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**Academic Calendar** ..................................... Inside back cover
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.

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 2010-2011 year.

Sincerely,

Dr. David Mitchell,
President, Olympic College

2010-2011 Board of Trustees: Beverly Cheney, Peter Crane, Darlene Peters, Alice Tawresey, Stephen Warner
General Information

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 13,000 full- and part-time students a year. A satellite campus opened in Shelton in 1968 to provide classes to Mason County residents; a permanent campus was established in 1995. The Poulsbo campus opened in the winter of 2004 to create additional educational opportunities in Kitsap County.

Student Profile
- 39% full-time – 12+ credits
- 61% part-time – less than 12 credits
- 25% under age 20
- 39% 20-29
- 17% 30-39
- 19% 40+
- Median age: 25.2 years

Staff & Faculty
- 345 full-time (faculty and staff)
- 1,048 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, and other development that 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.

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
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.

OC started in 1946 with 575 full-time students in Bremerton. Since then the college has grown, serving more than 13,000 full- and part-time students a year. A satellite campus opened in Shelton in 1968 to provide classes to Mason County residents; a permanent campus was established in 1995. The Poulsbo campus opened in the winter of 2004 to create additional educational opportunities in Kitsap County.

Student Profile
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Staff & Faculty
- 345 full-time (faculty and staff)
- 1,048 part-time (faculty, staff and students)
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

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

2010-2013 Strategic Initiatives

Initiative #1
Implement enrollment management and student achievement plans focusing on accessibility and student learning.

Initiative #2
Reflect upon and account for our Olympic College Values in our daily operations and interactions.

Initiative #3
Strengthen relationships with our communities to understand educational needs and provide learning opportunities relevant to those needs.

General Education Requirements (GER)
All Olympic College degrees require study of a broad array of subjects. This breadth helps students to explore the world, and develop themselves as individuals and citizens. All fully accredited colleges have some breadth requirements.

For transfer degrees, GER conform to Intercollege Relations Commission (ICRC) guidelines. Following these guidelines assures that the transfer degree will satisfy lower division general education requirements at most Washington colleges and universities.

Transfer GER include quantitative reasoning, communication, humanities, natural sciences, and social sciences. Foreign language is not required at OC but some baccalaureate institutions require it.

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

In addition to completing GER for specific degrees, OC has developed a set of core abilities that each student should develop before graduation. Methods to assess student achievement of these abilities are under development. Future students will be expected to demonstrate these core abilities.

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

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

The Bremer Student Center is the hub of student programs and activities at the Bremerton campus. It is also the location of food service (cafeteria and dining library),

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

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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 or search the college's website at www.olympic.edu.

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

The development of a new Humanities and Student Services building was completed in 2010 and provides more classroom space and a one-stop location for all student services, such as admissions, registration and advising. A child development center is also under construction and is expected to be completed in 2011.

For information, contact:
OC Bremerton
1600 Chester Avenue
Bremerton, WA 98337-1699*
360.792.6050 or 1.800.259.6718
360.475.7151 FAX
E-mail: prospect@olympic.edu
www.olympic.edu/Bremerton

OC Poulsbo

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.

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

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

For information, contact:
OC Poulsbo
1000 Olympic College Place NW
Poulsbo, WA*
360.394.2725, 360.394.2700
360.394.2705 FAX
E-mail: poulsbocampus@olympic.edu
www.olympic.edu/Poulsbo

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, bookstore, library, 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, Medical Billing and Coding, Medical Assistant, Office Technology, and Welding.

OC Shelton offers General Education Development (GED) preparation classes and testing, adult high school completion, and classes for English Speakers of Other Languages. Running Start (for eligible high school juniors and seniors) is available through the cooperative efforts of local high schools, as are Tech Prep credits for Mason County high school students. In addition, an expanded non-credit continuing education program offers community members opportunities for personal and professional enrichment.

Distance learning 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, cashiering services, 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.

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

Other OC Locations

OC at Naval Base Kitsap (NBK) (Bangor, Bremerton) and Naval Hospital Bremerton (NHB)

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 (AA) or Associate of Technical Arts (ATA) 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.

For information, contact:
NBK-Bangor: Trident Training Facility
G-wing 215
360.697.3656
NBK-Bremerton: (also serving the Naval Hospital)
Navy College Building 853, Rm 214
360.377.8178
E-mail: militaryed@olympic.edu
www.olympic.edu/militaryed

OC Military Education at NBK-Bangor for

Kids County Emergency Services Readiness Complex

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

For information, contact:
Kids County Emergency Readiness Complex
1211 Carver Street – Bremerton, WA
360.447.2040
E-mail: lakers@olympic.edu
www.olympic.edu/RRC

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

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 or contact 360.475.7770 or email distancelearning@olympic.edu.

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 Olympic College Bachelor of Science in Nursing completion program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Suite 350, Washington, DC 20036-1120, 202.887.6791, www.acen.nche.edu.

The Registered and Practical Nursing Program is accredited by the National League for Nursing Accrediting Commission located at 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, www.nlnac.org; and the Washington State Nursing Care Quality Assurance Commission located at PO Box 47865, Olympia, WA 98504-7865, www.doh.wa.gov/hsqa/Professions/Nursing.


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

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAAHP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP may be contacted at: 1361 Park Street Clearwater, FL 33756 727.210.2350 www.caahep.org

The Physical Therapist Assistant Program Olympic College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association. CAPTE may be contacted at 1111 North Fairfax Street, Alexandria, VA 22314-1488, www.apta.org/capte.

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.

About This Catalog

This catalog is effective July 1, 2010 through June 30, 2011 and is for information purposes only. It is not intended to form the basis for a contract. Olympic College (OC) makes a reasonable effort to assure that the contents of the catalog are accurate at the time of printing but reserves the option to amend, modify, or revise any course or program in this catalog for reasons that may include, but are not limited to: a lack of funds to operate a program or course; unavailability of instructor(s); a change in administrative or Board of Trustees policy; and/or a change in the laws, rules, or regulations by the state of Washington which governs the operations of community colleges. In any case, the college’s liability for claims arising from reliance upon the contents of this catalog shall be limited to the tuition and fees paid by the student to the college for those courses or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profit.

Equal Opportunity College

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

OC Board of Trustees

The Board of Trustees is comprised of community members appointed by the Washington State Governor. The Board of Trustees is the governing body of Olympic College and all meetings are subject to Washington State’s Open Meeting Act.

The general public is welcome to attend Board of Trustees meetings. The regular, monthly meeting takes place on the fourth Tuesday of each month at 3 p.m. in the Board Room, College Service Center, OC Bremerton.

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

Contact: 360.475.7100 or 1.800.259.6718, Ext. 7100

*Board of Trustee members were current as of printing of 2010-2011 catalog.
Pathways to Educational Goals

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

Core Abilities

In keeping with the college’s institutional mission and vision, the Olympic College faculty promotes the development of five core abilities for students:

- 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.

For the entire core abilities chart, see page 7.

Bachelor of Science in Nursing (RN to BSN)

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

See pages 34-35 for complete degree information.

Transfer Associate Degrees

The college offers several transfer associate degrees for 90 or more credits. Each degree has specific graduation requirements. These degrees offer several areas of study and are for students who are interested in pursuing a bachelor degree at a college or university. See pages 36-54 for further information about degrees, programs, and requirements.

Associate in Arts (AA) - Direct Transfer Agreement

- General
- Elementary Education

Associate of Science (AS)

- Track II – Engineering, Physics, Computer Science, and Atmospheric Sciences

Associate in Applied Science – Transfer (AAS-T)

- Early Childhood Education
- Organizational Leadership Resource Management

See specific professional-technical program areas in this catalog for information.

Professional/Technical Degrees and Certificates

Associate in Applied Science (AAS) and Associate in Technical Arts (ATA)

One of these degrees may be the right choice if you want to earn a 90 or more credit credential in a specific career field. Review program overview on pages 55-56.

Certificate of Specialization (CS)

Provides 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 (CP)

Provides dedicated training and requires 45 to 60 credits of specific courses. See professional-technical programs in this catalog.

Certificate of Completion (CC)

Provides focused training and requires 20 to 44 credits. See professional-technical programs in this catalog.

Certificate of Recognition (CR)

Provides training and requires 10 to 19 credits.

Other Options

Associate in General Studies (AGS)

This flexible degree awards academic recognition for completion of the student’s chosen area of study. It is not a direct transfer degree. Transfer courses may be selected, but colleges and universities will evaluate whether courses will be accepted in transfer. Students with a previous associate degree are not eligible for an Associate in General Studies. Review program overview on page 98.

High School Completion and GED

Students who have nearly completed high school may take courses to receive a high school diploma. 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 by Assessment and Testing Services.

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 printed quarterly class schedule (The View) or visit www.olympic.edu/ClassSchedule.
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 demonstrate an understanding of their own culture and the framework upon which their society has been built.
- Graduates demonstrate an understanding of how cultural differences (e.g. beliefs, traditions, communication, norms) shape human interactions and perceptions of others.
- Graduates demonstrate that they are aware of, and understand, world events and the impact of decisions and actions in a global and societal context (e.g. historical, environmental, political, and economic).
- Graduates communicate, interact, and work collaboratively with individuals from other cultural groups.
- Graduates demonstrate that they understand the complexities and interdependence of, and responsibilities to, their communities and the natural world.

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

Assessment of Student Learning
To determine whether the curriculum at Olympic College helps students achieve these core abilities, faculty members identify which courses address the core abilities and a team of faculty use explicit criteria to score student work solicited from professors in courses where these learning outcomes are taught or utilized. Scores based on explicit criteria for a core ability, as well as other course and program level assessments, help to create a continuous process that improves learning and ensures the quality of education at Olympic College.
Getting Started at Olympic College

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 lists the programs offered. Click on OC’s quarterly class schedule, The View (www.olympic.edu/ClassSchedule), for current course information.

1. Submit an Application for Admission
Review "Application Process" on page 9. Submit the “Application for Admission” online at 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 “Formerly Enrolled OC Students” 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/FinancialAid.
For Veterans Services go to 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. Contact a campus advising location for information on scheduling an assessment time or determining if an assessment is required. 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, 2nd Floor, Humanities and Student Services Building, 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 Advising Center to sign up for a session. Students should take their assessment scores with them and allow 1.5 hours to complete the advising and registration process. If five or more credits have been completed at another college or university, students should set up an individual appointment to review unofficial transcripts with an advisor. Students may also choose the online orientation, additional information at www.olympic.edu/SEAC/OnlineOrient.
NOTE: Active duty military and family members may schedule entry 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 360.475.7467 or 1.800.259.6718, Ext. 7467.

7. Buy Books
Purchase books at the OC Bremerton bookstore, at OC Shelton, OC Poulsbo, or online at 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.

www.olympic.edu/GettingStarted

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 (web registration).
• 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
• Students may register on or after their “time to register”. (Former students must contact the Registration Office to be given a 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 during open OASIS hours
• Click on “How to Register or 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 in this catalog.

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


Enrollment Information

This section provides information on how to apply to OC, get financial aid information, assessment testing, and advising help.

Admissions Eligibility

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

Usually applicants under the age of 16 are not offered general admission.

Some programs require special permission or faculty advising before enrollment. Please see "Programs with Specific Admission Procedures" below for more information.

If you are interested in Continuing Education admission, please see this page for instructions.

For more information about admission, please contact 360.475.7479 or visit www.olympic.edu/Admissions.

Application Process

New Student Admission

To gain general admission to OC, students are required to complete the application for admission. Applications are available in the printed class schedule (The View), at any campus and on the OC website at www.olympic.edu/Admissions. Students can also apply online at the state’s Web Admissions Center (https://admissions.ctc.edu/applicant/welcome).

New students should follow the "How to Get Started" process on page 8 to register for classes.

If students have attended other colleges and universities, official transcripts are not required for admission. Previous coursework at other colleges and universities may count toward degree or certificate requirements. Visit www.olympic.edu/Students/Records/Transfer for more information.

Programs with Additional Admission Procedures

Students applying for a degree or certificate program with additional admissions requirements must meet the application deadlines and entrance requirements and follow the guidelines prescribed by the specific program.

The following programs have additional admissions processes. Please contact these programs for specific admissions or enrollment requirements:

- Adult High School Diploma Completion, Running Start, Health Occupations programs (Nursing/Healthcare, Medical Assisting), and Bachelor of Science in Nursing.

Continuing Student Admission

Continuing Students should submit a new application. Please review and follow special instructions for continuing students under “How to Register” on page 8.

Formerly Enrolled OC Students

Former students who wish to return to the college after being away for one or more quarters should call or go to the registration office at their local campus for a “time to register.” Former students should submit a new online or paper application for admission. Former students should also contact an advisor in their program of study before registration to receive updates and procedural or program changes.

Transfer Student Admission

Applicants who have completed course work at another college or university and who wish to transfer to OC should follow the steps for new students (See "New Students and New Transfer Students" on page 8). Transfer students must take a copy of their transcript (official or unofficial) to the 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” in this catalog or visit www.olympic.edu/Students/Records/Transfer for more information).

Bachelor of Science in Nursing Admission

Students applying for admission to the Bachelor of Science in Nursing program must meet the application and entrance requirements to be considered. Admission is competitive. See "Bachelor of Science in Nursing Degree" in this catalog for special application process and admission requirements.

International Student Admission

International students learn and practice English skills while they complete freshman and sophomore-level classes in academic, career, and professional and technical programs, pursue degrees and certificates, and prepare for transfer to a university to complete a four-year bachelor degree. Guaranteed transfer admission is conditionally offered to international students who graduate from OC with an associate degree. International students may select from universities in Washington, Montana, Arizona or California. Please contact OC for a list of four-year partner universities.

International students who are graduates of Olympic College have been admitted to non-partner universities all over the United States as they have gained the education and qualifications to transfer to university as third year juniors.

Students may enroll in intensive English credit courses, which provide language skills, cultural knowledge and experience needed to use English effectively, communicate and succeed in academics and the workplace, and to provide opportunities for personal growth. International students may enroll in the high school diploma completion program, college preparatory courses, or freshman or sophomore academic courses.

International students may start 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 12 to 15 credits is required. Students may choose to live with a host family or in nearby rental apartments.

For application and admissions steps, please visit www.olympic.edu/Students/InternationalStudents/apply or contact 360.475.7479.

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 on Saturdays, online or weeknights 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 printed class schedule (The View) or can be found on the website at www.olympic.edu/ClassSchedule.

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
High School Programs Admissions Processes

Running Start

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 higher 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. Eligible students are required to attend an orientation to learn about the college and Running Start program procedures.

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

To apply and get more information, refer to the “Running Start Information and Application” packets available at high schools, at the Running Start Office at OC Bremerton (360.475.7646), OC Poulsbo, OC Shelton and online at www.olympic.edu/RunningStart.

Financial Aid

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

See Workforce Education Programs for additional funding sources for students.

Veterans benefit information and assistance is available to those who qualify. Veterans may also be eligible for an OC tuition waiver. Contact 360.475.7560 or visit www.olympic.edu/VeteransServices.

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

Adult High School Diploma Completion

This 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.

For more information, contact 360.475.7530 or visit www.olympic.edu/Students/StudentServices/CounselingServices/hsComp.

Tech Prep - West Sound Education Consortium

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

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

Financial Aid Eligibility

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

- U.S. citizenship or eligible non-citizen
- High school diploma, 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

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 2010-2011 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.

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.

Application Procedure

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

- Free Application for Federal Student Aid (FAFSA)
- OC Admissions Application
- OC Financial Aid Data Sheet

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

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

Students are advised to apply early in the year as soon as the FAFSA is available. All applicants are directed to OC's Financial Aid webpage at www.olympic.edu/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 www.olympic.edu/FinancialAid.

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

Notification

When the Financial Aid office has a completed financial aid file, the file is reviewed and the student will be notified by 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.

Financial Aid Awards

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

Students 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 thirteenth 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.

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

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 and state work study
- Loans: Federal Stafford Loan, Federal PLUS Loan, alternative private loans
- Scholarships: For more information about Scholarships, see “Scholarships”.

Student Responsibilities and Satisfactory Progress

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

In addition, a student may be required to repay all or part of any aid disbursed if they fail to meet these standards. Visit the OC Financial Aid webpage to view the satisfactory academic progress standards in place for federal and state aid recipients.

Scholarships

Scholarship awards are based on varying criteria (e.g., financial need, academic achievement, area of study, etc.). Interested students of all ages should review 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 at OC Bremerton. Detailed scholarship information and application forms are available on the financial aid scholarship webpage at www.olympic.edu/FinancialAidSchol.

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/FoundationScholarships.

Assessment

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

Placement Assessment (Accuplacer)

The assessment is called Accuplacer. The cost is $15. If needed, students may take the Accuplacer at OC twice in a calendar year. If students took an Accuplacer assessment at another college, students may be able to use those scores for placement into OC courses. If there has been prior coursework in English and/or mathematics, students may request to have their transcript reviewed.

For more information, contact an advising location or visit www.olympic.edu/Students/Advising/advisingassessmentplacement.

Advising

Advising can help students choose classes, map their career or educational path, and introduce them to life at OC.

Specialized advising is available for professional-technical programs, transfer to four-year institutions, science, engineering and math majors, Running Start, Worker Retraining, and WorkFirst. See an advisor for more information.

New and Returning Student Advising

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

Those enrolling in seven or more credits, with fewer than 15 credits on their Olympic College transcript, must obtain a signature to register or a quarterly Personal Identification Number (PIN) for online registration from their advisor. Exceptions can be made for those who are taking six or less credits for personal enrichment. Please see the “Stay on Track” diagram in this section for more information about advising requirements.

NOTE: International Students, Running Start and Work First students are required to meet with their educational program advisor each quarter.

Transfer Student Advising

Students planning to transfer to baccalaureate institutions (four year colleges and universities) need to contact a program or faculty advisor in their field of interest. Educational advisors can refer students to an appropriate program or faculty advisor. Counselors and educational advisors can also assist with reviewing transcripts for degree requirements. Colleges and universities are invited to OC yearly to meet with students and share information about their transfer programs. If students are transferring from a college or university, go to www.olympic.edu/Students/Records/Transfer to learn about having previous classes reviewed for OC credit or contact an advisor.

Undecided or Exploring Program Options

New, returning or continuing students who are undecided or exploring educational program options may schedule an appointment with a faculty counselor by calling 360.475.7530. 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.

New Student Assessment and Advising Locations:

OC Bremerton: Advising Center, Humanities and Student Services Bldg, Rm 203 1600 Chester Ave., Bremerton 360.475.7230
OC Poulsbo: 1000 Olympic College Place NW, Poulsbo 360.394.2725
OC Shelton: 937 W Alpine Way, Shelton 360.432.5400
OC at NBK – Bangor: Trident Training Facility, G Wing 215, 2000 Thresher 360.697.3656
OC at NBK – Bremerton: Navy College, Bldg 853, Rm 204, 2255 Cole Ave. 360.377.8178
OC at Naval Hospital Bremerton: Quarterdeck, 1 Boone Rd, Bremerton (Available one day a month, call for information – 360.377.8178) E-mail: GetAdvice@olympic.edu www.olympic.edu/Advising
Enrollment Information

Information about Advisors & Counselors

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 developing their educational plan at OC. Educational advisors direct students to faculty advisors for guidance on specific programs.
- 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

GENERAL ENTRY ADVISORS
Angela Dorsey ........................................... 475.7235
Kirsten Meador ........................................ 475.7533
Penny Morse ........................................... 475.7595

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

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

NURSING PROGRAM
Sarah Cook ............................................. 475.7175

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

SCIENCE, ENGINEERING, MATH
ADVISOR .................................................. 475.7743

TECH PREP
Stephanie Thompson ................................. 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
Joanne Salas ........................................... 475.7372

AMERICAN SIGN LANGUAGE
Maril Elliott ........................................... 475.7338

ANTHROPOLOGY
Caroline Hartse ..................................... 475.7111

ARCHITECTURE
Ron Raty ................................................. 475.7389
Peter Sanchez ........................................ 475.6552

ART
Marie Weichman .................................... 475.7287
Ina Wu .................................................. 475.7115

ASTRONOMY
Science, Engineering, Math Advisor .......... 475.7743

ATMOSPHERIC SCIENCE/METEOROLOGY
Science, Engineering, Math Advisor .......... 475.7743

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

BASES
Lynn Greig ............................................ 475.7448
Donna Pedersen (OC Shelton) .................. 432.5471
Tina Prentiss ......................................... 475.7538

BIOLGY
Science, Engineering, Math Advisor .......... 475.7743

BIOTECHNOLOGY
Angela Elauria ........................................ 475.7734

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

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

CHEMISTRY
Science, Engineering, Math Advisor .......... 475.7743

CHIROPRACTOR
Billy Flowers .......................................... 475.7707
Bob Kieburtz .......................................... 475.7730

COMMUNICATION STUDIES – JOURNALISM
Michael Prince ........................................ 475.7243

COMMUNICATION STUDIES – SPEECH
Aloyssa Hard .......................................... 475.7417

COMPUTER INFORMATION SYSTEMS
Don Bergman .......................................... 475.7377
Paul Bilodeau ......................................... 475.7371
Kevin Blackwell ..................................... 475.7379
Donni Hanson ......................................... 475.7376
Mark Westlund ....................................... 475.7357

COMPUTER SCIENCE
Science, Engineering, Math Advisor .......... 475.7743

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

CULINARY ARTS
Nick Giovani .......................................... 475.7577
Steve Lammers ....................................... 475.7571
Chris Piemons ........................................ 475.7316

DENTAL HYGIENE
Cami Geyer ........................................... 475.7728

DIAGNOSTIC ULTRASOUND
Larry Miller ........................................... 475.7703

DIGITAL MEDIA ARTS
(formerly Integrated Multimedia)
Joe Silverthorn ..................................... 475.7310

DRAMATIC ARTS
Timothy Hagan ..................................... 475.7315

EARLY CHILDHOOD EDUCATION
Gayle Dilling ....................................... 475.7289

EDUCATION
Gayle Dilling ....................................... 475.7289
Mary Sanford ....................................... 475.7317

ELECTRONICS
Mike Szymkewicz .................................. 475.7375

ENGINEERING
Science, Engineering, Math Advisor .......... 475.7743

ENGLISH
Sonia Apge Begert ................................. 475.6653
Carmen Hoover (OC Shelton) ................... 432.5409
Eunha Jung .......................................... 475.7627

ENGLISH FOR SPEAKERS OF OTHER
LANGUAGES (ESOL)
Irene Fjerestad ...................................... 475.7388
Gary Mckmann ...................................... 475.6545

ENVIRONMENTAL SCIENCE
Science, Engineering, Math Advisor .......... 475.7743

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

FOREIGN LANGUAGES
Sara Waisman ....................................... 475.7116
Maril Elliott (American Sign Language) .... 475.7338

GEOGRAPHY
Science, Engineering, Math Advisor .......... 475.7743

GEOLOGY
Steve Macias ......................................... 475.7711

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

HUMAN SERVICES
Mirelle Cohen ....................................... 475.7555

INDUSTRIAL TRADES TECHNOLOGY/
APPLIED PHYSICS (PSNS)
Robert Abel .......................................... 476.4622
Karen Bolton ......................................... 476.5339
Donald Haines ...................................... 476.6976

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
Don Seavy ........................................... 475.7732

MATHEMATICS
Science, Engineering, Math Advisor .......... 475.7743

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

MEDICAL CODING
Connie Lieske ....................................... 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
Sarah Cook ........................................... 475.7117

OCCUPATIONAL THERAPY
Larry Miller .......................................... 475.7703

Olympic College Catalog 2010-2011
By 45 credits
Advising is Highly Recommended!
Complete an educational plan and review it with an advisor.

By 60 credits
Meet With Your Faculty Advisor
Get help with admission essays, letters of recommendation and opportunities after OC.

By 90 credits
Meet With Your Faculty Advisor
Complete a graduation check and apply to graduate.

NOTE: International, Running Start and Work First students are required to meet with the educational program advisor for these specialized programs each quarter to ensure compliance with the program requirements. This requirement is not intended to replace regular meetings with a faculty advisor.

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Basic Mathematics Course Sequence

How to Read This Chart
Accuplacer scores (or transcripts if you have completed MATH 099) will indicate where you start.
Your next step depends on your academic plan. Your advisor can help you decide.

MATH 090A
Essential Mathematics
Offered: Summer, Fall, Winter, Spring

MATH 090B
Prealgebra
Offered: Summer, Fall, Winter, Spring

MATH 094
Elementary Algebra
Offered: Summer, Fall, Winter, Spring

MATH& 107
Math in Society
Offered: Summer, Fall, Winter, Spring

MATH 112
Mathematics and the Environment
Offered: Fall (variable quarters)

MATH& 141
Precalculus I: Algebra
Offered: Summer, Fall, Winter, Spring

MATH 147
Business Algebra
Offered: Fall, Winter

MATH& 144
Precalculus I & II
Offered: Fall Admission by Accuplacer Score Only

MATH& 146
Introduction to Stats
Offered: Summer, Fall, Winter, Spring

MATH& 148
Business Calculus
Offered: Winter, Spring

MATH &131
Math Reasoning / Elementary Teachers I
Offered: Winter (online)

BMGMT 140
Business and Personal Mathematics

AUT-T 145/TEC-D 145/WELD 145
Applied Problem Solving

CMPT 123 (+CMPT 110)
Systems Architecture and Logic

See Mathematics Course Sequence for Math/Science/Engineering Majors
(see next page)

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

**MATH& 151  Calculus I**
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 II**
Offered: Fall, Winter, Spring
Majors: All Math/Physics/Engineering (some other science majors depending on transfer institution)

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

**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 220/CS 220 Introduction to Discrete Mathematics**
Offered: Spring only
Majors: some Math/CS majors depending on transfer institution

**MATH& 164  Calculus 4**
Offered: Fall only
Majors: Math/Physics/Engineering (other science 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 222  Differential Equations II**
Offered: Spring or Summer
Majors: Math/Physics/Engineering (other science majors depending on transfer institution)

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**HOW TO READ THIS CHART**
Consult with the Science, Engineering, Math (SEM) Advisor for the course sequence that best meets your major.

For more information about this sequence, contact the Math, Engineering, Science and Health office at 360.475.7700.
Developmental English Course Sequence

See specific program to determine if your goal is ENGL& 101 or ENGL 100.

Transfer and some Professional-Technical Programs:

HOW TO READ THIS CHART
Your Accuplacer assessment test score will indicate where you start. Your class grade determines your next step.

ENGL 091

ENGL 098

ENGL 099

ENGL& 101

Other Professional-Technical Programs:

HOW TO READ THIS CHART
Your Accuplacer assessment test score will indicate where you start. Your class grade determines your next step.

ENGL 093

ENGL 100

You must earn at least 2.0 to advance to the next course.
Registration

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

Students must be officially enrolled to attend classes. Registration is held before the start of each quarter and registration dates are listed on the OC website and in The View, OC’s printed quarterly class schedule.

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

Students may register for classes offered through the Bremerton, Poulsbo and Shelton campuses. Military students can go to the OC office at Naval Base Kitsap (Bremerton and Bangor) to register.

If students have not applied for admission to the college, please do so prior to registration. See “Application Process” on page 9 for instructions.

Registration Appointments

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.

Credit Class Schedule

Olympic College publishes and distributes a quarterly class schedule (The View) each academic term and provides an online class schedule. The class schedule is mailed to homes every quarter, available at all OC campuses and online at www.olympic.edu/ClassSchedule. Once students select class options, follow registration instructions or discuss with an advisor.

Ways to Register

Web Registration (OASIS)

Continuing and former students can select and pay for classes using an online system called OASIS (www.olympic.edu/OASIS). See page 8 under “How to Register: Continuing/Former Students” to learn how to use the system, register for classes, and make online payments.

Register online from home or from campus computers and kiosks. Visit www.olympic.edu/OASIS to see a complete list of OASIS options, including looking up grades and printing unofficial transcripts.

NOTE: New students should register in person at an Olympic College campus. 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.

Waiting Lists, Over-Enrollment

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

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

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

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

2. Over-Enrollment: Wait list students who have not gained entry to a course before the first-day of the quarter should attend the first class. The instructor may sign an “Over-Enrollment” form which will permit the student to register. The Over-Enrollment form must be submitted to the registration office immediately.

Entry Code

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

Prerequisite Block

Some classes require completion of a prerequisite. See class listings in the printed schedule or online at www.olympic.edu/ClassSchedule for specific prerequisites. See “Assessment” in this catalog for more information on English and math prerequisites. If the prerequisite was completed at another college or university, present the appropriate transcript to the faculty or Advising Center advisor to obtain permission to enroll.

Add, Drop, Complete Withdrawal, Late-starting Classes

Add/drop dates are announced in The View, OC's printed 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.
Enrollment Information

- 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 60% of quarter
- Withdrawal from a course with a “W” grade noted on the transcript is allowed to the end of 60% of the quarter. Check specific quarter dates on the OC website or contact a registration office.

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

Tuition and Fees
OC offers standard tuition rates for resident, U.S. citizen non-residents and international students. Tuition and fees may be paid through Visa, MasterCard, check, or cash.

Tuition and fees for 2010-2011 have not been determined at the time of the publication of this catalog. If there are any rate increases, they will become effective fall 2010. Please see OC’s printed quarterly class schedule (The View) or visit OC’s website at www.olympic.edu/Students/Tuition for current tuition and fee rates.

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

Tuition Payment Plan - STEPP
Students are encouraged to participate in the STEPP program, a tuition payment program that requires a minimum down payment of 34% of tuition and fees plus a $10 non-refundable application fee. The balance of tuition and fees is to be paid in two installment payments; the second installment payment is due at the end of the third week of the quarter and the third (final) installment payment is due at the end of the sixth week of the quarter.

STEPP forms are available in the Cashier’s Office on the Bremerton campus, the Student Services Office on the Poulsbo campus and the Shelton main office on the Shelton campus. Additional information and an enrollment form are available at www.olympic.edu/Students/tuition/stepp.

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

Student Service: $1/credit (maximum $10) Technology*: $3.50/credit (maximum $35)

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

Security Enhancement: $20
The Security Enhancement Fee is charged for courses held at OC Bremerton, OC Poulsbo, and OC Shelton.

Testing Fees
Accuplacer: $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 courses require additional fees. If applicable, the specific amount of the fee appears in the class listing in The View or www.olympic.edu/ClassSchedule.

Drop for Non-payment
Olympic College will cancel the registration of students who do not pay tuition and fees. Students who wish to re-register for classes may do so online or in-person, with payment due within two business days.

How to Pay
- ONLINE: OC accepts only Visa, Mastercard. Go to https://www.oc.ctc.edu/wcba to pay.
- BY PHONE: Cashier 360.475.7467 or 1.800.259.6718, Ext. 7467 and pay by Visa or Mastercard. The Cashier’s Office experiences a high volume of calls during peak registration; please be patient.
- IN PERSON: At the Bremerton Cashier’s Office, Shelton main office and Poulsbo Student Services office. OC accepts check, money order, cash, personal checks for the exact amount of tuition and fees, Visa and Mastercard or debit card.

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

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 that originally paid tuition.

