About this Catalog

This catalog is effective July 1, 2009 through June 30, 2010 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 loss of earnings or profit.

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Linda Yerger - Human Resource Director
1600 Chester Ave., Bremerton, WA 98337
360.475.7305
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 an educational opportunity (see page 56 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 are 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 that 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.

Thank you for choosing OC. We look forward to seeing you in the 2009-2010 year.

Dr. David Mitchell
President

2009-2010
Board of Trustees
Beverly Cheney
Peter Crane
Darlene Peters
Douglas Sayan
Alice Tawresey

START HERE. GO ANYWHERE.
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About Olympic College

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Welcome!

Olympic College (OC) offers many opportunities to excel. OC students can take courses to satisfy the first two years of a baccalaureate degree, which allow students to transfer to colleges and universities to complete their four year degrees. Additionally, students can expand their job skills, enhance their academic skills to prepare for college, take courses to prepare for new careers, or get retraining. A Bachelor’s of Science in Nursing is also available for associate degree registered nurses that want to complete their four-year degree at the college.

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

About the College

OC started in 1946 with 575 full-time students in Bremerton. Since then the college has grown, serving more than 12,000 full- and part-time students a year. A satellite campus opened in Shelton in 1968 to provide classes to Mason County residents; a permanent campus was established in 1995. The Poulsbo campus opened in the winter of 2004 to create additional educational opportunities in Kitsap County.

Student Profile

- 44% full-time – 12+ credits
- 56% part-time – less than 12 credits
- 27% under age 20
- 38% 20-29
- 16% 30-39
- 19% 40+
- Median age: 24.5 years

Staff & Faculty

- 362 full-time (faculty and staff)
- 1,078 part-time (faculty, staff and students)

Environment of the College

The site of the largest Olympic College campus is located in Bremerton, a city of more than 37,200 in Kitsap County with spectacular views of the Olympic Mountains and Mount Rainier. Bremerton has new parks, a hotel and convention center. New development is 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 Poulsbo campus is also located in Kitsap County. The city has a population of 7,500 and is growing. The site of the Poulsbo campus in Olhava has seen the addition of new stores and will add new housing developments near the campus. The city of Poulsbo is close to ferries that can take residents and visitors to Seattle and surrounding towns across Puget Sound.

Shelton, a city of 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 pace and quality of life.

Mission, Vision, Values, Strategic Initiatives

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.

(Approved by the Board of Trustees, January, 2008)

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

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

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

The Practice of Civil and Constructive Discourse and Respect for Diversity
To demonstrate our values we...
• Exemplify civility as a hallmark of our institution
• Appreciate and listen to one another with respect for our differences
• Acknowledge that our own cultural conditioning influences our perceptions of other people
• Are open-minded problem solvers who manage conflicts proactively and effectively

A Quest for Community and Environmental Health
To demonstrate our values we...
• Contribute to the wellbeing and sustainability of our community
• Serve as stewards of our environment
• Study and model choices and practices that enhance environmental health, economic vitality, and social justice

The Thoughtful Use of Our Finite Resources, including Ourselves
To demonstrate our values we...
• Empower employees to assert leadership and engage in institutional decision making
• Develop, prioritize and communicate our goals collaboratively
• Identify, share, and make the most effective use of our resources
• Work together to accomplish our tasks and achieve the college mission
• Strive for a balanced work environment in which we are efficient and competent, but also kind and friendly

2007-2010 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.

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 provide the distribution and 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.

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 Locations

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

In addition to its campuses, Olympic College also offers classes and additional services at off-site locations 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

The Bremer Student Center is the hub of student programs and activities at the Bremerton campus. It is also the location of food service (cafeteria and dining library), a student lounge, game rooms, student government offices, physical education/athletic programs, multicultural services, safety and security office, and a gymnasium. See the “Student Life” section in this catalog to learn more about student activities.

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

Construction of a 55,000-square-foot Science Technology building was completed in Summer 2007. Development of a new Student Services and Humanities building is in progress and will provide more classroom space and a one-stop location for all student services, such as admissions, registration and advising.

Specifically, Olympic College Poulsbo offers courses leading to the Associate in Arts (AA) degree which can satisfy the first two years of college study at many colleges and universities. Courses available include Social Sciences, Humanities, Math, Science and Business as part of a transfer option. Olympic College Poulsbo is also the site of the nursing program which meets many demands of the health care industry through multiple programs.

Students at Olympic College Poulsbo may also pursue an Associates in Technical Arts (ATA) degree or a certificate in multiple professional technical programs including Accounting, Administrative Office Support, Business Management, Legal Professional and Computer Information.

Olympic College Poulsbo is working on plans to expand offerings for transfer degree students who comprise the majority of the student population.

OC Shelton

OC Shelton is a supportive learning community offering personalized services in a friendly environment. The 27-acre campus has modern, high-tech facilities, including multi-use classrooms, computer labs, meeting rooms, a science lab, 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 at many colleges and universities. 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 Poulsbo

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 and provides students with what is needed to pursue their studies in a resource environment comparable to most colleges and universities.

OC’s largest campus is located in Bremerton, Washington and provides students with a variety of programs and services.

The Bremerton campus offers an Associate in Arts degree (AA), Associate of Science degree (AS, Associate in Technical Arts degree (ATA), Associate of General Studies (AGS), certificates, college-level freshman and sophomore courses, GED Preparation and high school completion, and transfer and professional-technical programs.

Numerous services are available to help students during their time at the college including admissions, registration, advising, bookstore, financial aid, library, access services, tutoring, and veterans services. An extensive list of services available can be found in the “Resources” section of this catalog.

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

OC Shelton

In 2004, OC Poulsbo expanded access to Olympic College for residents of North and Central Kitsap, Bainbridge Island and surrounding areas. This state of the art facility located at the junction of Route 305 and Route 3 in Poulsbo features multi-use classrooms, local bookstore, computer labs, meeting rooms, a science lab, a nursing skills lab, Interactive Television classrooms, and a learning resource center/library. Currently, students can pursue transfer degrees, professional technical degrees and the Running Start program.

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

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 at many colleges and universities. 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.

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

### Distance Learning Opportunities

360.475.7770 or 1 800 259.6718, Ext. 7770
E-mail: distancelearning@olympic.edu
www.olympic.edu/DistanceLearning

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. For the latest changes about distance learning opportunities, check www.olympic.edu/DistanceLearning.

### 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 scheduled, requiring on-campus visits or an exam proctor. Telecourse students 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 using a computer and the Internet. Online courses are not self-paced and require students to participate in online discussions on five out of every seven days at a time that is convenient for them. Generally, students are not required to come on site. Instructors come from OC and community colleges throughout Washington. Courses are taught either through ANGEL Learning® 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 that connects to the Internet and an e-mail account. Students are 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

USB courses are specifically designed for OC’s Navy students that have no connection to the Internet and encounter space limitations while on duty. 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 completed within the OC quarterly schedule.

### 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 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/RR

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

### 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 Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP may be contacted at:

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727.210.2350

The Physical Therapist Assistant Program Olympic College has been granted 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.

Olympic College has been granted informal candidacy at the baccalaureate level for the Bachelor of Science in Nursing (BSN) 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

GED or General Educational Development is directed by the American Council on Education. GED® is a registered trademark of the American Council on Education and may not be used or reproduced without the express written permission of the American Council on Education.

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Educational Options at Olympic College

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

Core Abilities
For the entire core abilities chart, see page 11.
In keeping with the college’s institutional mission and vision, the Olympic College faculty promotes the development of five core abilities:
• Communication
• Thinking
• Information Literacy & Technology
• Lifelong Learning
• Global Perspective
These core abilities address the broad-based general education requirements that will prepare a student to pursue her/his chosen profession or field of study and to develop themselves as individuals and as citizens. These essential core abilities are taught across programs and disciplines so that each Olympic College student can expect to work towards improving and applying these core abilities regardless of their program or area of concentration. Specific outcomes and competencies within Olympic College courses support the development of these five core abilities.

Bachelor Degree
This is a Bachelor of Applied Science degree in the field of nursing. This is a career-oriented bachelor degree completion program for those who have become an associate degree registered nurse.
See pages 56-57 for complete degree information.

Transfer Associate Degrees

Associate Degrees
The college offers transfer associate degrees. Each degree has specific guidelines that must be followed to meet graduation requirements. These degrees are for students that are interested in pursuing a bachelor degree and offer several areas of study. See pages 59-72 for further information about degrees, programs, and requirements.

Associate in Arts – Direct Transfer Agreement

Associate of Science
• Track I – Biological Sciences, Chemistry, Geology, Earth Sciences, Environmental/Resource Sciences
• Track II – Engineering, Physics, Computer Science and Atmospheric Sciences

Associate in Applied Science – Transfer
• Early Childhood Education
• Organizational Leadership Resource Management
See pages 76-116 for professional-technical program areas.

Professional/Technical Degrees and Certificates

Associate in Applied Science and Associate in Technical Arts
These may be the right choices if you want to earn a credential in a specific career field. Review program overview on pages 74-75.

Certificate of Specialization
Provide training in a focused program in a specific occupational field and requires completing 61 to 89 credits. See professional-technical programs in this catalog.

Certificate of Proficiency
Provide dedicated training and require 45 to 60 credits of specific courses. See professional-technical programs in this catalog.

Certificate of Completion
Provide focused training and requires 20 to 44 credits. See professional-technical programs in this catalog.

Certificate of Recognition
Provide training and requires 10 to 19 credits.

General Study

Associate in General Studies
This is a degree that grants academic recognition for the completion of 90 applicable college level credits. It provides flexibility for students to choose their own area of study but the degree is not a direct transfer degree. Transfer courses may be selected, but colleges/universities determine whether courses will transfer. Students with a previous associate degree are not eligible for an Associate in General Studies. Review program overview on page 118.

Developmental Instruction
Courses numbered below 100 do not apply to a degree or certificate, but are designed to develop or build basic skills. Development of basic skills is available for students requiring basic reading, writing or mathematics. English as a Second Language offers non-native students an opportunity to learn English.

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

Continuing Education
Continuing Education offers a wide array of opportunities for the lifelong learner. Classes are designed to meet the needs of working professionals, retirees, and casual learners seeking personal enrichment. As practitioners in their respective fields, instructors bring valuable experience and expertise to the classroom. To review the latest class descriptions and fees, see the Continuing Education section of The View, the quarterly class schedule or visit www.olympic.edu/view.
Core Abilities
In keeping with our institutional mission and vision, the Olympic College faculty promotes the development of five core abilities: Communication, Thinking, Information Literacy and Technology, Lifelong Learning, and Global Perspective. These core abilities address the broad-based general education requirements that will prepare a student to pursue her/his chosen profession or field of study and to develop themselves as individuals and as citizens. These essential core abilities are taught across programs and disciplines so that each Olympic College student can expect to work towards improving and applying these core abilities regardless of their program or area of concentration. Specific outcomes and competencies within Olympic College courses support the development of these five core abilities.

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

Global Perspective
• Graduates will demonstrate an awareness of self and others and the importance of self knowledge and acknowledgement of differences.
• 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.
• Graduates will demonstrate the ability to live and work in a cooperative manner with others of diverse backgrounds, opinions, and abilities.
• Graduates will demonstrate that they understand the complexities and interdependence of, and stewardship responsibilities to, their communities and the natural world.

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

Assessment of Student Learning
To determine whether the curriculum at Olympic College helps students achieve these core abilities, faculty members identify which courses address the core abilities and a team of faculty use explicit criteria to score student work solicited from professors in courses where these learning outcomes are taught or utilized. The office of Research, Planning and Assessment then tabulates and analyzes those scores and presents the results to the faculty and administration to determine any need to adjust the college-wide curriculum. Scores based on explicit criteria for a core ability, as well as other course and program level assessments, help to create a continuous process that improves learning and ensures the quality of education at Olympic College.
Admissions

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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 the class level that is best suited for students 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 (360.475.7479), visit, or e-mail the Admissions Office (prospect@olympic.edu) 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, the 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.

Additional Admission Requirements:
Health Occupation Programs
Admission application processing: 360.475.7206 or 360.475.7479
Nursing/health care programs: 360.394.2760
Medical Assisting 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 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 diploma 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 of age and who are Washington State residents. This program is helpful for those who have not completed high school and wish to obtain their diploma through the community college. Please note that program requirements may change to reflect new high school reform legislation.

Bachelor of Science in Nursing
See page 56 for special application process and admission requirements.

Admissions
OC Bremerton: First floor, College Service Center
360.475.7479 or 1.800.259.6718, Ext. 7479
E-mail: prospect@olympic.edu
www.olympic.edu/admissions

OC Poulsbo: Student Services, Rm 114
360.394.2725
E-mail: poulsbocampus@olympic.edu
www.olympic.edu/Poulsbo

OC Shelton: 360.432.5400
E-mail: sheltoncampus@olympic.edu
www.olympic.edu/Shelton

College Tours
Tours are available at the Bremerton, Poulsbo, and Shelton campuses for students, family and friends. Contact the Admissions and Outreach Office to schedule a tour of Olympic College campuses.
### HOW TO GET STARTED: NEW STUDENTS AND NEW TRANSFER STUDENTS

**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* ([www.olympic.edu/View](http://www.olympic.edu/View)), for current course information.

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1. **Submit an Application for Admission**

Review “Admission Requirements” on page 13. 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.) 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.

2. **Apply for Financial Aid and/or Veterans benefits**

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).

For Veterans Services go to [www.olympic.edu/VeteransServices](http://www.olympic.edu/VeteransServices) or call 360.475.7560.

3. **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 19.

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.

4. **Attend a 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 advisement 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.

5. **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.

6. **Pay Tuition and Fees**

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). Registration is complete when students have (a) paid tuition and fees or (b) contacted the Cashier’s Office to have their planned payment arrangements recorded. Payment arrangements may include financial aid, sponsorship by an outside agency, scholarship, veteran benefits, military tuition assistance, or STEPP (a payment program). For assistance, call the Cashier’s Office 360.475.7181 or 1.800.259.6718, Ext. 7181.

7. **Buy Books**

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

8. **Attend Class, Add or Drop**

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.

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### New Student Admission

(Never attended OC)

New students should follow the process to the left under “How to Get Started.”

### 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 to the left listed for new students. Transfer students must take a copy of their transcript (official or unofficial) to the 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 page 16).

### Running Start Admission

Running Start 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 grade point average (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. Students who want to appeal the required cumulative 2.5 high school GPA must submit a letter with their Running Start application describing traits, skills and habits that show readiness for college classes and special circumstances. “Running Start Information and Application” packets are available at high schools, at the Running Start Office, at OC Bremerton (360.475.7646), at OC Poulsbo, at OC Shelton and online at [www.olympic.edu/RunningStart](http://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.

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

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 and Application” packet available from the Running Start Office.

Continuing Student Admission

(Attended classes the previous quarter)

Continuing Students should not submit an application. Please review and follow special instructions under “How to Register” on page 26 to register for classes.

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.

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 complete a high school diploma program, take courses to develop reading, writing and mathematics skills, prepare for college courses or enroll in Intensive English college credit courses. International students admitted to Olympic College receive conditional transfer admission to selected four-year universities. Students may choose to live with a host family or in nearby rental apartments.

The International Program provides students with the language skills, cultural knowledge and experience they need to use English effectively, communicate and succeed in academics and the workplace and to provide opportunities for personal growth.

International students may begin study during summer, fall, winter, or spring quarters and should apply early enough to: (a) allow time for the processing of a student visa, (b) make travel arrangements, and (c) arrive at least one week before the quarter starts to register for classes. Enrollment in at least 12 credits is required.

For Admission (as an international student)

1. Fill Out Online:
- The OC online International Student Application form at [www.olympic.edu/InternationalStudents](http://www.olympic.edu/InternationalStudents)
- The “Transfer Admission Guarantee for Partner University” form if applicable.
- The “Statement of Financial Responsibility” form

2. Other Materials:
- $35 (US) application fee (check, money order or international wire transfer payable to Olympic College)
- “Affidavit of Support” form (this is necessary if someone other than the student is fully or partially responsible for financial support.)
- Current official bank statement that indicates financial ability to fund at least one academic year in the US.
- Official transcripts for high school or equivalent and all colleges or universities attended. Transcripts must be translated into English, signed and sealed. If a translation service provides the English translation, the original transcript must also be sent directly to OC.
- Photo copies of passport, visa and previous I-20s.
- Proof of major health insurance (required by the first day of the first quarter of attendance; may be purchased at OC’s Cashier’s Office.) All international students are required to have major medical insurance. Coverage begins one month prior to the start of 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.
- While a TOEFL score is not required for admission, if a test score is available, it may be used for placement purposes. Such examinations include: TOEFL (recommended 480 PBT, 157 CBT, 54 iBT), Cambridge, IELTS, STEP-EIKEN or an equivalent examination.
- TOEFL testing information available at [web1.toefl.org](http://web1.toefl.org/).
- STEP EIKEN information at: infousa@j-eiken.com, or by mail at STEP EIKEN, 21250 Hawthorne Blvd., Suite 500, Torrance, CA 90503
- 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.

NOTE: Students will be assessed upon arrival at OC for skills in English.

- “Homestay Application” form (if desired, complete online). Options are:
  - Traditional homestay: Furnished private bedroom with linens 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.
  - Non-traditional homestay (room and kitchen access): Furnished private bedroom with linens and house key. The student may purchase and prepare their own meals using the host’s kitchen.
- NOT included in either option: Personal expenses, transportation, bus fare, long distance phone calls, Internet installation.

NOTE: Listings of nearby rental apartments are posted at the college. Dormitory accommodations are not available.

3. Send To:
International Student Admissions Office
Olympic College
1600 Chester Ave.
Bremerton, WA 98337-1699
USA

Admitted students will receive an Admission Packet by mail. The packet will include the I-20 form which must be presented along with a student visa application to the nearest US Embassy or Consulate.
Continuing Education (non-credit) Admission

Non-credit continuing education classes offer many 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 or call 360.394.2725. (Shelton continuing education students should call 360.432.5400 to register.) 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

The following is Olympic College’s policy on acceptance/award of non-OC experiential learning and/or transfer credit. Olympic College recognizes there are numerous bodies providing accreditation for institutions of higher learning. To provide social equity, educational effectiveness, and to maximize credit for prior learning and training, the following policy reflects this intent:

Accredited Institutions

Regional
Olympic College honors academic credits earned at other regionally accredited institutions and subscribes to statewide policies on transfer of credit among Washington public and private colleges and universities approved by the Joint Access Oversight Group (JAOG), the Inter-college Relations Commission (ICRC) and the Articulation and Transfer Council (ATC). Courses accepted in transfer must be substantially equivalent in academic level and content to course work offered at OC. A grade of 2.0 or higher or equivalent is required in each transferred course. Courses identified as “Continuing Education,” those equivalent to a developmental level, and those with grades below 2.0 are not transferable. Up to fifteen (15) credits at the upper division level may be accepted.

Other-Accredited, Specialized, and International Institutions
Depending on the degree goal, credits earned at other than regionally accredited institutions may be applied on an individual basis. Please see the Evaluations Department at Registration and Records. Upon recommendation by a faculty advisor, students may verify prior learning by vertical challenge or credit by examination. Credit for study completed in appropriate subjects and levels at universities and colleges outside the United States will be considered for transfer credit. Official copies of college and university transcripts denoting study completed outside the United States must be submitted in English translation.

Unaccredited Institutions, Extra-Institutional/Experiential Learning
Credit for education and training obtained at unaccredited institutions and/or through extra-institutional/experiential learning must be evaluated on a case by case basis by a faculty advisor. For education and training in areas not offered at Olympic College, recommendations will be solicited and may be applied depending on the degree goal.

Limitations on Transfer of Courses or Credits
Transfer credit is not usually accepted for the following types of study or coursework:
1) courses taken at colleges or universities that are not regionally accredited; 2) non-credit courses and workshops; 3) remedial or college preparatory courses; and 4) sectarian religious studies. For exceptions, please see above.

(Award of Credit Policy - Adopted by IPC – March 2009)

Procedure for Transcript Evaluation

NOTE: DEPENDING ON THE TIME OF APPLICATION, TRANSCRIPT EVALUATION CAN TAKE UP TO EIGHT (8) WEEKS AFTER THE ARRIVAL OF ALL TRANSCRIPTS.

1. New students enrolled for their first quarter at Olympic College are required to wait until the tenth day of their first quarter (the end of the drop without transcript notation period) to request transcript evaluation.
2. Current or formerly enrolled Olympic College students may request transcript evaluation at anytime.
3. Steps for transcript evaluation:
   a. Obtain the “Request for Advance Standing” form from any College Campus Registration Office or print a copy from the college website.
   b. Fill out the required information and indicate if copies of the completed evaluation should also be sent to a faculty advisor, another college employee, or separate entity.
   c. Submit the form to the OC Bremerton Registration and Records Office by mail, fax (360.475.7202) or in-person.
   d. Request official transcripts from all institutions attended (above the high school level) be sent directly to: Registration and Records Office, Olympic College, 1600 Chester Ave., Bremerton, WA 98337. NOTE: The issuing institution may charge a transcript processing fee. OC cannot request official transcripts on the student’s behalf. If students wish to submit an official copy of the transcript in person, an original transcript in a sealed envelope from the issuing institution is required.
   e. When all transcripts are received and the tenth day of the quarter has passed (for new students), the request will be processed. Because of the high volume of requests, processing may require up to eight weeks.
   f. An official copy of the evaluation will be mailed to the student and others noted on the request, and will contain a list of previously earned credits as categorized for general education transfer.
   g. The number of credits accepted from each institution will be notated on the Olympic College transcript.

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

Processes by Which Credit May be Earned

• Transfer of credit from another institution – Please see “Procedure for Transcript Evaluation” in this section.
• Advanced Placement Credit – Credit may be earned through the Advanced Placement (AP) program offered by the College Board. Please have the College Board submit test scores directly to the Registration and Records Office. For OC credits offered by AP score achieved, see www.olympic.edu/Students/Advising/apScores.
• 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 Advance Standing” form to the Registration and Records Office. The form is available online at www.olympic.edu/Students/GettingStarted/regForms 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 transcribed at OC as course credit with a “P” grade, so that the credits may be used as prerequisites for advanced courses. The credits are subject to the course repeat policy and will be posted only during a quarter in which the student is enrolled. Credit awarded for CLEP exams and minimum scores required may be viewed at the college’s website.

• **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.
  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 required transcription 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.

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

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

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

• **Service Members Opportunity College (SOC)** – As a member of the Service Members Opportunity Colleges for all branches of the service, Olympic College has committed to fully supply and comply with SOC Principles and Criteria. Through this commitment, Olympic College ensures that:
  – Service members and their family members share in the post secondary educational opportunities available to other citizens.
  – Service members and their family members are provided with appropriately accredited educational programs, courses and services.

  Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of non-traditional learning experiences, scheduling, course format and residency requirements are provided to enhance access for service members and their family members to undergraduate education programs.

  Active duty military and family members, who have signed a SOC agreement, select a home college that tracks college credits earned while students work through their degree plan – regardless of duty station. SOC institutional members guarantee transferability of college credits within designated SOC course categories. 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.
Advising & Assessment

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Starting 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 advising steps.

Assessment and Advising
New and returning students will find assessment and advising services available at all campuses. Specialized advising is also available for professional-technical programs, transfer to four-year institutions, Workforce Retraining, WorkFirst, and Mentoring and Advising for Persistence and Success (MAPS). For more details, contact the campus location nearest you.

Placement Assessment (Accuplacer)
If you plan to take English and mathematics courses, you will need to complete a skills assessment to determine which course(s) to take. OC administers an assessment called Accuplacer. The cost of this service is $15 and students may take an assessment at OC twice in a calendar year. If you took an Accuplacer assessment at another college, you may be able to use those scores for placement into OC courses. If you have prior coursework in English and/or mathematics you may request to have your transcript reviewed. Please call the OC location nearest you to find out more information about assessment, schedule an assessment appointment, or find out more information about transcript review.

New and Returning Student Advising
Academic advising is essential for a successful academic experience. As a new or returning student, an educational advisor will assist you with identifying career and academic goals, designing an educational plan, understanding degree requirements, choosing appropriate coursework and more. In addition, you will be referred to a faculty or program advisor who is an expert in your field of interest. For more information, contact the campus nearest you.

Undecided or Exploratory Students
New, returning or continuing students who are undecided/exploratory may schedule an appointment with a counselor by calling 360.475.7530. Students who have declared a major may also receive this type of advising. The Career Center is another great way to start researching different career fields and educational pathways that lead to those careers. Visit www.olympic.edu/CareerCenter.

Transfer Student Advising
Students planning to transfer to baccalaureate institutions (four year colleges) need to contact a program or faculty advisor in their field of interest. Educational advisors can refer you to an appropriate program or faculty advisor. Counselors and educational advisors can also assist with reviewing your transcripts for degree requirements. Colleges and universities are invited yearly to meet with students and share information about their transfer programs.

Advising Requirements
Most new students must contact an educational advisor or counselor at the campus location nearest to them for more information about entry advising. Exceptions can be made for those who are taking six or less credits for personal enrichment.

Those enrolling in seven or more credits, with fewer than 15 credits on their Olympic College transcript, must consult with a faculty advisor, faculty counselor, or educational advisor 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 a faculty advisor throughout their academic career at Olympic College.

See chart below for placement and advising steps.
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

360 Area Code

ADULT HIGH SCHOOL DIPLOMA
John Babbo ........................................ 475.7537
Anthony Carson .................................. 475.7645
Teresa Jones ...................................... 475.7683
Denise Reyburn .................................... 475.7536
OC Shelton ........................................ 432.5400

OC MILITARY EDUCATION, NAVAL BASE KITSAP-BANGOR
Nancy Buck ........................................ 697.3656

NAVAL BASE KITSAP - BREMERTON
Call for an appointment ........................ 377.8178

NURSING PROGRAM
Trevor Thomas .................................... 394.2742

OC POULSO
Call for an appointment .......................... 394.2725

OC SHELTON
Call for an appointment .......................... 432.5400

RUNNING START
Susan Tollefson .................................. 475.7648

ENTRY ADVISING
Angela Dorsey ..................................... 475.7235
Pat Lyons .......................................... 475.7533
Penny Morse ....................................... 475.7595

TECH PREP
Derek Sparks ....................................... 475.7839

WORKFIRST
Rose Ferri (OC Shelton) ......................... 432.5423
Cathy Stinson .................................... 475.7230

WORKER RETRAINING
Rose Ferri (OC Shelton) ......................... 432.5423
Miste Leib .......................................... 475.7231

Academic Faculty Advisors

360 Area Code

ACCOUNTING TECHNOLOGY
Beth Drewecki ..................................... 475.7382
Joanne Salas ....................................... 475.7372

ADULT EDUCATION
Pan Greg ............................................. 475.7448
Donna Pedersen (OC Shelton) ................. 432.5471
Tina Prentiss ...................................... 475.7538
Gary Thomasson (OC Shelton) ................. 432.5435

ANTHROPOLOGY
Caroline Harte .................................... 475.7111

ARCHITECTURE
Ron Rau ............................................. 475.7389
Peter Sanchez ..................................... 475.6552

ART
Maria Weichman ................................ 475.7287
Ina Wu .............................................. 475.7115

ASTRONOMY
Science, Engineering, Math Advisor .......... 475.7267

ATMOSPHERIC SCIENCE/METEOROLOGY
Science, Engineering, Math Advisor .......... 475.7267

AUTOMOTIVE TECHNOLOGY
Steve Quinn ........................................ 475.7345

AVIATION TECHNOLOGY
Judith Brown ....................................... 475.7700

BIOLOGY
Science, Engineering, Math Advisor .......... 475.7267

BIOTECHNOLOGY
Larry Miller ........................................ 475.7703

BUSINESS MANAGEMENT
Hella-Illona Johnson ............................. 475.7383
Kandace MacKahn (OC Shelton) .............. 432.5407

BUSINESS TRANSFER
Sharon King ........................................ 475.7374
Richard Snapp .................................... 475.7386
Alan Ward .......................................... 475.7378

CHEMISTRY
Science, Engineering, Math Advisor .......... 475.7267

CHIROPRACTOR
Science, Engineering, Math Advisor .......... 475.7267

COMPUTER INFORMATION SYSTEMS
Don Bergman ...................................... 475.7377
Pam Billdeau ....................................... 475.7371
Kevin Blackwell ................................ 475.7379
Donal Hanson ..................................... 475.7376
Mark Westland ................................... 475.7357

COMPUTER SCIENCE
Science, Engineering, Math Advisor .......... 475.7267

COSMETOLOGY (BARBERING, MANICURIST, ESTHETICIAN)
Anna Carney ...................................... 473.0561
Business & Technology ........................ 475.7360

CRIMINAL JUSTICE
Robert Fernandez ................................ 475.7337

CULINARY ARTS
Nick Giovannini .................................. 475.7577
Steve Lammers .................................... 475.7571
Chris Plemmons .................................. 475.7316

DENTAL HYGIENE
Cam 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
Science, Engineering, Math Advisor .......... 475.7267

ENGLISH
Sonia Aggar Begert (OC Poulsbo) ............. 394.2709
Carmen Hoover (OC Shelton) ................. 432.5409
Eunha Jung ........................................ 475.7627
Kori Tirima ........................................ 475.7189

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL
Irene Fjærstad .................................... 475.7388
Gary McMannon .................................. 475.7338
Gary Thomasson (OC Shelton) ................. 432.5435

ENVIRONMENTAL SCIENCE & ENVIRONMENTAL STUDIES
Science, Engineering, Math Advisor .......... 475.7267

FIRE SCIENCE
Dana Normandy ................................... 475.7722

FOREIGN LANGUAGES
Ana Waisman ...................................... 475.7116
Mari Elliott ........................................ 475.7338

GEOGRAPHY
Science, Engineering, Math Advisor .......... 475.7267

GEOLGY
Science, Engineering, Math Advisor .......... 475.7267

HISTORY
Deborah Lamb ...................................... 475.7415
Philip Schaeffer .................................. 475.7416

HUMAN SERVICES
Mirelle Cohen ..................................... 475.7553
Email: mcohen@olympic.edu

INDUSTRIAL TRADES TECHNOLOGY/APPLIED PHYSICS (PSNS
Robert Abel ....................................... 476.4622
Karen Bolton ..................................... 476.5339
Donald Haines .................................... 476.4976

INTEGRATED MULTIMEDIA
Joseph Silverthorn ................................ 475.7310

JOURNALISM
Michael Prince .................................... 475.7243

LEGAL OFFICE
Tia Hudson ........................................ 475.7384

LINGUISTICS
Eunha Jung ........................................ 475.7327

LIBRARY
Amy Herman ........................................ 475.7256
Kent Mercer ....................................... 475.7255
Dianne Moore .................................... 475.7257
MANUFACTURING TECHNOLOGY
Chris Gallagher ..................................... 473.0580
Business & Technology ........................ 475.7360

MARINE BIOLOGY
Science, Engineering, Math Advisor ...... 475.7267

MATHEMATICS
Science, Engineering, Math Advisor ...... 475.7267

MEDICAL ASSISTING
Connie Lieseke ..................................... 475.7741
Barbara Parker ....................................... 475.7679

MEDICAL CODING
Connie Lieseke ..................................... 475.7741
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 (OC POUlSB0)
Treva Thomas ........................................... 394-2742

NURSING ASSISTANT
Mary Polensky ........................................... 475.7764

OFFICE TECHNOLOGY
Nancy Bermea ........................................... 475.7838
Beth Drzewiecki ..................................... 475.7382
Tia Hudson ........................................... 475.7384
Joanne Salas ........................................... 475.7372

ORGANIZATIONAL LEADERSHIP & RESOURCE MANAGEMENT
Karen Bolton ........................................... 476.5339
Jeffrey Yergler ........................................... 475.7523

PHILOSOPHY
Dinshaw Jokhi ........................................... 475.7275

PHLEBOTOMY
Connie Lieseke ..................................... 475.7741
Barbara Parker ....................................... 475.7679

PHYSICAL EDUCATION
Mike MacKenzie ..................................... 475.7742

PHYSICAL THERAPIST ASSISTANT
Lynn Bartlett (Poulsbo Village) .......... 779.4049
Stephanie Mimaki (Poulsbo Village) .... 779.4083

PHYSICAL THERAPY
Science, Engineering, Math Advisor ..... 475.7267

PHYSICIAN ASSISTANT
Deanna Ferguson ..................................... 475.7274

PHYSICS
Science, Engineering, Math Advisor ..... 475.7267

POLITICAL SCIENCE
David Toren ........................................... 475.7339

PRE-DENTISTRY
Science, Engineering, Math Advisor ..... 475.7267

PRE-LAW
Philip Schaeffer ..................................... 475.7416
David Toren ........................................... 475.7339

PRE-MEDICINE
Science, Engineering, Math Advisor ..... 475.7267

PRE-VETERINARY MEDICINE
Robert Kieburtz ..................................... 475.7730

PROSTHETICS AND ORTHOTICS
Larry Miller ........................................... 475.7703

PSNS APPRENTICESHIP AND HELPER PROGRAMS
Karen Bolton ........................................... 476.5339

PSYCHOLOGY
Charles Barker ..................................... 475.7286
Jack Sandler (OC Shelton) ................. 432.5438

RADIATION THERAPY
Deanna Ferguson ..................................... 475.7274

RADIOLOGICAL TECHNICIAN
Larry Miller ........................................... 475.7703

RESPIRATORY THERAPY
Deanna Ferguson ..................................... 475.7274

SOCIAL WORK
Chip Barker ........................................... 475.7286

SOCIOLOGY
Mirelle Cohen ..................................... 475.7553
Caroline Hartse ..................................... 475.7111

SPEECH
Aloysia Hard ........................................... 475.7417

TECHNICAL DESIGN
Grant Newman ..................................... 475.7393
Ron Raty ............................................. 475.7389
Peter Sanchez ..................................... 475.6552

VETERINARY TECHNICIAN
Robert Kieburtz ..................................... 475.7730

WELDING
Chris Hobson (OC Shelton) ................. 432.9555
Al Kitchens ........................................... 475.7312
Kevin Snell ........................................... 475.7395

Faculty Counselors
360 Area Code

UNDEcIDED MAJORS
John Babbo ........................................... 475-7537
Anthony Carson ................................... 475.7530
Teresa Jones ........................................... 475.7683
Denise Reyburn ................................... 475.7536
For more information about this sequence, contact the Math, Engineering, Science and Health office at 360.475.7700.
Mathematics Course Sequence for Math/Science/Engineering Majors

MATH& 141 Precalculus I: Algebra
Offered: Summer, Fall, Winter, Spring
Major: All Math/Science/Engineering Majors

MATH& 142 Precalculus II: Trigonometry
Offered: Summer, Fall, Winter, Spring
Majors: All Math/Science/Engineering

MATH& 144 Precalculus I and II:
Offered: Fall, 2009
Major: All Math/Science/Engineering Majors

MATH 210/CS 210 Introduction to Discrete Mathematics
Offered: Spring only
Majors: some Math/CS majors depending on transfer institution

MATH& 151 Calculus 1
Offered: Fall, Winter, Spring
Majors: All Math/Science/Engineering

CS& 141 Computer Science I Java
Offered: Winter only
Majors: CS and Electrical Engineering
(some other math/science majors depending on transfer institution)

MATH& 152 Calculus 2
Offered: Fall, Winter, Spring
Majors: All Math/Physics/Engineering
(some other science majors depending on transfer institution)

CS 143 Computer Science II Java
Offered: Spring only
Majors: CS and Electrical Engineering
(some other math/science majors depending on transfer institution)

MATH& 163 Calculus 3
Offered: Summer, Winter, Spring
Majors: All Math/Physics/Engineering
(some other science majors depending on transfer institution)

MATH 210/CS 210 Introduction to Discrete Mathematics
Offered: Spring only
Majors: some Math/CS majors depending on transfer institution

MATH& 250 Linear Algebra
Offered: Winter only
Majors: Math/Physics/Engineering
(other science majors depending on transfer institution)

MATH 221 Differential Equations I
Offered: Spring only
Majors: Math/Physics/Engineering
(other science majors depending on transfer institution)

MATH& 264 Calculus IV
Offered: Fall only
Majors: Math/Physics/Engineering
(other science majors depending on transfer institution)

MATH 222 Differential Equations II
Offered: Spring or Summer
Majors: Math/Physics/Engineering
(other science majors depending on transfer institution)

For more information about this sequence, contact the Math, Engineering, Science and Health office at 360.475.7700.
Transfer and some Prof-Tech Programs (See an advisor for specific program requirements)

Developmental English Course Sequence

Transfer and some Prof-Tech Programs (See an advisor for specific program requirements)

Placement Assessment (Accuplacer)

ENGL 091
ENGL 098
ENGL 099
ENGL& 101

If a student earns less than a 1.99 GPA in any course, the student must repeat that course.

Professional-Technical Programs (Non-transferable. See an advisor for this requirement)

Placement Assessment (Accuplacer)

ENGL 093
ENGL 100

If a student earns less than a 1.99 GPA in any course, the student must repeat that course.
Registration & Graduation

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**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](http://www.olympic.edu/View), and is delivered to local homes before the start of each quarter.

**Ways to Register**

**Online (OASIS)**

To use OASIS (Online Access to Student Information System) to register for courses on the web, go to [www.olympic.edu/OASIS](http://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 at right for details. Continuing and former students with 15 or more transcripted credits 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 at right for details.

**Number of Credits for Registration**

Registration appointment times are based on the total number of credits completed and listed on the college transcript, including transfer credits. The number of credits allows those most in need of specific courses required for graduation or program completion to have the first opportunity to register.

**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 Student Advising Sessions**

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](http://www.olympic.edu/OASIS). See box at right for registration 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 a 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.
   - Running Start and International students: Must meet with their advisor each quarter prior to registration, select courses, and receive their quarterly PIN and entry codes.

2. **Find your “Time to Register” on OASIS and plan your class schedule**
   - Students may register on or after their “time to register.” (Former students must contact Registration Office for time to register.)
   - Select classes to meet academic goals and time schedule. (Click on “plan your class schedule.”)
   - Select alternate classes in case a class is full.

3. **Register**
   - Go to [www.olympic.edu/OASIS](http://www.olympic.edu/OASIS) during open OASIS hours.
   - Click on “Register or add/drop a class.”
   - Log in and enter Student Identification Number (SID) without dashes or spaces (i.e. 860XXXXXXX).
   - 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 of class selections.
   - Click on “Submit add/drop.” (Your new class schedule will appear on the screen)
   - Click on “Finish.”

   Tip: Print your schedule for reference.

   NOTE: Former students who did not attend the previous quarter must call 360.475.7200 to setup a quarterly PIN.

4. **Pay tuition and fees**
   - Online, in person, or by phone within two business days. Also see the STEPP payment plan on page 31.

   Need help with student PIN? Call 360.475.7200 or visit a local campus registration for PIN assistance.
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.

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.

Certificates – Graduation Application
Students must submit an application for each certificate to be completed and see their advisor for assistance and signature. Return the completed application to the Registration and Records Office. A fee is not charged for a certificate application.

Graduation application deadlines. Last day to file for 2009-2010:
- Summer Quarter 2009 – July 22, 09
- Fall Quarter 2009 – Oct. 16, 09
- Winter Quarter 2010 – Feb. 1, 10
- Spring Quarter 2010 – Apr. 14, 10

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

Graduation (Associate Degrees and Certificates)
Students must apply to graduate for degrees and certificates. The “Application for Graduation” forms are available at all OC Registration Offices or on the OC website at www.olympic.edu/Students/Records/GradApply. If the application cannot be approved as submitted, written notification will be given.

Degree – Graduation Application
Prospective graduates should meet with their advisor one quarter prior to the date requirements will be finished to complete the application. The signature of the advisor and the division are required on the applications for associate degrees in Technical Arts (ATA), Applied Science (AAS) and Applied Science Transfer (AAS-T). Forms should be submitted to the Cashier at the local campus, in which a $20 fee (non-refundable) will be charged for the first degree application. A $5 fee (non-refundable) will be charged for each subsequent degree.
Paying For College

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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” in this section.

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 2009-2010 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 their tuition/fee charges, depending on the amount of aid disbursement 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 may review their eligibility 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 third 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 2009 begins May 26, 2009 with payment for all required tuition and fees due by August 24, 2009. If a student registers for fall quarter 2009 after August 24, 2009, payment for all required tuition and fees is due two business days after registration.

**Tuition Payment Plan - STEPP**

Students are encouraged to participate in the STEPP program, a tuition payment program that requires a minimum down payment of 25% of tuition and fees plus a $10 non-refundable application fee. The balance of tuition and fees is to be paid over the course of six weeks. Enrollment in STEPP is currently open through the second week of each quarter. Sign up for STEPP now in the Cashier’s Office or call 360.475.7181 for more information. Additional information and an enrollment form is on the OC’s website: www.olympic.edu/students/tuition/steppe.

**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)

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 fee appears in the class listing in The View.

**How to Pay**

- **ONLINE:** using OASIS – Visa, Mastercard: https://www.oc.ctc.edu/wcoba
- **BY PHONE:** Cashier 360.475.7181 or 1.800.259.6718, Ext. 7181 and pay by Visa or Mastercard. The Cashier’s Office experiences a high volume of calls during peak registration; please be patient.
- **IN PERSON:** At the Bremerton Cashier’s Office, Shelton main office and Poulsbo Student Services office. We accept check, money order, cash, personal checks for the exact amount of tuition and fees, Visa and Mastercard or debit card.

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

**IMPORTANT NOTICES:** Tuition and fees for 2009-2010 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 2009. Please see OC’s quarterly schedule, The View, or visit OC’s website at: www.olympic.edu/StaffFaculty/AdministrativeServices/cashier for current tuition and fee rates.
Tuition Waivers
OC participates in the following optional tuition waivers. Specific per credit rates for 2009-2010 have not been determined at the time of this publication. Please visit OC’s website for a current listing of waiver rates at www.olympic.edu/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.
• Running Start: All courses 100 and above, as well as non-consumable fees, are waived for students in the Running Start program. Contact the Running Start 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 two classes quarterly on a space available basis)
• Veterans (For current information on veterans waivers, please visit OC’s 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.

Refunds
Refunds are issued for partial or full withdrawal from classes only if the student officially withdraws; either online through OASIS or in person by submitting an “Add/Drop” form to the Registration and Records Office. Online access is available at: www.olympic.edu/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
• Original payment made by check: The refund will be made by check and mailed to the address on file with the college within ten business days of the request.
• Original payment made by cash or debit card: The refund will be made by check and mailed to the address on file with the college within three business days of the request.
• Original payment made by credit card: The refund will be made in the form of a credit back to the charge card.
College Regulations

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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 right 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.

