Welcome to Olympic College!

We are pleased to have you join the exceptional learning environment at OC. OC provides options to receive an associate degree or certificate, develop skills that 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. The college also offers a Bachelor of Science in Nursing degree as a new educational opportunity (see page 61 for more information).

You will find helpful people who can assist you with getting started at OC Bremerton, OC Poulsbo, OC Shelton and Naval Base Kitsap Bremerton and Bangor. Admissions staff can answer questions about entry to the college and provide information about assessments and orientation at OC. Program advisors, faculty advisors and counselors can help you with planning for your career and educational goals. Financial aid staff can direct you to resources for applying for federal and state aid. There is also many scholarships that you can apply for as a student at OC. Childcare and many other support services are available to help you meet your goals. You will also find OC’s instructors and staff are committed to providing you with the best educational experience possible.

In addition to the instruction you receive, you have an opportunity to explore activities that stimulate learning and development. OC offers events that allow you to encounter new perspectives and ideas. Student activities and athletics help you learn about yourself and about working with others.

In this catalog, you’ll find a revised format from years past. We’ve reorganized the publication to make information easier to find and, hopefully, more user-friendly. This is part of the college’s effort to continually improve the services and programs at OC and to provide quality learning opportunities for all students and the community.

Thank you for choosing OC. We look forward to seeing you in the 2008-2009 year.

Dr. David Mitchell
President

START HERE. GO ANYWHERE.
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# 2008-2009 Academic Calendar

## SUMMER SESSION 2008
- **Jun 23**: Weekday classes begin
- **Jul 4**: Independence Day (Holiday)
- **Aug 14**: Summer session ends (Final exams are usually last class meeting)

## FALL QUARTER 2008
- **Sep 22**: Weekday classes begin
- **Sep 27**: Weekend classes begin
- **Oct 13**: Columbus Day (Holiday) students and faculty only
- **Nov 11**: Veterans Day (Holiday)
- **Nov 27-28**: Thanksgiving (Holiday)
- **Dec 6**: Weekend final exams and/or instruction
- **Dec 8-10**: Weekday finals and/or instruction
- **Dec 10**: Fall quarter ends

## WINTER QUARTER 2009
- **Jan 5**: Weekday classes begin
- **Jan 10**: Weekend classes begin
- **Jan 19**: Martin Luther King, Jr. Day (Holiday)
- **Feb 16**: President’s Day (Holiday)
- **Mar 14**: Weekend final exams and/or instruction
- **Mar 17-19**: Weekday final exams and/or instruction
- **Mar 19**: Winter quarter ends

## SPRING QUARTER 2009
- **Mar 30**: Weekday classes begin
- **Apr 4**: Weekend classes begin
- **May 25**: Memorial Day (Holiday)
- **Jun 6**: Weekend final exams and/or instruction
- **Jun 8-10**: Weekday final exams and/or instruction
- **Jun 10**: Spring quarter ends
SECTION ONE

About Olympic College

In this Section

• About the College
• Environment of the College
• Students
• Staff and Faculty
• Accreditation
• GED Trademark
• About this Catalog

START HERE. GO ANYWHERE.
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.

Along the way, staff and faculty want to see students succeed, and many services are available to help. Please use this catalog to learn about policies and procedures, degrees and certificates, enrollment, registration, and advisors who can help students to create an educational plan that will assist in reaching personal and professional goals. A wealth of information is also available on resources and cultural activities available to students.

Thank you for choosing Olympic College!

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 12,000 full- and part-time students a year. The number of locations for classes has also expanded since the founding of the college. A satellite campus opened in Shelton in 1968 to provide classes to Mason County residents; a permanent campus was established in 1995. The Poulson campus opened in the winter of 2004 to create additional educational opportunities in Kitsap County. In addition, sites at Naval Base Kitsap, other locations in the community, and distance learning, evening, and weekend classes provide even more options within the college district.

The college has made a variety of changes to accommodate the growth of students, technology, and student needs. In 2007, a new Science Technology building opened offering modern facilities for math and science classes. Wireless access was installed at sites on all campuses for students to access their email and instructional materials on their laptops.

A bachelor of science in nursing degree, one of the first of its kind offered by a Washington community college, started at Olympic College in Fall 2007. The new degree, along with OC’s university partners that also provide four-year degrees at the college, create more four-year options for students that want to achieve their higher education goals.

Environment of the College

The site of the largest Olympic College campus is located in Bremerton, a city of more than 37,800 in Kitsap County. Bremerton is in the midst of revitalization. New parks, a new hotel and convention center, new businesses, and new condominiums are creating and 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 Poulson campus is also located in Kitsap County. The city has a population of 7,500 and is growing. The site of the Poulson campus in Olhava has seen the addition of new stores and will add new housing developments near the campus. The city of Poulson is close to ferries that can take residents and visitors to Seattle and surrounding towns across Puget Sound.

Shelton, a city of 8,442 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 slower pace and quality of life.
1) About Olympic College

Students
OC welcomes students from all walks of life and educational backgrounds. About 60 percent of students are full-time, taking 10 credits or more. The remaining 40 percent are part-time students taking less than 10 credits.

Students taking classes at OC range in age. Twenty-seven percent are under the age of 20 years old. About 38 percent are between the ages of 20-29, while 16 percent are between the ages of 30-39. Nineteen percent of OC students are over age 40.

To serve students, OC offers the services necessary to support student success, such as advising, assessment, orientation, admissions and placement, among others.

Students are involved in OC governance through the Associated Students of OC and are encouraged to participate in events and activities that offer entertainment, cultural, and social benefits.

Staff and Faculty
OC’s qualified faculty and staff are committed to providing students with the best educational experience possible. Their dedication is central to the learning experience students receive at OC.

In the Fall of 2007, there were 354 full-time faculty and staff and 1,028 part-time faculty, staff and students working at the college.

About 22 percent of faculty hold doctorate degrees and many faculty previously taught at university level before joining OC. Additionally, all professional-technical instructors have industry experience.

Accreditation
OC is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the United States Department of Education. The NWCCU may be contacted at 8060 165th Avenue NE, Suite 100 Redmond, WA 98052-3981.

The Nursing Program is accredited by the National League for Nursing Accreditation Commission located at 61 Broadway, 33rd Floor, New York, NY 10006 and the Washington State Nursing Care Quality Assurance Commission located at PO Box 47865, Olympia, WA 98504-7865.

The Automotive Technology Program is accredited by the National Institute for Automotive Service Excellence located at 101 Blue Seal Drive, SE, Suite 101, Lesburg, VA 20175.

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.

The Medical Office Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). CAAHEP can be contacted at:

Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
312.553.9355.

The Physical Therapist Assistant Program Olympic College has been granted Candidate for Accreditation status 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. Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

Olympic College has been granted informal candidacy at the baccalaureate level for the Bachelor of Science in Nursing program. Olympic College is accredited at the associate degree level by the Northwest Commission on Colleges and Universities. Questions about OC’s accreditation can be directed to the Northwest Commission on Colleges and Universities, phone 425.558.4224, website www.nwccu.org.

The Olympic College BSN Completion Program plans to seek professional accreditation from the Commission on Collegiate Nursing Education (CCNE).

GED Trademark
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About This Catalog
This catalog is effective July 1, 2008 through June 30, 2009 and is for information purposes only. It is not intended to form the basis for a contract. Olympic College (OC) 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.
SECTION TWO

OC Locations

In this Section
• OC Bremerton
• OC Poulsbo
• OC Shelton
• Distance Learning
• OC at Naval Base Kitsap and Naval Hospital Bremerton
• Kitsap County Emergency Services Readiness Complex

START HERE. GO ANYWHERE.
Introduction

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 such as at Naval Base Kitsap and distance learning options such as online and USB-drive classes to help students reach their educational aspirations.

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

OC’s largest campus is located in Bremerton, Washington on a 33-acre site that has spectacular views of the Olympic Mountains and Mount Rainier. There is access to East Bremerton via the Manette and Warren Avenue bridges. Kitsap Transit and paratransit provide bus service to the campus and the vicinity. The Olympic College Bremerton campus provides students with what is needed to pursue their studies in a resource environment comparable to most colleges and universities.

The Bremer Student Center is the hub of student programs and activities. 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, safety and security office, and a gymnasium. A renovated bookstore near the entrance of the Bremer Student Center features a Pacific Northwest design that offers textbooks, supplies and other amenities for students.

The Haselwood Library provides access to extensive academic research materials from around the world, audio-visual inventories, research computers, group-study rooms, and a media center that includes a television studio and an interactive classroom.

In addition to general-use classrooms, OC has numerous specialty labs for science, health sciences, engineering and computer-based instruction. The Bremerton campus also has a childcare center, fitness/weight training center, music practice rooms, art studio and gallery, tutorial center, and theater.

Construction of a new 55,000-square-foot Science Technology building was completed in Summer 2007. Construction of a new Student Services and Humanities building will start in 2008, providing more classroom space and a one-stop shop location for all students services, such as admissions, registration and advising.

Shops and facilities specifically designed for instruction, training, and retraining courses support professional-technical programs. The Bremer Automotive Technology Center is adjacent to campus at 1600 Warren Avenue.

*NOTE: The mailing address for Olympic College campuses is 1600 Chester Ave., Bremerton, WA 98337-1699
The OC Poulsbo campus opened in January 2004. The 39,000 square-foot building is situated on a wooded 20-acre site with views of Mount Rainier and Liberty Bay in the northwest corner of the Olhava development in Poulsbo. The award-winning campus features multi-use classrooms, computer labs, meeting rooms, a science lab, a nursing skills lab, and offers video teleconferencing and wireless Internet access. The campus currently serves students with a mix of credit and non-credit offerings that satisfy transfer, Running Start, and professional-technical degree requirements, provide job training, and enhance personal and professional development.

Olympic College Poulsbo students have access to a variety of student services, such as admissions, placement testing, advising for traditional as well as Running Start students, on-site registration, tuition and fee payment, and tutorial services. Services are also available for students with special needs or for students seeking employment. The campus also features a bookstore providing books, supplies and food and beverages, an espresso stand, a drop-in computer lab for student use, and a learning resource center. The campus is convenient for students from the greater North Kitsap area via Hwy 3 and Hwy 305 and is served by Kitsap Transit.

The Associate in Arts (AA) degree provides transfer opportunities as it satisfies the first two years of college study. The Associate in Technical Arts (ATA) degree or certificate study is available in Accounting, Administrative Office Support, Business Management, and Computer Information Systems as well as Nursing and Practical Nursing. Students may earn many of the degrees or certificates offered by attending classes as a day student, evening student, or a combination of both.

The Olympic College Poulsbo campus provides students with what is needed to pursue their studies in a resource environment comparable to most colleges and universities. The library and computer systems connect students with information and research data around the world. All classrooms feature computerized teaching workstations, and several spaces are also equipped with student computers and interactive television as well.
OC Shelton

937 West Alpine Way
Shelton, WA*
360.432.5400, 360.432.5412 FAX
E-mail: sheltoncampus@olympic.edu
www.olympic.edu/Shelton

OC Shelton is a supportive learning community offering personalized services in a friendly environment. The 27-acre campus with its park-like setting has modern, high-tech facilities, including multi-use classrooms, computer labs, meeting rooms, a science lab, video teleconferencing and wireless Internet access.

Students may earn an associate degree or certificate by attending courses as a day student, evening student, or a combination of both. The Associate in Arts (AA) degree provides transfer opportunities as it satisfies the first two years of college study. The Associate in Technical Arts degree (ATA) or certificate study is available in Accounting, Business Management, Computer Information Systems, Criminal Justice, Early Childhood Education, Nursing/Healthcare, Office Technology, and Welding.

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, an expanded non-credit continuing education program offers community members opportunities for personal and professional enrichment.

Distance learning such as telecourses and Washington Online (web-based instruction) offers scheduling options for students to reach their educational goals while they balance family and work obligations.

OC Shelton students also have access to a variety of student services such as advising and on-site registration, placement testing, transcript evaluation, tutorial services, and a bookstore. Multiple services are available for students with special needs, and employment services include an on-campus job search coordinator.

The OC Shelton campus provides students with what is needed to pursue their studies in a resource environment comparable to most colleges and universities. The library and computer systems connect students with information and research data around the world. Several classrooms are equipped with computers and interactive television systems that connect to OC in Bremerton and Poulsbo for classes and meetings.

*NOTE: The mailing address for Olympic College campuses is 1600 Chester Ave., Bremerton, WA 98337-1699
Distance Learning

Distance Learning programs include telecourses, USB-drive courses and online courses. Each distance learning course is designed to meet the needs of students seeking an alternative means of education at Olympic College. A significant amount of self-discipline is required of students enrolling in distance learning courses. Students have access to the same services as students attending classes on site and follow the same admissions procedures.

TELECOURSES

A telecourse is a semi-self study, self-paced, distance learning class that combines VHS videos of lectures and materials with study guides, assignments, exams and other information into a complete take-home bundle. The courses are taught by OC faculty who are available during regular on-campus office hours. An on-campus orientation and regular student assessment at an OC test center is usually required, but will vary based upon each instructor. Exams are generally scheduled, requiring on-campus visits or an exam proctor. Telecourse students will need a television and a VCR or a subscription to cable television. Course work is completed within the OC quarterly schedule.

ONLINE

OC students can take online courses through using a computer and the Internet. Online courses are generally not self-paced, generally require students to participate in online discussions on five out of every seven days at a time that is convenient for them, and generally do not require the students to come to campus. Instructors come from OC and community colleges throughout Washington. Courses are taught either through Blackboard® or through an instructor's own site. These sites provide the student with the course information, syllabus, assignments, discussion boards, and other tools that are necessary to complete the course. Students need access to a computer with access to the Internet and an e-mail account. Students are generally not required to be online at specific times, but must participate five to seven days a week. Course work is completed within the OC quarterly schedule.

USB COURSES

Specifically designed for OC’s Navy students who face no connection to the Internet and limitations on space aboard ship or boat, OC is the first college in Washington to offer students courses delivered on USB drives. Open to all OC students, USB courses are similar to telecourses in that they combine videos, study materials, assignments, examinations and other materials in one convenient take-home package. They offer students the interactivity of the Internet without an Internet connection. USB courses are generally self-paced, but must be completed within the OC quarterly schedule. Students need access to a Windows-based computer. Since the software on the drives is self-contained, there is no additional software needed to run the drives.

Other OC Locations

OC AT NAVAL BASE KITSAP (NBK) (BANGOR, BREMERTON) AND NAVAL HOSPITAL BREMERTON (NHB)

NBK-Bangor:
Trident Training Facility G-wing 215
360.697.3656

NBK-Bremerton: (also serving the Naval Hospital)
Navy College Building 853, Rm 204
360.377.8178
E-mail: militaryed@olympic.edu
www.olympic.edu/militaryed

Students with base access can use the variety of services at the OC Military Education offices at Bangor and Bremerton. These include advising, assessment, cashiering, new student information, registration, and transcript evaluation. Students will find courses that help fulfill either an Associate in Arts and Sciences or Associate of Technical Arts degree, plus the specialized Marine Systems Technology Degree (Bangor only) for service members. SOCNAV agreements are available, providing one more way for service members to complete a degree regardless of their location.

NOTE: Civilians may be granted access to attend courses at each base. Please contact OC Military Education at NBK-Bangor for classes at NBK Bangor or NBK-Bremerton for classes at NBK Bremerton or Naval Hospital Bremerton.

KITSAP COUNTY EMERGENCY SERVICES READINESS COMPLEX

1211 Carver Street – Bremerton, WA
360.447.2040
E-mail: lakers@olympic.edu
www.olympic.edu/RRI

OC, local fire districts, and the Army National Guard maintain a partnership that manages and offers training in maritime and land-based fire response.
OC Locations

Campus Maps

www.olympic.edu/Campuses

OC Bremerton*
1600 Chester Avenue
Bremerton, WA 98337
360.792.6050 or 1.800.259.6718
360.475.7151 FAX
E-mail: prospect@olympic.edu
www.olympic.edu

OC Poulson*
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/Poulson

OC Shelton*
937 West Alpine Way
Shelton, WA
360.432.5400, 360.432.5412 FAX
E-mail: sheltoncampus@olympic.edu
www.olympic.edu/Shelton

*Note: The mailing address for Olympic College campuses is 1600 Chester Ave., Bremerton, WA 98337-1699
SECTION THREE
Admissions

In this Section

• Admission Requirements
• New Student Admission
  – How to Get Started: New Students and New Transfer Students
  – Running Start Admission
  – Former OC Student Admission
  – Transfer Student Admission
  – International Student Admission
• Continuing Education Admission
• Award of Credit

▶ START HERE. GO ANYWHERE.
3 Admissions

Introduction
Applying to college is the first stage of reaching higher educational goals. This section provides an overview on how to apply to Olympic College as a new student. Students will also find information on taking the assessment - which identifies which class level is best suited for each student beginning their education at OC. This section applies to new students, new transfer students, new Running Start students, and new international students. New transfer students can also find information about receiving credits for previous education or work experience. If a continuing or former student, please turn to the next section for information on how to register for classes.

Admission Requirements
Students from all walks of life and educational backgrounds are invited to attend OC. General admission processes occur on a first-come, first-served basis. To be eligible for general admission to the college, one of the following is required:

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

Also, qualified high school juniors and seniors may be offered admission to the Running Start program.

An offer of general admission to the college does not guarantee acceptance to a specific program. (See “Additional Program Admission Requirements”) Special admission and academic criteria are required for some professional/technical programs and are listed with the program descriptions in this catalog and on the college website. Call, visit, or e-mail the Admissions Office to inquire about admission to special programs and academic requirements. Usually applicants under the age of 16 are not offered general admission.

ADDITIONAL PROGRAM ADMISSION REQUIREMENTS
Health Occupations programs, Adult High School Diploma Completion program and the Bachelor of Science in Nursing program have additional application requirements, which may include a separate program application, approval of a counselor, permission of the high school, or submission of separate specified documents.

Health Occupation Programs
Admission application processing: 360.475.7206 or 360.475.7479
Nursing/health care programs: 360.394.2760
Medical Office Assistant Program: 360.475.7741

Adult High School Diploma Completion
OC Bremerton: Third floor, College Service Center – Counseling Services
360.475.7530 or 1.800.259.6718, Ext. 7530
OC Shelton: 360.432.5400

The program is designed for students 19 years of age or older, and is also available to younger students who have been released by their high schools. Applicants must have their official high school transcripts evaluated to determine what courses are needed to complete the requirements. This is accomplished during an appointment with an OC counselor. Courses are available at a reduced tuition rate to students who are at least 19 years old and who are Washington state residents. This program is helpful for those who have successfully completed two and one half to three years of high school. Please note that program requirements may change to reflect new high school reform legislation.

Bachelor of Science in Nursing
See page 62 for special application process and admission requirements.
**New Student Admission**

This information provides an overview of how all new students apply and register for classes at OC.

- **NEW STUDENTS** (never attended OC) AND **NEW TRANSFER STUDENTS** (completed credits at another college or university)

New students and new transfer students should follow the process below under “How to Get Started.” For new transfer students, see also “Transfer Student Admission” on the next page for more information.

- **FORMER OC STUDENTS** (have not attended for one or more quarters)

Former OC students should **not** submit an application and should follow special instructions under “Former OC Student Admission” on the next page on how to re-enroll and register.

- **NEW RUNNING START STUDENTS**

New Running Start students should read and follow the special instructions on the next page under “Running Start Admission” to enroll and register at OC.

- **NEW INTERNATIONAL STUDENTS**

New International Students should review and follow special instructions under “International Student Admission” on the next page to gain admittance and attend OC.

- **CONTINUING STUDENTS** (attended classes the previous quarter)

Continuing Students should **not** submit an application. Please review and follow special instructions under “How to Register” on page 32 to register for classes.

---

**HOW TO GET STARTED: NEW STUDENTS AND NEW TRANSFER STUDENTS**

1. **PLAN EARLY**

   Educational planning must begin early. Students should consider the program they wish to study, skills and abilities, likes and dislikes and career goals. Students should meet with educational advisers prior to registration for classes to begin the development of an educational plan. The OC website at [www.olympic.edu](http://www.olympic.edu) lists the programs offered. Click on OC’s quarterly class schedule, [The View](http://www.olympic.edu/View), for current course information.

2. **APPLY ONLINE**

   Review “Admission Requirements” on page 14. Submit the “Application for Admission” online at [www.olympic.edu/admissions](http://www.olympic.edu/admissions) or complete a paper application and submit it in person or by mail to the OC Admissions Office, OC Poulsbo, OC Shelton or to OC offices located at Naval Base Kitsap. Fill out all the biographical information and indicate the intended program of study. High school transcripts are not required for admission. An application fee is not charged. (Former students should not submit another online application or paper application; start at “Former Student Admission” on the next page.)

3. **RECEIVE THE LETTER OF ADMISSION**

   A letter of admission will be sent by email or regular mail. The letter contains the student identification number and instructions on how to set up an assessment and orientation/pre-registration appointment.

4. **TAKE THE ASSESSMENT**

   The level of preparation for course work in English and mathematics is determined by the Accuplacer assessment. Many courses require an assessment score in reading, sentence skills or mathematics as a prerequisite. For information on scheduling an assessment time, determining if an assessment is required, or for advising locations, see page 20.

   The assessment fee is $15 (non-refundable) and must be paid in advance to the Cashier. The receipt and photo identification are the entry tickets to the assessment. Active duty military and family members may take the placement assessment at Navy College on Naval Base Kitsap. (Fee is under review and subject to change.)

   Students who need special accommodations must first contact Access Services on the Bremerton campus, Humanities Building Room 114, 360.475.7540 or 1.800.259.6718, Ext. 7540.

5. **APPLY FOR FINANCIAL AID**

   Students who wish to apply for financial aid should complete the Free Application for Federal Student Aid (FAFSA) application online in January or early February (before the academic year a student plans to attend.) High school students should complete the FAFSA form online in January of their senior year. Forms, instructions and additional information are available online at the “Financial Aid” link at [www.olympic.edu](http://www.olympic.edu).

6. **NEW STUDENT ADVISING SESSION**

   Many sessions are available to fit a busy schedule. Call the Student Entry and Advising Center (SEAC) to sign up for a session. Students should take their assessment scores with them and allow 1.5 hours to complete the advising and registration process. If five or more credits have been completed at another college or university, students should set up an individual appointment to review unofficial transcripts with an advisor. Students may also choose the online orientation for additional information at [www.olympic.edu/SEAC/OnlineOrient](http://www.olympic.edu/SEAC/OnlineOrient).

   **NOTE:** Active duty military and family members may schedule advising with Military Education academic advisors located at OC offices at Naval Base Kitsap.

7. **REGISTER**

   Following a new student advising session, students may register in person at the registration office at any campus during new student registration days or during open registration.

8. **PAY TUITION**

   Pay online, in person, or by phone within two business days or by the deadline for fall quarter. Payment may be made online, over the phone, or in person (MasterCard and Visa accepted.) Payment arrangements may include financial aid, sponsorship by an outside agency, scholarship, veteran benefits, military tuition assistance, or STEPP (a prepayment program.) For assistance, call the Cashier’s Office 360.475.7181 or 1.800.259.6718, Ext. 7181.

9. **PURCHASE BOOKS**

   Purchase books at the OC Bremerton bookstore, at OC Shelton, OC Poulsbo, or online at [http://ocbookstore.com](http://ocbookstore.com).

10. **ATTENDANCE, ADDS AND DROPS**

    Attendance is expected in all classes. Students must attend the first two class sessions to keep their name on the class roster. Wait listed students may be admitted by the instructor if students do not attend.

    To add or drop a course, an official registration is required. After the first week of the quarter, adding a course requires the instructor’s signature on the “Add/Drop” form. Immediate submission to the Registration Office is required.
RUNNING START ADMISSION

The Running Start program is a Washington state program which allows high school juniors and seniors to enroll in college courses, tuition-free. Eligible students must have a cumulative high school GPA of 2.5 or above and demonstrate college-level skills in writing, reading and/or mathematics on the Accuplacer assessment.

In addition to the general OC application for admission, students must submit a separate Running Start application with a copy of their high school transcript and Accuplacer scores. “Running Start Application” and information packets are available at high schools, at the OC Bremerton Running Start Office, at the Registration Office at OC Poulsbo or OC Shelton and online at www.olympic.edu/RunningStart.

Eligible students are required to attend an orientation to learn about the college and Running Start program procedures. Students meet with their high school counselors to select college courses that satisfy high school graduation requirements and complete a Running Start Enrollment Form. OC advisors provide academic and transfer advising and registration assistance. Fall quarter is the best time to enter because of differences in the start dates of college quarters and high school semesters. Parents of home school students should contact the local school district office to request a school district authorization to access Running Start. Private school students may apply through their local public high school.

Running Start application dates:
- May 1: Fall quarter entry
- Nov. 15: Winter quarter entry
- Feb. 15: Spring quarter entry

Usually, registration for fall quarter courses should be completed the previous spring. All assessment, orientation and advising should be completed the quarter before students plan to attend. Accuplacer assessment appointments may be made by calling the Student Entry and Advising Center at OC Bremerton 360.475.7230 or 1.800.259.6718, Ext. 7230; the Registration Office at OC Shelton, 360.432.5400; or OC Poulsbo, 360.394.2725.

Running Start students have the same rights and responsibilities as other OC students, must adhere to the college academic progress standards, and are responsible for their own transportation, books and some college fees. Some exceptions apply; refer to the Running Start information booklet available from the Running Start Office.

FORMER OC STUDENT ADMISSION

Former students who wish to return to the college after being away for one or more quarters, should contact the Registration Office at their local campus for a "time to register." Former students should not submit an online application. Former students should also contact an advisor in their program of study before registration to receive updates and procedural or program changes.

TRANSFER STUDENT ADMISSION (completed credits at another college or university)

Applicants who have completed course work at another college or university and who wish to transfer to OC should follow the steps listed for new students. Transfer students must take a copy of their transcript (official or unofficial) to Student Entry and Advising Center for a preliminary evaluation by an educational advisor. Once transfer students have registered and completed the second week of their first quarter at OC, they may apply for transfer of credit (see “Award of Credit” on next page).

INTERNATIONAL STUDENT ADMISSION

At Olympic College, international students make friends, participate in activities and events, and bring a cultural and global perspective to the classroom. International students enroll to learn and practice English skills, complete freshman and sophomore-level classes in academic, career, and professional and technical programs, and prepare for transfer to a university to complete a four-year bachelor degree. International students may also complete a high school diploma program, take courses to develop reading, writing and mathematics skills, prepare for college courses or enroll in Intensive English courses which are offered each quarter.

International students must 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 register for classes. Students may begin study during summer, fall, winter, or spring quarters. Enrollment in at least 12 credits and a 2.0 quarterly GPA (grade point average) is required. Admitted students will receive an Admission Packet by mail, including the I-20 form which must be presented along with a student visa application to the nearest U.S. Embassy.

For Admission (as an international student)

Please submit the following:

1. Application: Applications may be downloaded from the website and submitted by mail or in person, together with the application fee of $35 (U.S.) payable to Olympic College (check, bank draft, money order or international wire transfer). The fee will be applied toward tuition upon enrollment.

2. Financial statement: A completed “Statement of Financial Responsibility,” with a copy of the current bank statement attached, which indicates financial ability to fund at least one academic year in the USA, is required and must give proof of ability to meet financial obligations while attending the college. Letters of sponsorship by a reputable U.S. citizen or organization may meet this requirement. An Affidavit of Support form is required if someone other than the student is fully or partially responsible for financial support.

3. Official transcripts (signed and sealed copies): Transcripts must be sent from all high schools or equivalent, colleges, and universities attended. If the documents are not in English, a certified English translation and evaluation is required. Admitted students will receive an Admission Packet by mail, including the I-20 form which must be presented along with a student visa application to the nearest U.S. Embassy.

4. Language skills: Official copy of test scores for one of the following: NOTE: A test score is not required for admission.

- TOEFL (Test of English as a Foreign Language) - (Minimum 480 paper, 157 computer or 54-55 IBT): A copy of the report may be sent directly to OC by Educational Testing Services. TOEFL testing information may be found at web1.toefl.org/or by writing to: Educational Testing Service P.O. Box 899 Princeton, NJ 08540

- STEP EIKEN: A copy of the STEP score may be sent directly to OC by STEP EIKEN. Information on this assessment may be found at: STEP EIKEN 21515 Hawthorne Blvd., Suite 1130 Torrance, CA 90503 EMAIL: infousa@eiken.com

- Cambridge, or IELTS (International English Language Testing System)
Continuing Education (non-credit) Admission

Non-credit continuing education classes offer opportunities for personal enrichment to the community. Classes are open to the public and anyone may attend. Classes can be taken at any time and students do not have to be enrolled in OC credit courses. To register, students should fill in the Continuing Education Registration form available at OC’s website at www.olympic.edu/ContinuingEducation. A listing of continuing education classes is available each quarter in The View or can be found on the website at www.olympic.edu/View.

Award of Credit

OC honors academic credits earned at other regionally accredited institutions and subscribes to the statewide policy on Inter-College Transfer and Articulation among Washington public colleges and universities. Courses accepted in transfer must be essentially equivalent in academic level and content to course work offered at OC. A grade of 2.0 or higher or equivalent is required in each transferred course. Transcripts for all post-secondary study at other educational institutions, colleges and universities must be submitted. When all official transcripts are received, the evaluation will be started. Time expected to completion is usually six to eight weeks.

TRANSFER CREDIT

To apply for transfer credit, complete and submit the “Request for Advanced Standing” form available online and at any college Registration Office. Order official signed and sealed transcripts from all post-secondary institutions, colleges or universities previously attended, and request that the transcripts be sent to:

Olympic College
Attention: Registration and Records
1600 Chester Ave.
Bremerton, WA 98337-1699

Transcripts will be accepted directly from the issuing institution. Transcripts will be accepted directly from the issuing institution. Students are required to have major medical insurance. This insurance may be purchased through the college. Coverage begins one month prior to the quarter of entry and lasts through one full year. Students may also use their own health insurance plan and request an exemption. An exemption requires a detailed description of insurance and evidence of enrollment in the plan for the entire school year.

6. Submit application materials to:
   International Student Admissions
   Olympic College
   1600 Chester Avenue
   Bremerton, WA 98337-1699 USA

Dormitory accommodations are not available, but listings of nearby rental apartments are posted on campus. The college also provides a homestay opportunity for international students with two options:

- Traditional homestay includes: Private bedroom with bed, desk, chair, light, dresser, closet, towels, bedding, and house key. The host provides and prepares five evening meals each week. Students make their own breakfast, lunch and weekend dinners with food provided by the host. Not included: personal expenses or transportation, bus fare, long distance phone calls, Internet installation.

- Non-traditional homestay (room and kitchen access) includes: Private room with bed, desk, chair, light, dresser, closet, towels, bedding and house key. The student may purchase and prepare their own food using the host’s kitchen. Not included: food, personal expenses or transportation, bus fare, long distance phone calls, Internet installation.

ADDITIONAL 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. See www.olympic.edu/Students/advising/apScores for OC credits offered by AP score achieved.

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 “Request for Advanced Standing” form to the Registration and Records Office. The form is available online at www.olympic.edu/Students/GettingStarted/recregforms or from the local 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 Associate of Arts degree (previously the Associate in Arts and Sciences degree). A student may not have more than 15 credits of restricted electives within the 90 credits required for the degree. All examinations are accepted 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 website.

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 to follow is:

1. Make an appointment with the appropriate division dean.
2. Obtain the required “Credit by Examination” form from the division that offers the course.

- OC Assessment: An in-house assessment may be taken upon arrival at OC to help with placement levels in college courses. Please contact International Admissions for further information. All students who wish to enroll in college-level mathematics or English are required to take the Accuplacer assessment before registration.
- OC has an agreement with the American Cultural Exchange Program at Pacific Lutheran University (ACE/PLU). Those who complete level four of the ACE/PLU program are eligible to use this in place of the assessment for placement in college courses.

5. Medical insurance: All international students are required to have major medical insurance. This insurance may be purchased through the college. Coverage begins one month prior to the quarter of entry and lasts through one full year. Alternately, students may also use their own health insurance plan and request an exemption. An exemption requires a detailed description of insurance and evidence of enrollment in the plan for the entire school year.
3. 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.

4. Upon approval of the division dean, take the completed form to the cashier and pay the special examination fee.

5. Return the form and cashier's receipt to the division office.

6. 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:

1. Make an appointment with the appropriate division dean to discuss what courses are approved for bypass.

2. Obtain the “Credit by Vertical Challenge” form from the division dean's office. Complete the form and obtain the dean's signature.

3. Upon approval of the division dean, take the form to the Cashier and pay the required transcription fee.

4. Submit the form and the receipt to the Registration and Records Office prior to the third week of the quarter.

5. When the quarter is completed, the student will receive notification of the final decision and appropriate courses will be posted to the transcript.

**Professional-Technical Credit**

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

**Service Members Opportunity College (SOC)**

As a member of the Service Members Opportunity Colleges for all branches of the service, 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. See an on-base advisor or the Registration and Records Office for more details. Details are available on base (Naval Base Kitsap-Bangor 360.697.3656 or Naval Base Kitsap-Bremerton 360.377.8178).

**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 courses are matched to OC professional/technical courses and are transcripted for college credit.
SECTION FOUR

Advising and Planning

In this Section

• Advising
• Degrees and Certificates Offered
• General Education Requirements
• Transfer Associate Degree Planning
• Transfer Associate Degree Options
• Distribution Requirements
• Associate in Arts - Direct Transfer Agreement
• Associate of Science Degree - Track 1
• Associate of Science Degree - Track 2
• Professional-Technical Planning
• General Policies
• Advising Notes and Recommendations
• Graduation Application Procedure (Associate Degrees and Certificates)
• Advisors & Counselors List

►START HERE. GO ANYWHERE.
Planning Your Education

Olympic College offers many opportunities to complete a degree or certificate and OC advisors can help students meet their educational goals. To plan your education, please read this section to find out more about advisors, degrees and certificates, and planning tools to pursue a professional-technical degree or certificate, or transfer to a college or university.

Advising

Advising is a developmental process between student and advisor. Students learn to navigate Olympic College, which has a unique language, landscape, and culture around learning. Advisors share their expertise in academic disciplines, educational goal planning, career paths, and student achievement.

Advising Requirements

All new students and new transfer students can contact an Educational Advisor at the campus location nearest to them for more information about entry advising. Those enrolling in seven or more credits, with fewer than 15 transcripted credits, must consult with a faculty advisor or faculty counselor, either in person or online to plan their course of study and to obtain a signature or quarterly Personal Identification Number (PIN) for online registration. Students are strongly encouraged to meet with their faculty advisor throughout their academic career at Olympic College.

For a list of program and faculty advisors or counselors, see pages 28-29 or get an up-to-date advisor list at www.olympic.edu/Advising/GetConnected.

Degrees & Certificates Offered

Olympic College offers associate transfer degrees, professional-technical degrees and certificates, a new Bachelor of Science in Nursing degree, and an individualized Associate Degree in General Studies. Students may also work toward earning a bachelor's degree through OC partnerships with Old Dominion University, St. Martin's University, and Western Washington University.

Bachelor of Science in Nursing Degree

This completion degree allows nurses with an Associate Degree in Nursing the opportunity to complete a bachelor's degree following a two-year or three-year plan.

Transfer Associate Degrees

A two-year transfer associate degree from OC is intended for students planning to pursue a bachelor's degree at a four-year college or university. OC offers degrees as part of the Intercollege Relations Commission (ICRC) transfer agreement. These degrees include the Associate in Arts (AA), Associate of Science (AS), and the Associate in Applied Science — Transfer (AAS-T).

Associate of General Studies

A non-transfer degree for the student who chooses to pursue an individualized education plan.

Professional-Technical Degrees and Certificates

Earn a credential in a specific career field in one quarter to two years.
- Associate in Applied Science Degree - Requires 90 credits or more
- Associate in Technical Arts Degree - Requires 90 credits or more
- Certificate of Specialization - Requires 61 - 89 credits
- Certificate of Proficiency - Requires 45 - 60 credits
- Certificate of Completion - Requires 20 - 44 credits
- Certificate of Recognition - Requires 10 - 19 credits
General Education Requirements

Like degrees at all fully accredited colleges, Olympic College degrees require students to study a broad array of subjects to explore the world and develop themselves as individuals and as citizens.

For transfer degrees, OC’s general education requirements conform to the Intercollege Relations Commission (ICRC) guidelines, and therefore correspond with general education lower division requirements at Washington baccalaureate institutions. Students who complete the Direct Transfer Agreement (DTA) degree, the Associate in Arts, will normally have satisfied general education requirements at the receiving institution. General education requirements include quantitative reasoning, communication, and distribution in humanities, natural sciences, and social sciences. While foreign language courses are not required for an OC degree, they may be required by some baccalaureate institutions.

General education requirements for OC’s professional-technical degrees provide the quantitative, communication, and human relations skills needed in the workforce. All professional-technical degrees and certificates normally requiring a year or more to complete require these three elements.

In addition to completing distribution requirements for specific degrees, OC has developed a set of core abilities which each student should develop before graduation. Methods to assess student achievement of these abilities are under development, and future students will be expected to demonstrate their achievement. OC has adopted the following Core Abilities:

▶ COMMUNICATION
1. Graduates will demonstrate the ability to understand and produce effective oral communication.
2. Graduates will demonstrate the ability to understand and produce effective written communication.
3. Graduates will demonstrate the ability to understand and use effective non-verbal communication skills.

▶ THINKING
1. Graduates will demonstrate the ability to engage in critical analysis.
2. Graduates will demonstrate the ability to engage in creative problem solving.
3. Graduates will demonstrate the ability to engage in quantitative reasoning.

▶ GLOBAL PERSPECTIVE
1. Graduates will demonstrate an awareness of self and others and the importance of self knowledge and acknowledgement of differences.
2. Graduates will demonstrate that they are open to considering ideas, opinions and beliefs that differ from their own, and able to apply critical thinking to evaluate these ideas, opinions, and beliefs.
3. Graduates will demonstrate the ability to live and work in a cooperative manner with others of diverse backgrounds, opinions, and abilities.
4. Graduates will demonstrate that they understand the complexity and interdependence of, and stewardship responsibilities to, their communities and the natural world.

▶ INFORMATION COMPETENCY
1. Graduates will demonstrate the ability to determine the nature and extent of the information needed.
2. Graduates will demonstrate the ability to access, evaluate & ethically apply information from a variety of sources, tools, and contexts.

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

Transfer Associate Degree Planning

▶ TRANSFER DEGREES
Olympic College subscribes to the Intercollege Relations Committee Direct Transfer Agreement (DTA), under which an associate degree completed at a Washington State community college may be used to satisfy lower division general education requirements at the baccalaureate institution. After completing the DTA, the transfer student will generally be awarded junior level standing, but will still have to meet any admission and pre-major requirements of the baccalaureate institution and major program.

▶ GENERAL POLICIES
Students may graduate under the transfer degree requirements in any of the past eight years' catalogs if they were enrolled during the time the catalog was in effect.

All transfer degrees have the following basic requirements in common:

• Completion of 90 applicable college level quarter credits.
• OC college level GPA must be at least 2.0. Note that receiving institutions may require a higher GPA. Grades from courses transferred in do not count in GPA for graduation from OC.
• At least 20 of the 90 credits required for graduation must be earned from OC, including the last 10 credits, except with 85 credits, the last five may be earned at another accredited institution.

NOTE: Military personnel and dependents with a SOC agreement are exempt from this last 10 credit requirement.

• Students may elect to have a course graded “Pass/No Credit” instead of the standard numerical grade, but no more than 30 such credits may be applied toward a degree. (Courses offered only as “Pass/No Credit” do not count toward the limit.)

• Continuing Education credits may not be used in degrees.

▶ ADVISING NOTES AND RECOMMENDATIONS

• With careful planning, and depending on your intended major, you may be able to fulfill admissions and major program requirements with a transfer degree.
• Consult a faculty counselor if you have not decided on a future major.
• Check with your intended transfer university or college advisor for specific admissions and major requirements that can be fulfilled with this degree.
• Not all courses listed are offered every quarter. Please see an appropriate faculty advisor or division dean for course sequence and schedule details.
Transfer Associate Degree Options

ASSOCIATE IN ARTS - DIRECT TRANSFER AGREEMENT (AA)
Appropriate for many intended majors, especially in the Humanities and Social Sciences. Students will have 30 credits of electives which may be tailored to individual plans and needs. Completing this degree will usually allow the student to transfer to a baccalaureate institution with junior standing. See the "Associate in Arts - Direct Transfer Agreement" planning sheet in this section.

ASSOCIATE OF SCIENCE (AS)
The Associate of Science degree prepares students to pursue upper division work in Engineering or Sciences by allowing them to complete science and math courses they would be taking if they started at their future baccalaureate institution. Students will generally have some general education requirements to meet after transferring. See the "Associate of Science Degree - Track 1 and Track 2" planning sheets in this section.

- Track 1: Biological Sciences, Chemistry, Geology, Earth Sciences, or Environmental/Resource Sciences
- Track 2: Engineering, Physics, Computer Science, and Atmospheric Sciences

ASSOCIATE IN APPLIED SCIENCE – TRANSFER (AAS-T)
Built upon the technical courses required for job preparation, this degree includes a college-level general education component and transferable support courses. It is not universally transferable, but transfers to a limited number of institutions with which OC has articulation agreements. OC currently offers the following AAS-T degrees:
- Early Childhood Education
- Organizational Leadership Resource Management

See specific programs to plan and prepare for this degree.

### Transfer Associate Degree Curricula Available

<table>
<thead>
<tr>
<th>Intended Major or Subject Area</th>
<th>AA</th>
<th>AS</th>
<th>AAS-T</th>
<th>Division</th>
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<tbody>
<tr>
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<td></td>
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<td>Computer Science</td>
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<td>Criminal Justice</td>
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<td>SSH</td>
</tr>
<tr>
<td>Marine Science/Oceanography</td>
<td>X</td>
<td>Track 1</td>
<td></td>
<td>MESH</td>
</tr>
<tr>
<td>Mathematics</td>
<td>X</td>
<td></td>
<td></td>
<td>MESH</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>X</td>
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<tr>
<td>Music</td>
<td>X</td>
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<td>B&amp;T</td>
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<td>MESH</td>
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<td>X</td>
<td></td>
<td></td>
<td>SSH</td>
</tr>
<tr>
<td>Pre-Law</td>
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<tr>
<td>Pre-Professional Health Occ.</td>
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<td>MESH</td>
</tr>
<tr>
<td>Psychology</td>
<td>X</td>
<td></td>
<td></td>
<td>SSH</td>
</tr>
<tr>
<td>Sociology</td>
<td>X</td>
<td></td>
<td></td>
<td>SSH</td>
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<tr>
<td>Speech</td>
<td>X</td>
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<tr>
<td>Supportive Health Occupations</td>
<td>X</td>
<td></td>
<td></td>
<td>MESH</td>
</tr>
</tbody>
</table>

### Abbreviations:
- B&T Business & Technology
- MESH Mathematics, Engineering, Sciences & Health
- SSH Social Sciences & Humanities
Distribution Requirements

The courses from which selections are to be made to meet requirements for the Associate Transfer Degrees are listed below. Only those courses numbered 100 and above are acceptable. All courses 195/295, 198/298, and 199/299 will be evaluated individually. Continuing Education credits may not be used.

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

**Group A: Humanities (H)** no restriction
- Anthropology 207, 325, 335
- Communication Studies 102, 153, 210, 220, 230, 242
- Art 100, 102, 103, 104, 106, 107, 110, 111, 115, 116, 117, 121
- Dramatic Arts 101, 210, 211, 212, 240, 241, 242, 243, 245, 246, 247, 248, 251, 252, 253, 256
- English 111, 113, 114, 141, 150, 210, 220, 226, 227, 228, 244, 245, 250, 262, 264, 270 - 276, 279, 283, 284, 286
- Geography 103
- Humanities 145, 150, 175, 201, 202, 203, 204, 215, 216, 217, 220, 230, 235, 250, 253, 257, 284, 293
- Journalism 100, 101, 102, 103, 105, 110, 120, 130, 201, 202, 203, 210, 220, 230 (All courses except 105 count toward limit of 15 restricted credits.)
- Philosophy 101, 115, 240
- Political Science 201

**Maximum 5 credits from Foreign Languages at the 100 level:**
- American Sign Language 121, 122, 123
- French 121, 122, 123
- German 121, 122, 123
- Japanese 110, 121, 122, 123
- Korean 121, 122, 123
- Spanish 121, 122, 123

**Group B: Skills Performance (H/SP) no more than 5 credits**
- Dramatic Arts 120, 220, 255
- Music – All not listed in Group A
- Physical Education-Recreation & Dance 140, 143, 146, 240, 243, 246

**Social Sciences Distribution (SS)**
- Anthropology 100, 204, 205, 206, 207, 210, 325, 335
- Baccalaureate Nursing 326
- Business 101
- Criminal Justice 101, 105, 106
- Economics 201, 202
- Education 115, 202, 203, 210
- Engineering 104
- Geography 101, 103, 120, 135, 207, 210
- Human Services 107
- Human Services Substance Abuse Counselor 101
- Humanities 145, 215, 216, 217
- Philosophy 101, 106, 115, 240
- Physical Education-Education 104, 107
- Political Science 101, 115, 145, 150, 175, 201, 202, 203, 235, 300
- Psychology 100, 102, 122, 200, 206, 220, 221, 240, 250, 252, 260
- Sociology 101, 109, 125, 135, 190, 201, 230, 250, 271

**Natural Sciences Distribution (NS)**

**Lab Courses:** minimum one course required
- Chemistry 110, 121, 131, 137, 151, 152, 153, 251, 252, 253
- Geography 102
- Geology 101, 103, 110, 135, 208
- Oceanography 101
- Physics 110, 121/131, 122/132, 123/133, 221/231, 222/232, 223/233

**Non-lab courses:**
- Anthropology 205
- Astronomy 101, 102, 105, 201
- Biology 104, 351
- Chemistry 139, 141, 142, 143, 241, 242, 243
- Geography 101, 250
- Geology 100, 120, 155
- Meteorology 101, 142
- Science 100

**Other than physical, biological, and earth sciences:**
*No more than five credits from the following subjects allowed in the Natural Sciences distribution:*
- Computer Science 141, 143, 170, 210
- Engineering 240
- Mathematics 107, 141, 142, 146, 147, 148, 151, 152, 163, 166, 167, 200, 210, 221, 222, 250, 264
- Philosophy 106

**Electives**

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

**Transferable:** ALL courses listed in the Skill Areas, Humanities, Social Sciences, Natural Sciences distributions plus the following:
- Accounting 201, 202, 203
- Business 201, 215
- Criminal Justice 100, 104, 112
- Early Childhood Education 101
- Education 115
- Engineering 114, 204, 214, 215, 224
- Foreign Language – any not used in Humansitites Distribution
- Physical Education Activity (PEFSP and/or PE-RD) up to 3 credits

**Restricted:** ANY college level courses NOT listed in any of the skill area, distribution, or transferable electives (generally professional-technical and personal development courses, also DANTES, CLEP, Service School Credits)
Associate in Arts - Direct Transfer Agreement 2008–2009

- Each course can be counted toward only one skill or distribution area.
- Only college level courses numbered 100 or above are allowed.
- College level GPA must be at least 2.0.
- Of courses which are normally graded, no more than 30 credits may be taken as Pass/No Credit.
- At least 20 quarter credits must be taken at OC, including the last 10 credits, except that if at least 85 credits have been earned at OC, acceptable graduation requirements may be completed at another college.

### Skill Areas Requirements:

**Written Communication Skills:** (10 credits if taken at OC)
- English 101 ___ cr
- English 102, Composition (argumentation, research, and documentation) ___ cr
- English 235, Technical Writing ___ cr

**Symbolic/Quantitative Skills:** (5 credits if taken at OC)
- Mathematics 107, 141, 142, 146, 147, 148, 151, 152, 163, 166, 167, 200, 210, 221, 222, 250, 264 ___ cr
- Philosophy 106, with demonstrated mastery of Intermediate Algebra (see column at right) ___ cr
- Business 215 if authorized in writing by Business or Economics faculty advisor ___ cr

**Intermediate Algebra Mastery:**
- Satisfactory placement test score ___
- Complete Mathematics course for which Intermediate Algebra is a prerequisite ___
- Complete Mathematics 99 ___

### Distribution Requirements:

**Humanities (15 cr. in 2 or 3 disciplines)**
- Choose courses from at least two different disciplines
- Maximum 5 credits in skills performance courses
- Maximum 5 credits in foreign language at the 100 level

**Natural Sciences (15 cr. in 2 or 3 disciplines)**
- Choose courses from at least two different disciplines
- At least one laboratory science course must be completed
- Maximum 5 credits from Computer Science, Engineering, Mathematics, and Philosophy

**Social Sciences (15 cr. in 2 or 3 disciplines)**
- Choose courses from at least two different disciplines

<table>
<thead>
<tr>
<th>Discipline 1</th>
<th>Discipline 1</th>
<th>Discipline 1</th>
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</thead>
<tbody>
<tr>
<td>_____________</td>
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<td>Discipline 2</td>
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<tr>
<td>Discipline 3 (optional)</td>
<td>Discipline 3 (optional)</td>
<td>Discipline 3 (optional)</td>
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</tbody>
</table>

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

**Transferable Courses (15—30 cr)**

| _____________ | _____________ | _____________ |
| _____________ | _____________ | _____________ |
| _____________ | _____________ | _____________ |

**Restricted Courses (0—15 cr)**

| _____________ | _____________ | _____________ |
| _____________ | _____________ | _____________ |
| _____________ | _____________ | _____________ |

**Total Credits (minimum 90) ___**
### Associate of Science Degree - Track 1, 2008-2009

**Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology & Earth Sciences**

This checklist is for students with an interest in transferring to a baccalaureate institution in the State of Washington in one of the targeted disciplines. The Associate in Arts degree may be better suited for transfer to some baccalaureate institutions. Students should meet early in their matriculation at OC with an academic faculty advisor to determine the suitable degree for them. The Associate of Science degree student, in consultation with an academic faculty advisor, will maintain this checklist while the student matriculates at OC. The quarter before expected completion, this checklist, signed by the student and academic faculty advisor, should be submitted with a graduation application to the Registrar.

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

**Student:**

**Signature:**

**Academic Faculty Advisor:**

**Major:**

**Transfer to:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Quarter Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Written Communication Skills (10 credits)</strong></td>
<td>English 101 Composition</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>English 102 Composition</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>English 235 Technical Writing</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Basic Quantitative Skills (15 credits)</strong></td>
<td>Mathematics 124 Calculus 1</td>
<td>5</td>
<td></td>
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<tr>
<td></td>
<td>Mathematics 125 Calculus 2</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Mathematics 126 Calculus 3</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics 146 Introduction to Stats</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Humanities and Social Sciences (5 cr. in Humanities, 5 cr. in Social Sciences, and 5 cr. in either Humanities or Social Sciences—see distribution requirements)</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Required Science (33 credits minimum)</strong></td>
<td>Chemistry 141/151 General Chemistry I and Lab</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemistry 142/152 General Chemistry II and Lab</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemistry 143/153 General Chemistry III and Lab</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(In addition to the above, choose at least one of the following complete sequences carefully in consultation with an advisor)</td>
<td>Chemistry 241/251 Organic Chem I and Lab</td>
<td>5</td>
<td></td>
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<tr>
<td></td>
<td>Chemistry 242/252 Organic Chem II and Lab</td>
<td>6</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Chemistry 243/253 Organic Chem III and Lab</td>
<td>7</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Physics 122/132 General Physics I and Lab</td>
<td>6</td>
<td></td>
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<tr>
<td></td>
<td>Physics 122/133 General Physics II and Lab</td>
<td>6</td>
<td></td>
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<tr>
<td></td>
<td>Physics 221/231 Engineering Physics I and Lab</td>
<td>6</td>
<td></td>
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<tr>
<td></td>
<td>Physics 222/232 Engineering Physics II and Lab</td>
<td>6</td>
<td></td>
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<tr>
<td></td>
<td>Physics 223/233 Engineering Physics III and Lab</td>
<td>6</td>
<td></td>
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<tr>
<td></td>
<td>Biology 201 General Biology</td>
<td>5</td>
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<td></td>
<td>Biology 202 General Biology</td>
<td>5</td>
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<tr>
<td></td>
<td>Biology 203 General Biology</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Elective Science and Mathematics (See Note 1)</strong></td>
<td>Biology 241 Human A &amp; P 1</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biology 242 Human A &amp; P 2</td>
<td>6</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Biology 260 Microbiology</td>
<td>6</td>
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<td></td>
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<tr>
<td></td>
<td>Geology 101 Intro Physical Geology</td>
<td>5</td>
<td></td>
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<td></td>
<td>Geology 110 Environmental Geology</td>
<td>5</td>
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<td></td>
<td>Geology 103 Historical Geology</td>
<td>5</td>
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<tr>
<td></td>
<td>Computer Science 141 Computer Science I Java</td>
<td>5</td>
<td></td>
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<tr>
<td></td>
<td>Mathematics 264 Calculus 4</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Mathematics 221 Differential Equations</td>
<td>5</td>
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<td></td>
<td>Mathematics 250 Linear Algebra</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** minimum 90 credits required, minimum 2.0 GPA (See Note 2).

---

**Note 1:** The AS degree is intended to ease transfer to Washington baccalaureate institutions with junior standing. Elective courses are to be chosen with the guidance of an OC academic faculty advisor (see distribution requirements). No more than 5 credits of restricted electives are allowed.

**Note 2:** Most scientific disciplines require more than 90 credits for junior standing. The required GPA for transfer to a Washington baccalaureate institution is 2.75. (The University of Washington is governed by a separate agreement.) Specific departments may require higher GPA; contact advisors at the baccalaureate institution for details.
### Advising and Planning

#### Associate of Science Degree - Track 2, 2008-2009

**Engineering, Physics, Computer Science, & Atmospheric Earth Science**

This checklist is for students with an interest in transferring to a baccalaureate institution in the State of Washington in one of the targeted disciplines. The Associate in Arts degree may be better suited for transfer to some baccalaureate institutions. Students should meet early in their matriculation at OC with an academic faculty advisor to determine the suitable degree for them. The Associate of Science degree student, in consultation with an academic faculty advisor, will maintain this checklist while the student matriculates at OC. The quarter before expected completion, this checklist, signed by the student and academic faculty advisor, should be submitted with a graduation application to the Registrar.

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Quarter Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Written Communication Skills (10 credits)</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>English 101</td>
<td>Composition</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 102</td>
<td>Composition OR</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 235</td>
<td>Technical Writing</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td><strong>Basic Quantitative Skills (15 credits)</strong></td>
<td></td>
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<tr>
<td>Mathematics 124</td>
<td>Calculus 1</td>
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<td>Mathematics 125</td>
<td>Calculus 2</td>
<td>5</td>
<td></td>
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<tr>
<td>Mathematics 126</td>
<td>Calculus 3</td>
<td>5</td>
<td></td>
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<tr>
<td><strong>Computer Programming (4 credits, choose one of the following)</strong></td>
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<tr>
<td>Engineering 142</td>
<td>Engineering Computer Programming</td>
<td>4</td>
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<tr>
<td>Computer Science 141</td>
<td>Computer Science I Java</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Humanities and Social Sciences (5 cr. in Humanities, 5 cr. in Social Sciences, and 5 cr. in either Humanities or Social Sciences—see distribution requirements)</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Required Science (33 credits minimum)</strong></td>
<td></td>
<td>6</td>
<td></td>
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<tr>
<td>Chemistry 141/151</td>
<td>General Chemistry I and Lab</td>
<td></td>
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<tr>
<td>Physics 221/231</td>
<td>Engineering Physics I and Lab</td>
<td>6</td>
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<td>Physics 222/232</td>
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<td>Physics 223/233</td>
<td>Engineering Physics III and Lab</td>
<td>6</td>
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<tr>
<td><strong>Elective Courses (See Note 1)</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry 142/152</td>
<td>General Chemistry II and Lab</td>
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<td></td>
<td></td>
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<tr>
<td>Chemistry 143/153</td>
<td>General Chemistry III and Lab</td>
<td>6</td>
<td></td>
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<tr>
<td>Chemistry 241/251</td>
<td>Organic Chem I and Lab</td>
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<td></td>
<td></td>
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<tr>
<td>Chemistry 242/252</td>
<td>Organic Chem II and Lab</td>
<td>6</td>
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<tr>
<td>Computer Science 142</td>
<td>Computer Science II Java</td>
<td>5</td>
<td></td>
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<tr>
<td>Meteorology 101</td>
<td>Weather and Atmosphere</td>
<td>5</td>
<td></td>
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<tr>
<td>Mathematics 264</td>
<td>Calculus 4</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Mathematics 221</td>
<td>Differential Equations</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Mathematics 250</td>
<td>Linear Algebra</td>
<td>5</td>
<td></td>
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</tr>
<tr>
<td>Engineering 114</td>
<td>Engineering Graphics</td>
<td>4</td>
<td></td>
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<tr>
<td>Engineering 170/171</td>
<td>Material Science</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Engineering 214</td>
<td>Statics</td>
<td>4</td>
<td></td>
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<tr>
<td>Engineering 215</td>
<td>Dynamics</td>
<td>4</td>
<td></td>
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<tr>
<td>Engineering 204</td>
<td>Thermodynamics</td>
<td>4</td>
<td></td>
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<tr>
<td>Engineering 225</td>
<td>Mechanics of Materials</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>Engineering 204</td>
<td>Electrical Circuits</td>
<td>5</td>
<td></td>
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</tr>
</tbody>
</table>

Total: minimum 90 credits required, minimum 2.0 GPA (See Note 3).

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**Note 3:** The Direct Transfer Agreement stipulates a minimum 2.75 GPA to be admitted to a Washington baccalaureate institution as a junior (see Note 4). Although a 2.75 GPA allows admission to the institution, admission to a specific department in the institution is competitive and generally requires a GPA significantly higher than 2.75; contact advisors at the baccalaureate institution for details.

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

Professional-Technical degrees and 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. Associate degrees differ from certificate programs by combining specific job skills with a breadth component. Associate degree programs are generally designed to be completed in six quarters of full-time study. See “Professional-Technical Degrees and Certificates Available” below for degrees offered by program.

ASSOCIATE IN APPLIED SCIENCE (AAS)

Specific programs of study for each AAS program are listed in this catalog.

ASSOCIATE IN APPLIED SCIENCE—TRANSFER (AAS-T)

The Associate in Applied Science - Transfer (AAS-T) is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees.

• ASSOCIATE IN TECHNICAL ARTS (ATA)

ATA degree requirements may be met through two different options which may be interchanged to substitute qualifications in one option to meet corresponding requirements in another option at the discretion of the Dean of Workforce Development.

ATA Degree — Option One

Students should choose their program as early as possible and maintain frequent contact with an OC faculty advisor. Specific programs of study for each ATA program are listed in this catalog.

ATA Degree — Option Two

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.

Professional-Technical Degrees and Certificates Available

<table>
<thead>
<tr>
<th>Program Subject Area</th>
<th>ATA</th>
<th>AAS</th>
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• Abbreviations:
  B&T Business & Technology
  MESH Mathematics, Engineering, Sciences & Health
  SSH Social Sciences & Humanities
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 - 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.

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

Pass/No Credit - Students may choose to have courses graded “Pass/No Credit” instead of the standard numerical grade, but no more than 30 credits of these courses may be counted toward the degree. (Courses offered only as “Pass/No Credit” are not included in this limit.)

Residency - At least 20 credits applied toward an associate degree must be earned at OC, including the last 10 credits, except with 85 or more OC credits, graduation requirements may be completed at another accredited institution. For certificates, at least 20% of the certificate’s credits must be earned at OC.

Advising Notes and Recommendations

Not all courses listed are offered every quarter. Please see an appropriate academic faculty advisor or division dean for course sequence and schedule details.

Students are encouraged to work with a faculty advisor throughout their academic career.

Graduation Application Procedure (Associate Degrees and Certificates)

Students must apply to graduate. Associate degree candidates are encouraged to submit their application one quarter before they plan to graduate so any deficiencies may be resolved prior to their last quarter. Certificate and degree applications must be submitted by the published deadline to be assured of processing in that quarter. Applications cannot be processed until official transcripts documenting any courses transferred in from other colleges have been received.

Application Steps
1. Obtain the appropriate application form from the Registration and Records Office or the OC website.
2. Complete all information requested on the application.
3. Obtain the necessary signatures.
4. Return the application.
   a. For degrees, return the application with the graduation fee to the Cashier.
   b. For certificates, return the completed application to the Registration and Records Office. A fee is not charged for a certificate application.

If the application cannot be approved as submitted, written notification will be given.

Advisors & Counselors List

WHAT IS THE DIFFERENCE BETWEEN AN EDUCATIONAL ADVISOR, A FACULTY ADVISOR AND A FACULTY COUNSELOR?
- Educational program advisors work at all three campus locations to assist new students with their first quarter at OC. Educational advisors direct students to faculty advisors for guidance on specific programs.
- Academic faculty advisors are full-time faculty members who advise students majoring in specific disciplines or technical areas of study.
- Faculty counselors provide career guidance, personal counseling, and help students who are exploring educational options.

Educational Program advisors

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Sharon King .............................................475.7374
Richard Snapp ...........................................475.7386
CHEMISTRY
Ted Baldwin .............................................475.7733
Cami Geyer ...............................................475.7728
Robert Kieburtz ........................................475.7730
John Pellock .............................................394.2700
CHIROPRACTOR
Robert Kieburtz ........................................475.7730
COMPUTER INFORMATION SYSTEMS
Don Bergman ...........................................475.7377
Pam Bilodeau ............................................475.7371
Kevin Blackwell .......................................475.7379
Dondi Hanson ..........................................475.7376
Mark Westlund .........................................475.7357
COMPUTER SCIENCE (See listing for Mathematics)

COSMETOLOGY (BARBERING, MANICURIST, ESTHETICIAN)
Anna Carney .............................................473.0561
Business & Technology ................................475.7360
CRIMINAL JUSTICE
Robert Fernandez .....................................475.7317
CULINARY ARTS
Nick Giovannini .......................................475.7577
Steve Lammers ...........................................475.7571
Chris Plemons ..........................................475.7316
DENTAL HYGIENE
Cami Geyer ...............................................475.7728
DIAGNOSTIC ULTRASOUND
Larry Miller .............................................475.7703
DRAMATIC ARTS
Timothy Hagan .........................................475.7315
EARLY CHILDHOOD EDUCATION
Gayle Dilling ...........................................475.7289
EDUCATION
Mary Sanford ............................................475.7317
ELECTRONICS
Mike Szymkewicz .....................................475.7375
ENGINEERING
Jeff Brown ................................................475.7738
Linnea Hess .............................................475.7727
ENGLISH
Sonja Apgar Begert (OC Poulsbo) .....................394.2709
Carmen Hoover (OC Shelton) .........................432.5409
Eunha Jung ...............................................475.7627
Koi Tirima ................................................475.7189
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)
Irene Fjærestad ..........................................475.7388
ENVIRONMENTAL SCIENCE & ENVIRONMENTAL STUDIES
Susan Digby .............................................475.7840
FIRE SCIENCE
Larry Rogers .............................................475.7722
FOREIGN LANGUAGES
Ana Waisman .............................................475.7116
Maril Elliott .............................................475.7338
 GEOGRAPHY
Susan Digby .............................................475.7840
 GEOLOGY
Steve Macias .............................................475.7711
 HISTORY
Deborah Lamb .............................................475.7415
Philip Schaeffer .......................................475.7416
HUMAN SERVICES
Mirelle Cohen ..........................................475.7553
INDUSTRIAL TRADES TECHNOLOGY/APPLIED PHYSICS (PSNS)
Robert Abel ..............................................476.4622
Donald Haines .........................................476.6976
INTEGRATED MULTI-MEDIA
Joseph Silverthorn ...................................475.7310
JOURNALISM
Michael Prince .........................................475.7243
LEGAL OFFICE
Tia Hudson ..............................................475.7384
LINGUISTICS
Eunha Jung ...............................................475.7327
LIBRARY
Judith Cunneen .........................................475.7256
Kent Mercer .............................................475.7255
Dianne Moore ..........................................475.7257
MARINE BIOLOGY
Don Seavy .................................................475.7732
MATHEMATICS
Will Bandes (OC Shelton) ............................432.5408
Myong Hee Stinson ....................................475.7713
Mike Dodge (OC Poulsbo) ............................475.7267
Martin Haines ..........................................475.7714
Jason Heinze .............................................475.7737
Mary Ann Kelso ........................................475.7719
Elizabeth O’Neil .......................................475.7700
MEDICAL ASSISTING
Connie Lieseke .........................................475.7741
MEDICAL CODING
Barbara Parker ..........................................475.7679
MEDICAL TECHNOLOGY AND MEDICAL LABORATORY TECHNICIAN
Angela Elauria ..........................................475.7734
MUSIC - CHORAL/VOCAL
Teresa Fraser ...........................................475.7117
MUSIC - INSTRUMENTAL
Rick White ...............................................475.7118
NURSING: ASSOCIATE DEGREE NURSING (OC POULSBO)
Suzy Cook ...............................................394.2769
Minerva Holk ..........................................394.2768
Chris Stokke ............................................394.2748
Jan Tezak ................................................394.2745
NURSING: PRACTICAL NURSING (OC POULSBO)
Anne Mulligan ..........................................394.2740
NURSING: TRANSITION TO ADN (OC POULSBO)
Cathy Carlson ..........................................394.2767
NURSING ASSISTANT
Mary Polensky .........................................475.7764
OFFICE TECHNOLOGY
Nancy Bermea ..........................................475.7838
Beth Drzewiecki .......................................475.7382
Tia Hudson ..............................................475.7384
Joanne Talley ............................................475.7372
ORGANIZATIONAL LEADERSHIP & RESOURCE MANAGEMENT
Karen Bolton ............................................475.7523
PHILOSOPHY
Dinshaw Jokhi ..........................................475.7275
PHLEBOTOMY
Connie Lieseke .........................................475.7741
PHYSICAL EDUCATION
Mike Mackenzie ........................................475.7742
PHYSICAL THERAPIST ASSISTANT
Lynn Bartlett ............................................779.4049
Stephanie Mimaki ......................................779.4083
PHYSICAL THERAPY
Larry Miller .............................................475.7703
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Deanna Ferguson ......................................475.7274
PHYSICS
Linnea Hess .............................................475.7727
POLITICAL SCIENCE
David Toeren ............................................475.7339
PRE-DENTISTRY
Ted Baldwin .............................................475.7733
PRE-LAW
Philip Schaeffer .......................................475.7416
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PROSTHETICS AND ORTHOTICS
Larry Miller .............................................475.7703
PSNS APPRENTICESHIP AND HELPER PROGRAMS
Karen Bolton ............................................475.7523
PSYCHOLOGY
Charles Barker .........................................475.7286
Jack Sandler (OC Shelton) .........................432.5438
RADIATION THERAPY
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RADIOLOGICAL TECHNICIAN
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RESPIRATORY THERAPY
Deanna Ferguson ......................................475.7274
SOCIAL WORK
Chip Barker .............................................475.7286
SOCIOLOGY
Mirelle Cohen ..........................................475.7553
Caroline Hartse ........................................475.7111
SPEECH
Alyson Hard .............................................475.7417
TECHNICAL DESIGN
Grant Newman ...........................................475.7393
VETERINARY TECHNICIAN
Robert Kieburtz .......................................475.7730
WELDING
Chris Hobson ............................................475.7395
Al Kitchens ..............................................475.7312

FACULTY COUNSELORS
360 Area Code

UNDETERMINED MAJORS
John Babbo .............................................475.7537
Anthony Carson .......................................475.7530
Denise Reyburn ........................................475.7536

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 29
In this Section

- Ways to Register
- Registration for New, Continuing, Former Students
- Number of Credits and Registration
- Wait Lists, Overenrollment
- Add, Drop, Complete Withdrawal, Late-starting Classes

START HERE. GO ANYWHERE.
Introduction
Registration begins after a student is admitted to Olympic College. 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 website and in The View, OC’s quarterly class schedule.