Tuition Waivers
OC participates in the following optional tuition waivers. Specific per credit rates for 2010-2011 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 Veteran’s Office for more information.
• Running Start: All courses with item numbers 100 and above 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/Dependents and WA Nat’l Guard/Dependents
• Athletic Waiver (must have approval of Athletic Dept)
• High School Completion
  – Maximum Credits: Resident=45, Non-Resident=45
  – Adult High School waiver eligibility is determined by an OC counselor. Must be 19 years of age or older.
• Parent Education Co-Op
• 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)

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

Washington State Residency for Tuition Purposes
Students Washington State residency status determines their basic tuition for most college credit classes. Information about residency is available online at www.olympic.edu/Students/Registration/Residency.

Military personnel stationed in Washington State and their dependents who present military ID at registration will be granted a waiver of non-resident tuition and will receive the resident rate.

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

Student Contribution to Tuition
Washington State contributes to the cost of student education through support of basic instructional costs and state-supported financial aid. Student tuition represents approximately 33% of the total instructional cost. Exact figures available from the HEC Board website: www.hecb.wa.gov/research/issues/cost. Reference: RCW 28B.76.300.
Academic Information

Academic Information

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

Award of Credit

The following is Olympic College's policy on acceptance/award of non-OC experiential learning and/or transfer credit. Olympic College recognizes 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:

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.

4. 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 AP 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 Advanced Standing” form to the Registration and Records Office. The form is available online at www.olympic.edu/Students/GettingStarted/reqforms, 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

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 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.

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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 special examination fee.
  5. Return the form and Cashier’s receipt to the division office.
  6. Take the examination(s).
  7. 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.

### Grades

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<thead>
<tr>
<th>Decimal to letter grade comparison</th>
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<tbody>
<tr>
<td>3.9 - 4.0</td>
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<tr>
<td>3.5 - 3.8</td>
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<tr>
<td>3.2 - 3.4</td>
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<td>2.9 - 3.1</td>
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<tr>
<td>0.7 - 0.8</td>
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<td>0.0**</td>
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</tbody>
</table>

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

### Grades on OASIS

Grades are available three to five days after the end of the final examination period and may be accessed via OASIS at [www.olympic.edu/OASIS](http://www.olympic.edu/OASIS). Grade reports are not mailed.

### Decimal Grades

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

### Other Grade Designations

* (Grade Not Reported)

The “**” asterisk symbol is used when the reporting of a grade is suspended (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 included 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.

WP (Discontinued attendance - passing)
The “WP” grade may be assigned by the instructor to indicate that the student did not complete enough of the course to be graded and achieved a passing grade while in attendance. The “WP” grade is not counted for college credit, nor is it computed in the GPA.

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.

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

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

Repeated Courses
A student may repeat a course up to two times (that is, a student may take the same course a maximum of three times). If a grade of 2.0 or a designated grade required as a prerequisite to another course is not achieved after three tries, the student may request an opportunity to repeat again by submitting written rationale and an unofficial transcript to a full-time professor in the subject. Credits may only be earned once, and the last grade awarded is the final grade. Exception: Independent study courses (095, 195, 295), some music courses, and other specified courses may be repeated with credit awarded each time (policy under review).

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 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 – 3.89 college-level GPA
Graduation Designations

The “graduation with honors” designation recognizes those students who have achieved a college-level GPA of 3.9 - 4.0 (President’s Scholars) or 3.5 (Deans’ Scholars). President’s Scholars with a 4.0 GPA will be awarded the President’s Medal. President’s Scholars may wear a gold honor cord, and Deans’ Scholars a silver honor cord at the graduation ceremony. An honors notation will be placed with the graduate’s name on the Commencement Ceremony program. Honors graduation is also noted on the student transcript. Criteria for the awards include:

- Only credits earned at OC will count toward the award
- At least 24 GPA credits of 100 level course work or higher must have been earned at OC

General Academic Progress

These standards are designed to identify students who experience academic difficulty and whose academic progress falls below the prescribed standards in order to provide additional support and assistance to improve academic standing. The policy also determines academic suspension in cases where students are unable to achieve satisfactory performance.

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

Academic Alert

A student is placed on academic alert status at the end of any quarter in which any of the following occurs:

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

Removal of Academic Alert

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

Academic Warning

A student on academic warning status must earn a quarterly GPA of 2.0 or higher the succeeding quarter or the student will be placed on academic warning. Alternately, the student will remain on academic warning status even with a satisfactory quarterly GPA if the cumulative GPA remains below a 2.0 or if the student has a grade of WP, WF, or NC in more than 50 percent of credits when 15 cumulative credits have been attempted.

Removal of Academic Warning

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

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
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) give students certain rights with respect to their education records, including the right to:

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

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.

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 2010-2011:
• Summer Quarter 2010 – July 22, 2010
• Fall Quarter 2010 – Oct. 15, 2010
• Winter Quarter 2011 – Jan. 28, 2011
• Spring Quarter 2011 – Apr. 13, 2011

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.
Student Life

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

Student Programs and Leadership Development

Students gain meaningful learning experiences that complement classroom learning, refine and teach life skills, develop students as productive citizens, and enrich student life. To accomplish this mission, OC offers students varying experiences to get engaged with the community. Students can volunteer to lead a club or other student-funded organization, be elected to a paid position in student government, plan community-wide activities and participate in the many social, educational, and recreational activities planned for students, by students. The Student Programs and Leadership Development office offers leadership development opportunities, connects students to where they want to be involved, and offers events and services to support educational goals and enrich student life outside the classroom.

For information, contact:
Student Programs and Leadership Development
OC Bremerton: Bremer Student Center, 360.475.7461
OC Poulsbo: 360.394.2780
OC Shelton: 360.432.5413
E-mail: ASOC@olympic.edu
www.olympic.edu/ASOC

Associated Students of Olympic College (ASOC)

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

ASOC Sponsorship

The Services and Activities fees collected at college registration support more than 18 student-funded programs and 30 student clubs. Programs and services include, but are not limited to: ASOC, Athletics, Child Care, Drama, Instrumental and Vocal Music, Multicultural and 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-Shelton Campus
• Vice President-Poulsbo Campus

Appointed
• Treasurer

For information, contact:
ASOC
OC Bremerton: Bremer Student Center, 360.475.7290
OC Poulsbo: 360.394.2780
OC Shelton: 360.432.5413
E-mail: ASOC@olympic.edu
www.olympic.edu/ASOC

Athletics – The Rangers

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

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

Olympic College offers nine intercollegiate sports:
• Men: Baseball, Basketball, Cross Country, Golf, Soccer
• Women: Basketball, Cross Country, Golf, Soccer, Softball, Volleyball

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

Multicultural Services

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

MSC endeavors to offer comprehensive services 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. For information, contact 360.475.7680 or visit www.olympic.edu/MulticulturalServices.

Music Activities

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.

For information, contact:
OC Bremerton: Art/Music Complex, 360.475.7197 or www.olympic.edu/music
Vocal Music: 360.475.7117 or www.olympic.edu/music
Instrumental Music: 360.475.7118 or www.olympic.edu/music

Recreational Activities

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

OC Recreation offers open gyms daily in the Bremer Student Center with basketball, volleyball, table tennis and cornhole games. Off-campus trips are planned throughout the year such as skiing, hiking, and sporting event trips. The OC Fitness Center is also open to all current students with a current
ID card. Discounted tickets are offered at all three OC campuses for golfing, climbing, skating, batting, and bowling. For recreation information, contact 360.475.7443 or visit www.olympic.edu/intamurals. For the fitness center, visit www.olympic.edu/Students/StudentServices/Fitness.

Student Publications

The Olympian, Olympic College’s student produced newspaper, offers students interested in writing, editing, photography, graphic design, and advertising the opportunity to hone their skills in both the print and online editions (www.ocolympian.com). 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. For information, contact 360.475.7690 or visit www.olympic.edu/Students/AcadDivDept/SocialSciencesHumanities/Journalism/Olympian.

Student Clubs

Participation in student clubs and activities builds leadership, employment skills, and 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 at www.olympic.edu/Clubs or the ASOC or Student Programs and Leadership Development offices 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 Internationale
- Gay Straight Alliance
- International Students
- Mathematics and Engineering
- Nursing Students – 1st and 2nd year
- 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.
College Resources

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

Access Services for Students with Disabilities

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.

For information, contact:

Access Services
OC Bremerton: Humanities and Student Services Bldg, Rm 204
360.475.7540 or 360.475.7543 TTY, 360.475.7436 FAX
www.olympic.edu/AccessServices

Adaptive Technology

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.

For information, contact:

Adaptive Technology
OC Bremerton: Business and Technology Computer Lab, BUS-100
360.475.7510 or 360.475.7546
360.475.7543 TTY, 360.475.7491 FAX

OC Poulso & OC Shelton: 360.475.7546
www.olympic.edu/Students/StudentServices/Tutoring/Adaptive-Lab.htm

Admissions and Institutional Outreach

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. Students may ask questions about entry to the college, receive student-related information packets, an OC catalog, and receive information about appointments for student advising, the 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. In addition to OC Bremerton, admission services and information are available at the registration offices at OC Poulso, OC Shelton and Naval Base Kitsap.

For information, contact:

Admissions and Institutional Outreach
OC Bremerton: Humanities and Student Services Bldg, First Floor
360.475.7479, 360.475.7202 FAX
www.olympic.edu/admissions

Adult Education & English to Speakers of Other Languages (ESOL)

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

Students can get information to take courses in ABE and GED Preparation. Courses are non-credit and are intended for those who want to develop the reading, writing, and math skills needed to pass the GED test or to begin college-level work or training. An orientation session that includes placement tests is required before registration. Students under 19 years old must provide a “High School Release” form.

For information, contact:

Adult Education
OC Bremerton: Humanities and Student Services Bldg, Rm 223
360.475.7590, 360.475.7508 FAX

OC Shelton: Donna Pedersen, Program Coordinator, 360.432.5471 or ABE full time faculty, 360.432.5438

GED: 360.475.7538


English to Speakers of Other Language (ESOL)

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

For information, contact:

ESOL
OC Bremerton: Humanities and Student Services Bldg, Rm 223
360.475.7278, 360.475.7845 FAX

OC Shelton: Donna Pedersen, Program Coordinator, 360.432.5471 or ABE full time faculty 360.432.5438

www.olympic.edu/ESL

English to Speakers of Other Language (ESOL)
Advising Services

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

For information, contact:
Advising Services
OC Bremerton: Advising Center, Humanities and Student Services Bldg, Rm 203 360.475.7230
OC Poulsbo: 360.394.2725
OC Shelton: 360.432.5400
E-mail: GetAdvice@olympic.edu www.olympic.edu/Advising

Assessment and Testing Services

Assessment and Testing Services administers a variety of tests and assessments to help students meet college or program requirements. A number of services are offered including:

- Accuplacer Assessment
- OC Make-up Testing
- OC Access Testing
- Standard GED Testing
- Accommodated GED Testing
- Proctoring Services
- Computer-Based Industry Certification Exams

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

For information, contact:
Assessment and Testing Services
OC Bremerton: Humanities and Student Services Bldg, Rm 222 360.475.7238, 360.475.7470 FAX
OC Shelton: 360.432.5400
OC Poulsbo: 360.475.4238
www.olympic.edu/Students/GettingStarted/Advising/TestingCenter/

Bookstore

OC Campus Bookstores

The OC campus bookstores offer professional staff, an inventory of academic supplies, and services. In addition to textbooks, the bookstore also offers textbook buybacks at the end of each quarter (dates are available on the bookstore webpage). The OC bookstores are self-supporting (no state funds are used to finance operations) and dedicated to meeting the needs of students.

Textbooks for all OC Bremerton campus courses may be purchased at the bookstore located next to the Bremer Student Center at OC Bremerton. Textbooks for OC Shelton and OC Poulsbo courses may be purchased at those locations. Textbooks can also be ordered online at http://ocbookstore.com.

For information, contact:
OC Bookstores
OC Bremerton, OC Poulsbo, OC Shelton: 360.475.7420, 360.475.7427 FAX www.olympic.edu/CampusResources/Bookstore

Career Center

Career and Student Employment Services

Students have found Career and Student Employment Services beneficial in assisting with their career or employment decision making process. Services include annual career events, career resources and assessments, help with preparing for the job search, and on- and off-campus employment opportunities, including federal work-study, state work-study, regular student employment, and direct referrals to employers posting jobs with the Career Center.

Students can also gain information on earning college credit for working through work-study, co-op, internship and community volunteer service positions. An online database is available with listings. To get tips for internships and volunteer experiences, visit www.olympic.edu/Internship.

For information, contact:
Career Center
OC Bremerton: Humanities and Student Services Bldg, Rm 205 360.475.7480
OC Poulsbo: 360.475.7480
OC Shelton: Rm PA 4, 360.432.5431
E-mail: CareerCenter@olympic.edu www.olympic.edu/CareerCenter

Childcare and Early Learning

Child Development and Family Center

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. The CDFC also serves as a training site for Early Childhood Education and other Olympic College students.

Care hours are from 7 a.m. to 5:30 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.

For information, contact:
Child Development and Family Center
OC Bremerton: Health Occupations Bldg 360.475.7191 www.olympic.edu/ChildCare

Early HeadStart

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 the Washington Department of Social and Health Services.

For information, contact:
Early HeadStart
St. Paul’s Church, 700 Callahan Drive Bremerton, 360.792.2127

HeadStart

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.

For information, contact:
HeadStart
OC Bremerton: Early Learning and Child Care Center, Humanities 100 and 101 360.475.7592 or 360.478.6889
OC Shelton: Peste Headstart/ECSEP Center 360.432.5410

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

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

Services include assistance with career planning and decision-making, help with academic and transfer decisions, and personal counseling. Counselors also advise Olympic College Adult High School Diploma students and provide consultation and referral for on- and off-campus resources. Workshops and classes are offered district-wide every quarter except during summer session and include such topics as:

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

For information, contact:
Counseling Services
OC Bremerton: Humanities and Student Services Bldg, Rm 203
360.475.7530
www.olympic.edu/CounselingServices

Continuing Education

Through Continuing Education, OC offers a wide variety of professional development non-credit courses, including Sustainable Building Advisor Certificate, Building Energy Analyst, LEED exam prep, CEUs for Licensed Massage Practitioners, Chemical Dependency Professionals and teachers, Certified Medical Assistant exam prep, Medical Billing and Coding exam prep, and computer applications. Personal enrichment courses include art & photography, lectures, children & youth, and foreign languages. Small business courses include, Developing a Business Plan and Quickbooks for Business.

OC also offers a range of non-credit online courses from which to choose at www.olympic.edu/ContinuingEducationOnline. Programs include Project Management, Certified Bookkeeper, Six Sigma Black and Green Belt, HIV/AIDS, Spanish for Your Job, as well as classes in computer applications, business administration/management, design and new media certification programs, entrepreneur/business, healthcare, legal, personal enrichment, test prep, and writing. Students can learn in the comfort of their home or office and at a time that works best for them.

For information, contact:
Continuing Education
Kitsap County – OC Bremerton & OC Poulso: 360.475.7786
Mason County – OC Shelton: 360.432.5400
E-mail: ContinuingEd@olympic.edu
www.olympic.edu/ContinuingEducation

Food Service

**OlympiCafe and Fireside Bistro**

The OlympiCafe serves students breakfast, lunch cafeteria-style throughout the academic quarter from an excellent selection of reasonably priced menu items. The OlympiCafe 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 OC 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 and guests are welcome to enjoy a leisurely luncheon at affordable prices in this pleasant fine dining, in-training atmosphere.

For information, contact:
OlympiCafe
OC Bremerton: Bremer Student Center
360.475.7570

Espresso
OC Bremerton: Bremer Student Center
360.475.7570

Fireside Bistro
OC Bremerton: Bremer Student Center
360.475.7570

Information Technology

Information Technology offers services to students to help with their success at OC. These services are supported by the Student Technology fee paid as part of the registration process. Services include:

- 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, Poulso, Shelton campuses, and other college locations. Over 650 computers and 200 applications are supported on the instructional network.

For information or help, contact:
Information Technology
OC Bremerton: College Service Center, Second Floor, 360.475.7600
E-mail: helpdesk@olympic.edu

International Student Programs

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

- Admission applications
- Overseas and local recruitment
- Issuance of I-20’s and letters of support
- Homestay housing and references for apartment living
- Helpful information about student visas, SEVIS regulations and Consulate interviews
- Airport pick-up
- Orientation
- International Student Club activities
- International Student employment and required SSNs
- Quarterly academic progress follow up
- Information on college level Intensive English study
- Short-term study options

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

For information, contact:
International Student Programs
OC Bremerton: Humanities and Student Services Bldg
360.475.7479, 360.475.7202 FAX
E-mail: international@olympic.edu
www.olympic.edu/InternationalStudents

OPEN COMPUTER LABS:
OC Bremerton: Science Technology Bldg, Rm 122
OC Shelton: Portable A2
OC Poulso: 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

Olympic College Catalog 2010-2011
OC Foundation

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, contact:

OC Foundation
OC Bremerton: College Service Center, Rm 530
360.475.7120, 360.475.7125 FAX
E-mail: foundation@olympic.edu
www.olympic.edu/Foundation

OC Libraries

Bremerton Haselwood Library

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 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.

For information, contact:
Bremerton Haselwood Library
360.475.7250, 360.475.7261 FAX
www.olympic.edu/library

Shelton Johnson Library

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.

For information, contact:
Shelton Johnson Library
360.432.5460, 360.432.5468 FAX
www.olympic.edu/SheltonJohnsonLibrary

Poulsbo Library/Computer Lab

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 student computers in the lab allow access to the online OC Library Catalog as well as its subscription databases.

For information, contact:
Poulsbo Library/Computer Lab
360.394.2720, 360.394.2721 FAX
www.olympic.edu/PoulsboLibrary

Registration and Records

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

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

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

For information, contact:
Registration and Records
OC Bremerton: Humanities and Student Services Bldg, First Floor
360.475.7200, 360.475.7202 FAX
E-mail: webreg@olympic.edu
www.olympic.edu/Registration

Running Start and High School Outreach

The Running Start and High School Outreach Office staff provides information to junior 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 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

For information, contact:
Running Start
OC Bremerton: Humanities and Student Services Bldg, Rm 208
360.475.7646, 360.475.7643 FAX
E-mail: RunningStart@olympic.edu
www.olympic.edu/RunningStart

Safety and Security
The Safety & Security main office is located in the upper level of the Bremer Student Center at OC Bremerton and is staffed 24 hours a day, seven days a week.

Besides overall security, this office also provides numerous services aimed at enhancement of the personal safety, welfare and protection of property within the college community. Some of these services are listed below:
- Personal safety advice - seminars
- Escort service from class to vehicle
- Lost and found
- Hazardous waste removal
- Environmental safety
- Victim assistance referral
- Processing “unsafe condition” referrals
- Crime prevention consultation

Parking
OC Bremerton
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 student parking lots at OC Bremerton.

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

Student Parking Permits
Student parking permits are required to park in all student lots at all campuses. Students can get parking permits at OC Bremerton at the Safety and Security main office in the Bremer Student Center. OC Shelton parking passes can be obtained in the main office at OC Shelton. OC Poulsbo parking permits can be obtained at the Student Services office at the Poulsbo campus. Copies of OC parking rules and regulations are available at the Safety and Security Office at OC Bremerton or online at www.olympic.edu/Parking. There is no cost for student parking permits.

The following documentation is required to obtain a permit:

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

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

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

Visitor Permits
Visitor permits can be obtained at the College Service Center or the Humanities and Student Services building at OC Bremerton or the Safety and Security Office in the Bremer Student Center at OC Bremerton. Visitors can obtain a visitor pass in the Student Services office at OC Poulsbo and at the main office at OC Shelton.

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

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

For information, contact:
Safety and Security
OC Bremerton: Bremer Student Center
360.475.7800
www.olympic.edu/Security

Student Complaints Mediator
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

For information, contact:
Student Complaints Mediator
OC Bremerton: Rachel Wellman, Bremer Student Center, Rm 117, 360.475.7681
E-mail: rwellman@olympic.edu

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

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

Visit the West Sound Education Consortium website www.westsoundcareers.com or www.olympic.edu/techprep for new and updated Tech Prep programs added throughout the year or contact:
Tech Prep - West Sound Consortium
OC Bremerton: College Service Center, Rm 425
360.475.7839 or 360.475.7353, 360.475.7845 FAX

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

Study center/study groups operate on a drop-in or appointment basis. Requests for group and individual tutoring assignments may be made at a tutorial services office. Tutoring is free to current OC students.
Women's Programs and College Success

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.

For information, contact:
**Women's Programs and College Success**
OC Bremerton: Humanities and Student Services Bldg, Rm 205H
360.475.7478
E-mail: ladamson@olympic.edu
www.olympic.edu/WomensPrograms

Keys to College and Career

“Keys to College and Career,” is the Washington State Life Transitions Program offered as a 5-credit learning community at OC. For information, contact:
**Keys to College and Career**
OC Bremerton: Humanities and Student Services Bldg, Rm 205H
360.475.7478

Worker Retraining

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.

For information, contact:
**Worker Retraining**
OC Bremerton: Advising Center, Humanities and Student Services Bldg, Rm 203
360.475.7230
OC Shelton: 360.432.5423
www.olympic.edu/WorkforceDevelopment/WorkRetrain

WorkFirst

The WorkFirst program provides financial assistance to qualified parents on public assistance through the Temporary Assistance to Needy Families (TANF) Program. The program provides financial aid for 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
- 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 on the OC website. New and updated programs are added throughout the year.

For information, contact:
**WorkFirst**
OC Bremerton: Advising Center, Humanities and Student Services Bldg, Rm 203
360.475.7230
OC Shelton: 360.432.5423
www.olympic.edu/WorkforceDevelopment/WorkFirst

Workshops & Training for Businesses

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 representatives 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:
**Customized Training**
OC Bremerton: College Service Center, Rm 401
360.475.7786
E-mail: customtraining@olympic.edu
www.olympic.edu/Learning/CustomizedTraining
Bachelor of Science in Nursing Degree (RN to BSN)

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

The Olympic College RN-BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE) at www.aacn.nche.edu.

RN to BSN Degree Benefits

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

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

RN to BSN Curriculum

The BSN curriculum has been designed to foster professional development of the student and to meet the following program goals:
- Communicate effectively in writing and speech.
- Promote communication between clients from diverse backgrounds.
- Demonstrate accountability and responsibility for professional development and practice within the legal and ethical framework of nursing, including awareness of limitations in knowledge and seeking opportunities to enhance competent practice.
- Demonstrate critical thinking, competent clinical reasoning and analytical skills necessary for safe quality nursing practice.
- Demonstrate cultural sensitivity in delivery of care.
- Empower individuals, families, and the community to develop positive health behaviors through health promotion and health education.
- Integrate methods of research process and findings in planning, implementing and evaluating care, and in support of evidence based practice.
- Demonstrate the ability to positively adapt to the dynamic of change present in health care settings.
- Provide holistic health care that enhances a client's dignity and reflects a commitment to caring.
- Demonstrate leadership abilities and political skills to attain quality care for families, groups and community clients.

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

Program Outcomes

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education credits required</td>
<td>65</td>
</tr>
<tr>
<td>Nursing Associate Degree credits required</td>
<td>35</td>
</tr>
<tr>
<td>Nursing Credits applied for RN Licensure</td>
<td>35</td>
</tr>
<tr>
<td>Upper Division General Electives required</td>
<td>10</td>
</tr>
<tr>
<td>BNURS 340 Advanced Clinical Reasoning*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 350 Professional Writing for Nurses*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 402 Families in the Community*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 403 Connecting Research to Nursing*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 407 Perspectives on Diversity*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 408 Health &amp; Wellness Promotion Clinical*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 409 Community Health Nursing Theory*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 410 Contemporary Ethics in Nursing*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 411 Community Health Nursing Application*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 412 Nursing Leadership in Health Systems*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 430 Interactive Nursing Communication*</td>
<td>3</td>
</tr>
<tr>
<td>BNURS 450 Professional Development Seminar I*</td>
<td>1</td>
</tr>
<tr>
<td>BNURS 451 Professional Development Seminar II*</td>
<td>1</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>180</td>
</tr>
</tbody>
</table>

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

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

RN to BSN General Education Requirements

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.

Admissions

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

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

Admission Requirements

- Current unrestricted licensure as a registered nurse in the State of Washington (provisional admission is offered to students in the last year of an associate degree program in nursing).
- Advanced placement credit is awarded based on verification of successful completion of NCLEX (RN) exam.
- One year of clinical practice (nursing school clinicals apply as experience).
- A cumulative GPA of at least 2.5 in all college coursework.
- A minimum of 35 quarter credits completed of general education requirements.
- 35 credits awarded for RN Licensure.
- 35 nursing credits from an Associate Degree Nursing program.

*See course description for prerequisite.
Bachelor of Science in Nursing Degree (RN to BSN)

- A minimum grade of 2.0 in each of the required courses.
- Admission will be offered to applicants starting with the highest GPA in nursing course work and continue until admissions are complete.
- If a tiebreaker is needed, the number of years of active clinical practice will be the deciding criterion.

Admission Application Process

For information regarding financial aid, contact the Office of Financial Aid at 360.475.7160. When completing the FAFSA, use the OC Title IV code-003784.

Submit Olympic College application and materials to BSN Admissions. (Applications are accepted throughout the year.)

Application packet must include the following:

- One official transcript from all previous academic and nursing course work. High school transcripts should be submitted if 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.

Proof of the following is required after provisional acceptance into the RN to BSN program:

1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Proof of personal health insurance
5. Criminal History Information Background Inquiry Check
6. Completion of the Conviction/Criminal History Form

Contacts

Associate Dean of Nursing
Gerianne Babbo 360.475.7793

Nursing Programs Advisor and RN-BSN Recruiter
Sarah Cook 360.475.7175 Scook2@olympic.edu

*See course description for prerequisite.
Associate Degrees & Transfer Planning

Associate Degrees & Transfer Planning

This section provides information on associate degrees designed to transfer to colleges and universities in the state of Washington. It highlights different transfer associate degree options, and includes planning sheets to map out education goals, and transfer programs of study. Worksheets are on pages 39-45.

General Policies

Students may graduate under 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:

- At least 90 college level quarter credits.
- College level GPA of at least 2.0. Courses transferred from another college do not count in GPA. (Note that receiving institutions may require a higher GPA.)
- At least 20 credits in the degree must be earned at OC.
- Students with 85 credits towards an OC degree may transfer back 5 credits from another accredited institution. Otherwise, the last 10 credits must be earned at OC.
- NOTE: Military personnel and dependents with a SOC agreement are exempt from this requirement.
- No more than 30 “Pass/No Credit” 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

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

Direct Transfer Agreement

Olympic College subscribes to the Washington State Intercollege Relations Commission (ICRC) Direct Transfer Agreement (DTA). Under this agreement, most Washington baccalaureate institutions accept a DTA degree to fulfill lower division general education requirements. Students transferring to an ICRC member college with a DTA will generally be admitted as juniors. They will still have to meet admission requirements of their college or university and major.

Transfer Rights and Responsibilities

Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to communicate and complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor’s degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

Transfer Associate Degree Options

Associate in Arts–Direct Transfer Agreement (AA)

Appropriate for many intended majors, especially in the Humanities and Social Sciences. Students will have 30 credits of electives which should be tailored to the future major. See the “Associate in Arts - Direct Transfer Agreement” worksheet in this section.

Associate in Elementary Education–Direct Transfer Agreement/Major Related Program (AEE-DTA/MPR)

For students preparing for an elementary education major at one of the following participating institutions: CWU, EWU, WSU, WWU, City University, Gonzaga, Heritage, PLU, SMU, SPU, WWC, or Whitworth. See the “Associate in Arts - Elementary Education - 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, Environmental/Resource Sciences, Chemistry, Geology, and Earth Sciences

Track 2: Engineering, Physics, Computer Science, and Atmospheric Science

Track 2, Engineering Major Related Program (MRP):

- Option 1: Pre-Engineering for Mechanical, Civil, Aeronautical, Industrial, and Materials Science
- Option 2: Pre-Engineering for Bioengineering and Chemical Engineering
- Option 3: Pre-Engineering for Computer and Electrical Engineering

*See course description for prerequisite.*
### Associate in Applied Science—Transfer (AAS-T)

The AAS-T combines technical courses for job preparation and transferable support courses. It transfers to a limited number of institutions with which OC has articulation agreements. OC offers the following AAS-T degrees:

- Early Childhood Education transferring to Washington State University
- Organizational Leadership Resource Management—Leadership and Occupational Studies transferring to Old Dominion University
- Organizational Leadership Resource Management transferring to Brandman University (formerly Chapman University College)

See specific programs in the Professional-Technical section of this catalog to plan and prepare for these degrees.

<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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<tr>
<td>Biology</td>
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<tr>
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<td>X</td>
<td>Track 2</td>
<td></td>
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<tr>
<td>Communication Studies: Journalism</td>
<td>X</td>
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<td></td>
<td>SSH</td>
</tr>
<tr>
<td>Communication Studies: Speech</td>
<td>X</td>
<td></td>
<td></td>
<td>SSH</td>
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<td>Digital Media Arts</td>
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<td>Dramatic Arts</td>
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<tr>
<td>Education</td>
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<td>SSH</td>
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<tr>
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<td>Track 2</td>
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<tr>
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<td>SSH</td>
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<td>Human Services</td>
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<tr>
<td>Physics</td>
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<tr>
<td>Supportive Health Occupations</td>
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</table>

### Abbreviations

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

#### Degrees:
- **AA** Associate in Arts
- **AS** Associate of Science
- **AAS-T** Associate in Applied Science - Transfer

*See course description for prerequisite.*
Courses for the Associate Transfer Degrees and other Associate Degrees. Only those courses numbered 100 and above are acceptable. All courses 195/295, 198/298, and 199/299 will be evaluated individually except as noted below. Continuing Education credits may not be used.