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

W (Official Withdrawal)

An instructor cannot assign a “W” grade. The “W” grade will be assigned automatically by the Registration and Records Office when a student officially withdraws from a course between the 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.

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

Grade Change

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

Grade Forgiveness

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

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.
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. 

Course Substitutions
Course substitutions are sometimes used in ATA degrees or certificates. Substitutions must be approved by faculty in the degree/certificate program, faculty in the discipline of the course being substituted, and by the dean(s) responsible for the disciplines(s) involved. No course numbered under 100 may be substituted for a course above 100 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

Removal of Academic Warning
A student is removed from academic warning at the end of the quarter in which a 2.0 GPA or higher is achieved. If the cumulative GPA remains below a 2.0 or if the student has grades of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, the student will be “continued on academic 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 “General Academic Progress” brochure is available in the Registration and Records Office.

Grade Appeal Procedure
Students are responsible for maintaining standards of academic progress and following procedures established and made known by their college instructors. The purpose of the grade appeal is to protect students against prejudiced, arbitrary or capricious academic evaluation. Appeal expectations and conditions:
- A grade appeal only applies to the final course grade
- The assignment of a grade is the right and responsibility of the instructor
- The student has the right and responsibility to appeal a grade the student deems arbitrary or capricious
- The student is responsible for knowing the grade appeal procedure and for initiating the process
- In a grade appeal, the instruction division dean will meet only with the student or the instructor, and no other advocate may be present
Process

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, with a copy to the instructor, within the first three instructional weeks of the subsequent quarter, including summer session. (Because many faculty members are not on campus during summer session, some spring quarter grade appeals may not be resolved until fall quarter.) The student should have documentation such as graded assignments and test results to support the written grade appeal. Within two weeks of receiving a written grade appeal, the dean will review the documentation presented by the student, discuss the matter with the instructor and the student, and provide a written response to the student, with a copy to the instructor.

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
   - Approximate dates of attendance
   - 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 identifying the part of the record they wish changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to an appeal regarding the request for amendment and include additional information regarding the appeal procedures.

3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests.

4. Prevent release of directory information. Directory information released by the college includes: name, major field of study, full or part time status, participation in recognized sports and weight and height of athletic team members, dates of attendance, birth date, veteran status, degrees, awards and honors received and dates degrees conferred. Olympic College may release this information at any time unless the college has received prior written notice from the student, filed in the Registration and Records Office, requesting that directory information not be released. All other information may be released only upon the written consent of the student unless described above or in compliance with a court order.
5. File a complaint with the U.S. Department of Education concerning alleged failures by OC to comply with the requirements of FERPA, write to:

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

A complete copy of the “Confidentiality of Student Records” policy may be obtained from the Vice President of Student Services, the college Registrar, or by visiting the website of OC at www.olympic.edu.

Directory Information
The college designates the following items as directory information:
- Name
- Major field of study
- Dates of attendance
- Full-time or part-time status
- Degrees, awards and honors received
- Dates degrees conferred
- Participation in recognized sports, and weight and height of athletic team members
- Birth date
- Veteran status

The college may disclose personally identifiable information designated as directory information from a student’s education records without prior consent, unless the student informs the Registration and Records Office in writing that directory information should not be released without their written approval. This request will prevent any release of information to a third party without a signed release from the student. In addition, the electronic record will be annotated, preventing electronic release of information, with the words “no release” in the student database records. This certification does not preclude the verification of degrees awarded for graduation purposes. 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 exercise its discretion to do so.
- To organizations or individuals conducting studies for or on behalf of an educational agency or institution if conducted in a manner that does not permit personal identification of the students.
- To the victim of an alleged crime of violence or a non-forcible sex offense.
- To the parent of a student under the age of 21 if the student has violated any federal, state or local law, college rule or policy, governing the use of alcohol or a controlled substance if the institution has determined that the student committed a disciplinary violation.
- To military recruiters authorized to obtain specific information under the Solomon Amendment.
- Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third party disclosure to other parties listed.

Policies and Procedures
Admission, Registration and Graduation Appeals Committee
The Admission, Registration and Graduation Appeals Committee (ARGAC) is advisory to the Dean of Enrollment Services and generally meets once each quarter. The ARGAC objective is to facilitate the decision-making process as it relates to uncertain requirements or unique circumstances in regard to student admission, registration and graduation.

Admission: To review all aspects for the admission of students to OC, its programs and courses, including the appeal of admission decisions.

Registration: To review problems related to student registration or enrollment in courses.

Graduation: To review situations regarding the waiver and/or substitution of specific graduation requirements for all degrees and certificates awarded by OC.

Process
To begin the process, a student must submit a completed Registrar’s Petition form to the Dean of Enrollment Services. The request should be specific and may include supportive documents or statements from appropriate people and sources. The student should consult with the Registration and Records Office regarding appropriate times to submit an appeal in any given quarter. The Dean of Enrollment Services may approve or deny the petition. If the petition is denied, the student has the option to request the petition be forwarded to the ARGAC for review. The ARGAC decision is final.

NOTE: Grade appeals follow a different procedure (see page 35).

Procedure for Students to Inspect Their Education Records
To inspect or review an education record, a student must submit a written request to the college Registrar. The student must sign the request, describe the specific records to be reviewed and set forth the name under which the student attended the college, the social security number or student identification number, and the student’s last date of attendance. Proper picture identification must be presented before the documents may be reviewed.

The Registrar will make the needed arrangements for access as promptly as possible and advise the student when and where the records will be available for inspection. Access will be given as soon as practical but no later than 45 days after receipt of the written request.
Student records will be maintained according to the retention policy set out by the State Board for Community and Technical Colleges. Limits on rights to review, inspect, or obtain copies of education records:

- Financial statements of the student’s parents;
- Confidential letters and confidential statements of recommendation placed in the education record if the student has waived his or her right to inspect and review those letters and statements and the letters and statements relate to the student’s admission to a program, an application for employment, or receipt of an honor or honorary recognition;
- Confidential letters and statements placed in the education record except when these documents have been used for any purpose other than that for which they were originally intended;
- Records that contain information about other students;
- Documents excluded from the FERPA definition of education records.

Refusal to provide copies
The college reserves the right not to provide original transcripts it has received from other education institutions. It also reserves the right to deny copies of college transcripts if the student has an unpaid financial obligation to the college.

Mailed copies
If health reasons or extreme distance from the college prevents the student from inspecting the education record, then copies of the specific education record requested will be mailed to the student. The student must pay all copying expenses in advance of the release of the record. Official copies of the college’s transcript for the student shall be provided at the fee listed in the current catalog. All other copies shall be made at a cost of $.30 per page copied. A complete copy of the FERPA policy is available at the Registration and Records Office.

Harassment/Discrimination Complaint Procedure
Consistent with Olympic College’s efforts to establish and encourage a learning and employment environment in which the dignity and worth of all individuals are respected, harassment/discrimination is unacceptable conduct and will not be tolerated.

Discrimination – Discrimination is the process of making a distinction in favor of, or against a person or persons on the basis of race or ethnicity, creed, color, gender, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam veteran, or political opinions or affiliations.

Harassment – Harassment is defined as unwanted behavior or action, either physical or verbal, which is directed at any individual or group on the basis of race or ethnicity, creed, color, gender, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam veteran, or political opinions or affiliations.

Harassment includes verbal and written comments, slurs, jokes, innuendoes, cartoons, pranks, and all other physical or non-physical conduct or activity that can be construed as derogatory, intimidating, hostile, or offensive and is unwelcome, 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 to the Affirmative Action Officer immediately.

Step 2: If not satisfied by the results of step 1, the complainant may request a meeting with the College’s Equal Opportunity Officer. The Equal Opportunity Officer will arrange a meeting with the complainant, interview the alleged offender and necessary witness and report the findings to the college President. The Equal Opportunity Officer will make an attempt to find a resolution that is acceptable to both parties.

Step 3: If the complaint is not resolved as a result of the efforts of the Equal Opportunity Officer, either the complainant or the person to whom the complaint is directed may request a meeting with the college President. The President may meet with the one who called the meeting or both parties. Final decisions for resolution rests with the college President. No further intra-institutional appeal exists.

(Students confronted with inappropriate behavior not meeting the above definitions for discrimination/ harassment should contact the Vice President of Students Services; employees should contact their supervisor or Human Resource Services for guidance.)

Adopted by the Board of Trustees 1993, revised 2005.
Alcohol/Drug-Free Environment
Any student shall be subject to immediate disciplinary action who, either as a principal actor or aider and abettor:

- Is found to be using, possessing, being demonstrably under the influence of, or selling any narcotic or controlled substance as defined in chapter 69.50 RCW as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, “sale” shall include the statutory meaning defined in RCW 69.50.410 as now law or hereafter amended.
- Is found to be demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of alcoholic beverage on college property, with the exception of sanctioned events, approved by the President or his or her designee and in compliance with state law.

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 Office.

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. Got the purpose of this policy, a child is defined as a person who has not reached their sixteenth (16th) birthday and is not enrolled as an Olympic College student. 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 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 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 Sheriffs’ 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.
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: [http://so.co.mason.wa.us/sexoff.htm](http://so.co.mason.wa.us/sexoff.htm).

For more information please contact Safety & Security at 360.475.7805.

**Smoking on Campus Policy**

This policy and its implementation procedures intend to promote a safe, healthy, and productive environment for the Olympic College community and campus visitors. 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.

Animal Control Policy

This policy governs the control of pets and other animals on and in all campuses and buildings owned or controlled by Olympic College.

- Except as provided herein, no person may bring an animal into a building owned or controlled by the college. This provision shall not apply to or prohibit a service animal as defined under RCW 49.60.040(23) and (24), an animal under the control of a law enforcement officer, or an animal authorized by the college for educational purposes.

- Animals are permitted on the campus grounds only when under the direct control of their owners or keepers. Direct control for this purpose means control by means of a leash, cage, bridle, or other restraining device held by the owner or keeper, except that reasonable modifications of this provision may be made to accommodate a service animal.

- No animal whether on the campus grounds or in a college building, shall be permitted to run at large, to disrupt the college’s programs or activities, or to pose a direct threat to the health or safety of others.

- Any violation of this policy will be cause for removal of the violator and/or animal from campus and/or disciplinary action against the violator. An animal found in violation of this policy may also be subject to impoundment under city or county animal control ordinances. Violations may be reported to campus security; however, community support is urged in reminding pet owners of their obligation if a violation is observed by a community member.

A student or employee who is responsible for an animal that is repeatedly in violation of this policy may be subject to the disciplinary proceedings appropriate to his or her status. Visitors to campus who are responsible for an animal that repeatedly fails to comply with this section may be subject to legal process.

- Brief adjudicative proceedings under RCW 34.05.482 through 34.05.494, shall be used in all matters relating to the college’s enforcement of this policy.

Adopted by Board of Trustees 1/29/2008

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.
Student Life

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Catalog 2009-2010
Introduction

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

Student Programs and Leadership Development

OC Bremerton: Bremer Student Center, Rm 120/121
360.475.7461 or 1.800.259.6718, Ext. 7461
Email: StudentPrograms@olympic.edu
www.olympic.edu/StudentPrograms

Lectures, special events, concerts, films, and leadership development opportunities enrich student life and out of classroom education. The Associated Students of OC (ASOC) and the Student Programs and Leadership Development Office provide volunteer and paid leadership positions and host a variety of speakers and performers throughout the year. Student organizers, student clubs, and staff/faculty members host discussions, forums and lectures on current issues. Students can get involved in every aspect of student life and enjoy rich co-educational experiences.

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

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

ASOC Sponsorship

The Services and Activities Fees collected at 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
Vice President of Communications
Vice President of Judicial Affairs
Vice President-Sherman Campus
Vice President-Shelton 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 includes two audition choirs, Chamber Choir and Jazzline (Vocal Jazz I) and two non-audition groups, Concert Choir and Vocal Jazz II, as well as private voice studies, private piano studies and two full years of theory. These groups perform locally as well as in competition throughout the Northwest. 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
Rm 113
360.475.7443 or 1.800.259.6718, Ext. 7443
[www.olympic.edu/intramurals](http://www.olympic.edu/intramurals)

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. Shelton and Poulsbo campuses offer discounted tickets for area recreational activities. Contact the Recreation Office located in Bremer Student Center 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](http://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 Office, Bremer Student Center 118 or Student Programs and Leadership Development in the Bremer Student Center, Rm 120-121 at OC Bremerton.

Student clubs include:
- American Sign Language
- Association of Islamic Students
- Black Student Union
- Campus Crusade for Christ
- Clay Club
- Environmental Outreach
- Engineers Without Borders
- Futbol Internacionale
- Gay Straight Alliance
- International Students
- Mathematics and Engineering
- OCEANS (Nursing)
- Photography
- Physical Therapy
- Rotaract
- Rhythm City (Hip Hop)
- SIDEOUT (Volleyball)
- Veteran’s Environmental Corps
- Welding Club

For the most up-to-date list of Student Clubs see [www.olympic.edu/Clubs](http://www.olympic.edu/Clubs).
College Resources

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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; 1.800.259.6718, Ext. 7510
360.475.7546
360.475.7543 TTY
360.475.7491 FAX

OC Poulsbo & OC Shelton: Call for information
360.475.7546

Olympic College offers adaptive technology for students with disabilities and provides instruction in a variety of specialized computer 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
360.475.7749 or 1.800.259.6718, Ext.7749
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 (ESOL)

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 360.475.7550.

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.
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
HOURS: 8 a.m. - 4:30 p.m. (M-F)

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

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/Internship.

Employer Services

Employers have gained well trained employees utilizing online services or working directly with Career Center staff.

1. Post employment opportunities online https://myinterface.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 may 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 a 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.

Early HeadStart
St. Paul’s Church, 700 Callahan Drive
Bremerton, 360.792.2127

The Olympic College Early HeadStart program 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 children and are assigned to a highly trained, primary caregiver. Parents and caregivers work together to develop age appropriate curriculum for children that can be implemented both at home and at school. Pregnant women and families are supported with referral to a broad array of services including nutrition, dental, health, mental health, and housing assistance. Some student parents pay discounted rates for their child care, while most are eligible for child care assistance from Washington Department of Social and Health Services.

HeadStart
OC Bremerton: Early Learning and Child Care Center, Humanities 100 and 101
360.475.7592 or 360.478.6889
OC Shelton: Peste HeadStart/ECAP 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 and opportunities for families to learn job skills, good health and nutrition skills, how to identify and locate medical care, and receive parent education.

Families receiving financial assistance from the Washington Department of Social and Health Services are welcome.

Online Education
In addition to OC’s traditional continuing education offerings, OC offers a range of non-credit online courses from which to choose at www.ed2go.com/occe, including Gительно certificate courses. 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.educationtogo.com. 
Topics include: business administration/management, 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)

OlympiCafe and Fireside Bistro Food Service
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. – 5:30 p.m. (M-Th)
5:30 p.m. – 9 p.m. by phone and email only (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 – Science Technology Building, Rm 122
Shelton campus – Portable A2
Poulsbo campus – Rm 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/StudentCompGuide

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
• 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 file from the network if it is infected with a virus.

Internet
Internet use should be related to the student’s academic studies. Students should ask a lab tech if they have questions. Do not visit illicit or illegal Web sites, such as pornographic, and hate or hacking sites not related to research for classes. Students must be able to prove that visiting such sites is class related.

Consequences
Abuse or disregard of these rules and policies may result in removal from the premises, denial of computer access, or both. Violations that are covered by law may be subject to arrest, fine, and prosecution as state and federal law allows. Olympic College Student Services will deal with disciplinary actions on a case by case basis.

Paper Use Policy
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
International Student Programs Office
360.475.7479 or 1.800.259.6718, Ext. 7479
360.475.7202 FAX
E-mail: international@olympic.edu
www.olympic.edu/InternationalStudents

Admission applications for International students are processed in this office. Staff members coordinate recruitment activities, applications for admission, I-20’s, and letters of support. The office staff also provide helpful information about student visas, SEVIS regulations and Consulate interviews. Homestay housing is coordinated through this office, as is quarterly course advising and prosecution as state and federal law allows. Olympic College Student Services will deal with disciplinary actions on a case by case basis.
Math Study Center
**OC Bremerton:** Science Technology Building, Rm 124 & 126
360.475.7546 or 360.475.7765
**OC Poulsbo:** Rm 106A. Days & times change each quarter
360.475.7546 or 360.475.7765
**OC Shelton:** Call for information.
360.432.5400 or 360.475.7546
Drop-in tutorial assistance is available to all OC students currently enrolled in Mathematics courses. All services are free.

OC Foundation
**OC Bremerton:** Fifth floor, College Service Center
360.475.7120 or 1.800.259.6718, Ext.7120
360.475.7125 FAX
E-mail: foundation@olympic.edu
Established in 1993, the Olympic College Foundation promotes and receives philanthropic gifts for the benefit of OC students, faculty, and staff. A private, non-profit 501(c)(3) organization, the Foundation seeks support for student scholarships, program enhancements, capital projects, as well as cultural events and activities that enrich the college community. By securing contributions to the college, the Foundation provides an extra measure of support which contributes to excellence at OC.

Investing in Students
The 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)
7:30 a.m. - 5 p.m. (F)
10 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, 360.432.5468 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.

**Poulsbo Library/Computer Lab**
**OC Poulsbo:** 360.394.2720 or 1.800.259.6718, Ext. 2720
360.394.2721 FAX
HOURS: 7:30 a.m. - 10 p.m. (M-Th)
7:30 a.m. - 5 p.m. (F)
9 a.m. - 4 p.m. (Sat.)
Closed (Sun.)

**Library Staff:**
HOURS: 8 a.m. - 5 p.m. (M-Th)
9:00 am - 5 p.m. (F)

The library shares space with the Poulsbo campus open computer lab, and has library staff assigned to assist students with research during weekday hours. In the absence of a library staff person, a computer lab tech is available to check out materials to students. The library collection at Poulsbo is primarily designed to assist Nursing students with their curricular needs, though a small general collection of materials is also housed at Poulsbo. The student computers in the lab allow access to the online OC Library Catalog as well as its subscription databases.

**Office Technology Lab**
Locations, days & hours vary each quarter.
Call for information. 360.475.7546

Tutorial assistance available to currently enrolled OC students help with business software applications such as Microsoft Word, Excel, Access, PowerPoint, keyboarding, and accounting software.
Running Start and High School Outreach

**OC Bremerton:** Third floor, College Service
360.475.7646 or 1.800.259.6718, Ext. 7646
360.475.7643 FAX
E-mail: RunningStart@olympic.edu

The Running Start and High School Outreach Office staff provides information to junior high and high school students, parents, and school 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](http://www.olympic.edu/RunningStart) for program information or to download a Running Start Information and Application packet.

**Services for Running Start students:**

- Running Start information and admission
- Orientation to college and academic advising
- Transfer information and educational planning workshops

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 the 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
- 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.

**Permits are Required for Students and Visitors**

**VISITOR PERMITS**

Visitor permits can be obtained at the College Service Center at OC Bremerton or the Safety and Security Office in the Bremer Student Center at OC Bremerton.

**STUDENT PARKING PERMITS**

Student parking permits are required to park in all student lots at OC Bremerton, OC Shelton and OC Poulsbo. OC Shelton parking passes can be obtained in the main office at OC Shelton. OC Poulsbo parking permits can be obtained at the Poulsbo campus. Student permits and copies of OC parking rules and regulations are available at the Safety and Security Office at OC Bremerton. 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-used 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

**Handicap and Carpool Spaces**

Handicap and carpool spaces are appropriately signed and available in all lots; parking in these spaces requires appropriate permits.

Science Tutorial Center

**OC Bremerton:** Science Technology Building, Rm 221

**Tutorial Assistance in Sciences:** Days and hours vary each quarter.

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

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 Complaints Mediator

Rachel Wellman, OC Bremerton - Bremer Student Center, Rm. 117
360.475.7681 or 1.800.259.6718, Ext. 7681
E-mail: rwellman@olympic.edu

The Student Complaints Mediator provides informal and impartial dispute resolution services for students regarding academic or administrative issues.

- Listen and discuss questions, issues and concerns
- Help evaluate various options to address concerns
- Answer questions or help find others who can explain college policies and procedures
- Facilitate communication
- Advise individuals about steps to resolve problems informally
- Advise individuals about formal and administrative options
- Make appropriate referrals when informal options are not successful

Student Entry and Advising

**OC Bremerton:** Clock Tower Plaza, Hazelwood 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 Education Consortium

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

Industry Certification exams
Computer-based industry certification examinations from Prometric, Pearson VUE and Certiport are available at the Testing Center by appointment.

Scheduling and payment for Prometric exams can be done online at www.prometric.com. Scheduling for Pearson VUE exams can be done at www.pearsonvue.com. Microsoft Office Specialist (MOS) certification testing is available by calling the OC Bremerton Testing Center to schedule an appointment. Specialist level certification is available for Word, Excel, Access, Outlook, PowerPoint, and Project.

Accommodations testing 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.

Expert level certification is available for Word and Excel.

Tutorial 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 drop-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.

Veterans Services

OC Bremerton: Third floor, College Service Center 360.475.7560 or 1.800.259.6718, Ext. 7560 360.475.7564 FAX

Services/Benefits

The Veterans Services Office at Olympic College can help students determine their eligibility for veterans’ educational benefits, or students may contact the Veterans Administration (VA) at www.va.gov or by calling 1.800.GIBILL-1.

The Veterans Services office can assist with application forms, clarification of benefits, and information about available degrees and programs of study. For those pursuing vocational rehabilitation benefits, contact:

Department of Veterans Affairs Regional Satellite Office
264 Burwell Street
Bremerton, WA 98337
360.782.9900

Veterans, or dependents of certain Veterans who attend OC, may qualify for a tuition waiver and should get in touch with the Veterans Services staff for further information. Please visit our website at www.olympic.edu/VeteransServices.

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: ladamson@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 Career

Classes for people in transition

“Keys to College and Career,” is the Washington State Life Transitions Program offered at OC.

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 on public assistance through the Temporary Assistance to Needy Families (TANF) Program. 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 current and former TANF 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

Business Development

Olympic College, in conjunction with the Small Business Development Center (SBDC), provides services to existing and start-up businesses in the Kitsap area. Resources include no fee, one-on-one counseling; electronic and print resource materials; and short, non-credit, business workshops and seminars held at various locations and times throughout the year. The SBDC is also a referral source to other business services and organizations through its affiliation with the Kitsap Business Development Consortium. For further information, contact the SBDC by e-mail to sbdc@olympic.edu or by calling 360.307.4220. Additional information is also available at www.olympic.edu/BusinessCommunity/ SBDC.

Customized Training

Olympic College’s Customized Training department can help business owners and managers analyze needs and target appropriate solutions. The OC team collaborates with business leaders to design programs that meet industry requirements including courses targeted to meet internal and external objectives. Examples of such training are supervisory and leadership skills; industry-specific knowledge such as gaming enterprise, hospitality management, electronics and welding; MS Office applications; customer service; and emergency preparedness training. Training is scheduled at times and locations that are convenient for the organization. For more information contact customtraining@olympic.edu, call 360.475.7786 or visit www.olympic.edu/Students/Learning/CustomizedTraining.

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.
Bachelor of Science Nursing Degree – RN to BSN

In this Section:
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- RN to BSN Degree Benefits ............................................................................................................. 56
- RN to BSN Curriculum ..................................................................................................................... 56
- RN to BSN General Education Requirements .................................................................................. 56
- Admissions ....................................................................................................................................... 56
Bachelor of Science in Nursing (RN to BSN)
Overview
This section highlights the Bachelor of Science in Nursing, a career-oriented completion program for associate degree registered nurses.

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

Information in this section includes admissions procedure, requirements, and courses for the Bachelor of Science in Nursing degree.

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

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

RN to BSN Curriculum
The BSN curriculum has been designed to foster professional development of the student and to meet the following program goals:
• Communicate effectively in writing and speech.
• Promote communication between clients from diverse backgrounds.
• Demonstrate accountability and responsibility for professional development and practice within the legal and ethical framework of nursing, including awareness of limitations in knowledge and seeking opportunities to enhance competent practice.
• Demonstrate critical thinking, competent clinical reasoning and analytical skills necessary for safe quality nursing practice.
• Demonstrate cultural sensitivity in delivery of care.

• Empower individuals, families, and the community to develop positive health behaviors through health promotion and health education.
• Integrate methods of research process and findings in planning, implementing and evaluating care and in support of evidence based practice.
• Demonstrate the ability to positively adapt to the dynamic of change present in health care settings.
• Provide holistic health care that enhances a client’s dignity and reflects a commitment to caring.
• Demonstrate leadership abilities and political skills to attain quality care for families, groups, and community clients.

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

Outcomes
Opportunities are provided to allow students to develop professionally and meet the RN-BSN student/program outcomes:
• Leadership
• Analytical Reasoning
• Community, Health and Wellness
• Professional Values/Role Development
• Scholarly Inquiry
• Communication

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

RN to BSN General Education Requirements

Foreign Language: Two years in high school of the same foreign language or 10 credits of one language at the college level.
Mathematics: Requirement fulfilled by advanced math or statistics (with petition).
Quantitative/Symbolic Reasoning (5 credits)
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 (28 credits): Must include 5 credits of college level chemistry, 10 credits of anatomy and physiology (can be met via examination), 3 credits of microbiology (can be met via examination), 5 credits of advanced math (can be petitioned) and 5 credits of statistics.

Students who were educated in another language through the 8th grade may be exempt from this requirement.

10 additional credits of writing-intensive coursework may be met through coursework in the OC RN-BSN program.

Admissions
Pre-major admission is offered in all quarters. Students who want to complete general education requirements or electives prior to beginning BSN nursing coursework are eligible for pre-major admission. Please contact the OC BSN advisor for more information.

Priority consideration for admission will be given to students who apply before February 1 for the fall quarter.

Admission Requirements
• Current unrestricted licensure as a registered nurse in the State of Washington (provisional admission is offered to students in the last year of an associate degree program in nursing). Advanced placement credit is awarded based on verification of successful completion of NCLEX (RN) exam.
• One year of clinical practice (nursing school clinicals apply as experience).

BNURS 403 Connecting Research to Nursing*  _________ 3
BNURS 402 Families in the Community*  ____________ 3
BNURS 350 Professional Writing for Nurses*  _________ 3
BNURS 340 Advanced Clinical Reasoning*  ________ 3
BNURS 335 Professional Writing for Nurses*  ________ 3
BNURS 401 Community Health Nursing Theory*  _______ 3
BNURS 412 Nursing Leadership in Health Systems*  _____ 3
BNURS 411 Community Health Nursing Application*  _____ 3
BNURS 430 Interactive Nursing Communication*  _______ 3
BNURS 450 Professional Development Seminar I *  ____ 1
BNURS 451 Professional Development Seminar II *  ____ 1

Total Credits 180

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

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
Nursing Office 360.394.2760
nursing@olympic.edu

Admission Application Process
For information regarding financial aid, contact the Office of Financial Aid at 360.475.7160. When completing the federal FAFSA, use the OC Title IV code—003784.
Submit Olympic College application and materials to BSN Admissions. (Applications are accepted throughout the year.)

Application packet must include the following:
• 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 your personal and professional experiences. Include leadership, special achievements, accomplishments, special skills, previous work in diverse communities or disadvantaged populations, and professional and educational goals.
• Three professional recommendations. (Forms available in application packet)

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

Admission is based on the following:
• Providing all required application packet materials.
• Meeting the admission requirements.
• Academic background.
• Personal essay.
Associate Degrees & Transfer Planning

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Transfer Degrees Overview

This section provides information on associate degrees that may transfer or that conform to direct transfer agreements in the state of Washington. The areas also highlight different associate degree options for transfer, planning sheets for mapping out education goals, and transfer programs.

Worksheets are on pages 62–64.

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 permanent advisor for course sequence and schedule details.

Direct Transfer Agreement

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.

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” worksheet 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” worksheets 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 Planning Chart

<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>
<td>Anthropology</td>
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<tr>
<td>Biology</td>
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<td>Track 1</td>
<td>MESH</td>
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<tr>
<td>Business &amp; Economics</td>
<td>X</td>
<td></td>
<td>Track 1</td>
<td>B&amp;T</td>
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<td>Chemistry</td>
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<td>MESH</td>
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<tr>
<td>Computer Science</td>
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<td>Track 2</td>
<td>MESH</td>
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<tr>
<td>Criminal Justice</td>
<td>X</td>
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<td>SSH</td>
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<tr>
<td>Dramatic Arts</td>
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<tr>
<td>Early Childhood Education</td>
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<tr>
<td>Engineering</td>
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<td>Track 2</td>
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<td>English</td>
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<td>Fire Science</td>
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<td>Journalism</td>
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<td>SSH</td>
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<tr>
<td>Marine Science/Oceanography</td>
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<td>Mathematics</td>
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<td>Music</td>
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<td>Speech</td>
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<tr>
<td>Supportive Health Occupations</td>
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<td>MESH</td>
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</tbody>
</table>

### Abbreviations
- **Divisions:**
  - B&T Business & Technology
  - MESH Mathematics, Engineering, Sciences & Health
  - SSH Social Sciences & Humanities
- **Degrees:**
  - AA Associate in Arts
  - AS Associate in Science
  - AAS-T Associate in Applied Science -Transfer
Associate Degree – Distribution Requirements

The courses from which selections are to be made to meet requirements for the Associate Transfer Degrees and other Associate 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 and H/SP)**
Choose two or three different subjects from the following lists.

**Group A: Humanities (H) no restriction**
- Anthropology &207, 325, 335
- Art &100, 102, 103, 104, 106, 107, 110, 111, 136, 137
- Communication Studies &102, 153, &210, &220, 242
- English &111, &113, &114, 141, 150, &220, &226, &227, &228, &244, &245, 250, 262, 264, 270 - 276, 279, 283, 284, 286
- Geography 103
- Humanities 145, 175, 201, 202, 203, 204, 210, 220, 230, 235, 250, 253, 257, 294, 295
- Journalism 100, 101, 102, 103, 105, 201, 202, 203
- Philosophy &101, 115, 240
- Political Science &201

**Foreign Languages**
No more than 5 credits at the 100 level
- American Sign Language &121, &122, &123
- French &121, &122, &123
- German &121, &122, &123
- Japanese 110, &121, &122, &123
- Korean &121, &122, &123
- Spanish &121, &122, &123, &221

**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 143, 146, 243, 246

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

**Natural Sciences Distribution (NS)**

**Lab Courses:** minimum one course required
- Biology 101, 114, 115, 120, 130, 131, 132, 140, &160, &175, 200, 201, 202, 203, 240, &241, &242, &260
- Chemistry &110, &121, &131, 137, &151, &152, &153, &251, &252, &253
- Geography 102
- Geology &101, &103, &110, 135, &208
- Oceanography &101
- Physics 130, 114, 115, 116, 254, 255, 256

**Non-lab courses:**
- Anthropology &205
- Astronomy 101, 102, 105, 201
- Biology 104, 351
- Chemistry &139, &141, &142, &143, &241, &242, &243
- Environmental Studies 101, 103
- Geography 101, 250
- Geology &100, 155
- Meteorology 101
- Science 100

**Other than physical, biological , and earth sciences:**
No more than five credits from the following subjects allowed in the Natural Sciences distribution:
- Computer Science &141, 143, 170, 210
- Engineering 240
- Mathematics &107, 112, &141, &142, &144, &146, 147, &148, &151, &152, &163, 166, 167, 210, 221, 222, 250, &264
- Philosophy &106

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

**Fully Transferable:**
- ALL courses listed in the Skill Areas, Humanities, Social Sciences, Natural Sciences distributions plus the following:
  - Accounting &201, &202, &203
  - Business &201, 215
  - Computer 120
  - Criminal Justice 100, &110, &112
  - Early Childhood Education 170
  - Education &115, 199, 299
  - Engineering &114, &204, &214, &215, &224
  - Foreign Language – any not used in Humanities Distribution
  - Physical Education Activity (PEFSP and/or PE-RD) up to 3 credits

**Restricted:**
ANY college level courses NOT listed in any of the skill area, distribution, or transferable electives (generally professional-technical and personal development courses, also DANTES, CLEP, Service School Credits)
- Automotive Technology – all
- Aviation – all
- Baccalaureate Nursing – all except 326, 326A
- Barbering – all
- Business Management – all
- College Level Intensive English – all
- Computer Information Systems – all except 120
- Cooperative Apprenticeship – all
- Cooperative Education – all
- Cosmetology – all
- Criminal Justice 104, 116, 201
- Culinary Arts – all
- Early Childhood Education – all except 170
- Education 110, 120, 125
- Electronics – all
- Engineering 100
- English 100
- Environmental Studies 100, 102, 201, 202, 203
- Esthetician – all
- Fire Service – all
- General Studies – all
- Health Occupations – all
- Hospitality Management – all
- Human Services – all except 107
- Integrated Multimedia – all
- Journalism 110, 120, 130, 210, 220, 230
- Manicurist – all
- Manufacturing – all
- Mathematics 100
- Medical Assisting – all
- Nursing – all
- Office Technology – all
- Organizational Leadership/Resource Management – all
- Parent Education – all
- Physical Education Activity (PEFSP and PE-RD after first 3 credits)
- Physical Education-Education – all except 104, 107
- Physical Therapist Assistant – all
- Polysomnography – all
- Practical Nursing – all
- Technical Design – all
- Transition to Associate Degree Nursing – all
- Welding – all
**Skill Areas Requirements:**

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

**Symbolic/Quantitative Skills:** (5 credits if taken at OC)
- ☐ Mathematics &107, 112, &141, &142, &144, &146, 147, &148, &151, &152, &163, 166, 167, 210, 221, 222, 250, &264 ___ cr or
- ☐ Philosophy &106, with demonstrated mastery of Intermediate Algebra (see column at right) ___ cr or
- ☐ Business 215, if authorized in writing by Business or Economics faculty advisor ___ cr

**Intermediate Algebra Mastery:** (credits do not count toward degree)
- ☐ Satisfactory placement test score or
- ☐ Complete Mathematics course for which Intermediate Algebra is a prerequisite or
- ☐ Complete Mathematics 099

**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

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

**Transferable Courses (15-30 cr)**

<table>
<thead>
<tr>
<th>Discipline 1</th>
<th>Discipline 1</th>
<th>Discipline 1</th>
</tr>
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<tbody>
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<td>______________</td>
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<table>
<thead>
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<table>
<thead>
<tr>
<th>Discipline 3 (optional)</th>
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**Restricted Courses (0-15 cr)**

<table>
<thead>
<tr>
<th>Restricted Courses (0-15 cr)</th>
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<td>______________</td>
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<tr>
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</tr>
</tbody>
</table>

**Total Credits (minimum 90) ___ cr**
### Associate of Science Degree – Track 1, 2009-2010

**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:** _________________________________________  **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</strong> (10 credits)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English &amp;101</td>
<td>English Composition I</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English &amp;102</td>
<td>Composition II</td>
<td>5</td>
<td></td>
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<tr>
<td>English &amp;235</td>
<td>Technical Writing</td>
<td>5</td>
<td></td>
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<tr>
<td><strong>Basic Quantitative Skills</strong> (15 credits)</td>
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</tr>
<tr>
<td>Mathematics &amp;146</td>
<td>Introduction to Stats</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics &amp;151</td>
<td>Calculus I</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics &amp;152</td>
<td>Calculus II</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics &amp;163</td>
<td>Calculus 3</td>
<td>5</td>
<td></td>
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</tr>
<tr>
<td><strong>Humanities and Social Sciences</strong> (5 cr. in Humanities, 5 cr. in Social Sciences, and 5 cr. in either Humanities or Social Sciences—see distribution requirements)</td>
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<tr>
<td><strong>Required Science</strong> (33 credits minimum)</td>
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<tr>
<td>Biology 201</td>
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<tr>
<td>Biology 202</td>
<td>Majors Biology II</td>
<td>5</td>
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<tr>
<td>Biology 203</td>
<td>Majors Biology III</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry &amp;141/&amp;151</td>
<td>General Chemistry I and Lab</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry &amp;142/&amp;152</td>
<td>General Chemistry II and Lab</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry &amp;143/&amp;153</td>
<td>General Chemistry III and Lab</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 114</td>
<td>General Physics</td>
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<td>Physics 115</td>
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<td>Physics 116</td>
<td>General Physics</td>
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<td></td>
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<tr>
<td>Physics 254</td>
<td>Engineering Physics</td>
<td>6</td>
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<tr>
<td><strong>Elective Science and Mathematics</strong> (See Note 1)</td>
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<tr>
<td>Biology &amp;241</td>
<td>Human A &amp; P 1</td>
<td>6</td>
<td></td>
<td></td>
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<tr>
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<td>Human A &amp; P 2</td>
<td>6</td>
<td></td>
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<tr>
<td>Biology &amp;260</td>
<td>Microbiology</td>
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<td>Computer Science &amp;141</td>
<td>Computer Science I Java</td>
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<td>Geology &amp;101</td>
<td>Intro Physical Geology</td>
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<td>Geology &amp;103</td>
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<td>Environmental Geology</td>
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<tr>
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<td>Linear Algebra</td>
<td>5</td>
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<td>Mathematics &amp;264</td>
<td>Calculus 4</td>
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</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.
### Associate of Science Degree – Track 2, 2009-2010

**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.

**Student:** _________________________________________    **Academic Faculty Advisor:** _________________________________________

**Signature:** ________________________________________    **Signature:** _________________________________________________

**Major:** ___________________________________________    **Transfer to:** ________________________________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<th>Grade</th>
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<tr>
<td>English &amp;235</td>
<td>Technical Writing</td>
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<td></td>
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</tr>
<tr>
<td>Mathematics &amp;151</td>
<td>Calculus I</td>
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<td></td>
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<tr>
<td>Mathematics &amp;152</td>
<td>Calculus II</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics &amp;163</td>
<td>Calculus 3</td>
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<tr>
<td>Computer Science &amp;141</td>
<td>Computer Science I Java</td>
<td>5</td>
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<tr>
<td>Engineering 142</td>
<td>Engineering Computer Programming</td>
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<td>Chemistry &amp;141/&amp;151</td>
<td>General Chemistry I and Lab</td>
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<td>Physics 254</td>
<td>Engineering Physics</td>
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<td>Physics 255</td>
<td>Engineering Physics</td>
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<td>Engineering Physics</td>
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<tr>
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<tr>
<td>Chemistry &amp;143/&amp;153</td>
<td>General Chemistry III and Lab</td>
<td>6</td>
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<tr>
<td>Chemistry &amp;241/&amp;251</td>
<td>Organic Chem I and Lab</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry &amp;242/&amp;252</td>
<td>Organic Chem II and Lab</td>
<td>6</td>
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<tr>
<td>Computer Science 143</td>
<td>Computer Science II Java</td>
<td>5</td>
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<td>Engineering &amp;114</td>
<td>Engineering Graphics</td>
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<tr>
<td>Engineering 170/171</td>
<td>Fundamentals of Materials Science and Lab</td>
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<td>Engineering &amp;204</td>
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<td>Engineering &amp;214</td>
<td>Statics</td>
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<td>Engineering &amp;215</td>
<td>Dynamics</td>
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<td>Engineering &amp;224</td>
<td>Thermodynamics</td>
<td>4</td>
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<td>Mechanics of Materials</td>
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<tr>
<td>Mathematics 221</td>
<td>Differential Equations I</td>
<td>5</td>
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<tr>
<td>Mathematics 250</td>
<td>Linear Algebra</td>
<td>5</td>
<td></td>
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<td>Mathematics &amp;264</td>
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<td>Meteorology 101</td>
<td>Weather and Atmosphere</td>
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</table>

**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 Olympic College academic faculty advisor (see distribution requirements). No more than 5 credits of restricted electives are allowed.

**NOTE 2:** All engineering disciplines, and most scientific disciplines, require more than 90 credits to achieve junior standing.

**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.

**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.
Transfer Degree Programs

Anthropology

ASSOCIATE IN ARTS (DTA)

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 coursework 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.

Recommended Courses

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hartse, Caroline</td>
<td>Art 127</td>
<td>360.475.7111</td>
</tr>
</tbody>
</table>

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

Art

ASSOCIATE IN ARTS (DTA)

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.

Recommended Courses

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wu, Ina</td>
<td>Art 115</td>
<td>360.475.7115</td>
</tr>
<tr>
<td>Weichman, Marie</td>
<td>Art 143</td>
<td>360.475.7287</td>
</tr>
</tbody>
</table>

Recommended Elective

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seavy, Don</td>
<td>Science &amp; Technology</td>
<td>360.475.7287</td>
</tr>
</tbody>
</table>

Business and Economics

ASSOCIATE IN ARTS (DTA)

The mission of the Business and Economics Associate in Arts (DTA) program is to prepare students to transfer to four-year institutions for their final two years of undergraduate study in a business-related field.

The courses listed below are required for students planning to transfer to most four-year colleges and universities in the State of Washington. Special modifications for specific schools will be provided by your academic advisor.

Students should complete the Associate in Arts Degree requirements.

Recommended Courses

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>King, Sharon</td>
<td>Technical 204</td>
<td>360.475.7374</td>
</tr>
<tr>
<td>Snopp, Richard</td>
<td>Technical 202</td>
<td>360.475.7386</td>
</tr>
<tr>
<td>Ward, Alan</td>
<td>Business 107</td>
<td>360.475.7378</td>
</tr>
</tbody>
</table>

Chemistry

ASSOCIATE IN ARTS (DTA)

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.

Recommended Courses

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin, Ted</td>
<td>Science &amp; Technology</td>
<td>360.475.7733</td>
</tr>
<tr>
<td>Flowers, Billy</td>
<td>Science &amp; Technology</td>
<td>360.475.7707</td>
</tr>
<tr>
<td>Kieburz, Robert</td>
<td>Science &amp; Technology</td>
<td>360.475.7730</td>
</tr>
</tbody>
</table>

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Computer Science

**ASSOCIATE IN ARTS (DTA)** or **ASSOCIATE OF SCIENCE (Track 2)**

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 AIA degree provided the suitable courses were taken at Olympic College. For information on these AIA degree options, consult with a Computer Information Systems advisor listed under the Professional-Technical Computer Information Systems program section of this catalog.