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

Ways to Register

¬ ONLINE
To use OASIS (Online Access to Student Information System) to register for courses on the web, go to www.olympic.edu/OASIS. Questions about web registration should be directed to the registration staff at any OC campus. Computers with access to OASIS are available on the first floor of the College Service Center at OC Bremerton, computer labs at all campuses, and from any computer with Internet access.

(NOTE: New students should register in person at an Olympic College campus. See below for details. Continuing and former students may use OASIS for registration.)

¬ IN PERSON
Students may register in person at any registration office at OC Bremerton, OC Poulsbo, OC Shelton, or Naval Base Kitsap at Bangor/Bremerton.

(NOTE: New students should register in person at an Olympic College campus. See below for details. Continuing and former students may use OASIS for registration.)

Registration for New, Continuing, Former Students

¬ NEW STUDENTS AND TRANSFER STUDENTS (FIRST REGISTRATION AT OC):
New students begin developing their educational plans during their new student advising session at the Bremerton Student Entry and Advising Center, or the advising session at their local campus, and then register in person. See “New Students” in the Admissions section.

New Student Advising Sessions
This presentation demonstrates the steps to successful educational planning and registration for classes. This session is for students who are starting college for the first time. All new students are required to meet with an adviser and will register in person at the conclusion of the session.

New Transfer Students
New students transferring from another college must visit an advisor at any campus. Transfer students should take a copy of transcripts to their advising appointment. See “Transfer Student Admission” in the Admissions section for complete information.

¬ CONTINUING STUDENTS (REGISTERED THE PREVIOUS QUARTER):
Continuing students may find their “time to register” in OASIS on the website at www.olympic.edu/OASIS. See box at right for complete instructions.

¬ FORMER STUDENTS (ATTENDED OC IN THE PAST, BUT DID NOT REGISTER OR ATTEND LAST QUARTER):
Former students must contact the registration office to be assigned a “time to register”. See box at right for registration instructions.
HOW TO REGISTER – CONTINUING AND FORMER STUDENTS

1 MEET WITH FACULTY ADVISOR
   - Fewer than 15 completed credits: If students wish to register for seven or more credits, they must meet with an advisor. Ask for a PIN during the advising appointment to register on OASIS.
   - 15 or more completed credits: Faculty advising strongly recommended but not required. Use global PIN to register.

Need help with student PIN?
Call 360.475.7200 or visit a local campus registration for PIN assistance. (Running Start and international students must meet with their advisor each quarter prior to registration to select courses and receive their quarterly PIN and entry codes.)

2 PLAN CLASS SCHEDULE ON OASIS
   - Select classes to meet academic goals and time schedule. (Click on “plan your class schedule”)
   - Select alternate cases in case a class is full.

3 FIND TIME TO REGISTER
   - Students may register on or after their “time to register.” (Former students must contact Registration Office for time to register.)

4 REGISTER
   - Go to www.olympic.edu/OASIS during open OASIS hours
   - Click on “Enter OASIS” on the left side bar menu on website
   - Click on “Register or add/drop a class”
   - Log in and enter Student Identification Number without dashes or spaces (i.e. 860XXXXX)
   - Enter registration PIN as birth date (i.e. 50179 if May 1, 1979), or your global PIN if it was changed, or a special PIN number your advisor provided.
   - Click on “continue”
   - Enter item numbers or classes you wish to select
   - Click on “Submit add/drop”
   - New class schedule will appear if online registration was successful
   - Click on “Finish”
   - Click on “Return to main menu”
   Tip: print schedule for your records.

5 PAY TUITION AND FEES
   - Online, in person, or by phone within two business days.

---

Number of Credits and Registration

REGISTRATION APPOINTMENT TIMES ARE BASED ON THE TOTAL NUMBER OF CREDITS COMPLETED AND LISTED ON THE COLLEGE TRANSCRIPT, INCLUDING TRANSFER CREDITS

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

Wait Lists, Over-Enrollment

Students will be given the option to wait list for a course if a desired course is full and 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 and students will need to re-register.

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 list 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.

Add, Drop, Complete Withdrawal, Late-starting Classes

Add/drop dates are announced in The View, OC’s quarterly class schedule. 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 FIVE
   - Students may register for open courses day one through day five.
   - Wait listed students may register for full courses only with instructor signature or over-enrollment form, day one through day three.
   - Students may drop courses via OASIS or in person registration.

DAY SIX THROUGH DAY 10
   - 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 THE END OF THE SIXTH WEEK
   - Withdrawal from a course with a “W” grade noted on the transcript is allowed up to the end of the sixth week or 60% of the quarter.

AFTER THE SIXTH WEEK
   - 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

If it is necessary to withdraw from all courses after the start of the quarter, students must complete an “Add/Drop” form and return it to the Registration Office. Students who do not withdraw officially, but simply stop attending courses, 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 percent of the calendar days of the quarter will likely 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
To accommodate students waiting to register for a course, instructors may initiate an administrative drop if students (a) do not attend the first two class periods of a day course or the first period 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. Also, students should not expect to be administratively withdrawn for non-attendance. An official drop form is required to be submitted to the registration office by the student.

OASIS (www.olympic.edu/OASIS)

Online Access to Student Information System

Options:
- Find your student ID
- Find your time to register
- Plan your schedule
- Register online
- Pay tuition and fees

Help and other options:
- Change your PIN
- Check financial aid status
- Look up grades
- Print unofficial transcript
- Update address
- View your winter class schedule

HOURS: 7:30 a.m. - 9 p.m. (M-Th)
    7:30 a.m. - 5:30 p.m. (F)
    9 a.m. - 6 a.m. (Sat - Mon)

NOTE: Hours may vary. Check OASIS online at www.olympic.edu/OASIS or the quarterly class schedule The View for current information.

Need help? 360.475.7200 or 1.800.259.6718, x7200

NOTE: Use your global PIN to access most OASIS options.

OASIS is for New and Continuing/Former Students
Paying for College

In this Section

• Financial Aid
• Scholarships
• Tuition and Fees
Paying for College

Introduction
Paying for college begins with knowing the steps to follow. This section provides an overview of how to apply for financial aid, including federal and state aid and scholarships, tuition costs, fees, and where to pay.

Financial Aid
OC participates in a variety of financial aid programs designed to assist needy students with college-related expenses. These programs are funded through federal and state governments and through private sources such as clubs, organizations, and individuals.

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, GED, or pass an “Ability to Benefit Test” at OC
- 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

FINANCIAL AID PROGRAMS
Many financial aid programs are based on need such as federal and state grants and employment and loan programs. Other programs are based on merit or achievement that is common to scholarships. OC participates in the following student financial aid programs:

Grants
Federal Pell grant
Federal Supplemental Opportunity Grant
State need grant
OC grant
OC tuition waiver

Employment
Federal work study
State work study

Loans
Federal Stafford Loan
Federal PLUS Loan
Alternative private loans

Scholarships
For more information about Scholarships, see “Scholarships”

FINANCIAL AID
OC Bremerton: Third floor, College Service Center
360.475.7160 or 1.800.259.6718, Ext. 7160, 360.475.7471 FAX
OC Bremerton, OC Poulsbo, OC Shelton: E-mail: financialaid@olympic.edu
www.olympic.edu/FinancialAid – for financial aid instructions and forms

WHERE TO PAY – CASHIER’S OFFICE
OC Bremerton: First floor, College Service Center
360.475.7181 or 1.800.259.6718, Ext. 7181
www.olympic.edu/StaffFaculty/AdministrativeServices/Cashier
OC Poulsbo: Student Services, Rm 114
360.394.2726 (payment at OC Poulsbo by check, money order, cash, or credit card only)
OC Shelton: 360.432.5400
Online – www.olympic.edu/OASIS
HOW TO APPLY FOR FINANCIAL AID
To apply for federal and state financial aid, students must complete:

(1) OC admissions application
(2) Free Application for Federal Student Aid (FAFSA)
(3) OC Financial Aid Data Sheet

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

AWARDING AND RECEIVING FINANCIAL AID
When the Financial Aid office has a completed financial aid file, the file is reviewed and the student will be notified by mail of their eligibility and options. A completed financial aid file is one that contains a valid and correct Student Aid Report, completed Financial Aid Data Sheet and all requested supporting documentation.

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 all programs.

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.

Student Financial Aid budgets for the 2008-09 award year will be established after the catalog has been printed. This information will be posted on the Olympic College Financial Aid webpage when available.

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 who have balances in their grant awards after tuition has been paid will have a balance check available on the first day of the quarter. Scholarship recipients are paid at the same time that grant recipients are paid provided the college has received the funds from the donor.

Students who have been awarded a student loan will receive their check by mail after the thirtieth day of the term has passed. Students awarded employment under the federal or state work study programs are paid once each month for the prior month worked.

STUDENT RESPONSIBILITIES AND SATISFACTORY 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 probation or may have future aid terminated.

In addition, 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 standards in place for federal and state aid recipients.

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 the information and apply during the announced scholarship application period for the upcoming academic year. High school students may request a scholarship application from their high school counselor.

Financial Aid Scholarships
A variety of scholarships are available through the Olympic College Financial Aid Office located on the fifth floor of the College Service Center at OC Bremerton. Detailed scholarship information and application forms are available on the financial aid scholarship webpage at www.olympic.edu/FinancialAid/schol.

OC Foundation Scholarships
Students may also find out about scholarships available through the OC Foundation. Visit the OC Foundation located on the fifth floor of the College Service Center at OC Bremerton or go to www.olympic.edu/BusinessCommunity/Foundation/Scholarships.

Tuition and Fees
OC offers standard tuition rates for resident, U.S. citizen non-residents and international students. Registration for fall quarter 2008 begins May 27, 2008 with payment for all required tuition and fees due by August 25, 2008. If a student registers for fall quarter 2008 after August 25, 2008, payment for all required tuition and fees is due two business days after registration.

IMPORTANT NOTICES:
Tuition and fees for 2008-09 have not been determined at the time of the publication of this catalog. If there are any rate increases, they will become effective fall quarter 2008. Please see OC’s quarterly schedule, The View, or visit OC’s website at: www.olympic.edu/StaffFaculty/AdministrativeServices/registration for current tuition and fee rates.

NOTE: Students are encouraged to participate in the STEPP program, a tuition payment program that requires a minimum down payment of at least 25% and the balance to be paid over the course of six weeks. Sign up for STEPP now in the Cashier’s Office or call 360.475.7181 for more information. Additional information is on our website: www.olympic.edu/students/tuition/stepp.

FEE INFORMATION
All students in credit classes are charged the following fees each quarter, including summer session.

Student Service: $1/credit (maximum $10)
Technology: $3.50/credit (maximum $35)
*Technology Fee exemptions: Running Start, apprentice trade theory courses, zero-credit contract training, continuing education, and adult basic education.

Security Enhancement: $20

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

Testing Fees
Accuplacer: $15 (non-refundable)
(May be subject to change)
Test retakes: $15
GED test series: $75; Test retakes: $15
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 in The View.

HOW TO PAY
- ONLINE: using OASIS – VISA, MasterCard: https://www.ctrठ.edu/wrbks
- BY PHONE: Cashier 360.475.7181 or 1.800.259.6718 x7181 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. We accept check, money order, cash, personal checks for the exact amount of tuition and fees, credit card or debit card.

NOTE: Active duty students may be eligible to use military tuition assistance to pay for classes. For details, see an on-base academic advisor.

TUITION WAIVERS
OC participates in the following optional tuition waivers. Specific per credit rates for 2008-2009 have not been determined at the time of this publication. Please visit our website for a current listing of waiver rates at www.olympic.edu/students/tuition/spaceavailable.htm.

Mandatory Waiver
- 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 Veterans Office for more information.

Optional Waivers
- Adult Basic Education
- Active Duty Military/Dependants and WA Nat’l Guard/Dependants
- 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.
- Higher Education (Must be employed 20 hrs or more per week)
- Non-Resident
- Parent Education Co-Op
- Refugees
- Senior Citizens (Audit Only): (60 yrs of age or older; limited to 2 classes quarterly on a space available basis)
- Veterans (For current information on veterans waivers, please visit our website at: www.olympic.edu/VeteransServices)
- WA Classified Employee

Vocational Waivers (>18 credits)
- WA Resident
- WA Non-Resident: Requires the signature of the division dean and the Dean of Workforce Development.

Washington State contributes to the cost of student education through support of basic instructional costs and state-supported financial aid. Student tuition represents approximately 33% of the total instructional cost. Source: SHB 11.17 (2006) exact figures available from the HEC Board Reference: RCW 28b.10.044

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 Registration and Records. Online access is available at: www.olympic.edu/OASIS

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
- 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.
- Cash or Debit Card: The refund will be made by check to the address on file with the college and mailed within three business days of the request.
- Credit Card: The refund will be made in the form of a credit back to the charge card.
SECTION SEVEN

College Regulations

In this Section

• Grades
• Enrollment in Courses
• Student Records
• Policies and Procedures

START HERE. GO ANYWHERE.
Introduction

Understanding college regulations is an important part of being a student at Olympic College. Students are responsible for meeting the requirements printed in the catalog and all published policies. This section provides an overview of information on policies and procedures at the college.

Grades

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/OASIS. Grade reports are not mailed.

DECIMAL GRADES

OC uses a decimal grading system. The chart at left 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 to compute the grade point average (GPA).

NOTE: Upon transfer, some educational institutions may convert the “P” grade to a “C” for purposes of grade point average calculation.

DECIMAL TO LETTER GRADE COMPARISON

<table>
<thead>
<tr>
<th>Decimal Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.9 - 4.0</td>
<td>A</td>
</tr>
<tr>
<td>3.5 - 3.8</td>
<td>A-</td>
</tr>
<tr>
<td>3.2 - 3.4</td>
<td>B+</td>
</tr>
<tr>
<td>2.9 - 3.1</td>
<td>B</td>
</tr>
<tr>
<td>2.5 - 2.8</td>
<td>B-</td>
</tr>
<tr>
<td>2.2 - 2.4</td>
<td>C+</td>
</tr>
<tr>
<td>1.9 - 2.1</td>
<td>C</td>
</tr>
<tr>
<td>1.5 - 1.8</td>
<td>C-</td>
</tr>
<tr>
<td>1.2 - 1.4</td>
<td>D+</td>
</tr>
<tr>
<td>0.9 - 1.1</td>
<td>D</td>
</tr>
<tr>
<td>0.7 - 0.8</td>
<td>D-</td>
</tr>
<tr>
<td>0.0**</td>
<td>F</td>
</tr>
</tbody>
</table>

**NOTE: Grades of 0.1 through 0.6 are not used.
NC (No Credit)
The “NC” grade is assigned for failure to complete a zero-credit course, 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 sixth 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 “Standards of Academic Progress.”)

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 “Standards of Academic Progress.”)

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 tries, the student may request an opportunity to repeat again by submitting written rationale and an unofficial transcript to a full-time professor in the subject. Credits can only be earned once, and the last grade awarded is the final grade. Exception: Independent study courses (095, 195, 295) may be repeated with credit awarded each time. (Policy under review)

COURSE SUBSTITUTIONS
Course substitutions are sometimes used in AFA 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 and courses that represent related instruction may not be substituted as well. 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 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 may wear a gold tassel and Deans’ Scholars a silver tassel at the graduation ceremony. An honors notation will be placed with the graduate’s name on the graduation 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

STANDARDS OF ACADEMIC PROGRESS
These standards are designed to identify students who experience academic difficulty and whose academic progress falls below the prescribed standards in order 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. (This policy is under review and subject to change.)

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 DEFICIENCY
A student is placed on academic deficient 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 Deficiency
A student is removed from academic deficient status if the quarterly and cumulative GPA reach 2.0 or higher, or the student has not received grades of WP, WF, or NC in more than 50 percent of credits when 15 cumulative credits have been attempted.
ACADEMIC PROBATION
A student on academic deficient status must earn a quarterly GPA of 2.0 or higher the succeeding quarter or the student will be placed on academic probation. Alternatively, the student will remain on academic deficient 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 Probation
A student is removed from academic probation 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 probation.”

ACADEMIC SUSPENSION
A student on academic probation, 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 “Standards of 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
1. 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.
2. If a student wishes to further pursue the formal grade appeal, it must be done in writing and submitted to the instructor’s dean, 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.
3. 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.
4. 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 of 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/OASIS.
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 may be printed by the student from OASIS at no cost.
Official transcripts may be requested for delivery to an off-campus location, college or university using one of the following methods:
1. Download the “Transcript Request” form located on the college website, complete the form and mail to the Registration and Records Office at OC Bremerton.
2. Fill out the “Transcript Request” form and deliver to Registration and Records at OC Bremerton or fax to the Registration and Records Office at 360.475.7202.
3. Write a request letter, including:
   - SID (Student Identification Number)
   - Social security number
   - Birth date
   - Any 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.

Note: For fax requests, please include the Visa or MasterCard number, expiration date, and three-digit security code found on the back of the card.
Credit card payments may also be made by calling the Cashier. Official transcripts will not be sent by fax.
CONFIDENTIALITY OF STUDENT RECORDS

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

1. Inspect and review the student’s education records within 45 days of the date the college receives a request for access. The student should submit a written request to the Registrar identifying the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. Request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy or other rights. To request amendment, students should write the Registrar, clearly identify the part of the record they wish changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to 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, below, 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. 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.

DISCLOSURE OF EDUCATION RECORDS

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

- College officials who have a legitimate educational interest in the records, including college administrative and clerical staff, faculty, and students officially elected or appointed to the associated student government of Olympic College or employed by the college including contractors such as the National Student Loan Clearing House.
- Officials of another school where the student seeks or intends to enroll
- Authorized federal, state or local officials as required by law, including the Comptroller General of the U.S.
- In connections with the student’s financial aid request or award and 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 exercised its discretion to do so.
- To organizations or individuals conducting studies for or on behalf of an educational agency or institution if conducted in a manner that does not permit personal identification of the students.
- To the victim of an alleged crime of violence or a non-forcible sex offense.
- To the parent of a student under the age of 21 if the student has violated any federal, state or local law, college rule or policy, governing the use of alcohol or a controlled substance if the institution has determined that the student committed a disciplinary violation.
- To military recruiters authorized to obtain specific information under the Solomon Amendment.

Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third party disclosure to other parties listed above.
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 $3.00 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.

Harassment/Discrimination Complaint Policy
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, unwanted, 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 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.

### ALCOHOL/DRUG-FREE ENVIRONMENT

The unlawful manufacture, distribution, dispensation, possession or use of any unlawful controlled substance by students and employees is prohibited and on OC-owned and controlled property.

It is further prohibited for a student or employee to appear on OC owned or controlled property while under the influence of alcohol or any unlawful controlled substance.

With the exception of sanctioned events, approved by the president or his or her designee and in compliance with state law, possessing or consuming any form of alcoholic beverage on property owned or controlled by OC is prohibited.

### COURSE SUBSTITUTIONS PROCEDURE

**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:

1. All requests for course substitutions shall be submitted to the Dean of Enrollment Services a minimum of two days prior to the Admission, Registration and Graduation Appeals Committee (ARGAC) meeting, held once per quarter or as required. Consult with the Registration Office regarding the 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 firsthand knowledge of the student’s attempts in the required subject area.
   - 2. Course substitutions will be approved only when such requests are consistent with the essential degree requirements.
   - 3. Students may contact the Registrar’s Office for further details regarding specific requests.
   - 4. 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.

### 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:

1. 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.

2. 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 known incident of discrimination. For further information regarding external complaint mechanisms, please refer to the RCW 28B.10.910 through RCW 28B.10.914 and the Washington Law against Discrimination, RCW 49.60.

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.

CHILDREN ON CAMPUS POLICY

Olympic College recognizes that children often appropriately accompany adults during visits to campus. Children, however, need at all times to be under the supervision of their parent(s)/designated guardian. It is inappropriate for a parent to ask a member of the college community to assume supervision, unless he or she is leaving the child in a college program sanctioned for children as defined in this policy.

This policy pertains to all employees and persons who visit the college, participate in classes, and/or programs, events or other activities.

Children are not permitted in classrooms at Olympic College except with the specific approval of the faculty member responsible for the class, on an emergency basis, and for a specific and limited period of time. Children are NOT allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents or any hazardous products are stored or used such as science and computer laboratories, art studios, the welding shop and the weight room. As casual visitors to the open campus area, children shall not be restricted except when being disruptive.

No employee, student or visitor to the college shall leave a child unattended at the college, including in campus buildings, on campus grounds, or in a vehicle. Nor shall a child be left with a college employee unless that child is enrolled in an authorized program of the college.

Olympic College offers certain programs and activities targeted towards children (i.e., Child and Family Development Center, Head Start, Parent Education, computer camps or sports camps). The college provides supervision for children enrolled in these activities. The college does not supervise children outside of such programs and neither the college nor its employees, agents, or students may accept responsibility to do so on behalf of the college.

Children shall not be present at an employee’s workplace (e.g., office, classroom, shop, etc.) in lieu of other child care arrangements during the employee’s working hours. Exceptions may be granted on an emergency basis and for a specified and limited period of time by the appropriate supervisor or his/her designee.

When a child is present in the classroom or work place, it is the responsibility of the parent/accompanying adult to ensure that children do not unduly disrupt the educational or work setting.

Adopted by the Board of Trustees 1/25/05, reaffirmed 10/25/05.
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 Community 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 campus 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 Sheriff’s offices. Additionally, the Kitsap County Sheriff’s Office maintains an online registry of level III sex offenders who are registered to live in Kitsap County. You can review the current list of level III Sex Offenders registered in Kitsap County online by going to: www.kitsapgov.com/sheriff/sxoffenders/level3.asp; and for Level II and III Sex Offenders registered in Mason County at: http://so.co.mason.wa.us/sxoff.htm. 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 II 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;

1. Reviews all relevant and necessary information provided to us by law enforcement personnel and the office of Safety and Security; assesses the safety issues posed for students, employees, and all minors on campus.

2. 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.

3. Releases the identity and information, according to the above guidelines.

The Kitsap County Sheriff’s Office maintains an online registry of Level III Sex Offenders who are registered to live in Kitsap County at: www.kitsapgov.com/sheriff/sexoffenders/level3.asp.

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: http://so.co.mason.wa.us/sexoff.htm.

For more information please contact Safety & Security at 360.475.7805.

SMOKING ON CAMPUS POLICY

Smoking is prohibited in all campus buildings and state vehicles. In addition, effective Summer 2005, Olympic College campuses will prohibit smoking in all areas except those assigned as designated smoking areas. There will be clearly posted signage to indicate smoking policy and designated smoking areas.

All smoking materials are to be lit, smoked and extinguished in designated areas ONLY. Tables and/or seating will be provided within the covered areas. Smoking cessation pamphlets and information will be available at each campus.

Adopted by the Board of Trustees 1/24/89, revised 11/23/04, reaffirmed 10/25/05.

RIGHT TO KNOW

OC makes an effort to comply with all state and federal report requirements of the Student Right-to-Know legislation of 1990; the American with Disabilities Act of 1990; the Campus Security Act of 1990 (also known as the Clery Act); and the Civil Rights Act of 1991 and later (1998) Amendments.

Information is collected and printed annually or biennially as required. It is available in printed form at the Bremerton campus (College Service Center and the Bremer Student Center), Communications Department; at OC Shelton, OC Poulsbo, the OC office at Naval Base Kitsap Bangor, and other locations for students. The same information is available on the OC website within the Communications Department pages.

For details, see the following Dispatches:

1. Drug-Free Schools, Workplaces, and Communities
2. Safety and Security
3. Athlete Completion Statistics

In addition, the brochure, Street Sense - It’s Elementary, a guide to personal safety awareness and reporting procedures, is recommended.

OC’s policy on discrimination and harassment is specific and available in the following brochures:

• You Can Stop Racial Discrimination
• You Can Stop Sex Discrimination
• You Can Stop Harassment and Discrimination Against Persons with Disabilities.

STUDENT CONDUCT CODE

WAC 132C- 120-010 PREAMBLE.

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 300 of the College Services Center at OC Bremerton or by telephone at 360.475.7474. Complete copies of the current Student Conduct Code may also be found in the OC Student Handbook or at www.olympic.edu/StaffFaculty/Policies/ConductCode.
SECTION EIGHT

Student Life

In this Section

• Student Programs and Leadership Development
• Associated Students of Olympic College
• Athletics
• Multicultural Services
• Music Activities
• Recreational Activities
• Student Publications
• Student Clubs
Introduction
An active part of attending college is getting involved in student activities. Olympic College has many extracurricular opportunities for students to build leadership skills, broaden their cultural perspectives, and cultivate new friendships. Students can be a part of student government, student clubs, athletics, performing arts, and career and academic based programs.

Student Programs and Leadership Development

**OC Bremerton**: Bremer Student Center, Rm 120/121
360.475.7441 or 1.800.259.6718, Ext. 7441
studentprograms@olympic.edu
www.olympic.edu/StudentPrograms

Lectures, special events, concerts, films, and dances enrich student life and out of classroom education. The Associated Students of OC and the Student Programs and Leadership Development Office host a variety of speakers and performers throughout the year. Student organizers, student clubs, and staff/faculty members host discussions, forums and guest lecturers that provide information on current issues. Discounted tickets are available for area special events, such as Bremerton Symphony concerts, Bremerton Community Theater productions, the Peninsula Dance Theater, and Kitsap Opera.

Associated Students of Olympic College (ASOC)

**ASOC office at OC Bremerton**: Bremer Student Center
360.475.7290 or 1.800.259.6718, Ext. 7290
E-mail: ASOC@olympic.edu
www.olympic.edu/ASOC

**ASOC office at OC Poulsbo**: 360.394.2780
**ASOC office at OC Shelton**: 360.432.5413

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. ASOC representatives also represent Poulsbo and Shelton campuses. 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 registration are combined to fund and support over 18 student-funded programs and services. Programs and services include, but are not limited to: ASOC, ASOC Clubs, Athletics, Child Care, Drama, Instrumental and Vocal Music, Multicultural and Diversity, Phi Theta Kappa, *The Olympian* (student newspaper), Recreation, Student ID Cards, 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
- Treasurer
## Athletics – The Rangers

**OC Bremerton:** Bremer Student Center  
360.475.7450 or 1.800.259.6718, Ext. 7450

**Men:** Baseball, Basketball, Golf, Soccer  
**Women:** Basketball, Golf, Soccer, Softball, Volleyball

OC is a member of the Northwest Athletic Association of Community Colleges that is comprised of community colleges in Washington, Oregon, Idaho and British Columbia, Canada. A comprehensive academic advising program supports student-athletes.

## Multicultural Services

**OC Bremerton:** Bremer Student Center,  
Rm 122  
360.475.7680 or 1.800.259.6718, Ext. 7680  
360.475.7454 FAX

The mission of the Multicultural Services Center (MSC) is to support 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 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 campus community 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.

## Music Activities

**OC Bremerton:** Art-Music Complex  
360.475.7197 or 1.800.259.6718, Ext. 7197  

**INSTRUMENTAL MUSIC**  
360.475.7118 or 1.800.259.6718, Ext. 7118  

**VOCAL MUSIC**  
360.475.7117 or 1.800.259.6718, Ext. 7117

OC offers a high quality Vocal Music Program. The Vocal Music Department sponsors the Elliot Bay Jazz Festival with support from its award-winning group, Jazzline.

## Recreational Activities

**OC Bremerton:** Bremer Student Center  
360.475.7443 or 1.800.259.6718, Ext. 7443  

OC offers many diverse recreational opportunities to help students stay energized and active. Basketball and volleyball, open gyms, hiking, skating, river rafting, weight training, golf, bowling, skiing, swimming, fun runs, frisbee golf tournaments, and flag football are just a few of the opportunities. Visit the Recreation Office located in Bremer Student Center, Rm 113 to offer ideas for activities and discover what's offered.

## Student Publications

**OC Bremerton:** Technical 101  
360.475.7690 or 1.800.259.6718, Ext. 7690  
E-mail: olyeditor@olympic.edu  
[www.olympic.edu/Students/AcadDivDept/SocialScienceshumanities/Journalism/Olympian](http://www.olympic.edu/Students/AcadDivDept/SocialScienceshumanities/Journalism/Olympian)

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 (www.ocolympian.com) editions. The print edition is published every two weeks during each quarter (except summer) and has been recognized for excellence by the Society of Professional Journalists, the Washington Press Association and the Associated Collegiate Press. Students work in a collaborative environment with the journalism adviser.

## Student Clubs

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

Participation in student clubs and activities builds leadership, employment, critical thinking and social skills. Club members help students get connected to their campus, academic departments and their community, and are a vital part of Olympic College campus life. To join or start a student club, visit the club website or the ASOC and Student Programs and Leadership Development offices in the Bremer Student Center.

**Student clubs include:**  
- American Sign Language  
- Campus Crusade for Christ  
- Chess  
- Children of the Arts  
- Criminal Justice  
- Engineering  
- Environmental Action  
- Engineers Without Borders  
- Gay Straight Alliance  
- Human Services  
- International Students  
- Journalism  
- Mathematics  
- OCEANS (Nursing)  
- Photography  
- Physical Therapy  
- Rhythm City (Hip Hop)  
- Welding Society
SECTION NINE

Resources

In this Section

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• Veterans Services
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• WorkFirst
• Workshops & Training for Businesses
• The Writing Center

▷START HERE. GO ANYWHERE.▷
Introduction

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

OC Bremerton: Humanities Building, Rm 114,
360.475.7540 or 1.800.259.6718, Ext.7540
360.475.7543 TTY
360.475.7436 FAX

It is the policy of Olympic College to ensure qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of college programs and activities. Any student with a permanent or temporary disability is encouraged to contact the office of Access Services to discuss appropriate accommodations and facilitate individual educational opportunities. Olympic College faculty, staff, and administrators recognize their responsibilities to students with disabilities in compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Washington State Core Services Bill, RCW 28B.10.910 through 28B.10.914. Beyond these legal obligations, however, the college community seeks to foster an environment that welcomes the full participation of persons with disabilities.

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 registration assistance, note-taking, sign language interpreters, materials in alternate format, test accommodations, specialized equipment and adaptive technology.

Adaptive Technology

OC Bremerton: Business and Technology Computer Lab, BUS-100
360.475.7510 or 1.800.259.6718, x7510
360.475.7543 TTY
360.475.7491 FAX

Olympic College offers adaptive technology for students with disabilities and provides instruction in a variety of specialized computers, programs, and devices to facilitate equal access to computing resources.

Adaptive technology course offerings include voice recognition, voice output, screen magnification, Braille translation and printing, and one-handed keyboarding. Courses are published in The View quarterly class schedule under “Office Technology,” and tutoring is available.
Admissions and Outreach

OC Bremerton: First floor, College Service Center
360.475.7479 or 1.800.259.6718, Ext.7479
360.475.7202 FAX

HOURS: 8 a.m. - 5 p.m.

The Admissions Office is the first point of contact for prospective students who wish to attend OC and the place to submit an application for admission.

At this office, students may ask questions about entry to the college, receive student-related information packets, an OC catalog, and receive information about appointments for Student Entry and Advising pre-entrance assessment and orientation/pre-registration.

Personalized and appropriate information on the “next step” is also provided and includes:

• General information about the college and its academic and professional/technical programs and student services.
• Information books and presentations for community events and fairs.
• High school visits
• OC tours
• International student admission

The Admissions Office staff also coordinate and provide support for outreach to community groups, schools, educational fairs, and events. Admission services and information are also available at the Registration Offices of OC Poulsbo, OC Shelton and Naval Base Kitsap.

Adult Education & English to Speakers of Other Languages

ADULT BASIC EDUCATION (ABE) AND GENERAL EDUCATION DEVELOPMENT (GED) PREP

OC Bremerton: Health Occupations, Rm 142
360.475.7550 or 1.800.259.6718 Ext.7550
360.475.7508 FAX

OC Shelton: Donna Pedersen,
Program Coordinator 360.432.5471 or Gary Thomasson, Full Time Faculty
360.432.5438

Courses in ABE and GED Preparation are non-credit courses. These courses 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 GED Online information or classes call 360.475.7538. For Integrated Basic Education and Skills Training (I-BEST) information or classes, call 360.475.7408.

ENGLISH TO SPEAKERS OF OTHER LANGUAGE (ESOL)

OC Bremerton: Art Building, Rm 106
360.475.7278 or 1.800.259.6718, Ext. 7278
360.475.7845 FAX

OC Shelton: Donna Pedersen,
Program Coordinator 360.432.5471 or Gary Thomasson, Full Time Faculty
360.432.5438

English to Speakers of Other Languages courses are non-credit courses. These courses are 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. An orientation session that includes a placement assessment is required before registration. Students under 19 years old must provide a High School Release form.

Bookstore

OC Bremerton: Bremer Student Center
360.475.7420 or 1.800.259.6718, Ext.7420
360.475.7427 FAX

HOURS: 8 a.m. - 7 p.m. (M-Th)
8 a.m. - 4 p.m. (F)

Bookstore hours for OC Poulsbo and OC Shelton vary each quarter. Check The View for each quarter’s schedule.

Order Textbooks online at http://ocbookstore.com

OC CAMPUS BOOKSTORES

The OC Bremerton bookstore offers professional staff, an inventory of academic supplies, and services. The bookstore is self-supporting (no state funds are used to finance operations) and dedicated to meeting the needs of students, faculty, and staff. Textbooks for all OC Bremerton campus courses may be purchased at the bookstore located next to the Bremer Student Center.

Textbooks for OC Shelton and OC Poulsbo courses may be purchased at those locations.

OC TEXTBOOK REFUND POLICY

Students must have a sales receipt for any exchange or refund.

Textbook refunds are subject to the following conditions:

• Books must be unmarked and in prime condition.

Resources

The Department of Dramatic Arts ... for Stage and Screen

OC Bremerton: The Department of Dramatic Arts
360.475.7315 or 1.800.259.6718, Ext.7315

The Department of Dramatic Arts at Olympic College 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. In response to the rapid changes occurring within all of the contemporary vehicles of drama and entertainment forms, the curriculum intentionally crosses and integrates the traditional disciplinary boundaries between stage and screen. 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. The goal is to provide students with the practical skills and artistry necessary to develop, strengthen and refine their creative talents within their chosen discipline whether it be acting, directing, scriptwriting or production design.
Career Center

OC Bremerton: Art Building, Rm 122/C 360.475.7480
E-mail: CareerCenter@olympic.edu
HOURS: 8 a.m. - 4:30 p.m. (M-F)

OC Shelton: 937 W. Alpine Way, Rm PA 4 360.432.5431
E-mail: CareerCenter@olympic.edu
HOURS: 8 a.m. - 4 p.m. (M-F)

CAREER AND STUDENT EMPLOYMENT SERVICES
Students have found Career and Student Employment Services beneficial in assisting with their career or employment decision making process.

- Career Development - Occupational resources and career assessments are available to assist students with their career decision making process. Online career resources offer a convenient method for conducting a career or employment search.
- Student Employment - Pre-employment services to aid the job search process include resume and cover letter writing, interviewing strategies, and employment referrals on campus or within the business community. On campus and off campus employment opportunities include Federal Work-Study, State Work-Study, Regular Student Employment, and direct referrals to employers posting jobs with the Career Center.

INTERNSHIPS AND COMMUNITY VOLUNTEER SERVICE (WORK-INTEGRATED LEARNING)
Students can earn college credit for working. This may include work-study, co-op, internship and community volunteer service positions.
- Cooperative Education and Internships - Combines classroom learning with valuable on-the-job experience. It allows employers to preview a student’s potential and helps students with the application of critical job skills.
- Community Volunteer Service - Students can donate time to an organized service activity and receive college credits for their efforts.
- Resources - Access to online database listings, along with tips to ensure a successful internship or volunteer experience at www.olympic.edu/careercenter.

EMPLOYER SERVICES
Employers have gained well trained employees utilizing our on line services or working directly with Career Center staff.
1. Post employment opportunities online
   http://myinterfase.com/olympic/employer
2. Staff-assistance for posting employment or internships opportunities:
   360.475.7480
3. Schedule on campus employment recruitment activities.

CAREER EVENTS
- Career Expo OC Shelton - November
- Internship and Community Volunteer Fair - November
- Office of Disability Employment/DOL Recruitment – January
- IRS/Tax-Aide Internship and Free Income Tax Assistance - February 1 - April 15
- Career Development Month - April
- Annual Job Fair - May

Childcare and Early Learning

CHILD DEVELOPMENT AND FAMILY CENTER
OC Bremerton: Health Occupations 360.475.7191 or 1.800.259.6718, Ext.7191

The Child Development and Family Center (CDFC) offers a high-quality early care and learning experience for children 12 months through 10 years of age from OC-affiliated families. Care hours are from 7 a.m. to 9:15 p.m. Monday through Thursday during fall, winter and spring quarters. On Fridays the Center closes at 4 p.m. During summer session and intersession periods, the CDFC closes at 5:30 p.m., Monday through Thursday.

Rates for students’ children are considerably discounted below the cost of care and many student families must qualify for child care assistance from the Washington Department of Social and Health Services to pay for child care. Knowledgeable and credentialed early childhood professionals assisted by student employees implement broad child development curriculum based on individual and group assessments. The CDFC also serves as a training site for Early Childhood Education and other Olympic College students.

Counseling Services

OC Bremerton: Third floor, College Service Center 360.475.7530 or 1.800.259.6718, Ext.7530

Counselors provide a wide variety of services designed to help students address issues that can impact college success.

Services provided include assistance with career planning and decision-making, help with academic and transfer decisions, and

HEAD START
OC Bremerton: Early Learning and Child Care Center Humanities 100 and 101 360.475.7592 or 360.478.6889

OC Shelton: Peste Headstart/ECEAP Center 360.432.5410

The Head Start program is for qualifying college student families, with children ages 3-5 years. Head Start supports each family in the adventure of preparing their child for kindergarten. The pre-school 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 for kindergarten. The pre-school serves low-income pregnant women, their infants, toddlers, and two-year olds.

The program operates from 7:30 a.m. to 4:30 p.m. Monday through Thursday; on Friday the Center closes at 2 p.m. This program is available to students during college quarters. Children are cared for in groups of four 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. Some student parents pay discounted rates for their child care, while most are eligible for child care assistance from Washington Department of Social and Health Services.
Continuing education courses are typically non-credit, short courses offered in the evening, or on Fridays and Saturdays. Courses are available in areas such as computer training, health and nutrition, home and garden, languages, leisure, and enrichment programming for children.

Look for a current course listing in OC’s quarterly schedule of classes, The View, or online at www.olympic.edu/ContinuingEducation. Individuals may also request a brochure at 360.432.5400.

Online Education
In addition to OC’s traditional continuing education programs, OC offers a range of non-credit online courses from which to choose at www.ed2go.com/occe. Students can learn in the comfort of their home or office. All of OC’s online courses feature powerful, well-written lessons, instructor-led discussion communities, and interactive assignments. Try a no-cost demonstration course at www.ed2go.com. Topics include: business administration/management, certification preparation, computer applications, design and new media certification programs, entrepreneur/business, healthcare, legal, personal enrichment, test prep, and writing.

Food Service Instruction
OlympiCafe
OC Bremerton: Bremer Student Center
360.475.7570 or 1.800.259.6718, Ext.7570
HOURS: 8 a.m. - 1:30 p.m. (M-F)
Espresso
OC Bremerton: Bremer Student Center
360.475.7570 or 1.800.259.6718, Ext.7570
HOURS: 7 a.m. - 7 p.m. (M-Th)
7 a.m. - 1 p.m. (F)
Fireside Bistro
OC Bremerton: Bremer Student Center
360.475.7570 or 1.800.259.6718, Ext.7570
HOURS: 11 a.m. - 12:40 p.m. (T-F)

During the Academic Quarter
The OlympiCafe serves students breakfast, lunch cafeteria-style throughout the academic quarter from an excellent selection of reasonably priced menu items. The OlympiCafe features a salad bar, grill, soft drinks, desserts, snacks and espresso as well as a choice of selected entrees for lunch each day.

The Fireside Bistro is located in the Bremer Student Center. The restaurant is staffed by the Culinary Art students and is open Tuesday through Friday. On Tuesday, Wednesday, and 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, staff, visitors, and guests are welcome to enjoy a leisurely luncheon at affordable prices in this pleasant fine dining, in-training atmosphere.

Instruction and Career Preparation
See Culinary Arts and Commercial Cooking/Dining Room Service instructional programs in this catalog in the Professional/Technical Programs section, and see advisors under Food Service/Culinary Arts advisors.

Information Technology
OC Bremerton: Second floor, College Service Center
360.475.7600 or 1.800.259.6718, Ext.7600
E-mail: helpdesk@olympic.edu
HOURS: 7:30 a.m. - 9 p.m. (M-Th)
7:30 a.m. - 5:30 p.m. (F)
8 a.m. - 11:30 a.m. (Sa)

Information Technology facilitates innovation, learning, leadership and growth in the application of technology through service to all individuals in our communities.

IT Privacy Statement
Every attempt to maintain personal privacy and security will be maintained. To maintain the integrity of the environment, ITR are monitored and events are logged to help manage service for all users. For more information review the following site:
www.olympic.edu/stafffaculty/informationtechnology/olympic+college+privacy

OPEN LABS:
Bremerton Campus - ST - 122
Shelton Campus - Portable A2
Poulsbo Campus - Room 106

Check open hours posted around labs and at www.olympic.edu/CampusResources/ComputerLabs/OpenLabHours

See the Student Computing Guide online at www.olympic.edu/StudentCampGuide

Computing Resources
OC offers students a wide range of computing resources, including the Microsoft Office Suite of applications, computer-aided design, adaptive technology, and graphic arts. Students pay a Student Technology Fee as part of the registration process. This funds:
- Individual student accounts and passwords
- Network file storage
- Printing services and supplies
- Internet access
- Web-based e-mail
Resources

- Access and use of general-purpose software titles. (i.e., Microsoft Office, virus protection, etc.)
- Access to computer systems and basic technical support in the open labs for registered students taking credit-bearing courses

Over 65 computer labs and classrooms are supported at various locations including the Bremerton, Poulsbo, Shelton campuses, and other college locations. Over 800 computers and over 200 applications are supported on the instructional network.

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. Network software is 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 network 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, cell phones, PDA, 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, 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
1. Print jobs should be limited to school related tasks only.
2. There is a 10-page per day limit on print jobs. Any user with a print job over 10 pages and/or that has any graphs, pictures, and/or tables must have prior approval by the faculty member or lab technician responsible for that lab, or they risk having their print job canceled.
3. Direct printing of Internet material is prohibited. Internet material should be saved to disk then selectively printed from a word processor.

International Student Programs

OC Bremerton: First floor, College Service Center Admissions Office 360.475.7479 or 1.800.259.6718, Ext.7479 360.475.7202 FAX E-mail: international@olympic.edu www.olympic.edu/InternationalStudents

The international student admissions processes are provided by the staff of the Admissions Office. Staff coordinate advising, direct students to posted housing lists, and assist students with cultural adjustments and helpful information regarding student visas, academic and personal concerns. See “International Student Admission” for information and admissions requirements for international students.

Math Study Center

OC Bremerton: Science Technology Building, Rm 124 & 126 360.475.7546 or 360.475.7765

OC Poulsbo: Call for location. Days & hours change each quarter. 360.475.7546 or 360.475.7765

OC Shelton: 360.432.5400 or 360.475.7546

Drop-in tutorial assistance is available for students currently enrolled in Mathematics courses at OC. All services are free.

Media Services

OC Bremerton: First Floor, Haselwood Library 360.475.7770 or 1.800.259.6718, Ext.7770 360.475.7775 FAX

HOURS: 7:30 a.m. - 6 p.m. (M-Th) 7:30 a.m. - 5 p.m. (F)

Media Services supports classroom instructional technology, the acquisition and creation of instructional materials for faculty use, and the preparation of presentations or projects for student assignments. Media equipment (on a prearranged basis) is available for classroom use. The use of service areas and staff assistance to create various media materials (audio, video, multimedia, photography, and graphics) may be scheduled after consultation with media staff.
INVESTING IN STUDENTS
The OC Foundation is dedicated to enhancing the educational opportunities for all students at OC. In addition to providing support for program enhancements, the Foundation seeks to make available a variety of scholarship opportunities, including those that improve access for economically disadvantaged students, as well as those that provide important recognition for students based on scholastic merit. In addition, the Foundation seeks to enrich college life through its support of a variety of campus programs and events.

INVESTING IN FACULTY AND STAFF
Through the Funds for Excellence grant-making program, the OC Foundation supports staff and faculty innovation and professional development.

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

INVESTING IN THE COMMUNITY
By assuring students a quality education at OC, the OC 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 specific priorities; generating support to meet the college’s needs; and assisting the college in responding to needs identified by the community.

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

For information about gift-giving opportunities, contact the OC Foundation staff.

OC Libraries

HASELWOOD LIBRARY

OC Bremerton: 360.475.7250 or 1.800.259.6718, Ext.7250
360.475.7261 FAX
HOURS: 7:30 a.m. - 9 p.m. (M-Th)
9:00 a.m. - 4 p.m. (Sat.)
Noon - 6 p.m. (Sun.)

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 Haselwood Library offers a wide variety of resources, guidance, and a quiet place for study and reflection.

A reference librarian is present during all Haselwood Library hours of operation to answer questions, provide research assistance, and information about how to use the Haselwood Library effectively, including training in using the online OC Library Catalog and other computerized periodical and reference databases.

Audiovisual materials such as videotapes, DVDs, audio tapes, CDs, and 16 mm films are available in addition to the print collections of more than 70,000 books and 200 periodical subscriptions. The library also has 7,000 electronic books in its collection.

JOHNSON LIBRARY

OC Shelton: 360.432.5460, 360.432.5461 FAX
HOURS: 8:00 a.m. - 5:30 p.m. (M-Th)
9 a.m. - 1 p.m. (F)
Closed (Sat. - Sun.)

A library technician is on duty during open hours to assist students with their research needs. The Johnson Library offers a collection of materials available for student check-out, and student computers in the library allow access to the online OC Library Catalog as well as its subscription databases. The library also has space for quiet study.

Running Start and High School Outreach

The Running Start and High School Outreach Office staff provides information to junior high and high school students, parents, and counselors about admission procedures and educational opportunities at OC.

Outreach services for students and schools include school visits, college fairs, college publications and admission and academic information.

Running Start is an opportunity for high school juniors and seniors to enroll tuition-free in college-level classes at OC. Students are responsible for transportation, books and some college fees. Visit www.olympic.edu/RunningStart for program information or to download an application packet.
Resources

Services for Running Start students:
- Running Start information and admission
- Orientation to college and academic advising
- Transfer information and educational planning workshops

Science Tutorial Center

OC Bremerton: Science Technology Building, Rm 221

Tutorial Assistance in sciences: Days and hours vary.

Students should consult the Science Tutorial schedule posted in the Science Technology Building, outside Rm 221; also posted on the Tutorial bulletin board, Humanities 115 and Tutorial web page. For more information, call 360.475.7700 or 360.475.7546.

Student Entry and Advising

OC Bremerton: Clock Tower Plaza, Haselwood Library
360.475.7230 or 1.800.259.6718, Ext.7230
OC Poulsbo: 360.394.2725
OC Shelton: 360.432.5400

All campuses: GetAdvice@olympic.edu

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.

Tech Prep - West Sound Consortium

OC Bremerton: Fourth floor, College Service Center
360.475.7839 or 1.800.259.6718, Ext.7839
360.475.7845 FAX

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.

Programs are designed in partnership with business, labor, high school and community college representatives. Education partners include OC, Bainbridge Island, Bremerton, Central Kitsap, Mary M. Knight, North Kitsap, North Mason, Peninsula, Shelton, and South Kitsap school districts as well as the West Sound Technical Skills Center. High school programs are linked to community college programs through articulation agreements.

CURRENT PROGRAMS
- Accounting/Office Technology
- Automotive Technology
- Aviation
- Business Management
- Computer Information Systems
- Cosmetology
- Criminal Justice
- Culinary Arts
- Early Childhood Education
- Fire Science
- Integrated Multimedia
- Medical Careers
- Technical Design/CADD
- Video Productions
- Web Design
- Welding Technology

Go to the West Sound Education Consortium website, www.westsoundcareers.com OR www.olympic.edu/techPrep for new and updated Tech Prep programs added throughout the year. Tech Prep students can train for high paying careers, save a minimum of $74.30 per credit, and graduate from college early.

Testing Center

OC Bremerton: Fourth floor, College Service Center, Rm 417A
360.475.7238 or 1.800.259.6718, Ext.7238
360.475.7470 FAX

All Testing Services listed below are available.

OC Shelton: GED, OC Make-Up, OC Accommodations Testing and Proctoring Services are available by appointment.
360.432.5400 for information and to schedule appointments.

OC Poulsbo: OC Make-up and OC Accommodations Testing are available by appointment.
360.475.4238 for information and to schedule appointments.

Please visit www.olympic.edu/testingcenter for the most current schedule information and list of available testing services.

GENERAL EDUCATION DEVELOPMENT (GED) TESTING

The General Education Development (GED®) tests are intended for persons who, for any number of reasons, have missed their opportunity to complete a high school program of instruction. The American Council on Education publishes the GED tests. To meet the eligibility requirements for the GED tests you must be at least 16 years of age, have not received a high school diploma or equivalency from an accredited high school, and must not be currently enrolled in an accredited high school. An authorization to test form must be obtained from the appropriate Washington state school district (if under 19 years of age). Proof of identity and age using a government-issued photo ID, which indicates name, address, birth date, and signature, is required for all testing appointments. There is a $75 fee for the GED Battery of five subject tests. If any subject tests need to be retaken, there is a $15 fee per subject. Candidates who have begun GED Testing in another state or Washington state testing center but have not completed the full battery may take individual GED subject tests at a fee of $15 per subject. Contact the Testing Center for additional information and to make an appointment for GED Testing.

MAKE-UP TESTING

Academic make-up testing for Olympic College students is available during designated hours at the Testing Centers at all three campuses. Make-up testing is available on a walk-in basis at OC Bremerton and by appointment at OC Shelton and OC Poulsbo.

ACCOMMODATIONS TESTING

Students with disabilities qualifying for testing accommodations for their academic courses can schedule test appointments during designated testing hours in the Testing Centers at all three campuses.

PROCTORING SERVICES

Students enrolled in other institutions’ online, independent study correspondence and distance education programs can request to have their examinations proctored at Olympic College. At OC Bremerton, proctoring written examinations is done on a walk-in basis, but appointments are required for any computer-based or Internet-based examinations. At OC Shelton, written examinations only can be proctored by appointment. There is a $25 fee per exam for all non-OC proctoring services.

MOS TESTING

Microsoft Office Specialist (MOS) certification testing is available by appointment at the OC Bremerton Testing Center. There is a $75 fee per exam. Specialist level certification is available for Word, Excel, Access, Outlook, PowerPoint, and Project. Expert level certification is available for Word and Excel.
**Veterans Services**

**OC Bremerton:** Humanities, Rm 115  
360.475.7546 or 1.800.259.6718, Ext.7546  
360.475.7547 FAX

**OC Poulsbo:** Call for information.  
360.394.2700 or 1.800.259.6718, Ext.7546.

**OC Shelton:** Call for information.  
360.475.5400 or 1.800.259.6718, Ext.7546

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 lab/study centers on campus, small groups and/or one-to-one.

Lab/study centers operate on a drop-in or appointment basis. Requests for group and individual tutoring assignments may be made at the Tutorial Services office (Humanities 115). Tutoring is free to current OC students. Tutorial Services also provides students who have content mastery in a discipline the opportunity to be trained and employed as tutors.

**Women’s Programs and College Success**

**OC Bremerton:** Third floor, College Service Center  
360.475.7478 or 1.800.259.6718, Ext.7478  
E-mail: ladamon@olympic.edu

Women’s Programs and College Success provides information and referral services for OC students and the community. Activities, workshops, and special events are presented throughout the academic year to encourage college success and awareness of issues relevant to women. The office staff serves as a resource to meet the education-related needs of students.

**KEYS TO COLLEGE AND CAREERS**

**Classes for homemakers in transition**

“Keys to College and Careers,” is the Washington State Displaced Homemaker Program offered at OC. There is no charge to participate.

**OC Bremerton:** Third floor, College Service Center  
360.475.7557 or 1.800.259.6718, Ext.7557

**Worker Retraining**

**OC Bremerton:** Student Entry and Advising Center, Haselwood Library  
360.475.7230 or 1.800.259.6718, Ext.7230

**OC Shelton:** 360.432.5423

Worker Retraining provides access to skills training for unemployed workers or displaced homemakers who need to update their skills or enter a new career. People who have collected or are eligible to collect Washington state unemployment at any time within the past 24 months may be eligible for financial assistance. Student eligibility may include one or two quarters of financial assistance with: college tuition, books, transportation, childcare, or living expenses. Worker Retraining students may also be allowed to collect unemployment benefits while attending OC professional/technical degree or certificate programs.

Contact a Worker Retraining Educational Advisor at OC for more information about eligibility or to schedule an appointment.

**WorkFirst**

**OC Bremerton:** Student Entry and Advising Center, Haselwood Library  
360.475.7230 or 1.800.259.6718, Ext.7230

**OC Shelton:** 360.432.5423

The WorkFirst program provides financial assistance to qualified parents. The program provides financial aid for more than 20 different professional/technical training programs aimed at skill enhancement and wage progression, Adult Education classes, Integrated Basic Education and Skills Training (I-BEST), and WorkFirst-Work Study are other potential options.

WorkFirst participants and low-income working parents may be eligible for the following services within the Workforce Development Department:
- Financial assistance for tuition, fees, and books for vocational and basic skills training for wage and skill progression
- Referral to Working Connections
- Childcare for childcare while in class or studying
- Payment of Accuplacer testing fees

Please refer to the professional-technical certificate programs in this catalog. Look for WorkFirst information and program schedules on the OC website. New and updated programs are added throughout the year.

Contact a WorkFirst Educational Advisor at OC for more information about eligibility and programs or to schedule an appointment.

**Workshops & Training for Businesses**

**OC Bremerton:** Fourth floor, College Service Center  
360.475.7786 or 1.800.259.6718, Ext.7786  
E-mail: customtraining@olympic.edu  
www.olympic.edu/BusinessCommunity/SBDC  
www.olympic.edu/Students/Learning/CustomizedTraining

**Business Development**

Olympic College, in conjunction with the Small Business Development Center, provides services for entrepreneurs and other area businesses. Starting with the basics and progressing through the specifics of business and financial planning, accounting and other essential topics, the small business seminars and workshops provide opportunities for owners and entrepreneurs to gather necessary information, interface with others, and learn from established professionals. Workshops and seminars are short, non-credit courses held at various locations and scheduled throughout the
year at times that are convenient for business owners to attend.

One-on-one counseling is also available to assist current and potential business owners in the start-up and successful management of their businesses. Contact the SBDC directly at: sbdc@olympic.edu or 360.307.4220.

**CUSTOMIZED TRAINING**

Olympic College’s Customized Training department can help business owners analyze needs and target appropriate solutions. The OC team collaborates with individuals to design a program that meets business requirements including course topics and objectives, program length, location and dates. Examples of such training are MS Office applications; customer service; supervisory and leadership skills; industry-specific knowledge such as hospitality management, electronics and welding; and emergency preparedness training. For more information contact customtraining@olympic.edu or call 360.475.7786.

**The Writing Center**

OC Bremerton: Humanities 115  
360.475.7318 or 1.800.259.6718, x7318

OC Poulsbo: Rm 106A  
360.394.2700 or 360.475.7318

OC Shelton: Call for information.  
360.432.5400 or 360.475.7546

Hours vary. Appointments are encouraged.

The Writing Center’s diverse staff of tutors assist students at all levels in improving their analytical reading, critical thinking, and academic writing skills. Tutors do not proofread or edit student papers. Services are free to OC students.
SECTION TEN

Bachelor of Science in Nursing

In this Section
• RN to BSN Curriculum

START HERE. GO ANYWHERE.
Bachelor of Science in Nursing (BSN)

Olympic College has been granted informal candidacy at the baccalaureate level for the Bachelor of Science in Nursing program. Olympic College is accredited at the associate degree level by the Northwest Commission on Colleges and Universities. Questions about OC’s accreditation can be directed to the Northwest Commission on Colleges and Universities, phone 425.558.4224, website www.nwccu.org.

The Olympic College Associate degree program is accredited by the National League for Nursing; the Olympic College BSN Completion Program plans to seek professional accreditation from the Commission on Collegiate Nursing Education (CCNE).

RN to BSN Education

Earning a BSN degree will provide multiple benefits to the associate degree registered nurse and the greater health care community.

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.

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.

Credits

180 total credits required for ADN to BSN Degree

General Education Credits
(totals earned in ADN and/or BSN) ___65
- Nursing Credits in ADN _________35
- Nursing Credits for RN Licensure _______35
- Upper Division Nursing Courses _______35
- Upper Division General Education Electives ______10
- Total Credits __________________________180

ADN to BSN General Education Requirements

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

Mathematics: Requirement fulfilled by advanced math or statistics (with petition).

Quantitative/Symbolic Reasoning (5 credits): Requirement fulfilled by statistics.

Writing (15 credits): Must include 5 credits of English composition and 10 additional credits of writing-intensive coursework.

Humanities (15 credits): College-level foreign language credits can be applied toward this requirement, and may be completed while in OC ADN and BSN programs.

Social Sciences (15 credits): May be completed in OC ADN and BSN programs.

Natural Sciences (25 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.

Electives to complete total of 65 general education requirements.

Admissions

Pre-major admission is offered in all quarters. Students who want to complete prerequisites or required electives prior to beginning BSN nursing coursework are eligible for pre-major admission.

Priority consideration for admission will be given to students who apply before February 1 for Fall quarter and October 15 for winter 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.

Application Process

For information regarding financial aid, contact the Office of Financial Aid at 360.475.7160 or www.olympic.edu/FinancialAid. When completing the federal FAFSA form, use the OC Title IV code—003784.

Submit Olympic College application and materials to BSN Admissions. (Applications are accepted throughout the year.) An application fee of $50 is required.

Application packet must include the following:

- Two official transcripts from all previous academic and nursing course work. High school transcripts should be submitted if foreign language was completed in high school.
- Resume outlining nursing and/or academic clinical experience.
• Essay describing 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.

Access the application packet online at: www.olympic.edu/healthoccupations.

OC Admission is based on the following:
• Providing all required application packet materials.
• Meeting the admission requirements.
• Academic background.
• Personal essay.

After acceptance into the program, students are required to provide documentation of:
• Current immunizations
• CPR for Health Care Providers
• Completion of the Conviction/Criminal History Form
• Washington State Patrol Criminal Background Check

CONTACTS
Associate Dean of Nursing
Gerianne Babbo  360.394.2749

BSN Director
Graham Patrick  360.394.2734

BSN Advisor
Treva Thomas  360.394.2742

Nursing Office  360.394.2760
hocdept@olympic.edu
SECTION ELEVEN

Transfer Curricula

In this Section

• Transfer Curricula – Transfer Studies

START HERE. GO ANYWHERE.
Transfer Curricula

ANTHROPOLOGY

**ASSOCIATE IN ARTS**

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 follow the distribution requirements for an Associate in Arts (AA) Degree. Good writing skills are essential and should be developed. Most undergraduate programs require at least one statistics course. Competence in one foreign language is also required for some undergraduate and most graduate programs.

Students should complete the Associate in Arts (AA) Degree requirements. Within these guidelines, those interested in anthropology are recommended to take the following general requirements.

**Discipline 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 acquisition of anthropological terminology and theoretical approaches for the subfields of anthropology.
2. Understand the relationship among the subfields of anthropology.
3. Apply anthropological knowledge to daily situations.
4. Understand the role of culture in humans’ lives.

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ART

**ASSOCIATE IN ARTS**

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 Olympic College Associate in Arts Degree requirements, and include many of the courses in this program as electives, will have a firm foundation in the fundamentals of both two-dimensional and three-dimensional art.

<table>
<thead>
<tr>
<th>Advisor Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Wu, Hao</td>
<td>Art 115</td>
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**Recommended Courses**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 102 Art History/Ancient—Byzantine</td>
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</tr>
<tr>
<td>ART 103 Art History/Medieval—Renaissance</td>
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</tr>
<tr>
<td>ART 106 Drawing I</td>
<td>5</td>
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<tr>
<td>ART 107 Drawing II*</td>
<td>5</td>
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<tr>
<td>ART 110 Design I</td>
<td>5</td>
</tr>
<tr>
<td>ART 111 Design II*</td>
<td>5</td>
</tr>
<tr>
<td>ART 125 Ceramics I</td>
<td>5</td>
</tr>
<tr>
<td>ART 220 Life Drawing I*</td>
<td>5</td>
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<tr>
<td>ART 230 Watercolor I</td>
<td>5</td>
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<tr>
<td>ART 235 Printmaking</td>
<td>5</td>
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<tr>
<td>ART 240 Painting I</td>
<td>5</td>
</tr>
<tr>
<td>ART 266 Sculpture I</td>
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</tbody>
</table>

BIOLOGY

**ASSOCIATE IN ARTS OR ASSOCIATE OF SCIENCE**

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.

**Discipline Outcomes**

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

1. Students will be able to use the Scientific Method in the Biological Sciences.
2. Students will be able to question their effect on the environment, universally, globally, and personally.
3. Students will be able to demonstrate critical thinking skills and problem solving with respect to scientific principles in the Biological Sciences.
4. Students will apply scientific principles in both biology laboratory and field settings.

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*See course description for prerequisite.  www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 65*
5. Students will be able to use reference materials to help them understand and apply biology scientific principles.
6. Students will be able to communicate biology scientific concepts clearly and effectively both verbally and in written form.

**Advisor Office Phone**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Miller, Larry</td>
<td>Science &amp; Technology 207</td>
<td>360-475-7703</td>
</tr>
<tr>
<td>Seavy, Don</td>
<td>Science &amp; Technology 216</td>
<td>360-475-7732</td>
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**Recommended Courses**

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<thead>
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<tr>
<td>BIOL 201 Majors Biology I*</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 202 Majors Biology II**</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 203 Majors Biology III*</td>
<td>5</td>
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</tbody>
</table>

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

| CHEM 141 General Chemistry I* | 5 |
| CHEM 142 General Chemistry II** | 5 |
| CHEM 143 General Chemistry III* | 3 |
| CHEM 151 General Chem Lab I* | 1 |
| CHEM 152 General Chem Lab II* | 1 |
| CHEM 153 General Chem Lab III* | 3 |
| CHEM 241 Organic Chem I* | 4 |
| CHEM 242 Organic Chem II* | 4 |
| CHEM 243 Organic Chem III* | 4 |
| CHEM 251 Organic Chem Lab I* | 1 |
| CHEM 252 Organic Chem Lab II* | 2 |
| CHEM 253 Organic Chem Lab III* | 3 |
| GEOL 101 Intro Physical Geology | 5 |
| MATH 141 Precalculus I: Algebra* | 5 |
| PHYS 121 General Physics I* | 6 |

**Recommended Elective**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 101 Intro to Business</td>
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**Required Courses**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACC 101 Principles of Accounting</td>
<td>5</td>
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<tr>
<td>BUS 102 Principles of Accounting</td>
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<tr>
<td>BUS 103 Principles of Accounting</td>
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<tr>
<td>BUS 215 Business Statistics*</td>
<td>5</td>
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<td>ECON 201 Micro Economics*</td>
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<td>ECON 202 Macroeconomics*</td>
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<tr>
<td>MATH 147 Business Algebra*</td>
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<td>MATH 148 Business Calculus*</td>
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**Recommended Elective**

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<tr>
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</table>

**ASSOCIATE IN ARTS OR ASSOCIATE OF SCIENCE**

Chemistry is the science which 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.