**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, 117, 136, 137
- Communication Studies 101, &102, 105, 153, 201, &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, 284, 293
- Philosophy &101, 115, 240

**Political Science &101, 115, 145, 175, &201, &242, &260**

**Philosophy &101, 115, 145, 175, &242, &260**

**History 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257**

**Human Services 107**

**Human Services Substance Abuse Counselor &101**

**Humanities 145**

**Philosophy &101, &106, 115, 240**

**Physical Education-Education 104, 107**

**Political Science &101, 115, 145, 175, &201, &202, &203, 235, 300**

**Psychology &100, 102, &200, &220, 221, 230, 235, 240, 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 110, 114, 115, 116, 254, 255, 256

**Non-lab courses:**

**Anthropology &205**

**Astronomy 101, 102, 105**

**Biology 104, 351**

**Chemistry &139, &141, &142, &143, &241, &242, &243**

**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 in Natural Sciences distribution:**

- Computer Science &141, 143, 170, 210
- Engineering 240
- Mathematics &107, 112, &131, &132, &141, &142, &144, &146, &147, &148, &151, &152, &163, 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
- Baccalaureate Nursing 320
- Business &201, 215
- Computer Information Systems 120
- Criminal Justice 100, &110, &112
- Early Childhood Education 170
- Education 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
- Baccalaureate Nursing – all except 320, 326, 326A
- Barbering – all
- Business Management – all
- Business Technology – all
- College Level Intensive English – all
- Communication Studies 115, 215
- Computer Information Systems – all except 120
- Construction Management – all
- Cooperative Apprenticeship – all
- Cooperative Education – all
- Cosmetology – all
- Criminal Justice 104, 116, 201
- Culinary Arts – all
- Digital Media Arts – all
- Early Childhood Education – all except 170
- Education 110, 120, 122, 123, 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
- Manicurist – all
- Manufacturing – all
- Mathematics 100
- Medical Assisting – all
- Nursing – 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
- Physical Therapist Assistant – all
- Polysomnography – all
- Practical Nursing – all
- Technical Design – all
- Transition to Associate Degree Nursing – all
- Welding – all

*See course description for prerequisite.*
## Associate in Arts – Direct Transfer Agreement

- Each course can be counted toward only one skill or distribution area.
- Only college level courses numbered 100 or above are allowed.
- College level GPA must be at least 2.0. Courses transferred from another college do not count in GPA.
- Of courses which are normally graded, no more than 30 credits may be taken as Pass/No Credit.
- At least 20 quarter credits in the degree must earned at OC.
- Students with 85 credits towards an OC degree may transfer back 5 credits from another accredited institution. Otherwise, the last 10 credits must be earned at OC.
- Students should work closely with an advisor at the planned baccalaureate institution to choose courses.

### Skill Areas Requirements:

#### Written Communication Skills

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

- Skill Areas Requirements:

#### Symbolic/Quantitative Skills

- MATH &107, 112, &131, &132, &141, &142, &144, &146, 147, &148, &151, &152, &163, 210, 221, 222, 250, &264 ____ cr
- or
- PHIL& 106 Intro to Logic ____ cr
- with demonstrated mastery of Intermediate Algebra (see below)
- or
- BUS 215 Business Statistics* ____ cr
- if authorized in writing by Business or Economics faculty advisor

#### Distribution Requirements

- If Philosophy &106 (Logic) is used for Symbolic/Quantitative Skills

<table>
<thead>
<tr>
<th>Intermediate Algebra Mastery</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory placement test score</td>
<td></td>
</tr>
<tr>
<td>A Mathematics course for which Intermediate Algebra is a prerequisite</td>
<td></td>
</tr>
<tr>
<td>MATH 099 Intermediate Algebra*</td>
<td></td>
</tr>
</tbody>
</table>

### Distribution Requirements (continued)

#### Natural Sciences

- From at least two different disciplines
- At least one laboratory science course
- Maximum 5 credits from Computer Science, Engineering, Mathematics, and Philosophy

#### Social Sciences

- From at least two different disciplines

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

<table>
<thead>
<tr>
<th>Transferable Courses (15-30 cr)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Courses (0-15 cr)</td>
<td></td>
</tr>
</tbody>
</table>

### Total: (minimum 90 credits required) ____ cr

---

*See course description for prerequisite.*
## Worksheet (2010-2011)

### Associate in Arts – Elementary Education MRP – Direct Transfer Agreement

- Each course can be counted toward only one skill or distribution area.
- Only college level courses numbered 100 or above are allowed.
- College level GPA must be at least 2.0. Courses transferred from another college do not count in GPA.
- Of courses which are normally graded, no more than 30 credits may be taken as Pass/No Credit.
- At least 20 quarter credits in the degree must be earned at OC.

### Course Credits

#### Education (minimum of 7 credits from the following)
- EDUC 199 Practicum (minimum of 2 credits) +____ cr
- EDUC& 202 Intro to Education +____ cr

#### Diversity (5 credits from one of the following)
- ANTH& 206 Cultural Anthropology +____ cr
- SOC 230 Sexuality and Gender* +____ cr

#### Written Communication Skills (10 credits if taken at OC)
- ENGL& 101 English Composition I* +____ cr
- ENGL& 102 Composition II* +____ cr

#### Quantitative Skills (10 credits if taken at OC)
- MATH& 131 Math Reasoning/Elementary Teachers I* +____ cr
- MATH& 132 Math Reasoning/Elementary Teachers II* +____ cr

#### Technology (1-5 credits from one of the following)
- CMPTR 101 Computer Literacy +____ cr
- CMPTR 150 Survey of Computing +____ cr
- EDUC 122 Educational Technology/K-12 Setting +____ cr

### Distribution Requirements:

#### Humanities (15 credits)
- CMST& 220 Public Speaking +____ cr

Additional 10 credits from Art, Drama, Literature, or Music, with no more than 5 credits from Humanities-Skills Performance

- ________________ +____ cr

#### Biological Sciences (5 credits from one of the following)
- BIOL 101 Introduction to Marine Science +____ cr
- BIOL& 160 General Biology w/Lab +____ cr

#### Chemistry or Physics (6 credits from one of the following)
- CHEM& 110 Chemical Concepts w/Lab* +____ cr
- CHEM& 121 Intro to Chemistry* +____ cr
- PHYS 110 Introduction to Physics* +____ cr
- PHYS 114 General Physics* +____ cr

#### Geology or Earth Sciences (5 credits from one of the following)
- GEOL& 110 Environmental Geology +____ cr
- GEOL& 208 Geology of Pacific NW +____ cr

### Course Distribution Requirements (continued)

#### Social Sciences (20 credits)
- HIST 110 Modern Asia +____ cr
- HIST& 136 US History 1* +____ cr
- HIST& 137 US History 2* +____ cr

Additional 5 credits from Social Science distribution area such as PSYC& 200, Lifespan Psychology, or other Psychology, Sociology (if SOC 230 not used in Diversity requirement), Economics, or Geography

- ________________ +____ cr

#### Electives (12 credits or sufficient credits to meet the 90 credit total)

The following electives are recommended:

- ECE 190 Multicultural Education +____ cr
- EDUC& 115 Child Development +____ cr
- EDUC 122 Educational Technology/K-12 Setting +____ cr
  (if not used as technology requirement)
- EDUC 123 Classroom Management +____ cr
- EDUC 125 Instructional Roles of Para Educators +____ cr
- EDUC& 203 Exceptional Child +____ cr

- ________________ +____ cr

#### Total: (minimum 90 credits required) +____ cr

### Note:

The total number of fully transferable credits must be at least 75.

- + Fully Transferable

---

Student: ________________________________________________
Signature: _________________________________________________
Transfer to: ________________________________________________

Faculty Advisor: ____________________________________________
Signature: _________________________________________________

Faculty Advisor Office Phone
Dilling, Gayle HOC 138 360.475.7289
Sanford, Mary HSS 339 360.475.7317

---

*See course description for prerequisite.*
### Associate of Science Degree – Track 1

#### 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:** ____________________________________

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

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Quarter Completed</th>
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<td><strong>Basic Quantitative Skills</strong> (15 credits)</td>
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<td>Mathematics &amp;146</td>
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<td>Mathematics &amp;163</td>
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<td>(In addition to the above, choose at least one of the following complete sequences carefully in consultation with an advisor)</td>
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<tr>
<td>Physics 256</td>
<td>Engineering Physics*</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Elective Science and Mathematics (See Note 1)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology &amp;241</td>
<td>Human A &amp; P 1*</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology &amp;242</td>
<td>Human A &amp; P 2*</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology &amp;260</td>
<td>Microbiology*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science &amp;141</td>
<td>Computer Science I Java*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geology &amp;101</td>
<td>Intro Physical Geology</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geology &amp;103</td>
<td>Historical Geology</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Geology &amp;110</td>
<td>Environmental Geology</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics 221</td>
<td>Differential Equations I*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics 250</td>
<td>Linear Algebra*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics &amp;264</td>
<td>Calculus IV*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

*See course description for prerequisite.*
Associate Degrees & Transfer Planning

WORKSHEET (2010-2011)

Associate of Science Degree – Track 2
Engineering, Physics, Computer Science and Atmospheric Science

This checklist is intended for students with an interest in transferring to a university in one of the targeted disciplines (note for engineering transfer within the State of Washington, use the Associate of Science (Track 2) Major Related Program—Pre-Engineering degree appropriate for the desired discipline). It is noted that the Associate in Arts degree may be better suited for transfer to certain baccalaureate institutions. Students should meet with an academic faculty advisor to determine the suitable degree for them. The student, in consultation with an academic faculty advisor, will maintain this checklist while at OC. The quarter before expected completion, this checklist, signed by the student and the academic faculty advisor, should be submitted with a graduation application to the Registrar’s office. Note: Though courses in a foreign language are not required for the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or graduation.

Student: ____________________________ Academic Faculty Advisor: ____________________________
Signature: ____________________________ Signature: ____________________________
Major: ____________________________ Transfer to: ____________________________

NOTE: Prior to starting some or all of the following courses, students should:
☐ Complete ENGL 098
☐ Complete MATH& 142 or MATH& 144 or place into MATH& 151
☐ Complete PHYS 110 or a rigorous high school physics class
☐ Complete CHEM 139 or place into CHEM& 141

Course Number Course Title Credits Quarter Completed Grade

Basic Written Communication Skills (10 credits)
English &101 English Composition I* 5
English &102 Composition II* 5
English &235 Technical Writing* 5

Basic Quantitative Skills (15 credits)
Mathematics &151 Calculus I* 5
Mathematics &152 Calculus II* 5
Mathematics &163 Calculus III* 5

Humanities and Social Sciences (15 credits: 5 cr. in Humanities, 5 cr. in Social Sciences, and 5 cr. in either one—see distribution requirements)

Required Science
Chemistry &141/&151 General Chemistry I and Lab* 6.5
Physics 254 Engineering Physics* 6
Physics 255 Engineering Physics* 6
Physics 256 Engineering Physics* 6

Elective Courses (See Note 1)
Chemistry &142/&152 General Chemistry II and Lab* 6.5
Chemistry &143/&153 General Chemistry III and Lab* 6
Chemistry &241/&251 Organic Chem I and Lab* 5.5
Chemistry &242/&252 Organic Chem II and Lab* 6
Computer Science &141 Computer Science I Java* 5
Computer Science 143 Computer Science II Java* 5
Engineering &114 Engineering Graphics 5
Engineering 170/171 Fundamentals of Materials Science and Lab* 5
Engineering &204 Electrical Circuits* 5
Engineering &214 Statics* 5
Engineering &215 Dynamics* 5
Engineering &224 Thermodynamics* 5
Engineering &225 Mechanics of Materials* 5
Engineering 240 Applied Numerical Methods for Engr* 5
Mathematics 221 Differential Equations I* 5
Mathematics 222 Differential Equations II* 5
Mathematics 250 Linear Algebra* 5
Mathematics &264 Calculus 4* 5
Meteorology 101 Weather and Atmosphere* 5

Total: minimum 90 credits required (see Note 2), minimum 2.0 GPA (See Note 3).

NOTE 1: For advising, new students should contact the Science, Engineering and Mathematics Advisor 360.475.7743, SEMAdvisor@olympic.edu.

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

NOTE 3: The Direct Transfer Agreement stipulates a minimum 2.75 GPA to be admitted to a Washington university 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 university 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.
WORKSHEET (2010-2011)

Associate of Science (Track 2) Major Related Program (AST2/MRP Opt 1)

Pre-Engineering for Mechanical, Civil, Aeronautical, Industrial, Materials Science

This checklist is intended for students with an interest in an engineering major at a university in Washington State (Use Associate of Science, Track 2 for transfer outside of Washington). Students should meet with an engineering faculty advisor (see Note 1) and maintain this checklist while at Olympic College. The quarter before expected completion, this checklist, signed by the student and the academic faculty advisor, should be submitted with a graduation application to the Registrar’s office.

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

Student: ______________________________________ Academic Faculty Advisor: ____________________________

Signature: ____________________________________ Signature: _________________________________________

Major: ______________________________________ Transfer to: __________________________________________

NOTE: Prior to starting some or all of the following courses, students should:
- Complete ENGL 098 or earn a placement in ENGL& 101
- Complete MATH& 142 or MATH& 144 or place into MATH& 151
- Complete PHYS 110 or a rigorous high school physics class

Required Communication Skills

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Quarter Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>English &amp;101</td>
<td>English Composition I*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English &amp;235</td>
<td>Technical Writing*</td>
<td>5</td>
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Required Mathematics

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<th>Course Title</th>
<th>Credits</th>
<th>Quarter Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<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 III*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics 221</td>
<td>Differential Equations I*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics 250</td>
<td>Linear Algebra*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Humanities and Social Sciences (15 credits: 5 cr. in Humanities, 5 cr. in Social Sciences, and 5 cr. in either one—see distribution requirements—see Note 5)

<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></td>
<td></td>
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Required Science

<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>Chemistry &amp;141/151</td>
<td>General Chemistry I and Lab*</td>
<td>6.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry &amp;142/152</td>
<td>General Chemistry II and Lab*</td>
<td>6.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 254</td>
<td>Engineering Physics*</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 255</td>
<td>Engineering Physics*</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 256</td>
<td>Engineering Physics*</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required Engineering

<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>Engineering &amp;214</td>
<td>Statics*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering &amp;215</td>
<td>Dynamics*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering &amp;225</td>
<td>Mechanics of Materials*</td>
<td>5</td>
<td></td>
<td></td>
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</table>

Required Computer Programming

<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></td>
<td>Choose approved computer programming course* (see Note 1 for advising)</td>
<td>5</td>
<td></td>
<td></td>
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</table>

Elective Courses (in consultation with advisor select courses as appropriate for intended major and transfer institution)

<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>Computer Science &amp;141</td>
<td>Computer Science Java*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering &amp;104</td>
<td>Intro to Design</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering &amp;114</td>
<td>Engineering Graphics</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering 170/171</td>
<td>Fundamentals of Materials Science and Lab*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering &amp;204</td>
<td>Electrical Circuits*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering &amp;224</td>
<td>Thermodynamics*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering 240</td>
<td>Applied Numerical Methods for Engr*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics 222</td>
<td>Differential Equations II*</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics &amp;264</td>
<td>Calculus IV*</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: minimum 90 credits required (see Note 2), minimum 2.0 GPA (See Note 3).

NOTE 1: For advising, new students should contact the Science, Engineering and Mathematics Advisor 360.475.7743, SEMAdvisor@olympic.edu.

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

NOTE 3: The Direct Transfer Agreement stipulates a minimum 2.75 GPA to be admitted to a Washington university 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 university 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.

NOTE 5: A course in economics is recommended (ECON& 202 is the best choice).
### Pre-Engineering for Bioengineering and Chemical Engineering

This checklist is intended for students with an interest in an **Engineering** major at a university in Washington State (Use Associate of Science, Track 2 for transfer outside of Washington). Students should meet with an engineering faculty advisor (see Note 1) and maintain this checklist while at Olympic College. The quarter before expected completion, this checklist, signed by the student and the academic faculty advisor, should be submitted with a graduation application to the Registrar’s office.

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

**Student:** ___________________________ **Academic Faculty Advisor:** ___________________________

**Signature:** ___________________________ **Signature:** ___________________________

**Major:** ___________________________ **Transfer to:** ___________________________

**NOTE:** Prior to starting some or all of the following courses, students should:
- Complete ENGL 098 or earn a placement in ENGL& 101
- Complete MATH& 142 or MATH& 144 or place into MATH& 151
- Complete PHYS 110 or a rigorous high school physics class

### Course Number | Course Title | Credits | Quarter Completed | Grade
--- | --- | --- | --- | ---
**Required Communication Skills**
English &101 | English Composition I* | 5 |  |  
English &235 | Technical Writing* | 5 |  |  
**Required Mathematics**
Mathematics &151 | Calculus I* | 5 |  |  
Mathematics &152 | Calculus II* | 5 |  |  
Mathematics &163 | Calculus III* | 5 |  |  
Mathematics 221 | Differential Equations I* | 5 |  |  
**Humanities and Social Sciences** (15 credits: 5 cr. in Humanities, 5 cr. in Social Sciences, and 5 cr. in either one—see distribution requirements—see Note 5)
--- | --- | --- | --- | ---
--- | --- | --- | --- | ---
**Required Science**
Chemistry &141/&151 | General Chemistry I and Lab* | 6.5 |  |  
Chemistry &142/&152 | General Chemistry II and Lab* | 6.5 |  |  
Chemistry &143/&153 | General Chemistry III and Lab* | 6 |  |  
Chemistry &241/&251 | Organic Chem I and Lab* | 5.5 |  |  
Physics 254 | Engineering Physics* | 6 |  |  
Physics 255 | Engineering Physics* | 6 |  |  
Physics 256 | Engineering Physics* | 6 |  |  
**Elective Courses** *(in consultation with advisor select courses as appropriate for intended major and transfer institution)*
Biology 201 | Majors Biology I* | 5 |  |  
Biology 202 | Majors Biology II* | 5 |  |  
Chemistry 242/&252 | Organic Chem II and Lab* | 6 |  |  
Computer Science &141 | Computer Science I Java* | 5 |  |  
Computer Science 143 | Computer Science II Java* | 5 |  |  
Engineering &104 | Intro to Design | 5 |  |  
Engineering &114 | Engineering Graphics | 5 |  |  
Engineering &204 | Electrical Circuits* | 5 |  |  
Engineering &214 | Statics* | 5 |  |  
Engineering &224 | Thermodynamics* | 5 |  |  
Engineering 240 | Applied Numerical Methods for Engr* | 5 |  |  
Mathematics 222 | Differential Equations II* | 5 |  |  
Mathematics 250 | Linear Algebra* | 5 |  |  
Mathematics &264 | Calculus 4* | 5 |  |  
--- | --- | --- | --- | ---
**Total:** minimum 90 credits required *(see Note 2), minimum 2.0 GPA *(See Note 3).*

**NOTE 1:** For advising, new students should contact the Science, Engineering and Mathematics Advisor 360.475.7743, SEMAdvisor@olympic.edu. For further advising contact either Dr. Jeff Brown, 360.475.7738, jgbrown@olympic.edu or Linnea Hess, 360.475.7727, lhess@olympic.edu.

**NOTE 2:** It will require more than 90 credits to achieve junior standing, but the total depends on engineering major and transfer university.

**NOTE 3:** The Direct Transfer Agreement stipulates a minimum 2.75 GPA to be admitted to a Washington university 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 university 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.

**NOTE 5:** A course in economics is recommended (ECON& 202 is the best choice).
WORKSHEET (2010-2011)

Associate of Science (Track 2) Major Related Program (AST2/MRP Opt 3)

Pre-Engineering for Computer and Electrical Engineering

This checklist is intended for students with an interest in an engineering major at a university in Washington State (Use Associate of Science, Track 2 for transfer outside of Washington). Students should meet with an engineering faculty advisor (see Note 1) and maintain this checklist while at Olympic College. The quarter before expected completion, this checklist, signed by the student and the academic faculty advisor, should be submitted with a graduation application to the Registrar’s office.

Note: Although courses in a foreign language are not required for the Associate of Science degree, some universities may require two or three quarters of foreign language for admission or for graduation.

Course Number Course Title Credits Quarter Completed Grade

Required Communication Skills
English &101 English Composition I* 5
English &235 Technical Writing* 5

Required Mathematics
Mathematics &151 Calculus I* 5
Mathematics &152 Calculus II* 5
Mathematics &163 Calculus III* 5
Mathematics 221 Differential Equations I* 5
Mathematics 250 Linear Algebra* 5

Humanities and Social Sciences (15 credits: 5 cr. in Humanities, 5 cr. in Social Sciences, and 5 cr. in either one—see distribution requirements—see Note 5)

Required Science
Chemistry &141/&151 General Chemistry I and Lab* 6.5
Physics 254 Engineering Physics* 6
Physics 255 Engineering Physics* 6
Physics 256 Engineering Physics* 6

Required Engineering
Engineering &204 Electrical Circuits* 5

Required Computer Programming
Choose approved computer programming course* (see Note 1 for advising) 10

Elective Courses (in consultation with advisor select courses as appropriate for intended major and transfer institution—at least one course in computer programming or numerical methods is generally required by transfer institutions)

Biology 201 Majors Biology I* 5
Chemistry &142/&152 General Chemistry II and Lab* 6.5
Computer Science 143 Computer Science I Java* 5
Computer Science 144 Computer Science II Java* 5
Engineering &104 Intro to Design 5
Engineering &214 Statics* 5
Engineering &224 Thermodynamics* 5
Engineering 240 Applied Numerical Methods for Engr* 5
Mathematics 222 Differential Equations II* 5
Mathematics &264 Calculus 4* 5

Total: minimum 90 credits required (see Note 2), minimum 2.0 GPA (See Note 3).

NOTE 1: For advising, new students should contact the Science, Engineering and Mathematics Advisor 360.475.7743, SEMAdvisor@olympic.edu.

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

NOTE 3: The Direct Transfer Agreement stipulates a minimum 2.75 GPA to be admitted to a Washington university 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 university for details.

NOTE 4: Although the University of Washington no longer is a party to the DTA; however the minimum GPA for transfer to UW is 2.75.

NOTE 5: A course in economics is recommended (ECON& 202 is the best choice).

*See course description for prerequisite.

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
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 course work in each of the subfields.

Students who intend to major in Anthropology at a four-year institution should follow the distribution requirements for an Associate in Arts (AA) Degree. Good writing skills are essential and should be developed. Most undergraduate programs require at least one statistics course. Competence in one foreign language is also required for some undergraduate and most graduate programs.

Students should complete the Associate in Arts 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, Carolina</td>
<td>HSS 334</td>
<td>360.475.7111</td>
</tr>
</tbody>
</table>

Recommended Courses Credits

| ANTH& | 100 Survey of Anthropology | 5 |
| ANTH& | 204 Archaeology | 5 |
| ANTH& | 205 Biological Anthropology | 5 |
| ANTH& | 206 Cultural Anthropology | 5 |
| ANTH& | 207 Linguistic Anthropology | 5 |
| ANTH& | 210 Indians of North America | 5 |
| ENGL& | 101 English Composition I* | 5 |
| ENGL& | 102 Composition II* | 5 |
| Languages—Select any courses in this area (3 quarters) | 15 |
| MATH& | 107 Math in Society* | 5 |
| or MATH& | 141 Precalculus I: Algebra* | 5 |
| MATH& | 146 Introduction to Stats* | 5 |

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 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 Credits

<table>
<thead>
<tr>
<th>Faculty</th>
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<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wu, Ino</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 Courses

| ART 102 Art History/Ancient—Byzantine | 5 |
| ART 103 Art History/Medieval—Renaissance | 5 |
| ART 106 Drawing I | 5 |
| ART 107 Drawing II* | 5 |
| ART 110 Design I* | 5 |
| ART 111 Design II* | 5 |
| ART 125 Ceramics I | 5 |
| ART 230 Watercolor I | 5 |
| ART 240 Painting I* | 5 |
| ART 266 Sculpture I | 5 |

Biology

Associate in Arts (DTA) or Associate of Science (Track 1)

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

Recommended Courses Credits

<table>
<thead>
<tr>
<th>Faculty</th>
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<tr>
<td>Dodge, Matthew</td>
<td>OC Poulsbo 217C</td>
<td>360.394.2747</td>
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<tr>
<td>Elouria, Angelo</td>
<td>ST 206</td>
<td>360.475.7734</td>
</tr>
<tr>
<td>Ferguson, Deanna</td>
<td>ST 208</td>
<td>360.475.7274</td>
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<tr>
<td>Miller, Larry</td>
<td>ST 207</td>
<td>360.475.7703</td>
</tr>
<tr>
<td>Seavy, Don</td>
<td>ST 216</td>
<td>360.475.7732</td>
</tr>
</tbody>
</table>

Recommended Courses Credits

| BIOL | 201 Majors Biology I* | 5 |
| BIOL | 202 Majors Biology II* | 5 |
| BIOL | 203 Majors Biology III* | 5 |

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

| CHEM& | 141 General Chemistry I* | 5 |
| CHEM& | 142 General Chemistry II* | 5 |
| CHEM& | 143 General Chemistry III* | 3 |
| CHEM& | 151 General Chem Lab I* | 1.5 |
| CHEM& | 152 General Chem Lab II* | 1.5 |
| CHEM& | 153 General Chem Lab III* | 3 |
| CHEM& | 241 Organic Chem I* | 4 |
| CHEM& | 242 Organic Chem II* | 4 |
| CHEM& | 243 Organic Chem III* | 4 |
| CHEM& | 251 Organic Chem Lab I* | 1.5 |
| CHEM& | 252 Organic Chem Lab II* | 2 |
| CHEM& | 253 Organic Chem Lab III* | 3 |
| ENGL& | 101 Intro Physical Geology | 5 |
| MATH& | 141 Precalculus I: Algebra* | 5 |
| PHYS | 114 General Physics | 6 |

Chemistry

Associate in Arts (DTA) or Associate of Science (Track 1)

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 Credits

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Baldwin, Ted</td>
<td>ST 205</td>
<td>360.475.7733</td>
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<td>Flowers, Billy</td>
<td>ST 209</td>
<td>360.475.7707</td>
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<td>Geyer, Cameron</td>
<td>ST 213</td>
<td>360.475.7728</td>
</tr>
<tr>
<td>Kieburtz, Robert</td>
<td>ST 210</td>
<td>360.475.7730</td>
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Recommended Courses Credits

| CHEM& | 141 General Chemistry I* | 5 |
| CHEM& | 142 General Chemistry II* | 5 |
| CHEM& | 143 General Chemistry III* | 3 |
| CHEM& | 151 General Chem Lab I* | 1.5 |
| CHEM& | 152 General Chem Lab II* | 1.5 |
| CHEM& | 153 General Chem Lab III* | 3 |
| CHEM& | 241 Organic Chem I* | 4 |
| CHEM& | 242 Organic Chem II* | 4 |
| CHEM& | 243 Organic Chem III* | 4 |
| CHEM& | 251 Organic Chem Lab I* | 1.5 |

*See course description for prerequisite.
Communication Studies: 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 also will 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
Prince, Michael
Office: Technical 101A
Phone: 360.475.7243

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<td>ENGL&amp; 235</td>
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<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>Math in Society</td>
<td>5</td>
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</table>

Recommended Courses

Communication Studies, 15 credits will count toward Humanities Distribution, others toward electives:

- CMST 101: Reporting and News Writing I | 5
- CMST 105: Intro to Mass Media | 5
- CMST 201: Reporting and News Writing II | 5
- CMST& 210: Interpersonal Communication | 5
- CMST& 220: Public Speaking | 5

Social Sciences, at least 15 credits from the following:

- ECON& 202: Macro Economics | 5
- PHIL& 101: Intro to Philosophy | 5
- PHIL 240: Intro to Ethics | 5
- POLS& 101: Intro Political Science | 5
- POLS& 202: American Government | 5
- PSTC& 100: General Psychology | 5
- PSTC 221: Social Psychology | 5
- SOC& 101: Intro to Sociology | 5

Natural Sciences: follow guidelines for AA degree

Other Recommended Electives:

- ENGL& 111: Intro to Literature | 5
- ENGL& 244: American Literature I | 5
- ENGL& 245: American Literature II | 5
- Physical Education — 3 quarter credits | 3

Communication Studies: 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.

Recommended Courses

<table>
<thead>
<tr>
<th>Faculty</th>
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<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard, Alyson</td>
<td>HSS 341</td>
<td>360.475.7417</td>
</tr>
</tbody>
</table>

Criminal Justice

Associate in Arts (DTA)

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

Students should complete the Associate in Arts Degree requirements.

Recommended Courses

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<tbody>
<tr>
<td>Fernandez, Robert</td>
<td>HSS 331</td>
<td>360.475.7337</td>
</tr>
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</table>

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 ATA degree provided the suitable courses were taken at Olympic College. For information on these ATA degree options, consult with a Computer Information Systems advisor.

Recommended Elective Courses

Students should choose from the following:

- ART 110: Design I | 5
- ART 111: Design II | 5
- ART 266: Sculpture | 5
- CMST& 210: Intro to Mass Media | 5
- CMST 201: Reporting and News Writing | 5
- DMA 110: Video Production Foundations | 5
- DMA 120: Beginning Photoshop | 5
- DMA 154: Electronic Music Foundations | 5
- DMA 155: Electronic Music — Intermediate | 5
- DMA 257: Video Prod: Video Editing | 5
- DMA 260: Video Prod: Video Writing | 5
- DMA 263: Video Prod: Video Graphics | 5
- DMA 266: Video Prod: Video Music | 5
- DRMA 120: Theatre Production Workshop | 5
- DRMA 210: Stagecraft | 5
- DRMA 212: Lighting Design I | 5
- DRMA 251: Lighting Design II | 5

Digital Media Arts

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.

Required Courses

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<tr>
<th>Faculty</th>
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<tbody>
<tr>
<td>Silverthorn, Joseph</td>
<td>Art 112</td>
<td>360.475.7310</td>
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Recommended Elective Courses

Students should choose from the following:

- ENGL& 235: Technical Writing | 5
- ENGL& 240: Technical Writing | 5
- ENGL& 250: Technical Writing | 5
- ENGL& 251: Technical Writing | 5
- ENGL& 252: Technical Writing | 5
- ENGL& 253: Technical Writing | 5
- ENGL& 254: Technical Writing | 5
- ENGL& 255: Technical Writing | 5
- ENGL& 256: Technical Writing | 5

*See course description for prerequisite.*
### Associate Degrees & Transfer Planning

#### Dramatic Arts

**Associate in Arts (DTA)**

The Department of Dramatic Arts educates and prepares students for careers in all of the contemporary vehicles of drama—including live theatre, film, television and video as well as the new emerging media forms. Our goals are to provide students with the practical skills and artistry necessary to develop and refine their creative talents within their chosen disciplines—acting, directing, scriptwriting or production design—and to offer the major introductory courses of the first two years of a Baccalaureate Program in Dramatic Arts.

The department is committed to serving the authentic needs of the modern dramatic artist of the 21st Century by integrating the study of theatre, film and video under a single institutional umbrella. Our curriculum encourages and inspires the student artist to stretch and expand the fabric of his or her talent through a structured, process-oriented professional program that stresses self-discipline, self-discovery, self-expression and self-actualization. Through the mastery of specific skills and techniques, our students' talents and creative instincts are nurtured and accelerated until their artistic potential flourishes.

Students should complete the Associate in Arts Degree requirements.

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<tr>
<td>Horgan, Timothy</td>
<td>Music 101</td>
<td>360.475.7315</td>
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**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 Skills Standards for Early Childhood and School Age Care Professions.

<table>
<thead>
<tr>
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<td>HOC 138</td>
<td>360.475.7289</td>
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**Recommended Courses**

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<td>ECE 190</td>
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**Elementary Education Major Ready Pathway**

**Associate in Arts (DTA)**

This program will prepare the student to transfer to a four-year college or university offering teacher certification, including Western Washington University at Olympic College.

Students should work closely with an adviser at the planned baccalaureate institution to choose courses.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dilling, Gayle</td>
<td>HOC 138</td>
<td>360.475.7289</td>
</tr>
<tr>
<td>Sanford, Mary</td>
<td>HSS 339</td>
<td>360.475.7317</td>
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**Recommended Courses**

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<td>MATH 141</td>
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**Elementary 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.