**Contact**  
Soggs, Susan  
College Service Ctr. 302  
360.475.7267  
E-mail: SEMAdvisor@olympic.edu

<table>
<thead>
<tr>
<th>Recommended Courses</th>
<th>Credits</th>
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<tr>
<td>CMPTR 120 Programming Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CS &amp; 141 Computer Science I Java*</td>
<td>5</td>
</tr>
<tr>
<td>CS &amp; 143 Computer Science II Java*</td>
<td>5</td>
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<tr>
<td>MATH &amp; 151 Calculus I*</td>
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<tr>
<td>MATH &amp; 152 Calculus II*</td>
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<tr>
<td>MATH &amp; 163 Calculus III*</td>
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</tr>
<tr>
<td>MATH 210 Introduction to Discrete Mathematics*</td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CS 210 Introduction to Discrete Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 250 Linear Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 106 Intro to Logic</td>
<td>5</td>
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</table>

Consult an advisor about required science courses.

**Recommended Courses**  
**Credits**

**Early Childhood Education**

**ASSOCIATE IN ARTS (DTA)**

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 Standards for Early Childhood and School Age Care Professions.

<table>
<thead>
<tr>
<th>Faculty</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>

<table>
<thead>
<tr>
<th>Recommended Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH &amp; 206 Cultural Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ASL &amp; 121 American Sign Language I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL &amp; 160 General Biology</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CMST &amp; 210 Interpersonal Communication</td>
<td>5</td>
</tr>
<tr>
<td>ECE 170 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC &amp; 115 Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC &amp; 202 Intro to Education</td>
<td>5</td>
</tr>
<tr>
<td>EDUC &amp; 203 Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>PSY &amp; 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSY &amp; 200 Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 135 The Family</td>
<td>5</td>
</tr>
</tbody>
</table>

**Recommended ECE Electives**

**(maximum 15 credits)**

| ECE 101 Practicum I | 3 |
| ECE 164 Mathematics for Early Childhood Education* | 5 |
| ECE 165 Early Childhood Curriculum | 3 |
| ECE 171 Observation and Assessment | 2 |
| ECE 173 Art and Creative Activities | 3 |
| ECE 176 Music for Young Children | 3 |
| ECE 177 Science for Young Children | 3 |
| ECE 179 Language and Literacy Development | 3 |
| ECE 185 Guidance and Leadership | 3 |
Early Childhood Education

ASSOCIATE IN APPLIED SCIENCE—TRANSFER (AAS-T)

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

Education

ASSOCIATE IN ARTS (DTA)

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.

Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 204</td>
<td>Cultural Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>BIOS 150</td>
<td>General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 150</td>
<td>Survey/Microcomputing—Personal Comput</td>
<td>4</td>
</tr>
<tr>
<td>CMST 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>15</td>
</tr>
<tr>
<td>EDUC 202</td>
<td>Intro to Education</td>
<td>5</td>
</tr>
<tr>
<td>GEOL 100</td>
<td>Survey of Earth Science*</td>
<td>5</td>
</tr>
<tr>
<td>HIST 136</td>
<td>US History 1*</td>
<td>5</td>
</tr>
<tr>
<td>HIST 137</td>
<td>US History 2*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 107</td>
<td>Math in Society*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 141</td>
<td>Precalculus I: Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>(Based on university transfer requirement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY&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 (DTA)

or ASSOCIATE OF SCIENCE (Track 2)

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

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Jeff</td>
<td>Science &amp; Technology 113</td>
<td>360.475.7738</td>
</tr>
<tr>
<td>Hess, Linnea</td>
<td>Science &amp; Technology 214</td>
<td>360.475.7727</td>
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Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 141</td>
<td>General Chemistry I*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 142</td>
<td>General Chemistry II*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 151</td>
<td>General Chem Lab I*</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 152</td>
<td>General Chem Lab II*</td>
<td>1</td>
</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>3</td>
</tr>
<tr>
<td>ENGR 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 204</td>
<td>Electrical Circuits*</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 214</td>
<td>Statics*</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 215</td>
<td>Dynamics*</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 224</td>
<td>Thermodynamics*</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 225</td>
<td>Mechanics of Materials*</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Technical Writing*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 151</td>
<td>Calculus I*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 152</td>
<td>Calculus II*</td>
<td>5</td>
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<tr>
<td>MATH 163</td>
<td>Calculus III*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 221</td>
<td>Differential Equations I*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 250</td>
<td>Linear Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 264</td>
<td>Calculus 4*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 254</td>
<td>Engineering Physics*</td>
<td>6</td>
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<tr>
<td>PHYS 255</td>
<td>Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 256</td>
<td>Engineering Physics*</td>
<td>6</td>
</tr>
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</table>

English

ASSOCIATE IN ARTS (DTA)

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.

Recommended Secondary Courses

Choose 15 credits of Non-Restricted Electives | 15 |

Fire Science

ASSOCIATE IN ARTS (DTA)

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.

Recommended Primary Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 111</td>
<td>Intro to Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 227</td>
<td>British Literature II</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 228</td>
<td>British Literature III</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 244</td>
<td>American Literature I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 245</td>
<td>American Literature II</td>
<td>5</td>
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</table>

Recommended Secondary Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 150</td>
<td>Contemporary Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 220</td>
<td>Intro to Shakespeare</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 264</td>
<td>Native American Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 283</td>
<td>Asian Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 286</td>
<td>Women Authors</td>
<td>5</td>
</tr>
</tbody>
</table>

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
## ASSOCIATE DEGREES & TRANSFER PLANNING

### OPTION A — NEW FIREFIGHTER RECRUITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-FS 100</td>
<td>Introduction to Fire Protection</td>
<td>2</td>
</tr>
<tr>
<td>F-FS 111</td>
<td>Fundamentals of Firefighting*</td>
<td>6</td>
</tr>
<tr>
<td>F-FS 112</td>
<td>Fundamentals of Emergency Medicine</td>
<td>2</td>
</tr>
<tr>
<td>F-FS 113</td>
<td>Intermed Firefighting Fundamentals*</td>
<td>5</td>
</tr>
<tr>
<td>F-FS 115</td>
<td>Advanced Firefighting Fundamentals*</td>
<td>4</td>
</tr>
<tr>
<td>F-FS 124</td>
<td>HazMat Response Ops/Level I+</td>
<td>2</td>
</tr>
<tr>
<td>F-FS 200</td>
<td>Emergency Medical Technician*</td>
<td>6</td>
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</table>

### OPTION B — CAREER FIREFIGHTERS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>F-FS 120</td>
<td>Basic Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td>F-FS 201</td>
<td>Fire Protection Hydraul/Water Supply*</td>
<td>3</td>
</tr>
<tr>
<td>F-FS 202</td>
<td>Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>F-FS 203</td>
<td>Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>F-FS 205</td>
<td>Fire Protection Strategy/Tactics</td>
<td>3</td>
</tr>
<tr>
<td>F-FS 206</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>F-FS 207</td>
<td>Code Enforcement and Inspection</td>
<td>3</td>
</tr>
<tr>
<td>F-FS 208</td>
<td>Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>F-FS 210</td>
<td>Human Behavior in Fire</td>
<td>4</td>
</tr>
<tr>
<td>F-FS 220</td>
<td>Hazardous Material Incident Mgmt</td>
<td>3</td>
</tr>
</tbody>
</table>

### ASSOCIATE IN ARTS (DTA)

**The objective of the curriculum is to develop the four basic skills of language training:**
- Listening comprehension, speaking, reading, and writing, through audio-visual and audio-lingual methods.

Students preparing for a professional career in Geography should plan to transfer to a four-year college, and then to attend graduate school for a Master’s Degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS&amp; 101</td>
<td>Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>CO-OP 111</td>
<td>Cooperative Education Seminar*</td>
<td>2</td>
</tr>
<tr>
<td>CO-OP 121</td>
<td>Cooperative Work Experience*</td>
<td>3</td>
</tr>
<tr>
<td>PSYC&amp; 220</td>
<td>Abnormal Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

### Geology

**ASSOCIATE IN ARTS (DTA) or ASSOCIATE OF SCIENCE (Track 1)**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</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; 143</td>
<td>General Chemistry III*</td>
<td>3</td>
</tr>
<tr>
<td>CHEM&amp; 151</td>
<td>General Chem Lab I*</td>
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<tr>
<td>CHEM&amp; 152</td>
<td>General Chem Lab II*</td>
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<tr>
<td>CHEM&amp; 153</td>
<td>General Chem Lab III*</td>
<td>3</td>
</tr>
<tr>
<td>GEOL&amp; 101</td>
<td>Intro Physical Geology</td>
<td>5</td>
</tr>
<tr>
<td>GEOL&amp; 103</td>
<td>Historical Geology</td>
<td>5</td>
</tr>
<tr>
<td>GEOL&amp; 110</td>
<td>Environmental Geology</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I: Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Precalculus II: Trig*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I*</td>
<td>5</td>
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<tr>
<td>MATH&amp; 152</td>
<td>Calculus II*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 163</td>
<td>Calculus III*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 254</td>
<td>Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 255</td>
<td>Engineering Physics*</td>
<td>6</td>
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<tr>
<td>PHYS 256</td>
<td>Engineering Physics*</td>
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</table>
ASSOCIATE DEGREES & TRANSFER PLANNING

SECTION ELEVEN

ASSOCIATE IN ARTS (DTA)
The study of human development and change, current affairs with the perspective of past events, and the rich cultural, political, and institutional legacy of the past that provides the framework for a better understanding of our world.

Students planning a major in history should prepare themselves in a broad range of Social Sciences and Humanities courses. They should also try to complete the basic United States Survey (HIST& 136 and 137) and the Western Civilization series (HIST& 116, 117, and 118).

Students should complete the Associate in Arts Degree requirements.

Faculty  Office  Phone
Lamb, Deborah  Humanities 155  360.475.7415
Schaefer, Philip  Humanities 149  360.475.7416

Recommended Courses  Credits
ANTH& 100  Survey of Anthropology  5
Geography — Select a course in this area  5
HIST& 116  Western Civilization I  5
HIST& 117  Western Civilization II  5
HIST& 118  Western Civilization III  5
HIST& 136  US History 1*  5
HIST& 137  US History 2*  5
Humanities/American Culture Elective — Select any course in this area  5
Languages — Select any courses in this area  10
POLIS& 101  Intro Political Science  5

Human Services

ASSOCIATE IN ARTS (DTA)
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 preparing students for a professional career in the field of Human Services.

Students preparing for a professional career in the field (which includes Human Services, Social Work, Case Management, and related fields) 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 Human Services. 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 meet early with the Human Services advisor, who will approve the student’s individualized program.

Faculty  Office  Phone
Cohen, Mirolle  Shop 201  360.475.7553
Email: mcalden@olympic.edu

Recommended Courses  Credits
ENGL& 101  English Composition I*  5
ENGL& 233  Technical Writing*  5
MATH& 107  Math in Society* (or above)  5

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

ASSOCIATE IN ARTS (DTA)

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
BIO& 175  Human Biology w/Lab  5
CHEM& 110  Chemical Concepts w/Lab*  6
GEOG 102  Physical Geography*  5
SCI 100  Introduction to Science*  5
15

Social Sciences: (Select 20 credits from 3 disciplines)
ANTH& 100  Survey of Anthropology  5
ANTH& 206  Cultural Anthropology  5
EDUL& 203  Exceptional Child  3
HS 107  Intro to Human Services  5
PSYC 100  General Psychology  5
PSYC 200  Lifespan Psychology  5
PSYC 206  Children and Trauma  3
PSYC 220  Abnormal Psychology  5
SOC 109  Family Abuse and Neglect  3
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  Care Management for CDP*  3
HS 113  CDP Individual Counseling*  3
HS 114  CDP Group Counseling  3
HS 120  Relapse Prevention/Family Counseling  3
HS 210  Family School and Community Relations  3
HS 275  Human Services Field Experience 1*  5
HS 276  Human Services Field Experience 2*  5
HSS& 101  Intro to Addictive Drugs  5

Integrated Multimedia

ASSOCIATE IN ARTS (DTA)

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.

Faculty  Office  Phone
Silverthorn, Joseph  Art 112  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*  5
ART 221  Life Drawing II*  5
ART 266  Sculpture I  5
CMPT& 215  WWW 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 Workshop: Video Shorts*  3
IMM 260/261/262  Video Prod Workshop: Writing*  3
IMM 263/264/265  Video Prod Workshop: Graphics*  3
IMM 266/267/268  Video Prod Workshop: 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

Journalism

ASSOCIATE IN ARTS (DTA)
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.

Faculty  Office  Phone
Prince, Michael  Technical 101A  360.475.7243

Required Courses  Credits
ENGL& 101  English Composition I*  5
ENGL& 233  Technical Writing*  5
MATH& 107  Math in Society*  5
Physical Education — 3 quarter credits  3

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  5
ECON& 202  Macro Economics*  5
ENGL& 111  Intro to Literature  5
ENGL& 244  American Literature I  5
ENGL& 245  American Literature II  5
JOURN 100  Reporting and Newswriting*  5
JOURN 101  College Newspaper Advanced Reporting*  5
JOURN 110  College Newspaper Production  5

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

Social Sciences — See below:

CMST& 210  Interpersonal Communicat  5
CMST& 220  Public Speaking  5
PHIL& 101  Intro to Philosophy  5
ASSOCIATE DEGREES & TRANSFER PLANNING

ASSOCIATE IN ARTS (DTA) or ASSOCIATE OF SCIENCE (Track 1)
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.

Faculty Office Phone
Seavy, Don Science & Technology 216 360.475.7732

Recommended Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>Majors Biology I*</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 202</td>
<td>Majors Biology II*</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 203</td>
<td>Majors Biology III*</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 240</td>
<td>Marine Biology*</td>
<td>4</td>
</tr>
</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 |

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

Students should complete the Associate in Arts Degree requirements.

Faculty Office Phone
Seaver, Teresa Music 104 360.475.7117
White, Rick Music 105 360.475.7118

Recommended Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC&amp; 133</td>
<td>Beginning Class Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUSC&amp; 134</td>
<td>Beginning Class Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUSC&amp; 135</td>
<td>Beginning Class Piano</td>
<td>2</td>
</tr>
</tbody>
</table>

Music
ASSOCIATE IN ARTS (DTA)

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

Students should complete the Associate in Arts Degree requirements.

Faculty Office Phone
Seaver, Teresa Music 104 360.475.7117
White, Rick Music 105 360.475.7118

Recommended Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC&amp; 133</td>
<td>Beginning Class Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUSC&amp; 134</td>
<td>Beginning Class Piano</td>
<td>2</td>
</tr>
<tr>
<td>MUSC&amp; 135</td>
<td>Beginning Class Piano</td>
<td>2</td>
</tr>
</tbody>
</table>

Organizational Leadership & Resource Management
Leadership & Occupational Studies
Organizational Leadership & Resource Management
ASSOCIATE IN APPLIED SCIENCE—TRANSFER (AAS-T)
See the Professional-Technical—Organizational Leadership Resource Management section of this catalog.

Physical Education
ASSOCIATE IN ARTS (DTA)
A two-year suggested curriculum for students planning to major in Physical Education.

OPTION I: 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.
### ASSOCIATE DEGREES & TRANSFER PLANNING

**SECTION ELEVEN**

**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.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MacKenzie, Michael</td>
<td>Physical Education 105</td>
<td>360.475.7742</td>
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**Recommended Courses**

<table>
<thead>
<tr>
<th>Option</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td><strong>OPTION 1</strong></td>
<td>BIOLK 241 Human A &amp; P 1*</td>
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<tr>
<td></td>
<td>BIOLK 242 Human A &amp; P 2*</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>EDUC 202 Intro to Education</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MUSC 105 Music Appreciation</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PE-ED 104 Health Science</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PE-ED 105 College First Aid and Community CPR</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSYC 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PSYC 102 Psychology of Adjustment</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SOC 101 Intro to Sociology</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SOC 201 Social Problems</td>
<td>5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2-3 credits per quarter from PEFSP or PE-RD</td>
<td>2-3</td>
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**OPTION 2**

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<tr>
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<tr>
<td>CMST 220 Public Speaking</td>
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<tr>
<td>EDUC 202 Intro to Education</td>
<td>5</td>
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<tr>
<td>MUSC 105 Music Appreciation</td>
<td>5</td>
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<tr>
<td>PE-ED 104 Health Science</td>
<td>2</td>
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<tr>
<td>PE-ED 105 College First Aid and Community CPR</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 102 Psychology of Adjustment</td>
<td>5</td>
</tr>
<tr>
<td>SOC 101 Intro to Sociology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 201 Social Problems</td>
<td>5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2-3 credits per quarter from PEFSP or PE-RD</td>
</tr>
</tbody>
</table>

**Physics**

**ASSOCIATE OF SCIENCE (Track 2)**

Physicists observe and analyze various forms of energy, the structure of matter and the relationship between matter and energy. Their studies have continued to broaden our understanding of the physical world and have enabled us to make increasing use of natural resources. Physicists have contributed to scientific progress in recent years in areas such as nuclear energy, electronics, communications, and aerospace.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hess, Linnea</td>
<td>Science &amp; Technology 214</td>
<td>360.475.7727</td>
</tr>
</tbody>
</table>

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM &amp; 141 General Chemistry I*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM &amp; 142 General Chemistry II*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM &amp; 143 General Chemistry III*</td>
<td>3</td>
</tr>
<tr>
<td>CHEM &amp; 151 General Chem Lab I*</td>
<td>1</td>
</tr>
<tr>
<td>CHEM &amp; 152 General Chem Lab II*</td>
<td>1</td>
</tr>
<tr>
<td>CHEM &amp; 153 General Chem Lab III*</td>
<td>3</td>
</tr>
<tr>
<td>MATH &amp; 141 Precalculus: Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 142 Precalculus: II Trig*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 151 Calculus I*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 152 Calculus II*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 153 Calculus III*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 221 Differential Equations I*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 250 Linear Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 264 Calculus 4*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS &amp; 254 Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS &amp; 255 Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS &amp; 256 Engineering Physics*</td>
<td>6</td>
</tr>
</tbody>
</table>

**Political Science**

**ASSOCIATE IN ARTS (DTA)**

The study of the principles, organization, and methods of government.

Students should complete the Associate in Arts Degree requirements.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jokhi, Dinhaw</td>
<td>College Serv Ctr. 412</td>
<td>360.475.7275</td>
</tr>
<tr>
<td>Toren, David</td>
<td>Humanities 147</td>
<td>360.475.7339</td>
</tr>
</tbody>
</table>

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON &amp; 201 Micro Economics*</td>
<td>5</td>
</tr>
<tr>
<td>or ECON &amp; 202 Macroeconomics*</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 106 Intro to Logic</td>
<td>5</td>
</tr>
<tr>
<td>History — Select any course in this area</td>
<td>5</td>
</tr>
<tr>
<td>Political Science — Select any courses in this area</td>
<td>15</td>
</tr>
<tr>
<td>Psychology — Select any course in this area</td>
<td>5</td>
</tr>
</tbody>
</table>

**Pre-Law**

**ASSOCIATE IN ARTS (DTA)**

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

Students should complete the Associate in Arts Degree requirements.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schaeffer, Philip</td>
<td>Humanities 149</td>
<td>360.475.7416</td>
</tr>
<tr>
<td>Toren, David</td>
<td>Humanities 147</td>
<td>360.475.7339</td>
</tr>
</tbody>
</table>

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON &amp; 201 Micro Economics*</td>
<td>5</td>
</tr>
<tr>
<td>or ECON &amp; 202 Macroeconomics*</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 106 Intro to Logic</td>
<td>5</td>
</tr>
<tr>
<td>History — Select any courses in this area</td>
<td>10</td>
</tr>
<tr>
<td>Philosophy — Select another course in this area</td>
<td>5</td>
</tr>
<tr>
<td>Political Science — Select any courses in this area</td>
<td>5</td>
</tr>
<tr>
<td>History — Select any courses in this area</td>
<td>5</td>
</tr>
</tbody>
</table>

**Psychology**

**ASSOCIATE IN ARTS (DTA)**

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. While 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>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barker, Charles</td>
<td>Music 106</td>
<td>360.475.7286</td>
</tr>
<tr>
<td>Sandler, Jack</td>
<td>OC Shelton TFL 126</td>
<td>360.432.5438</td>
</tr>
</tbody>
</table>
Recommended Courses | Credits
--- | ---
BIOL 201 | Majors Biology I* | 5
CHEM& 121 | Intro to Chemistry* | 6
CHEM& 131 | Intro to Organic/Biochem* | 6
PHIL& 101 | Intro to Philosophy | 5
PHIL 240 | Intro to Ethics | 5
PSYC& 100 | General Psychology | 5
Psychology — One or two courses from the list below:
PSYC& 200 | Lifespan Psychology | 5
PSYC& 220 | Abnormal Psychology | 5
PSYC 221 | Social Psychology* | 5

Sociology

ASSOCIATE IN ARTS (DTA)

Students who wish to become Sociology majors at a four-year institution should follow the distribution requirements for an Associate in Arts Degree. They should emphasize English to develop good writing skills. Mathematics skills are necessary to prepare the student for higher-level statistics courses for BA, MA, or Ph.D. Degrees. Competence in one foreign language is also required in almost all graduate programs.

Faculty | Office | Phone
Cohen, Mirrella | Shop 201 | 360.475.7553
Hartse, Caroline | Art 127 | 360.475.7111

Recommended Courses | Credits
--- | ---
ANTH 100 | Survey of Anthropology | 5
BIOL& 160 | General Biology w/Lab | 5
ENGL& 101 | English Composition I* | 5
ENGL& 102 | Composition II* | 5
ENGL 111 | Intro to Literature | 5
Geology — Select any course from this area | 5
Languages — Select any course from this area | 10
MATH& 141 | Precalculus I: Algebra* | 5
or
MATH 147 | Business Algebra* | 5
MATH& 146 | Introduction to Stats* | 5
PHIL& 101 | Intro to Philosophy | 5
PHIL 240 | Intro to Ethics | 5
PSYC& 100 | General Psychology | 5
SOC& 101 | Intro to Sociology | 5
SOC& 201 | Social Problems | 5

Speech

ASSOCIATE IN ARTS (DTA)

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.

Faculty | Office | Phone
Hard, Aloysia | Humanities 150 | 360.475.7417

Recommended Courses | Credits
--- | ---
CMST& 210 | Interpersonal Communicat | 5
CMST& 229 | Public Speaking | 5
PSYC& 100 | General Psychology | 5

Supportive Health Occupations

ASSOCIATE IN ARTS (DTA)

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.

Faculty | Office | Phone
Baldwin, Ted | Science & Technology 205 | 360.475.7733
Miller, Larry | Science & Technology 207 | 360.475.7703

Recommended Courses | Credits
--- | ---
BIOL& 160 | General Biology w/Lab | 5
or
BIOL 201 | Majors Biology I* | 5
BIOL& 241 | Human A & P 1* # | 6
BIOL& 242 | Human A & P 2* # | 6
BIOL& 260 | Microbiology* | 5
CHEM& 121 | Intro to Chemistry* # | 6
CHEM& 131 | Intro to Organic/Biochem* # | 6
MATH& 141 | Precalculus I: Algebra* | 5
or
MATH 147 | Business Algebra* | 5
MATH& 148 | Business Calculus* | 5
PHYS 114 | General Physics* | 6
PHYS 115 | General Physics* | 6
# Courses with (#) pound sign are required for all occupations.
Professional-Technical Degrees

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General Policies .......................................................................................................................................74
Advising Notes and Recommendations..............................................................................................74
Professional-Technical Degree Options ..................................................................................................74
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- Animation Gaming Production.....................................................................................................76
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- Aviation Technology ......................................................................................................................79
- Business Management ..................................................................................................................80
- Computer Information Systems ...............................................................................................81
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- Criminal Justice .............................................................................................................................89
- Culinary Arts Institute ..................................................................................................................89
- Early Childhood Education ...........................................................................................................90
- Education ......................................................................................................................................93
- Electronics .....................................................................................................................................93
- Environmental Studies ..................................................................................................................94
- Fire Service ...................................................................................................................................95
- Human Services .............................................................................................................................96
- Industrial Trades ............................................................................................................................98
- Integrated Multimedia ..................................................................................................................99
- Legal Office................................................................................................................................100
- Manufacturing Technology ........................................................................................................101
- Medical Assisting ........................................................................................................................101
- Nursing/Healthcare ......................................................................................................................104
- Office Technology ......................................................................................................................108
- Organizational Leadership/Resource Management .......................................................................109
- Physical Therapist Assistant .....................................................................................................111
- Polysomnographic Technology ....................................................................................................111
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Professional-Technical Degrees and Certificates

Overview

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. This section gives information on professional-technical degrees and certificates. Highlights include degree and certificate options and professional-technical programs available.

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 percent 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 permanent advisor for course sequence and schedule details.

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

Professional-Technical Degree Options

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 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.

• Journey-level experience and credits from professional/technical courses from other colleges must be evaluated by the appropriate faculty member and the Dean of Workforce Development.

Degree Requirements

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


3. Quantitative: Mathematics 100 or above, or Business Management 140.

4. Social Sciences and Humanities: A minimum of one course in each area for a total of 15 credits is required. See Distribution Requirements on page 61 to select appropriate courses.

Professional-Technical Certificate Options

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

Certificate of Specialization

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

Certificate of Proficiency

This certificate provides dedicated training and requires 45 to 60 credits of specific courses.

Certificate of Completion

This certificate provides focused training and requires 20 to 44 credits.

Certificate of Recognition

This certificate provides training and requires 10 to 19 credits.
## Professional-Technical Degrees and Certificates Planning Chart

<table>
<thead>
<tr>
<th>Program Subject Area</th>
<th>ATA</th>
<th>AAS</th>
<th>Certificate of Specialization 61-89 credits</th>
<th>Certificate of Proficiency 45-60 credits</th>
<th>Certificate of Completion 20-44 credits</th>
<th>Certificate of Recognition 10-19 credits</th>
<th>OC Division</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B&amp;T</td>
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<tr>
<td>Animation Gaming Production</td>
<td>X</td>
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<td></td>
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<tr>
<td>Automotive Technology</td>
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<td>Aviation Technology</td>
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<tr>
<td>Business Management</td>
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<td></td>
<td></td>
<td>X</td>
<td></td>
<td>B&amp;T</td>
</tr>
<tr>
<td>Computer Info Systems</td>
<td>X</td>
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### Abbreviations

- **Divisions:**
  - **B&T** Business & Technology
  - **MESH** Mathematics, Engineering, Sciences & Health
  - **SSH** Social Sciences & Humanities

- **Degrees:**
  - **ATA** Associate in Technical Arts
  - **AAS** Associate in Applied Science
  - **AAS-T** Associate in Applied Science – Transfer
Professional-Technical Degree and Certificate Programs

Accounting

ATA Accounting Technology

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

Graduation Proficiencies
- Keyboarding proficiency of 30+ words-a-minute, one error per minute, is required for graduation. Students may take OFTEC 110 to develop proficiency or may take a keyboarding test to verify proficiency.
- Ten-key desktop calculator proficiency of 8,000 keystrokes per hour. Students may take OFTEC 124 to develop the required proficiency or may take a 10-key test to verify proficiency.

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

Choose one of the following 3 courses:
- CMST 210 Interpersonal Communication 5
- CMST 220 Public Speaking 5
- CMST 242 Career Communications 5

ENGL 101 English Composition I* 5

OFTEC 122 Payroll Accounting* 5

OFTEC 130 Accounting Simulation/Serv Business* 1

OFTEC 131 Accounting Simulation/Merch Business* 1

OFTEC 132 Accounting Simulation/Corporation* 1

OFTEC 134 Computerized Accounting* 4

OFTEC 141 MS Word Specialist* 4

OFTEC 152 MS Excel Specialist* 4

OFTEC 156 Business English* 5

OFTEC 224 Practical Fund Accounting* 5

OFTEC 226 Business Taxation* 5

OFTEC 256 Business Correspondence* 5

OLRM 220 Human Relations in the Workplace 3

Total Credits Required 90

CP Accounting Clerk

The following one-year program is available to students seeking employment in public, private, and/or governmental entities as bookkeepers, accounting support, or payroll assistants.

Choose one of the following two courses:
- CMST 210 Interpersonal Communication 5
- CMST 242 Career Communications 5

Total Credits Required 49

Animation Gaming Production

ATA Animation Gaming Production

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

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability:
1. Create gaming animations demonstrating mastery of the artistic skill sets acquired in completing the five Animation Gaming Certificate courses.
2. Produce media productions utilizing programs such as Flash, ToonBoom, 3D Studio Max, Maya or any combination thereof.
3. Document the background work required to produce gaming animations.
4. Produce, and be able to explain in an interview setting, a professional quality portfolio exhibiting the technical training, drawing skills, three-dimensional modeling, and rigging techniques fundamental to contemporary animation artistry.

Choose one of the following two courses:
- OFTEC 130 Accounting Simulation/Serv Business 1
- OFTEC 131 Accounting Simulation/Merch Business 1

Total Credits Required 49
Animation Gaming Production—Module Two

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

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:
1. Advanced use of drawing skills, hand/eye coordination, perspective, and design knowledge to create fine art.
2. Art skills necessary to create animation graphics.

Advisor
Silverthorn, Joseph
Art 112
360.475.7310

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<td>ART 107</td>
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<tr>
<td>ART 111</td>
<td>5</td>
</tr>
<tr>
<td>IMM 130</td>
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</table>

Total Credits Required
15

Animation Gaming Production—Module Three

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

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:
1. Ability to model objects in 3D space.
2. Ability to use color effectively and to calibrate equipment.

Advisor
Silverthorn, Joseph
Art 112
360.475.7310

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<td>IMM 182</td>
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<tr>
<td>IMM 230</td>
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Total Credits Required
15

Animation Gaming Production—Module Four

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

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:
1. Ability to model objects in 3D space.
2. Ability to use color effectively and to calibrate equipment.

Advisor
Silverthorn, Joseph
Art 112
360.475.7310

Required Courses

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<tr>
<td>IMM 230</td>
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Total Credits Required
15

Animation Gaming Production—Module Five

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

Program Outcomes

Upon completion of this program, successful students will have demonstrated the following:
1. Creation of a 3D human drawing capable of being animation.
2. Creation of a 3D animated project.

Advisor
Silverthorn, Joseph
Art 112
360.475.7310

Required Courses

<table>
<thead>
<tr>
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<th>Credits</th>
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<td>IMM 195</td>
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Total Credits Required
15

Certificate of Recognition = 10-19 cr
Certificate of Completion = 20-44 cr
Certificate of Proficiency = 45-60 cr
Certificate of Specialization = 61+ cr
## 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.

### Program Outcomes

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

### Required Courses

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<thead>
<tr>
<th>Block 1 — Engine Repair</th>
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<table>
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<td>AUT-T 145 Applied Problem Solving*</td>
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<td>ENGL 100 Composition — Selected Prof/Tech/Voc*</td>
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<td>OLIM 220 Human Relations in the Workplace</td>
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<tr>
<td>AUT-T 203 Internship 3*</td>
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### 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.

### Program Outcomes

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

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

### Required Courses

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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</table>

| AUT-T 250 Automotive Air Conditioning Systems* | 5 |

### 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.

### Program Outcomes

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

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

### Required Courses

Choose one of the following:

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<th>Course</th>
<th>Credits</th>
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<tr>
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<tr>
<td>AUT-T 223 Automotive Drivetrain 3*</td>
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</table>

### Total Credits Required

15
Auto Tech—Electrical & Electronic 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.

Program Outcomes

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

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

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.

Program Outcomes

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

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

Aviation Technology

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 coursework 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

Certificate of Completion = 20-44 cr
6. Show respect and the ability to work collaboratively with diverse individuals and teams.

5. Evaluate and suggest improvements to the business environment.

4. Effectively use computer software to support basic business information systems.

3. Effectively use oral and written communication skills as they relate to the business environment.

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

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

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.

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.

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. 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 from elective coursework, at the 100 level or above. This degree currently transfers to The Evergreen State College.

Program Outcomes

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

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

2. Use basic accounting information and quantitative analysis to suggest effective solutions to business problems and situations as they relate to management, investors, creditors and government agencies.

3. Effectively use oral and written communications skills as they relate to the business environment.

4. Effectively use computer software to research and organize information, supporting management information systems and decision making.

5. Evaluate and suggest improvements to products/service delivery in meeting customer and marketplace needs.

6. Show respect and the ability to work collaboratively with diverse individuals and teams.

Required Courses

- BMGMT 102 Introduction—International Business
- BMGMT 148 Deadline and Project Management
- BMGMT 147 Human Resource Management
- BMGMT 180 Marketing
- BMGMT 183 Negotiations
- BMGMT 185 E-Business Strategies
- BMGMT 203 Small Business Planning & Management
- BMGMT 247 H.R. Performance Reviews

Total Credits Required

45

Recommended Elective Courses

- CD-OP 121 Cooperative Work Experience
- CD-OP 123 Cooperative Work Experience

Total Credits Required

90

Retail Management (WAFC)

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

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the
following ways:
1. More fully develop and/or apply critical communication and computation skills related to a business setting.
2. Develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products.
3. Explore the essential dimensions of leadership/management as they apply to business and develop an appreciation/understanding of critical ethical issues, human relations and resource concepts as they apply to general management situations.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Effectively describe key components of a small business marketing campaign.
2. Develop a basic Small Business Plan.
3. Critique the Leadership/Management relationship within simple ethical guidelines for professional conduct.

required courses Credits
BMGMT 149 Entrepreneurship—Marketing for Growth ________ 2
BMGMT 170 Client/Customer Relations ________ 2
BMGMT 180 Marketing ________ 5
BMGMT 203 Small Business Planning & Management ________ 5
OFFEC 121 Practical Accounting* ________ 5
Total Credits Required ________ 19

CR 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.

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.

Required Courses Credits
BMGMT 149 Entrepreneurship—Marketing for Growth ________ 2
BMGMT 170 Client/Customer Relations ________ 2
BMGMT 180 Marketing ________ 5
BMGMT 203 Small Business Planning & Management ________ 5
OFFEC 121 Practical Accounting* ________ 5
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.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the following:
1. Effectively describe key components of a non-traditional small business marketing campaign.
2. Identify basic consumer buyer behavior and corresponding marketing strategies in maintaining customer relationships.
3. Develop a basic Marketing Plan.
4. Identify traits, skills and responsibilities necessary for the sales professional.
5. Describe a variety of e-business strategies and platforms to enhance information management systems.

Required Courses Credits
BMGMT 149 Entrepreneurship—Marketing for Growth ________ 2
BMGMT 170 Client/Customer Relations ________ 2
BMGMT 180 Marketing ________ 5
BMGMT 203 Small Business Planning & Management ________ 5
BMGMT 247 H.R. Performance Reviews ________ 2
OFFEC 121 Practical Accounting* ________ 5
Total Credits Required ________ 19

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 systems environment. This modular degree allows students to mix and match certificates in ASP Server Development, Applications Server Support, CIS Core Knowledge, CIS Core Skills, I.T. Project Management, Information Systems Security, Internetworking Technician, PHP Server Development, Software Application Development, Technical Support, Web Client-side Development, Web Page Design, and Business Management—Small Business. This approach also allows students to combine short term certificates as a way to meet their academic goals.
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:
- ASC Server Development
- Applications Server Support
- CIS Core Knowledge
- CIS Core Skills
- I.T. Project Management
- Information Systems Security
- Internetworking Technician
- PHP Server Development
- Software Application Development
- Technical Support

Web Client-side Development
Web Page Design

Business Management — Small Business

44 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

### Computer Information Systems

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

**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 an organization.

Outcomes 6-7 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**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Bergman, Don</td>
<td>Technical 205</td>
<td>360.475.7377</td>
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<tr>
<td>Bilodeau, Pam</td>
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<tr>
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<td>Technical 203</td>
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</tbody>
</table>

Choose one of the following 2 courses:
- CMPTR 110 Information Systems Concepts
- CMPTR 111 Introduction to Operating Systems*
- CMPTR 120 Programming Concepts*

Choose one of the following 3 courses:
- CMPTR 123 System Architecture and Logic*
- MATH & 141 Precalculus I: Algebra*
- CMPTR 182 Networking Concepts*

Choose one of the following 2 courses:
- CMPTR 218 Web Page Scripting Languages*
- CMPTR 215 World Wide Web Page Development*

Total Credits Required: 97

**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. 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.

**Program Outcomes**

Upon completion of this program, a student 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.

**Advisors, Office Phone**

Blackwell, Kevin Technical 215 360.475.7379

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CMPTR 120</td>
<td>Programming Concepts*</td>
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<tr>
<td>CMPTR 122</td>
<td>Applications for IT Professionals</td>
</tr>
<tr>
<td>CMPTR 172</td>
<td>PC Hardware Basics</td>
</tr>
<tr>
<td>CMPTR 182</td>
<td>Networking Concepts</td>
</tr>
<tr>
<td>CMPTR 185</td>
<td>IT User Support Fundamentals</td>
</tr>
<tr>
<td>CMPTR 190</td>
<td>Information System Project Management</td>
</tr>
<tr>
<td>CMPTR 230</td>
<td>Information System Security I</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
</tr>
</tbody>
</table>

Choose one of the following 3 courses:

- BMGMT140 Business and Personal Mathematics* | 5 |
- CMPTR 123 System Architecture and Logic* | 5 |
- MATH& 141 Precalculus I: Algebra* | 5  

Choose one of the following 3 courses:

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

Choose one of the following 2 courses:

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

**Total Credits Required** 48-50

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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**

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**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.

**Program Outcomes**

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

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

---

**Applications Server Support**

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

**Program Outcomes**

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

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

**ASP Server Development**

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

**Program Outcomes**

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

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

**Advisor Office Phone**

Bergman, Don Technical 205 360.475.7377

Bilodeau, Pam Technical 214 360.475.7371

Hanson, Donni Technical 211 360.475.7376

Westlund, Mark Technical 208 360.475.7357

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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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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<tr>
<td>CMPTR 229</td>
<td>ASP.NET Extreme</td>
<td>4</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>
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</tbody>
</table>

**Total Credits Required** 19
Required Courses Credits
CMPTR 190 Information System Project Management 4
CMPTR 201 Networking Laboratory* 1
CMPTR 290 Microsoft LAN Administration I 4
CMPTR 291 Microsoft Network Administration II* 4
CMPTR 297 Server Applications (SQL, Web, Email)* 4
Total Credits Required 17

**CR 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.

**Program Outcomes**

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

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

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**Total Credits Required 15**

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

**Program Outcomes**

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

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

**Required Courses**

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**Total Credits Required 19**

**CR 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).

**Program Outcomes**

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

1. Develop project proposal or plan to determine time frame.
2. Identify funding limitations.
3. Develop procedures for accomplishing project.
4. Identify staffing requirements.
5. Allocate available resources to various phases of project.
6. Coordinate activities of project personnel and outsource personnel.
Certifications: Consortium (ISC)2 SSCP, International Information Systems Security Institute (SANS GSEC) and the authorities. The certifications are underwritten based on industry certifications developed in confidentiality, integrity and accessibility. This system environments requiring information and procedures in various information and operation of security policies, tools requiring the planning, design, development, responsibilities associated with employment program prepares the recipient for the Information Systems Security. This certificate A Certificate of Recognition is offered in

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<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMPTR 190 Information System Project Management</td>
<td>4</td>
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</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).

Program Outcomes

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

Completers of the Information Systems Security Certificate program will know, apply, analyze and evaluate the technical and administrative aspects of:
1. Hardware architecture.
2. Basic topologies and technologies found in local area networks and wide area networks.
3. The protocols of the TCP/IP suite, the OSI model, and proprietary operating system protocols from Microsoft, Novell and various Unix platform vendors.
4. Secure protocols: IPsec, S/MIME, SKIP, SWIPÉ, SET, PEM, etc.
5. Packet filtering, capture and analysis.
6. Host-based and Network-based perimeter protection, intrusion detection and intrusion prevention.
7. Elements of physical facility security.
8. Information assurance.
10. Information warfare.
11. Legal issues.
12. Forensics.
13. Incident handling.
15. Access control.
16. Password management.
17. Data warehousing.
18. System development.
20. Honeypots.
22. Virus protection.
23. Operating system updates and patches.
25. Backups and archiving.

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.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Describe the functions, operations, and primary components of local area networks (LANs), metropolitan area networks (MANs), wide area networks (WANs), virtual private networks (VPNs), Intranets, Extranets, storage area networks, and content delivery networks (CDNs).
2. Define the major network access methods and outline the key features of each.
3. Describe the functions, operations, and primary components of WAN technologies.
4. Describe the function, operation, and primary components required to provide remote access services.
5. Describe the functions, operations, and primary components of wireless technologies.
6. Describe the functions, operations, and primary components of optical networking.
7. Explain the purposes and techniques for voice, data, and video convergence.

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.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Identify major elements in the process of designing a Web based business solution.
2. Gather user requirements, convert them into a logical design, and implement them into a software-based solution.
3. Document a system development project with user requirements, entity relationship models, normalization, database schema, and programming requirements.
4. Explain the relationship among databases, programming, Web servers, and Web browsers.
5. Create an interactive Web page.
6. Create and maintain a database.
7. Use programming to link a database to a Web page.
8. Create an "n-tier" project based on end-user needs.

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Hanson, Dondi  Technical 211  360.475.7376
Westlund, Mark  Technical 203  360.475.7357

Total Credits Required: 19

SMALL OFFICE/HOMe OFFICE
ASSOCIATE

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

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.

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.

CR SOFTWARE APPLICATION DEVELOPMENT

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

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Identify major elements in the software development life cycle.
2. Gather user requirements, convert them into a logical design, and implement them into a software-based solution.
3. Document a system development project with user requirements, programming requirements and other documentation.
4. Apply the concept of functional decomposition to program design.
5. Compare and contrast the features and benefits of procedural and object oriented programming paradigms.
6. Design and implement appropriate user interface.

CR 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”.

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  Credits
CMPTR 101 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: 18

Required Courses  Credits
CMPTR 105 Small Office/Home Office Networking  2
CMPTR 110 Information Systems Concepts  5
CMPTR 115 Introduction to the Internet  3
CMPTR 122 Applications for IT Professionals  4
CMPTR 190 Information System Project Management  4

Total Credits Required: 18

Required Courses  Credits
CMPTR 143 Introduction to C Language*  5
CMPTR 146 Java I Introduction to OOP*  5
CMPTR 147 Java II Fundamentals of OOP*  5
CMPTR 200 Programming Laboratory*  1
CMPTR 205 Introduction to XML*  2

Total Credits Required: 18

Required Courses  Credits
CMPTR 110 Information Systems Concepts  5
CMPTR 122 Applications for IT Professionals  4
CMPTR 172 PC Hardware Basics  5
CMPTR 185 IT User Support Fundamentals  4

Total Credits Required: 18

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.