**Discipline 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 economics concepts to solve business and economics 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.

**ASSOCIATE IN ARTS OR ASSOCIATE OF SCIENCE**

Chemistry is the science which 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.

**Discipline Outcomes**

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

1. Students will be able to use the Scientific method in chemistry.
2. Students will be able to question their effect on the environment, universally, globally, and personally.
3. Students will be able to demonstrate critical thinking skills and problem solving with respect to scientific principles in chemistry.
4. Students will apply scientific principles in both chemistry laboratory and field settings.
5. Students will be able to use reference materials to help them understand and apply chemistry scientific principles.
6. Students will be able to communicate chemistry scientific concepts clearly and effectively both verbally and in written form.

**Advisor Office Phone**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin, Ted</td>
<td>Science &amp; Technology 205</td>
<td>360-475-7733</td>
</tr>
<tr>
<td>Kiebertz, Robert</td>
<td>Science &amp; Technology 210</td>
<td>360-475-7730</td>
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**Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 141 General Chemistry I*</td>
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<tr>
<td>CHEM 142 General Chemistry II**</td>
<td>5</td>
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<td>CHEM 143 General Chemistry III*</td>
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<tr>
<td>CHEM 151 General Chem Lab I*</td>
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<tr>
<td>CHEM 152 General Chem Lab II*</td>
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<tr>
<td>CHEM 153 General Chem Lab III*</td>
<td>3</td>
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<tr>
<td>CHEM 241 Organic Chem I*</td>
<td>4</td>
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<td>CHEM 242 Organic Chem II*</td>
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<td>CHEM 243 Organic Chem III*</td>
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<td>MATH 163 Calculus III*</td>
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<tr>
<td>PHYS 211 Engineering Physics I*</td>
<td>6</td>
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<td>PHYS 222 Engineering Physics II*</td>
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<tr>
<td>PHYS 223 Engineering Physics III*</td>
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**ASSOCIATE IN ARTS OR ASSOCIATE OF SCIENCE**

Olympic College offers courses to prepare students to complete a Bachelor’s Degree in Computer Science at a four-year institution.

Students may choose to complete the Associate in Arts Degree or the Associate of Science Degree. Consultation with an advisor is essential. Required courses vary, depending on which four-year institution the student plans to attend. In addition, many computer science programs have selective admission standards that an advisor can help students address.

**NOTE:** Students planning to attend the University of Washington Tacoma campus or The Evergreen State College may transfer with an ATA degree provided the suitable courses were taken at Olympic College. For information on these ATA degree options, consult with a Computer Information Systems advisor listed under the Professional-Technical Computer Information Systems Program section of this catalog.

*See course description for prerequisite.*
Discipline Outcomes

The student will be able to:

1. Demonstrate a mastery of a body of content knowledge in computer science.
2. Integrate well-defined problem solving processes to develop logically sound and efficient algorithms, including those that utilize object-oriented techniques.
3. Write clearly about problem solving processes and their results.
4. Demonstrate readiness for further study in Computer Science involving abstraction, rigor, and formal logical thinking.

Advisors

<table>
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<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Bandes, Will</td>
<td>OC Shelton</td>
<td>360-432-5408</td>
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<tr>
<td>Gili-Turner, Emily</td>
<td>Science &amp; Technology 212</td>
<td>360-475-7720</td>
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<tr>
<td>Dodge, Mike</td>
<td>CSC 302/OC Poulsbo 214</td>
<td>360-475-7267</td>
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<tr>
<td>Haines, Martin</td>
<td>Science &amp; Technology 116</td>
<td>360-475-7714</td>
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<td>Heinze, Jason</td>
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<td>Kelso, Mary Ann</td>
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<td>O’Neil, Elizabeth</td>
<td>Science &amp; Technology 112</td>
<td>360-475-7774</td>
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<td>Robertson, Donald</td>
<td>Science &amp; Technology 111</td>
<td>360-475-7739</td>
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<tr>
<td>Slinson, Myong</td>
<td>Science &amp; Technology 211</td>
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Recommended Courses

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<td>CMPT 120</td>
<td>Programming Concepts*</td>
<td>5</td>
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<tr>
<td>CS 141</td>
<td>Computer Science I Java*</td>
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<tr>
<td>MATH 151</td>
<td>Calculus I*</td>
<td>5</td>
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<tr>
<td>MATH 152</td>
<td>Calculus II*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 163</td>
<td>Calculus III*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Introduction to Discrete Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>CMST 221</td>
<td>Introduction to Discrete Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 250</td>
<td>Linear Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 221</td>
<td>Intro to Logic</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 140</td>
<td>General Chemistry I*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 151</td>
<td>General Chemistry II*</td>
<td>5</td>
</tr>
</tbody>
</table>

Consult an advisor about required science courses.

Dramatic Arts

**ASSOCIATE IN ARTS**

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 should complete the Associate in Drama Degree requirements.

Criminal Justice

**ASSOCIATE IN ARTS**

The purpose of an Associate in Arts Degree with emphasis in Law Enforcement is to provide a structured curriculum whereby students wishing to transfer to a four-year institution can meet most of that institution’s distribution requirements and complete courses in their major field of interest.

Students should complete the Associate in Arts Degree requirements.

Discipline Outcomes

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

1. Successfully compete for entry-level jobs in the criminal justice system.
2. Apply criminology theories to current day policy and practice.
3. Given a variety of situations or simulations, resolve conflict.
4. Recognize cultural differences and how those differences impact decisions and community relations.
5. Given a variety of case studies or simulations, demonstrate behaviors and make decisions that reflect high ethical criminal justice standards.
6. Given a variety of case studies or simulations, apply the criminal laws as a criminal justice worker.

Advisors

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fernandez, Robert</td>
<td>Humanities 142</td>
<td>360-475-7337</td>
</tr>
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Recommended Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CJ 100</td>
<td>Intro to Law Enforcement</td>
<td>5</td>
</tr>
<tr>
<td>CJ 101</td>
<td>Intro Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>CJ 106</td>
<td>Juvenile Justice*</td>
<td>5</td>
</tr>
<tr>
<td>CJ 110</td>
<td>Criminal Law*</td>
<td>5</td>
</tr>
<tr>
<td>CMST 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>Psychology</td>
<td>Select any course in this area</td>
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Drama

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hagan, Timothy</td>
<td>Music 101</td>
<td>360-475-7315</td>
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Recommended Courses

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<tr>
<td>CMPT 150</td>
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<td>4</td>
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<tr>
<td>CMST 102</td>
<td>Intro to Mass Media</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 101</td>
<td>Intro to Theatre</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 120</td>
<td>Theatre Production Workshop</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 210</td>
<td>Stagecraft</td>
<td>4</td>
</tr>
<tr>
<td>DRMA 212</td>
<td>Lighting Design I</td>
<td>4</td>
</tr>
<tr>
<td>DRMA 240</td>
<td>Acting for the Camera I</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 241</td>
<td>Acting for the Camera II</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 242</td>
<td>Acting for the Camera III</td>
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<tr>
<td>DRMA 243</td>
<td>Acting for the Camera IV</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 245</td>
<td>Scriptwriting I*</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 246</td>
<td>Scriptwriting II*</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 247</td>
<td>Scriptwriting III*</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 248</td>
<td>Scriptwriting IV*</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 251</td>
<td>Beginning Acting</td>
<td>5</td>
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<tr>
<td>DRMA 252</td>
<td>Intermediate Acting*</td>
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<tr>
<td>DRMA 253</td>
<td>Advanced Acting*</td>
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<tr>
<td>HUMAN 201</td>
<td>Introduction to the Art of Film</td>
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</tr>
<tr>
<td>IMM 110</td>
<td>Video Production Foundations</td>
<td>5</td>
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<tr>
<td>IMM 257/258/259</td>
<td>Video Prod Wrkshp: Video Shorts*</td>
<td>3</td>
</tr>
<tr>
<td>IMM 260/261/262</td>
<td>Video Prod Wrkshp: Writing*</td>
<td>3</td>
</tr>
<tr>
<td>IMM 263/264/265</td>
<td>Video Prod Wrkshp: Graphics*</td>
<td>3</td>
</tr>
<tr>
<td>IMM 266/267/268</td>
<td>Video Prod Wrkshp: Music Video*</td>
<td>3</td>
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<tr>
<td>MUSIC 157</td>
<td>Recording Techniques I</td>
<td>5</td>
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<tr>
<td>PE-RD 140</td>
<td>Ballet</td>
<td>5</td>
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<tr>
<td>PE-RD 143</td>
<td>Jazz Dance</td>
<td>5</td>
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</table>

*See course description for prerequisite. www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 67
**11 Transfer Curricula**

### EARLY CHILDHOOD EDUCATION

#### ASSOCIATE IN ARTS

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.

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

**Advisor**
Dilling, Gayle
**Office**
Health Occupations 138
**Phone**
360-475-7289

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ANTH 204</td>
<td>Cultural Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ASL &amp; 121</td>
<td>Am Sign Language I</td>
<td></td>
</tr>
<tr>
<td>BIO &amp; 160</td>
<td>General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>or CMST &amp; 210</td>
<td>Interpersonal Communication</td>
<td>5</td>
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**Recommended ECE Electives**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>EDUC &amp; 115</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC &amp; 202</td>
<td>Intro to Education</td>
<td>5</td>
</tr>
<tr>
<td>EDUC &amp; 203</td>
<td>Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>PSYC &amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC &amp; 200</td>
<td>Lifespan Psychology*</td>
<td>5</td>
</tr>
<tr>
<td>SOC &amp; 135</td>
<td>The Family</td>
<td>5</td>
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</tbody>
</table>

#### ASSOCIATE IN APPLIED SCIENCE—TRANSFER (AAS-T)

See the Professional-Technical—Early Childhood Education section of this catalog.

### EDUCATION

#### ASSOCIATE IN ARTS

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 complete the Associate in Arts (AA) Degree requirements.

**Advisor**
Sanford, Mary
**Office**
Humanities 141
**Phone**
360-475-7317

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>ANTH &amp; 206</td>
<td>Cultural Anthropology</td>
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<tr>
<td>BIOL &amp; 160</td>
<td>General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 150</td>
<td>Survey/Microcomputing—Personal Cmpr</td>
<td>4</td>
</tr>
<tr>
<td>CMST &amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 110</td>
<td>Reading Techniques for At-Risk Child</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 199</td>
<td>Practicum</td>
<td>1.5</td>
</tr>
<tr>
<td>EDUC &amp; 202</td>
<td>Intro to Education</td>
<td>5</td>
</tr>
<tr>
<td>GEOG &amp; 100</td>
<td>Earth Systems Science*</td>
<td></td>
</tr>
<tr>
<td>HIST &amp; 136</td>
<td>US History 1*</td>
<td>5</td>
</tr>
<tr>
<td>HIST &amp; 137</td>
<td>US History 2*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 107</td>
<td>Math in Society*</td>
<td>5</td>
</tr>
<tr>
<td>or MATH &amp; 141</td>
<td>Precalculus I: Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>or MATH &amp; 141</td>
<td>Precalculus I: Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>or MATH &amp; 141</td>
<td>Precalculus I: Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>(Based upon university transfer requirement)</td>
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<td></td>
</tr>
<tr>
<td>PSYC &amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SCI 100</td>
<td>Introduction to Science*</td>
<td>5</td>
</tr>
<tr>
<td>SOC &amp; 201</td>
<td>Social Problems</td>
<td>5</td>
</tr>
</tbody>
</table>

#### ENGINEERING

#### ASSOCIATE IN ARTS

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. An effort has been made to parallel the course requirements of the University of Washington.

Students planning to transfer to other engineering programs should consult with the school’s engineering advisors for any necessary modifications in the standard curriculum.

Students pursuing an AS (Track II) 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.

**Discipline Outcomes**

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

1. Students will be able to systematically approach engineering problems.
2. Students will be able to predict their effect on the environment, universally, globally, and personally.
3. Students will be able to demonstrate critical thinking skills and problem solving with respect to engineering principles.
4. Students will apply engineering principles in both analysis and design settings.
5. Students will be able to use reference materials to help them understand and apply engineering principles.
6. Students will be able to communicate engineering concepts clearly and effectively both verbally and in written form.

**Advisor**
Brown, Jeff
**Office**
Science & Technology 113
**Phone**
360-475-7738

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM &amp; 141</td>
<td>General Chemistry I*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM &amp; 142</td>
<td>General Chemistry II*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM &amp; 151</td>
<td>General Chem Lab I*</td>
<td>1</td>
</tr>
<tr>
<td>CHEM &amp; 152</td>
<td>General Chem Lab II*</td>
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</tr>
<tr>
<td>CS &amp; 141</td>
<td>Computer Science I Java*</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 100</td>
<td>Introduction to Engineering</td>
<td>1</td>
</tr>
<tr>
<td>ENGR 111</td>
<td>Engineering Problems*</td>
<td>2</td>
</tr>
<tr>
<td>ENGR &amp; 114</td>
<td>Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 170</td>
<td>Fundamentals of Materials Science*</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 171</td>
<td>Materials Science Laboratory*</td>
<td>1</td>
</tr>
<tr>
<td>ENGR &amp; 204</td>
<td>Electrical Circuits*</td>
<td>5</td>
</tr>
<tr>
<td>ENGR &amp; 214</td>
<td>Statics*</td>
<td>4</td>
</tr>
<tr>
<td>ENGR &amp; 215</td>
<td>Dynamics*</td>
<td>4</td>
</tr>
<tr>
<td>ENGR &amp; 224</td>
<td>Thermodynamics*</td>
<td>4</td>
</tr>
<tr>
<td>ENGR &amp; 225</td>
<td>Mechanics of Materials*</td>
<td>4</td>
</tr>
<tr>
<td>ENGL &amp; 235</td>
<td>Technical Writing*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 151</td>
<td>Calculus 1*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 152</td>
<td>Calculus 2*</td>
<td>5</td>
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<tr>
<td>MATH &amp; 163</td>
<td>Calculus 3*</td>
<td>5</td>
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<tr>
<td>MATH 221</td>
<td>Differential Equations I*</td>
<td>5</td>
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<td>MATH 250</td>
<td>Linear Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 264</td>
<td>Calculus 4*</td>
<td>5</td>
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<tr>
<td>PHYS &amp; 221</td>
<td>Engineering Physics I*</td>
<td>6</td>
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<td>PHYS &amp; 222</td>
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<tr>
<td>PHYS &amp; 223</td>
<td>Engineering Physics III*</td>
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</table>

**ENGLISH**

#### ASSOCIATE IN ARTS

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.

The English curriculum is designed to enable students to examine the richness and variety with which the human imagination expresses itself in the written arts.

Students should complete the Associate in Arts Degree requirements.

*See course description for prerequisite.*
Transfer Curricula

FIRE SERVICE MANAGEMENT & ADMINISTRATION

ASSOCIATE IN ARTS

This degree is designed to provide an appropriate educational foundation for those who are currently serving, or who aspire to serve as managers or administrators in fire and emergency service careers. This program of study provides students with management and fire service administration skills training such as leadership, supervision, and the principles of working in the political arena.

Discipline Outcomes

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

1. Effectively use oral and written communication skills as they relate to the business environment.
2. Evaluate and implement the application of federal laws, state laws and local ordinances as they apply to the management of emergency services.
3. Work effectively as a chief team leader to accomplish department’s mission, goals and objectives.
4. Effectively apply proper principles of working in the political arena.
5. Follow an identified “systematic process” to plan and execute projects while working within specified budgets and timelines.
6. Access and use a variety of resources including literature, technology, and human resources.
7. Articulate the relationship of leadership and how it relates to the functions of management in the fire service.
8. Effectively apply components of the accounting equation to basic business transactions.
9. Effectively use computer software to support basic business information systems.
10. Show respect and the ability to work collaboratively with diverse individuals and teams.
11. Develop strategies that foster personal growth and the ability to manage change in the global business environment.
12. Evaluate and suggest improvements to service delivery in meeting customer and community needs.
13. Execute routine administrative functions by maintaining and evaluating various office systems (record management, paper flow, etc.) and making sure that files are complete and are maintained in accordance with policies and procedures.

Advisor Office Phone
Rogers, Larry Science & Technology 110 360-475-7722

FIRE SCIENCE

ASSOCIATE IN ARTS

The associate degree program in Fire Science integrates professional firefighting technical skills related to the everyday demands of the profession with course work in Mathematics, English, Physical Science and Liberal Arts to provide graduates with the necessary ancillary knowledge to advance into supervisory and/ or management level positions. Successful completion of the program results in the awarding of an Associate in Arts Degree in Fire Science.

This degree is designed as a transfer program for those who intend to continue their education at a four-year institution. Students interested in transferring to a particular four-year institution should contact the program advisor early in their course work. The transfer degree requires completion of courses listed under option A or option B, in addition to the normal requirements for an Olympic College AA degree.

Since not all restricted fire science electives are required, it is also important to see the program advisor to determine which option (A or B) of restricted Fire Science electives should be taken to complete the degree.

Discipline Outcomes

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

Option A

1. Discuss the history and philosophy of fire protection and prevention.
2. Apply proper procedures for storage, handling, transportation, and fire control involving hazardous materials.
3. Apply and discuss water supply management for fire protection systems and fire scene use.
4. Apply and describe the principles of an effective occupational safety and health program in a fire service setting.

Option B

1. Demonstrate understanding of building construction and associated fire codes.
2. Describe inspections, corrections of fire hazards, and fire investigations.
3. Describe factors and procedures for the establishment and administration of a fire code enforcement agency.
4. Develop plans which make effective use of personnel and equipment at emergency incidents.
5. Describe the factors necessary for efficient and effective management and supervision within a fire department.

Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111 Intro to Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 227 British Literature I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 228 British Literature II</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 244 American Literature I</td>
<td>5</td>
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<td>ENGL 245 American Literature II</td>
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<td>Choose two from the following English courses:</td>
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<td>ENGL 150 Contemporary Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 220 Intro to Shakespeare</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 264 Native American Literature</td>
<td>5</td>
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<tr>
<td>ENGL 283 Asian Literature</td>
<td>5</td>
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<td>ENGL 286 Women Authors</td>
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<td>HUMAN 215 Hist/American Culture I</td>
<td>5</td>
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<td>HUMAN 216 Hist/American Culture II</td>
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Required Courses

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<tr>
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<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
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<tr>
<td>ENGL&amp; 102 Composition II</td>
<td>5</td>
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<tr>
<td>MATH&amp; 107 Math in Society (or higher)</td>
<td>5</td>
</tr>
<tr>
<td>PSY&amp; 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101 Intro to Sociology</td>
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<td>Additional credits in Social Sciences in two different subjects</td>
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Transfer Curricula
11 Transfer Curricula

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMST&amp; 102 Intro to Mass Media</td>
<td>5</td>
</tr>
<tr>
<td>CMST 153 Intercultural Communication</td>
<td>5</td>
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<tr>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
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<tr>
<td>ENGL 101 English Composition I*</td>
<td>5</td>
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<tr>
<td>ENGL&amp; 235 Technical Writing*</td>
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<tr>
<td>F-FSM 203 Fire Department Customer Service</td>
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<tr>
<td>F-FSM 231 Fire Service Leadership</td>
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<tr>
<td>or F-FSM 232 Fire Service Management</td>
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<td>F-FSM 233 Fire Service Administration</td>
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<td>MATH&amp; 107 Math in Society* (or above)</td>
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<td>POLS 113 State/Local Government</td>
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<td>or PSYC 250 Indus/Orgainza Psych</td>
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<td>or PHYS&amp; 222 Engineering Physics II*</td>
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<td>or PHYS&amp; 223 Engineering Physics III*</td>
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<tr>
<td>Weisman, Ana</td>
<td>Music 102</td>
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<td>or ENGL&amp; 111 English Composition II*</td>
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<td>or Lab Science — Additional credits from Astronomy, Biology, Chemistry, Geology, Meteorology, Physical Science, Physics, and Science</td>
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<tr>
<td>Digby, Susan</td>
<td>Science &amp; Technology</td>
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| Recommended Courses: Please see advisor. |

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<td>Macias, Steve</td>
<td>Science &amp; Technology 119</td>
<td>360-475-7711</td>
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<tr>
<td>Lamb, Deborah</td>
<td>Humanities 155</td>
<td>360-475-7415</td>
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<tr>
<td>Schoeffler, Philip</td>
<td>Humanities 149</td>
<td>360-475-7416</td>
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<td>or HIST&amp; 117 Western Civilization II</td>
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<td>or HIST&amp; 118 Western Civilization III</td>
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<td>or HIST&amp; 136 US History I*</td>
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<td>or HIST&amp; 137 US History II*</td>
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*See course description for prerequisite.
HUMAN SERVICES

ASSOCIATE IN ARTS
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.

Discipline 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 ethnic-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 development.
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.

Transfer Curricula

INTEGRATED MULTIMEDIA

ASSOCIATE IN ARTS
This program introduces interested students to the history and theory of multimedia having to do with production planning, applications, correlations between relationships of various media, copyright law and investigative research techniques.

Students should complete the Associate in Arts Degree requirements.

Discipline 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 have successfully executed and presented a storyboard. This will have been proven by observation and the actual presentation of the storyboard to the instructor and class.
2. Each student will have completed a descriptive, written log/diary of their own personal progress and insight analyzing their experiences while going through this program. This will be evidenced as a written assignment given by each student while in any IMM class.
3. Students will have been able to prepare and explain a mind map, timeline and flow chart pertaining to their own personal projects. These will be evaluated by assessment of written materials.
4. Students will have been able to demonstrate how to execute critical thinking by questioning various multimedia resources pertaining to their projects and researching and comparing this data for use in their presentations.
5. Students will be able to show they understand what constitutes “copyright” in the use of materials found in multimedia programming, Internet, music, graphic arts, photography and digital media. This will be observed in the projects, how they were handled and by exam and written work.

Advisor Phone
Silverthorn, Joseph 360-475-7310

Required Courses Credits
IMM 101 Introduction to Integrated Multimedia 5
IMM 102 Process of Integrated Multimedia 5

Recommended Elective Courses
Students should choose from the following:

ART 110 Design I 5
ART 111 Design II 5
ART 220 Life Drawing I* 3
ART 221 Life Drawing II* 3
ART 266 Sculpture I 5
CMPTR 215 Real World Web Page Development 4
CMSt & 102 Intro to Mass Media 5
DRMA 120 Theatre Production Workshop 3
DRMA 210 Stagecraft 4
DRMA 212 Lighting Design I 4
DRMA 251 Beginning Acting 5
IMM 110 Video Production Foundations 5
IMM 120 Beginning Photoshop 5
IMM 154 Electronic Music Foundations 5
IMM 155 Electronic Music — Intermediate* 5
IMM 257/258/259 Video Prod Workshp: Video Shorts* 3
IMM 260/261/262 Video Prod Workshp: Writing* 3
IMM 263/264/265 Video Prod Workshp: Graphics* 3
IMM 266/267/268 Video Prod Workshp: Music Video* 3
JOURN 100 Reporting and Newswriting* 5
JOURN 101 College Newspaper Advanced Reporting* 5
JOURN 105 Photojournalism 5
MUSIC 101 Fundamentals of Music 5
MUSIC 157 Recording Techniques I 5
MUSIC 158 Recording Techniques II* 5

Humanities: (Select 15 credits from 3 disciplines)
ASL& 121 American Sign Language I 5
ASL& 122 American Sign Language II* 5
CMSt & 102 Intro to Mass Media 5
CMSt 153 Intercultural Communication 5
CMSt & 210 Interpersonal Communication 5
CMSt & 220 Public Speaking 5
HUMAN 150 War 5
HUMAN 220 Women in American Culture 5
SPAN& 121 Spanish I 5
SPAN& 122 Spanish II* 5

Natural Sciences: (Students can select any natural science courses for a total of 15 credits from 2 or 3 disciplines, including at least 1 lab course.) The following courses are suggested:

ANTH& 205 Biological Anthropology* 5
BIOL & 175 Human Biology w/Lab 5
CHEM & 110 Chemical Concepts w/Lab* 6
GEOG 102 Physical Geography* 5
SCI 100 Introduction to Science* 5

Social Sciences: (Select 20 credits from 3 disciplines)

ANTH& 100 Survey of Anthropology 5
ANTH& 206 Cultural Anthropology 5
EDUC & 203 Exceptional Child 3
PSYC & 100 General Psychology 5
PSYC & 122 Parent-Child Relationship 3
PSYC & 200 Lifespan Psychology* 5
PSYC & 206 Children and Trauma 3
PSYC & 220 Abnormal Psychology 5
HS 107 Intro to Human Services 5
SOC 100 Family Abuse and Neglect 2
SOC 125 Sociology of Aging 5
SOC 135 The Family 5
SOC & 201 Social Problems 5

Electives: (Select no more than 15 credits from the list below)

HS 105 Drug and Alcohol Prevention 3
HS 110 Diversity, Ethics & Professionalism 3
HS 112 Case Management for CPP* 3
HS 113 CPP Individual Counseling* 3
HS 114 CPP Group Counseling* 3
HS 120 Relapse Prevention/Family Counseling* 3
HS 210 Family School and Community Relations 3
HS 275 Human Services Field Experience I 5
HS 276 Human Services Field Experience II 5
HSSA & 101 Intro to Addictive Drugs 5

Recommended Courses Credits
ENGL & 101 English Composition I* 5
ENGL & 235 Technical Writing* 5
MATH & 107 Math in Society* (or above) 5

*See course description for prerequisite. www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 71
### JOURNALISM

**ASSOCIATE IN ARTS**

The field of Journalism/Communications is creative, stimulating, and challenging. Students preparing for a professional career in the field (which includes Journalism, Advertising, Broadcasting, Public Relations, and Photojournalism) should complete requirements for the Associate in Arts Degree and plan to transfer to a four-year college to earn at least a Bachelor’s degree.

While at Olympic College, students will learn fundamental principles and applications of communications. Students will also complete courses from other academic disciplines that provide for a diversified experience to prepare them for future academic and professional work. Students are encouraged to gain hands-on experience in communications by contributing to The Olympian, the college’s student newspaper.

Students are encouraged to meet early with the Journalism/Communications advisor, who will approve the student’s individualized program.

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<tr>
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<tbody>
<tr>
<td>Seavy, Don</td>
<td>Science &amp; Technology 216</td>
<td>360-475-7732</td>
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<td>MATH 107</td>
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In completing requirements for the AA Degree, it is recommended (but not required) that students choose from the following courses:

- CMST 102 Intro to Mass Media
- ECON 202 Macro Economics*
- ENGL 111 Intro to Literature
- ENGL 244 American Literature I
- ENGL 245 American Literature II
- HUMAN 215 Hist/American Culture I
- HUMAN 216 Hist/American Culture II
- HUMAN 217 Hist/American Culture III
- JOURN 100 Reporting and Newswriting*
- JOURN 101 College Newspaper Advanced Reporting*
- JOURN 110 College Newspaper Production

**Natural Sciences** — Select any four courses including one Laboratory Science from this area.

**Social Sciences** — See below:

- CMST 210 Interpersonal Communication
- CMST 220 Public Speaking
- PHIL 101 Intro to Philosophy
- PHIL 240 Intro to Ethics
- POLS 101 Intro Political Science
- POLS 202 American Government
- PSYC 100 General Psychology
- PSYC 221 Social Psychology* 
- SOC 101 Intro to Sociology

### MARINE SCIENCE/OCEANOGRAPHY

**ASSOCIATE IN ARTS OR ASSOCIATE OF SCIENCE**

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

Consult the catalog of the school to which you may wish to transfer as well as an academic advisor for specific details.

**Discipline Outcomes**

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

1. Students will be able to use the Scientific Method in Marine Science/Oceanography.
2. Students will be able to question their effect on the environment, universally, globally, and personally.
3. Students will be able to demonstrate critical thinking skills and problem solving with respect to marine science/oceanography scientific principles.
4. Students will apply scientific principles in both marine science/oceanography laboratory and field settings.
5. Students will be able to use reference materials to help them understand and apply scientific principles.
6. Students will be able to communicate marine science/oceanography scientific concepts clearly and effectively both verbally and in written form.

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<td>BIOL 240</td>
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At some institutions, to satisfy the prerequisites for upper division biology credits, a year of general chemistry must also be completed.

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**Mathematics**

**ASSOCIATE IN ARTS**

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, useful, appreciation and enjoyment of mathematics.

Students should complete the Associate in Arts Degree requirements.

**Discipline 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 mastery of a substantial body of content knowledge in mathematics.
2. Integrate mathematical and other problem-solving strategies, including appropriate use of technology to formulate and solve problems and interpret results.
3. Use communication strategies to effectively convey mathematical concepts and processes.
4. Use the language, framework, and processes of mathematics in varied contexts.
5. Demonstrate readiness for further study involving mathematical abstraction, rigor, and formal logical thinking.

<table>
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<tbody>
<tr>
<td>Bandes, Will</td>
<td>OC Shelton 113</td>
<td>360-432-5408</td>
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<td>Simon, Myong</td>
<td>Science &amp; Technology 211</td>
<td>360-475-7713</td>
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<td>Cilli-Turner, Emily</td>
<td>Science &amp; Technology 212</td>
<td>360-475-7720</td>
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<td>Dodge, Mike</td>
<td>CSC 302/DC Poulsbo 214</td>
<td>360-475-7267</td>
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<td>Haines, Martin</td>
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<td>MATH 264</td>
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*See course description for prerequisite.*
Transfer Curricula

**Medical Laboratory Technician**

**TRANSFER CURRICULUM**

Olympic College offers the first-year college portion of a curriculum, which may lead to an Associate in Technical Arts or Associate in Applied Arts and Sciences Degree of a transfer institution. These academic courses are transferable to a college or university, which offers the second year of the program.

**OLYMPIC COLLEGE DOES NOT OFFER A DEGREE IN MEDICAL LABORATORY TECHNICIAN.**

Credits for second-year courses are offered through Shoreline Community College. Fall and Winter of the second year will be at Shoreline. Spring Quarter will be offered through clinical experience at a local hospital in hematology, blood banking, chemistry, serology, immunology and microbiology.

Upon completion, the student is eligible to take the National Examination for Medical Laboratory Technicians given by the American Society of Clinical Pathologists.

**Advisor**

Elauria, Angela  
Science & Technology 206  
360-475-7734

**Recommended Courses**

**CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>Human A &amp; P 1*</td>
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<tr>
<td>BIOL&amp; 242</td>
<td>Human A &amp; P 2*</td>
</tr>
<tr>
<td>BIOL&amp; 260</td>
<td>Microbiology*</td>
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<td>CHEM&amp; 121</td>
<td>Intro to Chemistry*</td>
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<tr>
<td>CHEM&amp; 131</td>
<td>Intro to Organic/Biochem*</td>
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<td>CMPTR 150</td>
<td>Survey/Microcomputing—Personal Comp'n</td>
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<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
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<td>Human Relations in the Workplace</td>
</tr>
<tr>
<td>PE-ED 109</td>
<td>Basic CPR</td>
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<td>PE-ED 110</td>
<td>Basic First Aid</td>
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<td>PE-ED 201</td>
<td>Majors Biology I*</td>
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<td>BIO&amp; 160</td>
<td>General Biology w/Lab</td>
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<td>BIO&amp; 201</td>
<td>Microbiology</td>
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<td>CHEM&amp; 121</td>
<td>Intro to Chemistry*</td>
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**Organizational Leadership & Resource Management**

**ORGANIZATIONAL LEADERSHIP & RESOURCE MANAGEMENT, OR LEADERSHIP & OCCUPATIONAL STUDIES**

**ASSOCIATE IN APPLIED SCIENCE—TRANSFER (AAS-T)**

See the Professional-Technical—Organizational Leadership Resource Management section of this catalog.

**Physical Education**

**ASSOCIATE IN ARTS**

A two-year suggested curriculum for students planning to major in Physical Education.

**OPTION 1:** Designed for the student who must complete anatomy/physiology during the sophomore year. This is determined by the school to which one plans to transfer.

**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. Physical Education majors should pursue an Associate in Arts Degree.

**Discipline Outcomes**

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

1. Access and evaluate valid and reliable knowledge specific to health, physical education, and wellness; based on scientific research.
2. Evaluate personal health/fitness/wellness status.
3. Design and implement a life-plan based on scientific research, which balances the multi-dimensional aspects of wellness.

**Physics**

**ASSOCIATE IN ARTS OR ASSOCIATE OF SCIENCE**

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.
Transfer Curricula

**Discipline Outcomes**

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

1. Students will be able to use the Scientific Method in Physics.
2. Students will be able to question their effect on the environment, universally, globally and personally.
3. Students will be able to demonstrate critical thinking skills and problem solving with respect to physics scientific principles.
4. Students will apply scientific principles in both physics laboratory and field settings.
5. Students will be able to use reference materials to help them understand and apply physics scientific principles.
6. Students will be able to communicate physics scientific concepts clearly and effectively both verbally and in written form.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Hess, Linnea</td>
<td>Science &amp; Technology 214</td>
<td>360-475-7727</td>
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**Recommended Courses**

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**Philosophy**

Students should select another course in this area.

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<td>or ECON&amp; 202 Macro Economics*</td>
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**History**

Students should select another course in this area.

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<thead>
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**Political Science**

Students should complete the Associate in Arts Degree requirements.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
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<tr>
<td>Kieburtz, Robert</td>
<td>Science &amp; Technology 210</td>
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**Recommended Courses**

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**Chemistry**

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**Mathematics**

Students should complete the Associate in Arts Degree requirements.

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<tbody>
<tr>
<td>Barker, Charles</td>
<td>Music 106</td>
<td>360-475-7286</td>
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<tr>
<td>Sandler, Jack</td>
<td>OC Shelton TJD 126</td>
<td>360-432-5438</td>
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**Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 201 Majors Biology I*</td>
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<td>CHEM 141 General Chemistry I*</td>
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**Psychology**

Students should complete the Associate in Arts Degree requirements.

<table>
<thead>
<tr>
<th>Advisor</th>
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<tbody>
<tr>
<td>Cohen, Mirelle</td>
<td>Shop 201</td>
<td>360-475-7553</td>
</tr>
<tr>
<td>Harte, Caroline</td>
<td>Art 127</td>
<td>360-475-7111</td>
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**Recommended Courses**

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<tbody>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
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**Sociology**

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.

**Pre-Law**

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.

<table>
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<tr>
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<tr>
<td>Schaeffer, Philip</td>
<td>Humanities 149</td>
<td>360-475-7416</td>
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<tr>
<td>Toren, David</td>
<td>Humanities 147</td>
<td>360-475-7339</td>
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**Recommended Courses**

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**Pre-Professional Health Occupations**

Students should select another course in this area.

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<tr>
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<td>CHEM&amp; 153 General Chem Lab III*</td>
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<tr>
<td>CHEM&amp; 241 Organic Chem I*</td>
<td>4</td>
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</tbody>
</table>

**Psychology**

Students who intend to major in Psychology at a four-year institution should generally 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. The specific courses recommended depend on the individual goal of the student, the program listed below will serve as a useful guideline.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohen, Mirelle</td>
<td>Shop 201</td>
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</tr>
<tr>
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**Recommended Courses**

<table>
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**Required Courses**

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<td>HUMAN 215 His/American Culture I</td>
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<td>PHIL 240 Intro to Ethics</td>
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<td>SOC&amp; 201 Social Problems</td>
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**SPEECH**

**ASSOCIATE IN ARTS**
The courses listed below will fulfill the recommended curriculum for students interested in majoring in Speech and transferring to a four-year institution. In order that a course of study can be developed to meet individual needs, consultation with a Speech advisor is strongly urged.

Students should complete the Associate in Arts Degree requirements.

**Advisor**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard, Aloysia</td>
<td>Humanities 150</td>
<td>360-475-7417</td>
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**Recommended Courses**

<table>
<thead>
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<th>Course</th>
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<tr>
<td>CMST&amp; 210 Interspeccial Communicat</td>
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<td>CMST&amp; 220 Public Speaking</td>
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<td>PSYC&amp; 100 General Psychology</td>
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**SUPPORTIVE HEALTH OCCUPATIONS**

**ASSOCIATE IN ARTS**

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 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 may need to complete the Associate in Arts Degree requirements.

**Discipline Outcomes**

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

1. Students will be able to use the Scientific Method in the Supportive Health Occupations.
2. Students will be able to question their effect on the environment, universally, globally, and personally.
3. Students will be able to demonstrate critical thinking skills and problem solving with respect to supportive health occupations scientific principles.
4. Students will apply scientific principles in both supportive health occupations laboratory and field settings.
5. Students will be able to use reference materials to help them understand and apply supportive health occupations scientific principles.
6. Students will be able to communicate supportive health occupations scientific concepts clearly and effectively both verbally and in written form.

**Advisor**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Baldwin, Ted</td>
<td>Science &amp; Technology 205</td>
<td>360-475-7733</td>
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<tr>
<td>Miller, Larry</td>
<td>Science &amp; Technology 207</td>
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**Recommended Courses**

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<td>MATH 147 Business Algebra*</td>
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</tbody>
</table>

* # Courses with (#) pound sign are required for all occupations.
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Early Childhood Education ............................92
Welding ........................................................116
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**Accounting**

**ATA ACCOUNTING TECHNOLOGY**

Graduates of this program may seek employment in public, private, and/or governmental entities as bookkeepers, accounting technicians, accounting support, or payroll assistants. Keyboarding proficiency of 30+ words-a-minute, one error per minute, is required for graduation. Students may take OFTEC 110 to develop proficiency or may take a keyboarding test to verify proficiency.

Students must take OFTEC 124 to develop a required proficiency of 8,000 keystrokes per hour or may take a 10-key test to verify proficiency.

A faculty advisor must approve the program for degree/certificate completion.

**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.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 121</td>
<td>Practical Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 123</td>
<td>Payroll Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 130</td>
<td>Accounting Simulation/Serv Business*</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 131</td>
<td>Accounting Simulation/ Merch Business*</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 132</td>
<td>Accounting Simulation/Corporation*</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 134</td>
<td>Computerized Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 141</td>
<td>MS Word Specialist*</td>
<td>4</td>
</tr>
<tr>
<td>OFTEC 152</td>
<td>MS Excel Specialist*</td>
<td>4</td>
</tr>
<tr>
<td>OFTEC 156</td>
<td>Business English*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 224</td>
<td>Practical Fund Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 226</td>
<td>Business Taxation*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 256</td>
<td>Business Correspondence*</td>
<td>5</td>
</tr>
<tr>
<td>OLKM 220</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives:**

Successful completion of additional courses numbered 100 and above. CO-OP 189A is highly recommended. 8

**Total Credits Required** 90

**CP ACCOUNTING CLERK**

The following one-year program is available to students finding it impossible to remain two years or who are desirous of refresher courses.

A Certificate of Proficiency may be awarded to those who complete the one-year program.

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

A faculty advisor must approve the program for degree/certificate completion.

**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.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CMST 242</td>
<td>Career Communications</td>
<td>5</td>
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<tr>
<td>CMST &amp; 210</td>
<td>Interpersonal Communication*</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
<td>5</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 130</td>
<td>Accounting Simulation/Serv Business*</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 131</td>
<td>Accounting Simulation/Merch Business*</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 132</td>
<td>Accounting Simulation/Corporation*</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 134</td>
<td>Computerized Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 141</td>
<td>MS Word Specialist*</td>
<td>4</td>
</tr>
<tr>
<td>OFTEC 152</td>
<td>MS Excel Specialist*</td>
<td>4</td>
</tr>
<tr>
<td>OFTEC 156</td>
<td>Business English*</td>
<td>5</td>
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<tr>
<td>OFTEC 224</td>
<td>Practical Fund Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 226</td>
<td>Business Taxation*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 256</td>
<td>Business Correspondence*</td>
<td>5</td>
</tr>
<tr>
<td>OLKM 220</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 48

**ATA AUTOMOTIVE TECHNOLOGY**

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

A faculty advisor must approve the program for degree/certificate completion.

---

*See course description for prerequisite.*

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 77
### 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 service automotive systems, subsystems, and components by performing inspection, maintenance, repair, and diagnostic service procedures according to industry standards.
2. Acquire, interpret, and use technical information and measurements in support of service task decisions.
3. Demonstrate teamwork, professional ethics, and personal accountability in decision-making and task performance.
4. Effectively communicate with and advise customers and co-workers regarding the progress of and decisions made concerning service procedures.
5. Document service, research, and communication processes in a professional manner.
6. Pass industry-style exams on the theories and procedures of Automotive Technology.

### Required Courses

<table>
<thead>
<tr>
<th>Block 1 — Engine Repair</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 124 Engine Repair 1*</td>
<td>5</td>
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<tr>
<td>AUT-T 125 Engine Repair 2*</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Block 2 — Electrical Systems</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 131 Electrical Repair 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 132 Electrical Repair 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 133 Electrical Repair 3*</td>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Block 3 — Engine Performance</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 231 Engine Performance 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 232 Engine Performance 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 233 Engine Performance 3*</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block 4 — Chassis Systems</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 121 Chassis Systems 1*</td>
<td>6</td>
</tr>
<tr>
<td>AUT-T 122 Chassis Systems 2*</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Automotive DriveTrain</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 221 DriveTrain 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 222 DriveTrain 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 223 DriveTrain 3*</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heating &amp; Air Conditioning</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 250 Automotive Conditioning Systems*</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AUT-T 145 Problem Solving</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 100 Composition — Selected Prof/Tech/Voc*</td>
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<td>OLRM 220 Human Relations in the Workplace</td>
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</table>

<table>
<thead>
<tr>
<th>Required Work-Based Learning</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUT-T 201 Service Internship*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 202 Repair Internship*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 203 Diagnostic Internship*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 204 Industry Internship*</td>
<td>10</td>
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</table>

**Total Credits Required** 100

**Auto Tech — Air Conditioning**

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

A faculty advisor must approve the program for degree/certificate completion.

### Program Outcomes

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

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

### Required Courses

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 131 Engine Repair 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 132 Engine Repair 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 133 Engine Repair 3*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required** 10

**Auto Tech — DriveTrain Systems**

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

A faculty advisor must approve the program for degree/certificate completion.

### Program Outcomes

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

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

### Required Courses

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUT-T 121 DriveTrain Systems 1*</td>
<td>6</td>
</tr>
<tr>
<td>AUT-T 122 DriveTrain Systems 2*</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Credits Required** 12

**Auto Tech — Brake, Steering & Suspension Systems**

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

A faculty advisor must approve the program for degree/certificate completion.

### Program Outcomes

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

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 250 Automotive Conditioning Systems*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required** 10

---

*See course description for prerequisite.
6. Pass industry-style exams on the theories and procedures of Automotive Technology.

**Advisor Office Phone**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quinn, Steve</td>
<td>1600 Warren Ave.</td>
<td>360-475-7345</td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 221</td>
<td>Automotive Drivetrain 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 222</td>
<td>Automotive Drivetrain 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 223</td>
<td>Automotive Drivetrain 3*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required** 15

**Certificate of Recognition** = 10-19 cr

**Program Outcomes**

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

**AUTO TECH—ENGINE PERFORMANCE**

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

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

- Upon completion of this program, successful students will have demonstrated the ability to apply system-specific skills and knowledge in the following ways:
  1. Safely and accurately service automotive systems, subsystems, and components by performing inspection, maintenance, repair, and diagnostic service procedures according to industry standards.
  2. Acquire, interpret, and use technical information and measurements in support of service tasks.
  3. Demonstrate teamwork, professional ethics, and personal accountability in decision-making and task performance.
  4. Effectively communicate with and advise customers and co-workers concerning service procedures.
  5. Document service, research, and communication processes in a professional manner.
  6. Pass industry-style exams on the theories and procedures of Automotive Technology.

**Advisor Office Phone**

<table>
<thead>
<tr>
<th>Advisor</th>
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<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quinn, Steve</td>
<td>1600 Warren Ave.</td>
<td>360-475-7345</td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 231</td>
<td>Engine Performance 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 232</td>
<td>Engine Performance 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 233</td>
<td>Engine Performance 3*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required** 15

**Certificate of Specialization** = 61+ cr

**Professional Pilot (First Year Articulation Agreement with Green River Community College)**

An articulation agreement between Green River Community College (GRCC) and Olympic College (OC) provides the guidelines and areas of responsibility that will ensure that students taking the first 45 credits of a Professional-Technical program with an emphasis in Professional Pilot at Olympic College will transition to the Associate in Applied Science at Green River Community College. Students who complete the course work identified by this agreement at Olympic College will be eligible to transfer to Green River Community College’s Professional Pilot program. This agreement, formed in collaboration between GRCC and OC, is intended to prepare an enhanced number of skilled and effective professional pilots in Washington State.

**Program Outcomes**

- Associate in Applied Science Degree—Professional Pilot-GRCC
- First 45 credits towards Professional Pilot-completed at OC
**BUSINESS MANAGEMENT**

*ATA BUSINESS MANAGEMENT*

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. A minimum of 20 credits must be taken from Olympic College, including the last 10 credits. Students are required to successfully complete the required Management core plus 24 credits from a selection of additional Management courses.

To complete the 90 credit degree program, the student is free to choose 7 additional credits of elective coursework, at the 100 level or above. This degree currently transfers to The Evergreen State College.

A faculty advisor must approve the program for degree/certificate completion.

**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.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT102</td>
<td>Introduction - International Business</td>
<td>5</td>
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<tr>
<td>BMGMT140</td>
<td>Business and Personal Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT180</td>
<td>Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT282</td>
<td>Principles of Leadership/Management</td>
<td>5</td>
</tr>
<tr>
<td>BUS &amp; 201</td>
<td>Business Law</td>
<td>5</td>
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<tr>
<td>CMPT115</td>
<td>The Internet Experience</td>
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</tr>
<tr>
<td>CMPT150</td>
<td>Survey/Microcomputing - Personal Cmpt</td>
<td>4</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 121</td>
<td>Practical Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 156</td>
<td>Business English*</td>
<td>5</td>
</tr>
<tr>
<td>ORKM 220</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
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</tbody>
</table>

Successful completion of additional elective coursework numbered 100 and above.

**Total Credits Required**

90

**Recommended Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CO-OP 111</td>
<td>Cooperative Education Seminar*</td>
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<tr>
<td>CO-OP 121</td>
<td>Cooperative Work Experience*</td>
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<td>CO-OP 123</td>
<td>Cooperative Work Experience*</td>
<td>3 -13</td>
</tr>
<tr>
<td>CO-OP 123</td>
<td>Cooperative Work Experience*</td>
<td>3 -13</td>
</tr>
</tbody>
</table>

**BUSINESS MANAGEMENT**

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

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

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

1. Articulate the relationship of leadership and how it relates to the functions of management.
2. Effectively apply components of the accounting equation to basic business transactions.
3. Effectively use oral and written communication skills as they relate to the business environment.
4. Effectively use computer software to support basic business information systems.
5. Show respect and the ability to work collaboratively with diverse individuals and teams.
6. Develop strategies that foster personal growth and the ability to manage change in a global business environment.

See course description for prerequisite.
### Professional-Technical Programs

**CP BUSINESS MANAGEMENT—SUPERVISORY/HUMAN RESOURCE SKILLS**

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.

A faculty advisor must approve the program for degree/certificate completion.

#### 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.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MacKaben, Kandace</td>
<td>OC Shelton 125</td>
<td>360-432-5407</td>
</tr>
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</table>

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT110</td>
<td>Entrepreneurship—Financial Planning</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT145</td>
<td>Business Ethics</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT162</td>
<td>Entrepreneurship—Marketing for Growth</td>
<td></td>
</tr>
<tr>
<td>BMGMT170</td>
<td>Client/Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT180</td>
<td>Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT181</td>
<td>Principles of Sales</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT183</td>
<td>Negotiations</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT185</td>
<td>E-Business Strategies</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT187</td>
<td>Purchasing &amp; Supply Chain Logistics</td>
<td>5</td>
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<tr>
<td>BMGMT203</td>
<td>Small Business Planning &amp; Management</td>
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</tr>
<tr>
<td>BMGMT247</td>
<td>H.R. Performance Reviews</td>
<td>2</td>
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</tbody>
</table>

**Total Credits Required** 48

---

**CR RETAIL MANAGEMENT (WAFC)**

This Retail Management Certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. Students who complete this program will develop a clear sense of the scope of a career in the field of retail management. The program serves both entry level job candidates and incumbent employees. The Western Association of Food Chains (WAFC), a nonprofit organization representing major food retailers, endorses the program (http://www.wafc.com/programs/CC_CourseInfo.htm).

A faculty advisor must approve the program for degree/certificate completion.

#### 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 and write a basic Small Business Plan.
3. Effectively apply components of the accounting equation to basic business transactions.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Hella-Ilona</td>
<td>Business 212</td>
<td>360-475-7383</td>
</tr>
<tr>
<td>MacKaben, Kandace</td>
<td>OC Shelton 125</td>
<td>360-432-5407</td>
</tr>
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#### Required Courses

<table>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT149</td>
<td>Entrepreneurship-Marketing for Growth</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT170</td>
<td>Client/Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT180</td>
<td>Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT203</td>
<td>Small Business Planning &amp; Management</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC121</td>
<td>Practical Accounting*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required** 19

---

**CR 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.

A faculty advisor must approve the program for degree/certificate completion.

#### Program Outcomes

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

1. Effectively describe key components of a non-traditional small business marketing campaign.

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<td>OC Shelton 125</td>
<td>360-432-5407</td>
</tr>
</tbody>
</table>
12 Professional-Technical Programs

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.

9. Work as a team member in a business information system environment to accomplish the goals of an organization. Outcomes 2-7 will depend on the combination of certificates completed. Some combinations of classes and certificates may allow you to matriculate to a four year school with junior standing. It is strongly advised that you meet with a CIS advisor to understand your options and develop your educational plan.

Required Courses Credits

Computer Information Systems

AAS Information Systems Specialist
This program prepares the graduate to obtain employment and become a productive IT support person in a business-oriented system environment. This modular degree allows students to custom design their degree based on their needs within a series of certificates that make up the core of this degree. Students can mix and match certificates in ASP Server Development, Applications Server Support, CIS Core Knowledge, CIS Core Skills, I.T. Project Management, Information Systems Security, Internet Networking Technician, PHP Server Development, Software Application Development, Technical Support, Web Client-Side Development, Web Page Design, and Business Management—Small Business. This approach allows students to combine short term certificates as a way to meet their academic goals.

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the following:
1. Effectively using computers to automate business information systems.
2. Effectively analyzing, design, and build application solutions to support business needs.
3. Effectively analyzing, design, and build Web solutions to support business needs.
4. Effectively analyzing, design, and build network solutions to support business needs.
5. Effectively analyzing, design, and deploy IT security solutions to support business needs.
6. Effectively applying project management skills to support IT business needs.
7. Effectively applying business management skills to support business needs.
8. Effectively communicate orally and in writing in the context of common business practices.

ATA COMPUTER INFORMATION SYSTEMS

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Effectively use a variety of computer programming languages to automate business information systems.
2. Effectively analyze, design, and build business database systems.
3. Apply logic concepts to design computer programs.
4. Effectively communicate orally and in writing in the context of common business practices.
5. Work as a team member in a business information system environment to accomplish the goals of the organization.

Required Courses Credits

Information Systems Science Specific Courses
This program prepares the graduate to obtain employment as a computer programmer where the emphasis requires the employee to possess a more developed set of critical thinking and technical skills when working in connection with business-oriented operating systems. In addition to the core courses shown above, the following courses are required:

Required Courses Credits

ATA Associate in Technical Arts = 90+ cr

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</tr>
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<td>Billedeau, Pam</td>
<td>Technical 214</td>
<td>360-475-7371</td>
</tr>
<tr>
<td>Blackwell, Kevin</td>
<td>Technical 215</td>
<td>360-475-7379</td>
</tr>
<tr>
<td>Hanson, Donni</td>
<td>Technical 211</td>
<td>360-475-7376</td>
</tr>
<tr>
<td>Westlund, Mark</td>
<td>Technical 203</td>
<td>360-475-7357</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CMPTR 110 Information Systems Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 111 Introduction to Operating Systems*</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 120 Programming Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 182 Networking Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 294 CIS Prac+</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 101 English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 235 Technical Writing*</td>
<td>5</td>
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<tr>
<td>OLRM 225 Human Relations in Organizations</td>
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Choose one of the following 2 courses:

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>CMPTR 123 System Architecture and Logic*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 141 Pre-calculus I: Algebra*</td>
<td>5</td>
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</table>

Choose 10 credits from the following:

<table>
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<th>Required Courses</th>
<th>Credits</th>
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<tr>
<td>ACC 101 Prin of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 101 Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 201 Intro to Organizational Leadership</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 202 Intro to Organizational Ethics</td>
<td>5</td>
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<tr>
<td>OLRM 250 Organizational Communication</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 101 Intro to Sociology</td>
<td>5</td>
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</tbody>
</table>

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

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

ASP Server Development
Applications Server Support
CIS Core Knowledge
CIS Core Skills
I.T. Project Management
Information Systems Security
Internet Networking Technician
PHP Server Development
Software Application Development
Technical Support
Web Client-Side Development
Web Page Design
Business Management—Small Business

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

Total Credits Required 97
CP NETWORK SUPPORT TECHNICIAN

A one-year certificate can enable students to gain core networking skills and knowledge complementing employable skills in computer help desks and other entry-level positions. This certificate will also serve as the set of fundamental courses for our 2-year ATA Program for Networking Implementation and Support.

Additionally, if a student has to withdraw prior to completion of the CIS one year Certificate of Proficiency and/or an ATA degree, they will have this certificate to assist them with employment options. Many employers support students who do get a job after obtaining their certificate in completing their ATA at OC through their company's training programs.

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 122</td>
<td>Applications for IT Professionals</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 172</td>
<td>PC Hardware Basics</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 182</td>
<td>Networking Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 185</td>
<td>IT User Support Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 190</td>
<td>Information System Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 236</td>
<td>Information System Security I</td>
<td>4</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I: Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Stats*I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 221</td>
<td>Engineering Physics I*</td>
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<tr>
<td>PHYS&amp; 121</td>
<td>General Physics I*</td>
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Total Credits Required 113

Required Courses

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<td>Introduction to a Web Server*</td>
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<tr>
<td>CMPTR 299</td>
<td>Microsoft Network Administration II*</td>
<td>4</td>
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<tr>
<td>CMPTR 310</td>
<td>Human Relations in the Workplace</td>
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<tr>
<td>CMPTR 290</td>
<td>Microsoft LAN Administration I*</td>
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<tr>
<td>CMPTR 320</td>
<td>Information System Security II</td>
<td>4</td>
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</tbody>
</table>

Total Credits Required 48-50

CP TECHNICAL SUPPORT

A one-year certificate can enable students to gain core IT skills offering employable skills in PC installation, computer help desks, and other entry-level positions. This certificate will also serve as the core for all CIS programs at OC.

Additionally, if a student has to withdraw in their second year, they will already have a certificate to assist them with employment options. Many employers may assist students who do get a job after earning their certificate with completing their ATA at OC through their company's training programs.

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

A faculty advisor must approve the program for degree/certificate completion.

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.

Required Courses

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<tbody>
<tr>
<td>CMPTR 120</td>
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<td>CMPTR 236</td>
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<td>English Composition I</td>
<td>5</td>
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<tr>
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<td>PHYS&amp; 121</td>
<td>General Physics I*</td>
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Total Credits Required 53

Required Courses

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<tbody>
<tr>
<td>CMPTR 110</td>
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<tr>
<td>CMPTR 111</td>
<td>Introduction to Operating Systems*</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 115</td>
<td>The Internet Experience</td>
<td>3</td>
</tr>
<tr>
<td>CMPTR 120</td>
<td>Programming Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 122</td>
<td>Applications for IT Professionals</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 154</td>
<td>Access for Professionals*</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 172</td>
<td>PC Hardware Basics</td>
<td>5</td>
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<tr>
<td>CMPTR 182</td>
<td>Networking Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 185</td>
<td>IT User Support Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 296</td>
<td>CIS Practicum*</td>
<td>1</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
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</tbody>
</table>

Total Credits Required 53

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.  www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 83
3. Document a system development project with user requirements, entity relationship models, normalization, database schema, and programming requirements.
4. Explain the relationship among databases, programming, Web servers, and Web browsers.
5. Create an interactive Web page.
6. Create and maintain a database.
7. Use programming to link a database to a Web page.
8. Create an “n-tier” project based on end-user needs.

**Advocator Office Phone**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westlund, Mark</td>
<td>Technical 203</td>
<td>360-475-7357</td>
</tr>
<tr>
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<tbody>
<tr>
<td>CMPTR 205</td>
<td>Introduction to XML</td>
<td>2</td>
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<tr>
<td>CMPTR 219</td>
<td>Introduction to ASP.NET</td>
<td>4</td>
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<td>CMPTR 229</td>
<td>ASP.NET Extreme</td>
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<tr>
<td>CMPTR 245</td>
<td>Structured Analysis and Design</td>
<td>5</td>
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<tr>
<td>CMPTR 250</td>
<td>SQL</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits Required** 19

**CIS BASIC CONCEPTS**

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

Additionally, a student completing these courses will have this certificate to assist them with employment options. Many employers support students in completing their ATA at OC through company training programs.

A faculty advisor must approve the program for degree/certificate completion.

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

**Advocator Office Phone**

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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CMPTR 103</td>
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<tr>
<td>CMPTR 110</td>
<td>Information Systems Concepts</td>
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</tr>
<tr>
<td>CMPTR 112</td>
<td>Introduction to Windows</td>
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<tr>
<td>CMPTR 115</td>
<td>The Internet Experience</td>
<td>3</td>
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</table>

**Total Credits Required** 11

**CIS CORE KNOWLEDGE**

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

Additionally, if a student has to withdraw before completing a one year certificate or an ATA degree, this certificate may assist them with employment options. Many employers support students who have earned certificates, helping them complete their ATA at OC through company training programs.

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes
Upon completion of this program, successful students will be able to:
1. Explain the role of application software in making computers useful for end users.
2. Demonstrate basic skills in general business applications.
3. Demonstrate basic skills in popular business operating systems.
4. Demonstrate basic skills in using Internet resources, like the World Wide Web.
5. Demonstrate basic skills in desktop database management systems.

Program Outcomes
Completers of the IT Project Management Essentials Certificate program will know:

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 111</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 115</td>
<td>3</td>
</tr>
<tr>
<td>CMPTR 122</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 154</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required 15

IT PROJECT MANAGEMENT ESSENTIALS

A Certificate of Recognition is offered in Project Management Essentials for IT professionals. This certificate program prepares the recipient for the responsibilities associated with employment requiring a broad range of activities in order to meet the requirements of a particular project. 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)

A faculty advisor must approve the program for degree/certificate completion.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 122</td>
<td>4</td>
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<tr>
<td>CMPTR 139</td>
<td>1</td>
</tr>
<tr>
<td>CMPTR 182</td>
<td>5</td>
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<tr>
<td>CMPTR 185</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 190</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required 18

INFORMATION SYSTEMS SECURITY

A Certificate of Recognition is offered in Information Systems Security. This certificate program prepares the recipient for the responsibilities associated with employment requiring the planning, design, development, implementation, assessment, maintenance, and operation of security policies, tools and procedures in various information system environments requiring information confidentiality, integrity and accessibility. This course of practical study and performance is based on industry certifications developed in cooperation with government and business authorities. The certifications are underwritten by the System Administrator and Network Security Institute (SANS GSEC) and the International Information Systems Security Certifications Consortium (ISC² SSCP).

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes
Completers of the Information Systems Security Certificate program will know:

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 173</td>
<td>5</td>
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<tr>
<td>CMPTR 236</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 237</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 238</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required 17

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

This fast track program would allow non-matriculating students to participate in the CCNA program, without having to complete an ATA, meet prerequisites, or follow other rules, pertaining to the current Networking program.

A faculty advisor must approve the program for degree/certificate completion.

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

1. Describe computer hardware basics, binary and hexadecimal number systems, basic networking terminology, and internetworking concepts.
2. Identify the major components of a network system including clients and servers, network interface cards, internetworking devices, media, and topologies.
3. Describe the functions, operations, and primary components of local area networks (LANs), metropolitan area networks (MANs), wide area networks (WANs), virtual private networks (VPNs), Intranets, Extranets, storage area networks, and content delivery networks (CDNs).
4. Define the major network access methods and outline the key features of each.
5. Describe the functions and operations of switching technologies.
6. Explain the purposes of networking addresses, routing protocols, and routed protocols.
7. Describe the functions, operations, and primary components of WAN technologies.
8. Describe the function, operation, and primary components required to provide remote access services.
9. Describe the functions, operations, and primary components of wireless technologies.
10. Describe the functions, operations, and primary components of optical networking.
11. Explain the purposes and techniques for voice, data, and video convergence.

Required Courses |
| Credits |
| CMPTR 116 Internetworking I | 4 |
| CMPTR 118 Internetworking II* | 4 |
| CMPTR 119 Internetworking III* | 4 |
| CMPTR 216 Internetworking IV* | 4 |

Total Credits Required 16

CR PHP SERVER DEVELOPMENT
This certificate can enable students to design, develop, implement and maintain PHP-based Web activities. These skills will integrate open source Web servers and databases through server-side PHP programming to create interactive dynamic Web pages.

A faculty advisor must approve the program for degree/certificate completion.

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

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

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

Additionally, many employers may assist students who do get a job after their certificate with completing their ATA at OC through their company’s training programs.

A faculty advisor must approve the program for degree/certificate completion.

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

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

Required Courses |
| Credits |
| CMPTR 107 Introduction to PHP | 4 |
| CMPTR 205 Introduction to XML* | 2 |
| CMPTR 207 Advanced PHP* | 4 |
| CMPTR 245 Structured Analysis and Design | 5 |
| CMPTR 250 SQL | 4 |

Total Credits Required 19

Advisors |
| Office | Phone |
| Bergman, Don | Technical 205 | 360-475-7377 |
| Bilodeau, Pam | Technical 214 | 360-475-7371 |
| Hanson, Dondi | Technical 211 | 360-475-7376 |
| Westlund, Mark | Technical 203 | 360-475-7357 |

Required Courses |
| Credits |
| CMPTR 105 Small Office/Home Office Networking | 2 |
| CMPTR 110 Information Systems Concepts | 5 |

*See course description for prerequisite.
**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.

Additionally, if a student has to withdraw after their second quarter, they will have a certificate to assist them with employment options. Many employers may assist students, who get a job after their certificate, with completing an ATA at OC through their company’s training programs.

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”.

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

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

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMPTR 105</td>
<td>Information Systems Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 122</td>
<td>Applications for IT Professionals</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 172</td>
<td>PC Hardware Basics</td>
<td>2</td>
</tr>
<tr>
<td>CMPTR 185</td>
<td>IT User Support Fundamentals</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits Required**

18

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**Web Client-Side Development**

This one to two quarter certificate can enable students to gain core client-side web site development skills, including web page scripting, which help make them employable in web page creation and programming entry-level positions. This certificate will also serve as part of the course requirements for the CIS ATA degree, Web Development Option.

Additionally, if a student has to withdraw prior to completion of the CIS ATA degree, Web Development Option, they will have this certificate to assist them with employment options. Many employers may support students who do get a job after their certificate with completing their ATA at OC through their company’s training programs.

Moreover, the Web Client-Side Development certificate will give students who currently work in industry a set of courses to broaden their IT knowledge base and enhance their skills.

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

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

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 120</td>
<td>Programming Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 125</td>
<td>Introduction to Dreamweaver</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 205</td>
<td>Introduction to XML</td>
<td>2</td>
</tr>
<tr>
<td>CMPTR 215</td>
<td>World Wide Web Page Development</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 218</td>
<td>Web Page Scripting Languages</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits Required**

19

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**Certificate of Recognition** = 10-19 cr  
**Certificate of Completion** = 20-44 cr  
**Certificate of Proficiency** = 45-60 cr  
**Certificate of Specialization** = 61+ cr
This one to two quarter certificate can enable students to gain core Web Page Design skills which help make them employable in web page creation and design entry-level positions. This certificate will also serve as part of the course requirements for the CIS ATA degree, Web Development Option.

Additionally, if a student has to withdraw prior to completion of the CIS ATA degree, Web Development Option, they will have this certificate to assist them with employment options. Many employers may support students who do get a job after their certificate with completing their ATA at OC through their company’s training programs.

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

A faculty advisor must approve the program for degree/certificate completion.

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

Advisor  Office  Phone
Bergman, Don  Technical 205  360-475-7377

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

Total Credits Required  18

COSMETOLOGY

ATA COSMETOLOGY

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

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

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

A faculty advisor must approve the program for degree/certificate completion.