---

*See course description for prerequisite.*
### Mechanical, Civil, Aeronautical, Industrial, Materials Science Pre-Engineering

#### Associate of Science (Track 2) Major Related Program (AST-2/MPR 1)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MPR 1 degree is intended for students with an interest in transferring to an engineering school in the state of Washington in one of the subject disciplines. For transfer to an engineering school outside the state of Washington students should use the AS (Track 2) degree.

Students pursuing an AST-2/MPR 1 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Hess, Linnea</td>
<td>ST 214</td>
<td>360.475.7727</td>
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#### Required Courses

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### Biological and Chemical Pre-Engineering

#### Associate of Science (Track 2) Major Related Program (AST-2/MPR 2)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MPR 2 degree is intended for students with an interest in transferring to an engineering school in the state of Washington in one of the subject disciplines. For transfer to an engineering school outside the state of Washington students should use the AS (Track 2) degree.

Students pursuing an AST-2/MPR 2 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

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<th>Phone</th>
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<tbody>
<tr>
<td>Hess, Linnea</td>
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#### Required Courses

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<tr>
<th>Credits</th>
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#### Elective Courses

Elective Courses—in consultation with faculty advisor, choose electives appropriate for major and transfer university.
Associate Degrees & Transfer Planning

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

Students should complete the Associate in Arts Degree requirements.

**Faculty Office Phone**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begert, Sonja</td>
<td>HSS 324</td>
<td>360.394.2709</td>
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<tr>
<td>Cameron, Thomas</td>
<td>HSS 344</td>
<td>360.475.7509</td>
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<tr>
<td>Hoene, Kathryn</td>
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<td>360.475.7354</td>
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<td>Hong, Nathaniel</td>
<td>HSS 342</td>
<td>360.475.7335</td>
</tr>
<tr>
<td>Hoover, Carmen</td>
<td>OC Shelton Tij127</td>
<td>360.425.5409</td>
</tr>
<tr>
<td>Jung, Eunha</td>
<td>HSS 322</td>
<td>360.475.7627</td>
</tr>
<tr>
<td>Meyers, Judith</td>
<td>HSS 336</td>
<td>360.475.7338</td>
</tr>
<tr>
<td>Plevin, Arlene</td>
<td>HSS 321</td>
<td>360.475.7626</td>
</tr>
<tr>
<td>Sherman, Ian</td>
<td>HSS 316</td>
<td>360.475.7638</td>
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</table>

**Recommended Primary Courses Credits**

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

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

**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.
**Associate Degrees & Transfer Planning**

**Languages—Select any course from this area**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 107 Math in Society* (or higher)</td>
<td>5</td>
</tr>
<tr>
<td>PHIL&amp; 106 Intro to Logic</td>
<td>5</td>
</tr>
<tr>
<td>POLS 115 State/Local Government</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 201 Social Problems</td>
<td>5</td>
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</table>

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHEM 141 General Chemistry I*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 142 General Chemistry II*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 143 General Chemistry III*</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 151 General Chem Lab I*</td>
<td>1.5</td>
</tr>
<tr>
<td>CHEM 152 General Chem Lab II*</td>
<td>1.5</td>
</tr>
<tr>
<td>CHEM 153 General Chem Lab III*</td>
<td>3</td>
</tr>
<tr>
<td>GEO&amp; 101 Intro Physical Geology</td>
<td>5</td>
</tr>
<tr>
<td>GEO&amp; 103 Historical Geology</td>
<td>5</td>
</tr>
<tr>
<td>GEO&amp; 110 Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>MATH&amp; 141 Precalculus I: Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 142 Precalculus II: Trig*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 254 Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 255 Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 256 Engineering Physics*</td>
<td>6</td>
</tr>
</tbody>
</table>

**History**

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.

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 100 Survey of Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>Geography—Select a course in this area</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 116 Western Civilization I</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 117 Western Civilization II</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 118 Western Civilization III</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 136 US History 1*</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 137 US History 2*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Human Services**

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

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 235 Technical Writing*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107 Math in Society* (or above)</td>
<td>5</td>
</tr>
</tbody>
</table>

**Humanities: Select 15 credits from 3 disciplines**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL&amp; 121 Am Sign Language I</td>
<td>5</td>
</tr>
<tr>
<td>ASL&amp; 122 Am Sign Language II</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 102 Intro to Mass Media</td>
<td>5</td>
</tr>
<tr>
<td>CMST 153 Intercultural Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210 Interpersonal Communication</td>
<td>5</td>
</tr>
</tbody>
</table>

*See course description for prerequisite.*

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Associate Degrees & Transfer Planning

**Marine Science/Oceanography**

**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**

**Seyou, Don**

ST 216 360.475.7732

**Recommended Courses Credits**

| Biol 201 Majors Biology I* | 5 |
| Biol 202 Majors Biology II* | 5 |
| Biol 203 Majors Biology III* | 5 |
| Biol 240 Marine Biology* | 5 |

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

**Chem 141 General Chemistry I* | 5 |
**Chem 142 General Chemistry II* | 5 |
**Chem 143 General Chemistry III* | 3 |
**Chem 151 General Chem Lab I* | 1.5 |
**Chem 152 General Chem Lab II* | 1.5 |
**Chem 153 General Chem Lab III* | 4 |
**Chem 241 Organic Chem I* | 4 |
**Chem 242 Organic Chem II* | 4 |
**Chem 243 Organic Chem III* | 4 |
**Chem 251 Organic Chem Lab I* | 1.5 |
**Chem 252 Organic Chem Lab II* | 2 |

**Mathematics**

**Associate in Arts (DTA)**

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

Students should complete the Associate in Arts Degree requirements.

**Faculty Office Phone**

**Brackebusch, Ann**

HSS 343 360.475.7735

**Briggs, Elisabeth**

OC Shelton 113 360.432.5408

**Dodge, Mike**

HSS 335 360.475.7267

**Friederick, Christopher**

ST 118 360.475.7737

**Haines, Martin**

ST 116 360.475.7714

**Heinzle, Jason**

OC Poulbo 214 360.394.2471

**Howell, James**

ST 117 360.475.7716

**Hulebush, Karen**

ST 115 360.475.7736

**Keho, Mary Ann**

ST 114 360.475.7719

**O’Neill, Elizabeth**

ST 112 360.475.7774

**Robertson, Donald**

ST 111 360.475.7739

**Stinson, Myong**

ST 211 360.475.7713

**Tritell, Shawn**

ST 120 360.475.7712

**White, Joseph**

ST 212 360.475.7720

**Recommended Courses Credits**

**CS 141 Computer Science I Java* | 5 |
**MATH 146 Introduction to Stats* | 5 |
**MATH 151 Calculus I* | 5 |
**MATH 152 Calculus II* | 5 |
**MATH 163 Calculus III* | 5 |
**MATH 210 Introduction to Discrete Mathematics* | 5 |
**MATH 221 Differential Equations I* | 5 |
**MATH 250 Linear Algebra* | 5 |
**MATH 264 Calculus 4* | 5 |

**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**

**Fraser, Teresa**

Music 104 360.475.7117

**White, Rick**

Music 105 360.475.7118

**Recommended Courses Credits**

**BIOL 241 Human A & P I* | 6 |
**BIOL 242 Human A & P II* | 6 |
**EDUC 202 Intro to Education | 5 |
**MUSC 105 Music Appreciation | 5 |
**PE 104 Health Science | 2 |
**PE-ED 105 College First Aid and Community CPR | 3 |
**PSYC 100 General Psychology | 5 |

**Recommended Courses Credits**

**OPTION 1**

**PSYC 102 Psychology of Adjustment | 5 |
**SOC 101 Intro to Sociology | 5 |
**SOC 201 Social Problems | 5 |

**Music Education**

See the Professional-Technical/Organizational Leadership Resource Management section of this catalog for these degrees.

**Organizational Leadership & Resource Management**

**Leadership & Occupational Studies**

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

See the Professional-Technical/Organizational Leadership Resource Management section of this catalog for these degrees.

**Physical Education**

**Associate in Arts (DTA)**

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

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

**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.

**Faculty Office Phone**

**MacKenzie, Michael**

PED 105 360.475.7742

**Recommended Courses Credits**

**OPTION 1**

**BIOL& 241 Human A & P I* | 6 |
**BIOL& 242 Human A & P II* | 6 |
**EDUC& 202 Intro to Education | 5 |
**MUSC& 105 Music Appreciation | 5 |
**PE-ED 105 College First Aid and Community CPR | 3 |
**PSYC& 100 General Psychology | 5 |
**or PSYC 102 Psychology of Adjustment | 5 |
**or SOC 101 Intro to Sociology | 5 |
**or SOC 201 Social Problems | 5 |

Physical Education–2-3 credits per quarter from PE-SP or PE-RO
Associate Degrees & Transfer Planning

**OPTION 2**

CMST 220 Public Speaking ............................... 5
EDUC& 202 Intro to Education .......................... 5
MUSC& 105 Music Appreciation ......................... 5
PE-ED 104 Health Science ............................... 2
PE-ED 105 College First Aid and Community CPR .... 3

**Recommended Courses**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jokhi, Linnea</td>
<td>ST 214</td>
<td>360.475.7727</td>
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</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.

**Recommended Courses**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Toren, David</td>
<td>HSS 338</td>
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**Recommended Courses**

<table>
<thead>
<tr>
<th>Courses</th>
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<tr>
<td>CHEM&amp; 141 General Chemistry I*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 142 General Chemistry II*</td>
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</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>1.5</td>
</tr>
<tr>
<td>CHEM&amp; 152 General Chem Lab II*</td>
<td>1.5</td>
</tr>
<tr>
<td>CHEM&amp; 153 General Chem Lab III*</td>
<td>3</td>
</tr>
<tr>
<td>MATH&amp; 141 Precalculus I: 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; 163 Calculus III*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 221 Differential Equations I*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 250 Linear Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 264 Calculus IV*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 254 Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 255 Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 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.

**Recommended Courses**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barker, Charles</td>
<td>HSS 340</td>
<td>360.475.7286</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.

**Recommended Courses**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandler, Jack</td>
<td>HSS 340</td>
<td>360.475.6800</td>
</tr>
</tbody>
</table>

**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.

**Recommended Courses**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohen, Mirelle</td>
<td>Shop 201</td>
<td>360.475.7533</td>
</tr>
</tbody>
</table>

*See course description for prerequisite.*
### Associate Degrees & Transfer Planning

**PHIL 240** Intro to Ethics _____________________ 5
**PSYC& 100** General Psychology _____________________ 5
**SOC& 101** Intro to Sociology _____________________ 5
**SOC& 201** Social Problems _____________________ 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.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin, Ted</td>
<td>ST 205</td>
<td>360.475.7733</td>
</tr>
<tr>
<td>Miller, Larry</td>
<td>ST 207</td>
<td>360.475.7703</td>
</tr>
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#### Recommended Courses

<table>
<thead>
<tr>
<th>Recommended Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 160 General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>or BIOL 201 Majors Biology 1*</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 241 Human A &amp; P 1* #</td>
<td>6</td>
</tr>
<tr>
<td>BIOL&amp; 242 Human A &amp; P 2* #</td>
<td>6</td>
</tr>
<tr>
<td>BIOL&amp; 260 Microbiology*</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 121 Intro to Chemistry* #</td>
<td>6</td>
</tr>
<tr>
<td>CHEM&amp; 131 Intro to Organic/Biochem* #</td>
<td>6</td>
</tr>
<tr>
<td>MATH&amp; 141 Precalculus I: Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>or MATH 147 Business Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 148 Business Calculus*</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 114 General Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 115 General Physics*</td>
<td>6</td>
</tr>
</tbody>
</table>

# Courses with (#) pound sign are required for all occupations.

*See course description for prerequisite.*
Professional-Technical Degrees and Certificates

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 separate degree separately and pay for each separate degree application.

Pass/No Credit - No more than 30 credits may be applied toward a degree. No more than one third of total credits in certificates may be pass/no credit. (Courses offered only as “Pass/No Credit” are not included in this limit.)

Residency - At least 20 credits applied toward an associate degree must be earned at OC. Students with 85 OC credits may transfer back remaining credits from another accredited institution. For certificates, at least 20 percent of the certificate’s credits must be earned at OC.

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 combines technical courses required for job preparation and college-level general education courses.

Associate in Technical Arts (ATA)

ATA degree requirements may be met in two different ways. Substituting qualifications in one option to meet corresponding requirements in another option is possible 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.

Option Two Degree Requirements:

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

2. Quantitative: Mathematics 100 or above, or Business Management 140.
3. 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 (CS)

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

Certificate of Proficiency (CP)

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

Certificate of Completion (CC)

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

Certificate of Recognition (CR)

This certificate provides training and requires 10 to 19 credits.

<table>
<thead>
<tr>
<th>AAS: Associate in Applied Science = 90+ cr</th>
<th>AAST: Associate in Applied Science – Transfer = 90+ cr</th>
<th>ATA: Associate in Technical Arts = 90+ cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR: Certificate of Recognition = 10-19 cr</td>
<td>CC: Certificate of Completion = 20-44 cr</td>
<td>CP: Certificate of Proficiency = 45-60 cr</td>
</tr>
<tr>
<td>CS: Certificate of Specialization = 61+ cr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*See course description for prerequisite.*

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# Professional-Technical Degrees and Certificates

<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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<tr>
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<tr>
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<td>B&amp;T</td>
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<tr>
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<td>B&amp;T</td>
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<tr>
<td>Education—Paraeducator</td>
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<td>B&amp;T</td>
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<tr>
<td>Manufacturing Technology</td>
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<td>B&amp;T</td>
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<tr>
<td>Medical Assisting</td>
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<td>X</td>
<td>X</td>
<td></td>
<td>B&amp;T</td>
</tr>
<tr>
<td>Nursing/Healthcare</td>
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<td></td>
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<td>X</td>
<td>MESH</td>
</tr>
<tr>
<td>Organizational Leadership Resource Management</td>
<td></td>
<td></td>
<td>AAS-T</td>
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<td>B&amp;T</td>
</tr>
<tr>
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<td>MESH</td>
</tr>
<tr>
<td>Polysomnographic Technology</td>
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<td>MESH</td>
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<tr>
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<td>X</td>
<td>B&amp;T</td>
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<tr>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>B&amp;T</td>
</tr>
</tbody>
</table>

**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

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

*See course description for prerequisite.
Professional-Technical Degrees and Certificates

Professional-Technical Degree and Certificate Programs

Accounting

ATA – Accounting Technology

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

Graduation Proficiencies

- Keyboarding proficiency of 30+ words-a-minute, one error per minute, is required for graduation. Students may take BSTEC 110 to develop proficiency or may take a keyboarding test to verify proficiency.
- Ten-key desktop calculator proficiency of 8,000 keystrokes per hour. Students may take BSTEC 132 to develop the required proficiency or may take a 10-key test to verify proficiency.

Program Outcomes

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

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

Required Courses Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSTEC 110</td>
<td>Beginning Keyboarding (or pass proficiency test)</td>
<td>2</td>
</tr>
</tbody>
</table>

Choose one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 210</td>
<td>Interpersonal Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
</tbody>
</table>

Electives:

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

Total Credits Required 90

CP – Accounting Clerk

A one-year program for students who find it impossible to remain two years or who desire refresher courses.

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

Program Outcomes

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

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

Required Courses Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSTEC 124</td>
<td>MS Excel Specialist*</td>
<td>4</td>
</tr>
<tr>
<td>BSTEC 130</td>
<td>Practical Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 133</td>
<td>Computerized Accounting*</td>
<td>4</td>
</tr>
<tr>
<td>BSTEC 134</td>
<td>Payroll Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 135</td>
<td>Accounting Simulation/Serv Business*</td>
<td>1</td>
</tr>
<tr>
<td>BSTEC 136</td>
<td>Accounting Simulation/Merch Business*</td>
<td>1</td>
</tr>
<tr>
<td>BSTEC 137</td>
<td>Accounting Simulation/Corporation*</td>
<td>1</td>
</tr>
<tr>
<td>BSTEC 138</td>
<td>Business English*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 139</td>
<td>Business Taxation*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 220</td>
<td>Business Fund Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 250</td>
<td>Business Correspondence*</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law*</td>
<td>5</td>
</tr>
<tr>
<td>CMST 210</td>
<td>Interpersonal Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST 242</td>
<td>Career Communications</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
</tbody>
</table>

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 to:

1. Create gaming animations demonstrating mastery of the artistic skill sets acquired in completing the five Animation Gaming Certificate modules.
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.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silverthorn, Joseph</td>
<td>360.475.7310</td>
</tr>
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Required Courses Credits

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ART 106</td>
<td>Drawing I*</td>
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<td>ART 107</td>
<td>Drawing II*</td>
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<td>ART 110</td>
<td>Design I*</td>
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<tr>
<td>ART 111</td>
<td>Design II*</td>
<td>5</td>
</tr>
<tr>
<td>ART 195</td>
<td>Independent Study*</td>
<td>5</td>
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<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
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<td>CMST 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CO-OP 111</td>
<td>Cooperative Education Seminar I*</td>
<td>2</td>
</tr>
</tbody>
</table>

*See course description for prerequisite.

*AS: Associate in Applied Science = 90+ cr  **AAT: Associate in Applied Science – Transfer = 90+  **ATA: Associate in Technical Arts = 90+ cr

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

CR – Module One

Earning this certificate demonstrates that the student has learned the basics of designing and producing animation art. Students develop hand/eye coordination; learn uses of shapes, textures, and shading; and learn about available drawing and design tools.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the following:
1. Use of drawing skills, hand/eye coordination, and design knowledge to create fine art.
2. Appropriate use of a working portfolio.

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA 175 Beginning Maya</td>
<td>5</td>
</tr>
<tr>
<td>DMA 180 Beginning 3D Studio Max</td>
<td>5</td>
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Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 106 Drawing I</td>
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</tr>
<tr>
<td>ART 110 Design I</td>
<td>5</td>
</tr>
<tr>
<td>DMA 181 Animation Design</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 15

CR – 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.

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA 175 Beginning Maya</td>
<td>5</td>
</tr>
<tr>
<td>DMA 180 Beginning 3D Studio Max</td>
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</tbody>
</table>

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA 154 Electronic Music Foundations</td>
<td>5</td>
</tr>
<tr>
<td>DMA 155 Electronic Music – Intermediate*</td>
<td>5</td>
</tr>
<tr>
<td>DMA 160 Color Theory and Calibration</td>
<td>5</td>
</tr>
<tr>
<td>DMA 170 Multimedia Portfolio</td>
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</tbody>
</table>

Total Credits Required 15

CR – 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 more about 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 articulate electronic signal into musical art.
2. Ability to achieve an animated art piece on media with sound for projection.
3. Ability to engineer an animated human form.

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA 175 Beginning Maya</td>
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<tr>
<td>DMA 180 Beginning 3D Studio Max</td>
<td>5</td>
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Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DMA 154 Electronic Music Foundations</td>
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<tr>
<td>DMA 155 Electronic Music – Intermediate*</td>
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<tr>
<td>DMA 160 Color Theory and Calibration</td>
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<tr>
<td>DMA 170 Multimedia Portfolio</td>
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</table>

Total Credits Required 15

CR – 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 more about 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 use electronic signals to articulate music and construct musical art with signal.
2. Ability to use color effectively and to calibrate equipment.
3. Ability to model objects in 3D space.

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA 175 Beginning Maya</td>
<td>5</td>
</tr>
<tr>
<td>DMA 180 Beginning 3D Studio Max</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 15

CR – 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; learn more about 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 animation capable of being animated for the portfolio.
2. Ability to understand and apply to animation the methodology of action from an actor’s point of view via a created, animated character.
3. Creation of a 3D animated project.

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA 175 Beginning Maya</td>
<td>5</td>
</tr>
<tr>
<td>DMA 180 Beginning 3D Studio Max</td>
<td>5</td>
</tr>
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</table>

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA 154 Electronic Music Foundations</td>
<td>5</td>
</tr>
<tr>
<td>DMA 155 Electronic Music – Intermediate*</td>
<td>5</td>
</tr>
<tr>
<td>DMA 160 Color Theory and Calibration</td>
<td>5</td>
</tr>
<tr>
<td>DMA 170 Multimedia Portfolio</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 15

Automotive Technology

ATA – Automotive Technology

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 106 Drawing I</td>
<td>5</td>
</tr>
<tr>
<td>ART 110 Design I</td>
<td>5</td>
</tr>
<tr>
<td>DMA 181 Animation Design</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 15

*See course description for prerequisite.
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.
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.

CR – 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.

Additional Credits of 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.
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.

Business Management

ATA – Business Management

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

ATA Requirements: The ATA is awarded upon the successful completion of a minimum of 90 quarter credits with an overall grade point average of 2.0. Students are required to successfully complete the required Management core plus 24 credits from a selection of additional Management courses. To complete the 90 credit degree program, the student is free to choose 7 additional credits of elective coursework, at the 100 level or above.
Professional-Technical Degrees and Certificates

Business Management–
Certificates of Recognition

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. Write a basic Marketing Plan.
4. Identify traits, skills and responsibilities necessary for the sales professional.
5. Describe a variety of e-business strategies and platforms to enhance information management systems.

Advisor

Johnson, Hella-Ilona Business 212 360.475.7383
MacKaben, Kandace OC Shelton 125 360.432.5407

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 145</td>
<td>Business Ethics</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 147</td>
<td>H.R. Interviewing/Risk Management</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 180</td>
<td>Marketing</td>
<td>5</td>
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<tr>
<td>BMGMT 181</td>
<td>Principles of Sales</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 247</td>
<td>H.R. Performance Reviews</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required 45

CR – Small Business

This program introduces the basic business skills of marketing, accounting, customer service and small business management. It is uniquely designed to accompany an individual’s previous experience and/or training in other professional fields and supports the transition to small business management or self-employment ventures.

Program Outcomes

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

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

Advisor

Johnson, Hella-Ilona Business 212 360.475.7383
MacKaben, Kandace OC Shelton 125 360.432.5407

Required Courses

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<tr>
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<tbody>
<tr>
<td>ACCT 201</td>
<td>Prior of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 109</td>
<td>Practical Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 150</td>
<td>Survey of Computing</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>CMST 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST 242</td>
<td>Career Communications</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 48
Required Courses Credits
BMGMT 146 Entrepreneurship—Financial Analysis  2
BMGMT 149 Entrepreneurship—Marketing for Growth  2
BMGMT 203 Small Business Planning & Management  5
Choose one of the following two courses:
ACCT& 201  Prin of Accounting I  5
BSTEC 130  Practical Accounting*  5

Select 1-5 additional credits from the following courses:
BMGMT147  H.R. Interviewing/Risk Management  2
BMGMT478  Deadline and Project Management  1
BMGMT170  Client/Consumer Relations  2
BMGMT180  Marketing  5
BMGMT247  H.R. Performance Reviews  2
BMGMT282  Principles of Leadership/Management  5

Total Credits Required  15-19

CR – 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 145  Business Ethics  2
BMGMT 147  H.R. Interviewing/Risk Management  2
BMGMT 183  Negotiations  5
BMGMT 247  H.R. Performance Reviews  2
BMGMT 282  Principles of Leadership/Management  5
OLRM 220  Human Relations in the Workplace  3

Total Credits Required  19

Business Technology

(Formerly 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 Credits
BMGMT 140  Business and Personal Mathematics*  5
BSTEC 150  Business English*  5
BSTEC 124  MS Excel Specialist*  4
BSTEC 130  Practical Accounting*  5
BSTEC 160  General Office Procedures*  4
BSTEC 250  Business Correspondence*  5
BSTEC 255  Records and Database Management*  5
BSTEC 257  Advanced Office Applications*  5
BSTEC 260  Administrative Office Management*  5
CMPT 154  Access for Professionals*  4
ENGL 100  English Composition I*  5
OLRM 220  Human Relations in the Workplace  3

Total Credits Required  46

Business Technology

(Formerly Office Technology)

Required Courses Credits
BUS 282  Principles of Leadership/Management  5

Total Credits Required  10

CP – 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 Credits
BMGMT 140  Business and Personal Mathematics*  5
BSTEC 140  General Office Procedures*  4
BSTEC 254  Document Formatting*  3
BSTEC 255  Records and Database Management*  5
OLRM 220  Human Relations in the Workplace  3
CMPT 150  Survey of Computing  4
CMPT 155  Internetworking  5
CMST 220  Public Speaking  5
CMST 242  Career Communications  5

Required Courses Credits
BUS 282  Principles of Leadership/Management  5

Total Credits Required  46
CC – Workplace Technology Skills

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

Program Outcomes

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

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

Required Courses

<table>
<thead>
<tr>
<th>Advisor</th>
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<tbody>
<tr>
<td>Bermea, Nancy</td>
<td>BSTEC 110</td>
<td>Beginning Keyboarding</td>
<td>3</td>
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<td></td>
<td>BSTEC 111</td>
<td>Intermediate Keyboarding</td>
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<tr>
<td></td>
<td>BSTEC 112</td>
<td>Advanced Keyboarding</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 30

CR – Customer Service Specialist

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

Program Outcomes

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

Program Outcomes

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

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

Outcomes 2-7 will depend on the combination of certificates completed. Some combinations of classes and certificates may allow you to matriculate to a four year school with junior standing. It is strongly advised that you meet with a CIS advisor to understand your options and develop your educational plan.

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 custom design their degree based on their needs within a series of certificates that make up the core of this degree. Students can mix and match certificates in ASP Server Development, Applications Server Support, CIS Core Knowledge, CIS Core Skills, I.T. Project Management, Information Systems Security, Internetworking Technician, PHP Server Development, Software Application Development, Technical Support, Web Client-Side Development, Web Page Design, and Business Management—Small Business. This approach allows students to combine short term certificates as a way to meet their academic goals.

Program Outcomes

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

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

Outcomes 2-7 will depend on the combination of certificates completed. Some combinations of classes and certificates may allow you to matriculate to a four year school with junior standing. It is strongly advised that you meet with a CIS advisor to understand your options and develop your educational plan.

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

Required Courses

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</table>

Total Credits Required 30
Professional-Technical Degrees and Certificates

Required Courses Credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMTP 110</td>
<td>Information Systems Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CMTP 111</td>
<td>Introduction to Operating Systems*</td>
<td>4</td>
</tr>
<tr>
<td>CMTP 120</td>
<td>Programming Concepts*</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

- CMTP 123 Systems Architecture and Logic* 5
- MATH 141 Precalculus I: Algebra* 5

CMTP 182 Networking Concepts 5
CMTP 205 Introduction to XML* 2
CMTP 236 Information System Security I* 4
CMTP 296 CIS Practicum* 2
ENGL 101 English Composition I* 5
ENGL 235 Technical Writing* 5
OLRM 225 Human Relations in Organizations 5

Choose 10 credits from the following:

- ACC& 201 Principles of Accounting I 5
- BUS& 101 Intro to Business 5
- OLRM 201 Intro to Organizational Leadership 5
- OLRM 202 Introduction to Organizational Ethics 5
- OLRM 250 Organizational Communication 5
- PSYC 100 General Psychology 5
- SOC& 101 Intro to Sociology 10

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

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

- ASP Server Development
- Applications Server Support
- CIS Core Knowledge
- CIS Core Skills
- L.T. Project Management
- Information Systems Security
- Internet/Networking Technician
- PHP Server Development
- Small Office/Home Office Associate
- Software Application Development
- Technical Support
- Web Client-Side Development
- Web Page Design

Business Management — Small Business

40 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 Council on Education (ACE) approved military courses and ACE recommended credit for military experience.

Total Credits Required 97

ATA – Computer Information Systems

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

This program prepares the graduate to obtain employment as a computer programmer where the emphasis requires the employee to possess a more developed set of critical thinking and technical skills when working in connection with business-oriented operating systems.

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 towards achieving the goals of the organization.

Program Outcomes

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

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

CP – Technical Support

A one-year certificate can enable students to gain core IT skills offering employable skills in PC installation, computer help desks, and other entry-level positions.

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 team building 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.

Advisor
Bergman, Don Technical 205 360.475.7377
Bilodeau, Pam Technical 214 360.475.7371
Hanson, Dondi Technical 211 360.475.7376
Westlund, Mark Technical 203 360.475.7357

Required Courses
CMPTR 110 Information Systems Concepts 5
CMPTR 111 Introduction to Operating Systems* 4
CMPTR 115 Introduction to the Internet 3
CMPTR 120 Programming Concepts* 5
CMPTR 122 Applications for IT Professionals* 4
CMPTR 154 Access for Professionals* 5
CMPTR 172 PC Hardware Basics 5
CMPTR 182 Networking Concepts 5
CMPTR 185 IT User Support Fundamentals 4
CMPTR 296 CIS Practicum* 1
ENGL 101 English Composition I* 5
OLRM 220 Human Relations in the Workplace 3

Choose one of the following two courses:
MATH& 141 Precalculus I: Algebra* 5
CMPTR 123 Systems Architecture and Logic* 5 5

Total Credits Required 53

Computer Information Systems – Certificates of Recognition

CR – 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
Bergman, Don Technical 205 360.475.7377
Bilodeau, Pam Technical 214 360.475.7371
Hanson, Dondi Technical 211 360.475.7376
Westlund, Mark Technical 203 360.475.7357

Required Courses
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 19

CR – 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.

Advisor
Bergman, Don Technical 205 360.475.7377
Bilodeau, Pam Technical 214 360.475.7371
Hanson, Dondi Technical 211 360.475.7376
Westlund, Mark Technical 203 360.475.7357

Required Courses
CMPTR 205 Introduction to XML* 2
CMPTR 219 Introduction to ASP.NET 4
CMPTR 229 ASP.NET Extreme 4
CMPTR 245 Structured Analysis and Design 5
CMPTR 250 SQL 4

Total Credits Required 19

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.

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.

Advisor
Bergman, Don Technical 205 360.475.7377
Bilodeau, Pam Technical 214 360.475.7371
Hanson, Dondi Technical 211 360.475.7376
Westlund, Mark Technical 203 360.475.7357

Required Courses
CMPTR 103 Women and Technology 2
CMPTR 110 Information Systems Concepts 5
CMPTR 112 Introduction to Windows 1
CMPTR 115 Introduction to the Internet 3

Total Credits Required 11

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 2 year Certificate program which is the basis of all other CIS programs at OC.

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.

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

*See course description for prerequisite.
Professional-Technical Degrees and Certificates

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.

CR – Information Systems Security
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
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, SWIPE, 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.

Required Courses
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<tr>
<td>CMPTR 154 Access for Professionals*</td>
</tr>
<tr>
<td>CMPTR 212 Windows for Professionals</td>
</tr>
</tbody>
</table>

Total Credits Required 18

CR – IT Project Management Essentials
A project is a temporary endeavor undertaken to achieve a particular aim and to which project management can be applied, regardless of the project’s size, budget, or timeline. This course of practical study and performance is based on industry certifications developed in cooperation with The Project Management Institute (PMI) and 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™).