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Westlund, Mark  Technical 203  360.475.7357

Total Credits Required: 18
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 Information Systems Specialist Associate in Applied Science degree.

Additionally, if a student has to withdraw prior to completion of the CIS Associate in Applied Science degree, 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 Associate in Applied Science 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.

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.

Web Page Design

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

Additionally, if a student has to withdraw prior to completion of the CIS AAS degree, 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 AAS 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.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Explain and demonstrate core web site design, creation and maintenance concepts.
2. Construct well-designed, interactive World Wide Web client pages which conform to the XHTML (Extensible Hypertext Markup Language) standard.
3. Explain and demonstrate basic file transfer from a local development computer to an Internet web server.
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
Bergman, Don
Office Technical 205
Phone 360.475.7377

Required Courses

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<td>CMPTR 120</td>
<td>Programming Concepts*</td>
<td>5</td>
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<tr>
<td>CMPTR 125</td>
<td>Introduction to Dreamweaver*</td>
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<td>CMPTR 215</td>
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<tr>
<td>CMPTR 218</td>
<td>Web Page Scripting Languages*</td>
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</table>

Total Credits Required 19

Certificate of Recognition = 10-19 cr
Certificate of Completion = 20-44 cr
Certificate of Proficiency = 45-60 cr
Certificate of Specialization = 61+ cr

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.

Certificate of Recognition = 10-19 cr
Certificate of Completion = 20-44 cr
Certificate of Proficiency = 45-60 cr
Certificate of Specialization = 61+ cr

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718

87
### Program Requirements

<table>
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<th>Course Code</th>
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<tr>
<td>COSME 121</td>
<td>Skin/Scalp/ Hair Analysis and Care*</td>
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<tr>
<td>COSME 122</td>
<td>Wet Hair Styling/ Braids/Wigs/ Ext 1*</td>
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<td>Wet Hair Styling/ Braids/Wigs/ Ext 2*</td>
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<td>COSME 124</td>
<td>Wet Hair Styling/ Braids/Wigs/ Ext 3*</td>
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<tr>
<td>COSME 125</td>
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<td>Thermal Styling II</td>
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<td>Permanent Wave I</td>
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<td>Hair Color Semi/Bleaching II</td>
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<tr>
<td>COSME 138</td>
<td>Manicuring &amp; Pedicuring I</td>
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<td>COSME 139</td>
<td>Manicuring &amp; Pedicuring II</td>
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<tr>
<td>COSME 141</td>
<td>Skin Care &amp; Make-up I</td>
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<tr>
<td>COSME 142</td>
<td>Skin Care &amp; Make-up II</td>
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<td>COSME 143</td>
<td>Salon Ethics/Laws/Management I</td>
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<td>COSME 144</td>
<td>Salon Ethics/Laws/Management II</td>
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<td>COSME 145</td>
<td>Salon Ethics/Laws/Management III</td>
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<td>Desk/ Phone/ Dispensary I</td>
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<td>COSME 147</td>
<td>Desk/ Phone/ Dispensary II</td>
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<td>COSME 148</td>
<td>Desk/ Phone/ Dispensary III</td>
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</table>

Total Credits Required: **96**

### Esthetician

This program will prepare students for entry into the cosmetology profession of esthetician. For acceptance into the program, the student must make application at the West Sound Technical Skills Center and meet all prerequisite and entrance requirements.

**Program Outcomes**

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

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

### Program Requirements

**Advisor**

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
<th></th>
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<tbody>
<tr>
<td>Carney, Anna</td>
<td>360.473.0561</td>
<td>Business &amp; Technology</td>
</tr>
<tr>
<td>Business &amp; Technology Technical 103</td>
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### Core Requirements

**Credits**

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<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
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<tr>
<td>ENGL 100</td>
<td>Composition — Selected Prof/ Tech/Voc*</td>
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<tr>
<td>OLRM 220</td>
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### Program Requirements

**Advisor**

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<tr>
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<td>360.473.7360</td>
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</tbody>
</table>

### Cadet Instructor — Cosmetology

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

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

**Program Outcomes**

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

1. Demonstrate written skills required for the application process and examination to obtain state licensing.
2. Exhibit managerial skills and working knowledge of state laws 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.

### Cadet Instructor — Cosmetology

**Advisor**

<table>
<thead>
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<th>Office</th>
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### Core Requirements

**Credits**

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### Program Requirements

**Advisor**

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</table>
**Program Requirements**

**ESTH 180** Skin Care*  
**ESTH 181** Facials*  
**ESTH 182** Temporary Removal of Hair*  
**ESTH 183** Diseases and Disorders of the Skin*  
**ESTH 184** Make-up Techniques*  
**ESTH 185** Safety and Sanitation*  
**ESTH 186** First Aid*  
**ESTH 187** Eyebrow/Eyelash Tinting*  

**Total Credits Required** 52

---

**Criminal Justice**

**ATA 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.

**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, apply criminal law as a criminal justice worker.

---

**Culinary Arts Institute**

**ATA Culinary Arts Institute—Sous Chef**

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

**Program Outcomes**

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

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

---

**Advisor**

Fernandez, Robert  
Humanities 142  
360.475.7337

**Required Courses**

<table>
<thead>
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<th>Course</th>
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<td>POLS &amp; 202</td>
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<td>SPAN &amp; 121</td>
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**Total Credits Required** 90

---

**Advisor**

President, Chris  
Plemmons, Peter  
360.475.7316

**Required Courses**

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<td>OLRM &amp; 220</td>
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</table>

**Total Credits Required** 102

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**Program Requirements**

**MANI 130** Manicuring*  
**MANI 131** Pedicuring*  
**MANI 132** Diseases and Disorders*  
**MANI 133** Safety and Sanitation*  
**MANI 134** First Aid*  
**MANI 135** Artificial Nails I*  
**MANI 136** Artificial Nails II*  
**MANI 137** Nail Art*  

**Total Credits Required** 50

---

**Advisor**

Giovanni, Nick  
Business 112A  
360.475.7577

**Advisor**

Lammers, Steve  
Business Center 131B  
360.475.7571

**Advisor**

Platenpum, Chris  
Business 110  
360.475.7316

---

**Program Requirements**

**BMGMT & 140** Business and Personal Mathematics*  
**CMPT & 150** Survey/Microcomputing—Personal Cmptr  
**CMST & 242** Career Communications  
**CULIN & 101** Culinary Techniques*  
**CULIN & 103** Food Production I*  
**CULIN & 104** Dining Room Service*  
**CULIN & 105** ServSafe® Food Safety Training*  
**CULIN & 121** Food Production II*  
**CULIN & 122** Garde Manger*  
**CULIN & 123** International Cuisine*  
**CULIN & 125** Applied Food Service Computation  
**CULIN & 126** Commercial Baking I*  
**CULIN & 131** Food Production III*  
**CULIN & 132** Quantity Food Purchasing*  
**CULIN & 134** Nutrition for Culinary Professionals  
**CULIN & 200** Food Production IV*  
**CULIN & 210** Culinary Management*  
**CULIN & 220** Culinary Internship  
**ENGL & 100** Composition—Selected Prof/Tech/Voc*  
**FINM & 102** Intro to Hospitality Industry*  
**FINM & 124** Dining Room Supervision*  
**FINM & 133** Elements of Hospitality Management  
**OLRM & 220** Human Relations in the Workplace  

**Total Credits Required** 102

---

**Advisor**

Corney, Anna  
Business & Technology 103  
360.475.7360

**Advisor**

Lammers, Steve  
Business Center 131B  
360.475.7571

**Advisor**

Platenpum, Chris  
Business 110  
360.475.7316

---

**Core Requirements**

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

---

**Program Requirements**

**MANI 130** Manicuring*  
**MANI 131** Pedicuring*  
**MANI 132** Diseases and Disorders*  
**MANI 133** Safety and Sanitation*  
**MANI 134** First Aid*  
**MANI 135** Artificial Nails I*  
**MANI 136** Artificial Nails II*  
**MANI 137** Nail Art*  

**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

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**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.

**Program Outcomes**

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

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

**Required Courses Credits**

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<tr>
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<td>CULIN 103 Food Production I*</td>
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<td>CULIN 104 Dining Room Service*</td>
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<td>CULIN 105 ServSafe® Food Safety Training*</td>
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<td>CULIN 121 Food Production II*</td>
<td>6</td>
</tr>
<tr>
<td>CULIN 122 Garde Manger*</td>
<td>3</td>
</tr>
<tr>
<td>CULIN 123 International Cuisine*</td>
<td>4</td>
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<tr>
<td>CULIN 125 Applied Food Service Computation</td>
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<td>CULIN 126 Commercial Baking I*</td>
<td>3</td>
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<td>CULIN 102 Intro to Hospitality Industry*</td>
<td>3</td>
</tr>
<tr>
<td>CULIN 124 Dining Room Supervision*</td>
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</tr>
</tbody>
</table>

**Total Credits Required** 81

**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.

**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.

**Required Courses Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CULIN 123 International Cuisine*</td>
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<tr>
<td>CULIN 140 Survey of Intnl/Regional Cuisine*</td>
<td>3</td>
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<tr>
<td>CULIN 160 The Study of Cultural Cuisine*</td>
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<td>CULIN 250 International Cuisine Experience</td>
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</table>

**Total Credits Required** 19

**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.

**Program Outcomes**

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

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

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

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

**Required Courses Credits**

<table>
<thead>
<tr>
<th>Course</th>
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<td>ENGL 102 Composition II*</td>
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<td>ENGL 235 Technical Writing*</td>
<td>5</td>
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<td>MATH&amp; 107 Math in Society*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141 Precalculus I: Algebra*</td>
<td>5</td>
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</table>

**Associate in Applied Science – Transfer = 90+ cr**


### Professional-Techical Programs

**Early Childhood Education**

The Early Childhood Education Program provides knowledge of, and training in, working with children of preschool age. The Certificate of Proficiency provides intensive study of children, techniques for working with them, and specific subject areas of Early Childhood Education. Upon completion of the certificate requirements, students will be prepared to work in programs involving young children, i.e., Head Start, Child Care, Parent Cooperatives, and private preschools.

#### Program Outcomes

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

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

#### Required Courses

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<td>ECE 151A</td>
<td>Practicum II*</td>
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<td>ECE 151B</td>
<td>Practicum II*</td>
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<td>ECE 152</td>
<td>Mathematics for Early Childhood Ed*</td>
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<tr>
<td>ECE 153</td>
<td>Early Childhood Curriculum</td>
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<td>ECE 154</td>
<td>Environment for Children</td>
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<td>ECE 155</td>
<td>Observation and Assessment</td>
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<tr>
<td>ECE 156</td>
<td>Art and Creative Activities</td>
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<tr>
<td>ECE 157</td>
<td>Science for Young Children</td>
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<tr>
<td>ECE 158</td>
<td>Language and Literacy Development</td>
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<tr>
<td>ECE 159</td>
<td>Health, Safety and Nutrition</td>
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<tr>
<td>ECE 160</td>
<td>Guidance and Leadership</td>
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<tr>
<td>ECE 161</td>
<td>Survey of Centers*</td>
<td>2</td>
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<tr>
<td>ECE 162</td>
<td>Child Abuse and Neglect</td>
<td>2</td>
</tr>
<tr>
<td>ECE 163</td>
<td>Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 164</td>
<td>ECE Program Administration</td>
<td>3</td>
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<tr>
<td>ECE 165</td>
<td>Family School and Community Relations</td>
<td>3</td>
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<tr>
<td>ECE 225</td>
<td>Issues and Trends in ECE</td>
<td>3</td>
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<tr>
<td>ECE 226</td>
<td>Practicum III*</td>
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<td>ECE 227</td>
<td>English Composition I*</td>
<td>5</td>
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<td>ECE 228</td>
<td>Child Development</td>
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<td>ECE 230</td>
<td>Exceptional Child</td>
<td>5</td>
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<tr>
<td>ECE 231</td>
<td>Child Development</td>
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<td>ECE 232</td>
<td>Early Childhood Electives</td>
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<tr>
<td>ECE 233</td>
<td>Required Courses</td>
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</tbody>
</table>

#### Total Credits Required

90

### Early Childhood Education Electives (50 credits):

- **EDUC 101** Practicum I* 3
- **EDUC 151** Practicum II* 3
- **EDUC 151A** Practicum II* 1
- **EDUC 151B** Practicum II* 1
- **EDUC 152** Mathematics for Early Childhood Ed* 3
- **EDUC 153** Early Childhood Curriculum 3
- **EDUC 154** Environment for Children 1
- **EDUC 155** Observation and Assessment 2
- **EDUC 156** Art and Creative Activities 3
- **EDUC 157** Science for Young Children 3
- **EDUC 158** Language and Literacy Development 3
- **EDUC 159** Health, Safety and Nutrition 3
- **EDUC 160** Guidance and Leadership 3
- **EDUC 161** Survey of Centers* 2
- **EDUC 162** Child Abuse and Neglect 2
- **EDUC 163** Multicultural Education 3
- **EDUC 164** ECE Program Administration 3
- **EDUC 165** Family School and Community Relations 3
- **EDUC 225** Issues and Trends in ECE 3
- **EDUC 226** Practicum III* 5
- **EDUC 227** English Composition I* 5
- **EDUC 228** Child Development 5
- **EDUC 230** Exceptional Child 5

**Total Credits Required**

90

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

- **ART & 100** Art Appreciation 5
- **ART & 102** Art History/Art History—Byzantine 5
- **ART & 103** Art History/Medieval—Renaissance 5
- **ASL & 121** American Sign Language I 5
- **CMST & 220** Public Speaking 5
- **CMST & 210** Interpersonal Communication 5
- **MUSIC & 101** Fundamentals of Music 5
- **SPAN & 121** Spanish I 5

**Total Credits Required**

10

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

- **ANTHR & 204** Cultural Anthropology 5
- **EDUC & 202** Intro to Education 5
- **PSY & 100** General Psychology 5
- **PSY & 200** Lifespan Psychology 5
- **SOC & 101** Intro to Sociology 5
- **SOC & 135** The Family 5

**Total Credits Required**

10

**Natural Sciences (Choose 5 credits from the following, must be a lab science):

- **BIO & 160** General Biology w/Lab 5
- **BIO & 201** Major Biology I 5

**Total Credits Required**

5

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

- **ART & 100** Art Appreciation 5
- **ART & 102** Art History/Art History—Byzantine 5
- **ART & 103** Art History/Medieval—Renaissance 5
- **ASL & 121** American Sign Language I 5
- **CMST & 220** Public Speaking 5
- **CMST & 210** Interpersonal Communication 5
- **MUSIC & 101** Fundamentals of Music 5
- **SPAN & 121** Spanish I 5

**Total Credits Required**

10

**Certificate of Recognition = 10–19 cr

**Certificate of Proficiency = 45–60 cr

**Certificate of Specialization = 61+ cr

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**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)

**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.

**CR 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.

**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.
### 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.

**Program Outcomes**

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

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

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 163 Infant/Toddler Caregiving, Curriculum</td>
<td>3</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>ECE 210 Family School and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECE 250 Infant-Toddler Internship Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>ECE 251 Infant-Toddler Internship*</td>
<td>3</td>
</tr>
<tr>
<td>ECE 263 Relationship Focused Care, Birth 3*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 19

### Paraschool

**The Paraschool Program**

The Paraschool Program prepares students to work in a school district to assist in the instruction of Reading, Writing, and Math. The program includes activity-based learning, small-group work, observation, and field-based practicum that includes the fourteen Washington State Core Competencies and is based on the Washington State Paraeducator skill standards.

**Program Outcomes**

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

1. Foster a positive learning environment.
2. Assist licensed/certificated staff with student instruction.
3. Assist licensed/certificated staff with behavioral management.
4. Assist licensed/certificated staff with clerical functions.
5. Assist licensed/certificated staff with appropriate parent/family contact.
6. Maintain professional involvement.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101 Practicum I*</td>
<td>3</td>
</tr>
<tr>
<td>ECE 151 Practicum II*</td>
<td>1</td>
</tr>
<tr>
<td>ECE 151A Practicum II*</td>
<td>1-5</td>
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</tbody>
</table>

All three of the above courses, or

**EDUC 199 Practicum** 5

**Recommended Electives**

Choose one of the following 2 courses:

- ECE 165 Early Childhood Curriculum
- ECE 177 Science for Young Children
- ECE 179 Language and Literacy Development
- ECE 185 Guidance and Leadership
- EDUC 210 Culturally Responsive Classrooms

**Total Credits Required** 90

### Electronics

**ATA Electronics**

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

**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.


Students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Select and operate electronic test equipment during trouble shooting and repair operations with an emphasis on safety in use and accuracy in results.

2. Successfully replace circuit board components using industrial standard soldering/fabrication techniques.

### 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 electronic industry.

**Program Outcomes**

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

1. Demonstrate knowledge of working safely with test equipment, hand tools, soldering equipment, and chemicals.

2. Demonstrate knowledge of the electrical laws (Ohms, Watts, and Kirchoff).

### Environmental Studies

Provide students the basic knowledge and skills required for entry into careers in environmental and natural resources vocations. Provide the students with the skills required to monitor, access, manage and restore specific natural resources.

**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 positive workplace attitudes and behaviors in a variety of environmental workplace and/or teams.

2. Effectively use oral and written communication skills in environmental vocations.

3. Use environmental technology to sample various natural resources and ecosystems.

4. Analyze and apply Federal and State laws in support of environmental work.

5. Utilize program concepts and skills to perform primary tasks in natural resources management.
Required Courses Credits
Biol 120 Local Flora ......... 5
Biol 140 Environmental Issues ......... 5
Chem 121 Intro to Chemistry* ......... 6
Comp 150 Survey/Microcomputing-Personal Cmptr ......... 4
Co-op 111 Cooperative Education Seminar I* ......... 2

Choose one of the following 2 classes:
Co-op 121 Cooperative Work Experience* ......... 2
Co-op 189A Community Volunteer Service ......... 2

Eco& 201 Micro Economics* ......... 5
Engl 101 English Composition I* ......... 5
Engl 235 Technical Writing* ......... 5
Envs 100 Environmental Careers ......... 5
Envs 101 Intro to Natural Resources* ......... 5
Envs 102 Wetland Ecology and Conservation ......... 5
Envs 103 Introduction to Sustainable Practices ......... 5
Envs 201 Intro to Environmental Technology* ......... 5
Envs 202 Environmental Program Management* ......... 5
Envs 203 Natural Resources Mgmt & Restoration* ......... 5
Geog 102 Physical Geography ......... 5
Geol & 110 Environmental Geology ......... 5
Math 112 Mathematics and the Environment* ......... 5
Geol & 110 Environmental Geology ......... 5
Math 112 Mathematics and the Environment* ......... 5
Olrm 220 Human Relations in the Workplace ......... 3
Tec-D 150 Introduction to GIS* ......... 4
Tec-D 274 Natural Resources GIS* ......... 2

Total Credits Required ......... 94

**Environmental Studies**

Designed to provide students a general overview of topics associated with entry into the workforce in the area of Environmental Studies as well as practical experience in the field.

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

1. Demonstrate understanding of basic environmental issues.
2. Understand how these environmental issues apply to the workforce.
3. Gain experience working in the environmental field.

Advisor Office Phone
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Required Courses Credits

**Total Credits Required** ......... 53-59

**Fire Service**

**CP 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.

**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.

Advisor Office Phone
Normandy, Dana Science & Technology 110 360.475.7722

Required Courses Credits

**Total Credits Required** ......... 57

**Fire Science**

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

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

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

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

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95
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.
29. Explain the need for organized thought processes in incident assessment.
30. Describe the strategic priorities at an incident.
31. Explain the term strategy, tactics, and tasks.
32. Explain the need for size up of an incident.
33. Explain how a size up is performed and what information is necessary to communicate.
34. Describe the MIMS Incident Command System.
35. Explain the need for unified command on a multi-jurisdictional incident.

**Advisor**
Normandy, Dana  Science & Technology 110 360.475.7722

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>F-FS 100 Introduction to Fire Protection</td>
<td>2</td>
</tr>
<tr>
<td>F-FS 111 Fundamentals of Firefighting*</td>
<td>6</td>
</tr>
<tr>
<td>F-FS 113 Interim Firefighting Fundamentals*</td>
<td>5</td>
</tr>
<tr>
<td>F-FS 115 Advanced Firefighting Fundamentals*</td>
<td>4</td>
</tr>
<tr>
<td>F-FS 124 Hazmat Response Ops/Level ++</td>
<td>5</td>
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</tbody>
</table>

**Total Credits Required** 19

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**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.

**Program Outcomes**

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

**Advisor**
Normandy, Dana  Science & Technology 110 360.475.7722

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>BUS&amp; 101 Intro to Business</td>
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<tr>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
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<tr>
<td>CO-OP 111 Cooperative Education Seminar I*</td>
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</tr>
<tr>
<td>CO-OP 121 Cooperative Work Experience*</td>
<td>3</td>
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<tr>
<td>ENGL&amp; 101 English Composition I*</td>
<td>5</td>
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<tr>
<td>ENGL&amp; 235 Technical Writing*</td>
<td>5</td>
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<tr>
<td>F-FSM 203 Fire Department Customer Service</td>
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</table>

Choose one of the following 2 courses:

- F-FSM 231 Fire Service Leadership
- F-FSM 232 Fire Service Management

- F-FSM 233 Fire Service Administration
- F-FSM 280 Law for Emergency Services
- MATH 090 Prealgebra
- POLS 115 State/Local Government
- PSYC 100 General Psychology
- SOC& 201 Social Problems

**Total Credits Required** 63

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**Human Services**

**Chemical Dependency Counseling**

The Associate in Technical Arts Degree is designed for students who wish to fulfill the education requirements for certification as Chemical Dependency Professionals through the Department of Health in Washington State (WAC 246-811-0303).

**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.
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.

Choose one of the following 3 courses:
CMST 153 Intercultural Communication 5
CMST & 210 Interpersonal Communication 5
CMST & 220 Public Speaking 5 5 5

Natural Sciences
BIOL & 175 Human Biology w/Lab 5
SCI 100 Introduction to Science* 5

Social Sciences
PSYC & 100 General Psychology 5
PSYC & 200 Lifespan Psychology 5
PSYC & 220 Abnormal Psychology 5
SOC & 101 Intro to Sociology 5
SOC 109 Family Abuse and Neglect 3

Chemical Dependency
HS 105 Drug and Alcohol Prevention 3
HS 107 Intro to Human Services 5
HS 110 Diversity, Ethics & Professionalism 3
HS 112 Case Management for CDP* 3
HS 113 CDP Individual Counseling* 3
HS 114 CDP Group Counseling* 3
HS 120 Relapse Prevention/Family Counseling* 3
HS 275 Human Services Field Experience 1* 5
HS 276 Human Services Field Experience 2* 5
HSSA & 101 Intro to Addictive Drugs 5

Total Credits Required 91

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 Health in Washington State (WAC 246-811-0303).

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.
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.

Program Outcomes

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

1. Recognize inter-personal dynamics that may challenge family or group relationships. Challenges may include addiction, violence, sexual assault, poverty, loss, chronic health problems, disability, and aging.
2. Recognize indications of substance abuse and be familiar with the disease concept and treatment protocols.
3. Based on a thorough assessment, create a service plan that maximizes individual and family strengths, respects ethnocultural 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

Choose one of the following 2 courses:

- ENG& 102 Composition II* 5
- ENG& 235 Technical Writing* 5 5

Choose one of the following 2 courses:

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

Technical Core

Choose one of the following 2 courses:

- CMST 153 Intercultural Communication 5
- CMST 210 Interpersonal Communication 5 5

- HS 105 Drug and Alcohol Prevention 3
- HS 107 Intro to Human Services 5
- HS 110 Diversity, Ethics & Professionalism 3
- HS 275 Human Services Field Experience 1* 5
- HSSA & 101 Intro to Addictive Drugs 5
- PSTC 206 Children and Trauma 3
- SOC 109 Family Abuse and Neglect 3

General Emphasis

- EDUC & 203 Exceptional Child 3
- HS 112 Case Management for CDP* 3
- HS 210 Family School and Community Relations 3
- SOC 135 The Family 5

Total Credits Required 56

Human Services—Case Aide

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

Program Outcomes

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

1. Recognize indications of substance abuse and be familiar with the disease concept and treatment protocols.
2. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
3. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
4. Access and use a variety of resources and services that match the needs of the individual or family.
5. Coach and mentor others. Others include co-workers, colleagues, and family members.
6. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client’s personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Industrial Trades

ATA or Associate in Technical Arts (Apprenticeship)

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

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

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

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. Demonstrate the academic knowledge and skills necessary for journeyworker level certification in their specific trade.
5. Recognize the significance and desirability of reliable and ethical behavior.
6. Demonstrate self-reliance and dependability in a variety of work situations.
Program Goals
Students graduating with an ATA will possess the specific knowledge and skills required for successful completion of journeyworker academic training in one of the following trades:
Option 1: Electroplater
Option 2: Fabric Worker
Option 3: Thermal Insulator
Option 3A: Composite Plastic Fabricator
Option 4: Painter
Option 5: Rigger
Option 6: Shipwright
Option 7A: Marine Electrician
Option 7B: Heavy Mobile Equipment Electrician
Option 7C: High Voltage Electrician
Option 7D: Temporary Services Electrician
Option 7E: Electronics Mechanic
Option 8: Marine Machinery Mechanic
Option 8A: Heavy Mobile Equipment Mechanic
Option 9: Marine Pipefitter
Option 9A: Temporary Services Pipefitter
Option 9B: Utilities Service Repair Operator
Option 10: Shipfitter
Option 10A: Sheetmetal Mechanic
Option 12: NDT Examiner
Option 13: Weldor
Option 14: Machinist
Option 14A: Production Machinery Mechanic
Option 15: Production Machinery Electrician
Option 16: Electronic Industrial Controls Mechanic
Option 17: Electronic Controls Mechanic
Option 18: Electronics

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

Advisor  Office  Phone
Abel, Bob  PSNS Bldg 460, Room 253  360.476.6622
Bolton, Karen  PSNS Bldg 460, Room 242  360.476.5339
Haines, Don  PSNS Bldg 460, Room 254  360.476.6976

Integrated Multimedia

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

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

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

Certificate of Recognition = 10-19 cr  Certificate of Completion = 20-44 cr  Certificate of Proficiency = 45-60 cr  Certificate of Specialization = 61+ cr

www.olympic.edu  Campus Switchboard: 360.792.6050 or 1.800.259.6718  99
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.

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.

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

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, case file management).
5. Work as a team member in a legal office environment to accomplish the goals of the organization.
6. Define, explain, correctly spell, and effectively use legal terminology.
7. Effectively apply components of the accounting equation to typical business transactions.
8. Explain, discuss, and analyze basic tenets of law and the court systems as it relates to legal office management.
9. Use library and Internet research tools to complete legal research in case law and various topics.

Advisor Office Phone
Hudson, Tia Business 211 360.475.7384

Required Courses Credits
BMGMT 140 Business and Personal Mathematics* _______ 5
BUS& 201 Business Law__________________________ 5
CJ& 101 Intro Criminal Justice___________________ 5
CJ& 110 Criminal Law*_________________________ 5

Choose one of the following 3 courses:
CMST& 210 Interpersonal Communication__________ 5
CMST& 220 Public Speaking_______________________ 5
CMST 242 Career Communications________________ 5

Required Courses Credits
ENGL& 101 English Composition I*_____________ 5
OFTEC 141 MS Word Specialist*_________________ 4
OFTEC 156 Business English*____________________ 5
OFTEC 170 Records and Database Management*____ 5
OFTEC 175 Legal Terminology____________________ 5
OFTEC 213 Legal Typing and Transcription*_______ 3
OFTEC 256 Business Correspondence*____________ 5
OFTEC 275 Legal Office Procedures*____________ 5
OLRM 220 Human Relations in the Workplace________ 3

Choose one of the following 2 courses:
PSYC& 100 General Psychology___________________ 5
PSYC 102 Psychology of Adjustment_______________ 5

Successful completion of additional courses from Accounting, Business, Business Management, Computer Information Systems, Economics, Office Technology, or Cooperative Education numbered 100 or above. _______________ 14

Successful completion of additional courses other than Accounting, Business, Business Management, Computer Information Systems, Economics, Office Technology, or Cooperative Education numbered 100 or above. _______________ 6

Total Credits Required 90

Advisor Office Phone
Hudson, Tia Business 211 360.475.7384

Legal Office Professional

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

Program Outcomes

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

1. Effectively use computer software to accomplish general and legal office tasks.
2. Apply math concepts to typical business situations.

Advisor Office Phone
Hudson, Tia Business 211 360.475.7384

Required Courses Credits
BUS& 201 Business Law__________________________ 5
CJ& 110 Criminal Law*_________________________ 5
OFTEC 175 Legal Terminology____________________ 5
OFTEC 213 Legal Typing and Transcription*_______ 3
OFTEC 275 Legal Office Procedures*____________ 5

OLRM 220 Human Relations in the Workplace________ 3

Successful completion of additional courses numbered 100 or above. _______________ 6

Total Credits Required 90

Advisor Office Phone
Hudson, Tia Business 211 360.475.7384

Supported Certificate Requirements
OLRM 220 Human Relations in the Workplace________ 3
CJ& 101 Intro Criminal Justice___________________ 5
### Medical Assisting

**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 Mathematics and English may be required for placement into ENGL& 101 or MATH& 107. See advisor for details.

**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.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MEDA 210 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 160 Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 161 Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 205 Medical Claims and Coding*</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 206 Exit Testing for MEDA*</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 209 Medical Office Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 210 Externship for Medical Assistants*</td>
<td>6</td>
</tr>
<tr>
<td>MEDA 211 Human Relations/MEDA*</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 110 Beginning Keyboarding (OFTEC 111 or 112 are acceptable)</td>
<td>3</td>
</tr>
</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

<table>
<thead>
<tr>
<th>Recommended Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 201 Principles of Accounting I</td>
</tr>
<tr>
<td>ASL &amp; 121 American Sign Language I</td>
</tr>
<tr>
<td>CHEM&amp; 110 Chemical Concepts w/Lab*</td>
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<tr>
<td>CMPT&amp; 128 Introduction to MS Excel 2007</td>
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<tr>
<td>ENGL&amp; 102 Composition II</td>
</tr>
<tr>
<td>ENGL&amp; 235 Medical Terminology*</td>
</tr>
<tr>
<td>OFTEC 121 Practical Accounting*</td>
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<tr>
<td>OFTEC 201 Payroll Accounting</td>
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<tr>
<td>OFTEC 170 Records and Database Management*</td>
</tr>
<tr>
<td>OFTEC 214 Advanced Office Applications*</td>
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<tr>
<td>PSYC&amp; 100 General Psychology</td>
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<tr>
<td>PSYC&amp; 102 Psychology of Adjustment</td>
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<tr>
<td>PSYC&amp; 200 Lifespan Psychology</td>
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<tr>
<td>PSYC&amp; 220 Abnormal Psychology</td>
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<tr>
<td>SOC&amp; 101 Intro to Sociology</td>
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<tr>
<td>SOC&amp; 201 Social Problems</td>
</tr>
</tbody>
</table>

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### Manufacturing Technology

**Manufacturing Technology**

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

**Program Outcomes**

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

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MANU 101 Orientation to Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>MANU 115 Foundations of Manufacturing*</td>
<td>5</td>
</tr>
<tr>
<td>MANU 120 Manufacturing Methodologies</td>
<td>5</td>
</tr>
<tr>
<td>MANU 130 Measurement, Tools, and Safety*</td>
<td>6</td>
</tr>
<tr>
<td>MANU 140 Planning, Drawing, and Technology</td>
<td>5</td>
</tr>
<tr>
<td>CO-OP 110 Cooperative Education Seminar</td>
<td>2</td>
</tr>
<tr>
<td>CO-OP 121-124 Cooperative Work Experience*</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits Required** 27
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 cashier in 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 one 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 titer test for chicken pox and/or measles may be required by certain extern sites.

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

Medical Billing & Coding

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

Program Prerequisites

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

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

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

Program Outcomes

Upon completion of this program, successful students will be able to:
1. Demonstrate the ability to code and bill accurately, ethically and assertively.
2. Accurately apply billing and coding principles to optimize reimbursement.
3. Demonstrate the ability to research and explain insurance coverage to patients and their families.
4. Handle all components of claims processing efficiently.
5. Effectively manage patient accounts for billing.
6. Accurately prepare claims for submission to insurance companies in hard copy or electronically.
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.

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.

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. At least 18 years of age.
2. High School diploma or GED certificate.
3. Ability to read and write in English.
4. Ability to lift a minimum of 50 pounds.
5. Ability to reach overhead.
6. Ability to bend over or crouch.
7. Ability to stand or sit for extended periods of time.
8. Ability to distinguish colors.
9. Proof of vaccination and TB testing as outlined in phlebotomy program application packet.
10. Proof of purchase of malpractice insurance through OC cashier.
11. Washington Criminal History Background Inquiry Check. (A student who cannot participate in patient care delivery in clinical settings based on a positive Background Inquiry Check may not be placed successfully in an externship site and will be unable to complete the program.)
12. Proof of sufficient medical insurance coverage.
13. Agree to interview/additional vaccinations if required by externship site.

Students must meet all the above requirements to be accepted into the Phlebotomy program. Students must earn a 2.0 or higher in both MEDA 220 and MEDA 221 to earn the certificate.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Use effective verbal, listening and written communication skills to interact personally and professionally in a healthcare setting.
2. Use appropriate interpersonal skills to provide excellent service to patients, clients and co-workers.
3. Promote tolerance and equal treatment of all patients and co-workers.
4. Access, evaluate and organize information successfully using a variety of resources.
5. Use technology effectively to successfully accomplish necessary tasks.
6. Prioritize and appropriately multitask in a variety of healthcare setting situations based on customer service principles and organizational values.
7. Work effectively as a healthcare team member.
8. Utilize appropriate personal protective devices and technique to operate safely in a healthcare environment.
9. Apply proper phlebotomy technique to successfully collect, handle and process a minimum of 100 blood specimens, including venipuncture and capillary punctures.
10. Demonstrate understanding of legal and ethical issues related to phlebotomy.
### PROFESSIONAL-TECHNICAL PROGRAMS

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>MEDA 180 AIDS/HIV/Bloodborne Pathogens</td>
<td>1</td>
</tr>
<tr>
<td>MEDA 220 Phlebotomy: Introduction</td>
<td>6</td>
</tr>
<tr>
<td>MEDA 221 Phlebotomy: Externship</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

#### 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. Olympic College Nursing Program Application, submitted when currently enrolled in the final prerequisite course(s);
4. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
5. Completion of the prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121; BIOL& 241 and 242; and ENGL& 101.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions 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
- Washington State Nursing Care Quality Assurance Commission

### Olympic College Catalog 2009-2010

**ATA 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.

### 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. Verbal 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.

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: Thomas, Trava
Office: OC Poulbo 209
Phone: 360.394.2742

Required Courses - Prerequisites Credits

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Human A &amp; P 1*</td>
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<td>Human A &amp; P 2*</td>
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<td>Intro to Chemistry*</td>
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<td>English Composition I*</td>
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Required Courses

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<td>NURSE 114</td>
<td>Nursing Communications*</td>
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<td>NURSE 116</td>
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<td>NURSE 142</td>
<td>Clinical Applications Lab II*</td>
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<td>Physical Assessment in Nursing Lab*</td>
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<td>NURSE 146</td>
<td>Nursing Care of the Older Adult*</td>
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<td>NURSE 151</td>
<td>Dosage Calculations*</td>
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<td>NURSE 152</td>
<td>Introduction to Pharmacology*</td>
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<td>NURSE 154</td>
<td>Nursing Foundations*</td>
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<td>NURSE 156</td>
<td>Clinical Nursing Practice I*</td>
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<td>Mental Health Theory*</td>
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<td>Mental Health Clinical*</td>
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<td>NURSE 176</td>
<td>Nursing Care of Pediatric Clients*</td>
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<td>NURSE 177</td>
<td>Pediatric Clinical*</td>
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<td>Maternal-Newborn Nursing*</td>
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<tr>
<td>NURSE 179</td>
<td>Maternal-Newborn Clinical*</td>
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<td>NURSE 180</td>
<td>Medical-Surgical Nursing I*</td>
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<td>NURSE 181</td>
<td>Medical-Surgical Clinical*</td>
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<td>NURSE 182</td>
<td>Chronic Health Problems in Elderly*</td>
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<td>NURSE 200</td>
<td>Professional Role Development III*</td>
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<td>NURSE 202</td>
<td>Clinical Applications Lab III*</td>
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<td>NURSE 211</td>
<td>Professional Development Seminar*</td>
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<td>NURSE 212</td>
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Required Support Courses

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<tr>
<td>PSYC 100</td>
<td>General Psychology</td>
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<tr>
<td>PSYC 102</td>
<td>Psychology of Adjustment</td>
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</table>

Total Credits Required 115

- Students may fulfill the biochemistry prerequisite for Human A & P 1 by doing one of the following: Take CHEM& 131 OR take a placement test that will allow you to waive CHEM& 131. It is suggested that BIOL 201 be taken as preparation for passing this placement test. The placement test must be passed in order to register for Human A & P 1. To schedule a placement test, contact either Dr. Larry Miller, Biology professor at tmliller@olympic.edu or by phone at 360.475.7703; or contact the MESH Division Office, Judy Kizzier at jkizzier@olympic.edu or by phone at: 360.475.7743.

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. Current Immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Proof of personal health insurance

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 for reentry by the

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 clinical agencies require students to provide evidence of the following prior to beginning clinical experiences:

1. Current Immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Proof of personal health insurance

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.
Transition to Associate Degree Nursing Program

Olympic College offers a one-year or three-quarter 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 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.

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 spatial 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 providers 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 courses;
2. Support course(s) completion;
3. Current Nursing Assistant Certification and experience (optional).

Please refer to the Practical Nursing Requirements for more information.
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/nursing.

To be considered for admission to the Practical Nursing Program, all of the following must be submitted to the Admissions Office:
1. Practical Nursing Program application when registered for the final prerequisite course(s).
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools).
3. Copy of Advance Standing Summary—transcript evaluation results (if applicable).
4. Completion of the prerequisite courses with a minimum grade of 2.0 or above in each course: BIOL& 175, ENGL& 101, MATH 099, and PSYC& 100. Completion of the prerequisite course PNURS 126 with a minimum grade of 3.7, and completion of the prerequisite course PNURS 108 with a minimum grade of 2.3.
5. Copy of current Nursing Assistant Certification (if applicable).
6. Proof of the following is required a letter of acceptance must reapply for admission the specified quarter and year as noted in their quarter and year. Students not enrolling for admission, all documentation must be received by Office of Admissions by August 17.

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:
1. Personal health insurance carried by the student or the student's family.
2. Student liability insurance.
3. 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).
4. 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.

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) require a grade of 2.0 or above. Certified nursing assistants and military medics can receive credit by examination for PNURS 105 and 110. Paramedics and EMTs can receive credit by examination for PNURS 110. Students are encouraged to take support courses prior to entry into the program. Support course registration is based on space availability.

Pending satisfactory completion of the program, graduates are eligible to take the National Council Licensure 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.

Program Outcomes
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, life-long learning, self-evaluation and peer review.

Advisor | Office | Phone
---|---|---
Thomas, Treva | OC Poulsbo 209 | 360.394.2742

Prerequisite Courses Credits
BIOL& 175 Human Biology w/Lab | 5
ENGL& 101 English Composition I* | 5
MATH 099 Intermediate Algebra* | 5
PSYC& 100 General Psychology | 5
PNURS 108 Clinical Pharmacology* | 1
PNURS 126 Dosage Calculations* | 1

Required Courses Credits
PNURS 102 Physical Assessment Lecture* | 2
PNURS 103 Physical Assessment Application Lab* | 1
PNURS 104 Lab I, Lecture* | 1
PNURS 105 Lab I, Application* | 1
PNURS 106 Lab II* | 2
PNURS 110 Medical Terminology | 2
PNURS 112 Personal and Professional Roles* | 2
PNURS 114 Fundamentals I* | 5
PNURS 116 Fundamentals II* | 5
PNURS 118 Nutrition | 3
PNURS 122 Long Term Care Clinical* | 5
PNURS 124 Medical-Surgical Clinical* | 5
PNURS 202 Client Care Management* | 2

Certificate of Recognition = 10-19 cr
Certificate of Completion = 20-44 cr
Certificate of Proficiency = 45-60 cr
Certificate of Specialization = 61+ cr

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
**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 courses 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, 116, and 118. This certificate prepares students to work in assisted living facilities, Boarding Homes and Adult Family Homes.

**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**

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<tr>
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<td>H-OCC 110</td>
<td>Intro to Nursing Assistant</td>
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<tr>
<td>H-OCC 112</td>
<td>Tools for Success</td>
<td>2</td>
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<tr>
<td>H-OCC 114</td>
<td>Fundamentals of Nsg Assist</td>
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<tr>
<td>H-OCC 116</td>
<td>Basic Technical Skills</td>
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<tr>
<td>H-OCC 118</td>
<td>Nursing Assistant Practicum*</td>
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</table>

**Total Credits Required** 78

**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.

**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>
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<td>OFTEC 162</td>
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<td>OFTEC 214</td>
<td>Advanced Office Applications*</td>
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<td>OFTEC 256</td>
<td>Business Correspondence*</td>
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<td>OFTEC 262</td>
<td>Administrative Office Management*</td>
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<tr>
<td>CMST 242</td>
<td>Career Communications</td>
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</table>

**Total Credits Required** 13

**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.

**Program Outcomes**

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

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

**Required Courses**

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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>CMST 220</td>
<td>Public Speaking</td>
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<tr>
<td>CMST 210</td>
<td>Interpersonal Communicat</td>
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</table>

**Total Credits Required** 27
**Program Outcomes**

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

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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<tr>
<td>CMPTR 112</td>
<td>Introduction to Windows</td>
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<td>CMPTR 150</td>
<td>Survey/Microcomputing—Personal Cmptr</td>
<td>4</td>
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<tr>
<td>OFTEC 112</td>
<td>Document Formatting*</td>
<td>3</td>
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<tr>
<td>OFTEC 136</td>
<td>Customer Service Information Age</td>
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<td>OFTEC 162</td>
<td>General Office Procedures*</td>
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<td>OFTEC 170</td>
<td>Records and Database Management*</td>
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<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
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<tr>
<td>ENGL 100</td>
<td>Composition—Selected Prof/Tech/Voc*</td>
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<tr>
<td>ENGLB 101</td>
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<td>OFTEC 112</td>
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<td>OFTEC 118</td>
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<td>OFTEC 136</td>
<td>Customer Service Information Age</td>
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<td>OFTEC 150</td>
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<tr>
<td>OFTEC 156</td>
<td>Business English*</td>
<td>5</td>
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<tr>
<td>OFTEC 170</td>
<td>Records and Database Management*</td>
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<td>OFTEC 182</td>
<td>Office Technology</td>
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<tr>
<td>BMGMT 220</td>
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<td>OLRM 220</td>
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<tr>
<td>OLRM 299</td>
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<tr>
<td>OLRM 225</td>
<td>Human Relations in Organizations</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 202</td>
<td>Introduction to Organizational Ethics</td>
<td>5</td>
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<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
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</tr>
<tr>
<td>OLRM 201</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
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<td>OLRM 299</td>
<td>Practicum</td>
<td>5</td>
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<tr>
<td>OLRM 250</td>
<td>Organizational Communication</td>
<td>5</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102</td>
<td>Composition II*</td>
<td>5</td>
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<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing*</td>
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<tr>
<td>MATH&amp; 107</td>
<td>Math in Society* (or equivalent)</td>
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</tbody>
</table>

**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 enhancing their knowledge of organizational leadership issues and deepening their knowledge of their specific career field. The degree is intended to transfer to Old Dominion University’s Bachelor of Science in Occupational and Technical Studies Program.