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

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

Advisor  Office  Phone
Carney, Anna  W.S.T.S.C.  360-473-0561
Business & Technology  Technical 103  360-475-7360

Program Requirements

COSME 121  Desk/Phone/Dispensary III*  2
COSME 122  Desk/Phone/Dispensary II*  4
COSME 123  Desk/Phone/Dispensary I*  1
COSME 124  Salon Ethics/Laws/Management III*  1
COSME 125  Thermal Styling I*  2
COSME 126  Thermal Styling II*  3
COSME 127  Hair Cutting I*  3
COSME 128  Hair Cutting II*  3
COSME 129  Hair Cutting III*  4
COSME 130  Permanent Waving I*  3
COSME 131  Permanent Waving II*  5
COSME 132  Permanent Waving III*  5
COSME 133  Chemical Relaxing I*  1
COSME 134  Chemical Relaxing II*  4
COSME 135  Hair Color Semi/Bleaching I*  3
COSME 136  Hair Color Semi/Bleaching II*  3
COSME 137  Hair Color Semi/Bleaching III*  3
COSME 138  Manicuring & Pedicuring I*  4
COSME 139  Manicuring & Pedicuring II*  4
COSME 140  Skin Care and Make-up I*  3
COSME 141  Skin Care and Make-up II*  4
COSME 142  Salon Ethics/Laws/Management I*  2
COSME 143  Salon Ethics/Laws/Management II*  1
COSME 144  Salon Ethics/Laws/Management III*  1
COSME 145  Desk/Phone/Dispensary I*  1
COSME 146  Desk/Phone/Dispensary II*  4
COSME 147  Desk/Phone/Dispensary III*  2

Total Credits Required  96

BARBERING

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

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

A faculty advisor must approve the program for degree/certificate completion.

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

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

Advisor  Office  Phone
Carney, Anna  W.S.T.S.C.  360-473-0561
Business & Technology  Technical 103  360-475-7360

*See course description for prerequisite.
4. Provide training to clientele via educational seminars and consultation.
5. Perform employability standards such as customer service, communication and listening skills, performance characteristics (i.e., adaptability, responsibility, punctuality, cooperation, etc.), and work ethics.
6. Observe safety issues and industry-related laws and regulations, and remedy unsafe practices.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARB 150</td>
<td>Shampoo and Rinse</td>
<td>3</td>
</tr>
<tr>
<td>BARB 151</td>
<td>Skin/Scalp/Hair Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BARB 152</td>
<td>Haircutting and Trimming I</td>
<td>4</td>
</tr>
<tr>
<td>BARB 153</td>
<td>Haircutting and Trimming II</td>
<td>4</td>
</tr>
<tr>
<td>BARB 154</td>
<td>Cutting/trimming Facial Hair</td>
<td>4</td>
</tr>
<tr>
<td>BARB 155</td>
<td>Thermal Styling</td>
<td>4</td>
</tr>
<tr>
<td>BARB 156</td>
<td>Wet Styling</td>
<td>4</td>
</tr>
<tr>
<td>BARB 157</td>
<td>Dry Styling</td>
<td>4</td>
</tr>
<tr>
<td>BARB 158</td>
<td>Styling Aids</td>
<td>4</td>
</tr>
<tr>
<td>BARB 159</td>
<td>Artificial Hair</td>
<td>3</td>
</tr>
<tr>
<td>BARB 160</td>
<td>Diseases of Skin/Scalp/Hair</td>
<td>5</td>
</tr>
<tr>
<td>BARB 161</td>
<td>Safety and Sanitation</td>
<td>4</td>
</tr>
<tr>
<td>BARB 162</td>
<td>First Aid</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required: 74

**ESTHETICIAN**

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

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSME 200</td>
<td>Methods of Teaching</td>
<td>6</td>
</tr>
<tr>
<td>COSME 202</td>
<td>Course Organization</td>
<td>6</td>
</tr>
<tr>
<td>COSME 204</td>
<td>Student Leadership Development</td>
<td>5</td>
</tr>
<tr>
<td>COSME 206</td>
<td>Testing and Rating</td>
<td>2</td>
</tr>
<tr>
<td>COSME 207</td>
<td>Audio Visual Materials</td>
<td>2</td>
</tr>
<tr>
<td>COSME 208</td>
<td>Philosophy of Vocational Education</td>
<td>2</td>
</tr>
<tr>
<td>COSME 209</td>
<td>Techniques/Individualized Instruction</td>
<td>2</td>
</tr>
<tr>
<td>COSME 210</td>
<td>Clinical Supervision &amp; Management I</td>
<td>2</td>
</tr>
<tr>
<td>COSME 211</td>
<td>Clinical Supervision &amp; Management II</td>
<td>2</td>
</tr>
<tr>
<td>COSME 212</td>
<td>Clinical Supervision &amp; Management III</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required: 45

**MANICURIST**

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

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTH 100</td>
<td>Skin Care*</td>
<td>5</td>
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<tr>
<td>ESTH 101</td>
<td>Facial*</td>
<td>9</td>
</tr>
<tr>
<td>ESTH 102</td>
<td>Temporary Removal of Hair*</td>
<td>5</td>
</tr>
<tr>
<td>ESTH 103</td>
<td>Diseases and Disorders of the Skin*</td>
<td>6</td>
</tr>
<tr>
<td>ESTH 104</td>
<td>Make-up Techniques*</td>
<td>7</td>
</tr>
<tr>
<td>ESTH 105</td>
<td>Safety and Sanitation*</td>
<td>3</td>
</tr>
<tr>
<td>ESTH 106</td>
<td>First Aid*</td>
<td>2</td>
</tr>
<tr>
<td>ESTH 107</td>
<td>Eyebrow/Eyelash Tinting*</td>
<td>2</td>
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</table>

Total Credits Required: 52
### Program Requirements

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAN 130</td>
<td>Manicuring*</td>
<td>6</td>
</tr>
<tr>
<td>MAN 131</td>
<td>Pedicuring*</td>
<td>4</td>
</tr>
<tr>
<td>MAN 132</td>
<td>Diseases and Disorders*</td>
<td>8</td>
</tr>
<tr>
<td>MAN 133</td>
<td>Safety and Sanitation*</td>
<td>4</td>
</tr>
<tr>
<td>MAN 134</td>
<td>First Aid*</td>
<td>3</td>
</tr>
<tr>
<td>MAN 135</td>
<td>Artificial Nails I*</td>
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<tr>
<td>MAN 136</td>
<td>Artificial Nails II*</td>
<td>6</td>
</tr>
<tr>
<td>MAN 137</td>
<td>Nail Art*</td>
<td>1</td>
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</tbody>
</table>

**Total Credits Required**: 50

### Criminal Justice

#### CRIMINAL JUSTICE—LAW ENFORCEMENT

The preparatory Criminal Justice—Law Enforcement Program leads to an Associate in Technical Arts Degree in Law Enforcement. This program is designed to give knowledge, skill, and information to the student of law enforcement.

A faculty advisor must approve the program for degree/certificate completion.

#### 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. Successfully compete for entry-level jobs in the criminal justice system.
2. Apply criminology theories to current day policy and practice.
3. Given a variety of situations or simulations, resolve conflict.
4. Recognize cultural differences and how those differences impact decisions and community relations.
5. Given a variety of case studies or simulations, demonstrate behaviors and make decisions that reflect high ethical criminal justice standards.
6. Given a variety of case studies or simulations, apply the criminal laws as a criminal justice worker.

### Culinary Arts Institute

#### CULINARY ARTS INSTITUTE—LEAD COOK

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.

A faculty advisor must approve the program for degree/certificate completion.

#### 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.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
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<tr>
<td>CMPTR 150</td>
<td>Survey/Microcomputing—Personal Cmptr</td>
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<tr>
<td>CMST 242</td>
<td>Career Communications</td>
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<tr>
<td>CULN 101</td>
<td>Culinary Techniques*</td>
<td>6</td>
</tr>
<tr>
<td>CULN 103</td>
<td>Food Production I*</td>
<td>6</td>
</tr>
<tr>
<td>CULN 104</td>
<td>Dining Room Service*</td>
<td>3</td>
</tr>
<tr>
<td>CULN 105</td>
<td>ServSafe® Food Safety Training*</td>
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<tr>
<td>CULN 121</td>
<td>Food Production II*</td>
<td>6</td>
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<tr>
<td>CULN 122</td>
<td>Garde Manger*</td>
<td>3</td>
</tr>
<tr>
<td>CULN 123</td>
<td>International Cuisine*</td>
<td>3</td>
</tr>
<tr>
<td>CULN 125</td>
<td>Applied Food Service Computation</td>
<td>1</td>
</tr>
<tr>
<td>CULN 126</td>
<td>Commercial Baking I*</td>
<td>3</td>
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</tbody>
</table>

**Total Credits Required**: 72

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*See course description for prerequisite.*
**Professional-Technical Programs**

**CC CULINARY ARTS INSTITUTE—PREP COOK**

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

A faculty advisor must approve the program for degree/certificate completion.

**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 the knowledge of a variety of cooking and baking techniques in hot and cold food production.
2. The student should qualify as a prep cook for a variety of cuisines and baked items understanding service and math in employment.

**Required Courses**

- **CULIN 101** Culinary Techniques* 6
- **CULIN 103** Food Production I* 6
- **CULIN 104** Dining Room Service* 3
- **CULIN 105** ServSafe® Food Safety Training* 1
- **CULIN 121** Food Production II* 6
- **CULIN 122** Garde Manger* 3
- **CULIN 123** International Cuisine* 3
- **CULIN 125** Applied Food Service Computation 1
- **CULIN 126** Commercial Baking I* 6

**Certificate of Completion** 20-44 cr

**Total Credits Required** 41

**CR CULINARY ARTS INSTITUTE—COOKS HELPER**

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

A faculty advisor must approve the program for degree/certificate completion.

**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. Be able to supervise employees engaged in customer service in a food service and/or catering establishment.
2. Comprehend the elements of hospitality management.
3. Know the basics of food preparation and safe food handling.
4. Construct appealing menus for customers.
5. Understand the basics of liquor, beverage and bar management.
6. Be competent in the legal requirements of managing a hospitality operation.
7. Possess business cost control skills.

**Required Courses**

- **BMGMT 140** Business and Personal Mathematics* 5
- **BMGMT 203** Small Business Planning & Management 5
- **CMPT 150** Survey/Microcomputing—Personal Cmputr 4
- **CST 242** Career Communications 5
- **CULIN 101** Culinary Techniques* 6
- **CULIN 103** Food Production I* 6
- **CULIN 104** Dining Room Service* 3
- **CULIN 105** ServSafe® Food Safety Training* 1
- **CULIN 114** History of Cuisine* 3
- **CULIN 122** International Cuisine* 3
- **CULIN 125** Applied Food Service Computation 1
- **CULIN 132** Quantity Food Purchasing* 3
- **ENGL 100** Composition—Selected Prof/Tech/Voc* 5
- **HMGMT 102** Intro to Hospitality Industry* 3
- **HMGMT 124** Dining Room Supervision* 6
- **HMGMT 127** Menu Design and Strategy 3
- **HMGMT 133** Elements of Hospitality Management 6
- **HMGMT 135** Beverage Management* 3

**Certificate of Proficiency** = 45-60 cr

**Total Credits Required** 66

**ATA CULINARY ARTS INSTITUTE—HOSPITALITY MANAGEMENT**

Upon completion of the ATA degree program, a student should qualify as a prep cook for a variety of cuisines and baked items understanding service and math in employment.

A faculty advisor must approve the program for degree/certificate completion.

**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. Be able to supervise employees engaged in customer service in a food service and/or catering establishment.
2. Comprehend the elements of hospitality management.
3. Know the basics of food preparation and safe food handling.
4. Construct appealing menus for customers.
5. Understand the basics of liquor, beverage and bar management.
6. Be competent in the legal requirements of managing a hospitality operation.
7. Possess business cost control skills.

**Required Courses**

- **BMGMT 140** Business and Personal Mathematics* 5
- **BMGMT 203** Small Business Planning & Management 5
- **CMPT 150** Survey/Microcomputing—Personal Cmputr 4
- **CST 242** Career Communications 5
- **CULIN 101** Culinary Techniques* 6
- **CULIN 103** Food Production I* 6
- **CULIN 104** Dining Room Service* 3
- **CULIN 105** ServSafe® Food Safety Training* 1
- **CULIN 114** History of Cuisine* 3
- **CULIN 122** International Cuisine* 3
- **CULIN 125** Applied Food Service Computation 1
- **CULIN 132** Quantity Food Purchasing* 3
- **ENGL 100** Composition—Selected Prof/Tech/Voc* 5
- **HMGMT 102** Intro to Hospitality Industry* 3
- **HMGMT 124** Dining Room Supervision* 6
- **HMGMT 127** Menu Design and Strategy 3
- **HMGMT 133** Elements of Hospitality Management 6
- **HMGMT 135** Beverage Management* 3

**Certificate of Proficiency** = 45-60 cr

**Total Credits Required** 92

**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.*

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CULINARY ARTS INSTITUTE—HOSPITALITY SUPERVISOR

This program is intended to set the student on a track leading to a career in Hospitality Management. This first step will enable the student to function successfully in an entry level supervisory position.

A faculty advisor must approve the program for degree/certificate completion.

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. Be able to supervise employees engaged in customer service in a food service establishment.
2. Know the basics of food preparation and safe food handling.
3. Construct appealing menus for customers.

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 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.

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<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Giovanni, Nick</td>
<td>Business 112A</td>
<td>360-475-7577</td>
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Required Courses

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<td>ServSafe® Food Safety Training*</td>
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<td>CULIN 114</td>
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<td>CULIN 132</td>
<td>Quantity Food Purchasing*</td>
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<td>HGMT 102</td>
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<td>HGMT 124</td>
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</tr>
<tr>
<td>HGMT 127</td>
<td>Menu Design and Strategy</td>
<td>3</td>
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</table>

Total Credits Required 35

INTERNATIONAL CUISINE EXPERIENCE

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Gain new insights on how culture and traditions have influenced food production, distribution and preparation in a select region of the world.
2. Personally experience and sample various aspects of a country’s region’s cuisine.

<table>
<thead>
<tr>
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<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Plemonns, Chris</td>
<td>Business 110</td>
<td>360-475-7316</td>
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Required Courses

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<tr>
<td>CULIN 140</td>
<td>Survey of Int/Regional Cuisine*</td>
<td>3</td>
</tr>
<tr>
<td>CULIN 160</td>
<td>The Study of Cultural Cuisine*</td>
<td>3</td>
</tr>
<tr>
<td>CULIN 250</td>
<td>International Cuisine Experience*</td>
<td>9</td>
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Total Credits Required 18

EARLY CHILDHOOD EDUCATION

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.

A faculty advisor must approve the program for degree/certificate completion.

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.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>ECE 101</td>
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<tr>
<td>ECE 151</td>
<td>Practicum II*</td>
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<td>ECE 151A</td>
<td>Practicum II*</td>
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<tr>
<td>ECE 165</td>
<td>Early Childhood Curriculum*</td>
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<tr>
<td>ECE 166</td>
<td>Environments for Children</td>
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<tr>
<td>ECE 170</td>
<td>Intro to Early Childhood Education*</td>
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<td>ECE 171</td>
<td>Observation and Assessment</td>
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<tr>
<td>ECE 173</td>
<td>Art and Creative Activities</td>
<td>3</td>
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<td>ECE 177</td>
<td>Science and Math for Young Children</td>
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<td>ECE 179</td>
<td>Language and Literacy Development</td>
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<td>ECE 184</td>
<td>Health, Safety and Nutrition</td>
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<td>ECE 185</td>
<td>Guidance and Leadership</td>
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<td>ECE 188</td>
<td>Child Abuse and Neglect</td>
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<td>ECE 190</td>
<td>Multicultural Education</td>
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<td>ECE 191</td>
<td>ECE Program Administration</td>
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<td>ECE 201</td>
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<tr>
<td>EDU&amp; 115</td>
<td>Child Development</td>
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<tr>
<td>EDU&amp; 203</td>
<td>Exceptional Child</td>
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Total Credits Required 90

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

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<td>ART 102</td>
<td>Art History/Ancient — Byzantine</td>
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<td>ART 103</td>
<td>Art History/Medieval — Renaissance</td>
<td>5</td>
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<td>ASL 121</td>
<td>American Sign Language</td>
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<td>CMST&amp; 220</td>
<td>Public Speaking</td>
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<td>CMST&amp; 210</td>
<td>Interpersonal Communication</td>
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<td>MUSC 101</td>
<td>Fundamentals of Music</td>
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<tr>
<td>SPAN&amp; 121</td>
<td>Spanish I</td>
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Social Sciences (Choose 10 credits from the following, from at least 2 disciplines):

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<tbody>
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<td>ANTH&amp; 206</td>
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<td>EDUC&amp; 202</td>
<td>Intro to Education</td>
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<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
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<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
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<tr>
<td>SOCI&amp; 101</td>
<td>Intro to Sociology</td>
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<tr>
<td>SOCI 135</td>
<td>The Family</td>
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</table>

Natural Sciences (Choose 5 credits from the following, must be a lab science):

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<tbody>
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<td>BIOL 160</td>
<td>General Biology w/Lab</td>
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<tr>
<td>BIOL 201</td>
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Early Childhood Education Electives (50 credits):

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<tr>
<td>ECE 101</td>
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<td>ECE 151</td>
<td>Practicum II*</td>
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<td>ECE 151A</td>
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<tr>
<td>ECE 165</td>
<td>Early Childhood Curriculum*</td>
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<td>ECE 166</td>
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<tr>
<td>ECE 170</td>
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<td>ECE 171</td>
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<td>ECE 173</td>
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<td>ECE 188</td>
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<td>EDU&amp; 203</td>
<td>Exceptional Child</td>
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Total Credits Required 90

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dilling, Gayle</td>
<td>Health Occupations 138</td>
<td>360-475-7289</td>
</tr>
</tbody>
</table>

*See course description for prerequisite.*
The Early Childhood Education 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 preschool settings.

A faculty advisor must approve the program for degree/certificate completion.

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 related 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.

**Advisors:**

Dilling, Gayle  
Dilling, Gayle  
Office  
Office  
Phone  
Phone  
Health Occupations 138  
Health Occupations 138  
360-475-7289  
360-475-7289

---

**Recommended Elective Courses**

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

- ASL 121 American Sign Language I 5
- ECE 115 Introduction to Child Care 2
- ECE 160 School Age Care 3
- ECE 172 Introduction to Montessori 3
- ECE 173 Art and Creative Activities 3
- ECE 176 Music for Young Children 3
- ECE 177 Science and Math for Young Children 3
- ECE 178 Children’s Literature 3
- ECE 187 Special Topics — CDA Credential I 1 - 6
- ECE 188 Child Abuse and Neglect 2
- ECE 189 Family Child Care Management 3
- ECE 225 Issues and Trends in Early Childhood Education 3
- ECE 287 Special Topics — CDA Credential II 1 - 6
- PE-ED 108 Infant/Child CPR and First Aid 2
- PE-ED 109 Basic CPR 1
- PE-ED 110 Basic First Aid 1

**Total Credits Required** 90

---

**Recommended Elective Courses**

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

- ECE 115 Introduction to Child Care 2
- ECE 160 School Age Care 3
- ECE 166 Environments for Children 1
- ECE 172 Introduction to Montessori 3
- ECE 173 Art and Creative Activities 3
- ECE 176 Music for Young Children 3
- ECE 177 Science and Math for Young Children 3
- ECE 178 Children’s Literature 3
- ECE 179 Language and Literacy Development 3
- ECE 186 Survey of Centers* 2
- ECE 187 Special Topics — CDA Credential I 1 - 6
- ECE 188 Child Abuse and Neglect 2
- ECE 189 Family Child Care Management 3
- ECE 191 ECE Program Administration 3
- ECE 220 Family School and Community Relations 3
- ECE 225 Issues and Trends in Early Childhood Education 3
- ECE 287 Special Topics — CDA Credential II 1 - 6
- EDU&C 203 Exceptional Child 3
- SOC 135 The Family 5

**Total Credits Required** 50

---

**Certificate of Recognition** = 10-19 cr  
**Certificate of Completion** = 20-44 cr  
**Certificate of Proficiency** = 45-60 cr  
**Certificate of Specialization** = 61+ cr

---

*See course description for prerequisite.*  
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Professional-Technical Programs

6. Understand the principles of ethical behavior in early childhood settings.

Advisor: Dilling, Gayle  
Office: Health Occupations 138  
Phone: 360-475-7289

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<td>ECE 115 Introduction to Child Care</td>
<td>2</td>
</tr>
<tr>
<td>ECE 184 Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 185 Guidance and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDUC&amp; 115 Child Development</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required  19

**ECE PROGRAM ADMINISTRATION**

Background Information

Early Childhood Program Administrators work with staff, families, and community, and must provide the leadership and supervision necessary to promote a quality early learning and care program in a variety of settings for children from birth through the age of 12. Directors, Assistant Directors, and Program Supervisors provide the leadership to ensure that programs are relationship-focused, developmentally appropriate and culturally sensitive. Program Administrators may hire, orient, train, and supervise staff, provide performance reviews, plan curriculum, and manage all program business aspects. Program Administrators need to stay current with issues and trends in the field of early childhood education, and be knowledgeable about community resources. Program Administrators must have an understanding of appropriate and related standards including the Washington State Skill Standards for Early Childhood and School-Age Care Professions. (Washington State Board for Community and Technical Colleges, 2000)

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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

Advisor: Dilling, Gayle  
Office: Health Occupations 138  
Phone: 360-475-7289

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECE 170 Intro to Early Childhood Education</td>
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<tr>
<td>ECE 171 Observation and Assessment</td>
<td>2</td>
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<tr>
<td>ECE 185 Guidance and Leadership</td>
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</tr>
<tr>
<td>ECE 188 Child Abuse and Neglect</td>
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<td>ECE 191 ECE Program Administration</td>
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<tr>
<td>ECE 210 Family School and Community Relations</td>
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<tr>
<td>EDUC 203 Exceptional Child</td>
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</table>

Total Credits Required 19

**FAMILY CHILD CARE MANAGEMENT**

Family Home Providers serve as business managers and children’s caregivers in home-based businesses. Most providers care for a mixed age range from infants to age 12 on a daily basis; other providers serve a limited age group such as preschoolers or school age children. Some home providers manage the child care business alone; other providers hire one or more staff members to assist in the child-care setting. In managing the home-based business, the provider maintains all records, manages the budget and makes all purchases for the business. In the caregiver role, the providers plan and carry out activities that meet the needs and interests of the children in their care. It is crucial that the caregiver maintains a safe, clean and healthy environment and provides nutritious meals and snacks. Regular communication with families of the children in care on a regular basis is an important role of the provider.

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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

Advisor: Dilling, Gayle  
Office: Health Occupations 138  
Phone: 360-475-7289

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ECE 101 Practicum I*</td>
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<tr>
<td>ECE 115 Introduction to Child Care</td>
<td>2</td>
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<tr>
<td>ECE 184 Health, Safety and Nutrition</td>
<td>3</td>
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<td>ECE 185 Guidance and Leadership</td>
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<tr>
<td>ECE 189 Family Child Care Management</td>
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<tr>
<td>EDUC&amp; 115 Child Development</td>
<td>5</td>
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</tbody>
</table>

Total Credits Required 19

**INFANT-TODDLER SPECIALIST**

Background Information

Infant-Toddler Specialists work with young children from birth to age 3 in a variety of early care and education programs. Child care for infants and toddlers is available in family child care homes, profit or non-profit child care centers sponsored by community organizations and agencies such as churches, colleges, high schools, and military bases. Education for infants/toddlers and their parents is also provided by early intervention programs, Early Head Start, community and technical college parent education cooperatives or other special programs. It is the responsibility of specialists to both nurture and provide developmentally appropriate education for these youngest children. They prepare the learning environment as an integral part of planning and implementing curriculum. The primary role of the specialist is to build relationships with the child and the child’s family members. Working with the families is as important to the specialist as working with the children. The specialist recognizes and honors the culture and needs of the families in all aspects of the program. It is necessary to have specialized training to effectively work with infants and toddlers. (Adapted from: Washington State Skill Standards for the Early Childhood Professions: Infant-Toddler Specialist, State of Washington through the State Board for Community and Technical Colleges, 2000, p. 7.) Program is based on Washington State Skill Standards for Early Childhood and School-Age Care Professions.

**Associate in Applied Science** = 90+ cr  
**Associate in Applied Science — Transfer** = 90+ cr  
**Associate in Technical Arts** = 90+ cr  

*See course description for prerequisite.*
A faculty advisor must approve the program for degree/certificate completion.

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

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

**Advisor Office Phone**

Dilling, Gayle Health Occupations 138 360-475-7289

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>ECE 163</td>
<td>Infant/Toddler Caregiving, Curriculum</td>
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<td>ECE 184</td>
<td>Health, Safety and Nutrition</td>
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<td>ECE 185</td>
<td>Guidance and Leadership</td>
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<tr>
<td>ECE 210</td>
<td>Family School and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECE 250</td>
<td>Infant-Toddler Internship Seminar*</td>
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<tr>
<td>ECE 251</td>
<td>Infant-Toddler Internship*</td>
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<tr>
<td>ECE 263</td>
<td>Relationship Focused Care, Birth-3*</td>
<td>3</td>
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</tbody>
</table>

**Total Credits Required** 19

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**Electronics**

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

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

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

The ATA program has been accepted through The Evergreen State University as an Upside Down Degree.

A faculty advisor must approve the program for degree/certificate completion.

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.

**Advisor Office Phone**

Szymkewicz, Mike Technical 115A 360-475-7375

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
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<td>ELEC 101</td>
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<td>ELEC 102</td>
<td>Alternating Current&quot;+</td>
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<tr>
<td>ELEC 103</td>
<td>Introduction to Solid-State&quot;+</td>
<td>5</td>
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<tr>
<td>ELEC 106</td>
<td>Electronic Fabrication</td>
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<tr>
<td>ELEC 111</td>
<td>Direct Current Circuit Laboratory&quot;</td>
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<tr>
<td>ELEC 112</td>
<td>Alternating Current Circuit Lab&quot;</td>
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</tr>
</tbody>
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**Computer Science**

The Computer Science program is designed to provide students with fundamental knowledge and skills in computer science and related areas, as well as an understanding of the importance of continuing professional development. The program provides a foundation for students interested in pursuing further studies in computer science, or for those who wish to develop a knowledge base for their occupational fields.

**Center**

The Center for Computing Professionals provides training and education for the Information Technology workforce.

**Advisors**

- Szymkewicz, Mike Technical 115A 360-475-7375

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>Introduction to Solid-State&quot;+</td>
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<td>ELEC 106</td>
<td>Electronic Fabrication</td>
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<td>ELEC 111</td>
<td>Direct Current Circuit Laboratory&quot;</td>
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</tr>
<tr>
<td>ELEC 112</td>
<td>Alternating Current Circuit Lab&quot;</td>
<td>3</td>
</tr>
</tbody>
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**Industrial Maintenance**

The Industrial Maintenance program is designed to provide students with the theoretical and practical knowledge necessary to enter the field of industrial maintenance. The program includes courses in electrical, mechanical, and plumbing systems, as well as safety and maintenance techniques.

**Advisors**

- Dilling, Gayle Health Occupations 138 360-475-7289

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 101</td>
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<td>5</td>
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<td>ELEC 102</td>
<td>Alternating Current&quot;+</td>
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<tr>
<td>ELEC 103</td>
<td>Introduction to Solid-State&quot;+</td>
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<tr>
<td>ELEC 106</td>
<td>Electronic Fabrication</td>
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</tr>
<tr>
<td>ELEC 111</td>
<td>Direct Current Circuit Laboratory&quot;</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 112</td>
<td>Alternating Current Circuit Lab&quot;</td>
<td>3</td>
</tr>
</tbody>
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**Certificate Requirements**

- **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. www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 95
ELECT 103 Introduction to Solid-State Devices* 5

5. Perform bandaging, splinting and stop bleeding.
4. Perform adult, child and infant CPR.
3. Describe the risk factors for heart disease.
2. Describe the signs and symptoms of HIV, HBV, and TB.
1. Describe how the EMS provider can protect himself or herself from exposure to an infectious disease.
2. Describe the signs and symptoms of HIV, HBV, and TB.
3. Describe the risk factors for heart disease.
4. Perform adult, child and infant CPR.
5. Perform bandaging, splinting and stop bleeding.

EXPLORING ELECTRONICS

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

A faculty advisor must approve the program for degree/certificate completion.

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.

FIRE SERVICE

FIRE SCIENCE

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

A faculty advisor must approve the program for degree/certificate completion.

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

Students will have demonstrated the ability following ways:
1. Explain the fundamental mission of the fire service.
2. List the typical services provided by the fire department.
3. Describe the basic fundamentals of customer service.
4. Explain the purpose of standard operating procedures used in the fire department.
5. Explain the systems used in fire alarms and communication for the fire service.
6. Explain the differences between a community college certificate, an associate degree, and a four-year degree in fire technology.
7. Give examples of work ethics.
8. Explain the need for sensitivity to diversity inside and outside the workplace.
9. Give examples of different types of personnel development programs.
10. Explain the purpose and importance of the probationary period.
11. Identify fire protection jobs in the public and private fire service.
12. List duties and requirements of the position of firefighter trainee and firefighter.
13. List duties and requirements of the position of firefighter/paramedic.
14. Give examples of fire service jobs other than firefighter.
15. Describe the six principles of command.
16. List and describe the fire components of the management cycle.
17. Describe the fire department chain of command.
18. Fill out a typical fire department organizational chart.
19. Identify different fire department types.
20. Identify different ranks and their general responsibilities.
21. Describe the importance of fire prevention.
22. Describe the activities performed by a fire prevention bureau.
23. List methods of public education as it relates to fire prevention.
24. Explain how the authority to enforce fire prevention regulations is derived.
25. Describe the importance of fire information reporting.
26. List the uses of fire-related statistics.
27. Explain the need for a plan at every incident.
28. Differentiate between offensive, defensive, and combination modes of attack.
29. Explain the need for organized thought processes in incident assessment.
30. Describe the strategic priorities at an incident.
31. Explain the term strategy, tactics, and tasks.
32. Explain the need for size up of an incident.
33. Explain how a size up is performed and what information is necessary to communicate.
34. Describe the MIMS Incident Command System.
35. Explain the need for unified command on a multi-jurisdictional incident.

Advisor Office Phone
Rogers, Larry Science & Technology 110 360-475-7722

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

Choose one of the following 2 courses:
ENGL 102 Composition II 5
ENGL 235 Technical Writing 5

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

Total Credits Required 57

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

FIRE SERVICE MANAGEMENT & ADMINISTRATION

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

**Advisor**
Rogers, Larry  
Science & Technology 110  360-475-7722

**Required Courses**

**Courses** | **Credits**  
---|---  
BUS& 101 Intro to Business  | 5  
CMST& 220 Public Speaking  | 5  
CO-OP 111 Cooperative Education Seminar I*  | 2  
CO-OP 121 Cooperative Work Experience*  | 3  
ENGL& 101 English Composition I*  | 5  
ENGL& 235 Technical Writing*  | 5  
F-FSM 203 Fire Department Customer Service*  | 2  
F-FSM 231 Fire Service Leadership  | 4  
F-FSM 232 Fire Service Management  | 4  
F-FSM 233 Fire Service Administration  | 4  
F-FSM 280 Law for Emergency Services  | 3  
MAth 094 Elementary Algebra (or above)  | 5  
EnGL& 101 English Composition I*  | 5  
ENGL& 105 Technical Writing  | 5  
CS 100 Introduction to Psychology  | 5  
SOC& 201 Social Problems  | 5  

**Total Credits Required**  
63

**Required Courses**

**Courses** | **Credits**  
---|---  
CO-OP 111 Cooperative Education Seminar I*  | 2  
CO-OP 121 Cooperative Work Experience*  | 3  
F-FSM 203 Fire Department Customer Service*  | 2  
Choose one of the following 2 courses:  
F-FSM 231 Fire Service Leadership  | 4  
F-FSM 232 Fire Service Management  | 4  
F-FSM 233 Fire Service Administration  | 4  
F-FSM 280 Law for Emergency Services  | 3  

**Total Credits Required**  
18

**HUMAN SERVICES**

**CS CHEMICAL DEPENDENCY PROFESSIONAL**

This program is designed for students who wish to fulfill the education requirements for certification as Chemical Dependency Professionals through the Department of Human Services Field Experience 1* (WAC 246-811-0303).

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

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

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

**Advisor**
Cohen, Mirelle  
Shop 201  360-475-7553

**General Requirement**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>HS 105 Drug and Alcohol Prevention</td>
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<tr>
<td>HS 107 Intro to Human Services</td>
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<tr>
<td>HS 110 Diversity, Ethics &amp; Professionalism</td>
<td>3</td>
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<tr>
<td>HS 112 Case Management for COP*</td>
<td>3</td>
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<tr>
<td>HS 113 COP Individual Counseling*</td>
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<td>HS 275 Human Services Field Experience I*</td>
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<tr>
<td>HSS&amp; 101 Intro to Addictive Drugs</td>
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**General Emphasis**

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<tr>
<td>HS 114 COP Group Counseling*</td>
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<tr>
<td>HS 120 Relapse Prevention/Family Counseling*</td>
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<tr>
<td>PSYC&amp; 201 Lifespan Psychology*</td>
<td>5</td>
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<td>PSYC&amp; 220 Abnormal Psychology*</td>
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<tr>
<td>SOC 109 Family Abuse and Neglect</td>
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</table>

**Total Credits Required**  
61

**CR HUMAN SERVICES**

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.

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

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

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

**Advisor**
Rogers, Larry 
Science & Technology 110  360-475-7722

---

*See course description for prerequisite.*
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.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSS 107</td>
<td>Intro to Human Services</td>
<td>5</td>
</tr>
<tr>
<td>HSS 110</td>
<td>Diversity, Ethics &amp; Professionalism</td>
<td>3</td>
</tr>
<tr>
<td>HSS 112</td>
<td>Case Management for CDP*</td>
<td>3</td>
</tr>
<tr>
<td>HSS 113</td>
<td>CDP Individual Counseling*</td>
<td>3</td>
</tr>
<tr>
<td>HSS&amp;A 100</td>
<td>Intro to Addictive Drugs</td>
<td>5</td>
</tr>
</tbody>
</table>

### Total Credits Required

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
</tr>
</tbody>
</table>

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**C.R. 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. A faculty advisor must approve the program for degree/certificate completion.

**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.

---

**INDUSTRIAL TRADES**

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 eventual advancement to supervisory positions.

**Program Outcomes**

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

1. 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. Operate as a journeyman or woman in a chosen trade specific area.
5. Recognize the significance and desirability of reliable and ethical behavior.
6. Demonstrate self-reliance and dependability in a variety of work situations.

**Program Goals**

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

- **Option 1:** Electroplating
- **Option 2:** Fabric Worker
- **Option 3:** Insulator
- **Option 4:** Painter
- **Option 5:** Rigger
- **Option 6:** Shipwright
- **Option 7A:** Marine Electrician
- **Option 7B:** Heavy Mobile Equipment Electricians
- **Option 7C:** High Voltage Electrician
- **Option 7D:** Temporary Services Electrician
- **Option 7E:** Naval Marine Electricians
- **Option 8:** Boiler Plant Operator

---

| Certificate of Recognition | 10-19 cr |
| Certificate of Completion  | 20-44 cr |
| Certificate of Proficiency | 45-60 cr |
| Certificate of Specialization | 61+ cr |

*See course description for prerequisite.*
NAVAL MARINE ELECTRONICS TECHNICIAN

This program is designed to support success in the skills necessary to apply Associate-level electronics training to specialized and unique Naval marine systems. An Olympic College ATA in Electronics or equivalent is required prior to admission into the program. The graduate of this program will have specialized skills and knowledge, in addition to their base electronics training; enabling them to service Naval electronics equipment.

A faculty advisor must approve the program for degree/certificate completion.

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 working knowledge of the theories and principles of physics, communication systems, electronics, and electronic equipment as they are used in Naval Marine Electronics applications.
2. Utilize circuit-diagrams, blueprints and technical work documents for the repair and testing of Naval electronic equipment.
3. Appropriately select and operate electronic test equipment during troubleshooting and repair operations, with an emphasis on Puget Sound Naval Shipyard’s safety requirements.
4. Repair and troubleshoot Naval Communications equipment, radar equipment, transmissions lines, and antennas through acquired radio-frequency transmission theory knowledge.
5. Soldering of electronic components in accordance with Naval specifications.
6. Troubleshoot, adjust and repair Naval servo/synchro systems.
7. Troubleshoot, adjust and repair sensing equipment related to Naval systems.

**NEW! ANIMATION GAMING PROGRAM**

**Coming Soon, pending State Board Approval.**

For more information contact Joe Silverthorn, IMM Advisor/Coordinator at 360-475-7310.

**ATA INTEGRATED MULTIMEDIA**

**Background Information**

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

A faculty advisor must approve the program for degree completion.

**Program Outcomes**

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

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

**Recommended Elective Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 106 Drawing I</td>
<td>5</td>
</tr>
<tr>
<td>ART 107 Drawing II</td>
<td>5</td>
</tr>
<tr>
<td>ART 110 Design I</td>
<td>5</td>
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<tr>
<td>ART 111 Design II</td>
<td>5</td>
</tr>
<tr>
<td>ART 210 Design III</td>
<td>5</td>
</tr>
<tr>
<td>ART 266 Sculpture I</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 137 Introduction to Microsoft PowerPoint</td>
<td>1</td>
</tr>
<tr>
<td>CMPT 215 World Wide Web Page Development</td>
<td>4</td>
</tr>
<tr>
<td>CP-OP 122 Cooperative Work Experience*</td>
<td>1-13</td>
</tr>
<tr>
<td>CO-OP 123 Cooperative Work Experience*</td>
<td>1-13</td>
</tr>
<tr>
<td>CO-OP 124 Cooperative Work Experience*</td>
<td>1-13</td>
</tr>
<tr>
<td>DRMA 210 Stagecraft</td>
<td>4</td>
</tr>
<tr>
<td>HUMAN 293 Ethical and Legal Principles of Media</td>
<td>5</td>
</tr>
<tr>
<td>IMM 110 Video Production Foundations</td>
<td>5</td>
</tr>
<tr>
<td>IMM 120 Beginning Photoshop</td>
<td>5</td>
</tr>
<tr>
<td>IMM 130 Beginning Flash</td>
<td>5</td>
</tr>
<tr>
<td>IMM 136 Beginning Digital Photography</td>
<td>5</td>
</tr>
<tr>
<td>IMM 154 Electronic Music Foundations</td>
<td>5</td>
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<tr>
<td>IMM 155 Electronic Music—Intermediate*</td>
<td>5</td>
</tr>
<tr>
<td>IMM 181 Animation Design</td>
<td>5</td>
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<tr>
<td>IMM 182 Animation Process</td>
<td>5</td>
</tr>
<tr>
<td>IMM 211 Two and Three Dimension Design</td>
<td>5</td>
</tr>
<tr>
<td>IMM 220 Intermediate Photoshop</td>
<td>5</td>
</tr>
<tr>
<td>JOURN 105 Photojournalism</td>
<td>5</td>
</tr>
</tbody>
</table>

*See course description for prerequisite.
PHOTO MANIPULATION

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

Upon completion of the program, students will be able to:

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

Advisor  Office  Phone
Silverthorn, Joseph  Art 112  360-475-7310

Required Support Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BMGMT140 Business</td>
<td>5</td>
</tr>
<tr>
<td>BMMGT148 Deadline</td>
<td>1</td>
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<tr>
<td>ENGL 101 English</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 220 Human Relations</td>
<td>3</td>
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</tbody>
</table>

Total Credits Required  18

Required Technical Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ART 110 Design I</td>
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<tr>
<td>ART 111 Design II</td>
<td>5</td>
</tr>
<tr>
<td>IMM 101 Introduction</td>
<td>5</td>
</tr>
<tr>
<td>IMM 120 Beginning</td>
<td>5</td>
</tr>
<tr>
<td>IMM 136 Beginning</td>
<td>5</td>
</tr>
<tr>
<td>IMM 137 Intermediate</td>
<td>5</td>
</tr>
<tr>
<td>IMM 170 Multimedia</td>
<td>5</td>
</tr>
<tr>
<td>IMM 220 Intermediate</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required  54

PHOTOSHOP

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

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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

Advisor  Office  Phone
Silverthorn, Joseph  Art 112  360-475-7310

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110 Design I</td>
<td>5</td>
</tr>
<tr>
<td>IMM 120 Beginning</td>
<td>5</td>
</tr>
<tr>
<td>IMM 220 Intermediate</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 110 Beginning</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required  18

LEGAL OFFICE

~ LEGAL OFFICE PROFESSIONAL – ASSOCIATE IN TECHNICAL ARTS ~

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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

Advisor  Office  Phone
Hudson, Tia  Business 211  360-475-7384

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BMGMT 140 Business</td>
<td>5</td>
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<tr>
<td>BUSR 201 Business</td>
<td>5</td>
</tr>
<tr>
<td>CJ&amp; 101 Intro Criminal</td>
<td>5</td>
</tr>
<tr>
<td>CJ&amp; 110 Criminal</td>
<td>5</td>
</tr>
</tbody>
</table>
Choose one of the following 3 courses:
CMST 220 Public Speaking 5
CMST 210 Interpersonal Communication 5
CMST 242 Career Communications 5

ENGL 101 English Composition I* 5
OFFTEC 141 MS Word Specialist* 4
OFFTEC 156 Business English* 5
OFFTEC 170 Records and Database Management* 5
OFFTEC 175 Legal Terminology 5
OFFTEC 213 Legal Typing and Transcription* 3
OFFTEC 256 Business Correspondence* 5
OFFTEC 275 Legal Office Procedures* 5
OLRM 220 Human Relations in the Workplace 3

Choose one of the following 2 courses:
PSYC 102 Psychology of Adjustment 5
PSYC 101 General Psychology 5

Successful completion of additional courses from Business and Economics, Computer Information Systems, Office Technology, Business Management, or Cooperative Education numbered 100 or above. 14

Successful completion of additional courses other than Business and Economics, Computer Information Systems, Office Technology, Business Management, or Cooperative Education numbered 100 or above. 6

Total Credits Required 90

LEGAL SUPPORT PROFESSIONAL

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

A faculty advisor must approve the program for degree/certificate completion.

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.
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. Define, explain, correctly spell, and effectively use business and legal terminology.
7. Identify and use common legal resources found in a law office, law library, or on the Internet.
8. Use library and Internet research tools to locate and summarize information relating to legal specialties, court systems, and legal careers.
9. 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 211  360-475-7384

Required Courses Credits

Legal Study Requirements
BUS& 201 Business Law 5
CJ& 110 Criminal Law* 5
OFFTEC 175 Legal Terminology 5
OFFTEC 213 Legal Typing and Transcription* 3
OFFTEC 275 Legal Office Procedures* 5

General Certificate Requirements
OLRM 220 Human Relations in the Workplace 3
CJ& 101 Intro Criminal Justice 5

Choose one of the following 2 courses:
CMST 210 Interpersonal Communication 5
CMST 242 Career Communications 5

General Office Requirements (Choose 10 credits)
OFFTEC 121 Practical Accounting* 5
OFFTEC 134 Computerized Accounting* 3
OFFTEC 170 Records and Database Management* 5
OFFTEC 256 Business Correspondence* 5

Electives
Choose from Business and Economics, Business Management, Office Technology, Computer Information Systems, and Cooperative Education 5

Total Credits Required 51

MEDICAL ASSISTING

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

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

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

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

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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

See course description for prerequisite.


### MEDICAL ASSISTING

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

**Program Prerequisites**

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

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

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

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

**Program Outcomes**

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

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

**Advisor**

Lieske, Connie  
Office: Engineering 106  
Phone: 360-475-7741

Parker, Barbara  
Office: Engineering 108  
Phone: 360-475-7679

**Required Courses Credits**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMSTG 210</td>
<td>Interpersonal Communication</td>
<td>5</td>
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<tr>
<td>ENGLA 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>Math in Society* (or any MATH class over the 100 level)</td>
<td>5</td>
</tr>
<tr>
<td>MEDA 110</td>
<td>Anatomy &amp; Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 111</td>
<td>Pathophysiology for Medical Assisting*</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 112</td>
<td>Med Law, Ethics and Bioethics</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 113</td>
<td>Pharmacology for Medical Assisting*</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 120</td>
<td>Medical Office Procedures I*</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 121</td>
<td>Medical Office Procedures II*</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 130</td>
<td>Medical Typing*</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 136</td>
<td>Examination Room Techniques*</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 137</td>
<td>Lab Procedures for Medical Assisting*</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 151</td>
<td>MEDA Professional Preparation I</td>
<td>1</td>
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<tr>
<td>MEDA 152</td>
<td>MEDA Professional Preparation II</td>
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<tr>
<td>MEDA 153</td>
<td>MEDA Professional Preparation III</td>
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<tr>
<td>MEDA 154</td>
<td>MEDA Professional Preparation IV</td>
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<tr>
<td>MEDA 160</td>
<td>Medical Terminology I</td>
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</tr>
<tr>
<td>MEDA 161</td>
<td>Medical Terminology II*</td>
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<tr>
<td>MEDA 162</td>
<td>Medical Terminology</td>
<td>5</td>
</tr>
<tr>
<td>MEDA 163</td>
<td>Medical Insurance Billing*</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 166</td>
<td>Medical Assisting Invasive Procedures*</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 205</td>
<td>Medical Claims and Coding*</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 208</td>
<td>Exit Testing for MEDA*</td>
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<tr>
<td>MEDA 209</td>
<td>Medical Office Emergencies</td>
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<tr>
<td>MEDA 210</td>
<td>Externship for Medical Assistants*</td>
<td>2</td>
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<tr>
<td>MEDA 211</td>
<td>Human Relations/MEDA*</td>
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<tr>
<td>OFTEC 110</td>
<td>Beginning Keyboarding (OFTEC 111 or 112 acceptable)</td>
<td>3</td>
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</tbody>
</table>

Successful completion of additional courses, from at least two areas of study (see below), numbered 100 and above. 14

**Total Credits Required**

90-91

**Recommended Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT&amp; 201</td>
<td>Principles of Accounting</td>
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<tr>
<td>AS&amp;L 121</td>
<td>Am Sign Language</td>
<td>5</td>
</tr>
<tr>
<td>CHEMA 100</td>
<td>Chemical Concepts w./Lab*</td>
<td>6</td>
</tr>
<tr>
<td>CMPT 128</td>
<td>Introduction to MS Excel</td>
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<tr>
<td>ENGLG 102</td>
<td>Composition II</td>
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<tr>
<td>ENGLG 235</td>
<td>Technical Writing</td>
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<tr>
<td>OFTEC 121</td>
<td>Practical Accounting</td>
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</tr>
<tr>
<td>OFTEC 123</td>
<td>Payroll Accounting</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 170</td>
<td>Records and Database Management*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 214</td>
<td>Advanced Office Applications*</td>
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<tr>
<td>PSTC 200</td>
<td>General Psychology</td>
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<tr>
<td>PSTC 202</td>
<td>Psychology of Adjustment</td>
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</tr>
<tr>
<td>PSTC 203</td>
<td>Abnormal Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 201</td>
<td>Social Problems</td>
<td>5</td>
</tr>
</tbody>
</table>

**Certificate of Specialization = 61+ cr**

*See course description for prerequisite.  
www.olympic.edu  
Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 103
**CC MEDICAL RECEPTIONIST**

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

Successful students will receive a certificate of completion once they have satisfied all program requirements.

A faculty advisor must approve the program for degree/certificate completion.

**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.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>OFT110</td>
<td>Beginning Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 112</td>
<td>Med Law, Ethics and Bioethics</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 140</td>
<td>Medical Receptionist Skills</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 163</td>
<td>Medical Insurance Billing*</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 220</td>
<td>Phlebotomy: Introduction</td>
<td>6</td>
</tr>
<tr>
<td>MEDA 221</td>
<td>Phlebotomy: Externship*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits Required** 29-30

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**CR PHLEBOTOMY**

This two-part program prepares students to become confident phlebotomists. A one-quarter course of study, this program consists of classroom instruction including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, laboratory operations, HIV/ blood borne pathogen training, and laboratory related HIPAA education, in combination with clinical site training. Phlebotomists primarily collect blood for analysis, a necessary component in the diagnosis and quality care of patients. Upon successful completion of this 11 credit certificate program, students will be eligible to sit for the American Society of Clinical Pathologists Phlebotomy Technician Certification examination.

**Prerequisites for entry include:**

1. Completion of an accredited phlebotomy program.
2. Minimum of 100 blood specimens
3. Prior knowledge of anatomy.
4. Registration in the program.
5. Certification examination.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>MEDA 180</td>
<td>AIDS/HIV/Blood Borne Pathogens</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 220</td>
<td>Phlebotomy: Introduction</td>
<td>6</td>
</tr>
<tr>
<td>MEDA 221</td>
<td>Phlebotomy: Externship*</td>
<td>4</td>
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</tbody>
</table>

**Total Credits Required** 11

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**NURSING/HEALTHCARE**

**ATA NURSING**

**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 Nursing 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 and Outreach:

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. Official transcripts from all educational institutions attended beyond high school.
4. Official transcripts from all educational institutions attended beyond high school.
5. Official transcripts from all educational institutions attended beyond high school.
6. Official transcripts from all educational institutions attended beyond high school.
7. Official transcripts from all educational institutions attended beyond high school.
8. Official transcripts from all educational institutions attended beyond high school.
9. Official transcripts from all educational institutions attended beyond high school.
10. Official transcripts from all educational institutions attended beyond high school.

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*See course description for prerequisite.*
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 and 131; 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 and Outreach by the issuing institution(s).

To be considered for Fall Quarter admission, all documentation must be received in Admissions and Outreach 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.

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.

Proof of personal health insurance carried by the student or the student's family and student liability insurance are required before beginning clinical course work.

Students must provide written verification of having met all state and federal immunization requirements prior to beginning clinical experiences.

All students will be required to request a Criminal History Information Background Inquiry Check after admission into the Nursing Program. A student who cannot participate in patient care delivery in clinical settings based on a positive Background Inquiry Check will not be able to meet program progression requirements.

**Advanced Standing**

**Transferring Students**

Students who have completed 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.

**NOTE:** All students are required to provide written verification of having met all state and federal immunization requirements prior to beginning clinical experiences.

The Olympic College Nursing Program is accredited by:

- National League for Nursing Accrediting Commission
- 61 Broadway
- New York, NY 10006
- 212-363-5555 ext 153 or 1-800-669-1656
- www.accrediting-comm-nlnac.org
- and Washington State Nursing Care Quality Assurance Commission
- P.O. Box 47864
- Olympia, WA 98504-7864
- (360) 236-4702

**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, and is accredited by the National League for Nursing Accrediting Commission.

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, and NURSE 152 requires a 2.0 grade point. All other nursing courses require a minimum 2.7 grade point or above to progress in the Nursing Program.

Graduates are prepared for employment as Registered Nurses in home health care, hospitals, long-term care, and community-based care agencies. The graduate of the Nursing Program will receive the Associate in Technical Arts Degree which qualifies the candidate (for eligibility) to take the NCLEX examination for licensure as a Registered Nurse. The license permits the nurse to use the legal title of Registered Nurse in the State of Washington.

**Additional costs:**
1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets;
2. Wristwatch with sweep second hand and stethoscope;
3. Nursing student liability insurance;
4. Proof of health insurance or signed waiver;
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.

A faculty advisor must approve the program for degree/certificate completion.

**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. **Critical Thinking**
   The deliberative non-linear process of collecting, interpreting, analyzing, drawing conclusion about, presenting, and evaluating information that is both factually and belief based. In nursing this is demonstrated by clinical judgment which includes: ethical, diagnostic, and therapeutic dimensions.

2. **Communication**
   The interactive sharing of information. It requires a sender, message, and receiver. Communication is both verbal and nonverbal. Nonverbal communication includes body language, facial expressions, gestures, physical appearance, touch, vocal cues, and spacial territory. In Nursing, communication is demonstrated by continuity of quality care for the client.

3. **Therapeutic Nursing Interventions**
   Actions taken to prevent illness/injury, resolve, restore and maintain optimum functioning of clients within their environment.

4. **Job Placement Rates**
   Percentage of graduates employed as a RN within 6-9 months after graduation.

5. **Licensure Pass Rates**
   Percentage of graduates who pass the NCLEX computerized, criterion referenced examination after graduation from the School of Nursing.

6. **Graduate Program Satisfaction**
   Program graduates perceived level of approval of the Nursing Program, including the educational environment, the curriculum, policies, learning resources, professional preparation, and facilitation of personal development.

---

**Certificate of Recognition = 10-19 cr**
**Certificate of Completion = 20-44 cr**
**Certificate of Proficiency = 45-60 cr**
**Certificate of Specialization = 61+ cr**

*See course description for prerequisite. www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 105*
7. Employer Satisfaction of Graduates
Graduates' employers perceived level of approval of the Nursing Program, including the graduates functioning in the roles of provider of care, manager of care and member within the profession.

Advisor          Office       Phone
Thomas, Trava  OC Poulsbo 209     360-394-2742

Required Courses          Credits
Prerequisites
BIO&L 241 Human A & P I*                  6
BIO&L 242 Human A & P II*                 6
CHEM 121 Intro to Chemistry*               6
CHEM 131 Intro to Organic/Biochem*        6
ENGL 101 English Composition I*           5

Required Courses          Credits
NURSE 110 Professional Role Development I* 1
NURSE 112 Professional Role Development II* 1
NURSE 114 Nursing Communications*         2
NURSE 116 Nursing Ethics I*               1
NURSE 118 Nutrition for Professional Nursing* 2
NURSE 140 Clinical Applications Lab I*     1
NURSE 142 Clinical Applications Lab II*    1
NURSE 144 Physical Assessment in Nursing Lab* 1
NURSE 146 Nursing Care of the Older Adult* 1
NURSE 151 Dosage Calculations*             1
NURSE 152 Introduction to Pharmacology*    1
NURSE 154 Nursing Foundations*             3
NURSE 156 Clinical Nursing Practice I*     3
NURSE 158 Clinical Nursing Therapeutics*    4
NURSE 160 Clinical Nursing Practice II*    5
NURSE 172 Mental Health Theory*            3
NURSE 174 Mental Health Clinical*          3
NURSE 176 Nursing Care of Pediatric Clients* 3
NURSE 177 Pediatric Clinical*              3
NURSE 178 Maternal-Newborn Nursing*        3
NURSE 179 Maternal-Newborn Clinical*       3
NURSE 180 Medical Surgical Nursing I*      1
NURSE 181 Medical-Surgical Clinical*       3
NURSE 182 Chronic Health Problems in Elderly* 1
NURSE 200 Professional Role Development III* 1
NURSE 202 Clinical Applications Lab III*   1
NURSE 204 Nursing Ethics II*               1
NURSE 208 Medical Surgical Nursing II*     3
NURSE 210 Clinical Nursing Practice III*   5
NURSE 212 Professional Role Development/Mentor* 8

Required Support Courses          Credits
BIO&L 260 Microbiology                   5

Choose one of the following 3 courses:
MATH 107 Math in Society*                5
MATH 141 Precalculus I: Algebra*         5
MATH 146 Introduction to Stats*          5

Choose one of the following 2 courses:
PSY&L 100 General Psychology             5
PSY 102 Psychology of Adjustment          5

Choose any one 5 credit course from any of the disciplines:
Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, and Sociology    5

Total Credits Required               121

ATA TRANSITION TO ASSOCIATE DEGREE NURSING

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 Transition to Associate Degree Nursing Program. Admission to the Transition to Associate Degree Nursing Program is based on a factoring system. Students are admitted to the Transition to Associate Degree Nursing Program for entrance in Winter quarter only.

To be considered for admission to the Transition to Associate Degree Nursing Program, all of the following must be submitted to the Office of Admissions and Outreach:
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 and 131; BIO&L 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 and Outreach by the issuing institution(s).

To be considered for Winter Quarter admission, all documentation must be received in Admissions and Outreach by August 17.

Students who have been offered acceptance into the Transition to Associate Degree Nursing Program will be required to attend an orientation session prior to the beginning of Winter 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.

The student must provide proof of personal health insurance and liability insurance coverage once admitted to the program and before the beginning clinical course work (liability insurance may be purchased through the OC Cashier).

All students will be required to request a Criminal History Information Background Inquiry Check after admission into the Transition to Associate Degree Nursing Program. 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 and credential requirements to be eligible to re-enroll.

NOTE: All students are required to provide written verification of having met all state and federal immunization requirements prior to beginning clinical experiences.

The Olympic College Nursing Program is accredited by:
1. Washington State Nursing Care Quality Assurance Commission
   P.O. Box 47864
   Olympia, WA 98504-7864
   (360) 236-4702
   www ncac wa org
2. Washington State Nursing Care Quality Assurance Commission
   P.O. Box 47864
   Olympia, WA 98504-7864
   (360) 236-4702
   www ncac wa org
3. National League for Nursing Accrediting Commission
   61 Broadway
   New York, NY 10006
   212-363-5555 ext. 153 or 1-800-669-1656
   www nlac org

The Olympic College Nursing Program is approved by:
1. Washington State Nursing Care Quality Assurance Commission
   P.O. Box 47864
   Olympia, WA 98504-7864
   (360) 236-4702
   www ncac wa org
2. Washington State Nursing Care Quality Assurance Commission
   P.O. Box 47864
   Olympia, WA 98504-7864
   (360) 236-4702
   www ncac wa org
3. National League for Nursing Accrediting Commission
   61 Broadway
   New York, NY 10006
   212-363-5555 ext. 153 or 1-800-669-1656
   www nlac org

Transition to Associate Degree Nursing Program
Olympic College offers a one-year or three-quarters curriculum designed to prepare qualified men and women to become Registered Nurses. The one-year curriculum is approved by the Washington State Nursing Care Quality Assurance Commission, and is accredited by the National League for Nursing Accrediting Commission. The program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in three academic quarters. A minimum 2.7 grade point must be earned in
each Transition to Associate Degree 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 Transition to Associate Degree in 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. Proof of health insurance or signed waiver;
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.

A faculty advisor must approve the program for degree/certificate completion.

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. Critical Thinking
The deliberative non-linear process of collecting, interpreting, analyzing, drawing conclusions about, presenting, and evaluating information that is both factually and belief based. In nursing this is demonstrated by clinical judgment which includes: ethical, diagnostic, and therapeutic dimensions.

2. Communication
The interactive sharing of information. It requires a sender, message, and receiver. Communication is both verbal and nonverbal. Verbal communication is either written or spoken. Nonverbal communication includes body language, facial expressions, gestures, physical appearance, touch, vocal cues, and spacial territory. In nursing, communication is demonstrated by continuity of quality care for the client.

3. Therapeutic Nursing Interventions
Actions taken to prevent illness/injury, resolve, restore and maintain optimum functioning of clients within their environment.

4. Job Placement Rates
Percentage of graduates employed as a RN within 6-9 months after graduation.

5. Licensure Pass Rate
Percentage of graduates who pass the NCLEX computerized, criterion referenced examination after graduation from the School of Nursing.

6. Graduate Program Satisfaction
Program graduates perceived level of approval of the Nursing Program, including the educational environment, the curriculum, policies, learning resources, professional preparation, and facilitation of personal development.

7. Employer Satisfaction of Graduates
Graduates' employers perceived level of approval of the Nursing Program, including the graduates functioning in the roles of provider of care, manager of care and member within the profession.

Admission to the Practical Nursing 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 Practical Nursing Program.

Admission to the Practical Nursing Program is based on a factoring system. Students are admitted to the Practical Nursing Program during Winter Quarter. An admission score is determined for each applicant based on the following criteria:
1. Cumulative GPA of prerequisite course(s);
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) 394-2760 or via the web page at www.olympic.edu/healthoccupations.

To be considered for admission to the Practical Nursing Program, all of the following must be submitted to the Admissions Office:
1. Practical Nursing Program application when registered for the final prerequisite course(s)
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools)
3. Copy of Advance Standing Summary—transcript evaluation results (if applicable)
4. Completion of the prerequisite courses with a minimum grade of 2.0 or above in each course: BIOL& 175, ENGL& 101, MATH& 107, and PSYC& 100.
5. 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.

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. www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 107
To be considered for Winter Quarter admission, all documentation must be received by Office of Admissions by August 17.

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 acceptance into the Practical Nursing Program:
A. Personal health insurance carried by the student or the student’s family;
B. Student liability insurance;
C. 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);
D. Written verification of having met all state and federal immunization requirements prior to beginning clinical experiences.

NOTE: The Practical Nursing Program is approved by:
Washington State Nursing Care Quality Assurance Commission
P.O. Box 47864
Olympia, WA 98504-7864
(360) 236-4702

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. The prerequisite courses (ENGL& 101, PSYC& 100, BIOL& 175 and MATH 099) must be completed with a minimum grade of 2.0 or above for entry to the Practical Nursing Program. A minimum grade of 2.3 or above must be earned in each Practical Nursing course for program progression unless otherwise noted.

Support courses (PNURS 110, 118, 120) require a grade of 2.0 or above; PNURS 108 requires a grade point of 2.3 or above. A minimum grade of 3.7 must be earned in PNURS 126 for program progression. Certified nursing assistants and military medics can receive credit for examination for PNURS 105 and 110. Paramedics and EMTs can receive credit by examination for PNURS 110. Students are encouraged to take support courses prior to entry into the program. Support course registration is based on space availability.

Pending satisfactory completion of the program, graduates are eligible to take the National Council Licensing Examination (NCLEX-PN). The license permits the practical nurse to use the legal title of Licensed Practical Nurse in the State of Washington.

Additional costs:
1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch (2),
2. Nursing Skills course lab fees ($15/course),
3. Wristwatch with sweep second 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.

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

The Olympic College Practical Nursing graduate will:
1. Use critical thinking to observe and record the conditions of clients and report significant changes to appropriate individuals.
2. Demonstrate clinical competence by practicing safely within the ethical and legal standards of nursing practice.
3. Provide therapeutic nursing interventions to clients across the life span who are well or have routine acute or chronic health problems by using effective communication, cooperation and collaboration with members of the health care team.
4. Provide direct care of clients by establishing a caring environment for clients, families, and significant others.
5. Provide appropriate education to clients, families, and significant others to promote health, facilitate rehabilitation, and maintain wellness.
6. Participate as a member of the discipline of nursing by involvement in professional organizations, lifelong learning, self-evaluation and peer review.

Pre-requisite Courses

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<th>Course</th>
<th>Credits</th>
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<tr>
<td>BIOL 175</td>
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<td>ENGL 101</td>
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<tr>
<td>MATH 099</td>
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<tr>
<td>PSYC 100</td>
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Required Courses

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<thead>
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<th>Course</th>
<th>Credits</th>
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<td>PNURS 102</td>
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<td>PNURS 210</td>
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Total Credits Required: 78

Support courses

See course description for prerequisite.
CR NURSING ASSISTANT

The Nursing Assistant 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 is required prior to beginning H-OCC 118. A Certificate for Revised Fundamentals of Caregiving from Department of Social and Health Services/ Aging and Disability Services Administration will also be awarded to students completing H-OCC 110, 112, 114 and 116. This certificate prepares students to work in assisted living facilities, Boarding Homes and Adult Family Homes.

The Nursing Assistant Program Director must approve the program for certificate completion.

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. 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 effectively as a valuable member of the health care team while practicing within the scope and limitations of nursing assistant functions.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-OCC 110 Intro to Nursing Assistant</td>
<td>2</td>
</tr>
<tr>
<td>H-OCC 112 Tools for Success</td>
<td>2</td>
</tr>
<tr>
<td>H-OCC 114 Fundamentals of Reg Assist</td>
<td>3</td>
</tr>
<tr>
<td>H-OCC 116 Basic Technical Skills</td>
<td>2</td>
</tr>
<tr>
<td>H-OCC 118 Nursing Assistant Practicum*</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required 13

OFFICE TECHNOLOGY

ATA ADMINISTRATIVE OFFICE SUPPORT

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

A faculty advisor must approve the program for degree/certificate completion.

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.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 140 Business and Personal Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 154 Access for Professionals*</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 121 Practical Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 152 MS Excel Specialist*</td>
<td>4</td>
</tr>
<tr>
<td>OFTEC 162 General Office Procedures*</td>
<td>4</td>
</tr>
<tr>
<td>OFTEC 170 Records and Database Management*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 214 Advanced Office Applications*</td>
<td>4</td>
</tr>
<tr>
<td>OFTEC 256 Business Correspondence*</td>
<td>5</td>
</tr>
<tr>
<td>OFTEC 262 Administrative Office Management*</td>
<td>5</td>
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<tr>
<td>OLRM 220 Human Relations in the Workplace</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 27

GENERAL OFFICE SUPPORT

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.

A faculty advisor must approve the program for degree/certificate completion.