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. Allot available resources to various phases of project.
6. Coordinate activities of project personnel and outsource personnel.
7. Review status reports prepared by project personnel.
8. Modify schedules or plans as required.
9. Prepare project reports for management, client, or others.
10. Confer with project personnel to assist in technical advice and problem resolution.
11. Communicate both orally and in writing.
12. Demonstrate people skills, patience, diplomacy, and tact.
13. Demonstrate administrative capabilities.
14. Compromise and maintain resolve as circumstances and priorities dictate.
15. Deal with people, and adapt and react quickly to changing circumstances.
16. Manage time effectively.

Required Courses
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<tr>
<td>CMPTR 212 Windows for Professionals</td>
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</tbody>
</table>

Total Credits Required 18

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

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

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

Required Courses
<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 120 Programming Concepts*</td>
</tr>
<tr>
<td>CMPTR 172 PC Hardware Basics</td>
</tr>
<tr>
<td>CMPTR 182 Networking Concepts</td>
</tr>
<tr>
<td>CMPTR 185 IT User Support Fundamentals</td>
</tr>
</tbody>
</table>

Total Credits Required 19

Advisor Office Phone
Bergman, Don Technical 205 360.475.7377
Bilodeau, Pam Technical 214 360.475.7371
Hanson, Dondi Technical 211 360.475.7376
Westlund, Mark Technical 203 360.475.7357

Advisor Office Phone
Bilodeau, Pam Technical 214 360.475.7371
Blackwell, Kevin Technical 215 360.475.7379

Required Courses
<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 122 Applications for IT Professionals</td>
</tr>
<tr>
<td>CMPTR 139 Intro to MS Visio</td>
</tr>
<tr>
<td>CMPTR 182 Networking Concepts</td>
</tr>
<tr>
<td>CMPTR 185 IT User Support Fundamentals</td>
</tr>
<tr>
<td>CMPTR 190 Information System Project Management</td>
</tr>
</tbody>
</table>

Total Credits Required 18
**CR – Internetworking Technician**

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

**Program Outcomes**

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

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

**Required Courses Credits**

Blackwell, Kevin Technical 215 360.475.7379

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 116</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 118</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 119</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 216</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**CR – PHP Server Development**

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

**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.

**Required Courses Credits**

Bergman, Don Technical 205 360.475.7377

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 107</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 205</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 207</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 245</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**CR – 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.

**Required Courses Credits**

Bilodeau, Pam Technical 214 360.475.7371

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 205</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 207</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 245</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

**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.
Professional-Technical Degrees and Certificates

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 interfaces.

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

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

CR – Web-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 (AAS) degree.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Explain and demonstrate core web site development, including creation, web page scripting, and maintenance concepts.
2. Construct well-designed, interactive World Wide Web client pages which conform to 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.

CR – 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.

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 protocols to communicate with designers, sub-contractors, and owners.
2. Read, interpret, and prepare industry standard construction contract documents.
3. Estimate project costs, time, material, and labor requirements based on contract documents.
4. Evaluate and identify project site safety hazards and take action to minimize the potential for accidents.
5. Understand the legal framework associated with construction contracts.
6. Understand the basic fundamentals of business management.
7. Plan and manage the myriad activities associated with constructing a project.
8. Generate and modify graphic construction documents to facilitate design, construction and communication.
9. Negotiate revisions, changes, and additions to contract documents with the parties involved.

### Required Courses

**Credits**

- **BSBEC 130 Practical Accounting** 5
- **BSBEC 150 Business English** 5
- **BSBEC 250 Business Correspondence** 5
- **CONST 202 Construction Cost Estimating** 3
- **CONST 225 Construction Contract Documents** 3
- **CONST 250 Construction Safety Standards** 2
- **CONST 280 Building Codes** 3
- **OLRM 225 Human Relations in Organizations** 5
- **TEC-D 112 Blueprint Reading** 4
- **TEC-D 116 Computational Techniques/Technicians** 4
- **TEC-D 121 Plane Surveying** 4
- **TEC-D 122 Introduction to Legal Descriptions** 2
- **TEC-D 123 Introduction to Construction Staking** 2
- **TEC-D 127 Residential Architectural Drawing** 4
- **TEC-D 130 Manufactured Materials and Processes** 3
- **TEC-D 200 Computer-Aided Design I** 4
- **TEC-D 205 Engineering Tech Project Planning** 4
- **TEC-D 217 Computer-Aided Design II** 4
- **TEC-D 231 Introduction to Civil Drafting** 4

Choose one of the following two courses:

- **TEC-D 116 Computational Techniques/Technicians** 4
- **TEC-D 127 Residential Architectural Drawing** 4
- **TEC-D 200 Computer-Aided Design I** 4
- **TEC-D 205 Engineering Tech Project Planning** 4
- **TEC-D 217 Computer-Aided Design II** 4
- **TEC-D 231 Introduction to Civil Drafting** 4

Choose one of the following two courses:

- **BSBEC 130 Practical Accounting** 5
- **BSBEC 250 Business Correspondence** 5
- **CONST 202 Construction Cost Estimating** 3
- **CONST 225 Construction Contract Documents** 3
- **CONST 250 Construction Safety Standards** 2
- **CONST 280 Building Codes** 3
- **OLRM 225 Human Relations in Organizations** 5
- **TEC-D 112 Blueprint Reading** 4
- **TEC-D 116 Computational Techniques/Technicians** 4
- **TEC-D 121 Plane Surveying** 4
- **TEC-D 122 Introduction to Legal Descriptions** 2
- **TEC-D 123 Introduction to Construction Staking** 2
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- **TEC-D 130 Manufactured Materials and Processes** 3
- **TEC-D 200 Computer-Aided Design I** 4
- **TEC-D 205 Engineering Tech Project Planning** 4
- **TEC-D 217 Computer-Aided Design II** 4
- **TEC-D 231 Introduction to Civil Drafting** 4

### Approved Electives: 16 Credits

- **BMMGT 114 Business and Personal Mathematics** 5
- **TEC-D 145 Applied Problem Solving** 5

### Total Credits Required: 91

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### CS – Construction Management

A Construction Manager makes sure that construction is finished on time and efficiently, from permit to completion to final walk-through with the client. This Certificate qualifies you to be a Construction Manager for simple commercial or residential projects, or to be an Assistant Construction Manager for complex projects.

This certificate is for those with prior construction experience who want new jobsite responsibilities or advancement.

### 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 protocols to communicate with designers, sub-contractors, and owners.
2. Read, interpret, and prepare industry standard construction contract documents.
3. Estimate project costs, time, material, and labor requirements based on contract documents.
4. Evaluate and identify project site safety hazards and take action to minimize the potential for accidents.
5. Understand the legal framework associated with construction contracts.
6. Be able to manage the myriad activities associated with constructing a project.
7. Be able to generate and modify graphic construction documents to facilitate design, construction and communication.

---

### CC – Construction Management

A Construction Manager makes sure that construction is finished on time and efficiently, from permit to completion to final walk-through with the client. This Certificate qualifies you to be an Assistant Construction Manager.

This program is for those with prior construction experience who want new jobsite responsibilities or advancement.

### 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 protocols to communicate with designers, sub-contractors, and owners.
2. Read, interpret, and prepare industry standard construction contract documents.
3. Estimate project costs, time, material, and labor requirements based on contract documents.
4. Evaluate project site safety hazards and take action to minimize the potential for accidents occurring.
5. Understand the legal framework associated with construction contracts.
6. Assist a construction manager with the activities associated with constructing a project.

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### ATA – Cosmetology

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

For acceptance into the program, the student must make application at the West Sound Technical Skills Center and Olympic College.

### Total Credits Required: 70

---

### Cosmetology

#### 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 protocols to communicate with designers, sub-contractors, and owners.
2. Read, interpret, and prepare industry standard construction contract documents.
3. Estimate project costs, time, material, and labor requirements based on contract documents.
4. Evaluate project site safety hazards and take action to minimize the potential for accidents occurring.
5. Understand the legal framework associated with construction contracts.
6. Assist a construction manager with the activities associated with constructing a project.

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### Total Credits Required: 37

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

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*See course description for prerequisite.*

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
### Program Outcomes

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

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

### Program Requirements

**COSME 121**  
Skin Care & Make-up I*  
Credits: 3

**COSME 122**  
Hair Cutting I  
Credits: 2

**COSME 123**  
Wet Styling/Braids/Wigs/Exts I  
Credits: 3

**COSME 124**  
Skin Care & Make-up II  
Credits: 2

**COSME 125**  
Thermal Styling I*  
Credits: 4

**COSME 126**  
Thermal Styling II*  
Credits: 1

**COSME 127**  
Hair Cutting II  
Credits: 3

**COSME 128**  
Hair Cutting III  
Credits: 4

**COSME 129**  
Hair Cutting III*  
Credits: 1

**COSME 130**  
Permanent Waving I  
Credits: 3

**COSME 131**  
Permanent Waving II  
Credits: 5

**COSME 132**  
Permanent Waving III  
Credits: 5

**COSME 133**  
Chemical Relaxing I*  
Credits: 4

**COSME 134**  
Chemical Relaxing II*  
Credits: 4

**COSME 135**  
Hair Color Semi/Bleaching I*  
Credits: 3

**COSME 136**  
Hair Color Semi/Bleaching II  
Credits: 3

**COSME 137**  
Hair Color Semi/Bleaching III*  
Credits: 3

**COSME 138**  
Manicuring & Pedicuring I*  
Credits: 4

**COSME 139**  
Manicuring & Pedicuring II*  
Credits: 3

**COSME 140**  
Skin Care & Make-up III*  
Credits: 4

**COSME 141**  
Skin Care & Make-up III  
Credits: 4

**COSME 142**  
Manicuring & Pedicuring II*  
Credits: 3

**COSME 143**  
Salon Ethics/Laws/Management I*  
Credits: 2

**COSME 144**  
Salon Ethics/Laws/Management II*  
Credits: 1

**COSME 145**  
Salon Ethics/Laws/Management III*  
Credits: 1

**COSME 146**  
Desk/Phone/Dispensary I*  
Credits: 4

**COSME 147**  
Desk/Phone/Dispensary II*  
Credits: 4

**COSME 148**  
Desk/Phone/Dispensary III*  
Credits: 2

**COSME 200**  
Methods of Teaching  
Credits: 6

**COSME 202**  
Course Organization  
Credits: 6

**COSME 204**  
Student Leadership Development  
Credits: 5

**COSME 206**  
Testing and Rating  
Credits: 2

**COSME 207**  
Audio Visual Materials  
Credits: 2

**COSME 208**  
Philosophy of Educational Leadership  
Credits: 2

**COSME 209**  
Techniques/Individualized Education  
Credits: 2

**COSME 210**  
Clinical Supervision & Management I  
Credits: 2

**COSME 211**  
Clinical Supervision & Management II  
Credits: 2

**COSME 212**  
Clinical Supervision & Management III  
Credits: 2

**BARB 150**  
Shampoo and Rinse*  
Credits: 3

**BARB 151**  
Haircutting and Trimming I  
Credits: 3

**BARB 152**  
Haircutting and Trimming II  
Credits: 7

**BARB 153**  
Haircutting and Trimming III  
Credits: 7

**BARB 154**  
Cutting/Trimming Facial Hair*  
Credits: 6

**BARB 155**  
Thermal Styling*  
Credits: 5

**BARB 156**  
Wet Styling*  
Credits: 4

**BARB 157**  
Dry Styling*  
Credits: 4

**BARB 158**  
Styling Aids*  
Credits: 4

**BARB 159**  
Artificial Hair*  
Credits: 3

**BARB 160**  
Dyes of Skin/Scalp/Hair*  
Credits: 5

**BARB 161**  
Safety and Sanitation*  
Credits: 4

**BARB 162**  
First Aid  
Credits: 2

Total Credits Required 96

### CS – Barbering

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

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

### 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.

**Advisor Office Phone**  
Carney, Anna  
W.S.T.S.C.  
360.475.0561

**Business & Technology Technical 103 360.475.7360**

### Program Requirements

**BMGMT 140**  
Business and Personal Mathematics*  
Credits: 5

**ENGL 100**  
Composition—Selected Prof/Tech/Voc*  
Credits: 5

**OLRM 220**  
Human Relations in the Workplace  
Credits: 3

**Total Credits Required 74**

### CP – Cadet Instructor – Cosmetology

This program will provide the training necessary to become an effective instructor of barbering, manicuring, esthetics, or cosmetology. The program 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.
3. Be an effective instructor of barbering, manicuring, esthetics, or cosmetology.
4. Provide training to students via educational seminars and consultation.
5. Apply knowledge to assist the student to develop skills in the clinic under classroom supervision and training.

**Advisor Office Phone**  
Carney, Anna  
W.S.T.S.C.  
360.475.0561

**Business & Technology Technical 103 360.475.7360**

### Program Requirements

**BMGMT 140**  
Business and Personal Mathematics*  
Credits: 5

**ENGL 100**  
Composition—Selected Prof/Tech/Voc*  
Credits: 5

**OLRM 220**  
Human Relations in the Workplace  
Credits: 3

**Total Credits Required 45**
CP – Esthetician
This program will prepare students for entry into the salon field and will enable them to perform all services normally offered in the cosmetology profession of esthetician.

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

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.

Advisor
Carney, Anna
Business & Technology Technical 103
360.475.7360

Core Requirements Credits
OLRM 220  Human Relations in the Workplace ________ 3
OLRM 220  Human Relations in the Workplace ________ 3

Program Requirements Credits
MANI 130  Manicuring* 6
MANI 131  Pedicuring* 6
MANI 132  Diseases and Disorders* 8
MANI 133  Safety and Sanitation* 4
MANI 134  First Aid* 3
MANI 135  Artificial Nails I* 5
MANI 136  Artificial Nails II* 6
MANI 137  Nail Art* 1

Total Credits Required 52

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

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

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.

Advisor
Plemmons, Chris
Business 110 360.475.7316

Required Courses Credits
BMGMT 140  Business and Personal Mathematics* 5
BMGMT 140  Business and Personal Mathematics* 5

Total Credits Required 50

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 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.

Advisor
Plemmons, Chris
Business 110 360.475.7316

Required Courses Credits
BMGMT 140  Business and Personal Mathematics* 5
BMGMT 140  Business and Personal Mathematics* 5

Total Credits Required 50
Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. The student will know a variety of cooking and baking techniques in hot and cold food production.
2. The student will be qualified as a prep cook for a variety of cuisines and baked items and will understand and use kitchen mathematics in employment.

CR – 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.

Digital Media Arts
(Formerly Integrated Multimedia)

ATA – Digital Media Arts
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.

Recommended Elective Courses

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

*See course description for prerequisite.
Total Credits Required 54

| DMA 110 | Video Production Foundations | 5 |
| DMA 120 | Beginning Photoshop | 5 |
| DMA 130 | Beginning Flash | 5 |
| DMA 136 | Beginning Digital Photography | 5 |
| DMA 154 | Electronic Music Foundations | 5 |
| DMA 155 | Electronic Music — Intermediate* | 5 |
| DMA 181 | Animation Design | 5 |
| DMA 182 | Animation Process | 5 |
| DMA 211 | Two and Three Dimensional Design | 5 |
| DMA 220 | Intermediate Photoshop | 5 |
| DRMA 210 | Staging | 4 |
| HUMAN 293 | Ethical and Legal Principles of Media | 5 |
| MUSC 133 | Beginning Class Piano | 2 |
| MUSC 134 | Beginning Class Piano | 2 |
| MUSC 135 | Beginning Class Piano | 2 |
| MUSC& 141 | Music Theory I | 5 |
| MUSC& 142 | Music Theory II* | 5 |
| MUSC& 143 | Music Theory III* | 5 |
| MUSC 160 | Sound Reinforcement Techniques | 5 |

**CR – Photoshop**

This certificate 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.

**Required Courses Credits**

| CR ART 110 | Design I | 5 |
| CR BSTEC 110 | Beginning Keyboarding | 3 |
| CR DMA 120 | Beginning Photoshop | 5 |
| CR DMA 220 | Intermediate Photoshop | 5 |

Total Credits Required 18

**Early Childhood Education**

**AAST – 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.

| Advisor Office Phone | Phone |
| Silverthorn, Joseph Art 112 | 360.475.7310 |

**Recommended Courses Credits**

| ENGL 101 | English Composition I* | 5 |

Choose one of the following two courses:

| ENGL 102 | Composition II* | 5 |
| ENGL 235 | Technical Writing* | 5 |

Choose one of the following two courses:

| MATH 107 | Math in Society* | 5 |
| MATH 141 | Precalculus I: Algebra* | 5 |

**Humanities:**

| Choose 10 credits from the following, from at least 2 disciplines |
| ART 100 | Art Appreciation | 5 |
| ART 102 | Art History/Ancient—Byzantine | 5 |
| ART 103 | Art History/Medieval—Renaissance | 5 |
| ASL & 121 | American Sign Language | 5 |
| CMST & 220 | Public Speaking | 5 |
| CMST & 210 | Interpersonal Communication | 5 |
| MUSC 101 | Fundamentals of Music | 5 |
| SPAN & 121 | Spanish I | 5 |

**Social Sciences:**

| Choose 10 credits from the following, from at least 2 disciplines |
| ANT/H 206 | Cultural Anthropology | 5 |
| EDUC & 202 | Intro to Education | 5 |
| PSYC & 100 | General Psychology | 5 |
| PSYC & 200 | Life Span Psychology | 5 |
| SOC & 101 | Intro to Sociology | 5 |
| SOC & 135 | The Family | 5 |

**Natural Sciences:**

| Choose 5 credits from the following, must be a lab science |
| BIO/L & 160 | General Biology w/ Lab | 5 |
| BIO/L & 201 | Majors Biology I* | 5 |

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

| ECE 101 | Practicum I* | 3 |
| ECE 151 | Practicum II* | 1 |
| ECE 151A | Practicum II* | 1 |
| ECE 164 | Mathematics for Early Childhood Education* | 5 |
| ECE 165 | Early Childhood Curriculum | 3 |
| ECE 166 | Environments for Children | 1 |
| ECE 170 | Intro to Early Childhood Education | 3 |
| ECE 171 | Observation and Assessment | 2 |

### Professional-Technical Degrees and Certificates

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECE 173</td>
<td>Art and Creative Activities</td>
<td>3</td>
</tr>
<tr>
<td>ECE 177</td>
<td>Science for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 179</td>
<td>Language and Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 184</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
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<tr>
<td>ECE 185</td>
<td>Guiding Children’s Behavior</td>
<td>3</td>
</tr>
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<td>ECE 188</td>
<td>Child Abuse and Neglect</td>
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<tr>
<td>ECE 190</td>
<td>Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 191</td>
<td>ECE Program Administration</td>
<td>3</td>
</tr>
<tr>
<td>ECE 201</td>
<td>Practicum III</td>
<td>5</td>
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<tr>
<td>ECE 210</td>
<td>Family School and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECE 225</td>
<td>Issues and Trends in ECE</td>
<td>3</td>
</tr>
<tr>
<td>EDC&amp;</td>
<td>Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDC&amp;</td>
<td>Exceptional Child</td>
<td>3</td>
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<tr>
<td>ENGL&amp;</td>
<td>English Composition I*</td>
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<td>SOC</td>
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**Recommended Elective Courses**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>ASL&amp; 121</td>
<td>Am Sign Language I</td>
<td>5</td>
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<tr>
<td>ECE 100</td>
<td>Introduction to Child Care</td>
<td>2</td>
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<tr>
<td>ECE 125</td>
<td>Child Advocacy (CASA Training)</td>
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</tr>
<tr>
<td>ECE 160</td>
<td>School Age Care</td>
<td>3</td>
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<tr>
<td>ECE 172</td>
<td>Introduction to Montessori</td>
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<td>Art and Creative Activities</td>
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</tr>
<tr>
<td>ECE 176</td>
<td>Music for Young Children</td>
<td>3</td>
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<td>ECE 177</td>
<td>Science for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 178</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>ECE 187</td>
<td>Special Topics–CDA Credential I</td>
<td>1–6</td>
</tr>
<tr>
<td>ECE 189</td>
<td>Family Child Care Management</td>
<td>3</td>
</tr>
<tr>
<td>ECE 228A</td>
<td>Mentoring in Early Childhood I</td>
<td>1</td>
</tr>
<tr>
<td>ECE 287</td>
<td>Special Topics–CDA Credential II</td>
<td>1–6</td>
</tr>
<tr>
<td>PE-ED 109</td>
<td>Basic CPR</td>
<td>1</td>
</tr>
<tr>
<td>PE-ED 110</td>
<td>Basic First Aid</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits Required**: 90

### ATA – Early Childhood Education

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

#### Program Outcomes

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

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

#### Required Courses

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CMST&amp; 210</td>
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<td>ECE 101</td>
<td>Practicum I*</td>
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<tr>
<td>ECE 151</td>
<td>Practicum II*</td>
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<tr>
<td>ECE 151A</td>
<td>Practicum III*</td>
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<tr>
<td>ECE 164</td>
<td>Mathematics for Early Childhood Ed*</td>
<td>5</td>
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<td>ECE 184</td>
<td>Health, Safety and Nutrition</td>
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<td>Child Development</td>
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<td>EDUC&amp; 203</td>
<td>Exceptional Child</td>
<td>3</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total CreditsRequired**: 90

### CP – 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 a team members and demonstrate respect for diversity in an early childhood environment to accomplish family, child, and program goals.
3. Effectively communicate in various ways in the context of early childhood settings.
4. Participate in evaluation and maintenance of early childhood environments and programming on a regular basis.

#### Required Courses

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<td>Basic First Aid</td>
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</tr>
</tbody>
</table>

**Total Credits Required**: 90

### Early Childhood Education–Certificates of Recognition

#### CR – ECE Assistant

The ECE Assistant program exposes Teacher Assistants to key concepts in developmentally appropriate practices in Early Childhood Education. Students receive knowledge on how children learn in 0-8 age group. Upon completion they will be able to recognize a safe, healthy, and literacy-rich environment for children, and conduct activities that nurture the development of the whole child.

#### Program Outcomes

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

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

---

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

*See course description for prerequisite.*
Professional-Technical Degrees and Certificates

CR – 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.

Required Courses

<table>
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<tbody>
<tr>
<td>ECE 170 Intro to Early Childhood Education</td>
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<tr>
<td>ECE 171 Observation and Assessment</td>
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<td>ECE 185 Guiding Children's Behavior</td>
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<tr>
<td>ECE 188 Child Abuse and Neglect</td>
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<tr>
<td>ECE 191 ECE Program Administration</td>
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<tr>
<td>ECE 210 Family School and Community Relations</td>
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<tr>
<td>EDUC 203 Exceptional Child</td>
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</tbody>
</table>

Total Credits Required 19

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.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ECE 178 Children's Literature</td>
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<tr>
<td>ECE 177 Science for Young Children</td>
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<tr>
<td>ECE 176 Music for Young Children</td>
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<tr>
<td>ECE 101 Practicum</td>
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<tr>
<td>EDUC 115 Child Development</td>
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</tbody>
</table>

Total Credits Required 19

CR – 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.

Required Courses

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<th>Course</th>
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<tbody>
<tr>
<td>EDUC&amp; 115 Child Development</td>
</tr>
</tbody>
</table>

Total Credits Required 19

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.

**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.

**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 or industry.

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

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

The ATA program has been accepted through The Evergreen State University as an Upside Down Degree.

**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.

**Required Courses**

**ATA – Paraeducator**

The Paraeducator 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.

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.

**Recommended Electives**

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

**Recommended Electives**

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**

**ATA – Paraeducator**

The Paraeducator 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.

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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**

**ATA – Paraeducator**

The Paraeducator 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.

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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.

**Recommended Electives**

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

**Recommended Electives**

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.
CP – Electronics

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

Program Outcomes

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

1. Select and operate electronic test equipment during troubleshooting and repair operations with an emphasis on safety in use and accuracy in results.
2. Successfully replace circuit board components using industrial standard soldering/fabrication techniques.
3. Gain experience working in the environmental field.

CR – Exploring Electronics

This certificate will develop the skills to safely work in an electronic industrial environment and provide exposure to the electrical laws (Ohms, Watts, and Kirchoff).

Required Courses

- ELECT 101 Direct Current* 5
- ELECT 102 Alternating Current* 5
- ELECT 103 Introduction to Solid-State* 5
- ELECT 104 Electronic Fabrication 1
- ELECT 111 Direct Current Circuit Laboratory* 3
- ELECT 112 Alternating Current Circuit Lab* 3
- ELECT 113 Basic Solid-State Laboratory* 3
- ELECT 160 Computer Applications I* 5
- ELECT 165 Introduction to Digital Logic* 4
- ELECT 166 Introduction to Digital Logic Lab* 2
- ELECT 170 Computer Applications II* 2
- ELECT 200 Basic Electronics Theory & Assessment* 2
- MATH 141 Precalculus I: Algebra* 5
- OLRM 220 Human Relations in the Workplace 3

Total Credits Required 45

Electronics–Certificates of Recognition

CR – Electronics

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

Program Outcomes

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

1. Operate comfortably and effectively in an industrial work setting.
2. Recognize the significance and desirability of reliable and ethical behavior.
3. Apply critical thinking and technical abilities to resolve industrial and personnel problems.

Environmental Studies

CP – 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.

4. Effectively communicate with and advise customers and coworkers both in writing and orally regarding the progress of and decisions made concerning test and repair procedures.
5. Select and operate electronic test equipment during troubleshooting and repair operations with an emphasis on safety in use and accuracy in results.
10. Behave responsibly in the completion of work projects and/or tasks and in interaction with others in the work place.

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.

**Co-op 221 Cooperative Work Experience** 1

**CMST& 220 Public Speaking** 5

**CMST& 210 Interpersonal Communication** 5

**CMST 153 Intercultural Communication** 5

Choose one of the following three courses:

**BIOL& 175 Human Biology w/Lab** 5

**ENGL& 101 English Composition I** 5

**ENGL& 235 Technical Writing** 5

**F-FS 112 Fundamentals of Emergency Medicine** 2

**F-FS 200 Emergency Medical Technician** 6

**MATH& 107 Math in Society** 5

**PSYC& 220 Abnormal Psychology** 5

**SOC& 201 Social Problems** 5

**Total Credits Required 57**

### CS – Fire Service Management & Administration

This program prepares students for careers in managing organizations and resources in emergency services. It provides students with a solid grounding in people skills, business principles, and terminology, communication skills, and organizational programs. 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 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.

Choose one of the following two courses:

**F-FSM 231 Fire Service Leadership** 4

**F-FSM 232 Fire Service Management** 4

**F-FSM 233 Fire Service Administration** 4

**F-FSM 280 Law for Emergency Services** 3

**MATH 090B Prealgebra** 5

**POLIS 115 State/Local Government** 5

**PSYC& 220 Abnormal Psychology** 5

**SOC& 201 Social Problems** 5

**Total Credits Required 63**

### Fire Service–Certificates of Recognition

**CR – 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.

Students must complete 19 credits with a grade point average of 2.0 or above.

**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.
Professional-Technical Degrees and Certificates

12. List duties and requirements of the position of firefighter trainee and firefighter.
13. List duties and requirements of the position of firefighter/paramedic.
14. Give examples of fire service jobs other than firefighter.
15. Describe the six principles of command.
16. List and describe the fire components of the management cycle.
17. Describe the fire department chain of command.
18. Fill out a typical fire department organizational chart.
19. Identify different fire department types.
20. Identify different ranks and their 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 impact of fire information and 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.

CR – Fire Service Management & Administration

This program is designed to prepare and enhance fire service personnel for leadership, management, administration and supervisory skills in an applied work setting. Students may receive a Certificate of Recognition in Fire Service Management and Administration 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. 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 the 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.

Required Courses Credits

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<thead>
<tr>
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<th>Phone</th>
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<tbody>
<tr>
<td>Normandy, Dana</td>
<td>ST 110</td>
<td>360.475.7722</td>
</tr>
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Choose one of the following two courses:
F-FSM 203 Fire Department Customer Service _________ 4

Choose one of the following two courses:
F-FSM 211 Cooperative Education Seminar * _________ 2

Choose one of the following three courses:
F-FSM 231 Fire Service Leadership _________ 4
F-FSM 232 Fire Service Management _________ 4
F-FSM 233 Fire Service Administration _________ 4

Total Credits Required 18

Human Services

ATA – 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 246-811-030).

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

Required Courses Credits

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<tr>
<th>Advisor</th>
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<tbody>
<tr>
<td>Cohen, Mirelle</td>
<td>Shop 201</td>
<td>360.475.7553</td>
</tr>
<tr>
<td>Email: <a href="mailto:mchen@olympic.edu">mchen@olympic.edu</a></td>
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</tbody>
</table>

Choose one of the following two courses:

MATH 107 Math in Society * (or above) _________ 5

Choose one of the following three courses:
ENGL 101 English Composition I * _________ 5
ENGL 102 Composition II * _________ 5
ENGL 235 Technical Writing * _________ 5

Choose one of the following two courses:
ASL 121 American Sign Language I _________ 5
SPAN 121 Spanish I _________ 5

Total Credits Required 19

*See course description for prerequisite.
Choose one of the following three courses:
- CMST 153 Intercultural Communication 5
- CMST & 210 Interpersonal Communication 5
- CMST & 220 Public Speaking 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

Chemical Dependency
- HS 105 Drug and Alcohol Prevention 3
- HS 107 Intro to Human Services 5
- HS 110 Diversity, Ethics & the Law 5
- HS 112 Case Management for CDP* 3
- HS 113 CDP Individual Counseling* 3
- HS 114 CDP Group Counseling* 3
- HS 115 Adolescent Addiction and Treatment* 2
- HS 120 Relapse Prevention/Family Counseling* 3
- HS 275 Human Services & CDP Practicum 1* 5
- HS 276 Human Services & CDP Practicum 2* 5
- HSSA & 101 Intro to Addictive Drugs 5

Total Credits Required 90

CP – 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 246-811-030).

Program Outcomes

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

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

Advisor: Cohen, Mirelle  
Office: Shop 201  
Phone: 360.475.7553  
Email: mcohen@olympic.edu

General Requirements

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<tr>
<th>Course</th>
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<tr>
<td>ENGL &amp; 101 English Composition I*</td>
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Choose one of the following two courses:
- MATH & 107 Math in Society* (or above) 5
- BMGMT 140 Business and Personal Mathematics* 5

Technical Core

Choose one of the following two courses:
- CMST & 210 Interpersonal Communication 5
- CMST 153 Intercultural Communication 5
- HSSA & 101 Intro to Addictive Drugs 5

Total Credits Required 60

CP – 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.

