edu/programs-classes/distance-learning	HL, first floor west	475.7770
Financial Aid	www.olympic.edu/FinancialAid	HSS 103	475.7160
Foundation	Foundation@olympic.edu	CSC 530	475.7120
Graduation, Certification & Commencement	www.olympic.edu/current-students/graduation	HSS 105	475.7207
Haselwood Library	www.olympic.edu/services/oc-libraries	HL 104	475.7250
IT Help Desk	helpdesk@olympic.edu	CSC 216	475.7600
Military Education	www.olympic.edu/current-students/military-education	OCP	394.2725 (by appointment)
Multicultural Services	www.olympic.edu/student-life/multicultural-and-student-programs	BSC 117	475.7680
Parking	www.olympic.edu/services/campus-safety/parking	HSS 101	475.7800
Records	www.olympic.edu/current-students/student-records	HSS 105	475-7200
Registration	www.olympic.edu/current-students/registration	HSS 105	475-7200
Running Start	www.olympic.edu/RunningStart	HSS 208	475.7646
Safety and Security	www.olympic.edu/services/campus-safety	HSS 101	475.7800
Sophia Bremer Child Development Center	www.olympic.edu/services/child-care	SBCDC	475.7190
Testing	www.olympic.edu/services/assessment-testing-services	HSS 222	475-7238
Tutorial Services	www.olympic.edu/services/tutoring-services	ST 125A	475.7765
Veteran's Services	www.olympic.edu/services/veterans-services-office	HSS 104	475.7560
Workforce Development	www.olympic.edu/programs-classes/workforce-development	CSC 421	475.7555
POULSBO CAMPUS	www.olympic.edu/poulsbo-campus		394.2700
Advising	www.olympic.edu/Advising	OCP 114	394.2725
Assessment and Testing Services	www.olympic.edu/services/assessment-testing-services	OCP 114	394.2725
Bookstore	www.olympic.edu/Bookstore	OCP 117	475.7420
Cashiering	www.olympic.edu/paying-college/how-pay/cashiers-office	OCP 114	394.2725
General Information	www.olympic.edu/poulsbo-campus	OCP 114	394.2700
Library	www.olympic.edu/services/oc-libraries	OCP 106	394.2720
Student Services	www.olympic.edu/poulsbo-campus	OCP 114	394.2725
SHELTON CAMPUS	www.olympic.edu/shelton-campus		432.5400
Advising	www.olympic.edu/Advising	TJL	432.5400
Assessment and Testing Services	www.olympic.edu/services/assessment-testing-services	PSC	432.5400
Bookstore	www.ocbookstore.com/	PSC	432.5442
Cashiering	www.olympic.edu/paying-college/how-pay/cashiers-office	PSC	432.5400
General Information	www.olympic.edu/shelton-campus	PSC	432.5400
Johnson Library	www.olympic.edu/services/oc-libraries	TJL	432.5460
Student Services	www.olympic.edu/shelton-campus	PSC	432.5400

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