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, 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.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BMGMT 140 Business and Personal Mathematics*</td>
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<tr>
<td>OFTEC 262 Administrative Office Management*</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 220 Human Relations in the Workplace</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 91

*See course description for prerequisite.  www.olympic.edu  | Campus Switchboard: 360.792.6050 or 1.800.259.6718  | 109
Board of Trustees, May 1, 2008


department of career & technical education

office of academic programs

12 Professional-Technical Programs

Advisor Office Phone
Drzewiecki, Beth Business 114 360-475-7382
Hudson, Tia Business 211 360-475-7384
Salas, Joanne Business 109 360-475-7372

Required Courses Credits
BMGMT 140 Business and Personal Mathematics* 5
OFFTEC 112 Document Formatting* 3
OFFTEC 162 General Office Procedures* 4
OFFTEC 170 Records and Database Management* 5
OLRM 220 Human Relations in the Workplace 3

Choose one of the following 3 courses:
CMPTR 150 Survey/Microcomputing—Personal Cmptr 4
OFFTEC 141 MS Word Specialist* 4
OFFTEC 152 MS Excel Specialist* 4

Choose one of the following 3 courses:
ENG 100 Composition—Selected Prof/tech/Voc* 5
ENG 101 English Composition 1* 5
OFFTEC 156 Business English* 5

Choose one of the following 3 courses:
CMST 220 Public Speaking 5
CMST 210 Interpersonal Communicat 5
CMST 242 Career Communications 5

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

Total Credits Required 46

Workplace Technology Skills

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. A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

1. Use information technology to explore career options in technology related occupations.
2. Gain effective strategies to actively participate and succeed in a learning environment.
3. Increase awareness of self-worth, and enhance the ability to make positive choices about values, skills and attitudes.

Advisor Office Phone
Bermea, Nancy Business 213 360-475-7388
Hudson, Tia Business 211 360-475-7384
Salas, Joanne Business 109 360-475-7372

Required Courses Credits
BMGMT 170 Client/Customer Relations 2
CMPT 112 Introduction to Windows 1
CMPT 150 Survey/Microcomputing—Personal Cmptr 4
OFFTEC 112 Document Formatting* 3
OFFTEC 136 Customer Service Information Age 2
OFFTEC 162 General Office Procedures* 4
OLRM 220 Human Relations in the Workplace 3

Two of the following 3 courses will be required:
CMPT 154 Access for Professionals* 4
OFFTEC 141 MS Word Specialist* 4
OFFTEC 152 MS Excel Specialist* 4

Total Credits Required 30

Organizational Leadership/Resource Management

This program is designed to prepare students for more senior level positions in a military or professional-technical career field by heightening their knowledge of organizational leadership issues and deepening their knowledge of their specific career field. The degree is intended to transfer to Old Dominion University’s Bachelor of Science in Occupational and Technical Studies Program.

A faculty advisor must approve the program for degree/certificate completion.

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 Puget Sound Naval Shipyard 242 360-476-5339
Yergler, Jeff Business 112B 360-475-7523

Required Courses Credits
ENGL 101 English Composition I* 5

Associate in Applied Science = 90+ cr
Associate in Applied Science – Transfer = 90+ cr
Associate in Technical Arts = 90+ cr

*See course description for prerequisite.
students will be able to:

Upon completion of this program, successful degree/certificate completion.

Program Outcomes

1. Identify key variables that influence organizational development.
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.

Professional-Technical Programs

This program is designed to develop student skill and appreciation for the behavioral issues that impact human effectiveness, particularly in an organizational setting.

In addition, this program instills skills and appreciation of:

a. The role change plays in our lives, personally and professionally.
b. The key leadership tools and techniques designed to help influence positive change.
c. The ethical standards that should drive actions in the workplace.
d. The value of creating and maintaining a diverse culture and build 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.

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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

Olympic College

Choose one of the following 2 courses:

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

- MATH& 107 Math in Society* (or equivalent) ________ 5
- OLRM 199 Practicum ______________________ 5
- OLRM 299 Practicum ______________________ 5

- OLRM 201 Intro to Organizational Leadership _______ 5
- OLRM 202 Intro to Organizational Ethics ________ 5
- OLRM 225 Human Relations in Organizations ______ 5
- OLRM 250 Organizational Communication ________ 5

- Humanities — any course. (ART& 100, ENGL& 111, HUMAN 284, any Foreign Language recommended) __________ 5
- Natural Science — any course. (ASTRO 101, BIOL& 160, CHEM& 121, GEOL 155 recommended) __________ 5

Electives — 10 credits chosen from ACCT& 201, BUS& 101, BUS& 201, HIST& 137, POLS& 202, PSYC& 100, SOC& 101. (Students transferring to ODU must take BUS& 101 and PSYC& 100) ______ 10

Professional-Technical Studies — American College on Education (ACE) approved military career field for E3 and above, Organizational Leadership and Resource Management courses, or courses from the student’s chosen technical field. __________ 30

Total Credits Required ______________________ 90

AAST ORGANIZATIONAL LEADERSHIP & RESOURCE MANAGEMENT

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.”

AAST Requirements: The AAST is awarded upon the successful completion of a minimum of 90 quarter credits with an overall grade point average of 2.0. A minimum of 20 credits must be taken from Olympic College, including the last 10 credits. Students are required to successfully complete the required leadership core and a college-level general education component. This degree transfers well to Chapman University.

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes

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

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 Puget Sound Naval Shipyard 242 360-476-5339
Yergler, Jeff Business 112B 360-475-7523

Required Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ACCT&amp; 201</td>
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<tr>
<td>ACCT&amp; 202</td>
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<tr>
<td>BUS&amp; 101</td>
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<td>5</td>
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<tr>
<td>ENGL&amp; 235</td>
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<tr>
<td>OLRM 199</td>
<td>5</td>
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<tr>
<td>OLRM 299</td>
<td>5</td>
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<tr>
<td>OLRM 201</td>
<td>5</td>
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<tr>
<td>OLRM 202</td>
<td>5</td>
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<tr>
<td>OLRM 225</td>
<td>5</td>
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<tr>
<td>OLRM 250</td>
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</tbody>
</table>

Total Credits Required ______________________ 90

See course description for prerequisite. www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 111

*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
### Professional-Technical Programs

#### 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.

A faculty advisor must approve the program for degree/certificate completion.

**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.

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLRM 102</td>
<td>Organizational Leadership II*</td>
<td>3</td>
</tr>
<tr>
<td>OLRM 150</td>
<td>Improving Human Effectiveness</td>
<td>2</td>
</tr>
<tr>
<td>OLRM 197</td>
<td>Leadership Practicum</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>OLRM 297 Leadership Practicum</td>
<td>3</td>
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<tr>
<td>Total Credits Required</td>
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</tr>
</tbody>
</table>

#### 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 college is currently seeking accreditation by the Commission on Accreditation for Physical Therapy Education (CAPTE). The program offers a balance of general education courses, physical therapy theory and physical therapy assistant practice. Students accepted into the program will complete 640 hours of clinical education as part of the professional curriculum. Following acceptance, the professional phase of the program can be completed in five consecutive quarters.

PTA program courses require a minimum 2.7 grade point or above to progress in the program. Clinical education courses are pass/fail. Graduates are prepared for immediate employment as physical therapist assistants (PTA) in various health care settings including hospitals, long-term care and skilled nursing facilities, private outpatient practice, school settings and home health. There is not current licensure examination for PTA graduates in the State of Washington, but graduates of the program will be encouraged to take the national licensing examination for physical therapist assistants.

**Cost:**

1. Same tuition as other Olympic College students;
2. Laboratory fees (maximum $35/quarter);
3. PTA student liability insurance;
4. Proof of health insurance;
5. APTA student Association dues (optional);
6. Transportation to and from clinical facilities not located on campus.

A faculty advisor must approve the program for degree/certificate completion.

**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.

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OLRM 150</td>
<td>Improving Human Effectiveness</td>
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<tr>
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<td>or</td>
<td>OLRM 297 Leadership Practicum</td>
<td>3</td>
</tr>
<tr>
<td>OLRM 201</td>
<td>Intro to Organizational Leadership</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 202</td>
<td>Intro to Organizational Ethics</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

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*See course description for prerequisite.*
Technical Design

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.

A faculty advisor must approve the program for degree/certificate completion.

Program Outcomes
Upon completion of this program, successful students will:

1. Demonstrate sufficient skills to perform entry-level work as a 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

Required Courses Credits
CO-OP 111 Cooperative Education Seminar 1* 2
CO-OP 121 Cooperative Work Experience 5 5
ENGL 101 English Composition 1* 5
ENGL 235 Technical Writing 5
OLRM 220 Human Relations in the Workplace 3

Choose one of the following:
CMPTR 150 Survey/Microcomputing-Visual Basic 4
CMPTR 154 Access for Professionals 4
OFFTEC 152 MS Excel Specialist 4

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 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 General Chemistry I* 5
CHEM& 151 General Chem Lab I* 5
CMPTR 120 Programming Concepts* 5
CMPTR 145 Introduction to C Language* 5
CMPTR 165 Introduction to Visual Basic I* 4
CMPTR 200 Programming Laboratory* 4
CMPTR 220 Visual Basic II* 4
CMPTR 225 Advanced C Language* 5
CMPTR 285 Object Oriented Programming with C++ 5
ELEC 101 Direct Current* 5
ELEC 102 Alternating Current* 5
ELEC 111 Direct Current Circuit Laboratory* 3
ELEC 112 Alternating Current Circuit Lab* 3

Total Credits Required 93-94

Technical Design

Completion of the courses outlined earns the student a Certificate of Proficiency in Technical Design. Completion of the Technical Design Certificate Program leads to basic entry-level employability as a drafter. Further study is recommended upon employment. Elective and newly created courses may be substituted with permission of a Technical Design advisor.

A faculty advisor must approve the program for degree/certificate completion.

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 technical and non-technical language in ways that maximize understanding for the receiver of the product.

Advisor Office Phone
Newman, Grant Engineering 104 360-475-7393

Required Courses Credits
CMPTR 150 Survey/Microcomputing-Professional Cmptr 4
CMPTR 154 Access for Professionals* 4
OFFTEC 152 MS Excel Specialist* 4

MATH& 101 English Composition I* 4
OLRM 220 Human Relations in the Workplace 3
TEC-D 107 Technical Drawing* 4
TEC-D 108 Technical Drawing* 4
TEC-D 109 Descriptive Geometry* 4
TEC-D 127 Residential Architectural Drawing* 4
TEC-D 130 Manufactured Materials and Processes 3
TEC-D 200 Introduction to Computer-Aided Design* 4
TEC-D 217 Computer Aided Design II* 4

Total Credits Required 47-48

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design advisor.

Technical Design

This 30-week training course is designed to provide the basic knowledge in orthographic concepts, manual-drafting skills, and computer-aided drafting skills to prepare students to be competitive applicants in trades and construction-related occupations.

Preparation is concentrated in two areas: Basic Drafting Skills Improvement, and The Fundamentals of Computer-Aided Drafting.

Upon completion of this program, students may choose to work in drafting or in the field of choice, or pursue further training in a trade.

A faculty advisor must approve the program for degree/certificate completion.

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

1. Apply drafting concepts and knowledge to produce the desired product.
2. Use computer-aided design software at the minimum skill level.
3. Access and use technical, human, and information resources accurately to complete simple assigned projects and tasks.
4. Use a systematic approach for project completion with some help from supervision.
5. Behave responsibly in the completion of work projects and/or tasks, and in interaction with others in the workplace.

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. www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 113
### Architectural Design

This program is designed to provide the student with additional skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Architectural Design. A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

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

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.
3. Create a full working set of architectural plans for a multi-level or custom residence.

**Advisor**

Newman, Grant  
**Office** Engineering 104  
**Phone** 360-475-7393

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
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<td>Art Appreciation</td>
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<tr>
<td>ART 110</td>
<td>Design I</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 150</td>
<td>Survey/Microcomputing — Personal Cmplt</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>TEC-D 107</td>
<td>Technical Drawing*</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 109</td>
<td>Descriptive Geometry*</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 200</td>
<td>Introduction to Computer-Aided Design*</td>
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</tr>
</tbody>
</table>

**Total Credits Required**  
36

### Civil Design

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Civil Drafting. A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

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

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.
3. Create survey plat and road design drawings as found in the workplace.
4. Demonstrate the ability to interpret and create legal descriptions of land parcels.

**Advisor**

Newman, Grant  
**Office** Engineering 104  
**Phone** 360-475-7393

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 150</td>
<td>Survey/Microcomputing — Personal Cmplt</td>
<td>4</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>Introduction to Geography</td>
<td>5</td>
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<tr>
<td>GEOG 250</td>
<td>Earth from Space*</td>
<td>4</td>
</tr>
<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>TEC-D 107</td>
<td>Technical Drawing*</td>
<td>4</td>
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<tr>
<td>TEC-D 116</td>
<td>Computational Techniques/Technicians</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 121</td>
<td>Plane Surveying*</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 127</td>
<td>Residential Architectural Drawing*</td>
<td>4</td>
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<tr>
<td>TEC-D 128</td>
<td>Adv Residential Architectural Drawing*</td>
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<tr>
<td>TEC-D 200</td>
<td>Introduction to Computer-Aided Design*</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 217</td>
<td>Computer Aided Design II*</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 231</td>
<td>Introduction to Civil Drafting*</td>
<td>4</td>
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</tbody>
</table>

**Total Credits Required**  
58

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**Note:** Elective and newly created courses may be substituted with permission of a Technical Design advisor.
**C CIVIL DESIGN**

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Civil Drafting.

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.
3. Create survey plat and road design drawings as found in the workplace.

**Required Courses**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OLRM 220</td>
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<tr>
<td>TEC-D 107</td>
<td>Technical Drawing*</td>
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<tr>
<td>TEC-D 200</td>
<td>Introduction to Computer-Aided Design*</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 217</td>
<td>Computer Aided Design II*</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 231</td>
<td>Introduction to Civil Drafting*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits Required** 19

**GIS TECHNOLOGY**

This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician/Analyst.

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Demonstrate sufficient skills to perform entry level work as a GIS Technician.
2. Understand and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.
4. Perform basic database analysis using GIS software.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMPTR 154</td>
<td>Access for Professionals*</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I*</td>
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<td>Introduction to Geography</td>
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<td>GEOG 250</td>
<td>Earth from Space*</td>
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<tr>
<td>OLRM 220</td>
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<td>3</td>
</tr>
<tr>
<td>TEC-D 121</td>
<td>Plane Surveying*</td>
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<tr>
<td>TEC-D 122</td>
<td>Introduction to Legal Descriptions</td>
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<td>TEC-D 123</td>
<td>Introduction to Construction Staking</td>
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<td>TEC-D 150</td>
<td>Introduction to GIS*</td>
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<tr>
<td>TEC-D 200</td>
<td>Computer Aided Design II*</td>
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<td>TEC-D 217</td>
<td>Computer Aided Design II*</td>
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<tr>
<td>TEC-D 231</td>
<td>Introduction to Civil Drafting*</td>
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</tr>
<tr>
<td>TEC-D 270</td>
<td>3D Analyst*</td>
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<tr>
<td>TEC-D 271</td>
<td>Geodatabases for GIS*</td>
<td>2</td>
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<tr>
<td>TEC-D 272</td>
<td>Geoprocessing with GIS*</td>
<td>2</td>
</tr>
<tr>
<td>TEC-D 273</td>
<td>Map Projections in GIS*</td>
<td>2</td>
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<tr>
<td>TEC-D 274</td>
<td>Natural Resource GIS*</td>
<td>2</td>
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<tr>
<td>TEC-D 275</td>
<td>Spatial Analyst*</td>
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</table>

**Total Credits Required** 43

**CR TECHNICAL DESIGN—GIS TECHNOLOGY**

This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician.

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Demonstrate sufficient skills to perform entry level work as a GIS Technician.
2. Understand and apply basic GIS techniques and methods as required in the workplace.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>OLRM 220</td>
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<tr>
<td>TEC-D 150</td>
<td>Introduction to GIS*</td>
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<tr>
<td>TEC-D 151</td>
<td>Intermediate GIS with ArcView*</td>
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<td>Introduction to Computer-Aided Design*</td>
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<tr>
<td>TEC-D 217</td>
<td>Computer Aided Design II*</td>
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<tr>
<td>TEC-D 270</td>
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<td>TEC-D 272</td>
<td>Geoprocessing with GIS*</td>
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</tr>
<tr>
<td>TEC-D 273</td>
<td>Map Projections in GIS*</td>
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<tr>
<td>TEC-D 274</td>
<td>Natural Resource GIS*</td>
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<tr>
<td>TEC-D 275</td>
<td>Spatial Analyst*</td>
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</table>

**Total Credits Required** 60

**See course description for prerequisite.**  www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 | 115
**Professional-Technical Programs**

### MECHANICAL TECHNOLOGY

This program is designed to provide the student with the additional skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Mechanical Drafting.

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

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

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.
3. Draft a complete set of shop drawings similar to those used in the workplace.
4. Demonstrate an understanding and application of ANSI standards.

#### Advisor Office Phone

Newman, Grant Engineering 104 360-475-7393

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tr>
<td>CMPTR 150 Survey/Microcomputing — Personal Cmpt</td>
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<tr>
<td>ENGR&amp; 114 Engineering Graphics</td>
<td>4</td>
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<td>ENGL 101 English Composition</td>
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<td>3</td>
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<td>TEC-D 107 Technical Drawing</td>
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<tr>
<td>TEC-D 112 Blueprint Reading</td>
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<td>TEC-D 116 Computational Techniques/Technicians</td>
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<tr>
<td>TEC-D 130 Manufacturing Materials and Processes</td>
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<tr>
<td>TEC-D 200 Introduction to Computer-Aided Design</td>
<td>4</td>
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<tr>
<td>TEC-D 217 Computer Aided Design II</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 221 2D Production Drawing</td>
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</table>

**Total Credits Required**: 55

### WELDING

**The objectives of this program are to develop the knowledge, skills and critical thinking necessary for successful entrance into and advancement within the Welding Industry.**

A faculty advisor must approve the program for degree/certificate completion.

**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 torches and fuel gases to produce parts that are used to fabricate durable goods.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures in the course of learning welding and related skills.
6. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO).

#### Advisor Office Phone

Hosdon, Chris Shop 204 360-475-7395

Kinchen, Al Shop 203 360-475-7312

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMPTR 150 Survey/Microcomputing — Personal Cmpt</td>
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<tr>
<td>CMST 210 Interpersonal Communication</td>
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<td>ENGL 100 Composition — Selected Prof/tech/Voc</td>
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<tr>
<td>GEN-S 100 Strategies for Academic Success</td>
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<tr>
<td>OLRM 220 Human Relations in the Workplace</td>
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<tr>
<td>PE-ED 109 Basic CPR</td>
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<td>PE-ED 110 Basic First Aid</td>
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<tr>
<td>TEC-D 107 Technical Drawing</td>
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<tr>
<td>TEC-D 200 Introduction to Computer-Aided Design</td>
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<tr>
<td>WELD 100 Oxyacetylene Welding</td>
<td>6</td>
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<tr>
<td>WELD 101 Arc Welding I</td>
<td>6</td>
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<tr>
<td>WELD 102 Arc Welding II</td>
<td>6</td>
</tr>
<tr>
<td>WELD 103 Arc Welding III</td>
<td>6</td>
</tr>
<tr>
<td>WELD 104 Gas Tungsten Arc Welding</td>
<td>6</td>
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<tr>
<td>WELD 105 Gas Metal Arc/Fusion Cored Arc Welding</td>
<td>6</td>
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<tr>
<td>WELD 106 Welding Technical Orientation I</td>
<td>5</td>
</tr>
<tr>
<td>WELD 107 Welding Technical Orientation II</td>
<td>5</td>
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<tr>
<td>WELD 108 Welding Metallurgy</td>
<td>5</td>
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<tr>
<td>WELD 145 Applied Problem Solving</td>
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</tbody>
</table>

Successful completion of additional courses numbered 100 and above __________ 6

**Total Credits Required**: 91

*See course description for prerequisite.*


## Professional-Technical Programs

### CS WELDING TECHNOLOGY

The primary objective of this program is the development of an employable individual. Employability of any student is directly proportional to the individual effort and time expended toward this end. Mechanical and manipulative skills training adheres closely to the standards set by the welding industry. Students will be tested at appropriate steps throughout the program. In addition, students must meet proficiency standards for each course. Courses may be doubled up or repeated to gain proficiency.

A faculty advisor must approve the program for degree/certificate completion.

**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, and shop equipment to fabricate durable goods.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures in the course of learning welding and related skills.

**Required Courses**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hobson, Chris</td>
<td>Shop 204</td>
<td>360-475-7395</td>
</tr>
<tr>
<td>Kitchens, AI</td>
<td>Shop 203</td>
<td>360-475-7312</td>
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</table>

<table>
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<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>CMST 210 Interpersonal Communication</td>
<td>5</td>
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<tr>
<td>ENGL 100 Composition—Selected Prof/Tech/Voc*</td>
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<tr>
<td>GEN S 100 Strategies for Academic Success</td>
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<tr>
<td>OLRM 220 Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>PE-ED 109 Basic CPR</td>
<td>1</td>
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<tr>
<td>PE-ED 110 Basic First Aid</td>
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<tr>
<td>WELD 101 Arc Welding I*</td>
<td>6</td>
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<td>WELD 102 Arc Welding II*</td>
<td>6</td>
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<tr>
<td>WELD 103 Arc Welding III*</td>
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<tr>
<td>WELD 104 Gas Tungsten Arc Welding*</td>
<td>6</td>
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<tr>
<td>WELD 105 Gas Metal Arc/Flux Cored Arc Welding*</td>
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<tr>
<td>WELD 106 Welding Technical Orientation I</td>
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<td>WELD 107 Welding Technical Orientation II*</td>
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<tr>
<td>WELD 108 Welding Metalurgy</td>
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<tr>
<td>WELD 145 Applied Problem Solving*</td>
<td>5</td>
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</tbody>
</table>

**Total Credits Required** 73

+Course may be eligible for advance credit for qualified students. Consult the Welding advisor for more information.

### CC WELDING TECHNOLOGY

The primary objective of this program is to develop and equip students with the skills necessary to obtain entry-level employment in the welding field. Employability of any student is directly proportional to the individual effort and time expended toward this end. Mechanical and manipulative skills training adheres closely to the standards set by the welding industry. Students will be tested at appropriate steps throughout the program. In addition, students must meet proficiency standards for each course. Courses may be doubled up or repeated to gain proficiency.

A faculty advisor must approve the program for degree/certificate completion.

**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 in the course of learning welding and related skills.
7. Use effective reading, thinking, and written communication skills in workplace applications.

**Required Courses**

<table>
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<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Hobson, Chris</td>
<td>Shop 204</td>
<td>360-475-7395</td>
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<tr>
<td>Kitchens, AI</td>
<td>Shop 203</td>
<td>360-475-7312</td>
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<tr>
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<tr>
<td>ENGL 100 Composition—Selected Prof/Tech/Voc*</td>
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<tr>
<td>OLRM 220 Human Relations in the Workplace</td>
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</tr>
<tr>
<td>WELD 101 Arc Welding I*</td>
<td>6</td>
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<tr>
<td>WELD 102 Arc Welding II*</td>
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<tr>
<td>WELD 103 Arc Welding III*</td>
<td>6</td>
</tr>
<tr>
<td>WELD 104 Gas Tungsten Arc Welding*</td>
<td>6</td>
</tr>
<tr>
<td>WELD 105 Gas Metal Arc/Flux Cored Arc Welding*</td>
<td>6</td>
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<tr>
<td>WELD 106 Welding Technical Orientation I</td>
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</tr>
<tr>
<td>WELD 107 Welding Technical Orientation II*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required** 44

+Course may be eligible for advance credit for qualified students. Consult the Welding advisor for more information.

### CR WELDING TECHNOLOGY—ALUMINUM WELDING

This program is designed for those interested in obtaining entry level skills in welding Carbon and stainless steels with an emphasis on welding Aluminum alloys utilizing the Gas Metal and Gas Tungsten Arc welding processes.

A faculty advisor must approve the program for degree/certificate completion.

**Program Outcomes**

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

1. Entry level skills for welding carbon, stainless and aluminum alloys with the Gas Metal and Gas Tungsten Arc Welding processes.
2. An understanding of the set-up, running and maintenance of GMAW and GTAW equipment and how to operate the equipment safely.

**Required Courses**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hobson, Chris</td>
<td>Shop 204</td>
<td>360-475-7395</td>
</tr>
<tr>
<td>Kitchens, AI</td>
<td>Shop 203</td>
<td>360-475-7312</td>
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<tr>
<td>WELD 104 Gas Tungsten Arc Welding*</td>
<td>6</td>
</tr>
<tr>
<td>WELD 105 Gas Metal Arc/Flux Cored Arc Welding*</td>
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</tr>
<tr>
<td>WELD 107 Welding Technical Orientation II*</td>
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</table>

**Total Credits Required** 17

### CR PRECISION METAL CUTTING

This program is designed to give students the knowledge and skills to perform precision metal cutting with a concentration on worker and equipment safety. Program completers will be prepared for entry-level metal cutting positions in the welding industry.

A faculty advisor must approve the program for degree/certificate completion.

**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 preventative 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 lay out 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.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hobson, Chris</td>
<td>Shop 204</td>
<td>360-475-7395</td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
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<th>Course Code</th>
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<td>WELD 100</td>
<td>Oxyacetylene Welding*</td>
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**Total Credits Required**

11
In this Section
• Course descriptions – Titles, Credits, Lecture-lab Hours
PROGRAM SUBJECT AREA PAGE

ACCOUNTING

ACCT& 201—Prin of Accounting I

Gr: 5 Wkly hrs: 5 hours Lecture

The course will begin with an overview of accounting as an information system, move to coverage of the accounting cycle, examine accounting for merchandising operation, and conclude with coverage of cash, receivables, and inventories. (Formerly BS-EC 251)

Prerequisite: ACCT& 201.

ACCT& 202—Prin of Accounting II

Gr: 5 Wkly hrs: 5 hours Lecture

The course includes accounting for fixed assets, liabilities, partnerships, and corporations. Additionally, coverage should include the statement of cash flows as well as the underlying principles of accounting. (Formerly BS-EC 252)

Prerequisite: ACCT& 201.

ACCT& 203—Prin of Accounting III

Gr: 5 Wkly hrs: 5 hours Lecture

Development and analysis of accounting information for managerial decision-making. (Formerly BS-EC 253)

Prerequisite: ACCT& 202 and high school algebra or its equivalent.

NOTE TO STUDENTS: SOME COURSE NUMBERS/TITLES ARE CHANGING

Washington’s Community and Technical Colleges want to make it easier for students to transfer credits among the state’s 34 community and technical colleges. O.C. is currently transitioning to a Common Course Numbering system, which will mean that some courses will be numbered and titled in a similar way at every community college in the state.

Courses that have been identified as “&” with “Common Course Numbers have an &” sign in the course number, for example: ENGL& 101.

INDEPENDENT STUDY

Independent Study (can be offered in all subjects)

Gr: 1-5 Wkly hrs: 15 hours Clinic

Courses can be offered as: 195/295.

Allows the student to pursue topics above and beyond regular course offerings. Topic and scope of study will be determined in conference between student and instructor. Student will develop plan including faculty consultation, learning objectives, and evaluation (grading). May be repeated for a maximum of 15 credits for each course number.

Prerequisite: Completed 10 credits of course work in the subject and instructor permission.

ACCOUNTING

ACCT& 201—Prin of Accounting I

Gr: 5 Wkly hrs: 5 hours Lecture

The course will begin with an overview of accounting as an information system, move to coverage of the accounting cycle, examine accounting for merchandising operation, and conclude with coverage of cash, receivables, and inventories. (Formerly BS-EC 251)

Prerequisite: ACCT& 201.

ACCT& 202—Prin of Accounting II

Gr: 5 Wkly hrs: 5 hours Lecture

The course includes accounting for fixed assets, liabilities, partnerships, and corporations. Additionally, coverage should include the statement of cash flows as well as the underlying principles of accounting. (Formerly BS-EC 252)

Prerequisite: ACCT& 201.

ACCT& 203—Prin of Accounting III

Gr: 5 Wkly hrs: 5 hours Lecture

Development and analysis of accounting information for managerial decision-making. (Formerly BS-EC 253)

Prerequisite: ACCT& 202 and high school algebra or its equivalent.

ADULT EDUCATION

ADULT BASIC EDUCATION

ADABE 002—Healthcare Student Success Strategies

Gr: 2 Wkly hrs: 2 hours Lecture

This course is designed for the ABE/healthcare student to enhance academic success and to identify campus and community resources available to the healthcare student.

Prerequisite: Orientation/placement testing.

ADABE 003—Healthcare Career Exploration

Gr: 2 Wkly hrs: 2 hours Lecture

This class will introduce students to a variety of health care careers and guide students through the career decision-making process. Students will explore career development as a lifelong process and become familiar with available personal and community resources.

Prerequisite: Orientation/placement testing.

ADABE 004—ABE Student Success Strategies

Gr: 1-2 Wkly hrs: 2 hours Lecture

This course helps the ABE student to develop effective study skills, self-management tools, communication techniques, and career plans. (Pass/No Credit)

Prerequisite: Orientation/placement testing.

ADABE 006—Basic Computer Skills

Gr: 1-2 Wkly hrs: 2 hours Lecture

This course introduces students to the computer skills needed for success in the college, family, and workplace.

Prerequisite: Orientation/Placement or permission of instructor/educational planner.

ADABE 007—Intermediate Computer Skills

Gr: 1-2 Wkly hrs: 2 hours Lecture

This course builds on the basic computer skills needed for success in the college, family, and workplace.

Prerequisite: Orientation/Placement or permission of instructor/educational planner.

ADABE 008—Spelling

Gr: 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 Education

Gr: 1 Wkly hrs: 1 hour Lecture

This course introduces students to the Adult Education Program and Olympic College, helps them set goals and make an educational plan, and helps them learn to use available resources and assess their own progress towards their goals. The course may be taken twice each year of participation in the program. (Pass/No Credit)

Prerequisite: Required for all new students in ABE/GED classes.
ADABE 011 — Basic Skills for the Workplace
Cr: 1-7 Wkly hrs: 7 hours Lecture
This course prepares students for entry-level job search and employment.
Prerequisite: Orientation/Placement or permission of instructor/educational planner.

ADABE 013 — Integrated NAC Skills
Cr: 15 Wkly hrs: 9 hours Lecture, 12 hours Lab
The Integrated/Nursing Assistant course combines oral and written English language skills and basic health care concepts specific to the nursing assistant role.
Prerequisite: Orientation/placement testing.

ADABE 015 — Family Management
Cr: 1-4 Wkly hrs: 4 hours Lecture
This course, open to students in family literacy programs, facilitates the development of family management and parenting skills.
Prerequisite: Orientation/Placement or permission of instructor/educational planner.

ADABE 032 — Math 1
Cr: 1-5 Wkly hrs: 5 hours Lecture
Students who complete this course can use whole numbers in counting, computation, and communication, and can meet basic expectations around classroom behavior and study skills. (Pass/No Credit)
Prerequisite: Orientation/Placement or permission of instructor.

ADABE 033 — Family Communication 1
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students in this course begin to develop basic reading, writing, and oral communication skills. (Pass/No Credit)
Prerequisite: Enrollment in Families That Work family literacy programs and placement by program faculty or staff.

ADABE 034 — Family Math 1
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will be able to use basic whole number skills in the contexts of family, work, and community, with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Enrollment in Even Start or Families That Work family literacy programs and placement by program faculty or staff.

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 043 — Family Communication 2
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students in this course begin to make progress toward effectively using communication skills in the contexts of family, work, and community, with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Enrollment in Families That Work family literacy programs and placement by program faculty or staff.

ADABE 044 — Family Math 2
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students learn to use arithmetic skills in the contexts of family, work, and community, with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Orientation/placement testing.

ADABE 051 — Communication Skills 3
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course can identify their goals, define a purpose 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 053 — Family Communication 3
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students in this course make progress toward effectively using communication skills in the contexts of family, work, and community, with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Enrollment in Families That Work family literacy programs and placement by program faculty or staff.

ADABE 054 — Family Math 3
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students learn to use whole numbers, fractions, and decimals, in the contexts of family, work, and community, with an emphasis on parenting and family leadership. (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 063 — Family Communication 4
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students in this course make progress toward effectively using communication skills in the contexts of family, work, and community, with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Orientation/placement testing.

ADABE 064 — Family Math 4
Cr: 1-6 Wkly hrs: 6 hours Lecture
Problem solving skills in ratios, proportions, percent, basic measurement and data analysis with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Orientation/Placement or permission of instructor.

ADABE 071 — Communication Skills 5
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will be able to write clearly using standard grammar, usage, and punctuation; collect, interpret, and integrate information using multiple resources, and use a computer to complete routine tasks. (Pass/No Credit)
Prerequisite: Orientation/Placement or permission of instructor.

ADABE 072 — Math 5
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will further develop their skills to effectively communicate and use mathematical operations up to introductory algebra and geometry. (Pass/No Credit)
Prerequisite: Orientation/Placement or permission of instructor.

ADABE 073 — Family Communication 5
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students in this course make progress toward effectively using communication skills in the contexts of family, work, and community, with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Enrollment in Even Start or Families That Work family literacy programs and placement by program faculty or staff.

ADABE 074 — Family Math 5
Cr: 1-6 Wkly hrs: 6 hours Lecture
Extends skills from ADABE 064 by developing problem solving skills including introductory algebra and geometry with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Orientation/Placement testing.
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 083—Family Communication 6
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will be able to use communication skills in the contexts of family, work, and community, with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Enrollment in Families That Work family literacy programs and placement by program faculty or staff.

ADABE 084—Family Math 6
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students improve problem solving skills and become proficient in introductory algebra and geometry with an emphasis on parenting and family leadership. (Pass/No Credit)
Prerequisite: Orientation/placement testing.

ADABE 085—GED Preparation: Social Studies
Cr: 3 Wkly hrs: 3 hours Lecture
This course is designed to build and review the social studies concepts and skills necessary to pass the GED Social Studies test.
Prerequisite: Orientation/assessment or permission of instructor.

ADABE 086—GED Preparation: Science
Cr: 3 Wkly hrs: 3 hours Lecture
This course is designed to build and review the science concepts and skills necessary to pass the GED Science test.
Prerequisite: Orientation/assessment or permission of instructor.

ADABE 089—Pre-College Skills
Cr: 1-6 Wkly hrs: 6 hours Lecture
This course helps students to develop the reading, writing, and math skills necessary for completion of the five tests of the GED.
Prerequisite: Orientation/Placement or permission of instructor/educational planner.

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—GED Preparation: Social Studies
Cr: 3 Wkly hrs: 3 hours Lecture
This course is designed to build and review the social studies concepts and skills necessary to pass the GED Social Studies test.
Prerequisite: Orientation/assessment or permission of instructor.

ADABE 096—GED Preparation: Science
Cr: 3 Wkly hrs: 3 hours Lecture
This course is designed to build and review the science concepts and skills necessary to pass the GED Science test.
Prerequisite: Orientation/assessment or permission of instructor.

ADABE 097—Integrated Computer Skills/ESL
Cr: 1-2 Wkly hrs: 2 hours Lecture
This course introduces ESL students to the computer skills needed for success in the college, family, and workplace.
Prerequisite: Orientation/Placement or permission of instructor/educational planner.

ADABE 098—GED Preparation: Social Studies
Cr: 3 Wkly hrs: 3 hours Lecture
This course helps students to develop the reading, writing, and math skills necessary for completion of the five tests of the GED.
Prerequisite: Orientation/Placement or permission of instructor/educational planner.

ADABE 099—Orientation to ESL
Cr: 1 Wkly hrs: 1 hour Lecture
This course introduces students to the ESL program and Olympic College, helps them to set goals and make an educational plan, and helps them learn to use available resources and assess their own progress toward their goals. The course may be taken twice each year of participation in the program. (Pass/No Credit)
Prerequisite: Required for all new students in ESL classes.

ADABE 013—ESOL/NAC Integrated Skills
Cr: 15 Wkly hrs: 9 hours Lecture, 12 hours Lab
The English to Speakers of Other Languages/Nursing Assistant course combines oral and written English language skills and basic health care concepts specific to the nursing assistant role.
Prerequisite: Orientation/placement testing.

ADABE 020—ESL Civics Education
Cr: 3 Wkly hrs: 3 hours Lecture
This course introduces students to broad concepts and responsibilities involved in participating as a member of a community while building their English language communication skills. Students will take part in out of class and classroom based activities designed to promote active involvement within their local community. Students who are entering the U.S. citizenship process will learn about the application process and be introduced to the knowledge resources needed to proceed toward citizenship.

ADABE 030—ESL 1: Speaking/Listening
Cr: 1-5 Wkly hrs: 5 hours Lecture
The aim of this course is to introduce students to basic survival English. It is designed for students who are true language beginners.
Prerequisite: Orientation/assessment or permission of instructor.
ADESL 031 — ESL 1: Reading/Writing
Cr: 5 Wkly hrs: 5 hours Lecture
The aim of this course is to introduce students to basic survival English. It is designed for students who are true language beginners.
Prerequisite: Orientation/assessment 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 — ESL 4: Speaking/Listening
Cr: 1-5 Wkly hrs: 5 hours Lecture
The aim of this course is to build upon language skills beyond intermediate English. It is designed for students who are at a high-intermediate to low-advanced level of language learning.
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 — ESL 5: Speaking/Listening
Cr: 1-5 Wkly hrs: 5 hours Lecture
The aim of this course is to introduce students to the linguistic, cultural and study skills necessary for matriculating into credit classes at a community college.
Prerequisite: Orientation/assessment or permission of instructor.

ADESL 069 — ESL 5: Reading/Writing
Cr: 1-7 Wkly hrs: 7 hours Lecture
The aim of this course is to build upon advanced language skills. It is designed for students with a high level of English fluency.
Prerequisite: Orientation/assessment or permission of instructor.

ADESL 070 — ESL 6 Academic Bridge: Speak/Listen
Cr: 7 Wkly hrs: 7 hours Lecture
The aim of this course is to introduce students to the linguistic, cultural and study skills necessary for matriculating into credit classes at a community college.
Prerequisite: Orientation/assessment or permission of instructor.

ADESL 071 — ESL 6 Academic Bridge: Reading/Writing
Cr: 7 Wkly hrs: 7 hours Lecture
The aim of this course is to introduce students to the linguistic, cultural and study skills necessary for matriculating into credit classes at a community college.
Prerequisite: Orientation/assessment or permission of instructor.

ADESL 085 — Advanced Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
This course focuses on improving pronunciation of American English for academic and workplace settings.
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.

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. (Formerly FLASL 145 & SPCH 145)

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 deaf culture is also included. (Formerly FLASL 146 & SPCH 146)
Prerequisite: Completion of ASL& 121 with a grade of 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 an emphasis on expressive and receptive skills. Further discussion of deaf culture. (Formerly FLASL 147 & SPCH 147)
Prerequisite: Completion of ASL& 122 with a grade of 2.0 or better or permission of instructor.

ASL & 221 — Am Sign Language IV
Cr: 5 Wkly hrs: 5 hours Lecture
H - The focus of this course is to develop ASL fluency with the emphasis on expressive skills. The course includes intensive vocabulary building, ASL idioms, slang, and grammar. (Formerly FLASL 148 & SPCH 148)
Prerequisite: Completion of ASL& 123 with a grade of 2.0 or better or permission of instructor.

ANTHROPOLOGY

ANTHR 100 — Survey of Anthropology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - The human experience explored through paleontological and archaeological records, racial variation, and contemporary cultures. (Formerly ANTHR 101)

ANTHR 204 — Archeology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Basic principles and methods of archaeological research, also the prehistoric record examined. (Formerly ANTHR 205)

ANTHR 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. (Formerly ANTHR 201)
Prerequisite: Recommend ANTHR& 100.

ANTHR 206 — Cultural Anthropology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Overview of the subfield of cultural anthropology. Cross cultural comparison of contemporary societies. Cultural elements including marriage, family, politics, technology, religion, etc. (Formerly ANTHR 202)

ANTHR 207 — Linguistic Anthropology
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - Introduces linguistic anthropology, including its history, theory, research, and application for cross-cultural study. Focuses on a variety of approaches to the study of language. (Formerly ANTHR 203)

ANTHR 210 — Indians of North America
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Comparative study of American Indians, prehistoric origins, Paleo Indians. Representative cultures from Western US. Examination of contemporary Indians. (Formerly ANTHR 210)
Prerequisite: Recommend: ANTHR& 100.
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. (Formerly ART 100)

ART 101 — 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 102 — 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 16th Century Art in Northern Europe.

ART 103 — 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, the figure, and landscape, with an emphasis on observation and design skills.

ART 107 — Drawing II
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H - Continued study of still life, landscape, and the figure with an introduction to further media, and the challenges of color.
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 115 — Art History/Native American
Cr: 5 Wkly hrs: 5 hours Lecture
H - This is the study of the "Native Arts" of the indigenous peoples of North America from Prehistory to Western expansion.

ART 117 — Art History/Northwest Coast
Cr: 5 Wkly hrs: 5 hours Lecture
H - This is the study of the "Native Arts" of the indigenous peoples of North America from 1800s to present.

ART 121 — American Art History
Cr: 5 Wkly hrs: 5 hours Lecture
H - A glimpse of American history through examination of its visual art from the 17th Century to the present day.

ART 125 — Ceramics I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H - Introduction to basic clay media, property of clay, glaze chemistry, emphasis on pottery wheel, hand building, and glaze chemistry.

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, 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 220 — Life Drawing I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Introduction to the human figure as a vehicle of expression, and its accurate interpretation.
Prerequisite: ART 106, ART 107.

ART 221 — Life Drawing II
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 220.
Drawing from live model, with emphasis on experimentation with media, design, and expression.
Prerequisite: ART 106, 107, and 110.

ART 222 — Life Drawing III
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 221. Drawing from live model, with further emphasis on design, and expressive issues.
Prerequisite: ART 106, 110, 220, and 221.

ART 225 — Ceramics II
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 125, with new emphasis on design. Experimentation with clays, glazes, and firing techniques.
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 and glazes.
Prerequisite: ART 106, 110, and 225.

ART 230 — Watercolor I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - An introductory course on the basic materials and techniques of watercolor painting. Emphasis will be on painting and design, 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 235 — Printmaking I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Study and application of basic print media. Introduction to basic relief techniques including safety out block, linoleum, monotype and embossing with emphasis on small editions.

ART 236 — Printmaking II
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 235, a studio course in intermediate printmaking techniques with emphasis on the exploration of intaglio printing, collagraphic methods, and liberal experimentation towards the development of personal expression.
Prerequisite: ART 235.

ART 237 — Printmaking III
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Study and application of serigraphic techniques and problems which examine solutions to graphic and compositional difficulties encountered in personal artistic language. Emphasis on substantial editions and creative experimentation.
Prerequisite: ART 236.
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 and/or ART 110.

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 106 and/or ART 110, 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 106 and/or ART 110, ART 240 and 241.

ART 264 — Bronze Casting/Sculture
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Introduction to the materials and methods involved in casting of copper alloys, with an emphasis on the aesthetic potential of the lost wax process.

ART 266 — Sculpture I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Introduction to materials and composition in clay, plaster, wood, and stone.

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.
Prerequisite: ART 106, 110, and 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. Traditional and contemporary ideas and their relationship to personal expression.
Prerequisite: ART 106, 110, 266, and 267.

Astronomy

ASTRO 101 — Introduction to Astronomy
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Modern concepts and theories from the science of astronomy; motions of night-time sky, history of astronomy, light and telescopes, solar system, stars, and galaxies. Particular emphasis on composition of our solar system.
Prerequisite: MATH 094 (Elementary Algebra) or equivalent.

ASTRO 102 — Introduction to Astronomy
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Properties of stars, stellar evolution, the Milky Way and other galaxies, quasars, cosmology.
Prerequisite: MATH 099 with a grade of 2.0 or above 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.

ASTRO 201 — Introduction to Cosmology
Cr: 5 Wkly hrs: 5 hours Lecture
Prerequisite: ASTRO 102 and MATH& 141 with a grade of 2.0 or above or equivalent.

Automotive Technology

AUT-T 101 — Intro to Auto Tech Systems/Service
Cr: 3 Wkly hrs: 6 hours Lab
Familiarization with basic automotive systems, tools, and service procedures. This course or equivalent is prerequisite for admission into automotive vocational courses.

AUT-T 102 — Automotive Jump Start I
Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab
An introduction to automotive inspection and maintenance skills integrating communication, mathematics, and job skills in an applied setting. Level 1 focuses on basic vehicle inspection.

AUT-T 115 — Foundations for the Trades
Cr: 10 Wkly hrs: 10 hours Lecture
This course integrates trade concepts, math skills, language skills, academic success strategies, and career planning specific to welding, electronics, and automotive careers.
Prerequisite: Orientation/qualifying score on state standardized assessment.

AUT-T 121 — Automotive Chassis Systems 1
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Introduction to and practice in the fundamentals of automotive brake, steering, and suspension system operation and service.
Prerequisite: AUT-T 101 or AUT-T 171 or permission of instructor.

AUT-T 122 — Automotive Chassis Systems 2
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Introduction to and practice in the fundamentals of automotive brake, steering, and suspension system operation and service.
Prerequisite: AUT-T 101 or AUT-T 171 or instructor permission.

AUT-T 124 — Automotive Engine Repair 1
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the fundamentals of automotive engine operation and service.
Prerequisite: AUT-T 101 or 171 or instructor permission.

AUT-T 125 — Automotive Engine Repair 2
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in professional automotive engine diagnosis and repair.
Prerequisite: AUT-T 101 or 171 or instructor permission.

AUT-T 131 — Automotive Electrical Repair 1
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the fundamentals of automotive electrical systems operation and service.
Prerequisite: AUT-T 101 or instructor permission; placement into AUT-T 145 or equivalent.

AUT-T 132 — Automotive Electrical Repair 2
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the fundamentals of automotive electrical systems diagnosis and repair.
Prerequisite: AUT-T 101 or instructor permission; placement into AUT-T 145 or equivalent.

AUT-T 145 — Applied Problem Solving
Cr: 5 Wkly hrs: 5 hours Lab
Uses math concepts and models in a lecture/discovery format to enhance problem-solving skills required in the workplace. (Same as TEC-D 145 and WELD 145)
Prerequisite: MATH 090 with a grade of 2.0 or above or satisfactory placement test score and concurrent enrollment in or completion of ATA requirements in AUT-T or TEC-D or WELD vocational programs.

AUT-T 171 — Basic Car Repair
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
A hands-on guide to vehicle operation, preventative maintenance, simple troubleshooting and repairs, and working with automotive service professionals.

AUT-T 201 — Service Internship
Cr: 5 Wkly hrs: 1 hour Lecture, 12 hours Clinic
Refinement of basic service skills in the context of a professional repair shop.
Prerequisite: Instructor permission required.

AUT-T 202 — Repair Internship
Cr: 5 Wkly hrs: 1 hour Lecture, 12 hours Clinic
Refinement of basic repair skills in the context of a professional repair shop.
Prerequisite: AUT-T 201 and permission of instructor.

AUT-T 203 — Diagnostic Internship
Cr: 5 Wkly hrs: 1 hour Lecture, 12 hours Clinic
Refinement of basic diagnostic skills in the context of a professional repair shop.
Prerequisite: AUT-T 202 and instructor permission.
AUT-T 204 — Industry Internship
Cr: 10 Wkly hrs: 2 hours Lecture, 24 hours Clinic
Intense refinement of technical and workplace skills in the context of a professional repair shop.
Prerequisite: AUT-T 201 and instructor permission.

AUT-T 221 — Automotive Drivetrain 1
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the diagnosis and repair of automotive drivetrain systems.
Prerequisite: AUT-T 101 or AUT-T 171 or instructor permission.

AUT-T 222 — Automotive Drivetrain 2
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the diagnosis and repair of automotive drivetrain systems.
Prerequisite: AUT-T 101 or AUT-T 171 or instructor permission.

AUT-T 223 — Automotive Drivetrain 3
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the fundamentals of automotive drivetrain systems.
Prerequisite: AUT-T 101 or AUT-T 171 or instructor permission.

AUT-T 231 — Engine Performance 1
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the fundamentals of automotive engine performance systems.
Prerequisite: One course from Engine Repair (AUT-T 124, 125) AND one from Electrical (AUT-T 131-133) or instructor permission.

AUT-T 232 — Engine Performance 2
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the fundamentals of automotive engine performance systems.
Prerequisite: One course from Engine Repair (AUT-T 124, 125) AND one from Electrical (AUT-T 131-133) or instructor permission.

AUT-T 233 — Engine Performance 3
Cr: 5 Wkly hrs: 1 hour Lecture, 8 hours Lab
Introduction to and practice in the fundamentals of automotive engine performance systems.
Prerequisite: One course from Engine Repair (AUT-T 124, 125) AND one from Electrical (AUT-T 131-133) or instructor permission.

AUT-T 250 — Automotive Air Conditioning Systems
Cr: 5 Wkly hrs: 1 hour Lecture, 8 hours Lab
Introduction to and practice in the design and repair of automotive heating, ventilation, and air conditioning systems. (Formerly AUT-T 150)
Prerequisite: Satisfactory completion of Automotive Technology Blocks 1, 2, and 3; one course from AUT-T 201-204; placement into college-level mathematics and English; or instructor permission.

AUT-T 271 — Advanced Special Topics
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
A professional development and skill upgrade course for working technicians and advanced hobbyists, including opportunities for certification review and hands-on practice.
Prerequisite: AUT-T 171 or instructor permission.

AUT-T 293 — Hands-On Practice
Cr: 5 Wkly hrs: 5 hours Lecture
Provides students with information necessary to pass the FAA Instrument Pilot written examination. Covers radio navigation, IFR flight planning and decision-making, ATC procedures, Federal Aviation regulations pertinent to instrument flight. FAA part 141 approved.
Prerequisite: Completion of Private Pilot Ground School (AVIAT 111) or instructor permission.

AVIAT 216 — Instrument Pilot Ground School
Cr: 5 Wkly hrs: 5 hours Lecture
Provides students with information necessary to pass the FAA Private Pilot written examination. Covers radio navigation, IFR flight planning and decision-making, ATC procedures, Federal Aviation regulations pertinent to instrument flight. FAA part 141 approved.
Prerequisite: Completion of Private Pilot Ground School (AVIAT 111) or instructor permission.

AVIAT 230 — Private Pilot Flight Proficiency
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
Allows the student to verify skills and transcribe knowledge required by the FAA private pilot license process and/or update skills necessary to retain proficiency. A local authorized flight school will provide all in-flight and simulator instruction. Six hours of flight simulator experience is provided at a local authorized flight school. Additional in-flight instruction will be provided, as needed, for an additional fee of $150.00.
Prerequisite: FAA Private Pilot Certificate must be presented to the instructor prior to enrollment.

BARB 151 — Skin/Scalp/Hair Analysis
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Study different massage techniques for each individual’s skin conditions and product knowledge for different hair types.
Prerequisite: Instructor approval.

BARB 152 — Haircutting and Trimming I
Cr: 9 Wkly hrs: 2 hours Lecture, 14 hours Lab
Study the use of scissors, razor, thinning shears and clippers to cut and trim hair. Includes hands on experience in cutting and trimming of hair.
Prerequisite: Instructor approval.

BARB 153 — Haircutting and Trimming II
Cr: 7 Wkly hrs: 1 hour Lecture, 12 hours Lab
Study the use of scissors, razor, thinning shears and clippers to cut and trim hair. Includes hands on experience in cutting and trimming of hair.
Prerequisite: Successful completion of BARB 152 and instructor approval.

BARB 154 — Cutting/Trimming Facial Hair
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Study shaving and clipping beards, mustaches, eyebrows, ear and nose hair. Includes hands on experience in shaving and clipping facial hair.
Prerequisite: Instructor approval.

BARB 155 — Thermal Styling
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Study the various techniques in thermal curling and blow waving. Includes hands on application of the techniques.
Prerequisite: Instructor approval.

BARB 156 — Wet Styling
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Study the various hairstyles done using mousse and gels and the effects they create. Includes hands on experience utilizing mousse and gels to do various hairstyles.
Prerequisite: Instructor approval.

BARB 157 — Dry Styling
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Study styling hair in various shapes and forms using your hands. Includes hands on experience in dry styling hair.
Prerequisite: Instructor approval.

BARB 158 — Styling Aids
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Study the use of blow dryers, thermal and curling irons, and hot combs to style hair. Includes hands on experience utilizing the styling aids to style hair.
Prerequisite: Instructor approval.

BARB 159 — Artificial Hair
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
Learn to fit and style wigs and hairpieces. Includes hands on experience working with clients to meet their particular needs and preferences when fitting/styling their wigs and hairpieces.
Prerequisite: Instructor approval.

BARB 160 — Hairdressing
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
Study dressing, styling, and cutting hair. Includes hands on experience in proper shampooing and rinsing techniques.
Prerequisite: Instructor approval.
Biology

**Biol 101 — Marine Science**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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 some field trips. (Formerly BIO 101)

**Biol 104 — Plant Biology**
**Cr: 5** Wkly hrs: 5 hours Lecture
- Basic content on plants, emphasizing diversity of structures, functions, economic importance, and function of plants in vegetation systems and human communities. (Formerly BIO 100)

**Biol 114 — Natural Hist/Pacific NW**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 114)

**Biol 115 — Freshwater Biology**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 115)

**Biol 120 — Local Flora**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- An introduction to the native flowering plants of Western Washington. Emphasis is placed on the use of taxonomic keys to identify the local flowering plants. Of importance to students majoring in forestry, game management, botany, horticulture, ecology, and those interested in learning more about their natural surroundings. (Formerly BIO 120)

**Biol 130 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. Laboratory includes extensive field work. (Formerly BIO 130)

**Biol 131 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 131)

**Biol 132 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 132)

**Biol 133 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 133)

**Biol 134 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 134)

**Biol 135 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 135)

**Biol 136 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 136)

**Biol 137 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 137)

**Biol 138 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 138)

**Biol 139 — Ecology of the Northwest**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 139)

**Biol 140 — Environmental Issues**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- Ecological principles, the relationship of humans to the environment, and solutions to environmental problems. Recommended for non-science majors. (Formerly BIO 140)

**Biol 160 — General Biology w/Lab**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- 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. (Formerly BIO 105)

**Biol 175 — Human Biology w/Lab**
**Cr: 5** Wkly hrs: 4 hours Lecture, 2 hours Lab
- The structure and function of major systems and current health issues of the human body. Includes gross anatomy and histology. Recommended for pre-professional programs. (Formerly BIO 160)

**Biol 199 — Practicum**
**Gr: 1-5** Wkly hrs: 10 hours Lab
A practical application in the working world of the basic sciences studied in the above program or discipline. (Formerly BIO 199)

**Biol 200 — Nutrition**
**Cr: 5** Wkly hrs: 4 hours Lecture, 2 hours Lab
- Can be offered as: BIOL 200 (lab included). 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 BIO 200)

**Biol 201 — Majors Biology I**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- An introduction to the biological sciences, emphasizing genetic and cellular processes common to plants and animals. For majors and non-majors; however this course is designed to prepare students to enter advanced biology courses and pre-professional programs. (Formerly BIO 201)

**Biol 202 — Majors Biology II**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- A continuation of BIOL 201 emphasizing reproduction, growth, and homeostasis in plants and animals. For majors and non-majors; however this course is designed to prepare students to enter advanced biology courses and pre-professional programs. (Formerly BIO 202)

**Biol 203 — Majors Biology III**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- A continuation and expansion of BIOL 201 and BIOL 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, designed to prepare students to enter advanced biology courses and pre-professional programs. (Formerly BIO 203)

**Biol 240 — Marine Biology**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- Local organisms and biological factors of the marine environment. Includes field trips to local intertidal areas. (Formerly BIO 240)

**Biol 241 — Marine Biology**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- Can be offered as: BIOL 241 (lab included). 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 BIO 200)

**Biol 242 — Marine Biology**
**Cr: 5** Wkly hrs: 3 hours Lecture, 4 hours Lab
- Can be offered as: BIOL 242 (lab included). 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 BIO 200)
13 Course Descriptions

BUSM 102 — Introduction — International Business
Cr: 5 Wkly hrs: 5 hours Lecture
This course examines the fundamental issues facing international commerce. The course covers: country and regional differences, the economics and politics of global trade and investment, business strategies and structures of international firms, and the global monetary system. WTO and the world’s basic religions are also covered.

BMGMT 105 — Introduction to Financial Planning
Cr: 5 Wkly hrs: 5 hours Lecture
Includes common sense budgeting and money management tips. Explores major capital markets including: Stocks, Bonds, Mutual Funds, Money Markets and Real Estate. Provides insights into Consumer Credit, Predatory Lending, Identity Theft, Phishing, and Check Cashing Outlets. Basic Insurance, Transportation, and Retirement Planning needs are also discussed. There’s no reason not to have a financial plan anymore!

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, credit terms, percentages, decimals, fractions, installment loans, bank account reconciliation, interest, cash discounts, notes, metric system conversions, and present and future value calculations. (Formerly OFTEC 140)

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 187 — Purchasing & Supply Chain Logistics
Cr: 5 Wkly hrs: 5 hours Lecture
Learn how logistics and purchasing have advanced from the loading dock to the boardroom of leading global enterprises. Gain critical strategies for adding value to operations and profits.

BMGMT 194 — Entrepreneurship—Marketing for Growth
Cr: 2 Wkly hrs: 2 hours Lecture
An entrepreneurial 2-day seminar covering non-traditional marketing techniques critical for small business success and survival. Topics include: the use of public relations and promotions, back-end marketing, getting the most out of word-of-mouth advertising, accessing local advertising sources and creating winning press releases. Applicable to start-up and existing small businesses.

BMGMT 205 — 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. (Formerly BS-EC 201)

BUS 215 — Business Statistics
Cr: 5 Wkly hrs: 5 hours Lecture
Application of inferential statistics to business decisions; frequency distributions; sampling, probability, hypothesis testing, and regression. (Formerly BS-EC 257 and 258)

Pre-requisite: MATH 099 or equivalent.

BUS 219 — Purchasing & Supply Chain Logistics
Cr: 5 Wkly hrs: 5 hours Lecture
Learn how logistics and purchasing have advanced from the loading dock to the boardroom of leading global enterprises. Gain critical strategies for adding value to operations and profits.

BMGMT 146 — Entrepreneurship—Financial Analysis
Cr: 2 Wkly hrs: 2 hours Lecture
A 2-day entrepreneurial seminar on how to get more information from the basic Balance Sheet, Income and Cash Flow Statements. Information that could turn your business around. Topics include Ratio Analysis, Aging of Accounts Receivables, and Trend Analysis through Industry comparisons. Applicable to start-up and existing small businesses.

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.

Pre-requisite: CMPTR 115 or by permission of instructor.

BMGMT 187 — Purchasing & Supply Chain Logistics
Cr: 5 Wkly hrs: 5 hours Lecture
Learn how logistics and purchasing have advanced from the loading dock to the boardroom of leading global enterprises. Gain critical strategies for adding value to operations and profits.

BMGMT 194 — Entrepreneurship—Marketing for Growth
Cr: 2 Wkly hrs: 2 hours Lecture
An entrepreneurial 2-day seminar covering non-traditional marketing techniques critical for small business success and survival. Topics include: the use of public relations and promotions, back-end marketing, getting the most out of word-of-mouth advertising, accessing local advertising sources and creating winning press releases. Applicable to start-up and existing small businesses.

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Pre-requisite: CMPTR 115 or by permission of instructor.

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BMGMT 194 — Entrepreneurship—Marketing for Growth
Cr: 2 Wkly hrs: 2 hours Lecture
An entrepreneurial 2-day seminar covering non-traditional marketing techniques critical for small business success and survival. Topics include: the use of public relations and promotions, back-end marketing, getting the most out of word-of-mouth advertising, accessing local advertising sources and creating winning press releases. Applicable to start-up and existing small businesses.
BMGMT 203 — Small Business Planning & Management  
Cr: 5  Wkly hrs: 5 hours Lecture  
Learn how to recognize an opportunity when you see it. Prior accounting and marketing coursework or relevant business experience is strongly recommended. Discusses proper legal structures; financial competencies; and promotional strategies in start-up and existing small business plan development. (Formerly BMGMT 103)

BMGMT 247 — H.R. Performance Reviews  
Cr: 2  Wkly hrs: 2 hours Lecture  
This entrepreneurial seminar centers on conducting performance appraisals/reviews and assessments imperative to effectively motivating and discussing performance with those who directly report to you. Wrongful termination is also discussed. Contact the bookstore for required text.

BMGMT 282 — Principles of Leadership/Management  
Cr: 5  Wkly hrs: 5 hours Lecture  
Exploration of the functions of management and strategies for effective leadership. Provides an overview of management theory, organizational structure, teams and team leadership, empowerment, and the relevance of government regulation and social responsibility to managerial decision making in a global business environment. A Skills-Based Career Portfolio is developed.

CHEMISTRY

CHEM& 110 — Chemical Concepts w/Lab  
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab  
This course introduces chemical principles in a nonmathematical format and is intended for the liberal arts student. Topics will include food, energy, household chemicals, and drugs. (Formerly CHEM 101) 
Prerequisite: MATH 099, 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. (Formerly CHEM 121) 
Prerequisite: Completion of MATH 099 with a 2.0 or better or a score of 45 on the ASSET Test for intermediate algebra.

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. (Formerly CHEM 122) 
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 - This course is designed to prepare 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. (Formerly CHEM 139) 
Prerequisite: MATH 099 or equivalent with grade of at least 2.0.

CHEM 141 — General Chemistry I  
Cr: 5  Wkly hrs: 5 hours Lecture  
NS - Principles of chemistry including stoichiometry, enthalpy, atomic theory, gas laws, periodicity, chemical bonding. (Formerly CHEM 140) 
Prerequisite: CHEM& 139 with a grade of 2.0 or higher or successful completion of chemistry exam given by MESH and MATH 099 or equivalent with grade of 2.0 or higher.

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. (Formerly CHEM 150) 
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. (Formerly CHEM 160) 
Prerequisite: CHEM& 142 with a grade of 2.0 or higher.

CHEM& 151 — General Chem Lab I  
Cr: 1  Wkly hrs: 3 hours Lab  
NS - Experiments illustrating general principles and quantitative relationships in chemistry. (Formerly CHEM 141) 
Prerequisite: CHEM& 141 or concurrent enrollment in CHEM& 141.

CHEM& 152 — General Chem Lab II  
Cr: 1  Wkly hrs: 3 hours Lab  
NS - Experiments illustrating general principles and quantitative relationships in chemistry. (Formerly CHEM 151) 
Prerequisite: CHEM& 151, CHEM& 142 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. (Formerly CHEM 161) 
Prerequisite: CHEM& 143 or concurrent enrollment in CHEM& 143.

CHEM 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. 
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 discussion of structures, including stereochemistry, chemical and physical properties, and substitution/elimination reactions. (Formerly CHEM 240) 
Prerequisite: CHEM& 142 with a grade of 2.0 or higher.

CHEM& 242 — Organic Chem II  
Cr: 4  Wkly hrs: 4 hours Lecture  
NS - Deals with the structure, synthesis, and reactions of polymers, conjugated unsaturated molecules, aromatic compounds, phenols, organometallic compounds, aldehydes, and ketones. Introduces IR, NMR, and mass spectroscopy. (Formerly CHEM 250) 
Prerequisite: CHEM& 241.

CHEM 243 — Organic Chem III  
Cr: 4  Wkly hrs: 4 hours Lecture  
NS - The study of structure, nomenclature, synthesis and reactions of aldehydes and ketones, carboxylic acids and derivatives, B-dicarboxyl compounds, amines, aryl halides, carbohydrates, lipids, and amino acids/proteins. (Formerly CHEM 260) 
Prerequisite: CHEM& 242.