Advisor: Cohen, Mirelle  
Office: Shop 201  
Phone: 360.475.7553  
Email: mcohen@olympic.edu

Required Courses

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<tr>
<th>Course</th>
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<tr>
<td>ENGL &amp; 101 English Composition I*</td>
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</table>

Choose one of the following two courses:
- MATH & 107 Math in Society* (or above) 5
- BMGMT 140 Business and Personal Mathematics* 5

Technical Core

Choose one of the following two courses:
- CMST & 210 Interpersonal Communication 5
- CMST 153 Intercultural Communication 5
- HSSA & 101 Intro to Addictive Drugs 5

*See course description for prerequisite.
HS 105 Drug and Alcohol Prevention 3
HS 107 Intro to Human Services 5
HS 110 Diversity, Ethics & the Law 3
HS 275 Human Services & CDP Practicum 1 5
SOC 109 Family Abuse & Neglect 3

**Total Credits Required 19**

**General Emphasis**

HS 112 Case Management for CDP 3
HS 125 Child Advocacy (CSA Training) 3
HS 210 Family School and Community Relations 3
SOC 135 The Family 5

**Total Credits Required** 53

**CR – Human Services–Case Aide**

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

**Program Outcomes**

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

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

**Advisor Office Phone**

Cohen, Mirelle
Shop 201 360.475.7553
Email: mcohen@olympic.edu

**Required Courses**

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<tr>
<th>Course</th>
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<td>HS 107</td>
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<td>HS 110</td>
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<td>HS 112</td>
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<td>HS 113</td>
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<tr>
<td>HSSA 101</td>
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</tbody>
</table>

**Total Credits Required** 19

**Industrial Trades**

**ATA – Industrial Trades Technician (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.

**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 Insulater
**Option 3A:** Composite Plastic Fabricator

**Legal Office**

**ATA – 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.
3. Effectively communicate orally and in writing in the context of common business practices.
4. Demonstrate positive personal images and attributes, personal and professional ethics, maintaining confidentiality, and good client relationships.
5. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management, case file management).

**Advisor Office Phone**

Abel, Bob
PSNS Bldg 460, Room 253 360.476.4622

Bolton, Karen
PSNS Bldg 460, Room 242 360.476.5339

Haines, Don
PSNS Bldg 460, Room 254 360.476.6976

**Integrated Multimedia**

(Changed to Digital Media Arts)

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

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Professional-Technical Degrees and Certificates

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

Advisor Office Phone
Hudson, Tia Business 114 360.475.7384

Required Courses Credits
BMGMT 140 Business and Personal Mathematics* 5
BSTECH 123 MS Word Specialist* 4
BSTECH 150 Business English* 5
BSTECH 175 Legal Typing and Transcription* 3
BSTECH 250 Business Correspondence* 5
BSTECH 255 Records and Database Management* 5
BSTECH 275 Legal Terminology 5
BSTECH 280 Legal Office Procedures* 5
BUS 201 Business Law 5
CJ 101 Intro Criminal Justice 5
CJ 110 Criminal Law 5
Choose one of the following three courses:
CMST 210 Intercultural Communication 5
CMST 220 Public Speaking 5
CMST 242 Career Communications 5
ENGLISH 101 English Composition I* 5
OLRM 220 Human Relations in the Workplace 3
Choose one of the following two courses:
PSY 100 General Psychology 5
PSY 102 Psychology of Adjustment 5
Successful completion of additional courses from Accounting, Business, Business Management, Business Technology, Computer Information Systems, Economics, or Cooperative Education numbered 100 or above. 14
Successful completion of additional courses other than Accounting, Business, Business Management, Business Technology, Computer Information Systems, Economics, or Cooperative Education numbered 100 or above. 6
Total Credits Required 90

CP – 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, financial records, etc.).
5. Work as a team member in an office environment to accomplish the goals of the organization.
6. Define, explain, correctly spell, and effectively use business and legal terminology.
7. Identify and use common legal resources found in a law office, law library, or on the Internet.
8. Use library and Internet research tools to locate and summarize information relating to legal specialties, court systems, and legal careers.
9. Explain the importance of developing positive personal images and attributes, personal and professional ethics, maintaining confidentiality, and good client relationships.

Advisor Office Phone
Hudson, Tia Business 114 360.475.7384

Required Courses Credits
Legal Study Requirements
BSTECH 175 Legal Typing and Transcription* 3
BSTECH 275 Legal Terminology 5
BSTECH 280 Legal Office Procedures* 5
BUS 201 Business Law 5
CJ 101 Intro Criminal Justice 5
CJ 110 Criminal Law 5
General Certificate Requirements
OLRM 220 Human Relations in the Workplace 3
Choose one of the following two courses:
CMST 210 Intercultural Communication 5
CMST 242 Career Communications 5
General Office Requirements
BSTECH 130 Practical Accounting* 5
BSTECH 250 Business Correspondence* 5
BSTECH 255 Records and Database Management* 5
Electives
Choose from Accounting, Business, Business Management, Economics, Business Technology, Computer Information Systems, and Cooperative Education 5
Total Credits Required 56

Manufacturing Technology
CC – 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 work environment.
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.

Advisor Office Phone
Gallagher, Chris W.S.T.S.C. 360.473.0580
Business & Technology Technical 103 360.473.7360

Required Courses Credits
MANU 101 Orientation to Manufacturing 2
MANU 110 Foundations of Manufacturing I* 3
MANU 115 Manufacturing Methodologies 5
MANU 120 Measuring Tools and Safety* 5
MANU 130 Planning, Drawing, and Technology 5
CO-OP 111 Cooperative Education Seminar I* 2
Total Credits Required 121-124

Total Credits Required 27

Medical Assisting
ATA – 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

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

*See course description for prerequisite.
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.

Additional costs: Computer lab fees, plus:
1. Purchase of uniform and regulation shoes for externship;
2. Purchase of wrist watch with sweep second hand for externship;
3. Malpractice insurance purchase for clinical classes and externship;
4. Proof of current immunizations including Hepatitis B;
5. Purchase of OC nametag;
6. Purchase of stethoscope;
7. WA State Background Check.

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.

Advisor  Office  Phone  Lieseke, Connie  Engineering 106  360.475.7741  Parker, Barbara  Engineering 108  360.475.7679

Required Courses

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<td>SOC 101</td>
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or the following two courses:
MEDA 160 Medical Terminology I 3
MEDA 161 Medical Terminology II* 3 5-6
MEDA 163 Medical Insurance Billing* 3
MEDA 164 Medical Assisting Invasive Procedures* 2
MEDA 205 Medical Claims and Coding* 2
MEDA 208 Exit Testing for MEDA* 2
MEDA 209 Medical Office Emergencies 2
MEDA 210 Externship for Medical Assistants* 6
MEDA 211 Human Relations/MEDA* 2

Successful completion of additional courses, from at least two areas of study (see below), numbered 100 and above. 14

Total Credits Required 90-91

Recommended Elective Courses

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<thead>
<tr>
<th>Course</th>
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<td>ASL 121</td>
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<td>SOC 101</td>
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<tr>
<td>SOC 201</td>
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</table>

CS – 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 HSS 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 titers for chicken pox and/or measles may be compelled by certain externships.

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

Additional cost: Same fees as other Olympic College students, plus:
1. Purchase of scrubs for externship
2. Purchase of wrist watch with sweep second hand
3. Purchase of Olympic College nametag
4. Purchase of a stethoscope by the beginning of Winter quarter

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Perform clinical skills appropriate for a medical office setting.
2. Effectively use oral and written communication skills as they relate to a medical office environment.
3. Use computer software to research or organize data for medical information systems.
4. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
5. Recognize and be able to respond to medical office emergencies within scope of training.

Advisors  Office  Phone  Lieseke, Connie  Engineering 106  360.475.7741  Parker, Barbara  Engineering 108  360.475.7679

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

*See course description for prerequisite.  www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Professional-Technical Degrees and Certificates

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<td>MEDA 211</td>
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</tbody>
</table>

Total Credits Required 61-62

CS – Medical Billing and 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 HSS Building.
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 titters for chicken pox and/or measles may be compelled 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 prepare claims for submission to insurance companies in hard copy or electronically.
3. Demonstrate understanding of the requirements of various health plans and submittal forms.
4. Effectively manage patient accounts for billing.
5. Effectively demonstrate professional behavior as needed in the workplace.
6. Effectively demonstrate professional behavior as needed in the workplace.
7. Effectively manage patient accounts for billing.
8. Enter demographic data accurately in various software programs.
9. Effectively demonstrate professional behavior as needed in the workplace.

Program Outcomes

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

1. Use effective verbal, listening and written communication skills to interact personally and professionally in a healthcare setting.
2. Use appropriate interpersonal skills to provide excellent service to patients, clients and coworkers.
3. Promote tolerance and equal treatment of all patients and coworkers.
4. Access, evaluate and organize information successfully using a variety of resources.
5. Use technology effectively to successfully accomplish office tasks.
6. Prioritize and appropriately multitask in a variety of healthcare setting situations based on customer service principles and organizational values.
7. Effectively manage medical office situations from multiple perspectives to find appropriate solutions.
8. Work effectively as a healthcare team member.

Required Courses

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<th>Course</th>
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<td>MEDA 211</td>
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</table>

Total Credits Required 61-62

CC – Medical Receptionist

In this program students will learn to greet patients and other visitors, make appointments and verify insurance information using a computer, prepare and maintain patient charts, answer phone calls 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. Effectively manage medical office situations from multiple perspectives to find appropriate solutions.
8. Work effectively as a healthcare team member.

Required Courses

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Total Credits Required 31-32

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

*See course description for prerequisite.
CC – Phlebotomy

Phlebotomists primarily collect and process blood for analysis, a necessary component in the diagnosis and quality care of patients. Upon successful completion of this 24 credit certificate program, students will be eligible to sit for the American Society of Clinical Pathologists Phlebotomy Technician Certificate examination.

This two-part program prepares students to become confident phlebotomists, as well as providing additional training to allow graduates to perform CLIA waived testing in a laboratory setting. A two quarter course of study, this program consists of classroom instruction including anatomy and physiology of the circulatory system, specimen collection and processing, laboratory safety and quality control, HIV/Bloodborne pathogen and Healthcare Provider level CPR training, in combination with clinical site training.

Students will also learn how to apply the principles of law and ethics and appropriate customer service skills in a healthcare setting. CLIA waived laboratory testing will be covered in detail.

Students must achieve a 2.0 or higher in all required courses to successfully 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 medical legal and ethical issues.
11. Perform within an appropriate legal scope of practice as a phlebotomist.
12. Perform data entry utilizing patient demographics and requisition information including codes, acronyms and symbols with at least 85% accuracy.
13. Identify the clinical significance of various CLIA waived laboratory tests.
14. Successfully perform CLIA waived laboratory tests according to established protocol.
15. Demonstrate the ability to utilize basic mathematical concepts necessary to function in the laboratory as a phlebotomist or laboratory assistant.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>MEDA 112 Med Law, Ethics and Bio</td>
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<td>MEDA 117 Healthcare Customer Ser</td>
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<td>MEDA 209 Medical Office Emergenc</td>
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<td>MEDA 217 Data Entry for Phlebot</td>
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<td>MEDA 218 Phlebotomy Career Prep</td>
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<td>MEDA 219 CLIA Waived Laboratory</td>
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<td>MEDA 220 Phlebotomy: Introduction</td>
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<td>MEDA 221 Phlebotomy: Internship</td>
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Total Credits Required: 24

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.

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

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

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

To meet graduation requirements, all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology courses exceed the time limit of ten years prior to graduation, the student may retake the course or challenge the course content through the Excelsior College Examinations.

Advanced Standing

Transferring Students

Students who have completed formal nursing education must complete prerequisite course work and meet grade requirements. After an evaluation of transcripts and course descriptions, advanced standing admission will be granted based on space availability. If there are more applicants than spaces available, the factoring system will be utilized to determine applicants admitted for a given quarter.

Reentering Olympic College Nursing Students

Reentering Olympic College Nursing students must complete an application for reentry by the specified date.

<table>
<thead>
<tr>
<th>AAS: Associate in Applied Science</th>
<th>90+ cr</th>
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<td>CR: Certificate of Recognition</td>
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</tbody>
</table>

*See course description for prerequisite.  www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Nursing Program

Olympic College offers a two-year curriculum designed to prepare qualified men and women to become Registered Nurses. The two-year curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/QAC/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.accrediting-comm-nlnac.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in six academic quarters. NURSE 151 requires a minimum 3.7 grade point. All other nursing courses require a minimum 2.7 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. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX RN fee;
8. Transportation to and from clinical facilities not located on campus;

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 nonlinear process of collecting, interpreting, analyzing, drawing conclusion about, presenting, and evaluating information that is both factually and belief based. In nursing this is demonstrated by clinical judgment which includes: ethical, diagnostic, and therapeutic dimensions.
2. **Communication:** The interactive sharing of information. It requires a sender, message, and receiver. Communication is both verbal and nonverbal. Nonverbal communication 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 Rates:** Percentage of graduates who pass the NCLEX-RN 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.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Cook, Sarah</td>
<td>CSC 324</td>
<td>360.475.7175</td>
</tr>
</tbody>
</table>

**Required Courses - Prerequisites Credits**

| BIOL & 241 Human A & P I* | 6 |
| BIOL & 242 Human A & P II* | 6 |
| CHEM & 121 Intro to Chemistry* | 5 |
| ENGL 101 English Composition I* | 5 |

**Required Courses**

| NURSE 110 Professional Role Development I* | 2 |
| NURSE 112 Professional Role Development II* | 1 |
| NURSE 114 Nursing Communications* | 2 |
| NURSE 116 Nursing Ethics I* | 1 |
| NURSE 118 Nutrition for Professional Nursing* | 2 |
| NURSE 140 Clinical Applications Lab I* | 1 |
| NURSE 142 Clinical Applications Lab II* | 1 |
| NURSE 144 Physical Assessment in Nursing Lab* | 1 |
| NURSE 146 Nursing Care of the Older Adult* | 1 |
| NURSE 151 Dosage Calculations* | 1 |
| NURSE 152 Introduction to Pharmacology* | 1 |
| NURSE 154 Nursing Foundations* | 3 |
| NURSE 156 Clinical Nursing Practice I* | 3 |
| NURSE 158 Clinical Nursing Therapeutics* | 4 |
| NURSE 160 Clinical Nursing Practice II* | 5 |
| NURSE 172 Mental Health Theory* | 3 |
| NURSE 174 Mental Health Clinical* | 3 |
| NURSE 176 Nursing Care of Pediatric Clients* | 1 |
| NURSE 177 Pediatric Clinical* | 3 |
| NURSE 178 Maternal-Newborn Nursing* | 3 |
| NURSE 179 Maternal-Newborn Clinical* | 3 |
| NURSE 180 Medical Surgical Nursing I* | 4 |
| NURSE 181 Medical Surgical Clinical* | 3 |
| NURSE 182 Chronic Health Problems in Elderly* | 1 |
| NURSE 200 Professional Role Development III* | 1 |
| NURSE 202 Clinical Applications Lab III* | 1 |
| NURSE 204 Nursing Ethics II* | 1 |
| NURSE 208 Medical Surgical Nursing II* | 4 |
| NURSE 210 Clinical Nursing Practice III* | 5 |
| NURSE 211 Professional Role Development Seminar* | 2 |
| NURSE 212 Professional Role Development/Mentor* | 6 |

**Required Support Courses**

| BIOL & 260 Microbiology* | 5 |

Choose one of the following courses:

- PSYC 100 General Psychology | 5 |
- PSYC 102 Psychology of Adjustment | 5 |

Choose one 5 credit course from the following disciplines:

- Anthropology
- Communication Studies
- History
- Humanities
- Philosophy
- Political Science
- Sociology

**Total Credits Required: 115**

**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 Program is based on a factoring system. Students are admitted to the Program for entrance in Winter quarter only.

To be considered for admission to the Transition to Associate Degree Nursing Program, all of the following must be submitted to the Office of Admissions and Outreach:

1. Proof of an unencumbered license as a Practical Nurse (LPN) in the State of Washington;
2. Washington Community College Application Form;
3. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
4. Olympic College Transition to Associate Degree Nursing Program application, submitted when currently enrolled in the final prerequisite course(s);
5. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
6. Completion of the following prerequisite courses with a minimum grade of 2.0 in each course: CHEM & 121; BIOL & 241, 242, and 260; ENGL & 101; and PSYC & 100 or PSYC 102.

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

*See course description for prerequisite.*
It is the student’s responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions and Outreach by the issuing institution(s).

To be considered for Winter Quarter admission, all documentation must be received in Admissions and Outreach by August 17.

Students who have been offered acceptance into the Transition to Associate Degree Nursing Program will be required to attend an orientation session prior to the beginning of Winter Quarter.

To meet graduation requirements all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology course(s) exceed the time limit of ten years prior to graduation, the student is required to retake the course(s) or the student may challenge the course content through the Excelsior College Examinations.

Proof of the following is required after provisional acceptance into the Transition to Associate Degree Nursing Program:

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

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

Reentering Olympic College Transition to Associate Degree Nursing Students

Reentering Olympic College Transition to Associate Degree Nursing students must complete an application for reentry by the specified date, and must have credential requirements to be eligible to reenter the program.

Transition to Associate Degree Nursing Program

Olympic College offers a 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 (www.doh.wa.gov/hsqa/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org). The program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in three academic quarters. A minimum of 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. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX RN fee;
8. Transportation to and from clinical facilities not located on campus.

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-RN 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.

CS – Practical Nursing

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 for
a Winter Quarter start. An admission score is determined for each applicant based on the following criteria:

1. Cumulative GPA of prerequisite courses;
2. Support course(s) completion;
3. Current Nursing Assistant Certification and experience (optional).

Please refer to the Practical Nursing Admission Policy and Procedures Handbook for point values assigned for each criterion listed above. This can be obtained by attending a Practical Nursing Program information session. Reservations to attend can be made either by calling 360. 475.7794 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, unisversities, 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: BIO&L 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).

It is the student's responsibility to request all transcript(s). Transcript(s) and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

If accepted into Olympic College Associate Degree in Nursing Program, a student's application to the Practical Nursing Program will be removed by Admissions, and that student will no longer be considered for the Practical Nursing Program.

To be considered for Winter Quarter admission, all documentation must be received by Office of Admissions by August 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 provisional acceptance into the Practical Nursing Program:

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

NOTE: The Practical Nursing Program is approved by the approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hcap/Professions/Nursing).

**Practical Nursing Program**

The Olympic College Practical Nursing Program is a one-year program that prepares graduates to provide safe direct patient care as licensed practical nurses (LPN) in acute care, long-term care, home health, and ambulatory care settings. The program includes both classroom study and supervised clinical practice (patient care). The curriculum includes diverse learning experiences consistent with the Practical Nursing Program outcomes. Varied clinical experiences provide opportunities to learn and provide care to clients from diverse ethnic and cultural backgrounds. Concepts of social, behavioral, and biological foundations are integrated throughout the curriculum. The role of the LPN in relation to client needs; safe, effective care environment; health promotion and maintenance; and psychosocial and physiological integrity are integrated throughout the curriculum. A Certificate of Specialization is awarded upon completion of the Practical Nursing Program requirements.

A minimum grade of 2.3 or above must be earned in each Practical Nursing course for program progression unless otherwise noted. Support courses (PNURS 110 (or MEDA 162), 118) require a grade of 2.3 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 Licensing Examination (NCLEX-PN). The license permits the practical nurse to use the legal title of Licensed Practical Nurse in the State of Washington.

Additional costs:

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch (2),
2. Nursing Skills course lab fees ($15/course),
3. Wristwatch with sweep hand and stethoscope,
4. Nursing student liability insurance,
5. State licensure application fee,
6. NCLEX-PN fee,
7. Immunizations,
8. Comprehensive Predictor Exam fee (prior to graduation),
9. Transportation to and from clinical facilities.

**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 deliberate 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 use of language.
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 PN within 6-9 months after graduation.
5. **Licensure Pass Rate:** Percentage of graduates who pass the NCLEX-PN computerized, criterion referenced examination after graduation from the School of Nursing.
6. **Graduate Program Satisfaction:** Program graduates perceived level of approval of the Practical 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 Practical Nursing Program, including the graduates functioning in the roles of provider of care, manager of care and member within the profession.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook, Sarah</td>
<td>CSC 324</td>
<td>360.475.3715</td>
</tr>
</tbody>
</table>

**Prerequisite Courses**

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 175</td>
<td>Human Biology w/Lab</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I*</td>
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<tr>
<td>MATH 099</td>
<td>Intermediate Algebra*</td>
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<tr>
<td>PSY 100</td>
<td>General Psychology</td>
<td>5</td>
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<tr>
<td>PNURS 108</td>
<td>Clinical Pharmacology*</td>
<td>1</td>
</tr>
<tr>
<td>PNURS 126</td>
<td>Dosage Calculations*</td>
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**Required Courses**

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PNURS 102</td>
<td>Physical Assessment Lecture*</td>
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<tr>
<td>PNURS 103</td>
<td>Physical Assessment Application Lab*</td>
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<tr>
<td>PNURS 104</td>
<td>Lab I, Lecture*</td>
<td>1</td>
</tr>
<tr>
<td>PNURS 105</td>
<td>Lab I, Application*</td>
<td>1</td>
</tr>
<tr>
<td>PNURS 106</td>
<td>Lab II*</td>
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<tr>
<td>PNURS 110</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>PNURS 112</td>
<td>Personal and Professional Roles*</td>
<td>2</td>
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<tr>
<td>PNURS 114</td>
<td>Fundamentals I*</td>
<td>5</td>
</tr>
<tr>
<td>PNURS 116</td>
<td>Fundamentals II*</td>
<td>5</td>
</tr>
<tr>
<td>PNURS 118</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>PNURS 122</td>
<td>Long Term Care Clinical*</td>
<td>3</td>
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<tr>
<td>PNURS 124</td>
<td>Medical-Surgical Clinical*</td>
<td>5</td>
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<tr>
<td>PNURS 202</td>
<td>Client Care Management*</td>
<td>2</td>
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<tr>
<td>PNURS 203</td>
<td>Fundamentals III Mental Health*</td>
<td>1</td>
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<tr>
<td>PNURS 204</td>
<td>Fundamentals III Pediatrics*</td>
<td>2</td>
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<tr>
<td>PNURS 205</td>
<td>Fundamentals III Obstetrics*</td>
<td>2</td>
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<td>PNURS 206</td>
<td>Fundamentals IV*</td>
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<td>PNURS 208</td>
<td>Pediatric/Obstetric Clinical*</td>
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<td>PNURS 209</td>
<td>Mental Health Clinical Experience*</td>
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<tr>
<td>PNURS 210</td>
<td>Clinical Mentorship*</td>
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**Total Credits Required:** 78

**CR – Nursing Assistant**

The Nursing Assistant Program will prepare students to assist registered nurses or licensed practical nurses in providing basic nursing care for clients in acute and long-term settings. The classes will be small and geared toward developing basic academic skills in an applied work setting. The training will include learning and refining client-care skills, clinical observation, and performing skills in a supervised clinical setting.

Courses must be taken and passed consecutively to progress to the next class. Students are encouraged to complete all classes in one quarter. Students will have completed and exceeded the required classroom and clinical hours required for Nursing Assistant Certification by Washington State law (WAC 246-841-490). All classes must be completed within one year to receive a Certificate of Completion from the Washington Department of Health and to be eligible to test for Certification as a Nursing Assistant. Criminal history background check must be passed in order to take the H-OCC 118 Nursing Assistant Practicum. Proof of personal health insurance and malpractice insurance, written verification of all state and federal immunization requirements is required prior to beginning H-OCC 118. A Certificate for Revised Fundamentals of Caregiving from Department of Social and Health Services/Aging and Disability Services Administration will also be awarded to students completing H-OCC 110, 112, 114 and 116. This certificate prepares students to work in assisted living facilities, Boarding Homes and Adult Family Homes.

**Program Outcomes**

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

**Member of the Professional Team**

Students will assist in the care of individuals and families and participate effectively as a member of the health care team and within the scope of practice for nursing assistants as stated in WAC 18.884.030 by the end of the 5th module.

**Communication**

Students will use caring, responsive oral and written communication in interaction with diverse clients, families and health care team members.

**Ethical Decision Making**

Students will demonstrate ethical decision making in caring for clients, and in the work environment as demonstrated by the following:

1. The Nursing Assistant course Letter of Agreement and Attendance Policy
2. Olympic College Code of Ethics
3. The Nursing Assistant Code of Ethics
4. The Law Relating to Nursing Assistants (RCW 18.884, and WAC 246-841)

**Provider of Care Assistant**

Effectively meet the physical, mental health, and psychosocial needs of clients with cognitive impairment, including mental illness, through behavior and application of standards of practice and competencies for nursing assistants (WAC 246-841-400) by the end of the 5th module.

**Entry Level Competency Achievement**

Students will demonstrate lab and clinical competencies for nursing assistants by the end of module 5 as defined in WAC 246-841-400.

1. Basic technical skills
2. Personal care skills
3. Mental health and social service needs
4. Care of cognitively impaired residents
5. Client or resident right and promotion of independence
6. Communication and interpersonal skills
7. Infection control
8. Safety and emergency procedures
9. Rules and regulations knowledge
10. Students will demonstrate theoretical and lab competencies of Revised Fundamentals of Caregiving for nursing assistants by the end of module 4 as defined in WAC 388-112-001-0055.

**Certification Pass Rate**

80% of students will pass the certification exam for nursing assistants on the first attempt. 20% of students will pass on the second attempt.

**Employment Rate**

100% of students seeking employment will be employed within three months of graduation as a nursing assistant.

**Advisor Office Phone**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>Yergler, Jeff</td>
<td>Business 209</td>
<td>360.475.7523</td>
</tr>
<tr>
<td>Bolton, Karen</td>
<td>PSNS Bldg 460, Room 242</td>
<td>360.476.5339</td>
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**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>H-OCC 110</td>
<td>Intro to Nursing Assistant</td>
<td>2</td>
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<tr>
<td>H-OCC 112</td>
<td>Tools for Success*</td>
<td>2</td>
</tr>
<tr>
<td>H-OCC 114</td>
<td>Fundamentals of Nsg Assist*</td>
<td>3</td>
</tr>
<tr>
<td>H-OCC 116</td>
<td>Basic Technical Skills*</td>
<td>2</td>
</tr>
<tr>
<td>H-OCC 118</td>
<td>Nursing Assistant Practicum*</td>
<td>4</td>
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</tbody>
</table>

**Total Credits Required:** 13

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**Office Technology**

(Changed to Business Technology)

**Organizational Leadership/ Resource Management**

**AAST – Leadership & Occupational Studies**

This program is designed to prepare students for more senior level positions in a military or professional-technical career field by heightening their knowledge of organizational leadership issues and deepening their knowledge of their specific career field. The degree is intended to transfer to Old Dominion University’s Bachelor of Science in Occupational and Technical Studies Program.

**Program Outcomes**

Students will:

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

**Advisor Office Phone**

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<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I*</td>
<td>5</td>
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*See course description for prerequisite.*
Choose one of the following two courses:

ENGL 102 Composition II* 5
ENGL 235 Technical Writing** 5

MATH 107 Math in Society* (or equivalent) 5

Choose one of the following two courses:

OLRM 199 Practicum 5
OLRM 299 Practicum 5

OLRM 201 Intro to Organizational Leadership 5
OLRM 202 Introduction to Organizational Ethics 5
OLRM 225 Human Relations in Organizations 5
OLRM 250 Organizational Communication 5

Humanities—any course. (ART& 100, ENGL 111, HUMAN 284, any Foreign Language recommended) 5

Natural Science—any course. (ASTRO 101, BIOL& 160, CHEM& 121, GEOI 155 recommended) 5

Electives—10 credits chosen from ACCT& 201, BUS& 101, BUS& 201, HIST& 137, POLS& 202, PSYC& 100, SOC& 101. (Students transferring to ODU must take BUS& 101 and PSYC& 100) 10

Professional-Technical Studies—American Council on Education (ACE) approved military career field for E3 and above.

Organizational Leadership and Resource Management courses, or courses from the student's chosen technical field. 30

Total Credits Required 90

AAST – Organizational Leadership & Resource Management

This program is designed to prepare students for leadership roles in private and public service environments within a 2 year format. It also prepares students to continue their studies at the bachelor level. The program Mission Statement is: “To assist individuals by providing basic leadership skills, an understanding of their role in influencing groups of individuals to accomplish organizational goals while adopting strategies that foster critical thinking and the ability to lead change within organizations.”

AA-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.

OLRM 199 Practicum 5
OLRM 299 Practicum 5
OLRM 201 Intro to Organizational Leadership 5
OLRM 202 Introduction to Organizational Ethics 5
OLRM 225 Human Relations in Organizations 5
OLRM 250 Organizational Communication 5

Program Outcomes

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

1. Students will understand the philosophy, social significance, and organization design of non-profit organizations.
2. Students will understand the operational priorities and business operations that create successful non-profits.

OLRM 199 Practicum 5
OLRM 202 Introduction to Organizational Leadership 5
OLRM 202 Introduction to Organizational Ethics 5
OLRM 225 Human Relations in Organizations 5
OLRM 250 Organizational Communication 5

Yergler, Jeff Business 209 360.475.7523

OLRM 205 Managing Diversity 3
OLRM 260 Conflict Resolution 5
OLRM 270 Organizational Change 5 3-5

Choose one of the following for 5 credits:

MATH 107 Math in Society* 5
MATH 141 Precalculus I: Algebra* 5
MATH 147 Business Algebra* 5

Choose one of the following for 3 credits:

ENGL 101 English Composition I* 5
ENGL 111 Intro to Literature 5

Choose any two of the following for 10 credits:

Choose one of the following for 5 credits:

MATH 141 Precalculus I: Algebra* 5
MATH 147 Business Algebra* 5

Choose any two of the following for 10 credits:

OLRM 199 Practicum 5
OLRM 299 Practicum 5

OLRM 201 Intro to Organizational Leadership 5
OLRM 202 Introduction to Organizational Ethics 5
OLRM 225 Human Relations in Organizations 5
OLRM 250 Organizational Communication 5

Total Credits Required 90

Required Courses Credits

ACCT& 201 Prin of Accounting I 5
ACCT& 202 Prin of Accounting II* 5
BUS& 101 Intro to Business 5
BUS& 201 Business Law 5
ENGL 101 English Composition I* 5
ENGL 235 Technical Writing** 5

Choose one of the following two courses:

OLRM 199 Practicum 5
OLRM 299 Practicum 5

OLRM 201 Intro to Organizational Leadership 5
OLRM 202 Introduction to Organizational Ethics 5
OLRM 225 Human Relations in Organizations 5
OLRM 250 Organizational Communication 5

Program Outcomes

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

1. Students will understand the philosophy, social significance, and organization design of non-profit organizations.
2. Students will understand the operational priorities and business operations that create successful non-profits.

OLRM 197 Leadership Practicum 3
OLRM 230 Starting a Non-Profit Organization 3
OLRM 231 Intro to Non-Profit Organizations 3
OLRM 232 Executive Directors and Non-Profits 3
OLRM 233 Funding/Grant Writing for Non-For 3
OLRM 234 Volunteers and Non-Profits 3

Total Credits Required 18

CR – 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.

OLRM 197 Leadership Practicum 3
OLRM 230 Starting a Non-Profit Organization 3
OLRM 231 Intro to Non-Profit Organizations 3
OLRM 232 Executive Directors and Non-Profits 3
OLRM 233 Funding/Grant Writing for Non-For 3
OLRM 234 Volunteers and Non-Profits 3

Total Credits Required 18

Organizational Leadership– Certificates of Recognition

CR – Leadership and the Non-Profit Organization

The LNP certificate enables the student to understand the philosophical and organizational underpinnings of a non-profit organization. The certificate covers the critical cornerstones that build and sustain a successful non-profit enterprise. Students apply insights gained to “live” non-profit organizations where the information can be tested and measured. This certificate will provide an introduction to newcomers to the non-profit organization and allow seasoned non-profit leaders to increase and enhance their knowledge and expertise.