**Program Outcomes**

Students will:

1. Develop a broader understanding of fundamental organizational leadership issues, theories and practices.
2. Validate critical thinking skills and abilities in connection with general education, occupational and technical studies.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolton, Karen</td>
<td>PSNS Bldg 460, Room 242</td>
<td>360.476.5339</td>
</tr>
<tr>
<td>Yergler, Jeff</td>
<td>Business 112B</td>
<td>360.475.7523</td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
<td>5</td>
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<tr>
<td>ENGL&amp; 102</td>
<td>Composition II*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 235</td>
<td>Technical Writing*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>Math in Society* (or equivalent)</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 199</td>
<td>Practicum</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 299</td>
<td>Practicum</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 201</td>
<td>Intro to Organizational Leadership</td>
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<tr>
<td>OLRM 202</td>
<td>Introduction to Organizational Ethics</td>
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<td>OLRM 225</td>
<td>Human Relations in Organizations</td>
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<td>OLRM 250</td>
<td>Organizational Communication</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
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</tr>
<tr>
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<tr>
<td>ENGL&amp; 235</td>
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<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>Math in Society* (or equivalent)</td>
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</tbody>
</table>

**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).
**Professional-Technical Programs**

**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."

**AAS-T Requirements:** The AAS-T is awarded upon the successful completion of a minimum of 93–95 quarter credits with an overall grade point average of 2.0. A minimum of 20 credits must be taken from Olympic College, including the last 10 credits. Students are required to successfully complete the required leadership core and a college-level general education component. This degree transfers well to Chapman University.

**Program Outcomes**

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

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

This program is designed to develop student skill and appreciation in/for the behavioral issues that impact human effectiveness, particularly in an organizational setting. In addition, this program instills skills and appreciation of:

1. The role change plays in our lives, personally and professionally.
2. The key leadership tools and techniques designed to help influence positive change.
3. The ethical standards that should drive actions in the workplace.
4. The value of creating and maintaining a diverse culture and building a foundation for understanding general industry business practices.

As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership, or business practice.

**Program Outcomes**

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

1. Identify key variables that influence human effectiveness in the workplace and be able to apply various tools and techniques to improve individual and/or team performance.
2. Develop an inventory of personal beliefs, biases, and perceptions that may influence how change impacts our lives both personally and professionally.
3. Through heightened awareness, enhance problem-solving skills that may result in positive organizational change.
4. Show respect and the ability to work collaboratively with diverse individuals and teams within the organization.
5. Analyze and assess the legal and ethical issues that impact organizational and individual conduct and behavior.
6. Focus on bridging the gap between theory and practice when applying key leadership techniques.
7. Effectively use oral and written communication skills in discussing and presenting issues related to human and organizational development.

**Required Courses**

- BUS& 201 Business Law
- ENGL& 101 English Composition I*
- ENGL& 235 Technical Writing*
- OLRM 199 Practicum
- OLRM 299 Practicum
- OLRM 201 Intro to Organizational Leadership
- OLRM 202 Introduction to Organizational Ethics
- OLRM 225 Human Relations in Organizations
- OLRM 250 Organizational Communication
- Choose one of the following for 3 or 5 credits:
  - OLRM 205 Managing Diversity
  - OLRM 260 Conflict Resolution
  - OLRM 270 Organizational Change 3-5
- Choose one of the following for 5 credits:
  - MATH& 107 Math in Society
  - MATH& 141 Precalculus I: Algebra*
  - MATH 147 Business Algebra
- Any foreign language
- Choose any two of the following for 10 credits:
  - ECONG 201 Micro Economics*
  - ECONG 202 Macro Economics*
  - HIST& 136 US History 1*
  - HIST& 137 US History 2*
  - PSYC& 100 General Psychology
  - SOC& 101 Intro to Sociology
- Choose any two of the following for 10 credits:
  - ASTRO 101 Introduction to Astronomy*
  - BIOL 101 Marine Science
  - BIOL& 160 General Biology w/Lab
  - GEOG 101 Introduction to Geography
  - GEOL& 101 Intro Physical Geology
  - SCI 100 Introduction to Science*

**Total Credits Required**

93-95

**Leadership & Organizational Development**

This program is designed to develop student skill and appreciation in/for the behavioral issues that impact human effectiveness, particularly in an organizational setting. In addition, this program instills skills and appreciation of:

1. The role change plays in our lives, personally and professionally.
2. The key leadership tools and techniques designed to help influence positive change.
3. The ethical standards that should drive actions in the workplace.
4. The value of creating and maintaining a diverse culture and building a foundation for understanding general industry business practices.

As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership, or business practice.

**Program Outcomes**

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

1. Identify key variables that influence human effectiveness in the workplace and be able to apply various tools and techniques to improve individual and/or team performance.
2. Develop an inventory of personal beliefs, biases, and perceptions that may influence how change impacts our lives both personally and professionally.
3. Through heightened awareness, enhance problem-solving skills that may result in positive organizational change.
4. Show respect and the ability to work collaboratively with diverse individuals and teams within the organization.
5. Analyze and assess the legal and ethical issues that impact organizational and individual conduct and behavior.
6. Focus on bridging the gap between theory and practice when applying key leadership techniques.
7. Effectively use oral and written communication skills in discussing and presenting issues related to human and organizational development.

**Required Courses**

- BUS& 101 Intro to Business
- OLRM 101 Organizational Leadership I
- OLRM 102 Organizational Leadership II
- OLRM 150 Improving Human Effectiveness
- OLRM 197 Leadership Practicum
- OLRM 297 Leadership Practicum

**Total Credits Required**

16

**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, or business practice.
of human effectiveness, diversity, change, leadership and/or ethics.

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

1. Identify key variables that influence human effectiveness in the workplace and be able to apply various tools and techniques to improve individual and/or team performance.
2. Develop an inventory of personal beliefs, biases, and perceptions that may influence how change impacts our lives, personally and professionally.
3. Through heightened awareness, enhance problem solving skills that may result in positive organizational change.
4. Show respect and the ability to work collaboratively with diverse individuals and teams within the organization.
5. Analyze and assess the legal and ethical issues that impact organizational and individual conduct and behavior.
6. Focus on bridging the gap between theory and practice when applying key leadership techniques.
7. Effectively use oral and written communication skills in discussing and presenting issues related to human and organizational development.

**Advisors**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Bolton, Karen</td>
<td>PSNS Bldg 460, Room 242</td>
<td>360.476.5339</td>
</tr>
<tr>
<td>Yergler, Jeff</td>
<td>Business 209</td>
<td>360.475.7523</td>
</tr>
</tbody>
</table>

**Required Courses**

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<th>Course Title</th>
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<tr>
<td>OLRM 150</td>
<td>Improving Human Effectiveness</td>
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<td>OLRM 297</td>
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<td>OLRM 201</td>
<td>Intro to Organizational Leadership</td>
<td>5</td>
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<tr>
<td>OLRM 202</td>
<td>Introduction to Organizational Ethics</td>
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<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
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</table>

**Total Credits Required:** 18

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**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 their families, members of the healthcare 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.

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**Polysomnographic Technology**

**Certificate of Recognition = 10-19 cr**  
**Certificate of Completion = 20-44 cr**  
**Certificate of Proficiency = 45-60 cr**  
**Certificate of Specialization = 61+ cr**

Polysomnography is a health related field dedicated to the study of sleep disorders. The Polysomnographic Technology program offers entry level preparation for this emerging field. Students take specialized courses in sleep theory online in conjunction with Highline Community College for the first nine months. Then students participate in practical clinical experience at an area sleep lab.

A transfer program with Highline Community College allows students to continue to develop the expertise needed to become professional polysomnographer or a polysomnography specialist. Many openings are available for successful candidates who want to work days, nights and/or weekends as a polysomnographer.
Program Outcomes
• Associate in Applied Science Degree (98 credits)
• Certificate of Completion (43 credits)

NOTE: More advanced programs require transfer to Highline Community College after completion of basic courses online.

Advisor Email Phone
Pellock, J D jpellock@olympic.edu 360.394.2771

Technical Design

ATA 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.

Program Outcomes
Upon completion of this program, successful students will:
1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

Advisor Office Phone
Newman, Grant Engineering 104 360.475.7393
Raty, Ron Shop 202 360.475.7389
Sanchez, Peter Business 207 360.475.6552

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CMPTR 200</td>
<td>Programming Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CMPTR 220</td>
<td>Visual Basic II*</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 225</td>
<td>Advanced C Language*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 285</td>
<td>Object Oriented Programming with C++*</td>
<td>5</td>
</tr>
<tr>
<td>ELECT 101</td>
<td>Direct Current*</td>
<td>5</td>
</tr>
<tr>
<td>ELECT 102</td>
<td>Alternating Current*</td>
<td>5</td>
</tr>
<tr>
<td>ELECT 111</td>
<td>Direct Current Circuit Laboratory*</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 112</td>
<td>Alternating Current Circuit Lab*</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>Introduction to Geography</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 102</td>
<td>Physical Geography</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 250</td>
<td>Earth From Space*</td>
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<tr>
<td>IMM 101</td>
<td>Introduction to Integrated Multimedia</td>
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<td>IMM 102</td>
<td>Process of Integrated Multimedia</td>
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<tr>
<td>IMM 181</td>
<td>Animation Design</td>
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<tr>
<td>IMM 182</td>
<td>Animation Process</td>
<td>5</td>
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<tr>
<td>IMM 199</td>
<td>Any course above 142 level</td>
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<tr>
<td>PHYS 111</td>
<td>Any course 110 and above</td>
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<tr>
<td>Technical Design — Any course 270 or above</td>
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<tr>
<td>WELD 106</td>
<td>Welding Technical Orientation I*</td>
<td>5</td>
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<tr>
<td>WELD 107</td>
<td>Welding Technical Orientation II*</td>
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<tr>
<td>WELD 108</td>
<td>Welding Metallurgy</td>
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</table>

Total Credits Required: 93-94

CP 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.

Advisor Office Phone
Newman, Grant Engineering 104 360.475.7393
Raty, Ron Shop 202 360.475.7389
Sanchez, Peter Business 207 360.475.6552

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CP 111</td>
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<td>CP 121</td>
<td>Cooperative Work Experience*</td>
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<td>ENGL 101</td>
<td>English Composition I*</td>
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<td>ENGL 235</td>
<td>Technical Writing*</td>
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<td>ORM 220</td>
<td>Human Relations in the Workplace</td>
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<tr>
<td>Choose one of the following three:</td>
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<tr>
<td>CMPTR 150</td>
<td>Survey/Microcomputing-Personal Cmptr</td>
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<tr>
<td>CMPTR 154</td>
<td>Access for Professionals*</td>
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<tr>
<td>OFFTEC 152</td>
<td>MS Excel Specialist*</td>
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<tr>
<td>MATH 141</td>
<td>Precalculus I: Algebra*</td>
<td>4</td>
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<tr>
<td>MATH 142</td>
<td>Precalculus II: Trig*</td>
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<td>OR</td>
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<tr>
<td>TEC-D 116</td>
<td>Computational Techniques/Technicians</td>
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<tr>
<td>TEC-D 145</td>
<td>Applied Problem Solving</td>
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</table>

Program Requirements: 50 Credits Minimum Technical Design — Any course 107 and above 50

Approved Electives: 10 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
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<tr>
<td>ART 110</td>
<td>Design I</td>
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<tr>
<td>CHEM 110</td>
<td>Chemical Concepts w/ Lab*</td>
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<tr>
<td>CHEM 141</td>
<td>General Chemistry I*</td>
<td>5</td>
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<tr>
<td>CHEM 151</td>
<td>General Chem Lab I*</td>
<td>1</td>
</tr>
<tr>
<td>CMPTR 120</td>
<td>Programming Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 145</td>
<td>Introduction to C Language*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 165</td>
<td>Introduction to Visual Basic I*</td>
<td>4</td>
</tr>
</tbody>
</table>

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.

Program Outcomes
Upon completion of this program, 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 well as be required of a technical designer at a minimal skill level.
2. Access and use technical, human, and information resources accurately to complete projects and tasks.
3. Use computer technology to exchange information and develop technical drawings.
4. Use a systematic, problem solving approach for project development that begins with planning and concludes with an Internet or a hard copy product.
5. Behave responsibly in the completion of projects and/or tasks, and in interaction with others in the classroom.
6. Use related interactive GIS computer software technology to meet project and task requirements where technical drawings are part of a GIS database.
7. Communicate orally, graphically and in writing using technical and non-technical language in ways that maximize understanding for the receiver of the product.

Approved Electives: 10 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Art Appreciation</td>
<td>5</td>
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<tr>
<td>ART 110</td>
<td>Design I</td>
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<tr>
<td>CHEM 110</td>
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<tr>
<td>CHEM 141</td>
<td>General Chemistry I*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 151</td>
<td>General Chem Lab I*</td>
<td>1</td>
</tr>
<tr>
<td>CMPTR 120</td>
<td>Programming Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 145</td>
<td>Introduction to C Language*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 165</td>
<td>Introduction to Visual Basic I*</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required: 47-48

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design advisor.
5. Behave responsibly in the completion of work projects and/or tasks, and in interaction with others in the workplace.
6. Communicate orally, graphically, and in writing, using technical language in ways that maximize production.

**Architectural Design**

This program is designed to provide the student with advanced skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Architectural Design.

**Program Outcomes**

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

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.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>TEC-D 107</td>
<td>Technical Drawing*</td>
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<td>TEC-D 109</td>
<td>Descriptive Geometry*</td>
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<tr>
<td>TEC-D 200</td>
<td>Introduction to Computer-Aided Design*</td>
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</table>

**Total Credits Required** 12

**NOTE:** Elective and newly created courses may be substituted with permission of a Technical Design advisor.

**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.

**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.

**Required Courses**

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
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<tbody>
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<td>TEC-D 107</td>
<td>Technical Drawing*</td>
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<tr>
<td>TEC-D 121</td>
<td>Plane Surveying*</td>
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</tr>
<tr>
<td>TEC-D 127</td>
<td>Residential Architectural Drawing*</td>
<td>4</td>
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<tr>
<td>TEC-D 200</td>
<td>Introduction to Computer-Aided Design*</td>
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</tr>
<tr>
<td>TEC-D 217</td>
<td>Computer Aided Design II*</td>
<td>4</td>
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<tr>
<td>TEC-D 231</td>
<td>Introduction to Civil Drafting*</td>
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**Total Credits Required** 36

**Required Courses**

<table>
<thead>
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<tr>
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<td>ENGL 101</td>
<td>English Composition I*</td>
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<tr>
<td>GEOG 250</td>
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<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>
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</tr>
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<td>TEC-D 116</td>
<td>Computational Techniques/Technicians</td>
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<tr>
<td>TEC-D 121</td>
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<tr>
<td>TEC-D 122</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 151</td>
<td>Intermediate GIS with ArcView*</td>
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<tr>
<td>TEC-D 200</td>
<td>Introduction to Computer-Aided Design*</td>
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<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>
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</table>

**Total Credits Required** 58

**Certificate of Recognition** 10-19 cr
**Certificate of Completion** 20-44 cr
**Certificate of Proficiency** 45-60 cr
**Certificate of Specialization** 61+ cr

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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.

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.

GIS Technology

This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician/Analyst.

Program Outcomes

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

1. Demonstrate sufficient skills to perform entry level work as a GIS Technician.
2. Understand and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.
4. Perform basic database analysis using GIS software.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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Total Credits Required: 43

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.

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.

GIS Technology

This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician/Analyst.

Program Outcomes

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

1. Demonstrate sufficient skills to perform entry level work as a GIS Technician.
2. Understand and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.
4. Perform basic database analysis using GIS software.

Required Courses

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Total Credits Required: 60

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.

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.

GIS Technology

This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician/Analyst.

Program Outcomes

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

1. Demonstrate sufficient skills to perform entry level work as a GIS Technician.
2. Understand and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.
4. Perform basic database analysis using GIS software.

Required Courses

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Total Credits Required: 60

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.

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.

GIS Technology

This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician/Analyst.

Program Outcomes

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

1. Demonstrate sufficient skills to perform entry level work as a GIS Technician.
2. Understand and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.
4. Perform basic database analysis using GIS software.

Required Courses

<table>
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</table>

Total Credits Required: 60
CP 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.

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.

Welding

ATA Welding Technology

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.

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.
6. Be prepared to take welder qualification tests in accordance with the American Welding Society (AWS) and Washington Association of Building Organization (WABO).

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

Required Courses Credits

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<thead>
<tr>
<th>Course</th>
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<tr>
<td>TEC-D 200 Introduction to Computer-Aided Design</td>
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<td>TEC-D 112 Blueprint Reading</td>
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<td>TEC-D 116 Computational Techniques/Technicians</td>
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<td>TEC-D 130 Manufactured Materials and Processes</td>
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<td>TEC-D 200 Introduction to Computer-Aided Design</td>
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<tr>
<td>TEC-D 217 Computer Aided Design II</td>
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<tr>
<td>TEC-D 221 2D Production Drawing</td>
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</table>

Total Credits Required 34

CR Mechanical Technology

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Mechanical Drafting.

Program Outcomes

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

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

Welding

ATA Welding Technology

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.

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.
6. Be prepared to take welder qualification tests in accordance with the American Welding Society (AWS) and Washington Association of Building Organization (WABO).

Required Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TEC-D 200 Introduction to Computer-Aided Design</td>
<td>4</td>
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<tr>
<td>TEC-D 112 Blueprint Reading</td>
<td>4</td>
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<tr>
<td>TEC-D 116 Computational Techniques/Technicians</td>
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<tr>
<td>TEC-D 130 Manufactured Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>TEC-D 200 Introduction to Computer-Aided Design</td>
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<tr>
<td>TEC-D 217 Computer Aided Design II</td>
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</table>

Total Credits Required 34

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

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course. Courses may be doubled up or repeated to gain proficiency.

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

1. Safely and accurately use a variety of electric arc processes, basic hand tools, and shop equipment to fabricate durable goods.
2. Perform the following processes with 75% accuracy and proficiency:
   - Oxyacetylene welding
   - Gas Metal and Gas Tungsten Arc welding processes.
3. Apply personal safety procedures and use proper maintenance of welding equipment.
4. Use measuring instruments and lay out common terms used in the industry to oxy/fuel gas and electric arc welding processes.
5. Safely and accurately use torches and fuel gases to produce parts that are used to fabricate durable goods.
6. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.

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

1. Entry level skills for welding carbon, stainless and aluminum alloys welded with the Gas Metal and Gas Tungsten Arc Welding processes.
2. An understanding of the set-up, running and maintenance of GMAW and GTAW equipment and how to operate the equipment safely.

Required Courses

<table>
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<tr>
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<tr>
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<td>WELD 105</td>
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<tr>
<td>WELD 107</td>
<td>5</td>
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</tbody>
</table>

Total Credits Required 17

+Course may be eligible for advance credit for qualified students. Consult the Welding advisor for more information.

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.

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

1. Perform safety inspections and preventive maintenance of welding equipment.
2. Apply personal safety procedures and use the correct personal protective equipment in the welding environment.
3. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
4. Use measuring instruments and 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, shearing, 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.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WELD 100</td>
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<td>WELD 106</td>
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<tr>
<td>WELD 107</td>
<td>5</td>
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</table>

Total Credits Required 44

+Course may be eligible for advance credit for qualified students. Consult the Welding advisor for more information.

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.

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

1. Entry level skills for welding carbon,
Associate in General Studies (Non-Transfer)

In this Section:
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  • General Policies.................................................................................................................... 118
  • Graduation Requirements.................................................................................................... 118
Non-Transfer Associate Degree Option – Associates in General Studies (AGS)

This section highlights the Associate in General Studies (AGS), a non-transfer degree. Information includes policies and requirements to complete this degree.

The AGS grants academic recognition for the completion of 90 applicable college-level credits and provides flexibility for students to select courses which best fit their interests or emphasize a particular area of study. The non-transfer degree does not preclude the selection of transfer classes and subsequent transfer to a four-year college or university. However, students should be aware that their transcripts will be subjected to a course by course analysis by the receiving institution to determine transferability. This degree is not a direct transfer associate degree (DTA). Students with a previous associate degree are not eligible for the AGS.

General Policies

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

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

Graduation Requirements

• 15 cr. at the 200 level (as a part of the requirements listed below)
• 10 cr. Communication Skills
  – 5 cr. Written (English); selected from ENGL 100 or 101
  – 5 cr. Verbal (Speech or Communication)
• 5 cr. Basic Quantitative Skills
  Selected from:
  – Any mathematics course at the 100 level or higher
  – BMGMT 140 (5 cr.) Business and Personal Mathematics
  – PHIL& 106 (5 cr.) Intro to Logic
• 5 cr. Humanities (see Distribution Requirements on page 61)
• 5 cr. Information Literacy selected from computer (CMPTR) or Computer Science (CS)
• 5 cr. Natural Sciences (see Distribution Requirements on page 61)
• 5 cr. Social Science (see Distribution Requirements on page 61)
• 5 cr. Personal wellness, career and life planning

  Any combination selected from:
  – Physical Education (PE-ED) or Physical Education - Fitness and Sports (PEFSP)
  – General Studies
  – OLRM 103 (1 cr.) Explore Your Strengths,
  OLRM 105 (1 cr.) Appreciating Diversity,
  or OLRM 110 (3 cr.) Apprentice Career Planning
• 50 cr. Electives selected from any college level classes at the 100 level or higher
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- Adult Education – English Second Language .......... 122
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NOTE TO STUDENTS: Common Course Numbers/Titles
To make it easier for students to transfer credits among the State’s 34 community and technical colleges, some courses are numbered and titled in a similar way at every community college in the state.
Courses that have been identified as Common Course Numbers have an “&” sign in the course number, for example: ENGL& 101.

Adult Education – Adult Basic Education

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 Ed
Gr: 1  Wkly hrs: 1 hour Lecture
This course introduces students to the Adult Education 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 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
Gr: 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
Gr: 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
Gr: 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 033 — Family Communication 1
Gr: 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 041 — Communication Skills 2
Gr: 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
Gr: 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
Gr: 1-6  Wkly hrs: 6 hours Lecture
Learn to read words in a simple text, slowly and with few errors and to convey ideas in writing by organizing, presenting, and revising information for general purposes. (Pass/No Credit)
Prerequisite: Orientation/placement testing.

ADABE 044 — Family Math 2
Gr: 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
Gr: 1-6  Wkly hrs: 6 hours Lecture
Students who complete this course can identify their goals, define and support a reading purpose, write clear narratives of a paragraph or more, and use a computer to perform routine tasks. (Pass/No Credit)
Prerequisite: Orientation/Placement or permission of instructor.

ADABE 052 — Math 3
Gr: 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.

**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)

**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.
ADABE 053—Family Communication 3
Cr: 1-6 Wkly hrs: 6 hours Lecture
Accurately learn to read words and word groups in simple text and to convey ideas in writing by specifically organizing, presenting, and revising information for definite purposes. (Pass/No Credit)
Prerequisite: Orientation/placement testing.

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 testing.

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
Learn to read a variety of texts with good comprehension and convey ideas in writing by explicitly organizing, presenting, and revising information for detailed purposes. (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 testing.

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, and math skills necessary for completion of the five tests of the GED through self-directed study. (Pass/No Credit)
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: Enrollment in Families That Work family literacy programs and placement by program faculty or staff.

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.
**Adult Education – English Second Language**

For College Level English for Non-Native Speakers see College Level Intensive English section (CLIE).

**ADESL 002—ESL Student Success Strategies**
Cr: 1 Wkly hrs: 1 hour Lecture
This course is designed to enhance academic success and to identify campus and community resources available to the Level 3 ESL student.

**Prerequisite:** Orientation/assessment testing.

**ADESL 006—Basic Computer Skills/ESL**
Cr: 1-3 Wkly hrs: 3 hours Lecture
Introduces ESL students to the computer skills needed for success in college, family, and workplace. (Pass/No Credit)

**Prerequisite:** Orientation/Placement or permission of instructor.

**ADESL 009—Orientation to ESL**
Cr: 1 Wkly hrs: 1 hour Lecture
An introduction to the ESL program and Olympic College. Students learn to set goals, make an educational plan, use resources and assess progress. May be taken twice a year. (Pass/No Credit)

**Prerequisite:** Required for all new students in ESL classes.

**ADESL 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.

**ADESL 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.

**ADESL 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/Write**
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 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 051—ESOL 3 Reading/Writing**
Cr: 1-5 Wkly hrs: 5 hours Lecture
Built upon language skills beyond low-beginning English literacy for students who are at a high-beginning level of language learning. (Pass/No Credit)

**Prerequisite:** Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

**ADESL 060—ESOL 4: Speaking/Listening**
Cr: 1-5 Wkly hrs: 5 hours Lecture
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/low-advanced level of language learning.

**Prerequisite:** Orientation/assessment or permission of instructor.

**ADESL 061—ESOL 4 Reading/Write**
Cr: 1-5 Wkly hrs: 5 hours Lecture
Built upon language skills beyond low-beginning English literacy for students who are at a low-intermediate level of language learning. (Pass/No Credit)

**Prerequisite:** Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

**ADESL 068—ESOL 5 Bridge Speaking/Listening**
Cr: 1-7 Wkly hrs: 7 hours Lecture
Building upon language skills beyond low intermediate English for high intermediate level learners to prepare for advanced English classes.

**Prerequisite:** Orientation/assessment or permission of instructor.

**ADESL 069—ESOL 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—ESOL Bridge 6 Speaking/Listening**
Cr: 1-7 Wkly hrs: 7 hours Lecture
Students build upon language skills beyond high intermediate English. Designed for advanced level learners to prepare for matriculating to college credit classes. (Pass/No Credit)

**Prerequisite:** Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

**ADESL 071—ESOL Bridge 6 Reading/Writing**
Cr: 1-7 Wkly hrs: 7 hours Lecture
Builds upon language skills beyond high intermediate English. Designed for advanced level learners to prepare for matriculating to college credit classes. (Pass/No Credit)

**Prerequisite:** Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

**ADESL 080—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 the deaf culture is also included. (Formerly FLASL 146 & SPCH 146)

**Prerequisite:** Completion of ASL& 121 with a 2.0 or better or permission of instructor.
ANTH 100 — Survey of Anthropology
Cr: 5  Wkly hrs: 5 hours Lecture
H — The human experience explored through paleontological and archaeological records, racial variation, and contemporary cultures. (Formerly ANTH 101)

ANTH & 204 — Archaeology
Cr: 5  Wkly hrs: 5 hours Lecture
SS — Basic principles and methods of archaeological research, also the prehistoric record examined. (Formerly ANTH 205)

ANTH & 205 — Biological Anthropology
Cr: 5  Wkly hrs: 5 hours Lecture
SS/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 ANTH 201)

ANTH & 206 — Cultural Anthropology
Cr: 5  Wkly hrs: 5 hours Lecture
SS/SS — Overview of the subfield of cultural anthropology. Cross cultural comparison of contemporary societies. Cultural elements including marriage, family, politics, technology, religion, etc. (Formerly ANTH 202)

ANTH & 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 ANTH 203)

ANTH & 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 ANTH 210)

Prerequisite: Recommend ANTH & 100.

Prerequisite: Recommend: ANTH 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 102 — Art History/Ancient — Byzantine
Cr: 5  Wkly hrs: 5 hours Lecture
H — Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, the Near East and North Africa from prehistoric times through the Byzantine Period.

ART 103 — Art History/Medieval — Renaissance
Cr: 5  Wkly hrs: 5 hours Lecture
H — Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, the Near East, and North Africa from Early Medieval through the 16th Century.

ART 104 — Art History/Baroque — Modern
Cr: 5  Wkly hrs: 5 hours Lecture
H — Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, The Americas, China, Japan, India and Africa from the Baroque Period to the present.

ART 106 — Drawing I
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
H — Drawing from still life, 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 109 — 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 125 — Ceramics I
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP — Cone ten stoneware, mixing clays, emphasis on pottery wheel, hand building, and glaze chemistry.

ART 136 — Photography I
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
H — Basic photographic skills, including historical background, theory, study of noted photographers and their philosophies, techniques, lighting, aesthetics, scanning, manipulation, matting and output (web or print).

Prerequisite: ART 136, IMM 136, or permission of instructor.

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 paint application, color theory and mixing, paper qualities, composition, and stylistic possibilities of the medium.

ART 231 — Watercolor II
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 230, encouraging further development of personal imagery, technique, and style. A variety of subject matter will be explored.
Prerequisite: ART 230.

ART 232 — Watercolor III
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Emphasis on composition combining transparent and opaque watercolor, acrylic, pastels, ink, charcoal and collage. The development of painting within an historical and multicultural context through individual instruction.
Prerequisite: ART 231.

ART 240 — Painting I
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Introduction of fundamental techniques/materials of acrylic painting. Emphasis on composition, color theory, and paint handling of image.
Prerequisite: ART 230 and/or ART 106.

ART 241 — Painting II
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Painting studio course in acrylic techniques which examines a variety of color, compositional and stylistic challenges encountered in personal artistic interpretation.
Prerequisite: ART 240.

ART 242 — Painting III
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Students will continue development of their painting skills through the exploration of 20th Century color theory and practice, composition and materials.
Prerequisite: ART 236 and/or ART 110, ART 240 and 241.

ART 244 — Sculpture I
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Introduction to materials. Consideration of form. Technical and compositional exercises in clay, plaster, wood, and stone.

ART 246 — 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 236, 110, and 266.

ASTRONOMY

ASTRO 101 — Introduction to Astronomy
Cr: 5  Wkly hrs: 5 hours Lecture
H/SP - 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 105 — Life in the Universe — Astrobiology
Cr: 5  Wkly hrs: 5 hours Lecture
H/SP - 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 099 with a grade of 2.0 or above or permission of instructor.

ASTRO 106 — Introduction to Cosmology
Cr: 5  Wkly hrs: 5 hours Lecture
H/SP - Introduction to Cosmology, the expansion and large-scale structure of the universe, standard expansion models, quasars, microwave background, dark matter, early moments and future of universe. Preliminary topics: Spectra, stars, stellar evolution, and galaxies.
Prerequisite: ASTRO 102 and MATH & 141 with a grade of 2.0 or above or equivalent.

AUTOMOTIVE TECHNOLOGY

AUT-T 122 — Automotive Chassis Systems 2
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab
H/SP - 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
H/SP - 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
H/SP - 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
H/SP - Introduction to and practice in the fundamentals of automotive electrical systems operation and service.
Prerequisite: AUT-T 101 or 171 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
H/SP - Introduction to and practice in the fundamentals of automotive electrical systems diagnosis and repair.
Prerequisite: AUT-T 101 or 171 or instructor permission; placement into AUT-T 145 or equivalent.

AUT-T 133 — Automotive Electrical Repair 3
Cr: 5  Wkly hrs: 1 hour Lecture, 8 hours Lab
H/SP - Introduction to and practice in the fundamentals of automotive electrical systems diagnosis and repair.
Prerequisite: AUT-T 101 or 171 or instructor permission; placement into AUT-T 145 or equivalent.

AUT-T 145 — Applied Problem Solving
Cr: 5  Wkly hrs: 5 hours Lecture
H/SP - 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 089 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
H/SP - A hands-on guide to vehicle operation, preventative maintenance, simple troubleshooting and repairs, and working with automotive service professionals.
AUT-T 201 — Internship 1
Cr: 5 Wkly hrs: 1 hour Lecture, 12 hours Clinic
Refinement and application of skills in the context of a professional repair shop.
Prerequisite: Permission of instructor.

AUT-T 202 — Internship 2
Cr: 5 Wkly hrs: 1 hour Lecture, 12 hours Clinic
Continuing refinement and application of skills in the context of a professional repair shop.
Prerequisite: AUT-T 201 and permission of instructor.

AUT-T 203 — Internship 3
Cr: 5 Wkly hrs: 1 hour Lecture, 12 hours Clinic
Refinement of professional skills and preparation for employment.
Prerequisite: AUT-T 202 and permission of instructor.

AUT-T 221 — Automotive Drivetrain 1
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Shop-based instruction in the diagnosis and repair of automotive drivetrain systems.
Prerequisite: AUT-T 101, 171 or permission of instructor.

AUT-T 222 — Automotive Drivetrain 2
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Shop-based instruction in the diagnosis and repair of manual transmissions and transaxles.
Prerequisite: AUT-T 101, 171 or permission of instructor.

AUT-T 223 — Automotive Drivetrain 3
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Shop-based instruction in the diagnosis and repair of automatic transmissions and transaxles.
Prerequisite: AUT-T 101, 171 or permission of instructor.

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 operation and service.
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 operation and service.
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 operation and service.
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 diagnosis and repair of automotive heating, ventilation, and air conditioning systems.
Prerequisite: One course from AUT-T 131-133; placement into college-level mathematics; 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.

Aviation

AVIAT 101 — Aviation Fundamentals
Cr: 3 Wkly hrs: 3 hours Lecture
An introduction to basic aviation principles such as aircraft performance factors, FAA regulations, and resources aviation professionals use in everyday operations.

AVIAT 111 — Private Pilot Ground School
Cr: 5 Wkly hrs: 5 hours Lecture
The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in FAR Part 61 for a private pilot airmen knowledge test. Includes aerodynamics, navigation, weather, communications, regulations, flight physiology, weight balance, and other subjects preparatory to the FAA Private Pilot written exam.

AVIAT 112 — Air Syst/Intro Glass Cockpits
Cr: 2 Wkly hrs: 2 hours Lecture
Basic aviation principles, concepts for aircraft engines, aircraft instruments, flight and navigation including GPS systems technology application and glass cockpit technology application.

AVIAT 216 — Instrument Pilot Ground School
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’s permission.

Baccalaureate Nursing

BNURS 320 — Statistics for Health Research
Cr: 5 Wkly hrs: 3 hours Lecture
Provides a conceptual approach to statistics including: analysis and utilization of inferential, descriptive statistics and applications to health care research and nursing. Meets the Symbolic/Quantitative Skills requirement for BSN students.

BNURS 325 — Stress, Survival and Adaptation
Cr: 3 Wkly hrs: 3 hours Lecture

BNURS 326 — Introduction to Forensic Nursing
Cr: 3 Wkly hrs: 3 hours Lecture
SS - An introduction to the scope and practice of this new specialty, where health care and the law intersect.

BNURS 326A — Introduction to Forensic Nursing
Cr: 5 Wkly hrs: 3 hours Lecture, 6 hours Clinical
SS - Health care and the law intersect in the area of Forensic Nursing. Students introduced to the scope and practice of this new specialty.

BNURS 340 — Advanced Clinical Reasoning
Cr: 3 Wkly hrs: 3 hours Lecture
Examine clinical nursing phenomena and therapies from the perspective of physiologic, pathophysiologic, experiential and behavioral events. Includes life span and sociocultural factors.
Prerequisite: Acceptance into BSN program or permission of instructor.

BNURS 350 — Professional Writing for Nurses
Cr: 3 Wkly hrs: 3 hours Lecture
Analytical reasoning and writing relevant to nursing practice. Theories of decision making and problem solving related to health problems and clinical situations.
Prerequisite: Acceptance into RN-BSN program or permission of instructor.

BNURS 402 — Families in the Community
Cr: 3 Wkly hrs: 3 hours Lecture
Focus on concepts of health, community, and environments as they relate to the health of diverse families in a range of settings. Nursing roles in family health are explored.
Prerequisite: Acceptance into BSN program or permission of instructor.

BNURS 403 — Connecting Research to Nursing
Cr: 3 Wkly hrs: 3 hours Lecture
Introduction to research methodologies and utilizing health care research with the goal of providing support for evidence based nursing practice.
Prerequisite: Acceptance into BSN program. Completion of statistics requirement.

BNURS 407 — Perspectives on Diversity
Cr: 3 Wkly hrs: 3 hours Lecture
The human dignity, inherent worth and uniqueness of individuals, families, groups and communities; and the ways that difference is defined, used, and experienced in society.
Prerequisite: Admission to BSN program or permission of instructor.

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BNURS 408 — Health & Wellness Promotion Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Assessment and development of a plan of care to promote healthy families in rural and urban communities.
Prerequisite: Acceptance into the RN-BSN Program. Successful completion of or concurrent enrollment in BNURS 402.

BNURS 409 — Community Health Nursing Theory
Cr: 3 Wkly hrs: 3 hours Lecture
Introduces theories, concepts, and strategies used to promote health for communities and populations.
Prerequisite: Acceptance into RN-BSN program or permission of instructor.

BNURS 410 — Contemporary Ethics in Nursing
Cr: 3 Wkly hrs: 3 hours Lecture
Review ethical theories and identify the influence of cultural, societal, professional and personal values on ethical decision making in nursing.
Prerequisite: Acceptance into RN-BSN program or permission of instructor.

BNURS 411 — Community Health Nursing Application
Cr: 3 Wkly hrs: 6 hours Lab
Application of theories, concepts and strategies used to promote health for communities and populations.
Prerequisite: Acceptance into RN-BSN program. Successful completion of or concurrent enrollment in BNURS 409.

BNURS 412 — Nursing Leadership in Health Systems
Cr: 3 Wkly hrs: 3 hours Lecture
Conducts and theories of nursing leadership in healthcare organizations. Finance, performance improvement, issues and trends in healthcare decision making.
Prerequisite: Admission to Baccalaureate Nursing program or permission of the instructor.

BNURS 430 — Interactive Nursing Communication
Cr: 3 Wkly hrs: 3 hours Lecture
Explores communication concepts. Emphasis on theoretical models assessment of communication, and development of communication abilities.
Prerequisite: Acceptance into BSN program or permission of instructor.

BNURS 450 — Professional Development Seminar I
Cr: 1 Wkly hrs: 1 hour Lecture
Focuses on the RN student’s transition to the academic setting and resources, strategies and skills to utilize during the baccalaureate-nursing program. Introduction to portfolio development.
Prerequisite: Admission to Baccalaureate Nursing program.

BNURS 451 — Professional Development Seminar II
Cr: 1 Wkly hrs: 1 hour Lecture
Evaluation to reflect personal growth and achievement of RN to BSN program outcomes.
Prerequisite: Completion of all upper division general education and all BNURS courses prior to last quarter of study. Concurrent enrollment in BNURS 409 and 411.

Barbering

BARB 150 — Shampoo and Rinse
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Study draping, brushing hair, scalp manipulation, PH values, conditioning and rinsing. Includes hands on experience in proper shampooing and rinsing techniques.
Prerequisite: Instructor approval.

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, razors, 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, razors, 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 various hairstyles done using mousses and gels and the effects they create. Includes hands on experience utilizing mousses 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 — Diseases of Skin/Scalp/Hair
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Learn to recognize the different diseases and disorders of skin, scalp and hair. Includes hands on experience distinguishing the various diseases and disorders.
Prerequisite: Instructor approval.

BARB 161 — Safety and Sanitation
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Learn the use of first aid as related to barbering. Includes hands on experience utilizing the proper first aid procedures.
Prerequisite: Instructor approval.

Biology

BIOL 101 — Marine Science
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - Local freshwater organisms and basic 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
NS - 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
NS - Field, lecture, and laboratory course emphasizing the identification, habits, habitats, adaptations, and interrelationships of plants and animals that constitute the biomes of the Pacific Northwest. (Formerly BIO 114)

BIOL 115 — Freshwater Biology
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - Local freshwater organisms and basic biological, physical, and chemical factors of the inland water environment. Field trips to ponds, lakes, streams, and estuaries in the immediate area. (Formerly BIO 115)
BIOL 120 — Local Flora
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS — An introduction to the native flowering plants of Western Washington. Emphasis 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
NS — The course applies basic ecological principles to the marine, fresh water and forest ecosystems for the purpose of understanding how to best manage these systems for biological diversity and human use. Laboratory includes extensive field work. (Formerly BIO 130)
Prerequisite: Successful completion (with 2.0 or better) of BIOL& 160 or equivalent.

BIOL 131 — Ecology of the Northwest
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS — The course applies basic ecological principles to the marine, fresh water and forest ecosystems for the purpose of understanding how to best manage these systems for biological diversity and human use. (Formerly BIO 131)
Prerequisite: Successful completion (with 2.0 or better) one year of Biology or one quarter of Concepts Biology.

BIOL 132 — Ecology of the Northwest
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS — The course applies basic ecological principles to the marine, 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 132)
Prerequisite: Successfully completed 1 year of Biology or Concepts Biology.

BIOL 140 — Environmental Issues
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS — Ecological principles, the relationship of humans to the environment, and solutions to environmental problems. Recommended for non-science majors. (Formerly BIO 140)

BIOL 160 — General Biology w/Lab
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS — A general overview of important areas of biology for non-science majors beginning at the cellular level and culminating with a consideration of interactions and changes in natural populations. Includes laboratory. (Formerly BIO 105)

BIOL 175 — Human Biology w/Lab
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
NS — The structure and function of major systems and current health issues of the human body. Includes gross anatomy and histology. Recommend for pre-professional programs. (Formerly BIO 160)

BIOL 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 BIO 199)
Prerequisite: Permission of instructor.