CHEM& 251 — Organic Chem Lab I  
Cr: 1  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. (Formerly CHEM 241) 
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 infrared/ NMR spectroscopy. (Formerly CHEM 251) 
Prerequisite: CHEM& 242 or concurrent enrollment in CHEM& 242.
CMST 102—Intro to Mass Media
Cr: 5  Wkly hrs: 5 hours Lecture
H - Students explore the ever-changing world of mass media and its impact on American Society. (Formerly HUMAN 290 and JOURN 290)

CMST 153—Intercultural Communicat
Cr: 5  Wkly hrs: 5 hours Lecture
H - An introduction to intercultural communication. Topics include communications theory, cultural effects on communication, achievement of communications flexibility. Ethnocentrism and prejudice will be addressed. (Formerly SPCH 153)

CMST 199—Practicum
Cr: 1-5  Wkly hrs: 10 hours Lab
A practical application in the working world of the basic theories studied in the above program or discipline. (Formerly SPCH 199)

CMST& 210—Interpersonal Communicat
Cr: 5  Wkly hrs: 5 hours Lecture
H - Communication theory as applied to interpersonal communication. Includes verbal and non-verbal language, listening, perception, and self-concept as it applies to communication, emotions, and conflict resolution. (Formerly SPCH 152)

CMST& 220—Public Speaking
Cr: 5  Wkly hrs: 5 hours Lecture
H - Principles and techniques of preparing and delivering effective public speeches to inform, analyze, and persuade. (Formerly SPCH 151B)

CMST& 230—Small Group Communicatn
Cr: 5  Wkly hrs: 5 hours Lecture
H - The theory and practice of basic principles and techniques of small group communication, leadership, problem-solving, and decision-making with emphasis on career and community applications. (Formerly SPCH 243)

CMST 242—Career Communications
Cr: 5  Wkly hrs: 5 hours Lecture
H - The study of communication in career settings. Material to be covered includes verbal and non-verbal language, listening, interviewing, conflict resolution, and oral presentations. (Formerly SPCH 242)

CMST 243—Introduction to Mass Media
Cr: 5  Wkly hrs: 5 hours Lecture
H - Students explore the ever-changing world of mass media and its impact on American Society. (Formerly HUMAN 290 and JOURN 290)

CMST& 220—Public Speaking
Cr: 5  Wkly hrs: 5 hours Lecture
H - Principles and techniques of preparing and delivering effective public speeches to inform, analyze, and persuade. (Formerly SPCH 151B)

CMST& 230—Small Group Communicatn
Cr: 5  Wkly hrs: 5 hours Lecture
H - The theory and practice of basic principles and techniques of small group communication, leadership, problem-solving, and decision-making with emphasis on career and community applications. (Formerly SPCH 243)

CMST 242—Career Communications
Cr: 5  Wkly hrs: 5 hours Lecture
H - The study of communication in career settings. Material to be covered includes verbal and non-verbal language, listening, interviewing, conflict resolution, and oral presentations. (Formerly SPCH 242)

CMST 243—Introduction to Mass Media
Cr: 5  Wkly hrs: 5 hours Lecture
H - Students explore the ever-changing world of mass media and its impact on American Society. (Formerly HUMAN 290 and JOURN 290)

CMST& 220—Public Speaking
Cr: 5  Wkly hrs: 5 hours Lecture
H - Principles and techniques of preparing and delivering effective public speeches to inform, analyze, and persuade. (Formerly SPCH 151B)

CMST& 230—Small Group Communicatn
Cr: 5  Wkly hrs: 5 hours Lecture
H - The theory and practice of basic principles and techniques of small group communication, leadership, problem-solving, and decision-making with emphasis on career and community applications. (Formerly SPCH 243)

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Cr: 5  Wkly hrs: 5 hours Lecture
H - The study of communication in career settings. Material to be covered includes verbal and non-verbal language, listening, interviewing, conflict resolution, and oral presentations. (Formerly SPCH 242)

CMST 243—Introduction to Mass Media
Cr: 5  Wkly hrs: 5 hours Lecture
H - Students explore the ever-changing world of mass media and its impact on American Society. (Formerly HUMAN 290 and JOURN 290)

CMST& 220—Public Speaking
Cr: 5  Wkly hrs: 5 hours Lecture
H - Principles and techniques of preparing and delivering effective public speeches to inform, analyze, and persuade. (Formerly SPCH 151B)

CMST& 230—Small Group Communicatn
Cr: 5  Wkly hrs: 5 hours Lecture
H - The theory and practice of basic principles and techniques of small group communication, leadership, problem-solving, and decision-making with emphasis on career and community applications. (Formerly SPCH 243)

CMST 242—Career Communications
Cr: 5  Wkly hrs: 5 hours Lecture
H - The study of communication in career settings. Material to be covered includes verbal and non-verbal language, listening, interviewing, conflict resolution, and oral presentations. (Formerly SPCH 242)

CMST 243—Introduction to Mass Media
Cr: 5  Wkly hrs: 5 hours Lecture
H - Students explore the ever-changing world of mass media and its impact on American Society. (Formerly HUMAN 290 and JOURN 290)

CMST& 220—Public Speaking
Cr: 5  Wkly hrs: 5 hours Lecture
H - Principles and techniques of preparing and delivering effective public speeches to inform, analyze, and persuade. (Formerly SPCH 151B)

CMST& 230—Small Group Communicatn
Cr: 5  Wkly hrs: 5 hours Lecture
H - The theory and practice of basic principles and techniques of small group communication, leadership, problem-solving, and decision-making with emphasis on career and community applications. (Formerly SPCH 243)

CMST 242—Career Communications
Cr: 5  Wkly hrs: 5 hours Lecture
H - The study of communication in career settings. Material to be covered includes verbal and non-verbal language, listening, interviewing, conflict resolution, and oral presentations. (Formerly SPCH 242)
Course Descriptions

CMPTR 126 — Introduction to Microsoft Publisher
Gr: 1  Wkly hrs: 1 hour Lecture
A hands-on approach to Publisher for designing and creating newsletters, stationery, flyers, brochures, and common business documents. Basic computer skills suggested. Text required.

CMPTR 127 — Intro to MS Word Processing
Gr: 1  Wkly hrs: 1 hour Lecture
Understanding PC word processing; using MS Word XP for simple applications. Hands-on training in IBM compatible PC lab. Basic computer skills suggested. Text required.

CMPTR 128 — Introduction to MS Excel
Gr: 1  Wkly hrs: 1 hour Lecture
Understanding PC spreadsheet programs; an introduction to MS Excel XP. Students will use Excel for simple applications. Basic computer skills suggested. Text required.

CMPTR 130 — Introduction to Personal Computers
Gr: 1  Wkly hrs: 1 hour Lecture
Introduction to personal computers for first time users. Computer terminology, PC hardware options, windows operating systems, basic software techniques and basic Internet use.

CMPTR 131 — Introduction to MS Outlook
Gr: 1  Wkly hrs: 1 hour Lecture
Introduction to MS Outlook as a desktop information manager. Includes e-mail, mail files, contact lists, journal and calendar. Basic computer skills suggested. Text required.

CMPTR 137 — Introduction to Microsoft PowerPoint
Gr: 1  Wkly hrs: 1 hour Lecture
Planning, creating and displaying Microsoft PowerPoint XP presentations. Introduction to presentation software. Basic computer skills suggested. Text required.

CMPTR 139 — Intro to MS Visio
Gr: 1  Wkly hrs: 1 hour Lecture
Introduction to Microsoft Visio to create flow diagrams, basic organizational charts, and network diagrams. Knowledge of basic computer skills suggested. Text required.

CMPTR 142 — Microsoft Publisher Basics
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Develop industry-standard desktop publishing skills with a practical, hands-on approach to Microsoft Publisher. Design and create newsletters, stationery, flyers, brochures, and other common business documents. Emphasis on problem solving, publication design, and proofreading/editing skills. (Same as OFTEC 142)

Prerequisite: OFTEC 110 or equivalent proficiency.

CMPTR 145 — Introduction to C Language
Gr: 5  Wkly hrs: 5 hours Lecture
Writing C programs utilizing programming concepts obtained from CMPTR 120. Introducing C syntax for program control, functions, arrays, pointers, and string manipulation.

Prerequisite: CMPTR 120 with a grade of 2.0 or above, or permission of instructor and concurrent enrollment in CMPTR 200.

CMPTR 146 — Java I Introduction to OOP
Gr: 5  Wkly hrs: 5 hours Lecture
An introduction to applications development for Windows and the Web using Java applications and applets.

Prerequisite: CMPTR 120 or permission of instructor and concurrent enrollment in CMPTR 200 or prerequisite of CMPTR 145.

CMPTR 147 — Java II Fundamentals of OOP
Gr: 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: CMPTR 146.

CMPTR 150 — Survey/Microcomputing—Personal Computer
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
An introduction to microcomputers for non-computer majors. Using word processing, spreadsheet, database and presentation software, specifically presenting Microsoft Office Pro XP software.

Gr: 2  Wkly hrs: 2 hours Lecture
An illustrated approach to help Microsoft Office 2003 users transition their skills to Office 2007.

CMPTR 153 — Intro to MS Access
Gr: 1  Wkly hrs: 1 hour Lecture
Introduction to Microsoft Access database system, file structures and practical applications in the Windows environment. Computer skills suggested. Text required.

CMPTR 154 — Access for Professionals
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab

Prerequisite: Windows skills and a prior computer class or permission of instructor.

CMPTR 156 — Introduction to Visual Basic I
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
An introduction to applications development for the Windows environment using Visual Basic.

Prerequisite: CMPTR 120 or permission of instructor.

CMPTR 172 — PC Hardware Basics
Gr: 5  Wkly hrs: 5 hours Lecture
This course is designed to give the student a basic knowledge of hardware and software configurations. This includes the installation of various peripheral devices as well as basic system hardware components.

CMPTR 190 — Information System Project Management
Gr: 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.

CMPTR 200 — Programming Laboratory
Gr: 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 CMPTR 145 or 146.

CMPTR 201 — Networking Laboratory
Gr: 1  Wkly hrs: 2 hours Lab
Students meet in lab to plan, develop, and test exercises and hands-on projects assigned in networking course(s) being taken concurrently. May be repeated for a maximum of 5 credits.

Prerequisite: Concurrent enrollment in any one of the following courses: CMPTR 116, 118, 119, 216, 290, 291, 236, 237 or 238.

CMPTR 205 — Introduction to XML
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab
Students will create and transform “well formed” XML documents into Web pages. Students will also use DTDs and namespaces.

Prerequisite: Basic programming and HTML skills.

CMPTR 207 — Advanced PHP
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
This class builds upon the skills introduced in Introduction to PHP to introduce database interactions, object oriented programming, programming with XML, and other PHP activities.

Prerequisite: CMPTR 107.

CMPTR 215 — World Wide Web Page Development
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Learn XHTML to develop web pages using text formatting, color, images, tables, frames, forms, audio, video, and CSS. Transfer web pages to a web server using an FTP program.

Prerequisite: Basic knowledge of Microsoft Windows 95 or later. Competent keyboard skills.

CMPTR 216 — Internetworking IV
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
The student will develop knowledge and skill in fundamental theory, design, planning and implementation of data communication networks working with industry standards and protocols.

Prerequisite: CMPTR 119.

CMPTR 217 — Web Databases
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Interface web pages to relational databases using webpage industry software tools.

Prerequisite: CMPTR 215 and CMPTR 218 with a grade of 2.0 or above or permission of instructor.
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CMPTR 218 — Web Page Scripting Languages
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Students use JavaScript programming and debugging techniques to build interactive web pages which conform to XHTML standards. An overview of ASP.NET server-side scripting is presented.
Prerequisite: CMPTR 215 and CMPTR 120 or their equivalent, with a grade of 2.0 or above, or permission of instructor.

CMPTR 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 CMPTR 120, CMPTR 215, and CMPTR 250.

CMPTR 220 — Visual Basic II
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Intermediate applications development for the Windows environment using Visual Basic programming language.
Prerequisite: CMPTR 165 or permission of instructor.

CMPTR 225 — Advanced C Language
Cr: 5 Wkly hrs: 5 hours Lecture
Writing C programs utilizing data structure concepts, bit manipulation and unions. Continued use of structures and functions learned in CMPTR 145.
Prerequisite: CMPTR 145 with a grade of 2.0 or above, or permission of instructor.

CMPTR 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 CMPTR 120, CMPTR 215, CMPTR 219, and CMPTR 250.

CMPTR 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 planning, designing and evaluating the structural components and procedures of organizational security.
Prerequisite: CMPTR 236.

CMPTR 238 — Information System Security III
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
The student will develop and evaluate IS security implementations within and across organizational systems. Technical documentation and adherence to legal and regulatory controls will be emphasized. This course will serve to assist the student in preparing for the ISC2 SSCP certification exam.
Prerequisite: CMPTR 237.

CMPTR 244 — Network Lab Practicum
Cr: 5 Wkly hrs: 10 hours Lab
The student will apply networking knowledge and skills to processes and procedures supporting the operational readiness and maintenance of the CIS Networking Lab.
Prerequisite: CMPTR 118.

CMPTR 245 — Structured Analysis and Design
Cr: 5 Wkly hrs: 5 hours Lecture
Structured analysis and design theory with an introduction to “logical” data and process modeling and “physical” data and process modeling. This class is intended for students with fundamental skills in computer programming and documentation. 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 CMPTR 120 and ENGL& 101.

CMPTR 250 — 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 CMPTR 120.

CMPTR 252 — MS Excel Advanced
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
Comprehensive approach to learning the advanced commands in MS Excel 2002 in the Windows XP environment. Topics include: macros, templates, auditing tools, database tools, pivot tables. Prepares completers to utilize Excel in personal and business settings, or prepare for the MOUS Excel Expert exam. (Same as OFTEC 252) (Formerly CMPTR 129)
Prerequisite: OFTEC 152 or pass MOUS Excel proficiency or permission of instructor.

CMPTR 254 — Programming with MS Access
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Design and development of practical database systems using the MS Access Basic programming language. Development of practical applications using MS Access Basic.
Prerequisite: CMPTR 154 and CMPTR 165 or permission of instructor.

CMPTR 260 — Introduction to MS SQL Server
Cr: 4 Wkly hrs: 2 hours Lecture, 2 hours Lab
An introduction to database operations using Microsoft SQL Server.
Prerequisite: CMPTR 154.

CMPTR 261 — Operating Systems/Unix
Cr: 4 Wkly hrs: 2 hours Lecture, 2 hours Lab
An introduction to the Unix/Linux operating system and Unix/Linux system administration.
Prerequisite: CMPTR 111 and 120 with a grade of 2.0 or above or permission of instructor.

CMPTR 262 — Unix Administration
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
A practice-based course designed to prepare users to administer UNIX-based systems in a networked, client-server environment.

CMPTR 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: CMPTR 146 or CMPTR 145 with a grade of 2.0 or above, or permission of instructor.

CMPTR 288 — Managing Large LAN/WANs
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
This course was designed to provide for planning, trusts, domain models, user and group management, resource management, connectivity and overall domain management in a large-scale environment using NT Server 4.0.
Prerequisite: CMPTR 291 or permission of instructor or concurrent enrollment.

CMPTR 289 — Introduction to a Web Server
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
This course is designed to introduce Microsoft Windows Internet Information Server. Installation, configuration, file management, connectivity, interoperability, and web site management will be the focus of this course.
Prerequisite: CMPTR 291 or permission of instructor or concurrent enrollment.

CMPTR 290 — Microsoft LAN Administration I
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
This course is designed to introduce the most current Microsoft network operating system. It will also introduce file manipulation, disaster recovery, application support, security, file structures, installations and configuration of protocols using the most current Microsoft Network Operating System.
Prerequisite: CMPTR 111, 172 or permission of instructor.

CMPTR 291 — Microsoft Network Administration II
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
This course is designed to introduce advanced Network management, services, planning, security, resource management, and performance and network monitoring, system policies, backups and disaster recovery using Microsoft’s most recent Network Operating System.
Prerequisite: CMPTR 290.

CMPTR 296 — 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 credit.
Prerequisite: Instructor permission.
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.

COAPP 101—Apprenticeship Program Review
Cr: 3  Wkly hrs: 3 hours Lecture
An overview of apprenticeship program options, opportunities and requirements.

CMPT 297—Server Applications (SQL, Web, Email)
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Students will learn to manage the three most common server-side applications: database, messaging and Web. Installation, configuration, base lining, performance testing and troubleshooting.
Prerequisite: CMPTR 290.

COMPUTER SCIENCE

CS& 141—Computer Science I Java
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Problem solving methodology and basic programming abilities and concepts in JAVA. (Formerly CS 176 and MATH 176)
Prerequisite: MATH& 142 with a grade of 2.0 or higher. Needs object oriented programming with files in Windows; CMPTR 120 recommended.

CS 143—Computer Science II Java
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Solving problems using object-oriented programming techniques and basic data structures; design and analysis of algorithms particularly in the context of searching and sorting. (Formerly CS 177 and MATH 177)
Prerequisite: CS& 141.

CS 170—Applications in Computer Science
Cr: 1-5  Wkly hrs: 5 hours Lecture
NS - Application of concepts in introductory Computer Science.
Prerequisite: CS& 141 or permission of instructor.

CS 210—Introduction to Discrete Mathematics
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Basic logic, number theory, sequences and series, induction. Counting: Permutations, combinations, probability, binomial theorem. Solving recurrence relations, graphs and trees. (Same as MATH 210)
Prerequisite: MATH& 142 with grade of 2.0 or better.

COOPERATIVE EDUCATION

CO-OP 111—Cooperative Education Seminar I
Cr: 2  Wkly hrs: 2 hours Lecture
Course introduces application of critical job skills to support success in co-op work experience.
Prerequisite: Concurrent enrollment with first quarter Co-Op Work Experience.

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.

COSMETOLOGY

COSME 121—Skin/Scalp/Hair Analysis and Care
Cr: 2  Wkly hrs: 2 hours Lecture
Composition, structure, growth and replacement of hair, skin nourishment; skin nerves and glands; skin disorders; hair and scalp care; shampooing and scalp manipulations.
Prerequisite: Instructor approval.

COSME 122—Wet Hairstyling/Braids/Wigs/Exts I
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab
Hair styling definitions, various types of curls/rollers and effects created, wig measurements/styling. Hands-on learning/practice, perform skin/scalp/hair analysis/care.
Prerequisite: Instructor approval.

COSME 123—Wet Hairstyling/Braids/Wigs/Exts II
Cr: 4  Wkly hrs: 2 hours Lab, 9 hours Clinic
Hair styling definitions, various types of curls/rollers and effects created, wig measurements/styling. Hands-on learning/practice, perform skin/scalp/hair analysis/care.
Prerequisite: Previous or concurrent enrollment in COSME 122 and instructor approval.

COSME 124—Wet Hairstyling/Braids/Wigs/Exts III
Cr: 3  Wkly hrs: 9 hours Clinic
Study the definitions related to hair styling, various types of curls, rollers and effects created, wig measurements and styling. Includes hands-on learning and practice. Perform skin/scalp/hair analysis and care.
Prerequisite: Previous or concurrent enrollment in COSME 123 and instructor approval.

COSME 125—Thermal Styling I
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Prerequisite: Previous or concurrent enrollment in COSME 121 and instructor approval.

COSME 126—Thermal Styling II
Cr: 2  Wkly hrs: 2 hours Lab, 3 hours Clinic
Prerequisite: Previous or concurrent enrollment in COSME 125 and instructor approval.

COSME 127—Hair Cutting I
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Prerequisite: Previous or concurrent enrollment in COSME 125 and instructor approval.

COSME 128—Hair Cutting II
Cr: 3  Wkly hrs: 2 hours Lab, 6 hours Clinic
Prerequisite: Previous or concurrent enrollment in COSME 127 and instructor approval.
COSME 129 — Hair Cutting III  
Cr: 4  Wkly hrs: 2 hours Lab, 9 hours Clinic  
Study the definitions, the use of implements, and recognizing angles in relationship to hair cutting. Includes hands-on learning and practice in hair cutting. Perform skin/scalp/hair analysis and care.  
Prerequisite: Previous or concurrent enrollment in COSME 128 and instructor approval.  

COSME 130 — Permanent Waving I  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Study the theory and use of chemicals related to permanent waving and the sanitation, safety, and first aid related to chemical services. Includes hands-on learning and practice. Perform skin/scalp/hair analysis and care.  
Prerequisite: Previous or concurrent enrollment in COSME 121 and instructor approval.  

COSME 131 — Permanent Waving II  
Cr: 5  Wkly hrs: 4 hours Lab, 9 hours Clinic  
Study the theory and use of chemicals related to permanent waving and the sanitation, safety, and first aid related to chemical services. Includes hands-on learning and practice. Perform skin/scalp/hair analysis and care.  
Prerequisite: Previous or concurrent enrollment in COSME 130 and instructor approval.  

COSME 132 — Permanent Waving III  
Cr: 5  Wkly hrs: 15 hours Clinic  
Study the theory and use of chemicals related to permanent waving and the sanitation, safety, and first aid related to chemical services. Includes hands-on learning and practice.  
Prerequisite: Previous or concurrent enrollment in COSME 131 and instructor approval.  

COSME 133 — Chemical Relaxing I  
Cr: 1  Wkly hrs: 1 hour Lecture  
Study the use of chemical relaxers, the differences between various relaxers and the sanitation, safety, and first aid procedures related to chemical services. Includes hands-on learning and practice. Perform skin/scalp/hair analysis and care.  
Prerequisite: Previous or concurrent enrollment in COSME 121 and instructor approval.  

COSME 134 — Chemical Relaxing II  
Cr: 4  Wkly hrs: 1 hour Lecture, 2 hours Lab, 6 hours Clinic  
Study the use of chemical relaxers, the differences between various relaxers and the sanitation, safety, and first aid procedures related to chemical services. Includes hands-on learning and practice. Perform skin/scalp/hair analysis and care.  
Prerequisite: Previous or concurrent enrollment in COSME 133 and instructor approval.  

COSME 135 — Hair Color Semi/Bleaching I  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Study haircoloring and lightening definitions, application of temporary, semi-permanent, permanent tints and various lightening procedures and sanitation, safety, and first aid related to chemical services. Includes hands-on training and practice. Perform skin/scalp/hair analysis and care.  
Prerequisite: Previous or concurrent enrollment in COSME 121 and instructor approval.  

COSME 136 — Hair Color Semi/Bleaching II  
Cr: 3  Wkly hrs: 1 hour Lecture, 6 hours Clinic  
Study haircoloring and lightening definitions, application of temporary, semi-permanent, permanent tints and various lightening procedures and sanitation, safety, and first aid related to chemical services. Includes hands-on training and practice. Perform skin/scalp/hair analysis and care.  
Prerequisite: Previous or concurrent enrollment in COSME 135 and instructor approval.  

COSME 137 — Hair Color Semi/Bleaching III  
Cr: 3  Wkly hrs: 1 hour Lecture, 6 hours Clinic  
Study haircoloring and lightening definitions, application of temporary, semi-permanent, permanent tints and various lightening procedures and sanitation, safety, and first aid related to chemical services. Includes hands-on training and practice. Perform skin/scalp/hair analysis and care.  
Prerequisite: Previous or concurrent enrollment in COSME 135 and instructor approval.  

COSME 138 — Manicuring & Pedicuring I  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Study the care of the nails on the hands and feet and the proper sanitation, safety, and first aid procedures in relation to care of the nails. Includes hands-on learning and practice.  
Prerequisite: Instructor approval.  

COSME 139 — Manicuring & Pedicuring II  
Cr: 4  Wkly hrs: 1 hour Lecture, 9 hours Clinic  
Study the care of the nails on the hands and feet and the proper sanitation, safety, and first aid procedures in relation to care of the nails. Includes hands-on learning and practice.  
Prerequisite: Previous or concurrent enrollment in COSME 138 and instructor approval.  

COSME 140 — Skin Care & Make-up I  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Study massage techniques for the face and neck, products for different types of skin, techniques in make-up application, skin and color analysis, and safety and sanitation related to skin care and make-up application.  
Prerequisite: Instructor approval.  

COSME 141 — Skin Care & Make-up II  
Cr: 4  Wkly hrs: 2 hours Lab, 9 hours Clinic  
Study massage techniques for the face and neck, products for different types of skin, techniques in make-up application, skin and color analysis and safety and sanitation related to skin care and make-up application.  
Prerequisite: Previous or concurrent enrollment in COSME 140 and instructor approval.  

COSME 142 — Skin Care & Make-up III  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Study massage techniques for the face and neck, products for different types of skin, techniques in make-up application, skin and color analysis and safety and sanitation related to skin care and make-up application.  
Prerequisite: Previous or concurrent enrollment in COSME 140 and instructor approval.  

COSME 143 — Salon Ethics/Laws/Management I  
Cr: 2  Wkly hrs: 2 hours Lecture  
Study State Board regulations; professional ethics; salon planning and management; interrelations with patrons, co-workers, and employers; and job resume' and application skills. Includes hands-on training and practice.  
Prerequisite: Instructor approval.  

COSME 144 — Salon Ethics/Laws/Management II  
Cr: 1  Wkly hrs: 2 hours Lab  
Study State Board regulations; professional ethics; salon planning and management; interrelations with patrons, co-workers, and employers; and job resume' and application skills. Includes hands-on training and practice.  
Prerequisite: Previous or concurrent enrollment in COSME 143 and instructor approval.  

COSME 145 — Salon Ethics/Laws/Management III  
Cr: 1  Wkly hrs: 3 hours Clinic  
Study State Board regulations; professional ethics; salon planning and management; interrelations with patrons, co-workers, and employers; and job resume' and application skills. Includes hands-on training and practice.  
Prerequisite: Previous or concurrent enrollment in COSME 143 and instructor approval.  

COSME 146 — Desk/Phone/Dispensary I  
Cr: 1  Wkly hrs: 1 hour Lecture  
Study proper customer relations at the desk and on the phone, booking appointments, preparing daily reports, balancing tickets and till, job resume' and application skills. Learn to fill, label, and dispense chemicals accurately using the proper procedures.  
Prerequisite: Instructor approval.  

COSME 147 — Desk/Phone/Dispensary II  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Study proper customer relations at the desk and on the phone, booking appointments, preparing daily reports, balancing tickets and till, job resume' and application skills. Learn to fill, label, and dispense chemicals accurately using the proper procedures.  
Prerequisite: Previous or concurrent enrollment in COSME 146 and instructor approval.  

COSME 148 — Desk/Phone/Dispensary III  
Cr: 2  Wkly hrs: 6 hours Clinic  
Study proper customer relations at the desk and on the phone, booking appointments, preparing daily reports, balancing tickets and till, job resume' and application skills. Learn to fill, label, and dispense chemicals accurately using the proper procedures.  
Prerequisite: Previous or concurrent enrollment in COSME 147 and instructor approval.  

COSME 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.  

COSME 200 — Methods of Teaching  
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab  
Training in instructional methods. Will cover lesson planning, student learning principles, classroom management, four-step instructional methods and occupational analysis.  

COSME 202 — Course Organization  
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab  
Training in instructional methods. Will cover development of instruction from analysis to organizing and prioritizing. Will cover use of group and sequence learning units; testing and evaluating, and teaching aids.
COSME 204 — Student Leadership Development  
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab  
Training in instructional methods. How to be effective in student leadership development. Learn about student leadership organizations, interpersonal relationships and customer relations.

COSME 206 — Testing and Rating  
Cr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Training in development of student tests to provide accuracy in measuring achievement of cosmetology skills and the acquiring of subject-matter knowledge.

COSME 207 — Audio Visual Materials  
Cr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Learn about the use of audio-visual aids. Understand the importance of utilizing a variety of creative and innovative methods of teaching to keep student interest high.

COSME 208 — Philosophy of Vocational Education  
Cr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Learn ideas to employ to create the proper atmosphere for learning. Identify common discipline problems and discuss effective approaches to those problems.

COSME 209 — Techniques/Individualized Instruction  
Cr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Learn to make the learning process real and productive by employing relevant and effective teaching methods.

COSME 210 — Clinical Supervision & Management I  
Cr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Training in clinical supervision and management covering the application of teaching techniques for practical classroom and clinical services.

COSME 211 — Clinical Supervision & Management II  
Cr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Training in clinical supervision and management covering the application of teaching techniques for safety in the storage, mixing and use of chemicals.

COSME 212 — Clinical Supervision & Management III  
Cr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab  
Training in clinical supervision and management covering the application of teaching techniques for student practical assignments, motivational supervision and student assistance.

CRIMINAL JUSTICE

CJ 104 — Police Org and Admin  
Cr: 5  Wkly hrs: 5 hours Lecture  
The principles of organization and management as applied to law enforcement agencies. (Formerly CRM-J 104)  
Prerequisite: CJ 100 or CJ& 101 or permission of instructor.

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. (Formerly SOCIO 108)

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. (Formerly CRM-J 106 & SOCIO 106)  
Prerequisite: CJ 100 or CJ& 101, or permission of instructor.

CJ 110 — Criminal Law  
Cr: 5  Wkly hrs: 5 hours Lecture  
Study of basic elements and philosophy of criminal law including the acts, mental state, and attendant circumstances that are the necessary elements of crime. (Formerly CRM-J 102)  
Prerequisite: CJ 100 or CJ& 101, or permission of instructor.

CJ 112 — Criminology  
Cr: 5  Wkly hrs: 5 hours Lecture  
The interdisciplinary and scientific study of crime. The various theories of social deviance, crime and criminality. (Formerly CRM-J 124)  
Prerequisite: CJ 100 or CJ& 101 or permission of instructor.

CJ 116 — Police-Community Relations  
Cr: 5  Wkly hrs: 5 hours Lecture  
Analysis of the relationship between the police and the community in terms of mutual understanding, involvement, commitment, and crime control. Analysis of police accountability to the community as a whole. (Formerly CRM-J 116)  
Prerequisite: CJ 100 or CJ& 101 or permission of instructor.

CJ 199 — Practicum  
Cr: 1-5  Wkly hrs: 10 hours Lab  
Course can be offered as: CJ 199/299.  
A practical application in the working world of the basic theories studied in the Criminal Justice discipline. (Formerly CRM-J 199)

CULINARY ARTS

CULIN 101 — Culinary Techniques  
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab  
The course will cover working in the commercial kitchen: equipment, knife skills, food product identification.  
Prerequisite: Advisor signature and Food Handler's Permit.

CULIN 103 — Food Production I  
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab  
Prepares meats, seafood, poultry, soups, vegetables, starchy and basic desserts for restaurant and commercial food service.  
Prerequisite: Kitsap Food Workers Health Card/Advisor signature.

CULIN 104 — Dining Room Service  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Students will learn how to properly serve food to guests in a restaurant. The course is addressed to potential and actual waiters/waitresses and is also designed for managers or supervisors who train the servers.  
Prerequisite: Instructor signature.

CULIN 105 — ServSafe Food Safety Training  
Cr: 1  Wkly hrs: 1 hour 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 114 — History of Cuisine  
Cr: 3  Wkly hrs: 3 hours Lecture  
A chronological account of food throughout history; the impact of climates and effect on people and civilizations.  
Prerequisite: Permission of instructor.

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 hour 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: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Study 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: 1  Wkly hrs: 1 hour Lecture  
Students who realize how important and relevant math is in the food service industry will be motivated to learn, understand and use math correctly to accomplish their goals of becoming a chef, baker, manager or any of the many occupations in the food service industry.
CULIN 126 — Commercial Baking I
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Applying fundamentals of baking science to the preparation of a variety of products.
Prerequisite: Certificate/Prep Cook.

CULIN 131 — Food Production III
Cr: 6 Wkly hrs: 2 hours Lecture, 8 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: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
The course will outline 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
This course is for students in the culinary program. It is for those who need to use nutritional principles in menu and recipe planning.

CULIN 140 — Survey of Intl/Regional Cuisine
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
History of various countries (Asia, Europe, Central and South America) cuisines, food sources, cooking methods, cuisine influences. Class study, labs, restaurant visits and speakers.
Prerequisite: Permission of instructor.

CULIN 160 — The Study of Cultural Cuisine
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
History of cuisine techniques, ingredients, cooking methods, and use of utensils as done in a specific cultural region, i.e., China, Central America, Italy, etc.
Prerequisite: Permission of instructor.

CULIN 170 — Gourmet Cooking
Cr: 1 Wkly hrs: 1 hour Lecture
Cooking techniques for the novice and experienced cook; versatility and improvisation in food preparation; and low fat, low cost alternatives.

CULIN 200 — Food Production IV
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Create menus, buffets, and specialty dishes for fine dining from preparation to order (including a la carte) and determine entire cost.
Prerequisite: Permission of instructor.

CULIN 210 — Culinary Management
Cr: 3 Wkly hrs: 1 hour 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.

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

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. (Formerly DRA 101)

DRMA 120 — Theatre Production Workshop
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: DRMA 120/220. May be repeated for up to nine credits for each course number. (Formerly DRA 120)

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. (Formerly DRA 199)

DRMA 210 — Stagereight
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
H - Basics of scenic planning, drafting, construction, rigging, and shifting techniques. (Formerly DRA 210)

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. (Formerly DRA 211)

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. (Formerly DRA 212)

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. (Formerly DRA 240)

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. (Formerly DRA 241)
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. (Formerly DRA 242)
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. (Formerly DRA 243)
Prerequisite: DRMA 242.

DRMA 245 — Scriptwriting 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. (Formerly DRA 245)

DRMA 246 — Scriptwriting 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. (Formerly DRA 246)
Prerequisite: DRMA 245.

DRMA 247 — Scriptwriting 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. (Formerly DRA 247)
Prerequisite: DRMA 246.

DRMA 248 — Scriptwriting 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. (Formerly DRA 248)
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. (Formerly DRA 251)

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. (Formerly DRA 252)
Prerequisite: DRMA 251 or permission of instructor.
DRMA 253—Advanced Acting
Gr: 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. (Formerly DRA 253)
Prerequisite: DRMA 251 and 252, or permission of instructor.

DRMA 255—Stage Movement
Gr: 3  Wkly hrs: 3 hours Lecture
H/SP - A physical exploration of movement used in theatre and film including nonverbal communication, stage combat, mime, and period deportment. (Formerly DRA 255)

DRMA 256—Theatre Speech
Gr: 3  Wkly hrs: 3 hours Lecture
H - Analysis and application of vocal production and articulation techniques. (Formerly DRA 256)

EARLY CHILDHOOD EDUCATION

ECE 100—Introduction to Child Care
Gr: 2  Wkly hrs: 2 hours Lecture
Initial training requirements outlined by the Washington State Training and Registry Systems (STARS). Best practices related to child development, child guidance, health and safety. (Formerly ECE 115)

ECE 101—Practicum I
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Introductory level practical application of the basic theories and methods studied in the Early Childhood Education program.
Prerequisite: ECE 170, ECE 171.

ECE 120—Intro Childcare—Integrated
Gr: 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 151—Practicum II
Gr: 1  Wkly hrs: 1 hour Lecture
Intermediate level practical application in the working world of theories and methods studied in the Early Childhood program.
Prerequisite: ECE 101, or permission of instructor.

ECE 151A—Practicum II
Gr: 1-5  Wkly hrs: 10 hours Lab
Intermediate level practical application in the working world of theories and methods studied in the Early Childhood program.
Prerequisite: ECE 101, or permission of instructor.

ECE 160—School Age Care
Gr: 3  Wkly hrs: 3 hours Lecture
The basics of quality child care programs for children ages 5-12, including developmental profiles of the school age child, planning, budgeting, program set-up, curriculum, and resources.

ECE 163—Infant/Toddler Caregiving, Curriculum
Gr: 3  Wkly hrs: 3 hours Lecture
The basics of quality infant and toddler child care programs: current issues and trends, history, developmental profiles, individualized programming environments, appropriate curriculum and guidance strategies.

ECE 165—Early Childhood Curriculum
Gr: 3  Wkly hrs: 3 hours Lecture
This course focuses on current research methods and skills necessary for teachers to develop age and culturally appropriate curriculum and systematically evaluate children's learning.

ECE 166—Environments for Children
Gr: 1  Wkly hrs: 1 hour Lecture
The adults’ role in designing, evaluating and improving environments to ensure a quality experience for children and to optimize learning and development. (Pass/No Credit)

ECE 167—Environments for Children
Gr: 3  Wkly hrs: 3 hours Lecture
This course will focus on the adult’s role in designing, evaluating, and improving indoor and outdoor environments to ensure a quality learning experience for children that will optimize development.

ECE 170—Intro to Early Childhood Education
Gr: 3  Wkly hrs: 3 hours Lecture
Introductory survey course covering early childhood education history, philosophy, theories, foundations, current issues/trends in the field, curriculum models, appropriate environments.

ECE 171—Observation and Assessment
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab
Techniques of observing, recording and analyzing children's behavior with actual practice in early childhood settings.

ECE 172—Introduction to Montessori
Gr: 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.

ECE 173—Art and Creative Activities
Gr: 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.

ECE 176—Music for Young Children
Gr: 3  Wkly hrs: 3 hours Lecture
A course for teachers and child care providers which addresses body rhythms, songs, sounds, instruments, records, and musical environments suitable for young children.

ECE 177—Science and Math for Young Children
Gr: 3  Wkly hrs: 3 hours Lecture
Course focuses on the role of math and science in the education/development of the young child, including an overview of cognitive characteristics, appropriate materials and activity ideas.

ECE 178—Children's Literature
Gr: 3  Wkly hrs: 3 hours Lecture
History of, methods/criteria for evaluation and selection, exploration of genres, authors, illustrators of literature for children ages 0-8, including use throughout the curriculum.

ECE 179—Language and Literacy Development
Gr: 3  Wkly hrs: 3 hours Lecture
The development of language and literacy; theoretical perspective, critical components, organization of environment/activities, developmentally appropriate practices for language/literacy support.

ECE 182—Movement and Physical Education
Gr: 1  Wkly hrs: 1 hour Lecture
Course covers the sequence of physical and motor development as well as activities and equipment to promote optimum movement education and physical development.

ECE 184—Health, Safety and Nutrition
Gr: 3  Wkly hrs: 3 hours Lecture
The basics of quality child care programs for children ages 5-12, including developmental profiles of the school age child, planning, budgeting, program set-up, curriculum, and resources.

ECE 185—Guidance and Leadership
Gr: 3  Wkly hrs: 3 hours Lecture
Child guidance techniques and methods of working with adults in early childhood settings. Focus on implementing a positive, child-centered, problem-solving interpersonal environment.

ECE 185A—Guidance and Leadership Module I
Gr: 1  Wkly hrs: 1 hour Lecture
An introduction to developmentally appropriate strategies for guiding children in an early childhood environment.

ECE 185B—Guidance and Leadership Module II
Gr: 1  Wkly hrs: 1 hour Lecture
An introduction to specific direct and indirect techniques for guiding children in an early childhood environment.

ECE 185C—Guidance and Leadership Module III
Gr: 1  Wkly hrs: 1 hour Lecture
Specific communication techniques for guiding classroom behaviors, including coping with challenging and aggressive behaviors and writing individualized guidance plans.

ECE 186—Survey of Centers
Gr: 1-2  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.
Course Descriptions

ECON 200 — Essentials of Economics
Gr: 5  Wkly hrs: 5 hours Lecture
Overview of major micro/macro economic principles to include: supply and demand, opportunity cost, competition, monopoly, income determination, money creation and credit.

ECON 201 — Micro Economics
Gr: 5  Wkly hrs: 5 hours Lecture
SS  — Supply and demand; cost and revenue analysis; pure competition; agriculture; monopoly; imperfect competition; antitrust policy; regulation; factor incomes; unions. (Formerly BS-EC 202)

Prerequisite: MATH 099 or above with a grade of 2.0 or above and an Accuplacer Reading Comprehension test score of 84 or above or permission of instructor.

ECON 202 — Macro Economics
Gr: 5  Wkly hrs: 5 hours Lecture
SS  — Fundamentals of a private-enterprise economy; national income; employment; inflation; growth; money; the monetary system; Keynesian Economics; Monetarist Economics; international trade. (Formerly BS-EC 201)

Prerequisite: MATH 099 or above with a grade of 2.0 or above and an Accuplacer Reading Comprehension test score of 84 or above or permission of instructor.

EDUC 110 — Reading Techniques for At-Risk Child
Gr: 5  Wkly hrs: 5 hours Lecture
The course is a good exploratory elective for prospective special education teachers seeking to develop their skills for success with at-risk children.

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.

EDUC 115 — Child Development
Gr: 5  Wkly hrs: 5 hours Lecture
SS  — Provides an overview of typical developmental sequences, the conditions impacting development and the history and theories of child development. (Formerly ECE 155)

Prerequisite: Permission of instructor.

ECE 187 — Special Topics — CDA Credential I
Gr: 1-6  Wkly hrs: 6 hours Lecture
This course covers basics of physical, social, emotional, and intellectual development, and observing/recording child behavior and growth necessary to obtain the Child Development Associate (CDA) Credential. (Pass/No Credit)

Prerequisite: Permission of instructor.

ECE 187A — Special Topics — CDA Credential I
Gr: 1-6  Wkly hrs: 12 hours Lab
This course covers basics of physical, social, emotional, and intellectual development, and observing/recording child behavior and growth necessary to obtain the Child Development Associate (CDA) Credential. (Pass/No Credit)

Prerequisite: Permission of instructor.

ECE 188 — Child Abuse and Neglect
Gr: 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.

ECE 189 — Family Child Care Management
Gr: 3  Wkly hrs: 3 hours Lecture
An introduction to home child care programs including licensing, business management, parent/provider relations, health, safety, child growth, guidance, curriculum, environment and skill standards.

ECE 190 — Multicultural Education
Gr: 3  Wkly hrs: 3 hours Lecture
This course will provide education and training in developing multicultural/antibias curricula in early childhood programs, challenging stereotypes related to sex, ethnicity and disabilities.

ECE 191 — ECE Program Administration
Gr: 3  Wkly hrs: 3 hours Lecture
Leadership and development of ECE programs including organizational, fiscal, personnel, and facilities management and educational programming to meet accreditation and other quality standards.

ECE 201 — Practicum III
Gr: 5  Wkly hrs: 1 hour 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: Completion of ECE 101, ECE 151, or permission of instructor.

ECE 210 — Family School and Community Relations
Gr: 3  Wkly hrs: 3 hours Lecture
An exploration of theory, research, and practical considerations pertaining to the involvement of diverse families in educational settings. (Same as HIS 210)

ECE 215 — ECE Professional Portfolio
Gr: 1  Wkly hrs: 1 hour 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. Required of all ATA graduates.

Prerequisite: A minimum of 30 credits in ECE and permission of instructor.

ECE 225 — Issues and Trends in ECE
Gr: 3  Wkly hrs: 3 hours Lecture
Current issues and trends impacting the Early Childhood field. The history/philosophy of ECE, national/international developments, concerns facing teachers, families, children, and society today.

ECE 228 — Mentoring in Early Childhood
Gr: 1  Wkly hrs: 1 hour Lecture
Course designed for supervisors, trainers, and other adults mentoring staff in early childhood programs; focus is on strategies to help adults become more effective practitioners in ECE settings. (Pass/No Credit)

Prerequisite: Student must have completed at least 12 credits in ECE or permission of instructor.

ECE 240A — Child, Family and Community Relations
Gr: 1  Wkly hrs: 1 hour Lecture
Introduces students to the importance of adult relationships in child care and early learning settings.

ECE 240B — Child, Family and Community Relations
Gr: 1  Wkly hrs: 1 hour Lecture
Building a caring community around children through observing clues about behavior, building relationships and understanding how relationships are integral to learning.

ECE 240C — Child, Family and Community Relations
Gr: 1  Wkly hrs: 1 hour Lecture
Assists participants in understanding how culture impacts identity and relationships between caregivers, children, and their parents.

ECE 250 — Infant-Toddler Internship Seminar
Gr: 1  Wkly hrs: 1 hour 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 birth to age three best practices.

Prerequisite: ECE 163 and ECE 170, or permission of instructor. Concurrent enrollment in ECE 251.

ECE 251 — Infant-Toddler Internship
Gr: 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: ECE 163, ECE 170, or permission of instructor. Concurrent enrollment in ECE 250.

ECE 263 — Relationship Focused Care, Birth-3
Gr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab
Focus on infant/toddler social emotional development attachment, nurturing relationships and appropriate environments. This class will provide caregivers of young children with background knowledge that will result in optimal programming. The course will focus on developmental challenges of this age period.

Prerequisite: ECE 163, ECE 170 or permission of instructor.

ECE 287 — Special Topics — CDA Credential II
Gr: 1-6  Wkly hrs: 6 hours Lecture
This course covers basics of program operation/management, professionalism, productive relationships with families, and safe/healthy environments necessary to obtain the Child Development Associate (CDA) Credential. (Pass/No Credit)

Prerequisite: Permission of instructor.

ECON 201 — Micro Economics
Gr: 5  Wkly hrs: 5 hours Lecture
SS  — Supply and demand; cost and revenue analysis; pure competition; agriculture; monopoly; imperfect competition; antitrust policy; regulation; factor incomes; unions. (Formerly BS-EC 202)

Prerequisite: MATH 099 or above with a grade of 2.0 or above and an Accuplacer Reading Comprehension test score of 84 or above or permission of instructor.

ECON 202 — Macro Economics
Gr: 5  Wkly hrs: 5 hours Lecture
SS  — Fundamentals of a private-enterprise economy; national income; employment; inflation; growth; money; the monetary system; Keynesian Economics; Monetarist Economics; international trade. (Formerly BS-EC 201)

Prerequisite: MATH 099 or above with a grade of 2.0 or above and an Accuplacer Reading Comprehension test score of 84 or above or permission of instructor.

EDUC 110 — Reading Techniques for At-Risk Child
Gr: 5  Wkly hrs: 5 hours Lecture
The course is a good exploratory elective for people pursuing a para education degree, for future teachers, or for parents seeking to boost their child's reading skills. Provides an exposure to basic tutorial strategies for use in a K-8 school setting.

EDUC 115 — Child Development
Gr: 5  Wkly hrs: 5 hours Lecture
SS  — Provides an overview of typical developmental sequences, the conditions impacting development and the history and theories of child development. (Formerly ECE 155)

Prerequisite: Permission of instructor.
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 125—Instructional Roles of Para Educators  
Cr: 5  Wkly hrs: 5 hours Lecture  
This course provides a foundation of the roles, responsibilities and tasks expected of K-12 para educators. The focus is in the WA State core competencies along with communication skills, record-keeping, assessment, and understanding diverse learners.

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.

EDUC 202 — Intro to Education  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS- Introduction to the role of education in society, the sociological and psychological aspects; an orientation to the personal, academic, and professional requisites that contribute to success. (Formerly EDUC 101)

EDUC 203 — Exceptional Child  
Cr: 3  Wkly hrs: 3 hours Lecture  
SS- Exploring trends, resources, and strategies for including children with disabilities, and their families, in the educational and the wider communities. (Formerly ECE 150 & FS 150)

EDUC 210 — Culturally Responsive Classrooms  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS- The course will enhance the students’ understanding of the relationship between culture, society and education to create a culturally responsive classroom.

Electronics

ELECT 100 — Exploring Electronics  
Cr: 8  Wkly hrs: 6 hours Lecture, 4 hours Lab  
Direct Current (DC) and Alternating Current (AC) theory and safety. Hand tools, test equipment, soldering, home wiring, entertainment product use and repair.

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 115 — Foundations for the Trades  
Cr: 10  Wkly hrs: 10 hours Lecture  
This course integrates trade concepts, math skills, language skills, academic success strategies, and career planning specific to welding, electronics, and automotive careers.  
Prerequisite: Orientation/qualifying score on state standardized assessment.

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’ ability 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.

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 220 — ISCT Prep Course  
Cr: 1  Wkly hrs: 1 hour Lecture  
Review of basic electronics and preparation for the Associate Level Certified Electronic Technician Test (International Society of Certified Electronics’ Technicians). (Pass/No Credit)  
Prerequisite: Permission of instructor.
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ELECT 225—Advanced Digital Circuits
Cr: 5 Wkly hrs: 5 hours Lecture
A continuation of basic digital circuits, with emphasis on countiers, 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 countiers, 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.

ENGR 114—Engineering Graphics
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Usage of graphics (sketching and parametric modeling software) in engineering design. Up to two team design projects. (Offered Fall Quarter only.) (formerly ENGR 123)

ENGR 141—Scientific Computer Applications
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Introduction to the use of computers in science and engineering.

ENGR 142—Engineering Computer Programming
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
This course teaches computer programming from an engineering point of view. Computer and Electrical Engineering majors should take CS& 141—all other engineering majors take this course. (This course is offered Winter Quarter only.)
Prerequisite: MATH& 142 (with a grade of 2.0 or higher) or co-enrollment in MATH& 142.

ENGR 170—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. (This course is offered Spring Quarter only.)
Prerequisite: CHEM& 141 with a grade of 2.0 or higher AND co-enrollment in ENGR 171.

ENGR 171—Materials Science Laboratory
Cr: 2 Wkly hrs: 6 hours Lab
Laboratory activities in materials testing. Experiments illustrate principles explored in ENGR 170 lecture course. (This course is offered Spring Quarter only.)
Prerequisite: Co-enrollment in ENGR 170.

ENGR 204—Electrical Circuits
Cr: 5 Wkly hrs: 4 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. (This course is offered Spring Quarter only.)
(Formerly ENGR 215)
Prerequisite: MATH& 163 and PHYS& 222, both with 2.0 grade or higher AND co-enrollment in MATH 221.

ENGR 214—Statics
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
A study of the forces and loads acting on objects at rest using vector applications. (Offered Spring Quarter only.)
(Formerly ENGR 210)
Prerequisite: ENGR 111 and MATH& 152 (each with a grade of 2.0 or higher) or ENGR 111 (grade of 2.0 or higher) and co-enrollment in MATH& 152 with instructor permission.

ENGR 215—Dynamics
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Studies of motion using vector calculus, central force motion, Newtonian mechanics, energy, and impulse momentum methods. (This course is offered Spring Quarter only.) (formerly ENGR 230)
Prerequisite: ENGR& 214 and MATH 221 (both with a grade of 2.0 or higher) or ENGR& 214 (grade of 2.0 or higher) and co-enrollment in MATH 221.

ENGR 224—Thermodynamics
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Introduction to energy conservation topics with applications to engineering design; including energy transformation and maximum efficiency. (Offered Winter Quarter only.)
(Formerly ENGR 260)
Prerequisite: MATH& 163 and PHYS& 221 both with 2.0 grade or higher.

ENGR 225—Mechanics of Materials
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Introduces the concepts of stress, deformation, and strain in solid materials; design implications are explored. (Offered Fall Quarter only.)
(Formerly ENGR 220)
Prerequisite: ENGR& 214 with a grade of 2.0 or higher.

ENGR 240—Applied Numerical Methods for Engr
Cr: 5 Wkly hrs: 5 hours Lecture
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. CMPTR 120 or ENGR 141 recommended.

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 096—ESL Writing Skills
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
This course aims to support ESL students with academic writing requirements. ESL students can co-enroll in this course when registering for any other writing-intensive course. An ESL student can enroll in this course repetitively.

ENGL 098—Intro to Academic Reading & Writing
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 but less than 2.5 or instructor permission.
### Course Descriptions

**ENGL 099—Reading and Writing Improvement**  
Cr: 5  Wkly hrs: 5 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 but less than 2.5, or completion of ENGL 091/092 with a grade of 2.5 or better, or permission of instructor.

**ENGL 100—Composition—Selected Prof/Tech/Voc**  
Cr: 5  Wkly hrs: 5 hours Lecture  
English poetry focusing on critical reading and thinking, and work-related writing assignments.  
**Prerequisite:** ENGL 093, ENGL 098 or ENGL 099 with 2.5 or better, appropriate placement score, 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. (Formerly ENGL 101)  
**Prerequisite:** Appropriate placement test score, or completion of ENGL 099 with a grade of 2.0 or better, or completion of ENGL 098 with a grade of 2.5 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. (Formerly ENGL 102)  
**Prerequisite:** Successful completion of ENGL& 101 with a 2.0 or better or its equivalent.

**ENGL& 111—Intro to Literature**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - A study of major literary forms and methods of interpretation. (Formerly ENGL 140)

**ENGL& 113—Intro to Poetry**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - The course covers ten of the most studied modern poets. The nature and development of their poetry and its distinguishing features. Also considers several schools of literary criticism. (Formerly ENGL 143)  
**Prerequisite:** ENGL& 101.

**ENGL& 114—Intro to Drama**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - The study of dramatic writing as a literary form. (Formerly ENGL 144)

**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  

**ENGL 156—Writing in Workplace Situations**  
Cr: 5  Wkly hrs: 5 hours Lecture  
A course for students in business or technical environments that prepares them to identify and create the discourse(s) appropriate to a particular professional situation or workplace. Focus on critical thinking and evaluating, and expressing ideas with brevity and clarity in the style expected. Course includes review of forms and formats, language usage, structure, English mechanics, proofreading, and editing.  
**Prerequisite:** ASSET test assessment at college level reading and writing or ENGL& 101.

**ENGL 210—Literature and Geography**  
Cr: 10  Wkly hrs: 5 hours Lecture, 10 hours Lab  
H - This course investigates the cultural and physical geography of Wales, along with developments in Anglo-Welsh literature, in order to view the interrelationship between the cultural and the natural landscape and literary art. (Same as GEOG 210)

**ENGL 220—Intro to Shakespeare**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - Studies in several major dramas and sonnets. (Formerly ENGL 269)

**ENGL 226—British Literature I**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - A survey of the development of Old and Middle English Literature. (Formerly ENGL 266)

**ENGL 227—British Literature II**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - A survey of the development of Old and Middle English Literature. (Formerly ENGL 267)

**ENGL 228—British Literature III**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - A survey of English Literature from 1789 to the present. (Formerly ENGL 268)

**ENGL 235—Technical Writing**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Problem-solving strategies for professional and technical writing applications. (Formerly ENGL 104)  
**Prerequisite:** Successful completion of ENGL& 101 with a 2.0 or better or its equivalent.

**ENGL 244—American Literature I**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - A survey of the development of American literature from Colonial Times through the Civil War. (Formerly ENGL 260)

**ENGL 245—American Literature II**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - A survey of the development of American literature from the post-Civil War period to the present. (Formerly ENGL 261)

**ENGL 250—Major Authors and Works**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - A study in-depth of one author or selected works by different authors. This course may be repeated for credit.

**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; emphasis on fiction and poetry.

**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/Biog**  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - Writing our episodes or complete works of family history or biography. 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 - This course is to 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.
ESTH 180—Skin Care
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Hands on experience and related classroom instruction on the structure of the face and neck and appropriate massage techniques.
Prerequisite: Instructor approval.

ESTH 181—Facials
Cr: 9 Wkly hrs: 4 hours Lecture, 10 hours Lab
Hands on experience/related classroom instruction in draping, cleansing face, diseases and disorders, facial manipulation, skin conditions, machine/manual facials, safety/sanitation.
Prerequisite: Instructor approval.

ESTH 182—Temporary Removal of Hair
Cr: 5 Wkly hrs: 1 hour Lecture, 8 hours Lab
Hands on experience, related classroom instruction on proper temporary removal of hair using tweezers, wax, tape, chemicals, lotions, creams, and/or mechanical/electrical devices.
Prerequisite: Instructor approval.

ESTH 183—Diseases and Disorders of the Skin
Cr: 6 Wkly hrs: 3 hours Lecture, 6 hours Lab
Hands on experience and related classroom instruction in identifying and distinguishing the various diseases and disorders of the skin.
Prerequisite: Instructor approval.

ESTH 184—Make-up Techniques
Cr: 7 Wkly hrs: 4 hours Lecture, 6 hours Lab
Hands on experience and related classroom instruction in make-up application and skin and color analysis.
Prerequisite: Instructor approval.

ESTH 185—Safety and Sanitation
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
Hands on experience and related classroom instruction on cleaning workstations, proper storage/disposal of equipment; and appropriate disinfectants/sanitation methods/equipment.
Prerequisite: Instructor approval.

ESTH 186—First Aid
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Learn the use of first aid procedures as related to esthetics.
Prerequisite: Instructor approval.

ESTH 187—Eyebrow/Eyelash Tinting
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Instruction and hands on experience in application and technique for temporarily coloring facial hair, proper storage and disposal of items used.
Prerequisite: Instructor approval.

FIRE SERVICE—FIRE OFFICER DEGREE

F-FOD 101—Fire Officer I—Part I
Cr: 3 Wkly hrs: 3 hours Lecture
This lesson addresses the crucial building blocks in developing the proper mindset for the fire officer and how this perspective influences his/her operational effectiveness as an emergency services supervisor. It focuses heavily on the importance of the first-line supervisor being personal/team developers for the many tasks and challenges that relate to organizational enhancement. The contents of this lesson embrace the principle that if a fire officer agrees to accept the position/role within the organization, then accepting responsibility also comes with it. Instructors teaching this lesson need a strong background in personal and organizational dynamics, leadership and supervision, and managing fire service work groups.
Prerequisite: F-FOD 103.

F-FOD 103—Fire Officer I—Part II
Cr: 3 Wkly hrs: 3 hours Lecture
In addition to being responsible for suppression operations on the fireground, the fire officer also plays a key role in the fire cause determination process, evidence preservation, and fire scene security. This lesson focuses on defining these activities and presenting a clear understanding of the responsibility facing the fire officer in relation to initiating investigative procedures at the fire scene. An arson investigator with good investigative credentials would be appropriate to teach this lesson.
Prerequisite: F-FOD 101.

F-FOD 120—Incident Management Company Ops
Cr: 3 Wkly hrs: 3 hours Lecture
This course focuses on the primary issues that a company or chief officer must consider on a developing incident. This lesson will review findings from many major incidents or natural disaster reviews. These are important points because many of these common denominators are important to the safe supervision of personnel on incidents. The instructor of this lesson should be an experienced Type 2 qualified operations chief or incident commander.
Prerequisite: Permission from program advisor.

F-FOD 131—Fire Service Instructor I
Cr: 3 Wkly hrs: 3 hours Lecture
This lesson addresses the various roles and essential characteristics of an effective instructor. Lesson content includes the components of communications and ways to communicate effectively; challenges commonly faced by instructors; resources and professional development opportunities; and the importance of instruction to a fire service organization.
Prerequisite: Permission from program advisor.

F-FOD 140—Fire Service Incident Safety Officer
Cr: 2 Wkly hrs: 2 hours Lecture
This course is designed from a proactive approach to reduce or eliminate the needless injuries and deaths of our firefighters on the emergency scene. It will aid the Safety Officer to act as the Incident Commander’s eyes and ears looking for potential and probable hazards that could adversely affect the operations and the on-scene personnel. Knowledge about fire behavior, building construction, and department standard operating guidelines all help him or her to evaluate on-scene risks and to help the department work towards the safest possible emergency scene.
Prerequisite: Permission from program advisor.

F-FOD 201—Fire Officer II Part I
Cr: 3 Wkly hrs: 3 hours Lecture
Government policies and regulations are a way of life for the fire services of today. Their pervasive influence over daily operations will impact on the structure, operational, and administrative effectiveness of fire service organizations well into the 21st Century. This lesson provides an overview of governmental regulations as they relate to a fire service organization and the legal framework under which a fire company operates. It is suggested that an instructor with credential in the field of government and politics teach this lesson. A “team-teaching” approach with several guest lecturers/instructors presenting various viewpoints and perspectives would make for an interesting classroom delivery.
Prerequisite: Permission from program advisor.

F-FOD 203—Fire Officer II Part II
Cr: 3 Wkly hrs: 3 hours Lecture
The company officer tasked by an incident commander to conduct and/or supervise interior and exterior operations has a great responsibility. Tactical decisions are generally based on pre-planned information derived from the Fire Hazard Survey/Inspection process. Inspections, hazard identification, and knowledge of building construction features focus attention on the life safety problems that officers and firefighters will encounter under combat conditions. This lesson focuses the student’s attention on “looking at the big picture” and being able to assist the investigative process that accompanies working incidents with specific information after a size-up has been completed. Instructors teaching this lesson need strong credentials in the inspection/investigation fields to present the material from this perspective.
Prerequisite: F-FOD 201.
Course Descriptions

F-FOD 210 — Fire Service Leadership
Cr: 3 Wkly hrs: 3 hours Lecture
Roles and responsibilities of shift commanders and staff officers. Topic includes goal setting, delegating, counseling, coaching, problem solving, decision making, communications and labor relations.
Prerequisite: Permission from program advisor.

F-FOD 220 — Advanced Fire Scene Investigation
Cr: 4 Wkly hrs: 2 hours Lecture, 2 hours Lab, 3 hours Clinic
A study of advanced and very detailed fire scene investigation and criminal case follow-up. Students will learn how to take data and evidence from the fire scene and formulate a case report for criminal prosecution. Topics covered will include fire scene procedures, evidence collection requirements, investigative interviewing, criminal laboratory procedures, cause/origin, and courtroom/trial procedures. Students will participate in role-playing and mock trial techniques to demonstrate an understanding of presented materials.

F-FOD 233 — Fire Service Instructor II
Cr: 3 Wkly hrs: 3 hours Lecture
This lesson compares the various instructional planning models used to meet a variety of needs. Lesson content will examine the general five-step planning process, the common components of the instructional model, and the components of the five-step planning process frequently used by managers.
Prerequisite: F-FOD 131.

F-FSM 231 — Fire Service Leadership
Cr: 4 Wkly hrs: 4 hours Lecture
Roles and responsibilities of shift commanders and staff officers. Includes evolution of management, decision-making, communications and labor relations.

F-FSM 232 — Fire Service Management
Cr: 4 Wkly hrs: 4 hours Lecture
Theory and practice in relation to roles and responsibilities of shift commanders and staff officers. Includes evolution of management, decision-making, planning, organizing, leading and controlling.

F-FSM 233 — Fire Service Administration
Cr: 4 Wkly hrs: 4 hours Lecture
Concepts, examples and practice of political and legal issues, hiring practices, forms of local government and revenue sources, intergovernmental relations, information management, and planning and budgeting.

F-FSM 234 — Fire Service Management & Administration
Cr: 4 Wkly hrs: 4 hours Lecture
Dealing effectively with fire department customers.

F-FSM 235 — Fire Service Administration
Cr: 4 Wkly hrs: 4 hours Lecture
Concepts, examples and practice of political and legal issues, hiring practices, forms of local government and revenue sources, intergovernmental relations, information management, and planning and budgeting.

F-FS 100 — Introduction to Fire Protection
Cr: 2 Wkly hrs: 2 hours Lecture
This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

F-FS 110 — Fire Department Pumperers
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
This course introduces basic fire department pumper operations. Course content will address the introduction of hydraulics, basic pump theory, components, systems and basic pump operating skills.

F-FS 111 — Fundamentals of Firefighting
Cr: 4 Wkly hrs: 4 hours Lecture, 4 hours Lab
An introduction to fundamental skills of structural firefighting. Course content is based on the Washington State Firefighter 1, Module 1.
Prerequisite: F-FS 100 and permission of Fire Programs Advisor required.

F-FS 112 — Fundamentals of Emergency Medicine
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Course content is based on satisfying the minimum medical training requirements established for firefighters who provide emergency medical care to the sick and injured.

F-FS 113 — Intermediate Firefighting Fundamentals
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
This course expands basic firefighting skills to an intermediate level. Course content is based on the Washington State Firefighter 1, Module 2, Performance Standards.
Prerequisite: F-FS 111 and permission of Fire Programs Advisor required.

F-FS 115 — Advanced Firefighting Fundamentals
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
This course expands intermediate firefighting skills to an advanced level. Course content is based on the Washington State Firefighter 1, Module 3 and Firefighter II Performance Standards.
Prerequisite: F-FS 113 and permission of Fire Programs Advisor required.

F-FS 120 — Basic Fire Investigation
Cr: 3 Wkly hrs: 3 hours Lecture
Fire scene investigation procedures and techniques used to determine the origin/cause of fire. Scene security, scene control, and courtroom demeanor for Firefighter/Investigator.
Prerequisite: Permission of Fire Service Advisor.

F-FS 124 — Hazmat Response Ops/Level++
Cr: 2 Wkly hrs: 2 hours Lecture
A course to establish a base whereby a person can identify the hazardous material, evaluate it from shipping papers and know where assistance can be obtained.

F-FS 125 — Fireground Tactics
Cr: 3 Wkly hrs: 3 hours Lecture
The basic principles of ground management. Content includes the principles of size-up, risk/benefit management, fire spread, fire flow, fire attack, resource management, and much more.

F-FS 200 — Emergency Medical Technician
Cr: 6 Wkly hrs: 4 hours Lecture, 6 hours Clinic
Covers all emergency medical techniques currently considered to be within the responsibilities of the basic EMT providing emergency care with an ambulance service.
Prerequisite: F-FS 112 or equivalent and permission of Fire Service Programs Advisor.

F-FS 201 — Fire Protection Hydraulics/Water Supply
Cr: 3 Wkly hrs: 3 hours Lecture
Principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems.
Prerequisite: Demonstration of a competency in high school level algebra or the equivalent.

F-FS 202 — Fire Protection Systems
Cr: 3 Wkly hrs: 3 hours Lecture
Features of design and operation of fire detection and alarm systems, heat and smoke control systems.

F-FS 203 — Building Construction
Cr: 3 Wkly hrs: 3 hours Lecture
The components of building construction that relate to fire and life safety, elements of construction and design of structures.

F-FS 205 — Fire Protection Strategy/Tactics
Cr: 3 Wkly hrs: 3 hours Lecture
Principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

F-FS 206 — Fire Behavior and Combustion
Cr: 3 Wkly hrs: 3 hours Lecture
Explores the theories and fundamentals of how and why fires start, spread, and are controlled. Enhances understanding of fire and the scientific principles.

F-FS 207 — Code Enforcement and Inspection
Cr: 3 Wkly hrs: 3 hours Lecture
Use of fire and building codes to minimize fire spread and enable suppression, detection, inspection and maintenance requirements of various fire protection equipment.

F-FS 208 — Fire Prevention
Cr: 3 Wkly hrs: 3 hours Lecture
History and philosophy of fire prevention, organization and operation of a fire prevention bureau.

F-FS 220 — Hazardous Material Incident Mgmt
Cr: 3 Wkly hrs: 3 hours Lecture
Provides the student with the knowledge, skill and abilities to meet the goals identified in NFPA Standard for Fire Officers that deal with HazMat Incident Tactics.

F-FS 250 — Law for Emergency Services
Cr: 3 Wkly hrs: 3 hours Lecture
Introduces federal, state and local laws that regulate emergency services, national standards influencing emergency services, standards of care, tort and liability.
### 13 Course Descriptions

**French**

**FRCH 121 — French I**
- **Cr: 5** Wkly hrs: 5 hours Lecture
- **H** - Deals with principles of pronunciation and with elementary vocabulary and grammar structures for immediate basic communication. Explores geographical and cultural aspects of French speaking countries. (Formerly FLFRN 101)

**FRCH 122 — French II**
- **Cr: 5** Wkly hrs: 5 hours Lecture
- **H** - Deals with practical vocabulary and broader grammar patterns for communication in a daily, urban context. Explores geographical and cultural aspects of French speaking countries. (Formerly FLFRN 102)

Prerequisite: FRCH& 121 or equivalent.

**FRCH 123 — French III**
- **Cr: 5** Wkly hrs: 5 hours Lecture
- **H** - Dealing with basic vocabulary and structure for conversational purposes and level. Explores linguistic, geographical and cultural aspects and differences of the French speaking countries and peoples. (Formerly FLFRN 103)

Prerequisite: FRCH& 122 or equivalent.