Program Outcomes

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

1. Students will understand the philosophy, social significance, and organization design of non-profit organizations.
2. Students will understand the operational priorities and business operations that create successful non-profits.

OLRM 197 Leadership Practicum 3
OLRM 230 Starting a Non-Profit Organization 3
OLRM 231 Intro to Non-Profit Organizations 3
OLRM 232 Executive Directors and Non-Profits 3
OLRM 233 Funding/Grant Writing for Non-For 3
OLRM 234 Volunteers and Non-Profits 3

Total Credits Required 18

*See course description for prerequisite.*
As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership, and/or ethics.

Program Outcomes

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

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

Required Courses

OLRM 297 Leadership Practicum ___________3
OLRM 197 Leadership Practicum ___________3
OLRM 150 Improving Human Effectiveness __________ 2
OLRM 201 Intro to Organizational Leadership ________ 5
OLRM 102 Organizational Leadership II* ___________ 3
OLRM 220 Human Relations in the Workplace ________ 3

Total Credits Required 16

CR – Organizational Leadership

This program is designed to develop student skill and appreciation for the behavioral issues that impact human effectiveness, particularly in an organizational setting, the role change plays in our lives, personally and professionally, the importance of building and sustaining an organizational culture that respects and accepts diversity in the workplace, key leadership techniques to help influence positive change and the ethical standards that should drive actions in the workplace. As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership, and/or ethics.

Program Outcomes

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

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

Required Courses

OLRM 150 Improving Human Effectiveness __________ 2
OLRM 197 Leadership Practicum ___________3
OLRM 201 Intro to Organizational Leadership ________ 5
OLRM 220 Human Relations in the Workplace ________ 3

Total Credits Required 18

Physical Therapist Assistant

AAS – Physical Therapist Assistant

Olympic College offers a two-year curriculum designed to prepare graduates to be employed as Physical Therapist Assistants. The curriculum is accredited by the Commission on Accreditation for Physical Therapy Education (CAPTE) www.apta.org/capte. The program offers a balance of general education courses, physical therapy theory and physical therapy assistant practice. Students accepted into the program will complete 640 hours of clinical education as part of the professional curriculum. Following acceptance, the professional phase of the program can be completed in five consecutive quarters. PTA program courses require a minimum 2.7 grade point or above to progress in the program. Clinical education courses are pass/fail. Graduates are prepared for immediate employment as physical therapist assistants (PTA) in various health care settings including hospitals, long-term care and skilled nursing facilities, private out-patient practice, school settings and home health. There is not current licensure examination for PTA graduates in the State of Washington, but graduates of the program will be encouraged to take the national licensing examination for physical therapist assistants.

Cost:

1. Same tuition as other Olympic College students;

Additional Costs:

2. Laboratory fees (maximum $35/quarter);
3. PTA student liability insurance;
4. Proof of health insurance;
5. APTA student association dues (optional);
6. Transportation to and from clinical facilities not located on campus.

Program Outcomes

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

1. Demonstrate occupational skills necessary to obtain employment as a physical therapist assistant.
2. Function under the supervision of the physical therapist in a safe, legal, ethical and effective manner.
3. Demonstrate professional behavior and communication skills necessary to effectively interact with clients and family members, members of the health care team, and other professional colleagues.
4. Demonstrate critical problem solving to assist the supervising physical therapist in monitoring and modifying plan of care within the knowledge and limits of practice.
5. Perform and document physical therapy data collection and interventions safely and efficiently under the direction and supervision of a physical therapist.
6. Demonstrate competence in implementing selected components of interventions identified in the plan of care established by the physical therapist.
7. Identify career development and lifelong learning opportunities.

Advisor Office Phone
Bolton, Karen PSNS Bldg 460, Room 242 360.476.5339
Yergler, Jeff Business 209 360.475.7523

Required Courses

OLRM 150 Improving Human Effectiveness __________ 2
OLRM 197 Leadership Practicum ___________3
OLRM 201 Intro to Organizational Leadership ________ 5
OLRM 220 Human Relations in the Workplace ________ 3

Total Credits Required 18

Advisor Office Phone
Bolton, Karen PSNS Bldg 460, Room 242 360.476.5339
Yergler, Jeff Business 209 360.475.7523

Professional-Technical Degrees and Certificates

*See course description for prerequisite.
Professional Technical Degrees and Certificates

**Required Courses**

Students could take either prerequisite path of BIO&L175 and PHYS 110, OR, BIO&L 241/242 and CHEM& 121. Must choose one of the two designated pathways.

**Program Outcomes**

- Associate in Applied Science Degree (103 credits)
- Certificate of Completion (43 credits)

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

**Advisor**

Pellock, J D ipellock@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**

Newman, Grant Engineering 104 360.475.7393
Raty, Ron Shop 202 360.475.7389
Sanchez, Peter Business 207 360.475.6522

**Required Courses**

**Credits**

CO-OP 111 Cooperative Education Seminar* __________ 2
CO-OP 121 Cooperative Work Experience* __________ 5
ENGL& 101 English Composition I* __________ 5
ENGL& 235 Technical Writing* __________ 5

Choose either MATH& 141/142 or TEC-D 116/115 combination:

MATH& 141 Precalculus I: Algebra* __________ 5
MATH& 142 Precalculus II: Trig* __________ 5
OR
TEC-D 116 Computational Techniques/Technicians* __________ 4
tec-D 145 Applied Problem Solving* __________ 5-9-10
OLRM 225 Human Relations in Organizations* __________ 5

Choose one of the following three courses:

BSTEC 124 MS Excel Specialist* __________ 4
CMPTR 150 Survey of Computing* __________ 4
CMPTR 154 Access for Professionals* __________ 4

**Program Requirements:** 50 Credits Minimum

Technical Design—Any courses 107 and above __________ 50

**Apprroved Electives:** 10 Credits

ART& 100 Art Appreciation* __________ 5
ART 110 Design I* __________ 5
CHEM& 110 Chemical Concepts w/Lab* __________ 6
CHEM& 141 General Chemistry I* __________ 5
CHEM& 151 General Chem Lab I* __________ 1.5
CMPTR 120 Programming Concepts* __________ 5
CMPTR 145 Introduction to Computer Science* __________ 4
CMPTR 165 Introduction to Visual Basic I* __________ 4
CMPTR 200 Programming Laboratory* __________ 1
CMPTR 220 Visual Basic II* __________ 4
CMPTR 225 Advanced C Language* __________ 5
CMPTR 285 Object Oriented Programming with C++* __________ 5

**Total Credits Required** 111.5 or 118.5

**Polysomnographic Technology**

**Polysomnographic Technology**

(Articulation Agreement with Highline Community College)

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

A transfer program with Highline Community College allows students to continue to develop the expertise needed to become professional polysomnographer or a polysomnography specialist. Many openings are available for successful candidates who want to work days, nights and/or weekends as a polysomnographer.

**Required Courses**

**Credits**

BIO&L 175 Human Biology w/Lab __________ 5
PHYS 110 Introduction to Physics* __________ 6-11
OR
BIO&L 241 Human A & P 1* __________ 6
BIO&L 242 Human A & P 2* __________ 6
CHEM& 121 Intro to Chemistry* __________ 6-18
ENGL& 101 English Composition I* __________ 5
MATH O 099 Intermediate Algebra* __________ 5
PSYC& 100 General Psychology __________ 5
PTA 101 Introduction to Physical Therapy* __________ 2
PTA 102 Medical Terminology for PTA* __________ 2
PTA 103 Documentation for the PTA* __________ 4
PTA 104 Ethics and Administration* __________ 2
PTA 106 Kinesthetics and Functional Anatomy* __________ 6
PTA 107 Pathology* __________ 5
PTA 108 Human Growth and Development* __________ 2
PTA 110 Orthopedic Conditions* __________ 2
PTA 111 Neuroscience for the PTA* __________ 2
PTA 120 PTA Procedures I–Basic Skills* __________ 6
PTA 121 PTA Procedures II–Gait Assessment* __________ 4
PTA 122 PTA Procedures III–Orthopedics* __________ 6
PTA 123 PTA Procedures IV–Physical Agents* __________ 4
PTA 124 PTA Procedures V–Neuromuscular* __________ 6
PTA 125 PTA Procedures VI–Tests and Measures* __________ 4
PTA 126 PTA Proced VII–Therapeutic Exercise* __________ 2
PTA 127 PTA Procedures VIII–Functional Rehab* __________ 4
PTA 151 Clinical Experience I* __________ 4
PTA 152 Clinical Experience II* __________ 4
PTA 251 Clinical Affiliation I* __________ 7
PTA 252 Clinical Affiliation II* __________ 7

**Total Credits Required** 95-96

**CP – Technical Design**

Completion of the Technical Design Certificate Program leads to basic entry-level employability as a drafter. Further study is recommended upon employment.

**Program Outcomes**

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

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

**Advisor**

Newman, Grant Engineering 104 360.475.7393
Raty, Ron Shop 202 360.475.7389
Sanchez, Peter Business 207 360.475.6522

**Required Courses**

**Credits**

CO-OP 111 Cooperative Education Seminar I* __________ 2
CO-OP 121 Cooperative Work Experience* __________ 5
ENGL& 101 English Composition I* __________ 5
ENGL& 235 Technical Writing* __________ 5

Choose one of the following three:

BSTEC 124 MS Excel Specialist* __________ 4
CMPTR 150 Survey of Computing* __________ 4
CMPTR 154 Access for Professionals* __________ 4

**Required Courses**

**Credits**

Choose one of the following three courses:

BSTEC 124 MS Excel Specialist* __________ 4
CMPTR 150 Survey of Computing* __________ 4
CMPTR 154 Access for Professionals* __________ 4

**Program Requirements:** 50 Credits Minimum

Technical Design—Any courses 107 and above __________ 50

**Apprroved Electives:** 10 Credits

ART& 100 Art Appreciation* __________ 5
ART 110 Design I* __________ 5
CHEM& 110 Chemical Concepts w/Lab* __________ 6
CHEM& 141 General Chemistry I* __________ 5
CHEM& 151 General Chem Lab I* __________ 1.5
CMPTR 120 Programming Concepts* __________ 5
CMPTR 145 Introduction to Computer Science* __________ 4
CMPTR 165 Introduction to Visual Basic I* __________ 4
CMPTR 200 Programming Laboratory* __________ 1
CMPTR 220 Visual Basic II* __________ 4
CMPTR 225 Advanced C Language* __________ 5
CMPTR 285 Object Oriented Programming with C++* __________ 5

**Total Credits Required** 95-96

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

*See course description for prerequisite.
CC – Architectural Design

This program is designed to provide the student with additional skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Architectural Design.

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.
4. Demonstrate and apply an understanding of art and two-dimensional design as it applies to architectural drawings.

Total Credits Required 45-46

CC – 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.

Total Credits Required 58

CC – 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
**Professional-Technical Degrees and Certificates**

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.

**Program Outcomes**

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

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.
3. Draft a complete set of shop drawings similar to those used in the workplace.
4. Demonstrate an understanding and application of ANSI standards.

**Technical Design–Certificates of Recognition**

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and/or 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.
4. Demonstrate an understanding and application of ANSI standards.

**Technical Design–Certificates of Recognition**

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and/or 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.

---

**CC – 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.

**CC – 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.
4. Demonstrate an understanding and application of ANSI standards.

---

**Technical Design–Certificates of Recognition**

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 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. Draft a complete set of shop drawings similar to those used in the workplace.

---

**CC – 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.

CR – 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.

Required Courses Credits
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<thead>
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<td>Sanchez, Peter</td>
<td>Business 207</td>
<td>360.475.6552</td>
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</table>

Total Credits Required 19

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.

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Total Credits Required 19

CR – GIS Technology
This program is designed to provide the student with the skills necessary to perform as an entry level GIS Technician.

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

1. 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.

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Total Credits Required 19

CR – Technical Design
This 30-week 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 may choose to work in drafting or in the field of choice, or pursue further training in a trade.

Required Courses Credits
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</table>

Total Credits Required 19

Welding

ATA – Welding Technology
This two-year program builds upon the Certificate of Specialization, adding pipe welding and drafting to their skills set. Students who have earned the Certificate of Specialization should be able to complete this degree in two quarters.

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

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

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

*See course description for prerequisite.  www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718 95
Professional-Technical Degrees and Certificates

9. Have the ability to manually draft Orthographic drawings and to open, create, change, save and print AUTO CAD Data Files.

Advisor Office Phone
Hobson, Chris Trades Center Shelton 360.432.9555
Kitchens, Al Shop 203 360.475.7312
Snell, Kevin Shop 204 360.475.7395

Required Courses Credits
CMPT 150 Survey of Computing 4
ENGL 100 Composition—Selected Prof./Tech/Voc* 5
GEN-S 105 Strategies for Academic Success 2
MANU 101 Orientation to Manufacturing 2
MANU 120 Manufacturing Methodologies 5
OLRM 225 Human Relations in Organizations 5
PE-ED 109 Basic CPR 1
PE-ED 110 Basic First Aid 1
TCE-D 107 Technical Drawing* 4
TEC-D 200 Computer-Aided Design I* 4
WELD 100 Oxygen Acetylene Welding* 6
WELD 101 Arc Welding I* 6
WELD 102 Arc Welding II* 6
WELD 103 Arc Welding III* 6
WELD 104 Gas Tungsten Arc Welding* 6
WELD 105 Gas Metal Arc/Flux Cored Arc Welding* 6
WELD 106 Welding Technical Orientation I 5
WELD 107 Welding Technical Orientation II* 5
WELD 108 Welding Metallurgy 6
WELD 111 Pipe Welding I* 6
WELD 112 Pipe Welding II* 6
WELD 145 Applied Problem Solving* 6

Successful completion of additional courses numbered 100 and above 6

Total Credits Required 107

CS – Welding Technology

This four to five quarter program builds upon the Certificate of Proficiency to further prepare the student for employment in the Welding Industry. Students continue to practice their mechanical and manipulative skills in accordance with industry standards. They prove their skills through standardized welding tests.

Program Outcomes

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

1. Safely and accurately use a variety of electric arc processes, basic hand tools, mathematical skills and shop equipment to fabricate durable goodsholding required tolerances in various manufacturing environments.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods in various manufacturing environments.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.

CP – Welding Technology

This three to four quarter program prepares the student for entry-level employment in the Welding Industry. Students develop and practice mechanical and manipulative skills to meet industry standards. They receive the opportunity to prove their skills through standardized tests. The program also develops employability through support courses in human relations, computing, manufacturing, composition, and first aid.

Program Outcomes

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

1. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
2. Safely and accurately use select electric arc processes, basic hand tools, and shop equipment to fabricate durable goods.
3. Safely and accurately use select torches and fuel gases to produce parts that are used to fabricate durable goods.
4. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.

5. Demonstrate teamwork and responsible/dependable behavior in decision-making and task performance.
6. Apply and practice workplace safety policies and procedures.
7. Use effective reading, thinking, mathematical and written communication skills in workplace environments.
8. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW and FCAW processes.

CC – Welding Technology

The primary objective of this program is to develop and equip students with the skills necessary to obtain entry-level employment in the welding field. Employability of any student is directly proportional to the individual effort and time expended toward thisend. Mechanical and manipulative skills training adheres closely to the standards set by the welding industry. Students will be tested at appropriate steps throughout the program. In addition, students must meet proficiency standards for each course.

Program Outcomes

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

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

Advisors:
- Hobson, Chris: Trades Center Shelton 360.432.9555
- Kitchens, Al: Shop 203 360.475.7312
- Snell, Kevin: Shop 204 360.475.7395

Welding Technology—Certificates of Recognition

CR – Aluminum Welding
This program is designed to prepare students for entry-level positions welding Aluminum alloys utilizing the Gas Metal and Gas Tungsten Arc welding processes.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Entry level skills for welding carbon, stainless and aluminum alloys welded with the Gas Metal and Gas Tungsten Arc Welding processes.
2. Understand the set-up, running and maintenance of GMAW and GTAW equipment and how to operate the equipment safely.
3. Understand safety requirements associated with the welding industry; including welding gear, welding equipments, gasses, tools, and welding environment.
4. Understand blue print reading by interpreting AWS welding symbols in order to fabricate an assembly to engineering drawing requirements.
5. An overview of the manufacturing sector, including career exploration.

Advisors:
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- Kitchens, Al: Shop 203 360.475.7312
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Required Courses

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<tr>
<td>WELD 100</td>
<td>Oxyacetylene Welding*</td>
<td>6</td>
</tr>
<tr>
<td>WELD 101</td>
<td>Arc Welding II*</td>
<td>6</td>
</tr>
<tr>
<td>WELD 102</td>
<td>Arc Welding III*</td>
<td>6</td>
</tr>
<tr>
<td>WELD 105</td>
<td>Gas Metal Arc/Flux Cored Arc Welding*</td>
<td>6</td>
</tr>
<tr>
<td>WELD 106</td>
<td>Welding Technical Orientation I</td>
<td>5</td>
</tr>
<tr>
<td>WELD 107</td>
<td>Welding Technical Orientation II*</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required: 44

CR – Precision Metal Cutting
This program is designed to prepare students for entry-level metal cutting positions in the welding industry.

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

Advisors:
- Hobson, Chris: Trades Center Shelton 360.432.9555
- Kitchens, Al: Shop 203 360.475.7312
- Snell, Kevin: Shop 204 360.475.7395

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANU 101</td>
<td>Orientation to Manufacturing</td>
<td>2</td>
</tr>
<tr>
<td>WELD 104</td>
<td>Gas Tungsten Arc Welding*</td>
<td>6</td>
</tr>
<tr>
<td>WELD 105</td>
<td>Gas Metal Arc/Flux Cored Arc Welding*</td>
<td>6</td>
</tr>
<tr>
<td>WELD 107</td>
<td>Welding Technical Orientation II*</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required: 15

*See course description for prerequisite.
Associate in General Studies (Non-Transfer)

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
  - 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 38)
- 5 cr. Information Literacy selected from computer (CMPTR) or Computer Science (CS)
- 5 cr. Natural Sciences (see Distribution Requirements on page 38)
- 5 cr. Social Science (see Distribution Requirements on page 38)
- 5 cr. Personal wellness, career and life planning
  - Any combination selected from:
    - Physical Education (PE-ED) or Physical Education - Fitness and Sports (PEFSP)
    - General Studies
    - OLRM 103 (1 cr.) Explore Your Strengths, OLRM 105 (1 cr.) Appreciating Diversity, or OLRM 110 (3 cr.) Apprentice Career Planning
- 50 cr. Electives selected from any college level classes at the 100 level or higher
Adult Education –
Adult Basic Education

ADABE 002–Healthcare Student Success Strategies
Cr: 2 Wkly hrs: 2 hours Lecture
This course is designed for the ABE/healthcare student to enhance academic success and to identify campus and community resources available to the healthcare student.
Prerequisite: Orientation/placement testing.

ADABE 003–Healthcare Career Exploration
Cr: 2 Wkly hrs: 2 hours Lecture
This class will introduce students to a variety of health care careers and guide students through the career decision-making process. Students will explore career development as a lifelong process and become familiar with available personal and community resources.
Prerequisite: Orientation/placement testing.

ADABE 004–ABE Student Success Strategies
Cr: 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
Cr: 1-2 Wkly hrs: 2 hours Lecture
Students gain basic computer skills needed for academic, personal and professional success.
Prerequisite: Orientation/placement testing.

ADABE 007–Intermediate Computer Skills
Cr: 1-2 Wkly hrs: 2 hours Lecture
Builds on basic computer skills needed for success in college, family and workplace.
Prerequisite: Orientation/placement testing.

ADABE 008–Spelling
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students will learn how to spell by making sense of the English spelling system and understanding spelling rules. (Pass/No Credit)
Prerequisite: Orientation/qualifying score on state standardized assessment.

ADABE 009–Orientation to Adult Ed
Cr: 1 Wkly hrs: 1 hour Lecture
An introduction to Olympic College and its Adult Education Program. Students learn to set goals, make an educational plan, and assess their own progress. May be taken twice each academic year.
Prerequisite: Orientation/placement testing.

ADABE 011–Basic Skills for the Workplace
Cr: 1-7 Wkly hrs: 7 hours Lecture
This course prepares students for entry-level jobs search and employment.
Prerequisite: Orientation/placement testing.

ADABE 013–Integrated NAC Skills
Cr: 15 Wkly hrs: 9 hours Lecture, 12 hours Lab
The Integrated/Nursing Assistant course combines oral and written English language skills and basic health care concepts specific to the nursing assistant role.
Prerequisite: Orientation/placement testing.

ADABE 041–Communication Skills 2
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will read for literal comprehension, find and interpret information from common references, write several related sentences, and use a computer for routine tasks. (Pass/No Credit)
Prerequisite: Orientation/placement or permission of instructor.

ADABE 042–Math 2
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will identify where math is used in real life situations and can process whole number operations in addition, subtraction, multiplication and division, and find averages. (Pass/No Credit)
Prerequisite: Orientation/placement or permission of instructor.

ADABE 051–Communication Skills 3
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course can identify their goals, define and support a reading purpose, write clear narratives of a paragraph or more, and use a computer to perform routine tasks. (Pass/No Credit)
Prerequisite: Orientation/placement or permission of instructor.

ADABE 052–Math 3
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will be able to solve problems using whole numbers, fractions, decimals, percents, ratios, and proportions, and will be introduced to signed numbers and scientific notation. (Pass/No Credit)
Prerequisite: Orientation/placement or permission of instructor.

ADABE 061–Communication Skills 4
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will be able to use reading and writing skills in personally relevant contexts, use resources to collect and interpret information, and use a computer to perform routine tasks. (Pass/No Credit)
Prerequisite: Orientation/placement or permission of instructor.

ADABE 062–Math 4
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who take this course will be able to problem solve using whole numbers, fractions, decimals, percents, ratios, and proportions, perimeter, area, volume, simple interest, and charts, graphs, and tables. (Pass/No Credit)
Prerequisite: Orientation/placement or permission of instructor.

ADABE 071–Communication Skills 5
Cr: 1-6 Wkly hrs: 6 hours Lecture
Students who complete this course will be able write clearly using standard grammar, usage, and punctuation; collect, interpret, and integrate information using multiple resources, and use a computer to complete routine tasks. (Pass/No Credit)
Prerequisite: Orientation/placement or permission of instructor.
Course Descriptions

**ADEBE 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.

**ADEBE 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/placement or permission of instructor.

**ADEBE 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/placement or permission of instructor.

**ADEBE 078 – GED Preparation Lab**  
Cr: 1-3  Wkly hrs: 6 hours Lab  
Class participants work independently in the lab setting as they select activities in reading, writing, or math. This lab helps students to develop the reading, writing, and math skills necessary for completion of the five tests of the GED through self-directed study.  
Prerequisite: Orientation/placement or permission of instructor/educational planner.

**ADEBE 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.

**ADEBE 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.

**ADEBE 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.

**ADEBE 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.

**ADEBE 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.

**ADEBE 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.

**ADEBE 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 with and good comprehension to independently accomplish structured, complex reading activities. (Pass/No Credit)  
Prerequisite: Orientation/placement testing.

**ADEBE 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**

**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/placement 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 007 – Intermediate Computer Skills/ESL**  
Cr: 1-3  Wkly hrs: 3 hours Lecture  
Builds on basic 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 020 – ESL Civics Literacy**  
Cr: 1-3  Wkly hrs: 3 hours Lecture  
Students are introduced to broad concepts and responsibilities of good citizenship while participating as active community members and building English language communication skills.  
Prerequisite: Students at high beginning levels (level 3) or permission of instructor.

**ADESL 030 – ESL 1: Speaking/Listening**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
The aim of this course is to introduce students to basic survival English. It is designed for students who are true language beginners.  
Prerequisite: Orientation/assessment or permission of instructor.

**ADESL 031 – ESL 1 Reading/Writing**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Introduces students to beginning English literacy skills. Designed for students who have not yet, or have just started to learn basic survival English.  
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

**ADESL 040 – ESL 2 Speaking/Listening**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Built upon language skills beyond beginning English literacy; for students 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 – ESL 2 Reading/Writing**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Built upon language skills beyond beginning English literacy; for students 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 – ESL 3 Speaking/Listening**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Built upon language skills beyond low-beginning English literacy; for students at a high-beginning level of language learning. (Pass/No Credit)  
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

**ADESL 051 – ESL 3 Reading/Writing**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Built upon language skills beyond low-beginning English literacy; for students who are at a high-beginning level of language learning. (Pass/No Credit)  
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

**ADESL 060 – ESL 4: Speaking/Listening**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
The aim of this course is to build upon language skills beyond intermediate English. It is designed for students who are at a high-intermediate/low-advanced level of language learning.  
Prerequisite: Orientation/assessment or permission of instructor.

*See course description for prerequisite.*
Course Descriptions

ADESL 061–ESOL 4 Reading/Writing
Cr: 1–5 Wkly hrs: 5 hours Lecture
Built upon language skills beyond low-beginning English literacy; for students who are at a low-intermediate level of language learning. (Pass/No Credit)
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 068–ESOL 5 Bridge Speaking/Listening
Cr: 1–7 Wkly hrs: 7 hours Lecture
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 Bridge Reading/Writing
Cr: 1–7 Wkly hrs: 7 hours Lecture
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 6 Bridge 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 6 Bridge 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 083–Beginning Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
Improving pronunciation of American English for community, academic, and workplace settings for beginning students with basic English skills.
Prerequisite: Orientation/placement testing.

ADESL 084–Intermediate Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
Improving pronunciation of American English for community, academic, and workplace settings for students with intermediate English skills.
Prerequisite: Orientation/placement testing.

ADESL 085–Advanced Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
Improving pronunciation of American English for community, academic, and workplace settings for students with advanced English language skills.
Prerequisite: Orientation/placement testing.

ADESL 086–Conversational English
Cr: 2 Wkly hrs: 2 hours Lecture
Students develop conversational skills in English by discussing self, family, work, community and current events.

ADESL 087–Fundamentals of Grammar
Cr: 2 Wkly hrs: 2 hours Lecture
A review of English grammar for non-native English speakers who have an intermediate or advanced vocabulary.
Prerequisite: Orientation.

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: ASL & 121 with 2.0 or better or permission of instructor.

ASL & 123–Am Sign Language III
Cr: 5 Wkly hrs: 5 hours Lecture
H - Continued study of ASL focused on expanding vocabulary and grammar with emphasis on expressive and receptive skills. Further discussion of deaf culture. (Formerly FLASL 147/SPCH 147)
Prerequisite: ASL & 122 with 2.0 or better or permission of instructor.

Anthropology

ANTH & 100–Survey of Anthropology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Survey of the subfields of archaeology, biological anthropology and linguistic and cultural anthropology; physical and cultural variation and change examined. (Formerly ANTHR 101)

ANTH & 204–Archaeology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Techniques, principles, issues, and goals of archaeological research; also prehistoric record examined. (Formerly ANTHR 205)

ANTH & 205–Biological Anthropology
Cr: 5 Wkly hrs: 5 hours Lecture
NS/SS - Views humans as biological organisms within the framework of culture. Attention is given to human variation and adaptation; genetics, primate studies, fossil evidence for human evolution. (Formerly ANTHR 201)
Prerequisite: Recommend ANTH & 100.

ANTH & 206–Cultural Anthropology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Cross-cultural comparison of non-Western and Western cultures; includes history, theories, and methods of the field. (Formerly ANTHR 202)

ANTH & 207–Linguistic Anthropology
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - Linguistic methods and theories used within anthropology; includes a variety of approaches to the study of language. (Formerly ANTHR 203)

ANTH & 210–Indians of North America
Cr: 5 Wkly hrs: 5 hours Lecture
SS - History, social organization, subsistence, colonialism, and contemporary issues examined with emphasis on the cultural diversity of Native American cultures.

ANTH & 325–Death: A Comparative Perspective
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - Course examines mourning rituals, mortuary practices, beliefs in afterlife, medical/ethical issues, and images of death in both Western and Non-Western cultures.
Prerequisite: None (Cultural Anthropology or ADN Degree recommended).

ANTH & 333–Culture/Health/Healing
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - The course introduces students to an anthropological perspective on disease, illness, and health. The course will examine cultural explanations of and responses to disease and illness (physical and mental), different cultural approaches to treatment and curing, and factors (cultural and environmental) that influence the distribution of disease, illness, and health within and between cultures.
Prerequisite: None (ANTH & 206 or ADN Degree recommended).

Art

ART & 100–Art Appreciation
Cr: 5 Wkly hrs: 5 hours Lecture
H - Student finds personal meaning in visual arts, painting, sculpture, and architecture with emphasis on diversity of form, content, and comparative styles.

ART & 102–Art History/Ancient–Byzantine
Cr: 5 Wkly hrs: 5 hours Lecture
H - Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, the Near East, and North Africa from prehistoric times through the Byzantine Period.

ART & 103–Art History/Medieval–Renaissance
Cr: 5 Wkly hrs: 5 hours Lecture
H - Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, the Near East, and North Africa from Early Medieval through the 16th Century.

ART & 104–Art History/Baroque–Modern
Cr: 5 Wkly hrs: 5 hours Lecture
H - Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, the Americas, China, Japan, India and Africa from the Baroque Period to the present.

ART & 106–Drawing I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H - Drawing from still life and landscape, with an emphasis on observation and design skills.

*See course description for prerequisite.
ART 107–Drawing II  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H - Continued study of still life, landscape, and the figure with an introduction to further media, and the challenges of color.  
Prerequisite: ART 106.

ART 110–Design I  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H - Study of the relationship of form: the elements and the principle of art and organization as an understanding of two-dimensional art design.

ART 111–Design II  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H - Continuation of ART 110 with emphasis on color theory. Increasing visual awareness through a working knowledge of the formal principle of color and two dimensional design.  
Prerequisite: ART 110.

ART 117–Art History/Northwest Coast  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - “The Native Arts” of the Northwest coastal region from Prehistory to the present.

ART 125–Ceramics I  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H/SP - 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 - An exploration of photography as fine art. Digital techniques, creative image composition, design elements, image editing and manipulation. Also brief history of aesthetic and cultural impact of photography as fine art.

ART 137–Photography II  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H - Intermediate digital photographic skills including historical background, equipment theory and shooting techniques, lighting, aesthetics, scanning, manipulation, matting and output (web or print).  
Prerequisite: ART 136, DMA 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 225–Ceramics II  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H/SP - Continuation of ART 125, with new emphasis on introduction of additional forms and construction methods. 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 with emphasis on personal expression. 
Prerequisite: ART 106, 110, and 225.

ART 230–Watercolor I  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H/SP - An introduction to the basic materials and techniques of watercolor painting. Emphasis will be on painting 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 240–Painting I  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H/SP - Introduction of fundamental techniques/materials of acrylic painting. Emphasis on composition, color theory, and paint handling of image. 
Prerequisite: ART 106 or ART 110.

ART 241–Painting II  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H/SP - Painting studio course in acrylic techniques which examines a variety of color, compositional and stylistic challenges encountered in personal artistic interpretation.  
Prerequisite: ART 240.