BIOL 200 — Nutrition
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
NS — Basic principles of nutrition emphasizing the physiological requirements for proteins, lipids, carbohydrates, vitamins, and minerals; their sources; their relationship to metabolism, nutritional status, and common health problems. A brief introduction to naturopathic medicine is included. (Formerly BIO 200)
Prerequisite: CHEM& 121 or CHEM& 141/142, or CHEM& 241/242 and a minimum of 5 credits in any of the following Biology courses with a lab. (BIOL& 160, BIOL 201, BIOL& 241), or CHEM& 131, all with a grade of 2.0 or better.

BIOL 201 — Majors Biology I
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS — An introduction to the biological sciences, emphasizing genetic and cellular processes common to plants and animals. For majors and non-majors; however this course is designed to prepare students to enter advanced biology courses and pre-professional programs. (Formerly BIO 201)
Prerequisite: None, however, to satisfy the prerequisite for upper division biology courses at some institutions, a year of general chemistry must be completed.

BIOL 202 — Majors Biology II
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS — A continuation of BIOL 201 emphasizing reproduction, growth, and homeostasis in plants and animals. For majors and non-majors, designed to prepare students to enter advanced biology courses and pre-professional programs. (Formerly BIO 202)
Prerequisite: BIOL 201 suggested or permission of instructor.

BIOL 203 — Majors Biology III
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS — A continuation and expansion of BIOL 201 and 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)
Prerequisite: BIOL 201 and BIOL 202 suggested or permission of instructor.

BIOL 204 — Marine Biology
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS — Local organisms and biological factors of the marine environment. Includes field trips to local intertidal areas. (Formerly BIO 240)
Prerequisite: One quarter of biology or permission of instructor.

BIOL& 241 — Human A & P I
Cr: 6 Wkly hrs: 5 hours Lecture, 3 hours Lab
NS — Analysis of representative vertebrates for the chemical-physical process in organ systems and their gross anatomy and histology as they pertain to the human body. Enrollment in BIOL& 241-BIOL& 242 insures transferable credit. (Formerly BIO 250)
Prerequisite: CHEM& 121 and CHEM& 131 (CHEM& 131 may be waived by exam); or CHEM& 141 and CHEM& 142 with a grade of 2.0 or better; concurrent enrollment in either CHEM& 131 or CHEM& 142 is permitted but not recommended.

BIOL& 242 — Human A & P II
Cr: 6 Wkly hrs: 5 hours Lecture, 3 hours Lab
NS — A continuation of BIOL& 241 with emphasis on blood, immunity, respiration, urinary function, digestion, and reproduction. Lab includes dissections and structure identification. (Formerly BIO 251)
Prerequisite: Both BIOL& 241 and CHEM& 131 with a grade of 2.0 or better.

BIOL& 260 — Microbiology
Cr: 5 Wkly hrs: 4 hours Lecture, 3 hours Lab
NS — The structure, function, metabolism, genetics, control and cultivation of microorganisms, and their role in immunity and disease. For pre-professionals. (Formerly BIO 260)
Prerequisite: CHEM& 121, or CHEM& 141/142 or CHEM& 241/242 and a minimum of 5 credits in any of the following Biology courses with a lab (BIOL& 160, BIOL 201, BIOL& 241) all with a grade of 2.0 or better.

BIOL 351 — Medical Genetics
Cr: 5 Wkly hrs: 5 hours Lecture
NS — Seminar-style and on-line course designed to examine various genetic conditions and their relationship to disease in the population. Discussion will be oriented toward healthcare professionals. (Formerly BIO 351)
Prerequisite: Five (5) credits of Biological Science and MATH& 146 or permission of instructor.

Business

BUS& 101 — Intro to Business
Cr: 5 Wkly hrs: 5 hours Lecture
SS — Introduces the major operations of a business including production, marketing, finance, and human resource management. Examines the economic, social, and political environment of business. (Formerly BS-EC 101)

BUS& 201 — Business Law
Cr: 5 Wkly hrs: 5 hours Lecture
Origin and development of business law, the legal system, and enforcement of individual legal rights; law of torts, crimes, and business contracts. (Formerly BS-EC 260)

BUS 215 — Business Statistics
Cr: 5 Wkly hrs: 5 hours Lecture
Application of inferential statistics to business decisions; frequency distributions; sampling, probability, hypotheses testing, and regression. (Formerly BS-EC 257 and 258)
Prerequisite: MATH 099 or equivalent.

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**Business Management**

**BMGMT 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. Bank account reconciliation and metrics are also discussed.

**Prerequisite:** MATH 089 with a grade of 2.0 or above or satisfactory placement test score.

**BMGMT 145—Business Ethics**
Cr: 2  Wkly hrs: 2 hours  Lecture
Discover significant resources to increase your ability to engage in an ethical decision making process. This course also explores professional business behavior and potential workplace Ethical Dilemmas.

**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 Account Receivables, and Trend Analysis through Industry comparisons. Applicable to start-up and existing small businesses.

**BMGMT 147—Human Resource Management**
Cr: 2  Wkly hrs: 2 hours  Lecture
An entrepreneurial series, two-day seminar, emphasizing Human Resource Risk Management including: Discrimination, Sexual Harassment, Homophobia, Disparate Impact, Employment-at-Will, Employment Eligibility, Labor’s Right to Organize, ADA, WISHA basics, and Washington State wage and hour limitations concerning minors. Basic Legal Interviewing Techniques are presented, and students are provided an opportunity to tape interviewing role plays.

**BMGMT 148—Deadline and Project Management**
Cr: 1  Wkly hrs: 1 hour  Lecture
An entrepreneurial series, one-day seminar introducing basic tips on how to manage multiple projects/deadlines, and interpret and draw basic project management PERT Diagrams and Gantt Charts. Applicable to start-up and existing small businesses.

**BMGMT 149—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 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 the 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.

**Prerequisite:** CMPTR 115 or by permission of instructor.

**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.

**CHEM 110—Chemical Concepts w/ Lab**
Cr: 6  Wkly hrs: 5 hours  Lecture, 2 hours Lab  NS  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 094, or permission of instructor.

**CHEM 121—Intro to Chemistry**
Cr: 6  Wkly hrs: 5 hours  Lecture, 2 hours Lab  NS  Atomic structure, chemical bonding, quantitative chemical relationships, solutions, acids, bases, salts, buffers. An introduction to organic chemistry may be included. Primarily for ADN and Allied Health students. (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: 5 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
Gr: 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
Gr: 5  Wkly hrs: 5 hours Lecture
NS - Principles of chemistry including stoichiometry, enthalpy, atomic theory, gases, 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
Gr: 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
Gr: 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
Gr: 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
Gr: 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
Gr: 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
Gr: 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
Gr: 4  Wkly hrs: 4 hours Lecture
NS - An introduction to the alkanes, alkenes, and alkynes. Includes discussions of structure, including stereochemistry, chemical and physical properties, and substitution/elimination reactions. (Formerly CHEM 240)
Prerequisite: CHEM& 142 with a grade of 2.0 or higher.

CHEM 242 — Organic Chem II
Gr: 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 240)
Prerequisite: CHEM& 241.

CHEM 243 — Organic Chem III
Gr: 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, aroyl halides, carbohydrates, lipids, and amino acids/proteins. (Formerly CHEM 260)
Prerequisite: CHEM& 242.

CHEM 251 — Organic Chem Lab I
Gr: 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
Gr: 2  Wkly hrs: 4 hours Lab
NS - Organic chemistry lab emphasizes techniques such as simple, fractional, steam, and reduced pressure distillation; thin-layer, column, high-pressure liquid chromatography, and IR/NMR spectroscopy. (Formerly CHEM 251)
Prerequisite: CHEM& 242 or concurrent enrollment in CHEM& 242.

CHEM 253 — Organic Chem Lab III
Gr: 3  Wkly hrs: 6 hours Lab
NS - The course includes organic qualitative analysis, an oral presentation on a journal article, and an independent synthesis project. (Formerly CHEM 261)
Prerequisite: CHEM& 252, CHEM& 243, or concurrent enrollment in CHEM& 243.

CLIE 101—English, Intensive College Level for Non-Native Speakers
Gr: 7.5  Wkly hrs: 6 hours Lecture, 3 hours Lab
Course can be offered as CLIE 101, 102, 103, 104. Offered at various skill levels, this intensive format focuses on listening, speaking, reading, writing and grammar, with one level moving into another. Designed for those who wish to improve their English ability; primarily for academic and career enhancement purposes; recommended to international students and those whose first language is not English. Includes language lab, conversation partners and field trips. (Formerly IEP 101, 102, 103, 104)
Prerequisite: Admission to the college and instructor permission.

Communication Studies

CMST 102—Intro to Mass Media
Gr: 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
Gr: 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
Gr: 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
Gr: 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
Gr: 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 242—Career Communications
Gr: 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)
Computer Information Systems

CMPTR 101 — Computer Literacy
Cr: 1 Wkly hrs: 1 hour Lecture
This course introduces and assesses basic computer literacy skills. Students will be assessed for literacy in basic computer use, file management, word processing, spreadsheets, the World Wide Web, and email. (Pass/No Credit)

CMPTR 103 — Women and Technology
Cr: 2 Wkly hrs: 2 hours Lecture
Increase career knowledge and preparation in entering technology related fields. Explore strategies for achievement and success in the world of current and emerging technologies. (Pass/No Credit)

CMPTR 105 — Small Office/Home Office Networking
Cr: 2 Wkly hrs: 2 hours Lecture
This course is designed to introduce how to install, configure, and operate a small office/home office (SOHO) network. (Pass/No Credit)

CMPTR 107 — Introduction to PHP
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
PHP is an open source programming language commonly associated with creation of interactive Web pages. Students will create interactive Web pages with PHP from user data and databases.

CMPTR 110 — Information Systems Concepts
Cr: 5 Wkly hrs: 5 hours Lecture
Fundamentals of information processing; file concepts; hardware and software; documentation standards.

CMPTR 111 — Introduction to Operating Systems
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
An introduction to operating system theory and common operating systems found in business environments, like Windows, MS-DOS, and UNIX with hands-on activities. Prerequisite: Cmpltr 110 or concurrent enrollment or permission of instructor.

CMPTR 112 — Introduction to Windows
Cr: 1 Wkly hrs: 1 hour Lecture
An introduction to Windows. Students will navigate and use Windows for simple applications. Textbook required.

CMPTR 113 — Internet Basics
Cr: 1 Wkly hrs: 1 hour Lecture
An introduction to the tools and strategies available to communicate, explore, and retrieve information using the resources of the Internet. Some computer exposure suggested. Text required.

CMPTR 114 — Introduction to HTML
Cr: 1 Wkly hrs: 1 hour Lecture
Learn to use HTML tags to create web pages in accordance with XHTML specifications. Create links, format text, create bulleted and numbered lists, insert images and background color/images, produce image maps, create forms, and understand multimedia possibilities. (Pass/No Credit)
Prerequisite: Basic knowledge of Microsoft Windows 95 or later. Competent keyboarding skills.

CMPTR 115 — Introduction to the Internet
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
Explore various services and features of the Internet beyond just “surfing” like email, FTP, search engines, HTML, online security, and WiFi.

CMPTR 116 — Internetworking I
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
The student will be introduced to and develop knowledge and skill in fundamental theory, design, planning and implementation of data communication networks working with industry standards and protocols.

CMPTR 118 — Internetworking II
Cr: 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.

CMPTR 119 — Internetworking III
Cr: 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: Cmpltr 116.

CMPTR 120 — Programming Concepts
Cr: 5 Wkly hrs: 5 hours Lecture
An introduction to programming concepts. Prerequisite: Cmpltr 110 or concurrent enrollment in Cmpltr 110 or permission of instructor.

CMPTR 122 — Applications for IT Professionals
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
An introduction to computer applications from an IT perspective. Students use basic applications to prepare IT documentation.

CMPTR 123 — System Architecture and Logic
Cr: 5 Wkly hrs: 5 hours Lecture
Provide logic and computational model for small and large computer systems and networks. Prerequisite: Cmpltr 110 and MATH 089.

CMPTR 124 — Introduction to Web Page Design
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Learn to create well-designed web page sites using effective navigation methods, page structure, graphics, text and color. Cascading Style Sheets are used extensively in this course. Prerequisite: Cmpltr 125 or Cmpltr 215 with a grade of 2.0 or above, or working knowledge of HTML or permission of instructor.

CMPTR 125 — Introduction to Dreamweaver
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Plan, design, build, publish, and manage a web site using the most popular web site development software. Formatting, images, navigation, animation, and multimedia (Flash). Prerequisite: Competent keyboarding skills.

CMPTR 126 — Introduction to Microsoft Publisher
Cr: 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 Microsoft Word 2007
Cr: 1 Wkly hrs: 1 hour Lecture
Understanding word processing, using Microsoft Word 2007 for simple applications. Hands-on training in PC lab, using Windows XP Textbook required. (Pass/No Credit or GPA option)

CMPTR 128 — Introduction to MS Excel 2007
Cr: 1 Wkly hrs: 1 hour Lecture
Understanding spreadsheet and data processing, using Microsoft Excel 2007 for simple applications. Hands-on training in PC lab, using Windows XP. Textbook required. (Pass/No Credit or GPA option)

CMPTR 130 — Introduction to Personal Computers
Cr: 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
Cr: 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 — Intro to MS PowerPoint 2007
Cr: 1 Wkly hrs: 1 hour Lecture
Understanding presentation software, using Microsoft PowerPoint 2007 for simple applications. Hands-on training in PC lab, using Windows XP. Textbook required. (Pass/No Credit or GPA option)

CMPTR 139 — Intro to MS Visio
Cr: 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
Cr: 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
Cr: 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
Cr: 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
Cr: 5 Wkly hrs: 5 hours Lecture
Develops fundamental concepts and techniques for analysis, design, and implementation of computer programs using an object-oriented language. Includes graphical user interfaces, event-driven programming, recursive techniques, and data structures.
Prerequisite: CMPTR 146.

CMPTR 150 — Survey/Microcomputing-Personal Computer
Cr: 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.

Cr: 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
Cr: 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
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Prerequisite: Windows skills and a prior computer class or permission of instructor.

CMPTR 165 — Introduction to Visual Basic I
Cr: 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
Cr: 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 173 — Introduction to TCP/IP
Cr: 5 Wkly hrs: 5 hours Lecture
Designed to give an understanding of the TCP/IP suite and the details of its implementation.

CMPTR 182 — Networking Concepts
Cr: 5 Wkly hrs: 5 hours Lecture
This course is designed to introduce LAN/WAN terminology, design, topologies, protocols, various network hardware components, software, cabling and connectivity.

CMPTR 185 — IT User Support Fundamentals
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Students will develop "soft skills" and "self-management skills" needed in user support.

CMPTR 190 — Information System Project Management
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
The student will learn, apply, analyze and evaluate significant information technology projects from initiation through closing.

CMPTR 200 — Programming Laboratory
Cr: 1 Wkly hrs: 2 hours Lab
Students meet in lab to design, develop, and test programs assigned in the programming course being taken concurrently.
Prerequisite: Concurrent enrollment in CMPTR 145 or 146.

CMPTR 201 — Networking Laboratory
Cr: 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 of the following courses: CMPTR 116, 118, 119, 216, 290, 291, 236, 237 or 238.

CMPTR 205 — Introduction to XML
Cr: 2 Wkly hrs: 2 hour Lecture
Technical introduction to XML to create and transform “well formed” XML documents into Web pages. Students will also use DTDs and namespaces.
Prerequisite: Basic programming (these skills can be acquired by taking CMPTR 120) and HTML skills (these skills can be acquired by taking CMPTR 114).

CMPTR 207 — Advanced PHP
Cr: 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
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Learn XHTML to develop web pages using text formatting, color, images, tables, 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
Cr: 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
Cr: 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.

CMPTR 218 — Web Page Scripting Languages
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
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 ACP.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 230.

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 implementing and maintaining the components of organizational security.  
Prerequisite: Cmptr 236.  

CMPTR 237 — Information System Security II  
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  
In this course students will explore current issues and advanced topics in network security and digital forensics.  
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: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Includes macros, templates, auditing tools, database tools, pivot tables. Prepares students for personal and business settings and certification exam. (Same as OFTEC 252)  
Prerequisite: OFTEC 152 or pass MOS 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: 3 hours Lecture, 2 hours Lab  
An introduction to installing, managing, optimizing and troubleshooting Microsoft SQL Server for IT professionals.  
Prerequisite: Cmptr 154 or permission of the instructor or concurrent enrollment.  

CMPTR 261 — Operating Systems/Unix  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
An introduction to the Unix/Linux operating system and Unix/Linux system administration.  
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 to prepare students to administer UNIX-based systems in a secure, networked, client-server environment.  
Prerequisite: Cmptr 261.  

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  
Installation, configuration, file management, connectivity, interoperability, and website management of Microsoft's Internet Information Server (IIS) 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  
Introduces the student to Windows Server 2003. Basic principles and practices of LAN admin will be covered, preparing the student for the MCP exam – Exam 70-290.  

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 295 — CIS Practicum  
Cr: 1-3  Wkly hrs: 9 hours Clinic  
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.  

CMPTR 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 and skills working 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.  

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

**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 specific learning objectives for 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**

**CO-OP 221 — Cooperative Work Experience**  
Cr: 1-13 Wkly hrs: 39 hours Clinic  
Course can be offered as: CO-OP 221/222/223/224.  
Contracted work experience coordinated with employer, faculty and student to meet specific learning objectives for second year co-op students.  
**Prerequisite:** Permission of cooperative education coordinator and current enrollment in CO-OP Seminar.

**CO-OP 225 — Cooperative Work Experience**  
Cr: 1-13 Wkly hrs: 39 hours Clinic  
Course can be offered as: CO-OP 225/226/227/228.  
Contracted work experience coordinated with employer, faculty and student to meet specific learning objectives for second year co-op students.  
**Prerequisite:** Permission of cooperative education coordinator and current enrollment in CO-OP Seminar.

**CO-OP 289A — Community Volunteer Service**  
Cr: 3  Wkly hrs: 9 hours Clinic  
Course can be offered as: CO-OP 289A/289B/289C.  
The Community Volunteer Service course utilizes Cooperative Education to enable students to experience volunteerism as a central component of life and career planning.

**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 Styling/Braids/Wigs/Extst 1**  
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab  
Hair styling definitions, various types of curlers/rollers and effects created, wig measurements/styling. Hands-on learning/practice, perform skin/scalp/hair analysis/care.  
**Prerequisite:** Instructor approval.

**COSME 123 — Wet Styling/Braids/Wigs/Extst 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:** Instructor approval.

**COSME 130 — Permanent Waving I**  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Study theory/use of chemicals related to permanent waving and sanitation/safety/first aid related to chemical services. Hands on learning and practice with skin/scalp/hair analysis.  
**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 theory/use of chemicals related to permanent waving and sanitation/safety/first aid related to chemical services. Hands on learning/practice, perform skin/scalp/hair analysis.  
**Prerequisite:** Previous or concurrent enrollment in COSME 130 and instructor approval.
COSME 132 — Permanent Waving III
Cr: 5 Wkly hrs: 15 hours Clinic
Study theory/use of chemicals related to permanent waving and sanitation/safety/first aid related to chemical services. 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 use of chemical relaxers, difference between relaxers, and sanitation/safety/first aid related to chemical services. Hands on learning and practice with skin/scalp/hair analysis.
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 use of chemical relaxers, difference between relaxers, and sanitation/safety/first aid related to chemical services. Hands on learning and practice with skin/scalp/hair analysis.
Prerequisite: Previous or concurrent enrollment in COSME 131 and instructor approval.

COSME 135 — Hair Color Semi/Bleaching I
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Study haircoloring/lightening definitions, application of temporary/semi-permanent/permanent tints and lightening procedures. Sanitation/safety/first aid for chemical services.
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/lightening definitions, application of temporary/semi-permanent/permanent tints and lightening procedures. Sanitation/safety/first aid for chemical services.
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/lightening definitions, application of temporary/semi-permanent/permanent tints and lightening procedures. Sanitation/safety/first aid for chemical services.
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
Prerequisite: Instructor approval.

COSME 139 — Manicuring & Pedicuring II
Cr: 4 Wkly hrs: 1 hour Lecture, 9 hours Clinic
Prerequisite: Previous or concurrent enrollment in COSME 138 and instructor approval.

COSME 141 — Skin Care & Make-up I
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Study massage for face and neck, products for different skin types, techniques in make-up application, skin and color analysis, safety/sanitation related to skin care and make-up.
Prerequisite: Instructor approval.

COSME 142 — Skin Care & Make-up II
Cr: 4 Wkly hrs: 2 hours Lab, 9 hours Clinic
Study massage for face and neck, products for different skin types, techniques in make-up application, skin and color analysis, safety/sanitation related to skin care and make-up.
Prerequisite: Previous or concurrent enrollment in COSME 141 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/management, interrelations with patrons/co-workers/employers. Resume/application skills.
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/management, interrelations with patrons/co-workers/employers. Resume/application skills.
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/management, interrelations with patrons/co-workers/employers. Resume/application skills.
Prerequisite: Previous or concurrent enrollment in COSME 144 and instructor approval.

COSME 146 — Desk/Phone/Dispensary I
Cr: 1 Wkly hrs: 1 hour Lecture
Study proper customer relations at desk/phone, booking appointments, daily reports, balancing tickets/till. Resume/application skills. Fill/label/dispense chemicals properly.
Prerequisite: Instructor approval.

COSME 147 — Desk/Phone/Dispensary II
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Study proper customer relations at desk/phone, booking appointments, daily reports, balancing tickets/till. Resume/application skills. Fill/label/dispense chemicals properly.
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 desk/phone, booking appointments, daily reports, balancing tickets/till. Resume/application skills. Fill/label/dispense chemicals properly.
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 201 — 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 100 — Intro to Law Enforcement
Cr: 5  Wkly hrs: 5 hours Lecture
Survey of law enforcement including historical development, structure and function, goals and objectives of law enforcement agencies, and critical issues. (Formerly CRM-J 101)

CJ& 101 — Intro Criminal Justice
Cr: 5  Wkly hrs: 5 hours Lecture
SS ‑ Overview of the American system of criminal justice, crime prevention, police and law enforcement, legislation, courts and corrections. (Formerly CRM-J 103 & SOCIO 103)

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 Relatio
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: 8  Wkly hrs: 6 hours Lecture, 4 hours Lab
Working in the commercial kitchen: equipment, knife skills, and food product identification.
Prerequisite: Advisor signature and Food Handler’s Permit.

CULIN 103 — Food Production I
Cr: 7  Wkly hrs: 4 hours Lecture, 6 hours Lab
Prepare meats, seafood, poultry, soups, vegetables, starches and basic desserts for restaurant and commercial food service.
Prerequisite: Kitsap Food Worker’s Health Certificate/Prep Cook.

CULIN 104 — Dining Room Service
Cr: 4  Wkly hrs: 2 hour Lecture, 4 hours Lab
How to properly serve food to guests in a restaurant. For potential and actual waiters/waitresses and also managers or supervisors who train the servers.
Prerequisite: Instructor signature.

CULIN 105 — ServSafe® Food Safety Training
Cr: 2  Wkly hrs: 2 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 111 — 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: 4  Wkly hrs: 3 hour Lecture, 2 hours Lab
History of various countries’ cuisine covering major food sources, cooking methods and influences on cuisine.
Prerequisite: Permission of instructor.

CULIN 125 — Applied Food Service Computation
Cr: 2  Wkly hrs: 2 hour Lecture
Importance and relevance of math in the food service industry. Learn, understand and use math to meet goals of becoming a chef, baker, manager or other food service professional.

CULIN 126 — Commercial Baking I
Cr: 3  Wkly hrs: 1 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: 7  Wkly hrs: 4 hours Lecture, 6 hours Lab
This course will cover creation of a menu from start to finish, breakfast to dinner.
Prerequisite: Permission of instructor.

CULIN 132 — Quantity Food Purchasing
Cr: 4  Wkly hrs: 3 hour Lecture, 2 hours Lab
The operations of purchasing and receiving including invoicing, pricing, product costing, and inventories to promote fiscal controls.
Prerequisite: Permission of instructor.

CULIN 134 — Nutrition for Culinary Professionals
Cr: 3  Wkly hrs: 3 hours Lecture
For students in the culinary program; this course is for those needing to use nutritional principles in menu and recipe planning.

CULIN 140 — Survey of Intnl/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.
DRMA 210 — Screening 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)

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)

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)

DRMA 245 — Screenwriting I
Cr: 5 Wkly hrs: 5 hours Lecture
H - Students use computerized tools to practice the art and craft of screenwriting. Emphasis is placed on genre-specific story structure development and execution.

DRMA 246 — Screenwriting II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Students use computerized tools to practice the art and craft of screenwriting at an intermediate level. Emphasis is placed on genre-specific story structure development and execution.

DRMA 247 — Screenwriting III
Cr: 5 Wkly hrs: 5 hours Lecture
H - Students use computerized tools to practice the art and craft of screenwriting at an advanced level. Emphasis is placed on genre-specific story structure development and execution.

DRMA 248 — Screenwriting IV
Cr: 5 Wkly hrs: 5 hours Lecture
H - Students use computerized tools to practice the art and craft of screenwriting at an advanced and professional level. Emphasis is placed on genre-specific story structure development and execution.

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)

DRMA 253 — Advanced Acting
Cr: 5 Wkly hrs: 5 hours Lecture
H - Advanced study of theory and practice with emphasis on communication with partner, extensive analysis of plays and detailed preparation of scenes from historical and contemporary theatre. (Formerly DRA 253)

DRMA 254 — Stage Movement
Cr: 3 Wkly hrs: 3 hours Lecture
H - A physical exploration of movement intended to be used in theatre and film including nonverbal communication, stage combat, mime, and period deportment. (Formerly DRA 254)

DRMA 255 — Theatre Speech
Cr: 3 Wkly hrs: 3 hours Lecture
H - Analysis and application of vocal production and articulation techniques. (Formerly DRA 255)

DRMA 260 — Scenic Design
Cr: 4 Wkly hrs: 4 hours Lecture
H - An introduction to the basics of scenic design, including working in colors and three dimensions, script analysis and working with a design team.

DRMA 265 — Stage Management
Cr: 4 Wkly hrs: 4 hours Lecture
H - An introduction to Stage Management responsibilities and techniques, including working with directors, actors and design teams.

Early Childhood Education

ECE 100 — Introduction to Child Care
Cr: 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
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Introductory level practical application in the working world 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 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 163A — Infant Toddler Caregiving, Module I
Gr: 1 Wkly hrs: 1 hour Lecture
The creation of safe, nurturing, predictable and culturally responsive environments, supporting social, emotional, physical and intellectual development.

ECE 163B — Infant Toddler Caregiving, Module II
Gr: 1 Wkly hrs: 1 hour Lecture
Covers the components of quality infant/toddler care — a safe and healthy environment, sleeping and feeding issues and motor/perceptual development.

ECE 163C — Infant Toddler Caregiving, Module III
Gr: 1 Wkly hrs: 1 hour Lecture
Caregivers will explore how to create environments that support culturally responsive early learning and brain and language development.

ECE 164 — Mathematics for Early Childhood Ed
Gr: 5 Wkly hrs: 5 hours Lecture
Math for early learning environments. Addresses how children learn and understand mathematical concepts including whole numbers, fractions, geometry, measurement, data analysis and problem solving.
Prerequisite: Math 089 with a grade of at least 2.0 or placement test score.

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 ECSE 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 for Young Children
Gr: 3 Wkly hrs: 3 hours Lecture
The role of science in the education and development of the young child, including an overview of cognitive characteristics, appropriate materials and activities.

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 course is designed for teachers and childcare providers. It covers state regulations and developmentally appropriate practices in health, safety, and nutrition for young children.

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.

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/record children 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/record children 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
Cr: 2 Wkly hrs: 2 hours Lecture
Course focuses on the research, theory and practice in child welfare; physical, emotional and sexual abuse and neglect causation; and prevention with emphasis on practices in Washington State.

ECE 189 — Family Child Care Management
Cr: 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
Cr: 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
Cr: 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
Cr: 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
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. (Same as HS 210)

ECE 215 — ECE Professional Portfolio
Cr: 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
Cr: 3 Wkly hrs: 3 hours Lecture
Current issues and trends impacting ECE field. National/international developments, concerns facing teachers, families, children and society today.

ECE 228 — Mentoring in Early Childhood
Cr: 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
Cr: 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
Cr: 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
Cr: 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
Cr: 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
Cr: 3 Wkly hrs: 6 hours Lab
Intermediate level of practical application in the working world of the theories and methods studied in the Early Childhood Education programs. Students will work in infant-toddler settings with children ages 0-3.
Prerequisite: ECE 163, ECE 170, or permission of instructor. Concurrent enrollment in ECE 250.

ECE 263 — Relationship Focused Care, Birth-3
Cr: 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
Cr: 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.

ECE 287A — Special Topics — CDA Credential II
Cr: 1-6 Wkly hrs: 12 hours Lab
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.

Economics

ECON 200 — Essentials of Economics
Cr: 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
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Supply and demand; cost and revenue analysis; pure competition; agriculture; monopoly; imperfect competition; antitrust policy; regulation; factor incomes; unions. (Formerly BS-EC 202)
Prerequisite: MATH 099 or above with a grade of 2.0 or above and an Accuplacer Reading Comprehension test score of 84 or above or permission of instructor.

ECON 202 — Macro Economics
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Fundamentals of a private-enterprise economy; national income; employment; inflation; growth; money; the monetary system; Keynesian Economics; Monetarist Economics; international trade. (Formerly BS-EC 201)
Prerequisite: MATH 099 or above with a grade of 2.0 or above and an Accuplacer Reading Comprehension test score of 84 or above or permission of instructor.

Education

EDUC 110 — Reading Techniques for At-Risk Child
Cr: 5 Wkly hrs: 5 hours Lecture
The course is a good exploratory elective for people pursuing a para education degree, for future teachers, or for parents seeking to boost their child’s reading skills. Provides an exposure to basic tutorial strategies for use in a K-8 school setting.

EDUC 115 — Child Development
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Provides an overview of typical developmental sequences, the conditions impacting development and the history and theories of child development. (Formerly ECE 155)

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.
<table>
<thead>
<tr>
<th>COURSE NOTES: H=Humanities, NS=Social Science</th>
<th>COURSE DESCRIPTIONS</th>
<th>SECTION FOURTEEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 125 — Instructional Roles of Para Educators</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC 199 — Practicum</td>
<td>Cr: 1-5 Wkly hrs: 10 hours Lab</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC 202 — Intro to Education</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture</td>
<td>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)</td>
</tr>
<tr>
<td>EDUC 203 — Exceptional Child</td>
<td>Cr: 3 Wkly hrs: 3 hours Lecture</td>
<td>SS - Exploring trends, resources, and strategies for including children with disabilities, and their families, in the educational and the wider communities. (Formerly ECE 150 &amp; FS 150)</td>
</tr>
<tr>
<td>EDUC 210 — Culturally Responsive Classrooms</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture</td>
<td>SS - The course will enhance the students’ understanding of the relationship between culture, society and education to create a culturally responsive classroom.</td>
</tr>
</tbody>
</table>

### Electronics

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<thead>
<tr>
<th>ELECT 100 — Exploring Electronics</th>
<th>Cr: 8 Wkly hrs: 6 hours Lecture, 4 hours Lab</th>
<th>Direct Current (DC) and Alternating Current (AC) theory and safety. Hand tools, test equipment, soldering, home wiring, entertainment product use and repair.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 101 — Direct Current</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture</td>
<td>Fundamentals of direct current from Ohm’s Law through network theorems. Prerequisite: MATH 094 or equivalent.</td>
</tr>
<tr>
<td>ELECT 102 — Alternating Current</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture</td>
<td>Principles of inductance, capacitance, impedance, resonance, and filters. Prerequisite: ELECT 101 or equivalent.</td>
</tr>
<tr>
<td>ELECT 103 — Introduction to Solid-State</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture</td>
<td>Introduction to the fundamentals of diode and bipolar transistor theory. Prerequisite: ELECT 102 or equivalent.</td>
</tr>
<tr>
<td>ELECT 106 — Electronic Fabrication</td>
<td>Cr: 1 Wkly hrs: 2 hours Lab</td>
<td>Basic skill development through hands-on practice is emphasized covering such topics as soldering techniques and circuit board assembly.</td>
</tr>
<tr>
<td>ELECT 111 — Direct Current Circuit Laboratory</td>
<td>Cr: 3 Wkly hrs: 6 hours Lab</td>
<td>Laboratory practice and experimentation in elementary circuitry using basic electronic instrumentation. Prerequisite: Concurrent enrollment in ELECT 101.</td>
</tr>
<tr>
<td>ELECT 112 — Alternating Current Circuit Lab</td>
<td>Cr: 3 Wkly hrs: 6 hours Lab</td>
<td>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.</td>
</tr>
<tr>
<td>ELECT 113 — Basic Solid-State Laboratory</td>
<td>Cr: 3 Wkly hrs: 6 hours Lab</td>
<td>Applications of diodes and transistors in electronic circuits. Prerequisite: Concurrent enrollment in ELECT 103.</td>
</tr>
<tr>
<td>ELECT 115 — Foundations for the Trades</td>
<td>Cr: 10 Wkly hrs: 10 hours Lecture</td>
<td>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.</td>
</tr>
<tr>
<td>ELECT 160 — Computer Applications I</td>
<td>Cr: 2 Wkly hrs: 2 hours Lecture</td>
<td>Practice in the application of typical data processing operations for solving direct current problems. Prerequisite: Must be taken concurrently with ELECT 101.</td>
</tr>
<tr>
<td>ELECT 165 — Introduction to Digital Logic</td>
<td>Cr: 4 Wkly hrs: 4 hours Lecture</td>
<td>Introduction to the theory, practices and application of digital electronics. Prerequisite: ELECT 102.</td>
</tr>
<tr>
<td>ELECT 166 — Introduction to Digital Logic Lab</td>
<td>Cr: 2 Wkly hrs: 4 hours Lab</td>
<td>Introduction to the theory, practices and application of digital electronics. Theoretical concepts and troubleshooting techniques are demonstrated through lab experiments. Prerequisite: Concurrent enrollment in ELECT 165.</td>
</tr>
<tr>
<td>ELECT 170 — Computer Applications II</td>
<td>Cr: 2 Wkly hrs: 2 hours Lecture</td>
<td>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.</td>
</tr>
<tr>
<td>ELECT 200 — Basic Electronics Theory &amp; Assessment</td>
<td>Cr: 2 Wkly hrs: 2 hours Lecture</td>
<td>This course reviews fundamental theory associated with the first year electronics program and assesses students’ ability for advanced instruction. Prerequisite: Permission of instructor.</td>
</tr>
<tr>
<td>ELECT 119 — Exploring Solid-State Devices</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture</td>
<td>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.</td>
</tr>
<tr>
<td>ELECT 201 — Advanced Solid-State Devices</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture</td>
<td>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.</td>
</tr>
<tr>
<td>ELECT 202 — Special Circuits</td>
<td>Cr: 5 Wkly hrs: 6 hours Lab</td>
<td>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.</td>
</tr>
<tr>
<td>ELECT 203 — Advanced Solid-State Circuit Lab</td>
<td>Cr: 3 Wkly hrs: 6 hours Lab</td>
<td>Development and experimentation with transistor amplifiers and analog integrated circuits. Prerequisite: ELECT 201, 211.</td>
</tr>
<tr>
<td>ELECT 211 — Solid-State Laboratory</td>
<td>Cr: 3 Wkly hrs: 6 hours Lab</td>
<td>Laboratory practice in the construction, analysis, and trouble shooting of bipolar transition circuits. Prerequisite: Completion of first-year core program or equivalent.</td>
</tr>
<tr>
<td>ELECT 212 — Advanced Solid-State Circuit Lab</td>
<td>Cr: 3 Wkly hrs: 6 hours Lab</td>
<td>Laboratory practice in analysis and troubleshooting of active filters, phase locked loops, and solid-state power control circuits. Prerequisite: Concurrent enrollment in ELECT 213.</td>
</tr>
<tr>
<td>ELECT 220 — ISCT Prep Course</td>
<td>Cr: 1 Wkly hrs: 1 hour Lecture</td>
<td>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.</td>
</tr>
<tr>
<td>ELECT 225 — Advanced Digital Circuits</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture</td>
<td>A continuation of basic digital circuits, with emphasis on counters, decoders, and registers. Course also includes an introduction to microprocessors. Prerequisite: ELECT 165 or equivalent.</td>
</tr>
</tbody>
</table>
ENGR 227—Microprocessors
Cr: 3 Wkly hrs: 3 hours Lecture
Digital circuit types used in industry for machine control such as microprocessors and microcomputers.
Prerequisite: ENGR 165, 225 or equivalent.

ENGR 228—Advanced Microprocessors
Cr: 3 Wkly hrs: 3 hours Lecture
Theory and applications of interface systems used in the control of microprocessors.
Prerequisite: ENGR 225 or equivalent.

ENGR 235—Advanced Digital Circuits Laboratory
Cr: 2 Wkly hrs: 4 hours Lab
A continuation of the basic digital circuits laboratory, with an emphasis on counters, decoders, registers, and an introduction to microcomputers.
Prerequisite: Concurrent enrollment in ENGR 225.

ENGR 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 ENGR 227.

ENGR 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: ENGR 225 or equivalent. Concurrent enrollment in ENGR 228.

Engineering

ENGR 100—Introduction to Engineering
Cr: 1 Wkly hrs: 1 hour Lecture
Introduction to fields and careers of engineering. How does one become an engineer? All engineering majors should take ENGR 100 early in the curriculum. (Offered Fall Quarter only.) (Pass/No Credit)

ENGR& 104—Intro to Design
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
SS – Revolutionary technologies and how they have shaped the world. Introduction to design and communication principles through engineering project approach. (Formerly ENGR 120)

ENGR 111—Engineering Problems
Cr: 3 Wkly hrs: 3 hours Lecture
Introduces students to engineering problem solving techniques, including using calculators and computers. Students will be introduced to MATLAB as a problem solving tool.
Prerequisite: MATH& 142 with 2.0 or better or co-enrollment in MATH& 142 with instructor permission.

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&E 141—all other engineering majors take this course. (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. (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: 1 Wkly hrs: 2 hours Lab
Laboratory activities in materials testing. Experiments illustrate principles explored in ENGR 170 lecture course. (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. (Offered Spring Quarter only.) (Formerly ENGR 215)
Prerequisite: MATH& 163 and PHYS 255, 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)

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. (Offered Spring Quarter only.) (Formerly ENGR 230)

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 254 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.)
Prerequisite: ENGR 214 with a grade of 2.0 or higher.

ENGR 240—Applied Numerical Methods for Engr
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
NS - Numerical solutions to engineering problems using MATLAB programming. Application of mathematical judgment in selecting computational algorithms and communicating results.
Prerequisite: MATH& 163 with 2.0 grade or higher required. Co-enrollment in MATH 250 desired. CMPTR 120 recommended.

English

ENGL 101—English, Intensive College Level for Non-Native Speakers
Cr: 7.5 Wkly hrs: 6 hours Lecture, 3 hours Lab
Course can be offered as ENGL 101, 102, 103, 104.
Offered at various skill levels, this intensive format focuses on listening, speaking, reading, writing and grammar, with one level moving into another. Designed for those who wish to improve their English ability; primarily for academic and career enhancement purposes; recommended to international students and those whose first language is not English.
Includes language lab, conversation partners and field trips. (Formerly IEP 101, 102, 103, 104)
Prerequisite: Admission to the college and instructor permission.

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.

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, 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 composition 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 098 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 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 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.
ENV 286—Women Authors
Cr: 5 Wkly hrs: 5 hours Lecture
H - A study of the distinctive contributions of women to literature from the Eighteenth Century to the present.

ENG 301—Writing in the Disciplines
Cr: 5 Wkly hrs: 5 hours Lecture
Theory and practice of writing in various academic disciplines.

Environmental Studies
ENV 100—Environmental Careers
Cr: 1 Wkly hrs: 1 hours Lecture
Topics to encompass a wide variety of careers in a wide variety of disciplines.

ENV 101—Intro to Natural Resources
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Study of natural resources at an introductory level, outdoors and in a classroom setting.

ENV 102—Wetland Ecology and Conservation
Cr: 5 Wkly hrs: 5 hours Lecture
A broad outline of the importance of wetlands.

ENV 103—Introduction to Sustainable Practices
Cr: 5 Wkly hrs: 5 hours Lecture
NS - The effect of the human population on the earth’s ecosystems and the sustainability of those systems in the face of the growing human population.

ENV 201—Intro to Environmental Technology
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
A survey of the equipment, instrumentation, and techniques used to sample a wide variety of different ecosystems. Includes lab and field trips.

ENV 202—Environmental Program Management
Cr: 5 Wkly hrs: 5 hours Lecture
Provides fundamental concepts associated with preservation of environmental health and resources and understanding of all important Federal and State environmental laws.

ENV 203—Natural Resources Mgmt & Restoration
Cr: 5 Wkly hrs: 5 hours Lecture
An introduction to the basic concepts and skills required to perform primary tasks in natural resources restoration and management.