**Geography**

**GEN-S 140 — Career Planning/Life Exploration**
- **Cr: 1** Wkly hrs: 1 hour 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 163 — Psychology of Self-Esteem**
- **Cr: 1** Wkly hrs: 1 hour Lecture
  An examination of the sources of self-esteem and multicultural factors that affect self-esteem.

**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.

**Geology**

**GEOL 100 — Earth Systems Science**
- **Cr: 5** Wkly hrs: 5 hours Lecture
  NS - A study of Earth remote sensing: history, instruments; satellites; and data uses including agriculture, forestry, disaster management, geology, archaeology, oceanography and ice. (Formerly GEOL 150)

Prerequisite: One 5-credit science course or permission of instructor.

**General Studies**

**GEN-S 099 — Introduction to College Study Skills**
- **Cr: 2** Wkly hrs: 2 hours Lecture
  This intro course helps students develop academic and workplace readiness skills, critical thinking strategies, self-discovery techniques, and self-management tools.

**GEN-S 100 — Strategies for Academic Success**
- **Cr: 2** Wkly hrs: 2 hours Lecture
  This course is designed for first year and returning students to enhance academic success and retention in college.

**GEN-S 101 — Orientation to College**
- **Cr: 1** Wkly hrs: 1 hour Lecture
  Newly entering students develop an understanding of their role as students, identify campus resources, identify learning options, and develop an academic plan.

**GEN-S 102 — Math Study Skills**
- **Cr: 2** Wkly hrs: 2 hour 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 110 — Research in the Information Age**
- **Cr: 2** Wkly hrs: 2 hours Lecture
  This course is an introduction to academic research skills and is designed for students from all programs. Emphasis on proficiency at using various electronic databases, including those available on the library's information networks, the online catalog and the World Wide Web, as well as other standard research tools and retrieval techniques. The principles and skills learned can be applied through college, as well as for lifelong learning.

**GEN-S 140 — Career Planning/Life Exploration**
- **Cr: 1** Wkly hrs: 1 hour 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 163 — Psychology of Self-Esteem**
- **Cr: 1** Wkly hrs: 1 hour Lecture
  An examination of the sources of self-esteem and multicultural factors that affect self-esteem.

**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.

**GEOL 207 — Introduction to 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.

Prerequisite: MATH 094 and ENGL 099 or equivalent as determined by ASSET scores.

**GEOL 210 — Literature and Geography**
- **Cr: 10** Wkly hrs: 5 hours Lecture, 10 hours Lab
  SS - This course investigates the cultural and physical geography of Wales along with developments in Anglo-Welsh literature in order to view the interrelationship between the cultural and the natural landscape and literary art. (Same as ENGL 210)

**GEOL 250 — Earth from Space**
- **Cr: 5** Wkly hrs: 5 hours Lecture
  NS - A study of Earth remote sensing: history, instruments; satellites; and data uses including agriculture, forestry, disaster management, geology, archaeology, oceanography and ice. (Formerly GEOL 150)

Prerequisite: One 5-credit science course or permission of instructor.

**Geography**

**GEOG 101 — 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 102 — Physical Geography**
- **Cr: 5** Wkly hrs: 4 hours Lecture, 2 hours Lab
  NS - Basic physical elements of geography including Earth's astronomical relationships, remote sensing, mapping, weather, climate, the hydrosphere, biosphere, landform processes and landforms.

Prerequisite: ENGL 099 and MATH 094 or equivalent.

**GEOG 103 — Human Geography**
- **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.

Prerequisite: ENGL 090 or equivalent as determined.

**GEOG 120 — 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 135 — Geographic Field Studies**
- **Cr: 1-5** Wkly hrs: 10 hours Lab
  Course can be offered as: GEOG 135/135A/135B/135C/135D/135E/135F/135G.

SS - A field course where students will examine physical, cultural, and other geographic aspects of a particular location and evaluate its relevance to the broader regional and global context. (Pass/No Credit)

Prerequisite: One quarter of Geology or Biology or permission of instructor.

**Geology**

**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. (Formerly GEOL 101)

**GEOL& 103 — Historical Geology**
- **Cr: 5** Wkly hrs: 4 hours Lecture, 2 hours Lab
  NS - Origin and evolution of the Earth and its life forms. Emphasis on the geologic events which have changed the pattern of the continents and ocean basins, created mountain ranges, altered climates, and influenced life history through 4.5 billion years of geologic time. Optional field trips. (Formerly GEOL 103)

Prerequisite: MATH 094.

**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, minerals, and energy resources. (Formerly GEOL 102)

**GEOL& 120 — Volcanoes**
- **Cr: 5** Wkly hrs: 5 hours Lecture
  NS - The course focuses on volcanoes and volcanic processes. Topics include the relationship of plate tectonics to volcanism, volcanic hazards, and volcanic risk-assessment and mitigation. (Pass/No Credit) (Formerly GEOL 110)
**COURSE NOTES:** H=Humanities, H/SP=Humanities/Skills Performance
SS=Social Science
NS=Natural Science

**Foreign Body Obstruction, background criminal age 18, placement in ENGL 091 or above and grade of 75% to get credit for either class.**

**H-OCC 100—Nursing Assistant Lab**
**Cr: 6 Wkly hrs: 12 hours Lab**
This course in combination with H-OCC 101 will prepare students for the certification exam as Nursing Assistant Certified (NAC) and employment as NAC. Students must complete H-OCC 100 and H-OCC 101 with a minimum grade of 75% to get credit for either class.

**Prerequisite:** High school diploma or GED, age 18, placement in ENGL 091 or above and MATH 090 or above per Accuplacer. CPR with Foreign Body Obstruction, background criminal check, permission of director.

**H-OCC 101—Nursing Assistant Lab**
**Cr: 6 Wkly hrs: 12 hours Lab**
This course in combination with H-OCC 100 will prepare students for the certification exam as Nursing Assistant Certified (NAC) and employment as NAC. Students must complete H-OCC 100 and H-OCC 101 with a minimum grade of 75% to get credit for either class.

**Prerequisite:** High school diploma or GED, age 18, placement in ENGL 091 or above and MATH 090 or above per Accuplacer. CPR with Foreign Body Obstruction, background criminal check, permission of director.

**HIST 117—Western Civilization II**
**Cr: 5 Wkly hrs: 5 hours Lecture**
SS - Introductory course in development of Western Civilization from 1300–1815 AD analyzing major political, religious, economic, and social trends. (Formerly HIST 102)

**HIST 118—Western Civilization III**
**Cr: 5 Wkly hrs: 5 hours Lecture**
SS - Introductory course in development of Western Civilization from 1815, analyzing the major political, religious, economic, and social trends of this era. (Formerly HIST 103)

**HIST 136—US History 1**
**Cr: 5 Wkly hrs: 5 hours Lecture**
SS - Survey of the political, social, economic, and intellectual forces involved in the foundation and development of the U.S. from pre-Columbian America through the Civil War. (Formerly HIST 104)

**HIST 137—US History 2**
**Cr: 5 Wkly hrs: 5 hours Lecture**
SS - Survey of the political, social, economic, and intellectual forces involved in the development of the United States from Reconstruction to the present. (Formerly HIST 105)

**HIST 150—War**
**Cr: 5 Wkly hrs: 5 hours Lecture**
SS - A comprehensive description of war from the social sciences and humanities: Historical, political, economic, psycho-social aspects and topics from philosophy, literature, and film are used. (Same as HUMAN 150/POLS 150)

**HIST 209—Westward Movement in American History**
**Cr: 5 Wkly hrs: 5 hours Lecture**
SS - The Colonial Period to 1900, with consideration of the effect of the frontier upon history, both as myth and as reality. The Turner Thesis will be studied, and the impact of expansion on Native Americans.

**HIST 214—Pacific NW History**
**Cr: 5 Wkly hrs: 5 hours Lecture**
SS - The Pacific Northwest, from earliest times to the present, with emphasis upon political, economic, social, and cultural developments. (Formerly HIST 250)

**HIST 215—Women in US History**
**Cr: 5 Wkly hrs: 5 hours Lecture**
SS - Explores the social, political and economic roles of women, pre–contact to the present. Comparative approach illustrates the variety of experiences among women of diverse races, social and economic classes, and ethnic groups. (Formerly HIST 240)

**HIST 219—Native American History**
**Cr: 5 Wkly hrs: 5 hours Lecture**
SS - Explores the general history of Indian life since 1600, U.S. Indian policy from 1789 to present, and the nature and effects of Native American and Euro-American contact and conflict. (Formerly HIST 235)
| COURSE NOTES: H=Humanities, H/SP=Humanities/Science, NS=Natural Science, SS=Social Science |

**HIST 220—African American History**  
Cr: 5  | Wkly hrs: 5 hours Lecture  
SS - Traces origins of Black America from slavery through the forces that shaped the Civil Rights Movement. To promote a deeper understanding of what has been called "The Black Experience". (Formerly HIST 125)

**HIST 230—Films in American Culture**  
Cr: 5  | Wkly hrs: 5 hours Lecture  
SS - The history and culture of America as seen in 20th Century American film. (Same as HUMAN 230)

**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.

**HIST 260—Russian History**  
Cr: 5  | Wkly hrs: 5 hours Lecture  
SS - Development of Russian history from its foundations to the modern Soviet State. Historical motivation for domination of millions of people. Cultural legacy to Western historical development.

**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 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 127—Menu Design and Strategy**  
Cr: 3  | Wkly hrs: 3 hours Lecture  
This course examines all aspects of menu planning from determining who the customers are to determining how to market them. Includes available kitchen equipment, recipe costs, how to make a profit figuring selling prices, menu analysis, and all the different types of menus from fast food to fine dining.

**HMGMT 133—Elements of Hospitality Management**  
Cr: 6  | Wkly hrs: 2 hours Lecture, 8 hours Lab  
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.

**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.

**HMGMT 136—Catering and Banquet Operations**  
Cr: 6  | Wkly hrs: 2 hours Lecture, 8 hours Lab  
This course explores the many reasons why clients hold banquets and the various elements required to plan and execute successful catered events.  
Prerequisite: Instructor signature.

**HMGMT 230—Food and Beverage Cost Control**  
Cr: 3  | Wkly hrs: 1 hour Lecture, 4 hours Lab  
This course has been developed to introduce food, beverage, and labor cost controls to students preparing for careers in the hospitality industry.

**HMGMT 240—Legal Aspects of Hosp Mgmt**  
Cr: 3  | Wkly hrs: 3 hours Lecture  
This course gives students the opportunity to look at hospitality operations from a legal standpoint and to develop management strategies to prevent legal problems.

**HMGMT 250—Internship**  
Cr: 6  | Wkly hrs: 18 hours Clinic  
An unpaid, 6-week work experience related to hospitality management.  
Prerequisite: Instructor signature.

**HUMAN SERVICES**

**HS 105—Drug and Alcohol Prevention**  
Cr: 3  | Wkly hrs: 3 hours Lecture  
Students will acquire the skills and knowledge of substance abuse prevention theory and practice.  
(Formerly FS 105)

**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.  
(Formerly FS 107 & SOCIO 107)

**HS 110—Diversity, Ethics & Professionalism**  
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.  
(Formerly FS 110)

**HS 112—Case Management for CDP**  
Cr: 3  | Wkly hrs: 3 hours Lecture  
Assessment, case management, and documentation for Chemical Dependency Professionals.  
(Formerly FS 112)

**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.  
(Formerly FS 113)

**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.  
(Formerly FS 114)

**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.  
(Formerly FS 120)

**HS 122—Parent-Child Relationship**  
Cr: 3  | Wkly hrs: 3 hours Lecture  
Applying human behavioral concepts to adult/child relationships and developing effective problem solving skills to address challenges in those relationships.  
(Formerly FS 122) (Same as PSYC 122)

**HS 210—Family School and Community Relations**  
Cr: 3  | Wkly hrs: 3 hours Lecture  
An exploration of theory, research, and practical considerations pertaining to the involvement of diverse families in educational settings.  
(Formerly FS 210) (Same as ECE 210)

**HS 275—Human Services Field Experience 1**  
Cr: 5  | Wkly hrs: 2 hours Lecture, 9 hours Clinic  
Field experience offers opportunities for students to demonstrate competency in work settings such as schools and human services agencies.  
(Formerly FS 275)

**HS 276—Human Services Field Experience 2**  
Cr: 5  | Wkly hrs: 2 hours Lecture, 9 hours Clinic  
Field experience offers opportunities for students to demonstrate competency in work settings such as schools and human services agencies.  
(Formerly FS 276)

**HS 277—Human Services Field Experience 3**  
Cr: 5  | Wkly hrs: 4 hours Clinic  
Field experience offers opportunities for students to demonstrate competency in work settings such as schools and human services agencies.  
(Formerly FS 277)

**HSSA& 101—Intro to Addictive Drugs**  
Cr: 5  | Wkly hrs: 5 hours Lecture  
SS - An introduction to substance abuse and dependence focusing on the dynamics of addiction and its economic, psychological, and pharmacological impacts.  
(Formerly FS 104)
### Humanities

**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 150 — War**  
*Cr: 5 Wkly hrs: 5 hours Lecture*  
**H** — A comprehensive description of war from the social sciences and humanities: Historical, political, economic, psycho-social aspects and topics from philosophy, literature, and film are used. (Same as HIST 150/POLS 150)

**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.

**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 215 — Hist/American Culture I**  
*Cr: 5 Wkly hrs: 5 hours Lecture*  
**H/SS** — Interdisciplinary survey of American cultural development from the Colonial Period through the Civil War, analyzing the impact of ideas and experience on the arts, peoples, and institutions of the culture. (Formerly cross referenced with HIST 215)

**HUMAN 216 — Hist/American Culture II**  
*Cr: 5 Wkly hrs: 5 hours Lecture*  
**H/SS** — Interdisciplinary survey of American cultural development from the end of the Civil War through the 1920s, analyzing the impact of ideas and experience on the arts, peoples, and institutions of the culture. (Formerly cross referenced with HIST 216)

**HUMAN 217 — Hist/American Culture III**  
*Cr: 5 Wkly hrs: 5 hours Lecture*  
**H/SS** — Interdisciplinary survey of American cultural development from the 1930s through the 1980s, analyzing the impact of ideas and experience on the arts, peoples, and institutions of the culture. (Formerly cross referenced with HIST 217)

**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 230 — Films in American Culture**  
*Cr: 5 Wkly hrs: 5 hours Lecture*  
**H** — The history and culture of America as seen in 20th Century American film. (Same as HIST 230)

**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 and 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** — This course provides 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** — This on-line course covers 20th Century literary selections from many countries. It also covers literary genre, critical methodologies, and research. (Same as ENGL 284)

- **Prerequisite:** As for other on-line courses, students must have access to certain hardware.

**HUMAN 293 — Ethical and Legal Principles of Media**  
*Cr: 5 Wkly hrs: 5 hours Lecture*  
**H** — Ethical and legal principles of the media are studied as they apply to print, electronic and digital media.

### Integrated Multimedia

**IMM 101 — Introduction to Integrated Multimedia**  
*Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab*  
Students explore computer software and platforms while also learning the skills and possibilities of communication offered with the use of multimedia; a tool that can be used by everyone.

**IMM 102 — Process of Integrated Multimedia**  
*Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab*  
Using computers and current software used in business, students will plan and execute multimedia projects utilizing a process common to all fields of study. (Formerly ART 212)

**IMM 110 — Video Production Foundations**  
*Cr: 5 Wkly hrs: 5 hours Lecture*  
Introduction to video production. Includes history of TV, video technologies, equipment operation, audio/video image composition, recording, lighting, production planning, visual storytelling and video editing. (Formerly VTA 110)

**IMM 112 — Beginning After Effects Animation**  
*Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab*  
This course focuses on beginning level animation and visual effects using After Effects software.  
**Prerequisite:** IMM 110 or two years high school video.

**IMM 113 — Video Cinematography**  
*Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab*  
This course features lectures and practical teaching of skills for advanced video camera operation and shooting techniques.  
**Prerequisite:** IMM 110 or two years of high school video.

**IMM 120 — Beginning Photoshop**  
*Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab*  
Students learn the various aspects of Photoshop, an Image Manipulation software tool for creative and technical use.

**IMM 130 — Beginning Flash**  
*Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab*  
Students learn the various foundation aspects of Flash, a powerful animation tool for the Web software, for creative and technical use.

**IMM 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).

**IMM 137 — 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).  
**Prerequisite:** IMM 136 or permission of instructor.

**IMM 148 — InDesign, Illustrator, Photoshop**  
*Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab*  
An introduction to the Adobe InDesign software to include integration with Photoshop and Illustrator. The course will focus on industry-standard page layout design including creating masterpages and templates, digital design concepts, integration of applications, and creating effective publications.  
**Prerequisite:** OFTEC 110 or instructor approval.

**IMM 150 — Beginning Illustrator**  
*Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab*  
Students learn basic Illustrator program skills to create computer art targeted to their own fields of study.

**IMM 154 — Electronic Music Foundations**  
*Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab*  
Overview of electronic music devices and systems; introduction to sound, synthesis, MIDI and wave-loops; clip-based music creation and integration with multi-media. (Formerly MUSIC 154)
IMM 155 — Electronic Music — Intermediate
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Advanced MIDI and Wave-based composition, sound design using FM and Sampling synthesis, mixing rendering and integration of music files with multi-media projects. (Formerly MUSIC 155)
Prerequisite: IMM 154 or permission of instructor.

IMM 160 — Color Theory and Calibration
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Study of color management, profile manufacturing and calibration issues associated with multimedia equipment and image quality replication.

IMM 170 — Multimedia Portfolio
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Students from various media disciplines use manual and digital processes to create portfolios targeted to their own particular areas of study.

IMM 175 — Beginning Maya
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
An introduction to Maya animation software for various modes of game production using game interface theory and proper workflow.
Prerequisite: ART 106, 107, 220, IMM 120.

IMM 180 — Beginning 3D Studio Max
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Uses of 3D Studio Max software for game production, including game interface and the proper workflow and follow through for game art production.
Prerequisite: ART 106, 107, 220, IMM 120.

IMM 181 — Animation Design
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Students study animation history, character design and movement elements, production planning, 3D-model making, character sheets, background design, and writing for animation.

IMM 182 — Animation Process
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Students study animation from many cultures and use various processes such as the computer, claymation, tabletop, 2D, and 3D animation, flash, and GIF to do their projects.

IMM 186 — Digital Photography
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Basic through intermediate Digital Photography including: equipment selection (camera, scanner, computer), scanning techniques, manipulation (Non-Photoshop) and output (web or print).
Prerequisite: Permission of instructor.

IMM 210 — Intermediate Video Editing
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
This course features lectures and practical teaching of skills for intermediate editing using Avid.
Prerequisite: IMM 110 or two years of high school video.

IMM 211 — Two and Three Dimensional Design
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Students research by computer the aspects of creating 2D and 3D design, learn new skills and explore the communication and artistic manipulation possibilities offered in multimedia.

IMM 212 — Advanced After Effects Animation
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
This course focuses on advanced level animation and visual effects using After Effects software.
Prerequisite: IMM 112.

IMM 220 — Intermediate Photoshop
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Students learn the intermediate aspects of Photoshop, an image manipulation software tool for creative and technical use.

IMM 230 — Intermediate Flash
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Advanced uses for Maya animation software including game interface and proper workflow for game production.
Prerequisite: IMM 175.

IMM 240 — Intermediate Maya
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Advanced uses for Maya animation software including game interface and proper workflow for game art production.
Prerequisite: IMM 175.

INTENSIVE ENGLISH PROGRAM

IEP 101 — Beginning English, Module I
Cr: 7.5  Wkly hrs: 6 hours Lecture, 3 hours Lab
Part I of an intensive English class designed to improve listening, speaking, reading, writing, pronunciation, and grammar skills through task-based classes, labs, tutoring, and experiential learning.

IEP 102 — Beginning English, Module II
Cr: 7.5  Wkly hrs: 6 hours Lecture, 3 hours Lab
Part II of an intensive English class designed to improve listening, speaking, reading, writing, pronunciation, and grammar skills through task-based classes, labs, tutoring, and experiential learning.
Prerequisite: IEP 101 or permission of instructor.

IEP 103 — Intermediate English, Module I
Cr: 7.5  Wkly hrs: 6 hours Lecture, 3 hours Lab
Part I of an intermediate level intensive English class designed to help international students improve their listening, speaking, reading, writing, pronunciation, grammar, writing skills, and TOEFL preparation through lectures, task-based classes, lab, tutoring, and experiential learning.
Prerequisite: IEP 102 or permission of instructor.

IEP 104 — Intermediate English, Module II
Cr: 7.5  Wkly hrs: 6 hours Lecture, 3 hours Lab
Part II of an intermediate level intensive English class designed to help international students improve their listening, speaking, reading, writing, pronunciation, grammar, writing skills, and TOEFL preparation through lectures, task-based classes, lab, tutoring, and experiential learning.
Prerequisite: IEP 103 or permission of instructor.

JAPANESE

JAP 104 — Japanese/Specific Purposes
Cr: 5  Wkly hrs: 5 hours Lecture
This course focuses on Japanese speaking and listening comprehension skills needed in today's global marketplace and for traveling in Japan. Emphasis is on oral communication. (Formerly FL/JPN 104)
Prerequisite: Japanese I (JAPN& 121) or equivalent. No reading/writing skill required.
JAPN 110—Modern Japanese Culture
Cr: 3  Wkly hrs: 3 hours Lecture
H - An introduction to Japanese customs and cultural values for travel or business in Japan. The class includes readings, videos, guest speakers, and class discussion. (Formerly FLJPN 110)

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. (Formerly FLJPN 101)

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. (Formerly FLJPN 102)
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. (Formerly FLJPN 103)
Prerequisite: JAPN& 122 or equivalent.

JOURNALISM

JOURN 100—Reporting and News Writing
Cr: 5  Wkly hrs: 5 hours Lecture
H - News writing basics for print and online journalism. Emphasis on news value, sources and Associated Press style.
Prerequisite: ENGL& 101 eligibility.

JOURN 101—College Newspaper Advanced Reporting
Cr: 5  Wkly hrs: 5 hours Lecture
Course can be offered as: JOURN 101/102/103 and 201/202/203.
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: JOURN 100.

JOURN 105—Photojournalism
Cr: 5  Wkly hrs: 5 hours Lecture
H - The basics of digital photojournalism with special attention to news value and composition.

JOURN 110—College Newspaper Production
Cr: 1-5  Wkly hrs: 10 hours Lab
Course can be offered as: JOURN 110/120/130 and 210/220/230.
Students apply journalistic skill as reporters, photographers, editors, etc. for the print and online editions of The Olympian. (Pass/No Credit)

KOREAN

KREA& 121—Korean I
Cr: 5  Wkly hrs: 5 hours Lecture
H - This course deals with the principles of the Korean syntax, lexicon, and pronunciation as well as orthography. Explores the history, geography, and various cultural practices of Korea. (Formerly FLKOR 101)

KREA& 122—Korean II
Cr: 5  Wkly hrs: 5 hours Lecture
H - This course expands on the basic knowledge of the Korean syntax, lexicon, and pronunciation as well as orthography. The course explores the history, geography, and various cultural practices of Korea. The course develops reading, writing, listening, speaking skills through Korean books and movies. (Formerly FLKOR 102)
Prerequisite: KREA& 121 or equivalent.

KREA& 123—Korean III
Cr: 5  Wkly hrs: 5 hours Lecture
H - This course deals with advanced Korean syntax and lexicon. The course develops a sophisticated understanding of the history, geography, current events, and various cultural practices of Korea. The course continues to develop reading, writing, listening, and speaking skills through authentic materials. (Formerly FLKOR 103)
Prerequisite: KREA& 122 or equivalent.

MANICURIST

MANI 130—Manicuring
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab
The study of and hands on experience related to the cleaning, shaping and polishing of hand nails and the treatment of cuticles.
Prerequisite: Instructor approval.

MANI 131—Pedicuring
Cr: 4  Wkly hrs: 1 hour Lecture, 6 hours Lab
The study of and hands on experience related to the cleaning, shaping and polishing of feet nails. This includes proper foot massage techniques.
Prerequisite: Instructor approval.

MANI 132—Diseases and Disorders
Cr: 8  Wkly hrs: 5 hours Lecture, 6 hours Lab
The study and hands on experience related to diseases and disorders of the nails, hands and feet.
Prerequisite: Instructor approval.

MANI 133—Safety and Sanitation
Cr: 4  Wkly hrs: 1 hour Lecture, 6 hours Lab
Hands on experience and related classroom instruction on cleaning workstation, proper storage/disposal/sanitation methods for equipment, use of appropriate disinfectants.
Prerequisite: Instructor approval.

MANI 134—First Aid
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Learn the use of first aid procedures as related to esthetics.
Prerequisite: Instructor approval.

MATH 090—College Arithmetic
Cr: 5  Wkly hrs: 5 hours Lecture
College Arithmetic includes operations using fractions; decimals and signed numbers; ratio and proportion; percent; geometry; measurement; and charts and tables.

MATH 091—Introduction to Elementary Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
Beginning algebra course specifically designed for students with no algebra background. Topics include: introductory concepts of algebra, including variables, formulas and algebraic operations; signed numbers; solving simple linear equations; applications problems.
Prerequisite: MATH 090 with a grade of 2.0 or above or satisfactory placement test score.

MATH 094—Elementary Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
First in the sequence: Elementary Algebra, Intermediate Algebra, College Algebra. Includes basic algebraic concepts, first degree equations, polynomials, whole number exponents, factoring, applications.
Prerequisite: MATH 090 with a grade of 2.0 or above or satisfactory placement test score.

MATH 097—Introduction to Intermediate Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
Continuing algebra course specifically designed for students desiring an introduction to intermediate algebra at a slower pace than MATH 099. Topics include: transitional concepts of algebra; graphing lines; an introduction to systems of equations; graphing simple quadratic equations; rational expressions; roots and exponents; improving problem-solving skills.
Prerequisite: MATH 094 with a grade of 2.0 or above or satisfactory placement test score.
MATH 099 — Intermediate Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
Second in the sequence: Elementary, Intermediate, College Algebra. Includes: graphing linear equations, quadratic equations, conic sections; systems of equations; rational expressions; radical expressions and rational exponents; logarithmic and exponential equations. A scientific calculator is required.
Prerequisite: MATH 094 or MATH 097 with a 2.0 or above 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, with a grade of 2.0 or above, or equivalent.

MATH& 107 — Math in Society
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Consumer Mathematics: Loans, mortgages, interest; logarithms and exponential functions, with applications; introductory probability and statistics; use and interpretation of statistics; mathematics in contemporary society. (Formerly MATH 107)
Prerequisite: MATH 094 with a grade of 2.0 or above, or satisfactory placement test score.

MATH& 141 — Precalculus I: Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Using numeric, analytic and graphical methods, linear, polynomial, rational, exponential, and logarithmic functions are studied. A graphing calculator is required (TI demonstrated). (Formerly MATH 119)
Prerequisite: MATH 099 with a grade of 2.0 or above or satisfactory placement test score; a graphing calculator required.

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. (TI is preferred and demonstrated.) (Formerly MATH 120)
Prerequisite: MATH& 141 with a grade of 2.0 or above or satisfactory placement test score; a graphing calculator is required.

MATH& 146 — Introduction to Stats
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Application of statistics in the context of various fields; descriptive statistics, linear correlation and regression, probability, sampling, the Normal Distribution, confidence intervals, hypothesis testing. (Formerly MATH 281)
Prerequisite: MATH 099 with a grade of 2.0 or above, or satisfactory placement test score.

MATH 147 — Business Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
NS - First in a two quarter sequence of algebra and calculus focusing on applications in business and economics; functions, including exponential and logarithmic and their graphs; financial formulas, systems of equations, linear programming. Requires use of a graphing calculator. (Formerly MATH 156)
Prerequisite: MATH 099 with a grade of 2.0 or above, or satisfactory placement.

MATH& 148 — Business Calculus
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Second in a two-quarter sequence of algebra and calculus focusing on applications in business and economics; differentiation and integration, optimization, applications; partial derivative. Requires use of a graphing calculator. (Formerly MATH 157)
Prerequisite: MATH 147 with a grade of 2.0 or above.

MATH& 151 — Calculus 1
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Functions, limits and continuity; the derivative, definition, rules and applications; implicit differentiation; antiderivatives; optimization. (Formerly MATH 124)
Prerequisite: MATH& 142 with a grade of 2.0 or above.

MATH& 152 — Calculus 2
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Definite integrals, techniques of integration, numerical approximation, applications of integration, differential equations: Separable, growth and decay applications. (Formerly MATH 125)
Prerequisite: MATH& 151 with a grade of 2.0 or above.

MATH& 163 — Calculus 3
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Series, functions of two variables and their graphs, contour diagrams, vector algebra, dot and cross products, multivariable functions, partial differentiation. (Formerly MATH 126)
Prerequisite: MATH& 152 with a grade of 2.0 or above.

MATH& 166 — Math Reasoning/Elementary Teachers I
Cr: 5  Wkly hrs: 5 hours Lecture
NS - First course for elementary teachers. Emphasizes: math reasoning, problem solving, sets, real number system, number theory. Scientific calculator: fraction ability/statistical operations required.
Prerequisite: MATH 099 with a grade of 2.0 or above or satisfactory placement test score.

MATH 167 — Math Reasoning/Elementary Teachers II
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Second in a sequence for elementary teachers. Topics: geometry, probability, statistics. Emphasizes: representations, concepts, spatial reasoning. Calculator with statistical operations required.
Prerequisite: MATH 166 with a grade of 2.0 or above.

MATH 200 — Historical Mathematic Problems
Cr: 2  Wkly hrs: 2 hours Lecture
NS - Historical mathematics problems and solutions will be examined through in-depth study of the individuals responsible for the solution(s) of these problems.
Prerequisite: MATH& 152.

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, binomial theorem. Solving recurrence relations, graphs and trees. (Same as CS 210)
Prerequisite: MATH& 142 with a 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 250 — Linear Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Systems of linear equations, vector spaces and subspaces, inner product spaces, orthogonality, least squares, determinants, eigenvalues, eigenvectors, linear transformations, and applications including systems of 1st order linear differential equations and linear operators on the plane.
Prerequisite: MATH& 163 with a grade of 2.0 or above, or permission of instructor.

MATH& 264 — Calculus 4
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Gradients, directional derivatives, optimization, local and global extrema, multiple integrals, vector fields, line integrals, flux integrals, calculus of vector fields, divergence and curl of a vector field, Stokes’ Theorem, Green’s Theorem, The Divergence Theorem. (Formerly MATH 220)
Prerequisite: MATH& 163 with a grade of 2.0 or above.
MEDICAL ASSISTING

MEDA 110—Anatomy and Physiology
Cr: 4 Wkly hrs: 4 hours Lecture
Principles of Anatomy and Physiology as related to Medical Assisting. (Formerly MOA 110.)
Prequisite: Accuplacer test scores which place the student above ENGL 099. Alternatively, successful completion of 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. (Formerly MOA 111.)
Prequisite: Successful completion of MEDA 110 with a minimum grade of 2.0.

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. (Formerly MOA 112.)

MEDA 113—Pharmacology for Medical Assisting
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
Overview of drug therapy and theory relative to pharmacology for medical assistants. Injection techniques included; math as related to dosage calculation. (Formerly MOA 113.)
Prequisite: MEDA 110, MEDA 161 and MEDA 136 with a minimum grade of 2.0, MATH 094 (or higher) with a minimum grade of 2.0, or appropriate placement scores above the 094 class level. Completed MEDA program application packet must be on file.

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. Prequisite: MEDA 163 and MEDA 205.

MEDA 115—Computers in the Medical Office
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Using Medisoft medical administrative software, students will learn to complete various administrative tasks necessary for working as billers and/or coders. Prequisite: MEDA 120, OFTEC 110.

MEDA 116—Pharmacology for Reimbursement
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to basic pharmacology principles and terminology as needed for billing and coding for reimbursement. Prequisite: MEDA 110, MEDA 111.

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
Business English related to the medical office. Introduction to medical office software and records management. (Formerly MOA 120.)
Prequisite: OFTEC 110, 111 or 112, MEDA 161 (or concurrent enrollment in MEDA 161) or instructor permission.

MEDA 121—Medical Office Procedures II
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
General office procedures, with emphasis on computerized appointment scheduling and financial records. Continuation of MEDA 120. (Formerly MOA 121.)
Prequisite: MEDA 120.

MEDA 130—Medical Typing
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Intermediate medical typing. Emphasis on speed building and accuracy. Transcription/voice recognition software introduction. (Formerly MOA 130.)
Prequisite: OFTEC 110, 111, or 115 and MEDA 161.

MEDA 136—Examination Room Techniques
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Intro to basic examination room techniques, including vital signs and documentation. Patient prep, physical environment safety and maintenance of supplies and equipment. (Formerly MOA 136.)
Prequisite: MEDA 110 with a minimum grade of 2.0, MEDA 161 with a minimum grade of 2.0, MATH 094 (or higher) with a minimum grade of 2.0 or placement scores above the MATH 094 class level.

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, urinalysis, blood chemistry theory and testing, venipuncture, x-ray. (Formerly MOA 137.)
Prequisite: MEDA 136, 161 and High School or GED transcript and/or diploma. Students completing the MEDA Certificate program over 2 years must take this course during the second year.

MEDA 140—Medical Receptionist Skills
Cr: 3 Wkly hrs: 3 hours Lecture
Oral, written and telephone skills development appropriate to a medical receptionist setting. Emphasis on professional attributes and job search readiness. (Formerly MOA 140.)

MEDA 151—MEDA Professional Preparation I
Cr: 1 Wkly hrs: 1 hour Lecture
Discussion of the personal characteristics, work setting, skills and responsibilities of a Medical Assistant. Intro to basic psychology concepts related to patient interactions. (Formerly MOA 151.)

MEDA 152—MEDA Professional Preparation II
Cr: 1 Wkly hrs: 1 hour Lecture
Skills and techniques necessary to effectively function as an administrative medical assistant working in a receptionist setting. Emphasis on effective communication skills. (Formerly MOA 152.)
Prequisite: MEDA 151.

MEDA 153—MEDA Professional Preparation III
Cr: 1 Wkly hrs: 1 hour Lecture
Study of employment opportunities in the Medical Assisting field with emphasis on the professional responsibilities of Medical Assisting. Emphasis on job search readiness. (Formerly MOA 153.)
Prequisite: MEDA 152.

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. (Formerly MOA 160.)

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. Intro to medical specialties. (Formerly MOA 160 and MOA 161.)

MEDA 163—Medical Insurance Billing
Cr: 3 Wkly hrs: 3 hours Lecture
Introduction to medical insurance, billing and coding. (Formerly MOA 163.)
Prequisite: MEDA 160 or concurrent enrollment in MEDA 160, or instructor permission.

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. (Formerly MOA 164.)
Prequisite: 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 hour Lecture, 2 hours Lab
Introduction to the invasive procedures necessary for Medical Assistants. Includes an introduction to venipuncture and skin punctures, injections, and IV therapy theory. (Formerly MOA 168.)
Prequisite: MEDA 110 and MEDA 160. Completed program application must be on file, or student will need instructor permission to enroll.
MEDA 180—AIDS/HIV/Blood Borne Pathogens
Cr: 1  Wkly hrs: 1 hour Lecture
Meet WA State requirement for professional license in health occupations and AIDS Omnibus Bill 1988 components for 7 hours education on AIDS and OSHA Blood Borne Pathogens. (Pass/No Credit) (Formerly MOA 190.)

MEDA 199—Practicum
Cr: 1-5  Wkly hrs: 10 hours Lab
Course can be offered as: MEDA 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline. (Formerly MOA 199.)

MEDA 205—Medical Claims and Coding
Cr: 2  Wkly hrs: 1 hour 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. (Formerly MOA 205.)
Prerequisite: MEDA 163, or basic knowledge of ICD-9 and CPT coding, with instructor permission.

MEDA 208—Exit Testing for MEDA
Cr: 1  Wkly hrs: 1 hour Lecture
Performance based class, demonstrating entry level skills for MEDA externship. (Pass/No Credit) (Formerly MOA 208.)
Prerequisite: Successful completion of MEDA 110, 111, 112, 120, 136, 151, 152, 160, 161, 163, 209 and OFTEC 110 (or OFTEC 111 or 112). Student must participate in their externship Summer quarter following completion of this course.

MEDA 209—Medical Office Emergencies
Cr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab
AHA Healthcare Provider CPR and Basic First Aid, enabling medical assistants to respond within the scope of their training in an office. HIV/AIDS and Bloodborne pathogens training. (Formerly MOA 209.)

MEDA 210—Externship 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. (Formerly MOA 210.)
Prerequisite: All previous required courses (53 credits) must be completed within the last three years, with a cumulative GPA in these courses of 2.0 or better. Concurrent enrollment in MEDA 211 is required. Permission of the instructor is necessary.

MEDA 211—Human Relations/MEDA
Cr: 2  Wkly hrs: 2 hours Lecture
Discussion, problem-solving and evaluation of the clinical and administrative experiences gained in MEDA 210. (Formerly MOA 211.)
Prerequisite: The student must have completed all other required medical assisting courses (53 credits) with a minimum grade point average of 2.0 in these courses to register for MEDA 211. Further, all required courses must be taken within the previous three years to register for MEDA 211. Concurrent enrollment in MEDA 210 and previous completion of an application packet are also required.

MEDA 213—Externship for Billing and Coding
Cr: 2  Wkly hrs: 2 hours Lecture
Students are placed in approved medical facilities for a supervised, unpaid office experience as a final preparation for working as a Billing/Coding Specialist.
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 experiences 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 220—Phlebotomy: Introduction
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab
Anatomy and physiology of the circulatory system, specimen collection, processing and handling, and laboratory operations. (Formerly MOA 220.)
Prerequisite: Successful completion of MEDA 220 or MEDA 220 with GPA of 2.0 or higher. Student must submit to interview/additional vaccinations if required by externship site. Instructor permission also required.

MEDA 221—Phlebotomy: Externship
Cr: 4  Wkly hrs: 12 hours Clinic
Students are placed in a CLIA approved lab facility to perform 100 blood draws including venipunctures and capillary punctures. (Formerly MOA 221.)
Prerequisite: Successful completion of MOA 220 or MEDA 220 with GPA of 2.0 or higher. Student must submit to interview/additional vaccinations if required by externship site. Instructor permission also required.

MUSIC 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.

MUSIC 105—Music Appreciation
Cr: 5  Wkly hrs: 5 hours Lecture
H - Introduction to music in Western culture from the listener’s point of perception. Recommended for students who wish to fulfill Humanities requirements in the area of music. Open to all students. (Formerly MUSIC 102)

MUSIC 114—Music Theory I
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 will be studied. (Formerly MUSIC 180)

MUSIC 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 will be studied. (Formerly MUSIC 181)

MUSIC 143—Music Theory III
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 will be studied. (Formerly MUSIC 182)

MUSIC 150—Beginning Sight Reading
Cr: 1  Wkly hrs: 1 hour Lecture
H - Students will study rhythms and melodic and harmonic intervals. Students will be given music to read “on sight”. Students will apply music theory to singing and rhythm reading.
Prerequisite: Permission of instructor.

MUSIC 187—Introduction to Ethnomusicology
Cr: 5  Wkly hrs: 5 hours Lecture
H - Introduces the student to the fundamentals of ethnomusicological theory and method, emphasizing the foundational role of Native American studies.

MUSIC 188—Introduction to World Music
Cr: 5  Wkly hrs: 5 hours Lecture
H - A course exploring traditional and urban ethnic music of selected cultures of the world.

MUSIC 189—Intro 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.

MUSIC 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.
MUSIC 239—Jazz Musicianship I  
Gr: 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: MUSIC 280

MUSIC 240—Jazz Musicianship II  
Gr: 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: MUSIC 239

MUSIC 241—Music Theory IV  
Gr: 5  Wkly hrs: 5 hours Lecture  
H - Discovery of style in the late Renaissance, the common practice period, and after the common practice period through analysis, composition, and performance. (Formerly MUSIC 281)  
Prerequisite: MUSIC & 143.

MUSIC 242—Music Theory V  
Gr: 5  Wkly hrs: 5 hours Lecture  
H - Discovery of style in the late Renaissance, the common practice period, and after the common practice period through analysis, composition, and performance. (Formerly MUSIC 282)  
Prerequisite: MUSIC & 143.

MUSIC 243—Music Theory VI  
Gr: 5  Wkly hrs: 5 hours Lecture  
H - Discovery of style in the late Renaissance, the common practice period, and after the common practice period through analysis, composition, and performance. (Formerly MUSIC 283)  
Prerequisite: MUSIC & 143.

Music Performance:  
MUSIC 103—Concert Choir  
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Course can be offered as: MUSIC 103/104/105 and 203/204/205.  
H/SP - Study and performance of representative choral works of all musical style periods.  
Prerequisite: Audition.

MUSIC 106—Vocal Jazz Ensemble I (Jazzline)  
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Course can be offered as: MUSIC 106/107/108 and 206/207/208.  
H/SP - Study and performance of representative materials in the vocal jazz idiom.  
Prerequisite: Audition.

MUSIC 109—Jazz Band I  
Gr: 2  Wkly hrs: 4 hours Lab  
Course can be offered as: MUSIC 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.

MUSIC 110—Jazz Band II  
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Course can be offered as: MUSIC 112/113/114 and 212/213/214.  
H/SP - Rehearsal, study, and performance of jazz from the “big band” era through modern fusion.

MUSIC 117—Symphony Orchestra  
Gr: 1  Wkly hrs: 2 hours Lab  
Course can be offered as: MUSIC 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: Admission.

MUSIC 120—Opera Production  
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Course can be offered as: MUSIC 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.

MUSIC 123—Chamber Choir  
Gr: 2  Wkly hrs: 4 hours Lab  
Course can be offered as: MUSIC 123/124/125 and 223/224/225.  
H/SP - Advanced study and performance of representative choral works of all musical style periods.  
Prerequisite: Audition only.

MUSIC 126—Vocal Jazz II  
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Course can be offered as: MUSIC 126/127/128 and 226/227/228.  
H/SP - Beginning study and performance of vocal jazz.

MUSIC 130—Voice Class  
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Course can be offered as: MUSIC 130/131/132.  
H/SP - Basic vocal production in singing, with consideration of techniques and styles. Open to all students.

MUSIC 133—Beginning Class Piano  
Gr: 2  Wkly hrs: 2 hours Lecture  
Course can be offered as: MUSIC 133/134/135.  
H/SP - Course includes group and individualized instruction in keyboard techniques. Music theory and finger techniques taught and applied through piano performance.

MUSIC 136—Class Guitar  
Gr: 2  Wkly hrs: 2 hours Lecture  
Course can be offered as: MUSIC 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.

MUSIC 144—Wind Ensemble  
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Course can be offered as: MUSIC 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.

MUSIC 147A—Electric Bass  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147A/148A/149A and 247A/248A/249A.  
H/SP - Individual instruction for electric bass.  
Prerequisite: Permission of instructor.

MUSIC 147B—Piano  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147B/148B/149B and 247B/248B/249B.  
H/SP - Individual instruction for piano.

MUSIC 147C—Voice  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147C/148C/149C and 247C/248C/249C.  
H/SP - Individual instruction for voice.  
Prerequisite: Permission of instructor.

MUSIC 147D—String Instruments  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147D/148D/149D and 247D/248D/249D.  
H/SP - Course consists of scales, bowing technique, sighting, double stops, etc. studies by Mazas, Kreutzer, Florilò, and Řáde. Also, easier solos to the more difficult repertoire are studied.  
Prerequisite: Permission of instructor.

MUSIC 147E— Saxophone/Clarinet  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147E/148E/149E and 247E/248E/249E.  
H/SP - Individual instruction for saxophone/clarinet.

MUSIC 147F—Brass Instruments  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147F/148F/149F and 247F/248F/249F.  
H/SP - Individual instruction for brass instruments.

MUSIC 147G— Percussion Instruments  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147G/148G/149G and 247G/248G/249G.  
H/SP - Individual instruction for percussion instruments.

MUSIC 147H—Classical Guitar  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147H/148H/149H and 247H/248H/249H.  
H/SP - Private instruction in basic musicianship as it applies to classical guitar and its role in contemporary music.

MUSIC 147I—Guitar  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147I/148I/149I and 247I/248I/249I.  
H/SP - Individual instruction for guitar.  
Prerequisite: Permission of instructor.

MUSIC 147J—Clarinet/Low Woodwinds  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147J/148J/149J and 247J/248J/249J.  
H/SP - Individual instruction for clarinet/low woodwinds.
**MUSIC 147K—Low Brass**  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147K/148K/149K and 247K/248K/249K.  
H/SP - Individual instruction for low brass.

**MUSIC 147M—Flute**  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147M/148M/149M and 247M/248M/249M.  
H/SP - Individual instruction for flute.

**MUSIC 147P—Jazz Piano**  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147P/148P/149P and 247P/248P/249P.  
H/SP - Individual instruction for jazz piano.  
Prerequisite: Permission of instructor.

**MUSIC 147O—Composition/Arranging**  
Gr: 1-2  Wkly hrs: 1 hour Lecture, 5 hours Other  
Course can be offered as: MUSIC 147OQ/148OQ/149OQ and 247OQ/248OQ/249OQ.  
H/SP - Individual instruction in composition/arranging.

**MUSIC 157—Recording Techniques I**  
Gr: 5  Wkly hrs: 5 hours Lecture  
H/SP - The fundamentals of the sound recording process.

**MUSIC 158—Recording Techniques II**  
Gr: 5  Wkly hrs: 5 hours Lecture  
H/SP - Advanced studio production.  
Prerequisite: MUSIC 157 or instructor permission.

**MUSIC 160—Sound Reinforcement Techniques**  
Gr: 5  Wkly hrs: 5 hours Lecture  
H/SP - Study of the process of sound reinforcement from the theory of sound and acoustics to the assembling, operation and maintenance of a sound system.

**MUSIC 230—Voice Class**  
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  
Course can be offered as: MUSIC 230/231/232.  
H/SP - A course on intermediate level in singing, with emphasis on production, style, and repertory. This is a continuation of the beginning 100-level class.  
Prerequisite: MUSIC 130, 131, or 132.

**MUSIC 233—Intermediate Class Piano**  
Gr: 2  Wkly hrs: 2 hours Lecture  
Course can be offered as: MUSIC 233/234/235.  
H/SP - Course includes group and individualized instruction in keyboard techniques. Music theory and finger techniques are taught and applied through piano performance.  
Prerequisite: Permission of instructor and/or MUSIC 133/134/135.

**NURSE 101—Success Strategies for Nsg Students**  
Gr: 3  Wkly hrs: 3 hours Lecture  
Success strategies is an elective course designed for students accepted into the Fall ADN program. The strategies are customized for success in nursing academics and personal perspectives.  
Prerequisite: Admission into Fall Associate Degree Nursing program.

**NURSE 110—Professional Role Development I**  
Gr: 1  Wkly hrs: 1 hour Lecture  
The course is designed to introduce the student to the professional concepts of nursing including the history of nursing, role of the student nurse, legal issues, critical thinking and learning styles.  
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 114, 140, 144, 146, 151, 152, 154, and 156. A grade of 2.7 or higher is required for continuation in the Nursing Program.

**NURSE 112—Professional Role Development II**  
Gr: 1  Wkly hrs: 1 hour Lecture  
This course will examine professional nursing concepts including the role of the nurse, interdisciplinary relationships, and the nursing process.  
Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 116, 118, 142, 158 and 160. A grade of 2.7 or higher is required for continuation in the Nursing Program.

**NURSE 114—Nursing Communications**  
Gr: 2  Wkly hrs: 2 hours Lecture  
This course is designed to introduce the student to the Nurse/Client relationship, principles of communication and interviewing, assertiveness, and stress and adaptation.  
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 140, 144, 146, 151, 152, 154, and 156. A grade of 2.7 or higher is required for continuation in the Nursing Program.

**NURSE 116—Nursing Ethics I**  
Gr: 1  Wkly hrs: 1 hour Lecture  
This course will introduce the student to the beginning concepts of ethical reasoning, including the values, principles, and guidelines on which nurses base ethical decision-making.  
Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 140, 144, 146, 151, 152, 154, and 156. A grade of 2.7 or higher is required for continuation in the Nursing Program.

**NURSE 118—Nutrition for Professional Nursing**  
Gr: 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.  
Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 116, 142, 158, 160, and or permission of instructor. A grade of 2.7 or higher is required for continuation in the Nursing Program.

**NURSE 140—Clinical Applications Lab I**  
Gr: 1  Wkly hrs: 2 hours Lab  
NURSE 140 is the first in a series of 3 courses where students learn and demonstrate direct nursing care skills and documentation within a faculty-facilitated laboratory environment.  
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 144, 146, 151, 152, 154, and 156. A grade of 2.7 or higher is required for continuation in the Nursing Program.

**NURSE 142—Clinical Applications Lab II**  
Gr: 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.  
Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 116, 118, 158, 160. A grade of 2.7 or higher is required for continuation in the Nursing Program.

**NURSE 144—Physical Assessment in Nursing Lab**  
Gr: 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.  
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 146, 151, 152, 154, and 156. A grade of 2.7 or higher is required for continuation in the Nursing Program.

**NURSE 146—Nursing Care of the Older Adult**  
Gr: 1  Wkly hrs: 1 hour Lecture  
This course will introduce students to the growth, development, and physiological changes of the older adult. The concept of ageism and theory regarding dementia will be introduced.  
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 146, 151, 152, 154, and 156. A grade of 2.7 or higher is required for continuation in the Nursing Program.

**NURSE 151—Dosage Calculations**  
Gr: 1  Wkly hrs: 1 hour Lecture  
Course teaches mathematical computations used for medication administration and intravenous therapy in clinical practice. Minimum grade of 3.7 required in this course for Nursing Program continuation.  
Prerequisite: Permission of instructor.

**NURSE 152—Introduction to Pharmacology**  
Gr: 1  Wkly hrs: 1 hour Lecture  
This course is designed to teach students the basics of clinical pharmacology.  
Prerequisite: Admission to the Nursing Program or permission of the instructor.
Course Descriptions 13

NURSE 154 — Nursing Foundations
Cr: 3 Wkly hrs: 3 hours Lecture
Nursing Foundations introduces 1st year, 1st quarter Nursing students to the conceptual underpinnings needed to develop a beginning nursing practice framework. The course focuses on well clients and the nurse empowering the client to maximize their health potential within their environment.
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 144, 146, 151, 152, and 156. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 156 — Clinical Nursing Practice I
Cr: 3 Wkly hrs: 6 hours Lab
Student will begin development of the professional role of nursing. Emphasis is placed on assessment analysis and simple problem solving. Helping relationships with families, older adults, and peers will be demonstrated.
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 144, 146, 151, 152, and 154. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 158 — Clinical Nursing Therapeutics
Cr: 4 Wkly hrs: 4 hours Lecture
This course will introduce concepts related to promoting healthy physiological responses in clients. A nursing process framework will be utilized to foster critical thinking in the professional nursing role.
Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 116, 118, 142, and 160. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 160 — Clinical Nursing Practice II
Cr: 5 Wkly hrs: 10 hours Lab
This course will provide experiences with clients who have alterations in basic physiological functioning. Emphasis is placed on utilizing the nursing process and implementation of therapeutic nursing interventions.
Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 116, 118, 142, and 158. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 172 — Mental Health Theory
Cr: 3 Wkly hrs: 3 hours Lecture
This course will present 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.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of NURSE 112, 116, 118, 142, 158, and 160; concurrent enrollment or successful completion of NURSE 174. A grade of 2.7 or higher is required for continuation in the Nursing Program.

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.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of NURSE 112, 116, 118, 142, 158, and 160. Successful completion of or concurrent enrollment in NURSE 172. A grade of 2.7 or higher is required for continuation in the Nursing Program.

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.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of NURSE 112, 116, 118, 142, 158, and 160. Successful completion of or concurrent enrollment in NURSE 176. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 177 — Pediatric Clinical
Cr: 3 Wkly hrs: 6 hours Lab
This course allows students to provide direct care of pediatric clients and families, applying theoretical concepts learned in NURSE 176, in a variety of clinical settings.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of NURSE 112, 116, 118, 142, and 160. Successful completion or concurrent enrollment in NURSE 176. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 178 — Maternal-Newborn Nursing
Cr: 3 Wkly hrs: 3 hours Lecture
Designed as introduction of the professional nurse's role during the perinatal period, includes clients who are experiencing complications and women's health issues.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of NURSE 112, 116, 118, 142, 158, and 160. Concurrent enrollment or successful completion of NURSE 179. A grade of 2.7 or higher is required for continuation in the Nursing Program.

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.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of NURSE 112, 116, 118, 142, 158, and 160. Successful completion of or concurrent enrollment in NURSE 178. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 180 — Medical Surgical Nursing I
Cr: 3 Wkly hrs: 3 hours Lecture
Prepares students to care for adult, medical-surgical clients in acute and outpatient clinical settings. This course builds on the foundation students learned in NURSE 154 and NURSE 158.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of NURSE 112, 116, 118, 142, 158, and 160. Successful completion of or concurrent enrollment in NURSE 181. A grade of 2.7 or higher is required for continuation in the Nursing Program.

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.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of NURSE 112, 116, 118, 142, 158, and 160. Successful completion of or concurrent enrollment in NURSE 180. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 182 — Chronic Health Problems in Elderly
Cr: 1 Wkly hrs: 1 hour Lecture
Link pathophysiological changes R/T diseases in the elderly and nursing care to facilitate positive adaptations in the client's response.
Prerequisite: Continued enrollment in Nursing Program. Successful completion of NURSE 110, 114, 140, 144, 151, 152, 154, and 156 and concurrent enrollment in NURSE 112, 116, 118, 142, 158 and 160.

NURSE 200 — Professional Role Development III
Cr: 1 Wkly hrs: 1 hour Lecture
The course will examine the concepts of leadership and management utilized by the RN in providing care to a group of clients and in the role of team leader.
Prerequisite: Continued enrollment in the Nursing Program. Successful completion of 172, 174, 176, 177, 178, 179, 180, 181, 202. Concurrent enrollment in or successful completion of NURSE 204, 208, and 210. A grade of 2.7 or higher is required for continuation in the Nursing Program.

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.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of or concurrent enrollment in NURSE 172, 174 and 180, 181 or NURSE 176, 177 and 178, 179.
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NURSE 204 — Nursing Ethics II
Cr: 1 Wkly hrs: 1 hour Lecture
The student will apply ethical theory, concepts, and decision-making processes to client case studies.
Prerequisite: Continued enrollment in the Nursing Program. Successful completion of NURSE 172, 174, 176, 177, 178, 179, 180, 181 and 202. Successful completion of or concurrent enrollment in NURSE 200, 204 and 210. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 208 — Medical Surgical Nursing II
Cr: 3 Wkly hrs: 3 hours Lecture
This course will link pathophysiological changes related to particular disease entities and the client care needed to facilitate positive adaptation in the client’s response.
Prerequisite: Continued enrollment in the Nursing Program. Successful completion of NURSE 172, 174, 176, 177, 178, 179, 180, 181, and 202. Concurrent enrollment in NURSE 200, 204 and 210. A grade of 2.7 or higher is required for continuation in the Nursing Program.

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.
Prerequisite: Continued enrollment in the Nursing Program. Successful completion of NURSE 172, 174, 176, 177, 178, 179, 180, 181, and 202. Concurrent enrollment in NURSE 200, 204, and 208. A grade of 2.7 or higher is required for continuation in the Nursing Program.

NURSE 212 — Professional Role Development/Mentor
Cr: 8 Wkly hrs: 16 hours Lab
Mentoring provides a transition from the student to RN role. Integration of all learning is utilized to strengthen the role of provider of care, manager of care and member of the profession.
Prerequisite: Continued enrollment in the Nursing Program. Successful completion of NURSE 200, 204, 208 and 210. A grade of 2.7 or higher is required for completion of the Nursing Program.

NURSE 252 — Pharmacology Review
Cr: 1 Wkly hrs: 1 hour Lecture
The course is designed to enhance the student’s clinical nursing practice application of pharmacology including mechanism of action, drug classification, nursing considerations and significant patient education necessary for the most commonly prescribed medications.
Prerequisite: NURSE 152 or permission of the instructor.

Office Technology

OFFTEC 101 — One-Handed Keyboard
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.

OFFTEC 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.

OFFTEC 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: OFFTEC 104.

OFFTEC 104 — Voice Output Level 1
Cr: 3 Wkly hrs: 6 hours Lab
An introduction to the basics of voice-output software using JAWS for Windows. Provides instruction on using basic keyboard commands that allow students to access and hear text voiced on the computer screen.
Prerequisite: Keyboard skills.

OFFTEC 105 — Voice Output Level 2
Cr: 3 Wkly hrs: 6 hours Lab
Students will build on the knowledge learned in OFFTEC 104. Course provides instruction on producing, reading, and manipulating a word processing document using PC cursor commands to access menu bars and icons.
Prerequisite: OFFTEC 104.

OFFTEC 106 — Voice Output Level 3
Cr: 3 Wkly hrs: 6 hours Lab
Students will build on the knowledge learned in OFFTEC 105. Provides instruction on the use of voice output to access and read graphic based, mouse driven environments, such as Windows desktop and web pages.
Prerequisite: OFFTEC 105.

OFFTEC 107 — Voice Recognition Level 1
Cr: 3 Wkly hrs: 6 hours Lab
Introduction to the fundamentals of voice-activated software using DragonDictate. Provides instruction on using basic voice-activated input commands, including how to build voice files, dictate a simple written document, and correct errors.

OFFTEC 108 — Voice Recognition Level 2
Cr: 3 Wkly hrs: 6 hours Lab
Builds on the fundamentals of voice recognition learned in OFFTEC 107. Provides instruction on using intermediate voice-activated input commands, focusing on how to format and manipulate a document.
Prerequisite: OFFTEC 107.

OFFTEC 109 — Voice Recognition Level 3
Cr: 3 Wkly hrs: 6 hours Lab
Students will build on the knowledge learned in OFFTEC 108. Course provides instruction on using advanced voice commands to imitate a mouse driven environment related to Windows and the Internet.
Prerequisite: OFFTEC 108.

OFFTEC 110 — Beginning Keyboarding
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Learn and develop skill in alphanumeric keyboarding, 10-key data entry, basic computer functions, and basic document formatting.

OFFTEC 111 — Data Entry Skill Building
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
The objectives of the course are to improve both speed and accuracy of alphabetical and numerical keyboarding skills including 10-key pad and figure rows using the touch system.
Prerequisite: OFFTEC 110 or equivalent.

OFFTEC 112 — Document Formatting
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Develop industry-standard formatting and production skills with MS Word software by keying letters, memos, reports, tables, agendas, minutes of meetings, itineraries, financial statements, etc. Includes mail merge, use of graphics, editing/prooferading, and keyboarding skill development.
Prerequisite: OFFTEC 141, keyboarding proficiency at 30+ NWAM or permission of instructor.

OFFTEC 115 — Speed and Accuracy Keyboarding
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
The objectives of the course are to improve both speed and accuracy of alphabetical and numerical keyboarding skills using the touch system to provide training in keyboarding test techniques.
Prerequisite: OFFTEC 111. Course designed to improve skill beyond that achieved in OFFTEC 111.

OFFTEC 118 — Electronic Communication
Cr: 2 Wkly hrs: 2 hours Lecture
A concentrated course on writing effective E-mail and using instant messaging, understanding confidentiality and legal aspects, and using professional English to write, edit, and proofread before hitting “send”.

OFFTEC 121 — 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.
Prerequisite: Placement test score consistent with readiness for college level mathematics or completion of MATH 090 with a 2.0 or higher, or permission of instructor.

OFFTEC 123 — Payroll Accounting
Cr: 5 Wkly hrs: 5 hours Lecture
A course 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: OFFTEC 121 or ACCT& 201 with a grade of 2.0 or higher.

OFFTEC 124 — Electronic Printing Calculators
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Control and operation of electronic printing and display calculators. Emphasis on attaining minimum office proficiency.

Oceanography

OCEAA 101 — Intro to Oceanography
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - Quantitative and descriptive study of the oceans and their physics, chemistry, geology, and biology. Laboratory includes extensive field work. (Formerly BIO 205)
OFTEC 130 — Accounting Simulation/Serv Business  
Gr: 1  Wkly hrs: 2 hours Lab  
Simulated accounting application involving the accounting cycle for a service business.  
Prerequisite: OFTEC 121 or ACCT& 201.

OFTEC 131 — Accounting Simulation/Merch Business  
Gr: 1  Wkly hrs: 2 hours Lab  
Simulated accounting application involving the accounting cycle for a merchandising business.  
Prerequisite: OFTEC 121 or ACCT& 201.

OFTEC 132 — Accounting Simulation/Corporation  
Gr: 1  Wkly hrs: 2 hours Lab  
Simulated accounting application involving the accounting cycle for a corporation.  
Prerequisite: ACCT& 202.

OFTEC 134 — Computerized Accounting  
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
A hands-on, realistic approach to computerized, integrated accounting for students who have a comprehensive knowledge of accounting practices and principles, and requisite keyboarding and computer skills.  
Prerequisite: OFTEC 121 or ACCT& 201 and OFTEC 110 with a grade of 2.0 or higher, or permission of instructor.

OFTEC 136 — Customer Service Information Age  
Gr: 2  Wkly hrs: 2 hours Lecture  
Students will develop skills in the use of technology and research tools common to a customer service environment to locate and provide appropriate information while maintaining quality customer service. (Pass/No Credit) (Formerly WFT 121)

OFTEC 138 — Peachtree Accounting  
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
A hands-on, realistic approach to small business accounting, using specialized “Peachtree” accounting software. Designed for students who have had a beginning course in bookkeeping or accounting.  
Prerequisite: OFTEC 121 or ACCT& 201 or permission of instructor.

OFTEC 139 — QuickBooks  
Gr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab  
This course will provide a foundation in QuickBooks software. It will cover a review of fundamental accounting principles and include practical applications.  
Prerequisite: OFTEC 121 or ACCT& 201 or permission of instructor.

OFTEC 141 — MS Word Specialist  
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Comprehensive approach to learning the current release of MS Word in the Windows environment. Topics include paragraph/page formatting and editing, tables, columns, mail merge, graphics, and Web pages. Prepares completers to use Word in personal and business settings and for the Microsoft Office Specialist Certification.  
Prerequisite: CMPTR 150 and keyboarding by touch, or permission of instructor.

OFTEC 142 — Microsoft Publisher Basics  
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Develop industry-standard desktop publishing skills with a practical, hands-on approach to Microsoft Publisher. Design and create newsletters, stationery, flyers, brochures, and other common business documents. Emphasis on problem solving, publication design, and proofreading/editing skills. (Same as CMPTR 142)  
Prerequisite: OFTEC 110 or equivalent proficiency.

OFTEC 152 — MS Excel Specialist  
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Comprehensive approach to learning current release of MS Excel in Windows environment. Topics include formulas, logical functions, building charts, hyperlinks, graphics, formatting, and managing data. Prepares completers to use Excel in personal and business settings and take the MS Excel Specialist exam.  
Prerequisite: CMPTR 150.

OFTEC 156 — Business English  
Gr: 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.

OFTEC 162 — General Office Procedures  
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Office procedures including introduction to the office environment, receptionist duties, equipment and supply control, banking services, payroll procedures, mail responsibilities, and resume/job hunting techniques.  
Prerequisite: CMPTR 150 and OFTEC 110 or equivalent skills with permission of instructor.

OFTEC 170 — Records and Database Management  
Gr: 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: CMPTR 150, keyboarding proficiency at 25 wpm, or permission of instructor.

OFTEC 175 — Legal Terminology  
Gr: 5  Wkly hrs: 5 hours Lecture  
A study of legal terminology including definitions, spelling, and correct usage in legal communications and case law.

OFTEC 180 — Integration of Software Applications  
Gr: 2  Wkly hrs: 2 hours Lecture  
Complete projects using several computer application platforms and the world wide web to reinforce understanding of and proficiency in using and integrating between word processing, spreadsheet, database, and presentation software applications. This course will accommodate several audiences, including, but not limited to, students needing elective credit and wanting to strengthen their computer application skills beyond core expectations to the potential student currently employed and seeking to enhance their professional growth in computer applications.  
Prerequisite: CMPTR 150 or permission of instructor.

OFTEC 213 — Legal Typing and Ranscription  
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Legal typing simulations and advanced practice using a word processing program and a transcription machine with emphasis on accuracy, correct formatting, and proper English usage in legal documents. For students intending to work in law offices.  
Prerequisite: OFTEC 112 or permission of instructor.

OFTEC 214 — Advanced Office Applications  
Gr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Integration of business-standard software skills including spreadsheet, word processing, desktop publishing, electronic presentation, calendaring, email, online networking. Voice input and machine transcription will be introduced. Emphasis is on problem solving, collaboration, and independent thinking.  
Prerequisite: OFTEC 141, OFTEC 152, and OFTEC 170 or CMPTR 154, keyboarding proficiency at 45+ NWAM or permission of instructor.

OFTEC 224 — Practical Fund Accounting  
Gr: 5  Wkly hrs: 5 hours Lecture  
Accounting and reporting concepts, standards, and documents 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.

OFTEC 226 — Business Taxation  
Gr: 5  Wkly hrs: 5 hours Lecture  
Study of federal, state, and local business taxation and its application to individuals and business entities.  
Prerequisite: OFTEC 121 or ACCT& 201.

OFTEC 252 — MS Excel Advanced  
Gr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab  
Comprehensive approach to learning the advanced commands in MS Excel 2002 in the Windows XP environment. Topics include: macros, templates, auditing tools, database tools, pivot tables. Prepares completers to utilize Excel in personal and business settings, or prepare for the MOUS Excel Expert exam. (Same as CMPTR 252)  
Prerequisite: OFTEC 152 or pass MOUS Excel proficiency or permission of instructor.

OFTEC 256 — Business Correspondence  
Gr: 5  Wkly hrs: 5 hours Lecture  
Effective composition for business of letters, memos, and reports. Includes writing style, tone, grammar, punctuation, and vocabulary. Recommended for all business administration and office technology students.  
Prerequisite: OFTEC 156, ENGL 100, or permission of instructor; keyboarding ability.
13 Course Descriptions

OITEC 262—Administrative Office Management
Cr: 5  Wkly hrs: 5 hours Lecture
Designed for students with sophomore standing who are completing the 2-year ATA degree in Administrative Office Support, or the Office Management core within Business Management, or for currently employed office personnel desiring to expand their knowledge of office management. Emphasis will be on environments and employees including hiring, supervision, motivation, performance appraisal, training, and productivity.
Prerequisite: OITEC 162 or one year general office support work experience.

OITEC 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: CMPTR 150 or permission of instructor.

OITEC 271—Project Management Simulation
Cr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab
Designed to develop project management skills through a dynamic hands-on business exercise. It includes exposure to real-world experiences and challenges in managing the myriad of variables that are routinely encountered in project management.
Prerequisite: OITEC 270.

OITEC 275—Legal Office Procedures
Cr: 5  Wkly hrs: 5 hours Lecture
A focused course on legal office procedures, law office management, and duties/responsibilities of legal office support personnel. Course work includes legal vocabulary, research, and discussion.
Prerequisite: Sophomore standing or permission of instructor.

OLRM 101—Organizational Leadership I
Cr: 3  Wkly hrs: 3 hours Lecture
Introduction to leadership within organizations, overview of what it means to be a leader, summary of leadership styles and approaches, case studies, and an examination of the relationships leadership and followership.

OLRM 102—Organizational Leadership II
Cr: 3  Wkly hrs: 3 hours Lecture
A continued examination of key leadership tenets to include the leader as a relationship builder and communicator; leading teams; the importance of diversity; the role of power and influence; and the leader as a social architect to effect change.
Prerequisite: OLMR 101 or permission of the instructor.

OLRM 103—Explore Your Strengths
Cr: 1  Wkly hrs: 1 hour 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 hour Lecture
Explores the various dimensions of diversity (gender, race, culture, etc.), fosters appreciation for the value of diversity in our living and working communities. (Pass/No Credit)

OLRM 110—Apprenticeship Career Planning
Cr: 3  Wkly hrs: 3 hours Lecture
Provides a formula for building an effective career plan, particularly for professional/technical students focused on entry into an apprenticeship program.

OLRM 150—Improving Human Effectiveness
Cr: 2  Wkly hrs: 2 hours Lecture
Great people make great organizations—this overview course focuses attention on the key issues related to human effectiveness in organizations today and the factors which influence the way organizations and people react to the changes that confront them.

OLRM 197—Leadership Practicum
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: OLMR 197/297. A practical application in the working world of the basic theories studied in the above program or discipline. (Pass/No Credit)

OLRM 199—Practicum
Cr: 1-5  Wkly hrs: 10 hours Lab
Course can be offered as: OLMR 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—I 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.

OIRM 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. (Formerly BMGMT 220)

OIRM 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. (Formerly BMGMT 225)

OIRM 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.

OIRM 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.

OIRM 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.

PARED 101 — Parent Education Cooperatives
Cr: 1-2 Wkly hrs: 2 hours Lecture
Course can be offered as: PARED 015/016/017.
Parents learn about child development and positive guidance from instructor, class discussions, or other activities. Topics selected based on individual needs and ages of children. (Pass/No Credit)
Prerequisite: Child must be enrolled in preschool/daycare center/elementary school.

PARED 115 — Parent Education Cooperatives
Cr: 1-2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Course can be offered as: PARED 115/116/117.
Parents learn about child development and positive guidance. Topics selected based on individual needs/ages of children. May be taken instead of PARED 015/016/017 for college credit. Additional assignments are required. Prerequisite: Child enrolled in O.C. Parent Child Co-op Preschool or O.C. Child Care or permission of instructor.

PARED 125 — Foster Parenting
Cr: 6 Wkly hrs: 6 hours Lecture
This course is designed to develop the student’s understanding of self-concept, permanence, separation, development of children in foster care, discipline, and communication in foster parenting.

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.

PARED 151 — Blended Family
Cr: 2 Wkly hrs: 2 hours Lecture
Students focus on the increasing prevalence of the blended family: The family composed of parents and children from previous families. Strengths, challenges and opportunities are identified.

PARED 199 — Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: PARED 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.

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. (Formerly PHILO 101)

PHIL 106 — Intro to Logic
Cr: 5 Wkly hrs: 5 hours Lecture
NS/SS - Introduction to symbolic logic, emphasizing the relationship of Logic to language, and the analysis and evaluation of arguments. (Formerly PHILO 120)

PHIL 115 — Critical Thinking
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - Emphasis on analyzing, evaluating, and constructing thought in a clear logical fashion with application to other fields. A non-symbolic approach to logic and critical thinking. (Formerly PHILO 115)

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. (Formerly PHILO 240)

PHIL 105 — College First Aid and Community CPR
Cr: 3 Wkly hrs: 3 hours Lecture
Study of prevention of heart disease and practical skills leading to First Aid & CPR certifications. Students engage in writing and oral presentation projects.

PHIL 107 — Personal Wellness
Cr: 3 Wkly hrs: 3 hours Lecture
SS - 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 105 — Infant/Child CPR and Wellness
Cr: 2 Wkly hrs: 2 hours Lecture
Expanded course in Infant/Child CPR, using American Red Cross (ARC) standards. Successful completion of ARC written and skill tests can lead to Red Cross certification.

PE-ED 109 — Basic CPR
Cr: 1 Wkly hrs: 1 hour Lecture
Course is Basic Adult CPR using American Red Cross (ARC) Standards. (Pass/No Credit)

PE-ED 110 — Basic First Aid
Cr: 1 Wkly hrs: 1 hour Lecture
Course in Basic First Aid using American Red Cross (ARC) Standards. (Pass/No Credit)

PE-ED 125 — Sports Psychology
Cr: 3 Wkly hrs: 5 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 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.

PE-ED 104 — Health Science
Cr: 2 Wkly hrs: 2 hours Lecture
SS - 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 109 — Self Defense
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFS 109/209.
Course emphasizes the fundamental skills necessary to defend yourself and/or others in the event you are confronted by an attacker/assailant.
Course Descriptions

PEFSP 110—Karate
Gr: 1  Wkly hrs: 2 hours Lab  Course can be offered as: PEFSP 110/210.  Course emphasizes the fundamental skills of karate and develops an understanding of karate as an art form.

PEFSP 111—Tai Chi
Gr: 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 113—Tennis
Gr: 1  Wkly hrs: 2 hours Lab  Course can be offered as: PEFSP 113/213.  Course emphasizes the fundamental skills of tennis, scoring, game strategies, and rules necessary to play tennis as a recreational sport.

PEFSP 120—Scuba Diving
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab  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 124—Flying Disc Games
Gr: 1  Wkly hrs: 2 hours Lab  This class will be an introduction to games that involve the flying disc. Students will learn skills, strategies and rules of disc games.

PEFSP 126—Basketball
Gr: 1  Wkly hrs: 2 hours Lab  Course can be offered as: PEFSP 126/226.  Course emphasizes the fundamental skills of basketball, team strategies of offense and defense, and rules necessary to play basketball as a recreational sport. (Pass/No Credit)

PEFSP 128—Basketball
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 128/228.  Course emphasizes the fundamental skills of basketball, team strategies of offense and defense and rules necessary to play basketball as a recreational sport. (Pass/No Credit)

PEFSP 130—Volleyball
Gr: 1  Wkly hrs: 2 hours Lab  Course can be offered as: PEFSP 130/230.  Course emphasizes the fundamental skills of volleyball, offenses, defenses, and rules necessary to play volleyball as a recreational sport. (Pass/No Credit)

PEFSP 132—Volleyball
Gr: 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
Gr: 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
Gr: 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 145—Aerobic Fitness
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 145/245.  Explores the concepts of improving aerobic fitness and function. Uses vigorous exercise (including running, jumping, aerobic dance, step, bike, and outdoor exercise) and related assignments.

PEFSP 147—Functional Fitness
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 147/247.  Course using techniques from Ashtanga yoga, physio-ball training, core stabilization, and Pilates-type exercises to improve functional movement skills, balance, and coordination.

PEFSP 152—Lifetime Fitness
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  Concepts of improving all major components of fitness. Vigorous exercise including heavy weight lifting, running, jumping, and academic assignments/projects.

PEFSP 153—Fast Fitness
Gr: 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. Contact PE coordinator for more information @ 360-475-7742.

PEFSP 155—Strength & Flexibility Training
Gr: 2  Wkly hrs: 4 hours Lab  Exploration of the concepts of improving fitness and function through strength and flexibility training. Student participates in vigorous exercise and academic assignments.

PEFSP 157—Prescription Lifetime Fitness
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  For students with medical conditions limiting participation in standard exercise. Does not provide Personal Training/Rehabilitation services. Oral and written academic projects are included.  Prerequisite: Completed Prescription Lifetime Fitness Medical Form. Pick up from Director in PE 105 or Access Services.

PEFSP 160—Varsity Team—Fastpitch
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 160/260.  Theory and conditioning for offensive and defensive team play necessary for successful competitive fastpitch. For students participating in the Fastpitch team.  Prerequisite: Permission of instructor.

PEFSP 162—Varsity Team—Baseball
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 162/262.  Theory and conditioning for offensive and defensive team play necessary for successful competitive baseball. For students on Varsity Baseball.  Prerequisite: Permission of instructor.

PEFSP 163—Varsity Team Basketball—Men
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 163/263.  Theory and conditioning for offensive and defensive team play necessary for successful competitive basketball. For student on Varsity Men's Basketball.  Prerequisite: Permission of instructor.

PEFSP 164—Varsity Team Basketball—Women
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 164/264.  Theory and conditioning for offensive and defensive team play necessary for successful competitive basketball. For students on Varsity Women's Basketball.  Prerequisite: Permission of instructor.

PEFSP 165—Varsity Team—Soccer
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 165/265.  Theory and conditioning for offensive and defensive team play necessary for successful competitive soccer. For students on Varsity Soccer.  Prerequisite: Permission of instructor.

PEFSP 166—Varsity Team—Golf
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 166/266.  Theory and conditioning for offensive and defensive team play necessary for successful competitive golf. For students on Varsity Golf.  Prerequisite: Permission of instructor.

PEFSP 167—Athletic Conditioning
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 167/267.  Athletic conditioning is a class designed for current student athletes competing at the intercollegiate level at Olympic College.

PEFSP 169—Advanced Varsity Team Fastpitch
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 169/269. Application of theory and conditioning for offensive and defensive team play necessary for successful competitive fastpitch play. For students participating on the Fastpitch team.

PEFSP 170—Advanced Varsity Team Baseball
Gr: 2  Wkly hrs: 4 hours Lab  Course can be offered as: PEFSP 170/270. Application of theory and conditioning for offensive and defensive team play necessary for successful competitive baseball. For students participating on varsity baseball.

PEFSP 175—Jogging/Aerobics
Gr: 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 of 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 hour Lecture, 4 hours Lab
Course can be offered as: PEFSP 181/281.
For students ten or more pounds overweight that want to develop an exercise program for fitness and learn concepts for weight management.

PEFSP 185—Recreational Swimming
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 185/285.
Course emphasizes the fundamental skills of basic water sports, including: safety, drown proofing, basic strokes, and diving.
Prerequisite: Some experience in a water environment, i.e., ability to float and perform any stroke for 25 yards.

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 hour Lecture, 4 hours Lab
Course emphasizes advanced strength training techniques. Students will primarily utilize free weights, including Olympic platforms, with an emphasis on strength improvement.

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.

PEFSP 289—Advanced Weight Training
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Course emphasizes advanced strength training techniques. Students will primarily utilize free weights, including Olympic platforms, with an emphasis on strength improvement.

PE-FD 140—Ballet
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PE-FD 140/240.
H/SP - Students study the history and cultural background of ballet, technique and choreography, postural development/body placement, and terminology.

PE-FD 143—Jazz Dance
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PE-FD 143/243.
H/SP - Students study the history and culture of Jazz dance, basic choreography and isolation technique, musical phrasing, and biomechanics for Jazz technique.

PE-FD 146—Folk and Line Dancing
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PE-FD 146/246.
H/SP - Basic Folk and Line dances, ethnic origins of selected dances, and social dancing skills.

PE-FD 147—Ballroom/Swing Dance
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PE-FD 147/247.
Students study the history and cultural background in the Foxtrot, Waltz, Swing, Rumba, Cha-Cha, Samba, and Tango dances. Students will also study technique, choreography, postural development/body placement, and terminology.

PE-FD 161—Skiing/Snow Board
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Course can be offered as: PE-FD 161/261.
Instruction and practice in the basic skills of skiing/snowboarding.

PE-FD 165—Cross Country Skiing
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: PE-FD 165/265.
Basic through advanced cross country ski techniques, including equipment and clothing.

PE-FD 170—Backpacking and Survival
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: PE-FD 170/270.
Explore topics related to camping, travel and survival techniques in the outdoors. Includes a minimum of 6 hiking/backpacking field trips. (Formerly PE-FD 171)

PE-FD 172—Basic Mountaineering
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Students will explore techniques in snow and rock climbing, field trips include exercises to develop proficiency in individual and team skills. Highest emphasis is placed on safety, confidence and responsibility in difficult terrain.
Prerequisite: 16 years of age or older.
13 Course Descriptions

PTA 106 — Kinesiology and Functional Anatomy
Cr: 5 Wkly hrs: 5 hours Lecture
A study of movement emphasizing functional components of the musculoskeletal and neuromuscular systems.
Prerequisite: Admission to the Physical Therapist Assistant Program.

PTA 107 — Pathology
Cr: 5 Wkly hrs: 5 hours Lecture
A basis for the understanding of etiology and progression of disease processes. Basic concepts of inflammation followed by a systems-based approach to the body systems.
Prerequisite: 2.0 or better in all previous Physical Therapist Assistant courses.

PTA 108 — Human Growth and Development
Cr: 2 Wkly hrs: 2 hours Lecture
Examination of normative development across the lifespan from infancy through the aging adult, including the impact of disease/disability on the normative development and function.
Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 110 — Orthopedic Conditions
Cr: 2 Wkly hrs: 2 hours Lecture
An in-depth view of musculoskeletal and orthopedic conditions encountered in physical therapy. Sections on each joint or region and common orthopedic surgical procedures and associated rehabilitation are described.
Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 111 — Neuroscience for the PTA
Cr: 2 Wkly hrs: 2 hours Lecture
The course presents an in-depth view of neurological and neuromuscular conditions encountered in physical therapy. Review and development of functional neuroanatomy and pathology for each condition.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 120 — PTA Procedures I—Basic Skills
Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab
The course provides an introduction to basic skills used in physical therapy.
Prerequisite: Admission into the Physical Therapist Assistant Program.

PTA 121 — PTA Procedures II—Functional Rehab
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Principles of posture, gait, assistive devices, functional components of ADL, self-care and home, community and work environments, prosthetic, orthotic and adaptive device management.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 122 — PTA Procedures III—Orthopedics
Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab
Students will learn to perform assessment and intervention techniques regarding orthopedic and musculoskeletal conditions. Extensive instruction with lab practice regarding therapeutic exercise in orthopedics.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 123 — PTA Procedures IV—Physical Agents
Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab
Concepts of physical agents used in physical therapy including thermal agents, hydrotherapy, traction, compression, ultrasound and electrical currents. Concurrent lab instruction and practice in all physical agents.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 124 — PTA Procedures V—Neuromuscular
Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab
Prepares students to perform assessment and intervention techniques regarding neuromuscular conditions. Extensive instruction with lab practice in therapeutic exercise for neuromuscular conditions.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 151 — Clinical Experience I
Cr: 4 Wkly hrs: 12 hours Clinic
Students will be placed in clinical facilities for 10 weeks; 4 hours daily, three times per week. 120 total hours of clinical education under the direct supervision of a physical therapist/PTA.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 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.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 251 — Clinical Affiliation I
Cr: 7 Wkly hrs: 21 hours Clinic
Terminal clinical education experience. Students will be placed in clinical facilities for 5 weeks, 8 hours daily. 210 total hours of clinical education will be fulfilled under direct supervision of a physical therapist.
Prerequisite: All prior Physical Therapist Assistant courses with a passing grade and successful passing of lab practical exit exam.

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.
Prerequisite: All prior Physical Therapist Assistant courses with a passing grade.

PHYS 110 — Introduction to Physics
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Mechanics: Fundamental quantities, vectors, one and two dimensional motion, statics, Newton's Laws, gravitation, work and energy, impulse and momentum, and rotational motion. (Formerly PHYS 114)
Prerequisite: MATH& 141 or PHYS 110 with a grade of 2.0 or above.

PHYS 121 — General Physics I
Cr: 6 Wkly hrs: 5 hours Lecture
NS - Mechanics: Fundamental quantities, vectors, one and two dimensional motion, statics, Newton's Laws, gravitation, work and energy, impulse and momentum, and rotational motion. (Formerly PHYS 114)
Prerequisite: MATH& 141 or PHYS 110 with a grade of 2.0 or above.

PHYS 122 — General Physics II
Cr: 6 Wkly hrs: 5 hours Lecture
NS - Thermodynamics, electric fields, forces and potential, direct current and resistance, capacitance and dielectrics, magnetism, and induction. (Offered Winter Quarter only.) (Formerly PHYS 115)
Prerequisite: PHYS& 121 with a grade of 2.0 or above.

PHYS 123 — General Physics III
Cr: 6 Wkly hrs: 5 hours Lecture
NS - Solids and fluids, vibrations, waves and sound, interference phenomena, electromagnetic waves, reflection, refraction, polarization, lenses and optical instruments. Quantum, atomic and nuclear physics as time allows. (Offered Spring Quarter only.) (Formerly PHYS 116)
Prerequisite: PHYS& 121 with a grade of 2.0 or above.

PHYS 131 — General Physics Lab I
Cr: 0 Wkly hrs: 2 hours Lab
NS - See PHYS& 121.

PHYS 132 — General Physics Lab II
Cr: 0 Wkly hrs: 2 hours Lab
NS - See PHYS& 122.

PHYS 133 — General Physics Lab III
Cr: 0 Wkly hrs: 2 hours Lab
NS - See PHYS& 123.

PHYS 221 — Engineering Physics I
Cr: 6 Wkly hrs: 5 hours Lecture
NS - Mechanics: fundamental units, vectors, statics, laws of kinematics, linear and rotational motion, work, energy, momentum, impulse, equilibrium, inertia, and rocket propulsion. (Formerly PHYS 254)
Prerequisite: MATH& 163 and PHYS 110 with a grade of 2.0 or above.

PHYS 222 — Engineering Physics II
Cr: 6 Wkly hrs: 5 hours Lecture
NS - Electricity and Magnetism: Coulomb's Law, Gauss's Law, electric and magnetic fields, capacitors and resistors in circuits, electrical instruments, and Kirchhoff's rules. (Formerly PHYS 255)
Prerequisite: PHYS& 221 with a grade of 2.0 or above. Concurrent enrollment in MATH& 264 is recommended.

PHYS 223 — Engineering Physics III
Cr: 6 Wkly hrs: 5 hours Lecture
NS - Fluids, Oscillations and waves. Heat: Temperature scales, heat measurements, thermal properties of matter. First and Second Law of Thermodynamics. Light, reflection, refraction, lenses, mirrors, image formation, interference, diffraction, polarization. (Formerly PHYS 256)
Prerequisite: PHYS& 221 with a grade of 2.0 or above.
PHYS& 231 — Engineering Phys Lab I  
Cr: 0  Wkly hrs: 2 hours Lab  
NS - See PHYS& 221. (Formerly PHYS 254L)

PHYS& 232 — Engineering Phys Lab II  
Cr: 0  Wkly hrs: 2 hours Lab  
NS - See PHYS& 222. (Formerly PHYS 255L)

PHYS& 233 — Engineering Phys Lab III  
Cr: 0  Wkly hrs: 2 hours Lab  
NS - See PHYS& 223. (Formerly PHYS 256L)

POL 101 — Intro Political Science  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - An introduction to the principles and problems of the study of politics and modern government. This includes the study of concepts such as freedom, authority, power, and ideology. (Formerly POL-S 101)

POL 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 organization, political parties and voters behavior, and state and local policy making. (Formerly POL-S 115)

POL 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. (Formerly POL-S 145)

POL 150 — War  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - A comprehensive description of war from the social sciences and humanities: Historical, political, economic, psycho-social aspects and topics from philosophy, literature, and film are used. (Formerly POL-S 150) (Same as HUMAN 150)

POL 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. (Formerly POL-S 175) (Same as HUMAN 175)

POL 199 — Practicum  
Cr: 1-5  Wkly hrs: 10 hours Lab  
A practical application in the working world of the basic theories studied in the above program or discipline. (Formerly POL-S 199)

POL& 201 — Intro Political Theory  
Cr: 5  Wkly hrs: 5 hours Lecture  
H/SS - An introduction to the major thinkers and philosophies that have shaped the Western political tradition. (Formerly POL-S 185)

POLS& 202 — American Government  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Development, structure, and role of U.S. Government, with attention to democratic traditions. Constitutionalism, federalism, civil liberties, political parties, and propaganda. (Formerly POL-S 210)

POLS 203 — International Relations  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Rise of state and modern state system with emphasis on nationalism, sovereignty, national power, imperialism, economic and military rivalry, and the quest for security and peace and problems of developing nations. (Formerly POL-S 240)

POLS 235 — Labor and Film  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Using a combination of labor films and labor history, this course examines the role of unions in the United States and their trajectory of struggle for workers' rights and welfare. (Formerly POL-S 235) (Same as HUMAN 235)

POLS 300 — Health Politics and Policy  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - The interaction and effect of governmental institutions and actors on health care including policymaking and its influences as well as government regulation of health care providers. 
Prerequisite: POLS 115 or POLS& 202 strongly recommended— instructors permission required if this prerequisite is not met, ENGL& 101 is also required.

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. 
Prerequisite: Admission into the Practical Nursing Program and concurrent enrollment in, or completion of Winter quarter PN courses.

PNURS 103 — Physical Assessment Applicant Lab  
Cr: 1  Wkly hrs: 2 hours Lab  
Physical assessment of the adult client using interpersonal communication skills. 
Prerequisite: Admission into the Practical Nursing Program and concurrent enrollment in, or completion of Winter quarter PN courses.

PNURS 104 — Lab I, Lecture  
Cr: 1  Wkly hrs: 1 hour Lecture  
Introductory lecture course for planning, delivery and oversight of care for the client needing basic nursing skills. 
Prerequisite: Admission to Practical Nursing Program.

PNURS 105 — Lab I, Application  
Cr: 1  Wkly hrs: 2 hours Lab  
Introductory lab class basic on nursing care skills, universal precautions, vital signs, body mechanics, restraints, safety, applied calculations. Credit by examination possible. 
Prerequisite: Admission to Practical Nursing Program and current enrollment in or completion of PNURS 102, 104, 110, 112, 114 and 122.

PNURS 106 — Lab II  
Cr: 2  Wkly hrs: 4 hours Lab  
Lab class for psychomotor skill development and use of nursing process to care for the medical-surgical client, (oxygen therapy, drug administration, enteral feeding and sterile procedures). 
Prerequisite: Completion of PNURS 102, 105, 112, 114, and 122 with minimum grade of 2.3 in all courses; completion of PNURS 110 with minimum grade of 2.0; concurrent enrollment in or completion of PNURS 108, 116, 118, 124, and 126.

PNURS 108 — Clinical Pharmacology  
Cr: 1  Wkly hrs: 1 hour Lecture  
An introduction to current practices in drug therapy and the pharmacokinetics that influence drug actions.

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. 
Prerequisite: Admission into the Practical Nursing Program and concurrent enrollment in, or completion of, PNURS 102, 104, 110, 114 and 122.

PNURS 114 — Fundamentals I  
Cr: 4  Wkly hrs: 4 hours Lecture  
Introductory practical nursing theory course covering beginning nursing concepts, microbiology, HIV and geriatric care. 
Prerequisite: Admission into the Practical Nursing Program and concurrent enrollment in, or completion of, PNURS 102, 103, 104, 110, 112 and 122.

PNURS 116 — Fundamentals II  
Cr: 4  Wkly hrs: 4 hours Lecture  
Introduction to common medical and surgical conditions using the nursing process. 
Prerequisite: Admission to the Practical Nursing Program; completion of PNURS 102, 104, 105, 106, 112, and 122 with minimum grade of 2.3; completion of PNURS 110 with minimum grade of 2.0; concurrent enrollment in or completion of PNURS 108, 124 with a minimum grade of 2.3, and PNURS 118 with a minimum grade of 2.0. Concurrent enrollment in or completion of PNURS 126 with a minimum grade of 3.7.

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 120 — Growth and Development  
Cr: 2  Wkly hrs: 2 hours Lecture  
Emphasizes growth and development of the individual across the lifespan. Utilizes a holistic, nursing process approach to evaluate family influences and health promotion 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.
Prerequisite: Admission to Practical Nursing Program and concurrent enrollment in, or completion of, PNURS 102, 104, 110, 112, and 114.

PNURS 124 — Medical-Surgical Clinical
Cr: 5  Wkly hrs: 10 hours Lab
Direct care experience of the hospitalized medical/surgical patient, emphasizing critical thinking, use of the Nursing Process, application of client care concepts and skills.
Prerequisite: Admission to the PN Program. Completion of PNURS 102, 104, 112, 114, and 122 with minimum grade of 2.3 in all courses; completion of PNURS 110 with minimum grade of 2.0; concurrent enrollment in or completion of PNURS 106, 108, 116, 118, 119, 120, 208, and 209.

PNURS 126 — Dosage Calculations
Cr: 1  Wkly hrs: 1 hour Lecture
Introduction to the dosage calculations used in medication administration in the clinical setting.
Prerequisite: MATH 099.

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 health care, resume writing and preparation to enter the workforce.
Prerequisite: Completion of PNURS 102, 104, 112, 114, and 122 with minimum grade of 2.3 in all courses; completion of PNURS 110 with minimum grade of 2.0; concurrent enrollment in or completion of PNURS 106, 108, 116, 118, and 126.

PNURS 203 — Fundamentals III-Mental Health
Cr: 1  Wkly hrs: 1 hour Lecture
Introduction to common mental health conditions using the nursing process.
Prerequisite: Admission to Practical Nursing Program; successful completion of all Winter and Spring quarter courses and PNURS 108 with a minimum grade of 2.3; completion of PNURS 110 and 118 with minimum grade of 2.0; completion of PNURS 126 with minimum grade of 3.7; concurrent enrollment in or completion of PNURS 120, 204, 205, 208 and 209.

PNURS 204 — Fundamentals III Pediatrics
Cr: 2  Wkly hrs: 2 hours Lecture
Introduction to pediatrics using a nursing process framework. Includes critical thinking, stress/adaptation and ethical concepts.
Prerequisite: Admission to Practical Nursing Program and successful completion of PNURS 102, 104, 106, 112, 114, 116, 118, 122, 124 with a minimum grade of 2.3 in each course; completion of PNURS 110 and 118 with a minimum grade of 2.0 in each course; completion of PNURS 126 with minimum grade of 3.7; concurrent enrollment or completion of PNURS 120, 203, 205, 208 and 209.

PNURS 205 — Fundamentals III Obstetrics
Cr: 2  Wkly hrs: 2 hours Lecture
Introduction to obstetric care using a nursing process framework. Includes critical thinking, stress/adaptation and ethical concepts.
Prerequisite: Admission to Practical Nursing Program and successful completion of PNURS 102, 104, 106, 108, 112, 114, 116, 122, 124 and 126 with a minimum grade of 2.3 in each course; completion of PNURS 110 and 118 with a minimum grade of 2.0 in each course; completion of PNURS 126 with minimum grade of 3.7; concurrent enrollment or completion of PNURS 120, 203, 204, 208 and 209.

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, perception, learning, memory, motivation, emotion, and clinical psychology. (Formerly PSYCH 101)

PSYC 102 — Psychology of Adjustment
Cr: 5  Wkly hrs: 5 hours Lecture
SS - Systematic presentation of scientific psychological principles and procedures for the resolution of human problems and relationships. (Formerly PSYCH 102)

PSYC 122 — Parent-Child Relationship
Cr: 3  Wkly hrs: 3 hours Lecture
SS - Applying human behavioral concepts to adult/child relationships and developing effective problem solving skills to address challenges in those relationships. (Formerly PSYCH 122)

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. (Formerly PSYCH 199)

PSYC& 200 — Lifespan Psychology
Cr: 5  Wkly hrs: 5 hours Lecture
SS - Introduction to the development of different stages in physical, cognitive, personality, and socio-emotional changes over the life span. (Formerly PSYCH 224)
Prerequisite: PSYC& 100.

PSYC 206 — Children and Trauma
Cr: 5  Wkly hrs: 5 hours Lecture
SS - This course attempts to help students view relationships between two trauma reactions, emotion/physical, psychological health, family chemical dependency issues, child development, cultural demands, and intervention/prevention strategies. (Formerly PSYCH 206)

PSYC& 220 — Abnormal Psychology
Cr: 5  Wkly hrs: 5 hours Lecture
SS - A survey of psychopathology, specifically a study of abnormal human behavior, its description and explanation from several theoretical perspectives and an overview of therapies to modify abnormal behavior. (Formerly PSYCH 240)
Prerequisite: PSYC& 100 or permission of instructor.

PSYC 221 — Social Psychology
Cr: 5  Wkly hrs: 5 hours Lecture
SS - Social Psychology focuses on the interaction between individuals and their social context. Recent research is reviewed. Writing emphasis. (Formerly PSYCH 221)
Prerequisite: PSYC& 100, ENGL& 101. Also recommended SOC& 101.
SOCIO 125 — Sociology of Aging
Cr: 5 Wkly hrs: 5 hours Lecture
SS - An introductory course on aging focusing on the social and emotional dimensions of the aging process. (Formerly SOCIO 125)

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. (Formerly SOCIO 109)

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. (Formerly SOCIO 125)

PSYC 240 — Biological Psychology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - A survey of the biological determinants of behavior with emphasis on current research findings and ethical issues. (Formerly PSYCH 220)
Prerequisite: PSYC& 100.

PSYC 250 — Ind/Intro/Organiza Psych
Cr: 5 Wkly hrs: 5 hours Lecture
SS - A study of the psychology of work. The course covers selection, testing, training, leadership, motivation, job satisfaction, communication, stress, and the work environment. (Formerly PSYCH 250)

PSYC 252 — Psychology of Marriage
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Study of the current research about the fundamental extra-familial human relationship with particular emphasis on research-derived norms and the development of effective marital interaction patterns. Cultural differences between individuals, families and groups will be explored. (Formerly PSYCH 252)
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. (Formerly PSYCH 260)
Prerequisite: Either PSYC& 100 or SOC& 101 or instructor’s approval.

TECHNICAL DESIGN

TEC-D 103 — 2D CAD Drafting — Exploration 1
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
A beginning drawing course teaching introductory two dimensional computer drafting. Emphasis is based on exploration of software as opposed to skill building drawing concepts to enter industry.

TEC-D 106 — 3D CAD Drafting — Exploration 1
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
A beginning drafting course teaching introductory three dimensional computer techniques. Emphasis is based on exploration of software as opposed to skill building drawing concepts to enter industry.

TEC-D 107 — Technical Drawing
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
A beginning drafting 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 108 — Technical Drawing
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Expansion of the principles and techniques used to make working engineering drawings. This includes coverage of standard dimensioning practices and conventions, section cuts and conventions, and isometric pictorial drawings. This course is for Technical Design majors.
Prerequisite: Students must have appropriate manual drafting tools and access to an Olympic College computer using AutoCAD software.
TEC-D 112 — Blueprint Reading
Cr: 4        Wkly hrs: 4 hours Lecture
This is an introductory course in blueprint reading. Texts will emphasize industrial drawings for manufacturing, construction and transportation.
Prerequisite: Student must have appropriate manual drafting tools.

TEC-D 116 — Computational Techniques/Technicians
Cr: 4        Wkly hrs: 2 hours Lecture, 4 hours Lab
Use of hand calculators and electronic spreadsheets in the solution of technical calculations. Emphasizes use of calculation aids for algebraic, geometric, and trig, power, complex, interactive and repetitive calculations.

TEC-D 121 — Plane Surveying
Cr: 4        Wkly hrs: 1 hour 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 116 or permission of instructor.

TEC-D 122 — Introduction to Legal Descriptions
Cr: 2        Wkly hrs: 1 hour 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 hour 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
Introduction to basic drawing equipment and techniques and their application to the production of single story house building plans, elevations, and sections suitable for residential construction. This is a pencil drawing course.
Prerequisite: 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 — Manufactured Materials and Processes
Cr: 3        Wkly hrs: 3 hours Lecture
Familiarization with the applications of materials commonly used in construction and processes in manufacture.

TEC-D 136 — Introduction to GIS-1
Cr: 1        Wkly hrs: 1 hour Lecture
Prerequisite: Familiarity with Windows environment advisable.

TEC-D 137 — Introduction to GIS-2
Cr: 1        Wkly hrs: 1 hour Lecture
Session 2 in the Introduction to GIS series. An overview of GIS and its applications, plus projects displayed in map or graphical formats.
Prerequisite: TEC-D 136.

TEC-D 138 — Introduction to GIS-3
Cr: 1        Wkly hrs: 1 hour Lecture
Session 3 in the Introduction to GIS and its applications; creation of data relationships displayed in map or graphical formats.
Prerequisite: TEC-D 137.

TEC-D 139 — Introduction to GIS-4
Cr: 1        Wkly hrs: 1 hour Lecture
Session 4 is the conclusion to an overview of GIS; applications and projects forming data relationships displayed in map or graphical format.
Prerequisite: TEC-D 138.

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 AUT-T 145 and WELD 145)
Prerequisite: MATH 090 with a grade of 2.0 or above or satisfactory placement test score and concurrent enrollment in or completion of ATA requirements in AUT-T or TEC-D or WELD vocational programs.

TEC-D 149 — AutoCAD Refresher Upgrade/Prod
Cr: 2        Wkly hrs: 1 hour Lecture, 2 hours Lab
Review of AutoCAD software using the latest version together with productivity training to make students more productive in their employment. Course taught by a working professional. (Pass/No Credit)
Prerequisite: Experience with some version of AutoCAD or permission of instructor.

TEC-D 150 — Introduction to GIS
Cr: 4        Wkly hrs: 3 hours Lecture, 2 hours Lab
An overview of GIS and its applications, plus hands-on projects forming data relationships displayed in map or graphical formats.
Prerequisite: None (Equivalent to material offered in TEC-D 136, 137, 138, and 139 courses).

TEC-D 151 — Intermediate GIS with ArcView
Cr: 4        Wkly hrs: 3 hours Lecture, 2 hours Lab
Intermediate GIS with ArcView expands upon introductory GIS topics and provides a working knowledge of various project applications.
Prerequisite: TEC-D 139 or TEC-D 150.

TEC-D 155 — Introduction to Unigraphics
Cr: 4        Wkly hrs: 2 hours Lecture, 4 hours Lab
Unigraphics is a state-of-the-art 3D modeler for machine parts, assemblies, and consumer product design. [www.ugs.com]

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 176 — Intermediate Solid Edge
Cr: 4        Wkly hrs: 2 hours Lecture, 4 hours Lab
Intermediate Solid Edge Computer Aided Design is a continuation of the training offered in TEC-D 175. Emphasis on collaborative design.
Prerequisite: TEC-D 175 or permission of instructor.

TEC-D 177 — Advanced Solid Edge
Cr: 4        Wkly hrs: 2 hours Lecture, 4 hours Lab
The advanced study of Solid Edge software. Emphasis on modeling practices, file management and Internet use for design collaboration.
Prerequisite: TEC-D 176 or permission of instructor.

TEC-D 200 — Introduction to Computer-Aided Design
Cr: 4        Wkly hrs: 2 hours Lecture, 4 hours Lab
Introduction to use of computers to generate mechanical drawings. Presentation of the concepts needed to use computer and peripheral equipment to prepare, edit, store, retrieve and plot engineering drawings. Some lab hours arranged.
Prerequisite: 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
Beginning CAD drafter to increase productivity. Class includes: Profiles, templates, objects of increasing difficulty including blocks and attributes, paper space/model space plotting, multiview/Xref plotting, plotting to scale, scripts and slides, importing documents, creation of shape files, new line types files, net hatch files and AutoCAD Design Center File Management.
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.
Course Descriptions

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 201 or permission of instructor.

TEC-D 232—Introduction to Solid Works  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Solid Works is a state-of-the-art 3D modeler for machine parts, assemblies and consumer product design.

TEC-D 242—Intermediate AutoDesk REVIT  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Intermediate Building Information Management (BIM) using AutoDesk Revit will allow students to explore BIM concepts and create 3D architectural parametric modeling projects using REVIT. Commercial aspects will be stressed.  
Prerequisite: TEC-D 127, TEC-D 200, TEC-D 217, or permission of instructor.

TEC-D 243—Advanced AutoDesk REVIT  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Advanced Building Information Management (BIM) using AutoDesk REVIT will allow students to build skilled BIM concepts and create 3D architectural parametric modeling projects using REVIT. Commercial aspects will be stressed.  
Prerequisite: TEC-D 127, TEC-D 200, TEC-D 217, or permission of instructor.

TEC-D 252—Intro Land Development Desktop  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Introductory civil drafting Land Development Desktop training. This is intended to provide a general knowledge of the fundamental principles and concepts used to prepare civil engineering Land Development technical drawings.  
Prerequisite: TEC-D 231 or permission of instructor.

TEC-D 270—3D Analyst  
Cr: 2  Wkly hrs: 1 hour 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 139 or TEC-D 150.

TEC-D 271—Geodatabases for GIS  
Cr: 2  Wkly hrs: 1 hour 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 139 or TEC-D 150.

TEC-D 272—Geoprocessing with GIS  
Cr: 2  Wkly hrs: 1 hour 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 139 or TEC-D 150.

TEC-D 273—Map Projections in GIS  
Cr: 2  Wkly hrs: 1 hour 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 139 or TEC-D 150.

TEC-D 274—Natural Resource GIS  
Cr: 2  Wkly hrs: 1 hour 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 139 or TEC-D 150.

TEC-D 275—Spatial Analyst  
Cr: 2  Wkly hrs: 1 hour 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 139 or TEC-D 150.

TEC-D 280—AutoCAD Update  
Cr: 1  Wkly hrs: 1 hour 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.

TADN 181—LPN to ADN Transition—Theory  
Cr: 3  Wkly hrs: 3 hours Lecture  
This course is designed to provide licensed practical nurses a transition for entry into the TADN bridge program. A grade of 2.7 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, CHEM& 131, BIOL& 241, BIOL&242, BIOL& 260, ENGL& 101, and PSYC& 100 with a grade of 2.0 or above. COMPASS reading score of 12th grade or above. Admission to the TADN Program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, 189, and 190.

TADN 183—Mental Health—Theory  
Cr: 2  Wkly hrs: 2 hours Lecture  
Prepares students to care for clients who are experiencing mental health alterations in a variety of health and wellness settings. A grade of 2.7 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, CHEM& 131, BIOL& 241, BIOL&242, BIOL& 260, ENGL& 101, and PSYC& 100 with a grade of 2.0 or above. COMPASS reading score of 12th grade or above. Admission to the TADN Program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, 189, and 190.

TADN 184—Mental Health—Clinical  
Cr: 1  Wkly hrs: 2 hours Lab  
This clinical experience prepares students to care for clients and families with mental health alterations in health and wellness settings in a variety of clinical settings. A grade of 2.7 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, CHEM& 131, BIOL& 241, BIOL&242, BIOL& 260, ENGL& 101, and PSYC& 100 with a grade of 2.0 or above. COMPASS reading score of 12th grade or above. Admission to the TADN Program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, 189, and 190.

TADN 185—Ob—Theory  
Cr: 2  Wkly hrs: 2 hours Lecture  
Prepares students to care for clients who are experiencing maternal-child health alterations in a variety of health and wellness settings. A grade of 2.7 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, CHEM& 131, BIOL& 241, BIOL&242, BIOL& 260, ENGL& 101, and PSYC& 100 with a grade of 2.0 or above. COMPASS reading score of 12th grade or above. Admission to the TADN Program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, 189, and 190.

TADN 187—Pediatriics—Theory  
Cr: 2  Wkly hrs: 2 hours Lecture  
Prepares students to care for clients who are experiencing pediatric health alterations in a variety of health and wellness settings. A grade of 2.7 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, CHEM& 131, BIOL& 241, BIOL&242, BIOL& 260, ENGL& 101, and PSYC& 100 with a grade of 2.0 or above. COMPASS reading score of 12th grade or above. Admission to the TADN Program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, 189, and 190.
TADN 189—Ob and Peds—Clinical

Gr: 3  Wkly hrs: 6 hours Lab

This clinical experience prepares students to care for clients and families with obstetrical/women’s health and pediatric alterations in health and wellness settings in a variety of clinical settings. A grade of 2.7 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, CHEM& 131, BIOL& 241, BIOL&242, BIOL& 260, ENGL& 101, and PSYC& 100 with a grade of 2.0 or above. COMPASS reading score of 12th grade or above. Admission to the TADN Program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, and 190.

TADN 190—Physical and Skills Assessment—Lab

Gr: 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 the nursing process are stressed. A grade of 2.7 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, CHEM& 131, BIOL& 241, BIOL&242, BIOL& 260, ENGL& 101, and PSYC& 100 with a grade of 2.0 or above. COMPASS reading score of 12th grade or above. Admission to the TADN Program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, and 189.

TADN 201 —Leader/Manager/Role Dev—Theory

Gr: 2  Wkly hrs: 2 hours Lecture

The course will examine concepts of leadership and management utilized by the RN in providing care to a group of clients and in the role of team leader.

Prerequisite: Successful completion of TADN 181, 183, 184, 185, 187, 189, and 190 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 203, 205, 207, 209, and 211.

TADN 203 —Ethics—Theory

Gr: 2  Wkly hrs: 2 hours Lecture

The student will review concepts of ethical reasoning, including values, principles, and decision-making frameworks. The students will apply ethical theory, concepts, and decision-making processes to client case studies. Legal considerations in nursing practice will also be examined.

Prerequisite: Completion of TADN 181, 183, 184, 185, 187, 189, and 190 with a grade of 2.7 or above. Concurrent enrollment in TADN 203, 205, 207, 209, and 211.

TADN 205 —Advanced Skills—Lab

Gr: 2  Wkly hrs: 4 hours Lab

The course prepares students to perform certain advanced nursing care procedures and to manage clients with various types of therapies involving equipment. A nursing process framework is utilized.

Prerequisite: Completion of TADN 181, 183, 184, 185, 187, 189, and 190 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 203, 207, 209, and 211.

TADN 207 —Advanced Med-Surg—Theory

Gr: 5  Wkly hrs: 5 hours Lecture

This course will link pathophysiological changes related to particular disease entities and the client care needed to facilitate positive adaptation in the client’s response.

Prerequisite: Completion of TADN 181, 183, 184, 185, 187, 189, and 190 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 203, 205, 209, and 211.

TADN 209 —Advanced Med-Surg—Clinical

Gr: 5  Wkly hrs: 10 hours Lab

Advanced Medical-Surgical concept application to complex clients. Focuses on collaboration, management of multiple clients and leadership.

Prerequisite: Completion of TADN 181, 183, 184, 185, 187, 189, and 190 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 203, 205, 207 and 211.

TADN 211 —Gerontology—Theory

Gr: 1  Wkly hrs: 1 hour Lecture

This course will introduce students to the growth, development, and physiological changes of the older adult. The concept of ageism and theory regarding dementia will be introduced.

Prerequisite: Completion of TADN 181, 183, 184, 185, 187, 189, and 190 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 203, 205, 207, and 209.

TADN 213—Adv Pharmacology-Dosages—Theory

Gr: 3  Wkly hrs: 3 hours Lecture

This course is designed to build on the student’s knowledge of pharmacology and dosages including mechanism of action, drug classifications, dosage calculations, nursing considerations, and patient education required for commonly used drugs in the clinical setting.

Prerequisite: Completion of TADN 181, 183, 184, 185, 187, 189, and 190 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 203, 205, 207, and 209.

TADN 215 —Professional Role Dev—Mentorship

Gr: 8  Wkly hrs: 16 hours Lab

Development of the professional role continues with mentoring by an RN in multiple care settings.

Prerequisite: Completion of TADN 181, 183, 184, 185, 187, 189, 190, 201, 203, 205, 207, 209, and 211 with a grade of 2.7 or above. Concurrent enrollment in TADN 215.

TADN 200 —Ob and Peds—Clinical

Gr: 3  Wkly hrs: 6 hours Lab

This clinical experience prepares students to care for clients and families with obstetrical/women’s health and pediatric alterations in health and wellness settings in a variety of clinical settings. A grade of 2.7 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, CHEM& 131, BIOL& 241, BIOL&242, BIOL& 260, ENGL& 101, and PSYC& 100 with a grade of 2.0 or above. COMPASS reading score of 12th grade or above. Admission to the TADN Program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, and 190.

TADN 205 —Advanced Skills—Lab

Gr: 2  Wkly hrs: 4 hours Lab

The course prepares students to perform certain advanced nursing care procedures and to manage clients with various types of therapies involving equipment. A nursing process framework is utilized.

Prerequisite: Completion of TADN 181, 183, 184, 185, 187, 189, and 190 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 203, 207, 209, and 211.
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 115—Foundations for the Trades
Cr: 10  Wkly hrs: 10 hours Lecture
This course integrates trade concepts, math skills, language skills, academic success strategies, and career planning specific to welding, electronics, and automotive careers.
Prerequisite: Orientation/qualifying score on state standardized assessment.

WELD 116—Technical Orientation I—Integrated
Cr: 5  Wkly hrs: 5 hours Lecture
This course integrates fundamentals of beginning welding theory and basic education skills with an emphasis on safety. Oxyacetylene, and Shielded Metal Arc Welding processes are discussed.
Prerequisite: Orientation/qualifying score on state standardized assessment.

WELD 117—Oxyacetylene Welding—IBEST
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab
Basic skills and welding are integrated in learning oxyacetylene welding and brazing in the flat, horizontal and vertical positions on mild steel plate. Instruction in thermal cutting processes are included: oxyfuel cutting (OFC) and plasma arc cutting (PAC).
Prerequisite: Completion of or concurrent enrollment in WELD 106 or permission of instructor. Orientation/qualifying score on state standardized assessment.

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 AUT-T 145 and TEC-D 145)
Prerequisite: MATH 090 with a grade of 2.0 or above or satisfactory placement test score and concurrent enrollment in or completion of ATA requirements in AUT-T or TEC-D or WELD vocational programs.

WELD 190—Welding Special Projects
Cr: 3  Wkly hrs: 6 hours Lab
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.

WELD 191—Welding Special Projects
Cr: 3  Wkly hrs: 6 hours Lab
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’s permission.

WELD 192—Welding Special Projects
Cr: 3  Wkly hrs: 6 hours Lab
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’s permission.
In this Section

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- Faculty and Administrators
- Faculty Emeritus
- Advisory Committees
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START HERE. GO ANYWHERE.
**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 fourth Tuesday of each month at 3 p.m. in the Board Room, College Service Center, OC Bremerton.

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 x7100

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**Values**

Approved by Board of Trustees, September 1999. (Values currently under revision.)

- **THE VALUES OF LEARNING, GROWTH AND RELATIONSHIP**
  - **OC values learning and educational achievement.**
    We seek to provide excellent instruction, to enable all students, regardless of their educational past or their chosen program, to increase their knowledge, improve their skills, and achieve their personal, academic and vocational goals.
  - **OC values students.**
    Through excellence in instruction and a supportive learning environment, we pledge to enable students of all backgrounds to increase their knowledge, improve their skills, and achieve their personal, academic, and professional goals.
  - **OC values its relationship with the communities it serves.**
    We seek to be a positive force in the economic advancement of Kitsap and Mason Counties and to provide a convenient and cost-effective source of workforce development and training. We embrace our role as a leader in the intellectual and cultural advancement of Kitsap and Mason Counties by providing opportunities for personal growth, enrichment, and lifelong learning.
  - **OC values its employees.**
    To be successful in its educational mission, OC depends on the efforts of many individuals—faculty, staff and administrators. We pledge to work together in a spirit of open, fair cooperation in order to implement our vision for the college.

- **THE VALUES OF DIVERSITY, INTELLECTUAL HONESTY AND INTEGRITY**
  - **OC values diversity.**
    We are committed to recruiting and maintaining a diverse student body, faculty, and staff. We believe that we can best achieve our educational mission by showing respect for all individuals.
  - **OC values academic freedom and intellectual honesty.**
    We value the open exchange of ideas and experiences. We value candor and rigor in debate, tempered with openness to all ideas and civility to all participants.
  - **OC values ethical behavior.**
    We accept the responsibility always to conduct ourselves with the highest of ethical standards. We believe our actions set an example for our students and community.

*Board of Trustee members were current as of printing of 2008-2009 catalog.*
THE VALUE OF INNOVATION

OC values change, innovation, and measured risk-taking.
We are a community in which change is welcomed and where innovation is expected as we pursue improvements in teaching, administration and student services.

OC values continual improvement
Through assessment and feedback, we seek ongoing evaluation to guide the improvement of our efforts to serve our students, our communities, and our employees.

2007-09 Strategic Initiatives

INITIATIVE #1
To facilitate student progress toward goal completion, implement a seamless advising process and a comprehensive student success program.

INITIATIVE #2
To be more deliberate and effective in our efforts to deliver education at a distance, finalize and implement a long-range distance education plan.

INITIATIVE #3
To be more mindful of our diversity, to improve the inclusiveness and efficiency of our communication processes, and to enhance the quality of our interpersonal relationships, initiate more effective and respectful communication practices.

INITIATIVE #4
To maximize community access to Olympic College, especially for under-represented and under-served populations, develop and implement an on-going enrollment management system that informs instructional programs, student support services, and facilities planning.

INITIATIVE #5
To focus attention on learning and to help students, faculty, staff, and administrators see themselves as a community of learners, foster a college-wide culture of assessment that embraces the assessment of learning outcomes and promotes the scholarship of teaching and learning.

INITIATIVE #6
To increase the educational options available to our communities, actively pursue opportunities to bring baccalaureate programs to our district.

Faculty and Administrators

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Applied Physics/Mathematics. B.A., B.S., M.S., University of Washington; M.S., Ph.D., UCLA.

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**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 wish to add or drop a course to or from their schedule.

**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.

**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, that includes class meeting days, hours, places of meeting, and credit designations. At OC, the quarterly schedule of courses is The View.

**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 beyond the fifth day of the quarter (at OC). The dates vary and are published in the quarterly class schedule of courses, The View.

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 which need assistance with career decision-making as well as personal issues.

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

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

DEGREES
Associate Degree
The designation granted upon completion of an educational program of generally two but less than four years of college work. OC offers the Associate in Arts, Associate of Science, Associate in Applied Science–Transfer, Associate in Technical Arts, and Associate of General Studies.

Bachelor's Degree
The degree customarily granted upon completion of a course of study normally requiring four academic years of college work.

Master's Degree
An academic degree, earned or honorary, carrying the title of “master.” Higher than a bachelor’s degree, the earned master's degree requires extended course work and research.

Doctorate Degree
An academic degree, earned or honorary, carrying the title of “doctor.” Higher than a master's degree, the earned doctor's degree requires extended course work and research.

Professional
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 (J.D.); electrical engineering (E.Eng.); 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 the Associate in Arts and Sciences degree, and apply to programs that culminate in a Bachelor’s Degree.

ELECTIVE COURSE
A subject or course which is not required for a major or general requirement.

E.S.O.L.
English to Speakers of other Languages - Courses offered for students who do not speak English or who do not use English as their native language.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Federal laws designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. (Also known as The Buckley Amendment.)

FEES
The designation usually given by an institution to the educational services fee assessed each time students register, or (at other institutions) the charge assessed all students for the specific function of registration. Money may be charged at registration to cover incidental materials in a course or allow access to services on campus (e.g. computer, parking).

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.

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's Degree. (At OC, these are called 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 1/3 to 1/2 of a student’s four years of course work for a bachelor’s degree. No major is 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 records (unofficial), view class information, get grades, and more.

ORIENTATION
A program through which entering students have an opportunity to familiarize themselves with the college or university, its programs and policies.

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.

PREREGISTRATION
The plan by which students select courses for the succeeding term well in advance of the official opening date of the term.

PRE-REQUISITE
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 an eight-week 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 entered into courses.

RESIDENCY STATUS
In public institutions, the classification by the institution of a student as a resident or non-resident 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.

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. It 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.

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 institution, either voluntary or required, which may be initiated by a student or by a faculty member for class absences or lack of a prerequisite course.

NOTE: Some specifics and/or application of these terms may vary at other colleges and universities.

Safety and Security
OC Bremerton: Bremer Student Center
360.475.7800 or 1.800.259.6718, Ext. 7800

The Office of Safety & Security is located in the upper level of the Bremer Student Center and is staffed 24 hours a day, seven days a week. Besides overall campus security, this office also provides numerous services aimed at enhancement of the personal safety, welfare and protection of property within our campus community. Some of these services are listed below:

- Personal safety advice – seminars
- Escort service from class to vehicle
- Lost and found
- Hazardous waste removal
- Emergency message delivery
- Environmental safety
- Victim assistance referral
- Processing “unsafe condition” referrals
- Crime prevention consultation

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.
PARKING

OC Bremerton: Safety and Security/Parking, Bremer Student Center 360.475.7803 or 1.800.259.6718, Ext. 7803

There are five student parking lots at OC Bremerton, including the lot on 11th Street between Lincoln and Ohio. 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 all lots after 4 p.m. year round.

Visitor Permits

Visitor permits can be obtained at the College Service Center or the Safety and Security Office. Visitor permits are required for students and visitors.

Student Parking Permits

Student parking permits are required to park in all student lots at OC Bremerton. OC Shelton parking passes can be obtained in the main office at the College Service Center. OC Poulsbo requires a parking permit, which can be obtained at the OC Poulsbo. Student permits and copies of OC parking rules and regulations are available at the Safety and Security Office. There is no cost for student parking permits.

The following documentation is required to obtain a permit:

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

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

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

Faculty and Staff Parking

Posted faculty and staff parking lots are striped and numbered with YELLOW paint.

Handicap and Carpool Spaces

Handicap and carpool spaces are appropriately signed and available in all lots; parking in these spaces requires appropriate permits.

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:

Telephone
- Call the main campus telephone number at 360.792.6050 or 1.800.259.6718.

Web
- Log onto the Olympic College website 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 or bookmark this link.

Text Messaging
- Sign up for text messaging alerts on your cell phone at www.olympic.edu/alerts.
- NOTE: Olympic College is no longer using www.flashnews.net to send messages about the college. Please visit www.olympic.edu/alerts to sign up for text messaging.

Media
- Listen or watch for messages on the following radio or television stations:
  - Kitsap County: KCIS 630 AM, KIRO 710 AM, KIXI 880 AM, KOMO 1000 AM, KWDB 1110 AM, KLAY 1180 AM, KITZ 1400 AM, KPLU 88.5 FM, KVTI 90.9 FM, KGTK 92.0 FM, KUBE 93.3 FM, KMPM 94.1 FM, KXXO 96.1 FM, KBSG 97.3 FM, KMTT 103.7 FM, KCMS 105.3 FM
  - Mason County: KGY 1240 AM, KPLU 88.5 FM, KVTI 90.9 FM, KGTK 92.0 FM, KUBE 93.3 FM, KMPM 94.1 FM, KXXO 96.1 FM, KGY 96.9 FM, KMTT 103.7 FM, KRWM 106.9 FM

- Watch/listen for messages on the following television stations or monitor their websites:
  - KOMO 4 www.komonews.com
  - KING 5 www.king5.com
  - KONG 6 www.kongtv
  - KIRO 7 www.kirotv.com
  - KCPQ 13 http://q13.trb.com

Olympic College will notify the media by 6:30 a.m. regarding day classes and by 3 p.m. regarding evening classes.

As in all emergencies or unusual situations, class attendance is a decision that should be based on personal safety and individual discretion.

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.
## Telephone Directory

### Area Code 360

<table>
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<tr>
<th>OC BREMERTON</th>
<th>792.6050 or 1.800.259.6718</th>
</tr>
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<td>Admissions</td>
<td>475.3479</td>
</tr>
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<td>OC POULSBRO</td>
<td>394.2700</td>
</tr>
<tr>
<td>Student Services</td>
<td>394.2725</td>
</tr>
<tr>
<td>OC SHELTON</td>
<td>432.5400</td>
</tr>
<tr>
<td>Advising/Counseling</td>
<td>432.5400</td>
</tr>
<tr>
<td>Registration/Cashiering</td>
<td>432.5400</td>
</tr>
<tr>
<td>OC MILITARY EDUCATION</td>
<td>475.7786</td>
</tr>
<tr>
<td>NBK-Bangor</td>
<td>697.3656</td>
</tr>
<tr>
<td>NBK-Bremerton</td>
<td>377.8178</td>
</tr>
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### Area Code 360

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<tr>
<th>Access Services</th>
<th>475.7540</th>
<th><a href="mailto:accessservices@olympic.edu">accessservices@olympic.edu</a></th>
</tr>
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<tr>
<td>Adaptive Technology</td>
<td>475.7510</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>475.7479</td>
<td><a href="mailto:prospect@olympic.edu">prospect@olympic.edu</a></td>
</tr>
<tr>
<td>Adult Education</td>
<td>475.7550</td>
<td></td>
</tr>
<tr>
<td>Apprenticeship Education Office</td>
<td>475.7525</td>
<td></td>
</tr>
<tr>
<td>Associated Students of OC (ASOC)</td>
<td>475.7280</td>
<td><a href="mailto:asoc@olympic.edu">asoc@olympic.edu</a></td>
</tr>
<tr>
<td>Athletics</td>
<td>475.7458</td>
<td><a href="mailto:bjanausch@olympic.edu">bjanausch@olympic.edu</a></td>
</tr>
<tr>
<td>Automotive Service Center</td>
<td>475.7349</td>
<td><a href="mailto:automotive@olympic.edu">automotive@olympic.edu</a></td>
</tr>
<tr>
<td>Auto Technology Center</td>
<td>475.7348</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>475.7420</td>
<td>ocb <a href="mailto:ookstore@olympic.edu">ookstore@olympic.edu</a></td>
</tr>
<tr>
<td>Career Center</td>
<td>475.7480</td>
<td><a href="mailto:careercenter@olympic.edu">careercenter@olympic.edu</a></td>
</tr>
<tr>
<td>Career &amp; Student Employment Services</td>
<td>475.7480</td>
<td><a href="mailto:careercenter@olympic.edu">careercenter@olympic.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>475.7181</td>
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<tr>
<td>Child Development &amp; Family Center</td>
<td>475.7190</td>
<td></td>
</tr>
<tr>
<td>Continuing Education (Kitap)</td>
<td>394.2700</td>
<td><a href="mailto:continuinged@olympic.edu">continuinged@olympic.edu</a></td>
</tr>
<tr>
<td>Continuing Education (Mason)</td>
<td>432.5400</td>
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</tr>
<tr>
<td>Cooperative Education &amp; Internship Program</td>
<td>475.7480</td>
<td><a href="mailto:CooperEd@olympic.edu">CooperEd@olympic.edu</a></td>
</tr>
<tr>
<td>Counselling Services</td>
<td>475.7530</td>
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<tr>
<td>Customized Training</td>
<td>475.7786</td>
<td><a href="mailto:customtraining@olympic.edu">customtraining@olympic.edu</a></td>
</tr>
<tr>
<td>Distance Learning</td>
<td>475.7770</td>
<td><a href="mailto:distancelearning@olympic.edu">distancelearning@olympic.edu</a></td>
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<tr>
<td>Early Childhood Education</td>
<td>475.7359</td>
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<tr>
<td>Engineering Transfer</td>
<td>475.7738</td>
<td><a href="mailto:jibrown@olympic.edu">jibrown@olympic.edu</a></td>
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<tr>
<td>ESOL</td>
<td>475.7278</td>
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<tr>
<td>Financial Aid</td>
<td>475.7160</td>
<td><a href="mailto:financialaid@olympic.edu">financialaid@olympic.edu</a></td>
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<tr>
<td>• Financial Aid, FAX</td>
<td>475.7471</td>
<td></td>
</tr>
<tr>
<td>Fire Service Program</td>
<td>475.7722</td>
<td><a href="mailto:brogers@olympic.edu">brogers@olympic.edu</a></td>
</tr>
<tr>
<td>Fitness Center</td>
<td>475.7227</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>475.7600</td>
<td><a href="mailto:helpdesk@olympic.edu">helpdesk@olympic.edu</a></td>
</tr>
<tr>
<td>Instructional Division Offices</td>
<td></td>
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<tr>
<td>• Business &amp; Technology</td>
<td>475.7360</td>
<td></td>
</tr>
<tr>
<td>• Mathematics, Engineering, Sciences and Health Division</td>
<td>475.7700</td>
<td></td>
</tr>
<tr>
<td>• Social Sciences &amp; Humanities</td>
<td>475.7766</td>
<td></td>
</tr>
<tr>
<td>International Student Admissions</td>
<td>475.7128</td>
<td><a href="mailto:international@olympic.edu">international@olympic.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td>475.7250</td>
<td><a href="mailto:librarians@olympic.edu">librarians@olympic.edu</a></td>
</tr>
<tr>
<td>• Library Over Due &amp; Holds</td>
<td>475.7250</td>
<td></td>
</tr>
<tr>
<td>• Inter-Library Loans</td>
<td>475.7250</td>
<td></td>
</tr>
<tr>
<td>• Reference Desk</td>
<td>475.7252</td>
<td></td>
</tr>
<tr>
<td>• Media Services</td>
<td>475.7770</td>
<td></td>
</tr>
<tr>
<td>Military Education Administration</td>
<td>475.7786</td>
<td><a href="mailto:militaryed@olympic.edu">militaryed@olympic.edu</a></td>
</tr>
<tr>
<td>Multicultural Services</td>
<td>475.7680</td>
<td><a href="mailto:rwallman@olympic.edu">rwallman@olympic.edu</a></td>
</tr>
<tr>
<td>New Student Info</td>
<td>475.7479</td>
<td><a href="mailto:prospect@olympic.edu">prospect@olympic.edu</a></td>
</tr>
<tr>
<td>Nursing Assistant Certification</td>
<td>475.7754</td>
<td><a href="mailto:nopolenski@olympic.edu">nopolenski@olympic.edu</a></td>
</tr>
<tr>
<td>OC Foundation</td>
<td>475.7120</td>
<td><a href="mailto:foundation@olympic.edu">foundation@olympic.edu</a></td>
</tr>
<tr>
<td>The Olympian Student Newspaper</td>
<td>475.7690</td>
<td><a href="mailto:olyeditor@olympic.edu">olyeditor@olympic.edu</a></td>
</tr>
<tr>
<td>Parent Education/Co-op</td>
<td>475.7195</td>
<td></td>
</tr>
<tr>
<td>Parking Information</td>
<td>475.7800</td>
<td></td>
</tr>
<tr>
<td>President’s Office</td>
<td>475.7100</td>
<td></td>
</tr>
<tr>
<td>Readiness Response Institute</td>
<td>447.2040</td>
<td><a href="mailto:lakers@olympic.edu">lakers@olympic.edu</a></td>
</tr>
<tr>
<td>Registration &amp; Records</td>
<td>475.7200</td>
<td><a href="mailto:webreg@olympic.edu">webreg@olympic.edu</a></td>
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### Campus Switchboard

360.792.6050 or 1.800.259.6718

### Running Start

475.7646 | runningstart@olympic.edu

### Safety & Security/Lost & Found

475.7800

### Small Business Development Center-OC

307.4770 | rriedrich@olympic.edu

### Student Entry & Advising Center (SEAC)

475.7230 | Getadvice@olympic.edu

### Student Programs/Activities

475.7441 | thartsfield@olympic.edu

### Testing Center

475.7238 | testingcenter@olympic.edu

### Theater

475.7529

### Tutorial Services

475.7546 | shawks@olympic.edu

### Veterans Services

475.7560 | VeteranServices@olympic.edu

### VP of Instruction

475.7401 | rlawrence@olympic.edu

### VP of Student Services

475.7474 | msjohhnson@olympic.edu

### Women’s Programs & College Success

475.7478 | ladamson@olympic.edu

### Workforce Development

475.7555

### Workforce Development, FAX

475.7845

### OC POULSBRO

394.2700 | poulsbocampus@olympic.edu

### OC SHELTON

432.5400 | sheltoncampus@olympic.edu

### UNIVERSITY SERVICES

Old Dominion University | 475.7280 | tfmcus@odu.edu

Saint Martin’s University | 475.7686 | george.stevens@smartin.edu

Western Washington University | 475.7272 |
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MISSION

We serve and enrich all our communities by providing quality education and training for all who seek to improve their lives through learning.

VISION

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

— 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.

— 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.

— 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.

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