Esthetician
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 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 workstation, 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 Science
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 Pumper
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: 6 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-FS 124</td>
<td>Hazmat Response Ops/Level+</td>
<td>2</td>
<td>2</td>
<td>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.</td>
</tr>
<tr>
<td>F-FS 160</td>
<td>Fire Ground Tactics</td>
<td>3</td>
<td>3</td>
<td>Cr: 3 Wkly hrs: 3 hours Lecture The basic principles of fire ground management. Content includes the principles of size-up, risk/benefit management, fire spread, fire flow, fire attack, resource management, and much more.</td>
</tr>
<tr>
<td>F-FS 200</td>
<td>Emergency Medical Technician</td>
<td>6</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>F-FS 201</td>
<td>Fire Protection Hydrant/Water Supply</td>
<td>3</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>F-FS 202</td>
<td>Fire Protection Systems</td>
<td>3</td>
<td>9</td>
<td>Cr: 3 Wkly hrs: 3 hours Lecture Features of design and operation of fire detection and alarm systems, heat and smoke control systems.</td>
</tr>
<tr>
<td>F-FS 203</td>
<td>Building Construction</td>
<td>3</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>F-FS 205</td>
<td>Fire Protection Strategy/Tactics</td>
<td>3</td>
<td>3</td>
<td>Cr: 3 Wkly hrs: 3 hours Lecture Principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.</td>
</tr>
<tr>
<td>F-FS 206</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>F-FS 207</td>
<td>Code Enforcement and Inspection</td>
<td>3</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>F-FS 208</td>
<td>Fire Prevention</td>
<td>3</td>
<td>3</td>
<td>Cr: 3 Wkly hrs: 3 hours Lecture History and philosophy of fire prevention, organization and operation of a fire prevention bureau.</td>
</tr>
<tr>
<td>F-FS 210</td>
<td>Human Behavior in Fire</td>
<td>4</td>
<td>4</td>
<td>Cr: 4 Wkly hrs: 4 hours Lecture Provides fundamental information on human behavior relating to fire, mass casualties, building design, evacuation and fire department operations.</td>
</tr>
<tr>
<td>F-FS 220</td>
<td>Hazardous Material Incident Mgmt</td>
<td>3</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>F-FS 214</td>
<td>Fire Service Instructor I</td>
<td>3</td>
<td>3</td>
<td>Cr: 3 Wkly hrs: 3 hours Lecture Roles and essential characteristics of an effective instructor and importance of instruction to a fire service organization. (Formerly F-FOD 131)</td>
</tr>
<tr>
<td>F-FS 216</td>
<td>Fire Officer I</td>
<td>5</td>
<td>3</td>
<td>Cr: 5 Wkly hrs: 3 hour Lecture, 2 hours Lab, 3 hours Clinic Focuses heavily on the importance of the first-line supervisor being a personal/team developer for tasks and challenges that relate to organizational enhancement. (Formerly F-FOD 101 and F-FOD 103)</td>
</tr>
<tr>
<td>F-FS 218</td>
<td>Fire Officer II</td>
<td>5</td>
<td>3</td>
<td>Cr: 5 Wkly hrs: 3 hour Lecture, 2 hours Lab, 3 hours Clinic Overview of governmental regulations as they relate to a fire service organization and the legal framework under which a fire company operates. (Formerly F-FOD 201 and F-FOD 203)</td>
</tr>
<tr>
<td>F-FS 220</td>
<td>Incident Management Company Ops</td>
<td>3</td>
<td>3</td>
<td>Cr: 3 Wkly hrs: 3 hours Lecture Presents the primary issues that a company or chief officer must consider on a developing incident. (Formerly F-FOD 120)</td>
</tr>
<tr>
<td>F-FS 222</td>
<td>Advanced Fire Scene Investigation</td>
<td>4</td>
<td>4</td>
<td>Cr: 4 Wkly hrs: 2 hours Lecture, 2 hours Lab, 3 hours Systems Advanced, detailed fire scene investigation and criminal case follow-up. How to take data and evidence from the fire scene and formulate a case report for criminal prosecution. (Formerly F-FOD 220)</td>
</tr>
<tr>
<td>F-FS 231</td>
<td>Fire Service Leadership</td>
<td>4</td>
<td>4</td>
<td>Cr: 4 Wkly hrs: 4 hours Lecture Roles and responsibilities of shift commanders and staff officers: Goal setting, delegating, counseling, coaching, problem solving, decision making, communications and labor relations.</td>
</tr>
<tr>
<td>F-FS 232</td>
<td>Fire Service Management</td>
<td>4</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>F-FS 234</td>
<td>Fire Service Administration</td>
<td>4</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>F-FS 240</td>
<td>Fire Service Incident Safety Officer</td>
<td>2</td>
<td>2</td>
<td>Cr: 2 Wkly hrs: 2 hours Lecture A proactive approach for the Safety Officer acting as the Incident Commander's eyes and ears. Potential and probable hazards that could adversely affect the operations and the on-scene personnel. (Formerly F-FOD 140)</td>
</tr>
<tr>
<td>F-FS 248</td>
<td>Fire Service Instructor II</td>
<td>3</td>
<td>3</td>
<td>Cr: 3 Wkly hrs: 3 hours Lecture Compares instructional planning models used to meet a variety of needs. (Formerly F-FOD 233)</td>
</tr>
<tr>
<td>F-FS 250</td>
<td>Law for Emergency Services</td>
<td>3</td>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>

### French

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRCH&amp; 121</td>
<td>French I</td>
<td>5</td>
<td>5</td>
<td>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)</td>
</tr>
<tr>
<td>FRCH&amp; 122</td>
<td>French II</td>
<td>5</td>
<td>5</td>
<td>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)</td>
</tr>
<tr>
<td>FRCH&amp; 123</td>
<td>French III</td>
<td>5</td>
<td>5</td>
<td>Cr: 5 Wkly hrs: 5 hours Lecture H - Deals with upper basic vocabulary and grammar structures for conversational purposes and level. Explores linguistic, geographical and cultural aspects and differences of the French speaking countries and peoples. (Formerly FLFRN 103)</td>
</tr>
</tbody>
</table>

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**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  
An introduction to information literacy and technology, including the development of academic research skills, critical thinking skills in locating, evaluating, and using information effectively, and the use of Web 2.0 tools.  
Covered are many of the ethical, legal, and socioeconomic issues surrounding information.

**GEN-S 120—Leadership in Society**  
Cr: 2  Wkly hrs: 2 hour Lecture  
Students develop an understanding of the purpose of leadership, their unique leadership style, and how to apply leadership concepts and styles in a variety of contexts.

**GEN-S 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.

**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.

**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/lab 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—Field Studies**  
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.

**Geology**

**GEO & 100—Survey of Earth Science**  
Cr: 5  Wkly hrs: 5 hours Lecture  
NS - The interplay of the solid Earth, the atmosphere, and the hydrosphere. Global climate change, ozone depletion, and loss of biodiversity are major focal points. (Formerly GEO & 100)  
**Prerequisite:** MATH& 107 or equivalent.

**GEO & 101—Intro Physical Geology**  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
NS - An introduction to Earth's materials, processes, and landscapes and how they were formed; labs parallel lecture content. Optional field trips. (Formerly GEO & 101)

**GEO & 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 GEO & 103)  
**Prerequisite:** MATH 094.

**GEO & 110—Environmental Geology**  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
NS - Geologic resources and processes important to human welfare: Volcanoes, earthquakes, slope stability, rivers, and flood management, groundwater, soils, minerals, and energy resources. (Formerly GEO & 102)

**GEO & 135—Field Studies in Geology**  
Cr: 5  Wkly hrs: 10 hours Lab  
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.  
**Prerequisite:** One quarter of Geology or Biology or permission of instructor.

**GEO & 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.

**GEOG 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 GEOG 150)  
**Prerequisite:** One 5-credit science course or permission of instructor.
German

GERM& 121 — German I
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with principles of pronunciation with elementary vocabulary and grammar structures for immediate basic communication. Explores geographical and cultural aspects of German speaking countries. (Formerly FLGRM 101)
Prerequisite: GERM& 121 or equivalent.

GERM& 122—German II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with practical vocabulary and broader grammar patterns of communication in a daily context. Explores geographical and cultural aspects of German speaking countries. (Formerly FLGRM 102)
Prerequisite: GERM& 121 or equivalent.

GERM& 123—German III
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with upper basic vocabulary and grammar structures for conversational purposes. Explores linguistic, geographical, and cultural aspects and differences of the German speaking countries. (Formerly FLGRM 103)
Prerequisite: GERM& 122 or equivalent.

Health Occupations

H-OCC 110—Intro to Nursing Assistant
Cr: 2 Wkly hrs: 2 hours Lecture
Role of the nursing assistant, Basic Life Support, HIV/AIDS. Students must complete course with grade of 2.3 to progress to H-OCC 112.

H-OCC 112—Tools for Success
Cr: 2 Wkly hrs: 2 hours Lecture
Interpersonal and intrapersonal tools for success in the workplace. Students must complete course with 2.3 grade to progress to H-OCC 114.

H-OCC 114—Fundamentals of Nsg Asst
Cr: 3 Wkly hrs: 3 hours Lecture
Basic nursing assistant classroom content as required by federal and state laws. Students must complete course with grade of 2.3 to progress to H-OCC 116.

H-OCC 116—Basic Technical Skills
Cr: 2 Wkly hrs: 4 hours Lab
Theory and practice of the 24 skills that will be tested in the certification exam. Students must complete course with 2.3 grade to progress to H-OCC 118.

H-OCC 118—Nursing Assistant Practicum
Cr: 4 Wkly hrs: 8 hours Lab
Students will demonstrate, in the clinical setting, knowledge, understanding, and application of theory and skills learned in H-OCC 110, 112, 114, and 116 with a grade of 75%. Pass a DSHS criminal background check (RCW 43.43.830-845) and complete all required documentation.

H-OCC 120—Foundations for Health Care Careers
Cr: 10 Wkly hrs: 10 hours Lecture
This course integrates basic health care concepts, language skills, math skills, academic success strategies and career planning specific to health care careers.
Prerequisite: Orientation/qualifying score on state standardized assessment.

HIST& 116—Western Civilization I
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introduction to development of Western Civilization from its earliest beginnings up to 1300 AD. Examining the major political, economic, religious, and social trends. (Formerly HIST 101)

HIST& 117—Western Civilization II
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introductory course in development of Western Civilization from 1300-1815 AD analyzing major political, religious, economic, and social trends. (Formerly HIST 102)

HIST& 118—Western Civilization III
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introductory course in development of Western Civilization from 1815, analyzing the major political, religious, economic, and social trends of this era. (Formerly HIST 103)

HIST 136—US History 1
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Survey of the political, social, economic, and intellectual forces involved in the foundation and development of the U.S. from pre-Columbian America through the Civil War. (Formerly HIST 104)
Prerequisite: ENGL& 101 with a grade of 2.0 or above.

HIST 137—US History 2
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Survey of the political, social, economic, and intellectual forces involved in the development of the United States from Reconstruction to the present. (Formerly HIST 105)
Prerequisite: ENGL& 101 with a grade of 2.0 or above.

HIST 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 on expansion of 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& 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 235—History of World War I 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 its 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.
**Human Services**

**Human Services Substance Abuse Counselor**

**Humanities**
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 210 — Humanities Topics at Cambridge-UK  
Cr: 5  Wkly hrs: 3 hours Lecture, 4 hours Lab  
H - Credits a student enrolled in a Cambridge Summer School Program for travel, on-site living, and study of a topic in humanities at one of Europe's oldest and most prestigious universities.

Prerequisite: 15 college credits (preferably including ENGL& 102), or 3 Advanced Placement courses at the high school level (preferably involving personal research), or approval of instructor.

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 & 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 studied as they apply to 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: 5  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).

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 skills utilizing action script to design and create interactive and dynamic digital media for the web, gaming and presentation applications.
Prerequisite: IMM 130 or by permission of instructor.

IMM 235 — Video Productions for Webcasting
Cr. 3  Wkly hrs: 2 hours Lecture, 2 hours Lab
Lecture/discussion and individualized activities relating to web streamed video projects and games. (Formerly VTA 230)

IMM 250 — Intermediate Illustrator
Cr. 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Students learn intermediate Illustrator program skills to create computer art targeted to their own fields of study.

IMM 257 — Video Prod Wrkshp: Video Shorts
Cr. 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: IMM 257/258/259.
Lecture/discussion and individualized activities relating to video projects with emphasis on video shorts. (Formerly VTA 257/258/259)
Prerequisite: Previous or concurrent enrollment in IMM 110, or permission of instructor.

IMM 260 — Video Prod Wrkshp: Writing
Cr. 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: IMM 260/261/262.
Lecture/discussion and individualized activities relating to video projects with emphasis on writing for video. (Formerly VTA 260/261/262)
Prerequisite: Previous or concurrent enrollment in IMM 110, or permission of instructor.

IMM 263 — Video Prod Wrkshp: Graphics
Cr. 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: IMM 263/264/265.
Lecture/discussion and individualized activities relating to video production with emphasis on broadcast graphics. (Formerly VTA 263/264/265)
Prerequisite: Previous or concurrent enrollment in IMM 110, or permission of instructor.

IMM 266 — Video Prod Wrkshp: Music Video
Cr. 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: IMM 266/267/268.
Lecture/discussion and individualized activities relating to video production with emphasis on music video production. (Formerly VTA 266/267/268)
Prerequisite: Previous or concurrent enrollment in IMM 110, or permission of instructor.

IMM 275 — 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 production.
Prerequisite: IMM 175.

IMM 280 — Intermediate 3D Studio Max
Cr. 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Advanced uses for 3D Studio Max software for game production, including the game interface and proper workflow for game art production.
Prerequisite: IMM 180.

Japanese

JAPN 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 FLJPN 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 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.
Prerequisite: KREA& 122 or equivalent.

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. (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.

Mathematics

MATH 089—Essential Mathematics
Cr 5 Wkly hrs: 5 hours Lecture
Concepts, calculations, and applications of arithmetic; use of a scientific calculator.

MATH 090—Prealgebra
Cr 5 Wkly hrs: 5 hours Lecture
Preparation for study of algebra; prealgebra includes signed numbers, variables, linear equations and inequalities, graphs and charts, geometry, the metric system, and applications.
Prerequisite: MATH 089 or 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 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 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 099 with a grade of 2.0 or above or satisfactory placement test score.

MATH 112—Mathematics and the Environment
Cr 5 Wkly hrs: 5 hours Lecture
NS Real-life data relating to environmental issues are studied using linear, exponential and power functions, and elementary statistics.
Prerequisite: Placement test score or MATH 099 with 2.0 or higher.

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; graphing calculator is required.

MATH& 144 — Precalculus I & II
Cr: 10 Wkly hrs: 10 hours Lecture
NS - An accelerated combination of MATH& 141 and MATH& 142, allowing the better prepared student to complete the precalculus preparation in one quarter rather than two. Topics include polynomial, rational, exponential, logarithmic, and trigonometric functions, vectors and parametric equations. A graphing calculator is required. Students completing MATH& 144 may not receive graduation credit for MATH& 141 and/or MATH& 142.
Prerequisite: Satisfactory placement test score.

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 (or MATH& 141 in consultation with an advisor).

MATH& 151 — Calculus I
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Functions, limits and continuity; the derivative, definition, rules and applications; implicit differentiation; antiderivatives; optimization. (Formerly MATH 120)
Prerequisite: MATH& 142 with a grade of 2.0 or above.

MATH& 152 — Calculus II
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Definite integrals, techniques of integration, numerical approximation, applications of integration, differential equations: Separable, growth and decay applications. (Formerly MATH 125)
Prerequisite: MATH& 151 with a grade of 2.0 or above.

MATH& 163 — Calculus 3
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Series, functions of two variables and their graphs, contour diagrams, vector algebra, dot and cross products, multivariable functions, partial differentiation. (Formerly MATH 126)
Prerequisite: MATH& 152 with a grade of 2.0 or above.

MATH 166 — Math Reasoning/Elementary Teachers I
Cr: 5 Wkly hrs: 5 hours Lecture
NS - First course for elementary teachers. Emphases: math reasoning, problem solving, sets, real number system, number theory. Scientific calculator: fraction ability/statistical operations required.
Prerequisite: MATH 099 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. Emphases: representations, concepts, spatial reasoning. Calculator with statistical operations required.
Prerequisite: MATH 166 with a grade of 2.0 or above.

MATH 210 — Introduction to Discrete Mathematics
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Basic logic, number theory, sequences and series, induction. Counting: Permutations, combinations, probability, 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.)
Prerequisite: 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.)
Prerequisite: 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.)
Prerequisite: 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.
Prerequisite: MEDA 163 and MEDA 205.
COURSE DESCRIPTIONS

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.
Prerequisite: MEDA 120 and OFTEC 110, or concurrent enrollment.

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.
Prerequisite: MEDA 110 and MEDA 111 or concurrent enrollment.

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.)
Prerequisite: 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.)

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.)
Prerequisite: 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.)
Prerequisite: 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.)
Prerequisite: 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: 2 Wkly hrs: 2 hours Lecture
Oval, written and telephone skills development appropriate to a medical receptionist setting. Emphasis on professional attributes and job search readiness. (Formerly MOA 140.)

MEDA 141—Medical Receptionist Externship
Cr: 3 Wkly hrs: 9 hours Clinic
Students are placed in approved medical facilities for a supervised, unpaid Medical Receptionist experience as a final preparation for working as a Medical Receptionist.
Prerequisite: Medical Receptionist students must have completed at least half of the certificate curriculum. MEDA 140 must have been completed, or taken concurrently. All previous required courses must be completed with a cumulative GPA of 2.0 or better. Permission of the instructor is necessary.

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.)
Prerequisite: 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.)
Prerequisite: 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. (Formerly MOA 161.)
Prerequisite: MEDA 160 with a minimum grade of 2.0.

MEDA 162—Medical Terminology
Cr: 5 Wkly hrs: 5 hours Lecture
The roots, suffixes, prefixes, abbreviations, and combining forms used in basic medical terminology and their application to all 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.)
Prerequisite: 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.)
Prerequisite: Completion of MEDA 160 and MEDA 161 or MEDA 162; completion of MEDA 205 or concurrent enrollment.

MEDA 165—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 165.)
Prerequisite: MEDA 110 and MEDA 160. Completed program application must be on file, or student will need instructor permission to enroll.

MEDA 166—AIDS/HIV/Blood Borne Pathogens
Cr: 1 Wkly hrs: 1 hour Lecture
Meet WA State requirement for professional license in health occupations and AIDS Oblimus Bill 1988 components for 7 hours education on AIDS and OSHA Blood Borne Pathogens. (Pass/No Credit) (Formerly MOA 180.)

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. 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 cumulative 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: 6 Wkly hrs: 18 hours Clinic
Students are placed in approved medical facilities for a supervised, unpaid office experience as a final preparation for working as a Billing/Coding Specialist.
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 higher. Concurrent enrollment in MEDA 213 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)

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.

Meteorology

METEO 101—Weather and Atmosphere
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Study of atmospheric components, processes, and weather phenomena. Attention to measurement instruments, maps, and satellite images, including those on the Internet.
Prerequisite: ENGL 099 and MATH 094 must be passed with a 2.0 or better.

Music

Music Lecture and Theory:

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.

MUSC & 105—Music Appreciation
Cr: 5 Wkly hrs: 5 hours Lecture
H - Introduction to music in Western culture from the listener's point of perception. Recommended for students who wish to fulfill Humanities requirements in the area of music. Open to all students. (Formerly MUSIC 102)

MUSC & 141—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)

MUSC & 142—Music Theory II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Extensive study of the basic elements of music and performance, chord structure, scales, harmonic analysis, rhythm-meter, and aural skills will be studied. (Formerly MUSIC 181)
Prerequisite: MUSC & 141.

MUSC & 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)
Prerequisite: MUSC & 142.

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 Musicianism I
Cr: 4 Wkly hrs: 4 hours Lecture
H - Extensive study of the basic elements of jazz music and performance. Jazz scales and their use, chord structure, rhythmic structure, and aural skills will be covered.

MUSIC 240—Jazz Musicianism II
Cr: 4 Wkly hrs: 4 hours Lecture
H - Extensive study of the basic elements of jazz music and performance. Jazz scales and their use, chord structure, rhythmic structure, and aural skills will be covered.
Prerequisite: MUSIC 239.

MUSC & 241—Music Theory IV
Cr: 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 280)
Prerequisite: MUSC & 143.

MUSC & 242—Music Theory V
Cr: 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: MUSC & 143.

MUSC & 243—Music Theory VI
Cr: 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: MUSC & 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.

**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 111 — 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: Audition.

**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 - 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 Lab  
Course can be offered as: MUSIC 147A—Electric Bass.  
Prerequisite: Permission of instructor.

**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 - Group and individualized instruction in keyboard techniques. Music theory and finger techniques taught and applied through piano performance.
Prerequisite: Permission of instructor and/or MUSIC 133/134/135.

NURSE 101 — Success Strategies for Nrs 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: 2 Wkly hrs: 2 hour Lecture
Introduction to the professional concepts of nursing including concept mapping, role of the student nurse, legal issues, critical thinking and learning styles.
Prerequisite: Admission to the Nursing Program; grade of 2.7 or higher is required for continuation.

NURSE 112 — Professional Role Development II
Gr: 1 Wkly hrs: 1 hour Lecture
Examines professional nursing concepts including the role of the nurse, inter-disciplinary 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
An introduction to the nurse/client relationship, principles of communication and interviewing, assertiveness, and stress and adaptation. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 140, 144, 146, 151, 152, 154, and 156.

NURSE 116 — Nursing Ethics I
Gr: 1 Wkly hrs: 1 hour Lecture
Beginning concepts of ethical reasoning, including the values, principles, and guidelines on which nurses base ethical decision-making. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 118, 142, 158, and 160.

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. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 116, 142, 158, 160, and 182 or permission of instructor.

NURSE 140 — Clinical Applications Lab I
Gr: 1 Wkly hrs: 2 hours Lab
First in a series of 3 courses. Students learn and demonstrate, verbalize, and document direct nursing skills within a faculty-facilitated laboratory environment. A grade of 2.7 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, 144, 146, 151, 152, 154, and 156.

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. 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
Introduces students to the growth, development, cognitive and physiological changes of the older adult. The concept of ageism and theory regarding dementia will be introduced. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 144, 151, 152, 154, and 156.

NURSE 151 — Dosage Calculations
Gr: 1 Wkly hrs: 1 hour Lecture
Mathematical computations used for medication administration and intravenous therapy in clinical practice. Minimum grade of 3.7 required for Nursing Program continuation.
Prerequisite: Completion of BIOL& 241.

NURSE 152 — Introduction to Pharmacology
Gr: 1 Wkly hrs: 1 hour Lecture
Examines the basics of clinical pharmacology. Minimum grade of 2.7 required for continuation in Nursing Program.
Prerequisite: Completion of BIOL& 241.

NURSE 154 — Nursing Foundations
Gr: 3 Wkly hrs: 3 hours Lecture
Introduces nursing students to the conceptual underpinnings needed to develop a personal and professional nursing theoretical framework, focusing on well clients and maximizing the health potential of clients in their environment. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 144, 146, 151, 152, and 156.

NURSE 156 — Clinical Nursing Practice I
Gr: 3 Wkly hrs: 6 hours Lab
Student will develop professional relationships, critical thinking, and nursing assessment abilities. Emphasis on verbal/written documentation using appropriate medical language/theory. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Admission to the Nursing Program; successful completion of or concurrent enrollment in NURSE 110, 114, 140, 144, 146, 151, 152, and 154.

NURSE 158 — Clinical Nursing Therapeutics
Gr: 4 Wkly hrs: 4 hours Lecture
Introduces concepts for promoting healthy physiological responses in clients. A nursing process framework will be utilized to foster critical thinking in the nursing role. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continuation in the Nursing Program; successful completion of or concurrent enrollment in NURSE 112, 116, 118, 142, and 160.
COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

COURSE DESCRIPTIONS

NURSE 160 — Clinical Nursing Practice II
Cr: 5 Wkly hrs: 10 hours Lab
Will provide experiences with clients who have alterations in basic physiological functioning. Emphasis on utilizing the nursing process and evidence based nursing interventions. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continuation in the Nursing Program; successful completion of 1st year fall quarter nursing courses and concurrent enrollment in NURSE 112, 116, 118, 142, 158, and 182.

NURSE 172 — Mental Health Theory
Cr: 3 Wkly hrs: 3 hours Lecture
Presents the nurse's role in assessing and intervening with clients who, as a result of a mental illness, have alterations in mood, personal identity, and coping. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses; concurrent enrollment or successful completion of NURSE 174.

NURSE 174 — Mental Health Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Students will apply the nursing process, crisis intervention, and therapeutic communication techniques in caring for clients with alterations in mental health. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses. Successful completion of or concurrent enrollment in NURSE 172.

NURSE 176 — Nursing Care of Pediatric Clients
Cr: 3 Wkly hrs: 3 hours Lecture
Prepares students to care for pediatric clients, focusing on promotion and maintenance of family health, related to the physical, psychosocial, and emotional development of children. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses. Successful completion of or concurrent enrollment in NURSE 177.

NURSE 177 — Pediatric Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Allows students to provide direct care of pediatric clients and families, applying theoretical concepts learned in NURSE 176, in a variety of clinical settings. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses. Successful completion or concurrent enrollment in NURSE 176.

NURSE 178 — Maternal-Newborn Nursing
Cr: 3 Wkly hrs: 3 hours Lecture
Introduction of the professional nurse's role during the perinatal period. Includes clients who are experiencing complications and women's health issues. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses. Concurrent enrollment in or successful completion of NURSE 179.

NURSE 179 — Maternal-Newborn Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Application of theoretical content to care of perinatal and gynecology clients. Utilization of nursing process and critical thinking in the clinical setting. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses. Successful completion of or concurrent enrollment in NURSE 179.

NURSE 180 — Medical-Surgical Nursing I
Cr: 4 Wkly hrs: 4 hours Lecture
Prepares students to care for adult medical-surgical clients in acute and outpatient clinical settings. Builds on the foundation learned in NURSE 154 and NURSE 158.
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. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses. Successful completion of or concurrent enrollment in NURSE 180.

NURSE 182 — Chronic Health Problems in Elderly
Cr: 1 Wkly hrs: 1 hour Lecture
Link pathophysiological changes related to diseases in the elderly and nursing care to facilitate positive adaptations in the client's response. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in Nursing Program. Successful completion of 1st year fall quarter nursing courses 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
Examines concepts of leadership and management utilized by the RN in providing care to a group of clients and in the role of team leader. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program. Successful completion of 2nd year fall quarter nursing courses and concurrent enrollment in or successful completion of NURSE 204, 208, and 210.

NURSE 202 — Clinical Applications Lab III
Cr: 1 Wkly hrs: 2 hours Lab
The course prepares students to perform certain nursing care procedures and to manage clients with various types of therapies involving equipment. A nursing process framework is utilized.
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.

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. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program. Successful completion of 2nd year fall quarter nursing courses. Successful completion of or concurrent enrollment in NURSE 200, 208 and 210.

NURSE 208 — Medical-Surgical Nursing II
Cr: 4 Wkly hrs: 4 hours Lecture
Links pathophysiological changes related to particular disease entities and the client care needed to facilitate positive adaptation in the client's response.
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. A grade of 2.7 or higher is required for continuation in the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program. Successful completion of 2nd year fall quarter nursing courses. Successful completion or concurrent enrollment in NURSE 200, 204, and 208.
NURSE 211—Professional Development Seminar
Cr: 2 Wkly hrs: 2 hour Lecture
Seminar will focus on group collaboration and topics to aide in transition from student to RN role.
Prerequisite: Successful completion of NURSE 200, 204, 208 and 210. Continued enrollment in the Nursing Program. Must be taken concurrently with NURSE 212.

NURSE 212—Professional Role Development/Mentor
Cr: 8 Wkly hrs: 1 hour Lecture, 14 hours Lab
Prepares students to manage care for clients in a long term care facility and to gain additional experience in direct patient care utilizing a mentorship program. A grade of 2.7 or higher is required for completion of the Nursing Program.
Prerequisite: Continued enrollment in the Nursing Program. Successful completion of 2nd year winter quarter nursing courses.

NURSE 252—Pharmacology Review
Cr: 1 Wkly hrs: 1 hour Lecture
A review to enhance the student's clinical nursing practice application of pharmacology.
Prerequisite: NURSE 152 or permission of the instructor. Continued enrollment in the Nursing Program.

Oceanography

OCEAN 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, biology, and geology. Lab work includes extensive field work. (Formerly BIO 205)

Office Technology

OFTEC 101—Adaptive Keyboarding - One-Handed
Cr: 3 Wkly hrs: 6 hours Lab
Students will learn and develop skill in alphanumeric keyboarding and 20-key data entry using a one-handed keyboard.

OFTEC 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.

OFTEC 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: OFTEC 104.

OFTEC 104—Voice Output Level 1
Cr: 3 Wkly hrs: 6 hours Lab
An introduction to the basics of voice-output software in a Windows environment. Instruction and use of basic keyboard commands to access and hear text voiced on the computer screen.
Prerequisite: Keyboarding skills.

OFTEC 105—Voice Output Level 2
Cr: 3 Wkly hrs: 6 hours Lab
Instruction on producing, reading, and manipulating a word processing document using PC cursor commands to access menu bars and icons.
Prerequisite: OFTEC 104.

OFTEC 106—Voice Output Level 3
Cr: 3 Wkly hrs: 6 hours Lab
The use of voice output to access and read graphic-based, mouse-driven environments, such as Windows desktop and web pages.
Prerequisite: OFTEC 105.

OFTEC 107—Voice Recognition Level 1
Cr: 3 Wkly hrs: 6 hours Lab
Introduction to DragonDictate. Use basic voice-activated input commands to build voice files, dictate a simple written document, and correct errors.

OFTEC 108—Voice Recognition Level 2
Cr: 3 Wkly hrs: 6 hours Lab
Learn to format and manipulate a document using intermediate voice-activated commands.
Prerequisite: OFTEC 107.

OFTEC 109—Voice Recognition Level 3
Cr: 3 Wkly hrs: 6 hours Lab
Learn to navigate in a typically mouse-driven environment such as Windows and the Internet using advanced voice commands.
Prerequisite: OFTEC 108.

OFTEC 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.

OFTEC 111—Data Entry Skill Building
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Students will improve speed & accuracy of alphabetical and numerical data entry including business document formatting and 10-key pad skills using the touch system.
Prerequisite: OFTEC 110 or equivalent.

OFTEC 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/proofreading, and keyboarding skill development.
Prerequisite: OFTEC 141, keyboarding proficiency at 30+ NWAM or permission of instructor.

OFTEC 113—Speed and Accuracy Keyboarding
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Student will improve both speed and accuracy of alphanumerical keyboarding skills using the touch system and gain training in keyboarding test techniques.
Prerequisite: OFTEC 111. Course designed to improve skills beyond that achieved in OFTEC 111.

OFTEC 114—Computerized Accounting
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Hands-on, realistic approach to computerized, integrated accounting for students who have a fundamental knowledge of accounting practices and principles.
Prerequisite: OFTEC 101 and OFTEC 106 with a grade of 2.0 or higher, or permission of instructor.

OFTEC 115—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".

OFTEC 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 089 with a 2.0 or higher, or permission of instructor.

OFTEC 122—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: OFTEC 121 or ACCT& 201 with a grade of 2.0 or higher.

OFTEC 123—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.

OFTEC 130—Accounting Simulation/Serv Business
Cr: 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
Cr: 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
Cr: 1 Wkly hrs: 2 hours Lab
Simulated accounting application involving the accounting cycle for a corporation.
Prerequisite: ACCT& 202.

OFTEC 134—Computerized Accounting
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Hands-on, realistic approach to computerized, integrated accounting for students who have a fundamental knowledge of accounting practices and principles.
Prerequisite: 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
Cr: 2 Wkly hrs: 2 hours Lecture
Students will develop skills using various research and technological tools to help identify quality care in a customer service environment. (Pass/No Credit)
OTFEC 138—Peachtree Accounting
Gr: 4  Wkly hrs: 3 hour Lecture, 2 hours Lab
Prerequisite: OFTEC 121 or ACCT& 201 or permission of instructor.

OTFEC 139—QuickBooks
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Prerequisite: OFTEC 121 or ACCT& 201 or permission of instructor.

OTFEC 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.

OTFEC 142—Microsoft Publisher Basics
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Use Publisher to create newsletters, stationery, flyers, brochures, and other business documents. Emphasis on problem-solving, design and proofreading/editing skills. (Same as CMPTR 142)
Prerequisite: OFTEC 110 or equivalent proficiency.

OTFEC 151—MS Office Transitions: 2003 to 2007
Gr: 2  Wkly hrs: 2 hours Lecture
Transition Microsoft Office 2003 skills to 2007 using illustrated approach to most significant changes in terminology, features, and platform (Word, Excel, Access and PowerPoint).

OTFEC 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.

OTFEC 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.

OTFEC 162—General Office Procedures
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Introduction to the office environment, receptionist duties, equipment and supply control, bank services, payroll procedures, mail and resume/job hunting skills.
Prerequisite: CMPTR 150 and OFTEC 110 or equivalent skills with permission of instructor.

OTFEC 165—Intro to MS Office PowerPoint 2007
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Use MS Office PowerPoint 2007 to create and edit a presentation, augment with design, graphics, audio/video, hyperlinks, and enhance slideshow techniques.

OTFEC 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.

OTFEC 175—Legal Terminology
Gr: 5  Wkly hrs: 5 hours Lecture
A study of legal terminology including definitions, spelling, citations, and correct usage in legal communications and case law.

OTFEC 180—Integration of Software Applications
Gr: 2  Wkly hrs: 2 hours Lecture
Reinforce understanding and proficiency with MS Office 2007, completing tasks in Word, Excel, Access and PowerPoint, and integrating between these applications.
Prerequisite: CMPTR 150 or permission of instructor.

OTFEC 213—Legal Typing and Transcription
Gr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Legal office simulations and advanced practice using MS Word and a transcription machine. Emphasis on accuracy, formatting, and proper English usage in legal documents.
Prerequisite: OFTEC 112 or permission of instructor.

OTFEC 214—Advanced Office Applications
Gr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab
Integration of business-standard software skills focusing on MS Office Suite. Emphasis is on problem solving, collaboration, and independent thinking.
Prerequisite: OFTEC 141, OFTEC 152, and OFTEC 170 or CMPTR 154, keyboarding proficiency at 45+ NWAM or permission of instructor.

OTFEC 224—Practical Fund Accounting
Gr: 5  Wkly hrs: 5 hours Lecture
Accounting and reporting concepts, standards, and procedures applicable to: State and local governments, the federal government, and not-for-profit institutions.
Prerequisite: ACCT& 201 and ACCT& 202 with a grade of 2.0 or higher.

OTFEC 226—Business Taxation
Gr: 5  Wkly hrs: 5 hours Lecture
Study of Federal income taxation and Washington State business taxation and its application to individuals and business entities.
Prerequisite: OFTEC 121 or ACCT& 201.

OTFEC 252—MS Excel Advanced
Gr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Includes macros, templates, auditing tools, database tools, pivot tables. Prepares completers for personal and business settings or certification exam. (Same as CMPTR 252)
Prerequisite: OFTEC 152 or pass MOS Excel proficiency or permission of instructor.

OTFEC 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.

OTFEC 262—Administrative Office Management
Gr: 5  Wkly hrs: 5 hours Lecture
Designed for OFTEC or BMGMT students as capstone class, or for currently employed office personnel desiring to expand their knowledge of administrative office management.
Prerequisite: OFTEC 162 or one year general office support work experience.

OTFEC 270—Microsoft Project Management
Gr: 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.

OTFEC 271—Project Management Simulation
Gr: 2  Wkly hrs: 1 hour Lecture, 2 hours Lab
Develop project management skills through a dynamic hands-on business exercise that applies real-world experiences and challenges routinely encountered in project management.
Prerequisite: OFTEC 270.

OTFEC 275—Legal Office Procedures
Gr: 5  Wkly hrs: 5 hours Lecture
A focused course on legal office procedures, law office management, and duties/responsibilities of legal office support personnel, including legal vocabulary, and research.
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 followerhip.  
Prerequisite: OLRM 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 Preference and use research by the Gallup Organization; apply to life and work situations. (Pass/No Credit)

OLRM 105—Appreciating Diversity  
Cr: 3  Wkly hrs: 3 hours Lecture  
Explore the various dimensions of diversity (gender, race, culture, etc.) from a personal, managerial and organizational perspective; examines the opportunities to grow.

OLRM 107—Leadership Practicum  
Cr: 3  Wkly hrs: 3 hours Lab  
A practical application in the working world of the basic theories studied in the above program or discipline.

OLRM 197—Leadership Practicum  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Course can be offered as: OLRM 197/297.  
A practical application in the working world of the basic theories studied in the above program or discipline.

OLRM 201—Introduction to Organizational Leadership  
Cr: 5  Wkly hrs: 5 hours Lecture  
Introduction to leadership within organizations, history of leadership studies, leadership theories, case studies, vision, understanding relationships of leadership, motivation, and power.

OLRM 202—Introduction to Organizational Ethics  
Cr: 5  Wkly hrs: 5 hours Lecture  
Introduction to organizational ethics, understanding the correlation between leadership/management practice and the reflectiveness of moral philosophy, applying ethical decision-making model to ethical dilemmas.

OLRM 205—Managing Diversity  
Cr: 3  Wkly hrs: 3 hours Lecture  
The various dimensions of diversity (gender, race, culture, etc.) from a personal, managerial and organizational perspective; examines the opportunities to grow.

OLRM 210—Human Relations in Organizations  
Cr: 2  Wkly hrs: 2 hours Lecture  
Organizational performers are clear on their strengths and how they can be used in personal/professional settings. Explores how strengths can create a fulfilling career and life. (Pass/No Credit)

OLRM 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)

OLRM 225—Human Relations in Organizations  
Cr: 5  Wkly hrs: 5 hours Lecture  
The study of interactions between people in organizational settings. The course focuses on developing skills to communicate effectively with other people as an individual, group, and a team member including verbal, non-verbal language, and listening skills. (Formerly BMGMT 225)

OLRM 250—Organizational Communication  
Cr: 5  Wkly hrs: 5 hours Lecture  
Presenets concepts of organizational communication based on a competency-based approach incorporating personal knowledge, interpersonal sensitivity, communications skills, and ethical values.

OLRM 260—Conflict Resolution  
Cr: 5  Wkly hrs: 5 hours Lecture  
Provides the knowledge and practice to master the skills necessary to manage conflict, encourage cooperation, and create workable solutions.

OLRM 270—Organizational Change  
Cr: 5  Wkly hrs: 5 hours Lecture  
Provides insights and practical tools for those involved in organizational change. Bridges current theory with practical applications; conceptual models with concrete examples.

Parent Education

PARED 100—Child Guidance & Development  
Cr: 1  Wkly hrs: 1 hour Lecture  
Group discussions, internet research and instructor guidance, about child growth and development, guidance and discipline, and building family relationships. (Pass/No Credit)

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 from instructor, class discussions, or other activities. Topics selected based on individual needs/ages of children. (Pass/No Credit)

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.
Physical Education – Education

PE-ED 103 — 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 104 — 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.

PE-ED 105 — 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 106 — 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 107 — 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 108 — 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 109 — Emergency Response
Cr: 5 Wkly hrs: 5 hour Lecture
The American Red Cross “Emergency Response” prepares individuals with knowledge and skills to sustain life and minimize consequences of injury or sudden illness until advanced help arrives.

PE-ED 110 — Sports Psychology
Cr: 3 Wkly hrs: 3 hours Lecture
Introduction to applied strategies of sport and exercise psychology. Techniques such as goal setting, imagery, and self talk will be discussed as a means to increase performance.

PE-ED 111 — Practicum
Gr: 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.

Physical Education – Fitness and Sports

PEFSP 100 — Aerobics Weight Training/Conditioning
Cr: 1 Wkly hrs: 2 hours Lab
Physical fitness improvement through resistance training and cardiovascular exercise. (Pass/No Credit)

PEFSP 106 — Golf
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 106/206. Course emphasizes the fundamental skills of golf, proper equipment usage, etiquette, and rules necessary to play golf as a recreational sport.

PEFSP 109 — Self Defense
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 109/209. Course emphasizes the fundamental skills necessary to defend yourself and/or others in the event you are confronted by an attacker/assailant.

PEFSP 110 — Karate
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 110/210. Course emphasizes the fundamental skills of karate and develops an understanding of karate as an art form.

PEFSP 111 — Tai Chi
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 111/211. This course will be an introduction to the study of Tai Chi focusing on the philosophy and postures of this martial art.

PEFSP 113 — Tennis
Cr: 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
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Course can be offered as: PEFSP 120/220. Course provides the skills and knowledge of SCUBA diving necessary for safe diving in local or tropical waters. Certification arrangements may be made upon satisfactory course performance.

PEFSP 124 — Flying Disc Games
Cr: 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
Cr: 2 Wkly hrs: 4 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
Cr: 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
Cr: 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
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 132/232. Course emphasizes the fundamental skills of volleyball, offenses, defenses, and rules necessary to play volleyball as a recreational sport.

PEFSP 140 — Beginning Yoga
Cr: 2 Wkly hrs: 4 hours Lab
Introduction to the theory and practice of yoga as a form of exercise, relaxation and improved posture. This course will help provide a foundation for sound physical and emotional health.

PEFSP 142 — Intermediate Yoga
Cr: 2 Wkly hrs: 4 hours Lab
Provides further exploration into the practice of yoga. Additional postures and exercises designed to achieve strength, flexibility, and proper body alignment will be presented.

PEFSP 145 — Aerobic Fitness
Cr: 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 153 — Fast Fitness
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 153/253.
Self-paced fitness class incorporating both resistance training and cardiovascular exercise. Contact PE coordinator for more information @ 360-475-7742.

PEFSP 155 — Strength & Flexibility Training
Cr: 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
Cr: 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. Contact PE coordinator for more information in PE 105 or Access Services.

PEFSP 160 — Varsity Team — Fastpitch
Cr: 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 161 — Varsity Team — Volleyball
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 161/261.
Theory and conditioning for offensive and defensive team play necessary for successful competitive volleyball. For students on Varsity Volleyball.
Prerequisite: Permission of instructor.

PEFSP 162 — Varsity Team — Baseball
Cr: 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
Cr: 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
Cr: 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
Cr: 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
Cr: 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
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 167/267.
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 168 — Advanced Varsity Team Fastpitch
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 168/268.
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 169 — Advanced Varsity Team Baseball
Cr: 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 baseball. For students participating on varsity baseball.

PEFSP 170 — Advanced Varsity Team Baseball
Cr: 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
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 175/275.
Exploration of concepts of improving lifetime aerobic fitness. Students will jog a variety of distances and courses with sufficient stimuli to produce aerobic fitness.

PEFSP 176 — Aerobic Walking
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 176/276.
Exploration of concepts of improving lifetime aerobic fitness. Students will walk a variety of distances and courses with sufficient stimuli to produce aerobic fitness.

PEFSP 177 — Weight Management and Exercising
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: PEFSP 177/277.
For students ten or more pounds overweight that want to develop an exercise program for fitness and learn concepts for weight management.

PEFSP 178 — 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 252 — Lifetime Fitness
Cr: 2 Wkly hrs: 4 hours Lab
Supervised setting for continued improvement in lifetime fitness. Students engage in a project or paper demonstrating further depth in the subject matter.

PEFSP 255 — Strength & Flexibility Training
Cr: 2 Wkly hrs: 4 hours Lab
Further exploration of and improvement in strength and flexibility training. Student participates in vigorous exercise and course project.

PEFSP 257 — Prescription Lifetime Fitness
Cr: 2 Wkly hrs: 4 hours Lab
Supervised setting for continuation of concepts presented in PEFSP 157, as well as further improvement in overall fitness. Academic project included.
Prerequisite: Permission of instructor, successful completion of PEFSP 157 with 2.0 or better, and completed Prescription Lifetime Fitness Medical Form. See Director in PE 105.

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.

Physical Education — Recreation and Dance

PE-RD 143 — Jazz Dance
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PE-RD 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-RD 146 — Folk and Line Dancing
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PE-RD 146/246.
H/SP — Basic Folk and Line dances, ethnic origins of selected dances, and social dancing skills.

PE-RD 147 — Ballroom/Swing Dance
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PE-RD 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, posture development/body placement, and terminology.
PE-RD 161 — Skiing/Snow Board
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Course can be offered as: PE-RD 161/261.
Instruction and practice in the basic skills of skiing/snow boarding.

PE-RD 165 — Cross Country Skiing
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Course can be offered as: PE-RD 165/265.
Basic through advanced cross country ski techniques, including equipment and clothing.

PE-RD 170 — Backpacking and Survival
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Explore topics related to camping, travel and survival techniques in the outdoors. Includes a minimum of 6 hiking/backpacking field trips. (Formerly PE-RD 171)

PE-RD 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.

PE-RD 175 — Basic Rock Climbing
Cr: 1 Wkly hrs: 2 hours Lab
Explore topics related to technical (5th class) rock-climbing. Includes 20 hours of activity, in a structured rock-climbing environment.

PE-RD 180 — Northwest Outdoor Recreation
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
Explore topics related to camping, travel, orienteering and survival techniques in the outdoors. Also includes an introduction to basic rock climbing techniques.

PE-RD 199 — Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: PE-RD 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.

PE-RD 270 — Backpacking and Survival
Cr: 2 Wkly hrs: 4 hours Lab
Participate in activities related to camping, travel and survival techniques in the outdoors. Includes a minimum of 6 hiking/backpacking field trips.
Prerequisite: Successful completion of PE-RD 170 with a grade of 2.0 or better within the past 5 years.

PE-RD 272 — Intermediate Mountaineering
Cr: 2 Wkly hrs: 4 hours Lab
Advanced techniques related to rock, ice, and snow climbing/travel, and alpine living skills.
Prerequisite: Completion of PE-RD 172 with a grade of 2.0 or better in the past 5 years.

Physical Therapist Assistant

PTA 101 — Introduction to Physical Therapy
Cr: 2 Wkly hrs: 2 hours Lecture
An introduction to the profession of physical therapy. Content includes: history of physical therapy, professional conduct, role of the PTA, communication skills and psycho-social aspects of practice.
Prerequisite: Admission into the Physical Therapist Assistant program.

PTA 102 — Medical Terminology for PTA
Cr: 2 Wkly hrs: 2 hours Lecture
An in-depth introduction to medical terminology. Each body system will be examined individually.
Prerequisite: Admission into the PTA program.

PTA 103 — Documentation for the PTA
Cr: 2 Wkly hrs: 2 hours Lecture
Presents issues relating to documentation in physical therapy.
Prerequisite: Admission into the PTA program.

PTA 104 — Ethics and Administration
Cr: 2 Wkly hrs: 2 hours Lecture
Presents issues relating to administration and ethics in physical therapy.
Prerequisite: Admission into the PTA Program.

PTA 105 — Current PT Trends & Issues
Cr: 2 Wkly hrs: 2 hours Lecture
The course will discuss current issues relevant to physical therapy that may be controversial or that may have recently been introduced to the profession.
Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 106 — Kinesiology and Functional Anatomy
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
A study of movement emphasizing functional components of the musculoskeletal and neuromuscular systems with a two hour palpation lab.
Prerequisite: Admission to the Physical Therapist Assistant Program.

PTA 107 — Pathology
Cr: 5 Wkly hrs: 5 hours Lecture
A basis for the understanding of etiology and progression of disease processes. Basic concepts of inflammation followed by a systems-based approach to the body systems.
Prerequisite: 2.0 or better in all previous Physical Therapist Assistant courses.

PTA 108 — Human Growth and Development
Cr: 2 Wkly hrs: 2 hours Lecture
Examination of normative development across the lifespan from infancy through the aging adult, including the impact of disease/disability on the normative development and function.
Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 110 — Orthopedic Conditions
Cr: 2 Wkly hrs: 2 hours Lecture
An in-depth view of musculoskeletal and orthopedic conditions encountered in physical therapy. Sections on each joint or region and common orthopedic surgical procedures and associated rehabilitation are described.
Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 111 — Neuroscience for the PTA
Cr: 2 Wkly hrs: 2 hours Lecture
The course presents an in-depth view of neurological and neuromuscular conditions encountered in physical therapy. Review and development of functional neuroanatomy and pathology for each condition.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 120 — PTA Procedures I—Basic Skills
Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab
The course provides an introduction to basic skills used in physical therapy.
Prerequisite: Admission into the Physical Therapist Assistant Program.

PTA 121 — PTA Procedures II—Gait Assessment
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Provides the student with skills for identifying normal and abnormal posture, balance and gait associated with a variety of patient diagnoses.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 122 — PTA Procedures III—Orthopedics
Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab
Students will learn to perform assessment and intervention techniques regarding orthopedic and musculoskeletal conditions. Extensive instruction with lab practice regarding therapeutic exercise in orthopedics.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 123 — PTA Procedures IV—Physical Agents
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Concepts of physical agents used in physical therapy including thermal agents, hydrotherapy, traction, compression, ultrasound and electrical currents, including lab.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 124 — PTA Procedures V—Neuromuscular
Cr: 6.5 Wkly hrs: 4 hours Lecture, 5 hours Lab
Prepares students to perform assessment and intervention techniques regarding neuromuscular conditions. Extensive instruction with lab practice in therapeutic exercise for neuromuscular conditions.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.
PTA 125 — PTA Procedures VI—Tests and Measures
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab
Students will learn to perform data collection and assessment techniques relating to common practice of orthopedic, neurologic and cardiopulmonary physical therapy.
Prerequisite: Passing grade in all prior PTA courses.

PTA 126 — PTA Procedures VII—Therapeutic Exercise
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab
Students learn fundamentals of exercise theory and technique as well as specific exercises relating to strength, range of motion, flexibility, proprioception and aerobic exercise.
Prerequisite: Passing grade in all prior PTA courses.

PTA 127 — PTA Procedures VIII—Functional Rehab
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Provides the student with skills related to the patient’s functional mobility within a variety of settings and involves prosthetic and orthotic intervention techniques as well as cardiopulmonary functional rehabilitation.
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.

Physics

PHYS 110 — Introduction to Physics
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab
Prerequisite: MATH 099 with a grade of 2.0 or above, or concurrent enrollment in MATH 099 with permission of instructor.

PHYS 114 — General Physics
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab
NS — Mechanics: Fundamental quantities, vectors, one and two dimensional motion, statics, Newton's Laws, gravitation, work and energy, impulse and momentum, and rotational motion. (Formerly PHYS& 121 and PHYS& 131)
Prerequisite: MATH& 141 with a grade of 2.0 or above.

PHYS 115 — General Physics
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab
NS — Simple Harmonic Motion, Fluids, Electric fields, forces and potential, direct current and resistance, capacitance and dielectrics, magnetism, and induction. (Offered Winter Quarter only.) (Formerly PHYS& 122 and PHYS& 132)
Prerequisite: PHYS 114 with a grade of 2.0 or above.

PHYS 116 — General Physics
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab
NS — Waves and sound, interference phenomena, Heat, Thermal Equilibrium, Ideal Gas Law and Laws of Thermodynamics, Electric and Magnetic Fields, Reflection, Refraction, Polarization, Lenses and Optical Instruments. Quantum, Atomic and Nuclear Physics as time allows. (Offered Spring Quarter only.) (Formerly PHYS& 123 and PHYS& 133)
Prerequisite: PHYS 114 with a grade of 2.0 or above.

PHYS 245 — Engineering Physics
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab
NS — Mechanics: fundamental units, vectors, statics, laws of kinematics, linear and rotational motion, work, energy, momentum, impulse, equilibrium, inertia, and rocket propulsion. (Formerly PHYS& 221 and PHYS& 231)
Prerequisite: MATH& 163 and PHYS 110 with a grade of 2.0 or above.

PHYS 254 — Engineering Physics
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab
NS — Electricity and Magnetism: Coulomb's Law, Gauss's Law, Electric and Magnetic Fields, Capacitors and Resistors in circuits, electrical instruments, and Kirchoff's rules. (Formerly PHYS& 222 and PHYS& 232)
Prerequisite: PHYS 254 with a grade of 2.0 or above.

PHYS 256 — Engineering Physics
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab
Prerequisite: PHYS 254 with a grade of 2.0 or above.

Political Science

POL&S 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&S 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&S 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&S 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&S 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&S 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)

POL&S 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)
POLSR 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)

POL 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)

POL 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—Instructor permission required if this prerequisite is not met, ENG&LC 101 is also required.

Polysomnography

PSG 230—Polysomnography Internship
Cr: 9 Wkly hrs: 18 hours Lab
Under supervision of registered polysomnographic technologist, students provide basic Polysomnographic skills to patients in cooperation with community sleep labs.
Prerequisite: Admission to program by permission of instructor.

Practical Nursing

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 Application 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, standard precautions, postmortem care and oral med administration.
Prerequisite: Admission to Practical Nursing Program and concurrent enrollment in or completion of PNURS 102, 110, 112, 114 and 122.

PNURS 105—Lab I, Application
Cr: 1 Wkly hrs: 2 hours Lab
Introductory lab class for planning, delivery and oversight of care for the client needing basic nursing skills, standard precautions, postmortem care and oral med administration.
Prerequisite: Admission to Practical Nursing Program and concurrent 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.
Prerequisite: BIOL& 175 or BIOL& 241.

PNURS 110—Medical Terminology
Cr: 2 Wkly hrs: 2 hours Lecture
An introduction to word roots, combining forms, suffixes, prefixes, spelling and pronunciation guidelines using a body systems approach.

PNURS 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: 5 Wkly hrs: 5 hours Lecture
Theory course covering beginning nursing concepts, microbiology, HIV and geriatric care. Emphasizes growth/development health and prevention.
Prerequisite: Admission into the Practical Nursing Program and concurrent enrollment in, or completion of, PNURS 102, 104, 110, 112 and 122.

PNURS 116—Fundamentals II
Cr: 5 Wkly hrs: 5 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, and 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 122—Long Term Care Clinical
Cr: 3 Wkly hrs: 5 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 and 126.

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, 106, 108, 112, 114, 116, 122, 124, 203, 204, 205, 208 and 209 with a minimum grade of 2.3 in each course; completion of PNURS 110, 118, and 120 with a minimum grade of 2.0 in each course; completion of PNURS 126 with minimum grade of 3.7; concurrent enrollment in PNURS 206 and 210.

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 206, 208, 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, 108, 112, 114, 116, 122 and 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 206, 208, 209.

PNURS 205—Fundamentals III Obstetrics
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to childbearing using a nursing process framework. Includes critical thinking, stress/adaptation and ethical concepts.
Prerequisite: Admission to Practical Nursing Program and successful completion of PNURS 102, 104, 106, 108, 112, 114, 116, 122 and 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 206, 208, 209.

PNURS 206—Fundamentals IV
Cr: 4 Wkly hrs: 4 hours Lecture
Nursing care process for more advanced medical surgical situations.
Prerequisite: Admission to Practical Nursing Program; successful completion of all Winter, Spring and Summer quarter courses. Concurrent enrollment in or completion of PNURS 202 and 210.

PNURS 208—Pediatric/Obstetric Clinical
Cr: 4 Wkly hrs: 8 hours Lab
Direct patient care experience emphasizing critical thinking and use of the Nursing Process in practice and application of theory/skills related to clients in Pediatric and Obstetric settings.
Prerequisite: Admission to Practical Nursing Program. Completion of PNURS 102, 104, 105, 106, 108, 112, 114, 116, 122, and 124 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, 203, 204, 205 and 209.

PNURS 209—Mental Health Clinical Experience
Cr: 1 Wkly hrs: 2 hours Lab
This clinical experience prepares students to care for clients with mental health alterations in a structured, independent mental health setting.
Prerequisite: Admission to Practical Nursing Program; successful completion of PNURS 102, 104, 105, 106, 108, 112, 114, 116, 122 and 124 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, 203, 204, 205 and 209.

PSYC 100—General Psychology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Survey of basic topics in psychology including methods, biological basis of behavior, sensation, perceptions, learning, memory, motivation, emotion, and clinical psychology. (Formerly PSYCH 101)

PSYC 102—Psychology of Adjustment
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Systematic presentation of scientific psychological principles and procedures for the resolution of human problems and relationships. (Formerly PSYCH 102)

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 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.

Science

SCI 100 — Introduction to Science
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Overview of sciences taught at Olympic College. Basic concepts of the scientific method, chemistry, biology, physics, and evolution will be covered. Intended for students with little or no science background.
Prerequisite: MATH 094 and ENGL 099 or equivalent as determined by ASSET scores.

Sociology

SOC& 101 — Intro to Sociology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introduces the subject matter, theories and methods of sociology. Focuses on the interaction between the individual and the social milieu. (Formerly SOCIO 101)

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)

SOC 135 — The Family
Cr: 5 Wkly hrs: 5 hours Lecture
SS - This course examines structural and personal change factors in families in Western and non-Western countries. (Formerly SOCIO 135)

SOC 190 — U.S. Race & Ethnicity
Cr: 5 Wkly hrs: 5 hours Lecture
SS - An examination of America's diverse ethnic and cultural traditions, with an emphasis on global and comparative perspectives. (Formerly SOCIO 190)

SOC 199 — Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
A practical application in the working world of the basic theories studied in the above program or discipline. (Formerly SOCIO 199)

SOC& 201 — Social Problems
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Students are asked to consider the value of studying social problems from a sociological perspective. (Formerly SOCIO 102)

SOC 230 — Sexuality & Gender
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Students are introduced to various discourses within social sciences on the socio-cultural construction and meaning of human sexuality and gender. (Formerly SOCIO 230)
Prerequisite: None (Sociology or Anthropology course recommended).

SOC 271 — Social Deviance
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Examines the concepts of deviance, deviant behavior, and social control; theories of deviance and deviant behavior; types of deviant behavior; and societal responses. (Formerly SOCIO 271)

Spanish

SPAN& 121 — Spanish I
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with principles of pronunciation and with elementary vocabulary and grammar structures for immediate basic communication. Explores geographical and cultural aspects of Spanish speaking countries. (Formerly FLSPN 101)

SPAN& 122 — Spanish II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with practical vocabulary and broader grammar patterns for communication in a daily, urban context. Explores geographical and cultural aspects of Spanish speaking countries. (Formerly FLSPN 102)
Prerequisite: SPAN& 121 or equivalent.

SPAN 123 — Spanish III
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with upper basic vocabulary and grammar structures for conversational purposes. Explores linguistic, geographical, and cultural aspects and differences of the Spanish speaking countries and peoples. (Formerly FLSPN 103)
Prerequisite: SPAN& 122 or equivalent.

SPAN& 221 — Spanish IV
Cr: 5 Wkly hrs: 5 hours Lecture
H - The principles of Spanish syntax, lexicon, and grammar. Explores the history, geography, and culture of Spanish speaking countries.
Prerequisite: SPAN& 123 or permission of instructor.

Technical Design

TEC-D 105 — 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 concepts to enter industry.

TEC-D 106 — 3D CAD Drafting — Exploration
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
A beginning drawing 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 drawing course teaching both introductory hand drawing and computer drafting 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.
Prerequisite: Students must have appropriate manual drafting tools and access to an Olympic College computer using AutoCAD software.

TEC-D 109 — Descriptive Geometry
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Introduction to principles of descriptive geometry used to solve 3 dimensional problems graphically via successive auxiliary projections.
Study of space relationships for points, lines and planes that precede design. Also an introduction to development of surfaces and intersections.
Prerequisite: TEC-D 200 with a grade of 2.0 or above or permission of instructor. All students must have access to computer lab.

TEC-D 112 — Blueprint Reading
Cr: 4 Wkly hrs: 4 hours Lecture
This is an introductory course in blueprint reading. 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 107, 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 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
Basic drawing equipment and techniques and their application to the production of single story house building plans, elevations, and sections suitable for residential construction. A pencil drawing course.
Prerequisite: TEC-D 107 or permission of instructor.

TEC-D 128 — Adv Residential Architectural Drawing
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab
Expands Residential Architectural Drawing 127. Students will use AutoCAD to create a complete Sheet Set of a two story residential building.
Prerequisite: TEC-D 127 or permission of instructor.

TEC-D 130 — 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 089 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 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 Computer Aided Drafting using Autodesk ACAD software to create, edit, and plot engineering drawings.
Prerequisite: TEC-D 107 with a grade of 2.0 or above or permission of instructor.

TEC-D 205 — Engineering Tech Project Planning
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab
An introduction to the concepts used in planning engineering projects. This is a practical, hands-on conceptual approach to Engineering Project Planning. Microsoft Project Software may be used as a vehicle to outline this planning. This is intended for those seeking to be engineering technicians to enhance their ability to communicate with engineers. This course is not to teach software, but rather, to teach the engineering approach to building bridges, etc. as opposed to planning models used in business.

TEC-D 211 — Geometric Dimensioning & Tolerancing
Cr: 4  Wkly hrs: 4 hours Lecture
The application of Geometric Dimensioning & Tolerancing techniques as per national and international standards (e.g. ANSI Y14.5 M/ISO/TC10/SC5).
Prerequisite: TEC-D 107 or permission of instructor.

TEC-D 217 — Computer Aided Design II
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab
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.
TEC-D 222—AutoCAD 3D  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Students learn commands needed to produce, edit and render 3D computer drawings using AutoCAD 3D.  
Prerequisite: TEC-D 200 or permission of instructor.

TEC-D 231—Introduction to Civil Drafting  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
An introductory course to provide a general knowledge of the fundamental principles and concepts used to prepare civil engineering drawings.  
Prerequisite: TEC-D 200, TEC-D 217 or permission of instructor.

TEC-D 232—Introduction to Solid Works  
Cr: 4  Wkly hrs: 2 hours Lecture, 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, TEC-D 242 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  
This course is designed for experienced AutoCAD users and currently using recent AutoCAD software recommended.

Transition to Associate Degree Nursing

TADN 181—LPN to ADN Transition—Theory  
Cr: 3  Wkly hrs: 3 hours Lecture  
Provides licensed practical nurses a transition for entry into the TADN bridge program. A grade of 2.7 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, BIO& 241, BIO& 242, BIO& 260, ENGL& 101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program. Concurrent enrollment in TADN 181, 183, 187, 189, 190 and 203.

TADN 183—Mental Health—Clinical  
Cr: 2  Wkly hrs: 2 hours Lab  
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, BIO& 241, BIO& 242, BIO& 260, ENGL& 101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program. Concurrent enrollment in TADN 181, 183, 187, 189, 190 and 203.

TADN 184—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, BIO& 241, BIO& 242, BIO& 260, ENGL& 101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program. Concurrent enrollment in TADN 181, 183, 187, 189, 190 and 203.

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 family and community 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, BIO& 241, BIO& 242, BIO& 260, ENGL& 101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program. Concurrent enrollment in TADN 181, 183, 187, 189, 190 and 203.

TADN 187—Pediatrics—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, BIO& 241, BIO& 242, BIO& 260, ENGL& 101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program. Concurrent enrollment in TADN 181, 183, 184, 187, 189, 190 and 203.
TADN 189—OB and Peds—Clinical
Gr: 4 Wkly hrs: 8 hours Lab
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, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN Program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, 190 and 203.

TADN 190—Physical and Skills Assessment—Lab
Gr: 1 Wkly hrs: 2 hours lab
Provides the foundation for performance of physical assessments, the basis of nursing decisions and actions. Assessment principles and their role in nursing process are stressed. A grade of 2.7 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, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, 189 and 203.

TADN 201—Leader/Manager/Role Dev—Theory
Gr: 2 Wkly hrs: 2 hours Lecture
Examines concepts of leadership and management utilized by the RN in providing care to a group of clients and in the role of team leader.
Prerequisite: Successful completion of TADN 181, 183, 184, 185, 187, 189, 190 and 203 with a grade of 2.7 or above. Concurrent enrollment in TADN 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: Successful completion of an approved LPN program. Unencumbered Washington State LPN License. Completion of CHEM& 121, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 100 or PSYC 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program. Concurrent enrollment in TADN 181, 183, 184, 185, 187, 189 and 203.

TADN 205—Advanced Skills—Lab
Gr: 3 Wkly hrs: 6 hours Lab
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: Successful completion of TADN 181, 183, 184, 185, 187, 190 and 203 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 207, 209 and 211.

TADN 207—Advanced Med-Surg—Theory
Gr: 6 Wkly hrs: 6 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, 190 and 203 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 205, 207 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, 190 and 203 with a grade of 2.7 or above. Concurrent enrollment in TADN 207, 207, 209 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, 190 and 203 with a grade of 2.7 or above. Concurrent enrollment in TADN 201, 205, 207 and 211.

TADN 213—Adv Pharmacology-Dosages—Theory
Gr: 3 Wkly hrs: 3 hours Lecture
This course builds 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, 190, 201, 203, 205, 207, 209 and 211 with a grade of 2.7 or above. Concurrent enrollment in TADN 214 and 215.

TADN 214—Professional Development Seminar
Gr: 2 Wkly hrs: 2 hour Lecture
Seminar will focus on group collaboration and topics to aide in transition from student to Registered Nurse role.
Prerequisite: Successful 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 213 and TADN 215.

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 213 and 214.

Welding

WELD 100—Oxyacetylene Welding
Gr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Oxyacetylene welding and brazing in the flat, horizontal and vertical positions on mild steel plate; Oxy fuel cutting and plasma arc cutting processes.
Prerequisite: Completion of or concurrent enrollment in WELD 106 or by permission of instructor.

WELD 101—Arc Welding I
Gr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Shielded metal arc welding (SMAW) in the flat and horizontal positions on low carbon steel plate using E6010 and E7018 electrodes; Arc cutting with compressed air (CAC-A).
Prerequisite: WELD 106.

WELD 102—Arc Welding II
Gr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Shielded metal arc welding (SMAW) making sound groove welds and fillet welds in all positions using E7018 electrodes on plain carbon steel.
Prerequisite: WELD 101, completion of WELD 106 or permission of instructor.

WELD 103—Arc Welding III
Gr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Producing sound groove welds in the 2G and 3G positions on mild steel welded with the shielded metal arc welding (SMAW) process using E7018 electrode classification.
Prerequisite: WELD 102 and completion of WELD 106 or permission of instructor.

WELD 104—Gas Tungsten Arc Welding
Gr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Students develop skills required for Gas Tungsten Arc Welding (TIG) in the flat, horizontal and vertical positions on mild steel, stainless steel and aluminum plate.
Prerequisite: WELD 100, 106 and 107 or concurrent enrollment in WELD 107 or permission of instructor.

WELD 105—Gas Metal Arc/Flux Cored Arc Welding
Gr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Students develop skills required for Gas Metal Arc (MIG) and flux cored arc welding in the flat, horizontal and vertical positions on mild steel and aluminum plate.
Prerequisite: WELD 106 and 107 or concurrent enrollment in WELD 107 or permission of instructor.
WELD 106—Welding Technical Orientation I  
Cr: 5  Wkly hrs: 5 hours Lecture  
Beginning welding theory with emphasis on safety, weld processes of oxyacetylene welding (OAW), oxyfuel cutting (OFC), shielded metal arc welding (SMAW), carbon arc cutting with compressed air (CAC-A), electrical fundamentals and blue print reading.  
Prerequisite: WELD 106 or permission of instructor.

WELD 107—Welding Technical Orientation II  
Cr: 5  Wkly hrs: 5 hours Lecture  
Advanced welding, cutting, and manufacturing processes and American Welding Society weld symbol reading and interpretation.  
Prerequisite: WELD 106 or permission of instructor.

WELD 108—Welding Metallurgy  
Cr: 5  Wkly hrs: 5 hours Lecture  
A study of the metallurgy of welding and joining both ferrous and nonferrous metals, primarily as used in building and repair.

WELD 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 089 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.
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Otto, Barbara
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Zeller, Jackie

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Neller, Shannnon
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Miller, Terry
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Rinard, Terri
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Doehne, Linda
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Lawley, Kathy
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Solvie, Chad
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James, Ronald
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Lawrence, Dave
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Skelly, Terre
Tucker, Sharon

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Becker, Jeff
Bienek, Richard
Hooker, Michael
Howe, Brandon
Johnson, Lynn
Kelsey, James
Kovacs Sr., Bela
LeTexier, Jerry
Sitko, Doug - Chair
Wafai, Zulfi

WORKER RETRAINING
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Burton, Jim
Cocos, Kathy – Chair
Coots, Lorraine
Drzewiecki, Paul
Grady, Bob
Harrigan, Sharlene
Hess, Margaret
Lahmann, Peter
LeTexier, Kellie
Locke, Susan
Mackie, Carol
McKenna, James

Academic Terms

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

ACREDITATION
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 Degree
The degree customarily granted upon completion of a course of study normally requiring four academic years of college work.

Master’s Degree
An academic degree, earned or honorary, carrying the title of “Master.” Higher than a bachelor’s degree, the earned Master’s degree requires extended course work and research.

Doctorate Degree
An academic degree, earned or honorary, carrying the title of “Doctor.” Higher than a Master’s degree, the earned Doctor degree requires extended course work and research.

Professional Degree
The degree signifying completion of the minimum academic requirements for practice of a profession. The specific programs included in this category are: dentistry (D.D.S. or D.M.D.); law, general (L.L.B. or J.D.); medicine (M.D.); optometry (O.D.); osteopathic medicine (D.O.); podiatry (Pod D., D.P., or P.M.); theological professionals, generally (B.D., M.Div., Rabbi); and veterinary medicine (D.V.M.).

Direct Transfer (DTA)
The associate degree that a two-year college has created to meet the 1996 Washington Intercollegiate Relations Commission Guidelines, which enables a student to transfer to a college or a university with all or most of the basic requirements (general education or “core” courses) completed.

DISTANCE LEARNING
Any of a number of alternative courses to typical classroom instruction that use communication technology exclusively, or in part, to provide course information, research, and other resources.
DISTRIBUTION REQUIREMENTS
Courses numbered 100 or above that meet specific requirements for associate degrees, and may be transferred and applied to programs that culminate in a Bachelor Degree.

ELECTIVE COURSE
A subject or course which is not required for a major or general requirement.

E.S.O.L.
English for Speakers of other Languages - Courses offered for students who do not speak English or who do not use English as their native language.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Federal laws designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings (also known as The Buckley Amendment).

FEES
The designation usually given by an institution to the educational services fee assessed each time students register, or (at other institutions) the charge assessed all students for the specific function of registration. Money may be charged at registration to cover incidental materials in a course or allow access to services on campus (e.g. computer, parking).

FEES, RESIDENT
One year of residency in Washington State is the basic minimum requirement. Active duty military personnel, their spouses, and dependents are eligible to have non-resident fees waived.

FEES, NON-RESIDENT
The tuition that a tax-supported institution assesses students whose domicile is outside the state from which it draws tax support.

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 degree. At OC, G.E.R.’s are termed “Distribution Areas.”

GPA
Grade Point Average - A numerical measure of scholastic performance over a set of courses obtained by dividing the sum of the grade points earned by the total number of hours of course work (credits) attempted.

HUMANITIES
An area of academic study that examines and celebrates the human experience. Courses in the humanities include language, literature, art, music, and philosophy.

INDEPENDENT STUDY
A course of study with topics or problems chosen by the student with the approval of the college and the supervision of an instructor.

LABORATORY COURSE
A course which provides a student an opportunity to perform experiments and determine results. Typically, laboratory courses are used for exposure to materials that illustrate principles taught in a lecture course.

LECTURE COURSE
A course which familiarizes a student with the principles of a subject area. Lecture courses typically involve note-taking by the student and allow for limited discussion.

LIBERAL ARTS
A course of study intended to expose a student to a broad sampling of academic studies. Liberal arts courses stress the development of reasoning, writing, and speaking skills.

LOWER DIVISION
Generally freshman and sophomore courses (100-200 level), as distinct from upper division (300-400 level).

MAJOR
A subject area in which a student chooses to specialize. Typically a major comprises one-third to one-half of a student’s four years of course work for a bachelor degree. 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 their educational records (unofficial), find their student ID or time to register, plan their schedule, register online, pay tuition and fees, look up grades, print an unofficial transcript, or update their address.

ORIENTATION
A program through which entering students have an opportunity to familiarize themselves with the college or university, its programs and policies.

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.

PREREGRISTRATION
The plan by which students select courses for the succeeding term well in advance of the official opening date of the term.

PREREQUISITE
A requirement or necessary condition for enrollment in a course, including previous successful completion of another course or courses, assessment score or course grade, audition, admission status, concurrent enrollment or co-enrollment in a course or courses, or permission of the instructor.

QUARTER
A time period of 10 or 11 weeks constitutes a complete academic term under the quarter calendar (see semester). OC offers three quarters per year plus 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 enrolled in courses.

RESIDENCY STATUS
In public institutions, the classification by the institution of a student as a resident or nonresident of the state in which the institution is located in order to determine how much tuition the student will be charged. Currently, one year residency is the basic requirement for Washington State resident tuition status.
S.A.T.
Scholastic Aptitude Test, a widely used test colleges use to determine a student’s ability to succeed in college-level courses. The Scholastic Aptitude Test of The College Board may be required for students entering some four-year schools.

SEMESTER
A time period of 14 to 16 weeks for each semester which constitute a complete academic term under the semester calendar (see quarter).

TRANSCRIPT
A copy of the permanent course record at an institution of higher education. The document becomes an official transcript when the seal of the institution is affixed (and unbroken) and the signature of the registrar is appended.

TRANSFER STUDENT
A student who transfers credits earned at one college or university to another college or university.

TUITION
The amount of money charged by an institution of higher education for its instructional services.

PROFESSIONAL/TECHNICAL PROGRAMS
At OC, programs designed to provide entry into technical or semi-professional occupations, or provide additional training for those already working in a field who seek advancement.

UNIVERSITY
An institution of higher education with graduate and professional schools as well as undergraduate (bachelor’s level) schools or colleges.

UPPER DIVISION
Generally, junior and senior courses (300-400 level).

UPSIDE-DOWN DEGREE
When specific courses designed to complete a major are taken before (or concurrently with) lower division courses.

WITHDRAWAL
The dropping of a course from the student’s registration, either voluntary or required, which may be initiated 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.

Emergency Communications
360.792.6050 or 1.800.259.6718

www.olympic.edu

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 web site at www.olympic.edu, a message will be posted on the front page regarding any changes in college operations.

External Website
• During inclement weather or an emergency, regular messages will be posted to www.schoolreport.org about Olympic College conditions 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: KGY 1240 AM, KPLU 88.5 FM, KVIT 90.9 FM, KGTK 92.0 FM, KUBE 93.3 FM, KMPS 94.1 FM, KXXO 96.1 FM, KGY 96.9 FM, KMTT 103.7 FM, KRWM 106.9 FM, KMAS
  Mason County: KGY 1240 AM, KPLU 88.5 FM, KVIT 90.9 FM, KGTK 92.0 FM, KUBE 93.3 FM, KMPS 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/w
  • KONG 6 www.king5.com/kongtv
  • KIRO 7 www.kirotv.com
  • KCPQ 13 http://q13.tnb.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)

**OC Bremerton**

- Access Services: 475.7540, accessservices@olympic.edu
- Adaptive Technology: 475.7510, isindel@olympic.edu
- Admissions: 475.7479, prospect@olympic.edu
  - New Student Info: 475.7479, prospect@olympic.edu
- Adult Education: 475.7550
- Apprenticeship Education Office: 475.7525
- Associated Students of OC (ASOC): 475.7290, asoc@olympic.edu
- Athletics: 475.7458, hjansch@olympic.edu
- Automotive Service Center: 475.7348, automotive@olympic.edu
- Auto Technology Center: 475.7348
- Bookstore: 475.7420, ocbookstore@olympic.edu
- Career Center: 475.7480, careercenter@olympic.edu
- Cashier: 475.7181

Childcare and Early Learning
- Child Development & Family Center: 475.7191, rlockwood@olympic.edu
- Early Head Start: 792.2127, dgalano@olympic.edu
- Head Start: 475.7592
- Cooperative Education & Internship Program: 475.7480, CoopEd@olympic.edu
- Continuing Education: 475.7786, continuinged@olympic.edu
- Counseling Services: 475.7530
- Customized Training: 475.7786, customtraining@olympic.edu
- English Speakers of Other Language (ESOL): 475.7278
- Financial Aid: 475.7160, 475.7471 (FAX), financialaid@olympic.edu
- Fitness Center: 475.7227
- Food Service (Culinary Arts & Catering): 475.7570
- Foundation: 475.7120, foundation@olympic.edu
- I-Best: 475.7408

Information Technology: 475.7600, helpdesk@olympic.edu

Instructional Division Offices
- Business & Technology: 475.7360
- Mathematics, Engineering, Sciences and Health Division: 475.7700
- Social Sciences & Humanities: 475.7766
- International Student Admissions: 475.7479, international@olympic.edu
- Intramurals: 475.7461
- Haselwood Library: 475.7250, librarians@olympic.edu
  - Library Over Due & Holds: 475.7250
  - Inter-Library Loans: 475.7250
  - Reference Desk: 475.7252
  - Media Services: 475.7770
- Math Study Center: 475.7765 or 475.7546, nhays@olympic.edu
- Military Education Administration: 475.7786, militaryed@olympic.edu
- Multicultural Services: 475.7680, rwellman@olympic.edu
- The Olympian Student Newspaper: 475.7690, olyeditor@olympic.edu
- Parent Education/Co-op: 475.7195
- Parking Information: 475.7800
- President’s Office: 475.7100
- Registration & Records: 475.7200, webreg@olympic.edu
- Running Start: 475.7646, runningstart@olympic.edu
- Safety & Security/Lost & Found: 475.7800
- Science Tutoring: 475.7546, shawks@olympic.edu
- Small Business Development Center-OC: 307.4220, rfriedrich@olympic.edu

Student Entry & Advising Center (SEAC): 475.7230, Getadvice@olympic.edu
- Student Programs & Leadership Development: 475.7441, thatsfield@olympic.edu
- Testing Center: 475.7238, testingcenter@olympic.edu
  - Testing Center Announcement Line: 475.7239
- Theater: 475.7529

Tutorial Services: 475.7546, shawks@olympic.edu
- Veterans Services: 475.7560, VeteranServices@olympic.edu
- VP of Instruction (interim): 475.7401, mgarguile@olympic.edu
- VP of Student Services: 475.7474, msjohn@olympic.edu
- Women’s Programs & College Success: 475.7478, ladamson@olympic.edu
  - Keys to College and Career: 475.7577
- Workforce Development: 475.7555, 475.7845 (FAX)
- WorkFirst: 475.7230
- Worker Retraining: 475.7230
- Writing Center: 475.7318, sbegert@olympic.edu

**OC Poulsbo**

- Admissions: 475.7479
- Advising: 394.2725
- Assessment (Accuplacer): 394.2725
- Enrollment Services: 394.2725
- Continuing Education: 394.2702, continuinged@olympic.edu
- General Information: 394.2700
- Math Study Center: 394.2700 or 475.7546, nhays@olympic.edu
- Poulsbo Library/Computer Lab: 394.2720, librarians@olympic.edu
- Nursing: 394.2760
- Registration: 394.2725
- Student Services: 394.2725
- Science Tutoring: 394.2700 or 475.7546, shawks@olympic.edu
- Writing Center: 394.2713 or 475.7318, sbegert@olympic.edu

**OC Shelton**

- Adult Education: 432.5471
- Adult High School Completion: 432.5400
- Advising/Counseling: 432.5400
- ASOC (Student Gov’t): 432.5413
- Accuplacer/GED Testing: 432.5400
- Bookstore: 432.5442
- Career Center: 432.5431, kopp@olympic.edu
- Continuing Education - Mason: 432.5400, continuinged@olympic.edu
- General Information: 432.5400
- The Johnson Library: 432.5460, librarians@olympic.edu
- Math Study Center: 432.5400 or 475.7546, nhays@olympic.edu
- Peste Headstart Center: 432.5410
- Registration/Cashiering: 432.5400
- Science Tutoring: 432.5400 or 475.7546, shawks@olympic.edu
- Tutoring/Access Services: 432.5400
- Workforce Development: 432.5423, rferri@olympic.edu
- Worker Retraining: 432.5423, rferri@olympic.edu
- Writing Center: 432.5400 or 475.7546, shawks@olympic.edu

**University Services**

- Old Dominion University: 475.7280, tntoc@odu.edu
- Saint Martin’s University: 475.7686, George.Stevens@Stmartin.edu
- Western Washington University: 475.727
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### Academic Calendar 2009-2010

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</tr>
</thead>
<tbody>
<tr>
<td>May 26</td>
<td>Registration begins for continuing and former student for summer/fall</td>
</tr>
<tr>
<td>Jun 5</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Jun 19</td>
<td>Last day to request 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jun 22</td>
<td>Weekday classes begin</td>
</tr>
<tr>
<td>Jun 26</td>
<td>Last day to register for a class—except Continuous Enrollment (CE) classes</td>
</tr>
<tr>
<td>Jun 26</td>
<td>Last day to request 80% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jul 2</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Jul 3</td>
<td>Independence Day holiday observed</td>
</tr>
<tr>
<td>Jul 6</td>
<td>Last day to request 40% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jul 22</td>
<td>Last day to file for summer session graduation (degrees and certificates)</td>
</tr>
<tr>
<td>Jul 23</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>Aug 4</td>
<td>Last day to register for a Continuous Enrollment class</td>
</tr>
<tr>
<td>Aug 12</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Aug 12-13</td>
<td>Bookstore “Buy Back”</td>
</tr>
<tr>
<td>Aug 13</td>
<td>Summer session ends (Final exams are usually last class meeting)</td>
</tr>
<tr>
<td>Aug 20</td>
<td>Grades available</td>
</tr>
</tbody>
</table>

#### FALL QUARTER 2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 15</td>
<td>Faculty return (from summer break)</td>
</tr>
<tr>
<td>Sep 18</td>
<td>Last day to request 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Sep 21</td>
<td>Weekday classes begin</td>
</tr>
<tr>
<td>Sep 25</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>Request 40% refund for withdrawal from classes</td>
</tr>
<tr>
<td></td>
<td>Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Oct 2</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>Request 40% refund for withdrawal from classes</td>
</tr>
<tr>
<td></td>
<td>Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Oct 12</td>
<td>Columbus Day Holiday (students and faculty only)</td>
</tr>
<tr>
<td>Oct 16</td>
<td>Last day to file fall quarter graduation (degrees and certificates)</td>
</tr>
<tr>
<td>Nov 9</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Veterans Day Holiday</td>
</tr>
<tr>
<td>Nov 16</td>
<td>Last day to register for a Continuous Enrollment class</td>
</tr>
<tr>
<td>Nov 25</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Nov 26-27</td>
<td>Thanksgiving (Holiday)</td>
</tr>
<tr>
<td>Dec 65</td>
<td>Weekday finals and/or instruction</td>
</tr>
<tr>
<td>Dec 7-9</td>
<td>Weekday finals and/or instruction</td>
</tr>
<tr>
<td>Dec 7-9</td>
<td>Bookstore &quot;Buy Back&quot;</td>
</tr>
<tr>
<td>Dec 9</td>
<td>Fall quarter ends</td>
</tr>
<tr>
<td>Dec 17</td>
<td>Grades available</td>
</tr>
</tbody>
</table>

#### WINTER QUARTER 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 23</td>
<td>Registration begins for continuing and former students for winter quarter</td>
</tr>
<tr>
<td>Dec 7</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Dec 7</td>
<td>Last day to request 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jan 4</td>
<td>Weekday classes begin</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>Jan 15</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>Request 40% refund for withdrawal from classes</td>
</tr>
<tr>
<td></td>
<td>Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Martin Luther King, Jr. Day (Holiday)</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Last day to file winter quarter graduation (degrees and certificates)</td>
</tr>
<tr>
<td>Feb 15</td>
<td>President’s Day (Holiday)</td>
</tr>
<tr>
<td>Feb 17</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>Mar 2</td>
<td>Last day to register for a Continuous Enrollment class</td>
</tr>
<tr>
<td>Mar 11</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Mar 13</td>
<td>Weekend final exams and/or instruction</td>
</tr>
<tr>
<td>Mar 16-18</td>
<td>Weekday final exams and/or instruction</td>
</tr>
<tr>
<td>Mar 16-18</td>
<td>Bookstore “Buy Back”</td>
</tr>
<tr>
<td>Mar 18</td>
<td>Winter quarter ends</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Grades available</td>
</tr>
</tbody>
</table>

#### SPRING QUARTER 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 1</td>
<td>Registration begins for continuing and former students for spring quarter</td>
</tr>
<tr>
<td>Mar 11</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Mar 26</td>
<td>Last day to request 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Weekday classes begin</td>
</tr>
<tr>
<td>Apr 2</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>Request 40% refund for withdrawal from classes</td>
</tr>
<tr>
<td></td>
<td>Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Apr 3</td>
<td>Weekday classes begin</td>
</tr>
<tr>
<td>Apr 9</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>Register for class with instructor permission</td>
</tr>
<tr>
<td></td>
<td>Request 40% refund for withdrawal from classes</td>
</tr>
<tr>
<td></td>
<td>Officially drop a class with no grade reported</td>
</tr>
<tr>
<td></td>
<td>File for Pass/No Credit or Audit options</td>
</tr>
<tr>
<td>Apr 14</td>
<td>Last day to file spring quarter graduation (degrees and certificates)</td>
</tr>
<tr>
<td>May 11</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>May 20</td>
<td>Last day to register for a Continuous Enrollment class</td>
</tr>
<tr>
<td>May 24</td>
<td>Registration begins for continuing and former students for summer/fall</td>
</tr>
<tr>
<td>May 31</td>
<td>Memorial Day (Holiday)</td>
</tr>
<tr>
<td>Jun 1</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Jun 4</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Jun 5</td>
<td>Weekday final exams and/or instruction</td>
</tr>
<tr>
<td>Jun 7-9</td>
<td>Weekday final exams and/or instruction</td>
</tr>
<tr>
<td>Jun 7-9</td>
<td>Bookstore “Buy Back”</td>
</tr>
<tr>
<td>Jun 9</td>
<td>Spring quarter ends</td>
</tr>
<tr>
<td>Jun 13</td>
<td>OC Commencement Kitsap Pavilion (tentative)</td>
</tr>
<tr>
<td>Jun 17</td>
<td>Grades available</td>
</tr>
</tbody>
</table>
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.

www.olympic.edu