ART 242–Painting III  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H/SP - Students will continue development of their painting skills through the exploration of 20th Century color theory and practice, composition and materials.  
Prerequisite: ART 241.

ART 266–Sculpture I  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H/SP - Introduction to materials. Consideration of form. Technical and compositional exercises in clay, plaster, wood and found object materials.

ART 267–Sculpture II  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H/SP - Further practice in the fundamentals of additive, reductive, and constructive sculpture.  
Prerequisite: ART 266.

ART 268–Sculpture III  
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab  
H/SP - Intensive creative work in a variety of media. Traditional and contemporary ideas and their relationship to personal expression and global perspective.  
Prerequisite: ART 267.

Astronomy

ASTRO 101–Introduction to Astronomy  
Cr: 5  Wkly hrs: 5 hours Lecture  
NS - Modern concepts and theories from the science of astronomy; motions of night-time sky, history of astronomy, light and telescopes, solar system, stars, and galaxies. Particular emphasis on composition of our solar system.  
Prerequisite: MATH 094 (Elementary Algebra) or equivalent.

ASTRO 102–Introduction to Astronomy  
Cr: 5  Wkly hrs: 5 hours Lecture  
NS - Properties of stars, stellar evolution, the Milky Way and other galaxies, quasars, cosmology. 
Prerequisite: MATH 099 with a grade of 2.0 or above or permission of instructor.

ASTRO 105–Life in the Universe–Astrobiology  
Cr: 5  Wkly hrs: 5 hours Lecture  
NS - Introduction to Astrobiology, the study of the origin and evolution of life on Earth, and the search for microbial and intelligent life elsewhere in the Universe.  
Prerequisite: MATH 094 (Elementary Algebra) or equivalent.

Automotive Technology

AUT-T 101–Intro to Auto Tech Systems/Service  
Cr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab  
Familiarization with basic automotive systems, tools, and service procedures. This course or equivalent is prerequisite for admission into automotive professional technical courses.

AUT-T 115–Foundations for the Trades  
Cr: 10  Wkly hrs: 10 hours Lecture  
This course integrates trade concepts, math skills, language skills, academic success strategies, and career planning specific to welding, electronics, and automotive careers.  
Prerequisite: Orientation/qualifying score on state standardized assessment.

AUT-T 121–Automotive Chassis Systems 1  
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab  
Introduction to and practice in the fundamentals of automotive brake, steering, and suspension system operation and service.  
Prerequisite: AUT-T 101 or AUT-T 171 or permission of instructor.

AUT-T 122–Automotive Chassis Systems 2  
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab  
Introduction to and practice in the fundamentals of automotive brake, steering, and suspension system diagnosis and repair.  
Prerequisite: AUT-T 101 or AUT-T 171 or instructor permission.

AUT-T 124–Automotive Engine Repair 1  
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab  
Introduction to and practice in the fundamentals of automotive engine operation and service.  
Prerequisite: AUT-T 101 or 171 or instructor permission.
AUT-T 125—Automotive Engine Repair 2  
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab  
Introduction to and practice in professional automotive engine diagnosis and repair.  
Prerequisite: AUT-T 101 or 171 or instructor permission.

AUT-T 131—Automotive Electrical Repair 1  
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab  
Introduction to and practice in the fundamentals of automotive electrical systems operation and service.  
Prerequisite: AUT-T 101 or 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  
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  
Introduction to and practice in the fundamentals of automotive electronic 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  
Uses math concepts and models in a lecture/discovery format to enhance problem-solving skills required in the workplace. (Same as TEC-T 145 and WELD 145)  
Prerequisite: MATH 090A with a grade of 2.0 or above or satisfactory placement test score and concurrent enrollment in or completion of ATA requirements in AUT-T or TEC-D or WELD vocational programs.

AUT-T 171—Basic Car Repair  
Cr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab  
A hands-on guide to vehicle operation, preventative maintenance, simple troubleshooting and repairs, and working with automotive service professionals.

AUT-T 201—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  
Introduction to and practice in the inspection and service of automotive drivetrain systems.  
Prerequisite: AUT-T 101 or 171 or instructor permission.

AUT-T 222—Automotive Drivetrain 2  
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab  
Introduction to and practice in the diagnosis and repair of automotive transmission systems.  
Prerequisite: AUT-T 101 or 171 or instructor permission.

AUT-T 223—Automotive Drivetrain 3  
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab  
Introduction to and practice in the diagnosis and repair of automotive drivetrain systems.  
Prerequisite: AUT-T 101 or 171 or instructor permission.

AUT-T 231—Engine Performance 1  
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab  
Introduction to and practice in the fundamentals of automotive engine performance systems 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 system diagnosis and repair.  
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 advanced engine performance system diagnosis and repair.  
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.
BNURS 407 – Perspective on Diversity
Cr: 3 Wkly hrs: 3 hours Lecture
The human dignity, inherent worth and uniqueness of individuals, families, groups and communities; and the design that difference is defined, used, and experienced in society.
Prerequisite: Acceptance into BSN program or permission of instructor.

BNURS 408 – Health & Wellness Promotion Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Assessment and development of a plan of care to promote healthy families in rural and urban communities.
Prerequisite: Acceptance into the RN-BSN program. Successful completion of or concurrent enrollment in BNURS 409.

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 other sources of values on ethical decision making in nursing.
Prerequisite: Acceptance into RN-BSN program or permission of instructor.

BNURS 411 – Community Health Nursing Application
Cr: 3 Wkly hrs: 6 hours Clinic
Application of theories, concepts and strategies used to promote health for communities and populations.
Prerequisite: Acceptance into RN-BSN program or permission of instructor.

BNURS 412 – Nursing Leadership in Health Systems
Cr: 3 Wkly hrs: 3 hours Lecture
Concepts 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 students’ 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, razor, thinning shears and clippers to cut and trim hair. Includes hands on experience in cutting and trimming of hair.
Prerequisite: Instructor approval.

BARB 153 – Haircutting and Trimming II
Cr: 7 Wkly hrs: 1 hour Lecture, 12 hours Lab
Study the use of scissors, razor, thinning shears and clippers to cut and trim hair. Includes hands on experience in cutting and trimming of hair.
Prerequisite: Successful completion of BARB 152 and instructor approval.

BARB 154 – Cutting/Trimming Facial Hair
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Study shaving and clipping beards, mustaches, eyebrows, ear and nose hair. Includes hands on experience in shaving and clipping facial hair.
Prerequisite: Instructor approval.

BARB 155 – Thermal Styling
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Study the various techniques in thermal curling and blow waving. Includes hands on application of the techniques.
Prerequisite: Instructor approval.

BARB 156 – Wet Styling
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Study the various hairstyles done using 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: 4 Wkly hrs: 1 hour Lecture, 6 hours Lab
Learn safety/sanitation requirements related to barbering. Includes cleaning workstations, shampoo/dispensary bowls, proper disposal/storage of towels/sanitation of implements.
Prerequisite: Instructor approval.

BARB 162 – First Aid
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 – Introduction to Marine Science
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS – Origin and extent of the ocean, its biological, chemical, geological, and physical aspects. Interactions of plants and animals in the sea and their use by humans, includes field trips.

BIOL 104 – Plant Biology
Cr: 5 Wkly hrs: 5 hours Lecture
NS – Basic content on plants, emphasizing diversity of structures, functions, economic importance, and function of plants in vegetation systems and human communities. (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.

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.

*See course description for prerequisite.
BIOI 120—Local Flora
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - An introduction to the native flowering plants of Western Washington. Emphasis on the use of taxonomic keys to identify the local flowering plants. For students majoring in forestry, game management, botany, horticulture, ecology, and those interested in learning more about their natural surroundings.

Prerequisite: 1 year of Biology.

BIOI 130–Ecology of the Northwest
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - The course applies basic ecological principles to fresh water ecosystems for the purpose of understanding how to best manage these systems for biological diversity and human use. Laboratory includes extensive field work.

Prerequisite: one year of Biology.

BIOI 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.

Prerequisite: one year of Biology.

BIOI 140–Environmental Issues
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - Ecological principles, the relationship of humans to the environment, and solutions to environmental problems. Recommended for non-science majors. Community service requirement.

Prerequisite: MATH 094 and ENGL 101.

BIOI 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)

BIOI 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)

BIOI 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: BIOI 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.

Prerequisite: Permission of instructor.

BIOI 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.

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. (BIOI & 160, BIOI & 241), or CHEM & 131, all with a grade of 2.0 or better.

BIOI 201–Majors Biology I
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - An introduction to the biological sciences, emphasizing genetic and cellular processes common to plants and animals. For majors and non-majors; prepares students for advanced biology courses and pre-professional programs.

Prerequisite: None, however, to satisfy the prerequisite for upper division biology courses at some institutions, a year of general chemistry must be completed.

BIOI 202–Majors Biology II
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - A continuation of BIOI 201 emphasizing reproduction, growth, and homeostasis in plants and animals. For majors and non-majors; prepares students for advanced biology courses and pre-professional programs.

Prerequisite: BIOI 201 suggested or permission of instructor.

BIOI 203–Majors Biology III
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - A continuation and expansion of BIOI 201 and 202 emphasizing molecular and developmental genetics of both prokaryotic and eukaryotic organisms as well as the major topics of ecology, i.e., populations, communities, and ecosystems. For majors and non-majors; prepares students for advanced biology courses and pre-professional programs.

Prerequisite: BIOI 201 and BIOI 202 suggested or permission of instructor.

BIOI 240–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.

Prerequisite: One quarter of biology or permission of instructor.

BIOI 241–Human A & P 1
Cr: 6 Wkly hrs: 4 hours Lecture, 4 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 BIOI & 241-BIOI & 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.

BIOI 242–Human A & P 2
Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab
NS - A continuation of BIOI & 241 with emphasis on blood, immunity, respiration, urinary function, digestion, and reproduction. Lab includes dissections and structure identification. (Formerly BIO 251)
Prerequisite: BIOI & 241 with a grade of 2.0 or better.

BIOI 260–Microbiology
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - The structure, function, metabolism, genetics, control and cultivation of microorganisms, and their role in immunity and disease. For pre-professionals.

Prerequisite: CHEM & 121 or CHEM & 141/142 or CHEM & 241/242 and a minimum of 5 credits in any of the following Biology courses with a lab (BIOI & 160, BIOI & 201, BIOI & 241) all with a grade of 2.0 or better.

BIOI 251–Medical Genetics
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Seminar-style and on-line course examining various genetic conditions and their relationship to disease in the population. Discussion will be oriented toward healthcare professionals.

Prerequisite: Five (5) credits of Biological Science and MATH & 146 or permission of instructor.

Business

BUSI 101–Intro to Business
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Business operations: management, marketing, finance, and human resources. Business environments: global, economic, social, ethical, and political. (Formerly BS-EC 101)

BUSI 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)

BUSI 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.

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.

*See course description for prerequisite.*
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 090A 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 one-day entrepreneurial seminar focusing on small business financial statements and the use of ratio and trend analysis in turning your business around.

BMGMT 147—H.R. Interviewing/Risk Management
Cr: 2 Wkly hrs: 2 hours Lecture
An entrepreneurial series, two-day seminar, emphasizing interviewing techniques, and human resource risk management.

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, 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 proposition to attract, keep, and grow targeted customers. You’ll never view commercials the same way again.

BMGMT 181—Principles of Sales
Cr: 5 Wkly hrs: 5 hours Lecture
Selling isn’t what it used to be. Find out how being an information provider can help you better meet your customer’s needs, improve opportunities for sales and support a customer relationship management program (CRM). This course provides an introduction into a number of effective selling techniques, information on handling objections, active listening and preparing that winning sales presentation.

BMGMT 183—Negotiations
Cr: 5 Wkly hrs: 5 hours Lecture
The fundamentals of effective “Win-Win” strategies and tactics imperative to getting what you want through the positive use of communication, information and negotiating power.

BMGMT 185—E-Business Strategies
Cr: 5 Wkly hrs: 5 hours Lecture
An interactive course balancing technical and strategic aspects of electronic business. Electronic platforms, payment systems, regulation, security and privacy issues addressed.
Prerequisite: CMPT 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.

BMGMT 247—H.R. Performance Reviews
Cr: 2 Wkly hrs: 2 hours Lecture
This entrepreneurial seminar outlines strategies on how to improve the employee performance review process. Wrongful termination is also discussed.

BMGMT 282—Principles of Leadership/Management
Cr: 5 Wkly hrs: 5 hours Lecture
Exploration of the functions of management and strategies for effective leadership. Provides an overview of management theory, organizational structure, teams and team leadership, empowerment, and the relevance of government regulation and social responsibility to managerial decision making in a global business environment. A Skill-Based Career Portfolio is developed.

BMGMT 283—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 proposition to attract, keep, and grow targeted customers. You’ll never view commercials the same way again.

BUS 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. (Formerly OFTEC 101)

BUS 102—Screen Magnification
Cr: 3 Wkly hrs: 2 hours Lab
Students will acquire the skills and knowledge to access and manipulate text using screen magnification. (Formerly OFTEC 102)

BUS 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. (Formerly OFTEC 103)
Prerequisite: BUS 104.

BUS 104—Voice Output Level 1
Cr: 3 Wkly hrs: 6 hours Lab
Introduction to the basics of voice-output software in a Windows environment. Instruction and use of basic keyboard commands to access and hear text voiced on the computer screen. (Formerly OFTEC 104)
Prerequisite: Keyboarding skills.

BUS 105—Voice Output Level 2
Cr: 3 Wkly hrs: 6 hours Lab
Instruction on producing, reading, and manipulating a word processing document using PC curser commands to access menu bars and icons. (Formerly OFTEC 105)
Prerequisite: BUS 104.

BUS 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. (Formerly OFTEC 106)
Prerequisite: BUS 105.

BUS 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. (Formerly OFTEC 107)

BUS 108—Voice Recognition Level 2
Cr: 3 Wkly hrs: 6 hours Lab
Learn to format and manipulate a document using intermediate voice-activated commands. (Formerly OFTEC 108)
Prerequisite: BUS 107.

BUS 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. (Formerly OFTEC 109)
Prerequisite: BUS 108.

*See course description for prerequisite.
### Course Descriptions

**BSTEC 110—Beginning Keyboarding**  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Learn and develop skill in alphabetic keyboarding, 10-key data entry, basic computer functions, and basic document formatting. (Formerly OFTEC 110)

**BSTEC 111—Intermediate Keyboarding**  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Improve speed and accuracy of alphabetic and numerical data entry including business document formatting and 10-key pad skills using the touch system. (Formerly OFTEC 111)  
Prerequisite: BSTEC 110 or equivalent.

**BSTEC 112—Advanced Keyboarding**  
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab  
Student will improve both speed and accuracy of alphabetic keyboarding skills using the touch system and gain training in keyboarding test techniques. (Formerly OFTEC 115)  
Prerequisite: BSTEC 111.

**BSTEC 113—Internet Basics**  
Cr: 1  Wkly hrs: 1 hour Lecture  
Introduction to tools and strategies to communicate, explore, and retrieve information using the Internet resources. Some computer skills required. Text required. (Formerly CMPTR 113)

**BSTEC 114—MS Outlook**  
Cr: 1  Wkly hrs: 1 hour Lecture  
Introduction to MS Outlook as an information manager. E-mail, files, contact lists, journal and calendar. Basic computer skills needed. Text required. (Formerly CMPTR 131)

**BSTEC 115—Electronic Communication**  
Cr: 2  Wkly hrs: 2 hours Lecture  
Write effective e-mail, use instant messaging, understand confidentiality and legal aspects, and use professional English to write, edit, and proofread before hitting “send”. (Formerly OFTEC 118)

**BSTEC 116—MS Word**  
Cr: 1  Wkly hrs: 1 hour Lecture  
Introduction to word processing with Microsoft Word for simple applications. Hands-on training. Textbook required. (Pass/No Credit or graded option) (Formerly CMPTR 127)

**BSTEC 117—MS Excel**  
Cr: 1  Wkly hrs: 1 hour Lecture  
Introduction to spreadsheets using Microsoft Excel for simple applications. Hands-on training. Textbook required. (Pass/No Credit or graded option) (Formerly CMPTR 128)

**BSTEC 118—MS PowerPoint**  
Cr: 1  Wkly hrs: 1 hour Lecture  
Understanding presentation software using Microsoft PowerPoint for simple applications. Hands-on training. Textbook required. (Pass/No Credit or grade) (Formerly CMPTR 137)

**BSTEC 119—MS Access**  
Cr: 1  Wkly hrs: 1 hour Lecture  
Microsoft Access database system, file structures and practical applications in the Windows environment. Computer skills suggested. Text required. (Formerly CMPTR 153)

**BSTEC 120—MS Transitions**  
Cr: 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). (Formerly OFTEC 151)

**BSTEC 121—MS Publisher**  
Cr: 1  Wkly hrs: 1 hour Lecture  
Hands-on approach for designing and creating newsletters, stationery, flyers, brochures, and business documents. Basic computer skills needed. Text required. (Formerly CMPTR 126)

**BSTEC 122—MS Word Specialist**  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Specialist approach to MS Word. Topics: formatting, editing, tables, columns, mail merge, graphics, Web pages. Use Word in business and help prep for the MOS Cert. test. (Formerly OFTEC 141)  
Prerequisite: CMPTR 150 and keyboarding by touch, or permission of instructor.

**BSTEC 124—MS Excel Specialist**  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Specialist approach to MS Excel: formulas, logical functions, charts, hyperlinks, graphics, formatting, and managing data. Use Excel in business and help prep for the MOS test. (Formerly OFTEC 152)  
Prerequisite: CMPTR 150.

**BSTEC 125—Intro to MS Office PowerPoint 2007**  
Cr: 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, and other formatting, and enhance slideshow techniques. (Formerly OFTEC 165)

**BSTEC 126—Integration of Software Applications**  
Cr: 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. (Formerly OFTEC 180)  
Prerequisite: CMPTR 150 or permission of instructor.

**BSTEC 127—Microsoft Publisher Basics**  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Use Publisher to create newsletters, stationery, flyers, brochures, and other business documents. Emphasis on problem-solving, design and proofreading/editing skills. (Formerly OFTEC 142)  
Prerequisite: BSTEC 110 or equivalent proficiency.

**BSTEC 130—Practical Accounting**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Introductory accounting course that includes accounting theory and practice as they apply to small business and service business situations. (Formerly OFTEC 121)  
Prerequisite: Permission of instructor.
Course Descriptions

**BSTE 150–Business English**  
Cr: 5  Wkly hrs: 5 hours Lecture  
A business-centered approach to improving writing skills by reviewing grammar, language usage, structure, English mechanics, editing, proofreading, and spelling. (Formerly OFTEC 156)  
Prerequisite: Assessment test at college level reading and writing or ENGL 099.  

**BSTE 155–Customer Service Information Age**  
Cr: 2  Wkly hrs: 2 hours Lecture  
Students will develop skills using various research and technological tools to help identify quality care in a customer service environment. (Pass/No Credit) (Formerly OFTEC 136)  

**BSTE 160–General Office Procedures**  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Introduction to the office environment, receptionist duties, equipment and supply control, bank services, payroll procedures, mail and resume/job hunting skills. (Formerly OFTEC 162)  
Prerequisite: BSTE 254.  

**BSTE 175–Legal Typing and Transcription**  
Cr: 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. (Formerly OFTEC 213)  
Prerequisite: BSTE 254.  

**BSTE 223–MS Excel Advanced**  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Includes: macros, templates, auditing tools, database tools, pivot tables. Prepares completers for personal and business settings or certification exam. (Formerly OFTEC 252)  
Prerequisite: BSTE 124 or pass MOS Excel proficiency or permission of instructor.  

**BSTE 230–Business Taxation**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Study of Federal Income taxation and Washington State business taxation and its application to individuals and business entities. (Formerly OFTEC 226)  
Prerequisite: BSTE 130 or ACCT& 201.  

**BSTE 231–Practical Fund Accounting**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Accounting and reporting concepts, standards and procedures applicable to state and local governments, the federal government, and not-for-profit institutions. (Formerly OFTEC 224)  
Prerequisite: ACCT& 201 and ACCT& 202 with a grade of 2.0 or higher.  

**BSTE 250–Business Correspondence**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Effective composition for business letters, memos, and reports. Includes writing style, tone, grammar, punctuation, and vocabulary. (Formerly OFTEC 256)  
Prerequisite: BSTE 150, ENGL 100, or permission of instructor; keyboarding ability.  

**BSTE 254–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 and formatting various forms of standard industry documents. (Formerly OFTEC 112)  
Prerequisite: BSTE 123, keyboarding proficiency at 30+ NWAM or permission of instructor.  

**BSTE 255–Records and Database Management**  
Cr: 5  Wkly hrs: 5 hours Lecture  
A study of the principles and practices of records storage and retrieval using manual and automated database systems; includes ARMA rules and introduction to Access. (Formerly OFTEC 170)  
Prerequisite: CMPTR 150, keyboarding proficiency at 25 WAM, or permission of instructor.  

**BSTE 257–Advanced Office Applications**  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Integration of business-standard software skills focusing on MS Office Suite. Emphasis is on problem solving, collaboration, and independent thinking. (Formerly OFTEC 214)  
Prerequisite: BSTE 123, BSTE 124, and BSTE 255 or CMPTR 154, keyboarding proficiency at 45+ NWAM or permission of instructor.  

**BSTE 260–Administrative Office Management**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Designed for BSTE or BMGMT students as capstone class, or for currently employed office personnel desiring to expand their knowledge of administrative office management. (Formerly OFTEC 262)  
Prerequisite: BSTE 160 or one year general office support work experience.  

**BSTE 270–Microsoft Project Management**  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Covers methodologies and concepts of project management including an introduction to the Microsoft Project software program to complete typical projects and exercises. (Formerly OFTEC 270)  
Prerequisite: CMPTR 150 or permission of instructor.  

**BSTE 271–Project Management Simulation**  
Cr: 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. (Formerly OFTEC 271)  
Prerequisite: BSTE 270.  

**BSTE 275–Legal Terminology**  
Cr: 5  Wkly hrs: 5 hours Lecture  
A study of legal terminology including definitions, spelling, citations, and correct usage in legal communications and case law. (Formerly OFTEC 175)  
Prerequisite: Sophomore standing or permission of instructor.  

**Chemistry**  

**CHEM 110–Chemical Concepts w/Lab**  
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab  
Introduces chemical principles in nonmathematical format intended for the liberal arts student. Topics 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  
- Atomic structure, chemical bonding, quantitative chemical relationships, solutions, acids, bases, salts, buffers. An introduction to organic chemistry may be included. Primarily for ADN and Allied Health students.  
Prerequisite: MATH 099 with a 2.0 or better or equivalent course or an equivalent placement score.  

**CHEM 131–Intro to Organic/Biochem**  
Cr: 6  Wkly hrs: 5 hours Lecture, 2 hours Lab  
- Organic compounds including nomenclature and reactions of: hydrocarbons, alcohols, aldehydes and ketones, carboxylic acids, esters, amines. Biochemistry of carbohydrates, lipids, proteins and enzymes, nucleic acids, metabolism. (Formerly CHEM 122)  
Prerequisite: Completion of CHEM& 121 with a 2.0 or better.  

**CHEM 137–Chemistry of the Environment**  
Cr: 5  Wkly hrs: 3 hours Lecture, 4 hours Lab  
- The basic principles of chemistry emphasizing how they apply to the Earth, its major components, and its ecosystems.  
Prerequisite: Completion of MATH 094 with a 2.0 or permission of the instructor.  

**CHEM 139–General Chemistry Prep**  
Cr: 5  Wkly hrs: 5 hours Lecture  
- Prepares students for CHEM& 141 by introducing problem-solving techniques, the metric system, measurements, atomic structure, stoichiometry, solution chemistry, bonding, and molecular shape. NOT transferable for credit for science or engineering students.  
Prerequisite: MATH 099 with a 2.0 or better or equivalent course or an equivalent placement score.  

**CHEM 141–General Chemistry I**  
Cr: 5  Wkly hrs: 5 hours Lecture  
- Principles of chemistry including stoichiometry, enthalpy, atomic theory, gasses, 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 a grade of 2.0 or higher.  

COURSE NOTES:  
H=Humanities,  
SP=Humanities/ Skills Performance,  
NS=Natural Science,  
SS=Social Science
Chemistry 142—General Chemistry II
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Principles of chemistry, including organic chemistry, gasses, solid and liquid states, solutions, kinetics, equilibrium, thermodynamics, acids and bases. (Formerly CHEM 150)
Prerequisite: CHEM 141 with a grade of 2.0 or higher.

Chemistry 143—General Chemistry III
Cr: 3 Wkly hrs: 3 hours Lecture
NS - Principles of chemistry relating to acid/base equilibrium systems, heterogeneous equilibrium systems, transition metal chemistry, electrochemistry and nuclear chemistry. (Formerly CHEM 160)
Prerequisite: CHEM 142 with a grade of 2.0 or higher.

Chemistry 151—General Chemistry Lab I
Cr: 1.5 Wkly hrs: 3 hours Lab
NS - Principles of chemistry, including organic chemistry, gasses, solid and liquid states, solutions, kinetics, equilibrium, thermodynamics, acids and bases. (Formerly CHEM 141)
Prerequisite: CHEM 141 with a grade of 2.0 or higher.

Chemistry 152—General Chemistry Lab II
Cr: 1.5 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.

Chemistry 153—General Chemistry Lab III
Cr: 3 Wkly hrs: 6 hours Lab
NS - Volumetric and Gravimetric experiments in quantitative analysis using computer acquisition and treatment of data. Qualitative analysis of solutions containing selected metallic ions and polyatomic anions using wet chemical methods as well as a computer simulation. (Formerly CHEM 161)
Prerequisite: CHEM 143 or concurrent enrollment in CHEM 143.

Chemistry 199—Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: CHEM 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.
Prerequisite: Permission of instructor.

Chemistry 241—Organic Chem I
Cr: 4 Wkly hrs: 4 hours Lecture
NS - An introduction to the alkanes, alkenes, and alkynes. Includes discussions of structure, including stereochemistry, chemical and physical properties, and substitution/elimination reactions. (Formerly CHEM 240)
Prerequisite: CHEM 142 with a grade of 2.0 or higher.

Chemistry 242—Organic Chem II
Cr: 4 Wkly hrs: 4 hours Lecture
NS - Introduction to NMR, mass spectroscopy and free radical mechanisms. The structure, synthesis and reactions of alcohols, ethers, conjugated unsaturated systems, aromatics, aldehydes, and ketones. (Formerly CHEM 250)
Prerequisite: CHEM 241 with a grade of 2.0 or higher.

Chemistry 243—Organic Chem III
Cr: 4 Wkly hrs: 4 hours Lecture
NS - Structure, nomenclature, synthesis and reactions of aldehydes and ketones, carboxylic acids and derivatives, B-dicarbonyl compounds, amines, aryl halides, carbohydrates, lipids, and amino acids/proteins. (Formerly CHEM 260)
Prerequisite: CHEM 242.

Chemistry 251—Organic Chem Lab I
Cr: 1.5 Wkly hrs: 3 hours Lab
NS - Organic chemistry lab emphasizes mastery of techniques such as sample handling, filtration, measuring physical constants, recrystallization, extraction, GC, polarimetry, and refractometry. (Formerly CHEM 241)
Prerequisite: CHEM 241 or concurrent enrollment.

Chemistry 252—Organic Chem Lab II
Cr: 2 Wkly hrs: 4 hours Lab
NS - Organic chemistry lab emphasizes techniques such as simple, fractional, steam, and reduced pressure distillation; thin-layer, column, high-pressure liquid chromatography, and IR/NMR spectroscopy. (Formerly CHEM 251)
Prerequisite: CHEM 251, or CHEM 242 or concurrent enrollment in CHEM 251.

Chemistry 253—Organic Chem Lab III
Cr: 3 Wkly hrs: 6 hours Lab
NS - Includes organic qualitative analysis, an oral presentation on a journal article, and an independent synthesis project. (Formerly CHEM 261)
Prerequisite: CHEM 252, CHEM 243, or concurrent enrollment in CHEM 243.

College Level Intensive English

Clie 101—Writing, Grammar, and Usage
Cr: 5 Wkly hrs: 5 hours Lecture
Can be offered as CLIE 101, 101A, 101B, 101C, 101D.
An intensive academic English course designed to teach students the oral/aural skills necessary for success in college, proficiency tests, and careers. Students will receive credit in level A, B, C, or D, depending on individual achievement.
Prerequisite: Instructor permission.

Clie 102—Reading and Vocabulary Development
Cr: 5 Wkly hrs: 5 hours Lecture
Can be offered as CLIE 102, 102A, 102B, 102C, 102D.
An intensive academic English course designed to teach students the oral/aural skills necessary for success in college, proficiency tests, and careers. Students will receive credit in level A, B, C, or D, depending on individual achievement.
Prerequisite: Instructor permission.

Clie 103—Listening and Speaking Skills
Cr: 5 Wkly hrs: 5 hours Lecture
Can be offered as CLIE 103, 103A, 103B, 103C, 103D.
An intensive academic English course designed to teach students the oral/aural skills necessary for success in college, proficiency tests, and careers. Students will receive credit in level A, B, C, or D, depending on individual achievement.
Prerequisite: Instructor permission.

Communication Studies

CMST 101—Reporting and News Writing I
Cr: 5 Wkly hrs: 5 hours Lecture
H - News writing basics for print and online journalism. Emphasis on news value, sources, conventions of standard English, logical organization, Associated Press style, and professional ethics. (Formerly JOURN 100)
Prerequisite: ENGL 101 eligibility.

CMST 102—Intro to Mass Media
Cr: 5 Wkly hrs: 5 hours Lecture
H - Students explore the ever-changing world of mass media and its impact on American Society. (Formerly HUMAN 290 and JOURN 290)

CMST 105—Photojournalism
Cr: 5 Wkly hrs: 5 hours Lecture
H - The basics of digital photojournalism with special attention to news value and composition. (Formerly JOURN 105)

CMST 115—College Newspaper Production
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: CMST 115/215.
Students apply journalistic skill as reporters, photographers, editors, etc. for the print and online editions of The Olympian. May be repeated up to 10 credits. (Pass/No Credit)
(Formerly JOURN 110/120/130/210/220/230)

CMST 153—Intercultural Communication
Cr: 5 Wkly hrs: 5 hours Lecture
H - An introduction to intercultural communication. Topics include communications theory, cultural effects on communication, achievement of communications flexibility. Ethnocentrism and prejudice will be addressed. (Formerly SPCH 153)

CMST 199—Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
A practical application in the working world of the basic theories studied in the above program or discipline. (Formerly SPCH 199)

CMST 201—Reporting and News Writing II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Intermediate level course in advanced reporting and news and feature writing. Students will be encouraged to submit work for publication in the student paper, The Olympian. (Formerly JOURN 101/102/103/201/202/203)
Prerequisite: CMST 101.

*See course description for prerequisite.
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
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
Explore the fundamentals of information processing. Topics include: hardware, software, networking, the Internet, programming, and databases.

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: CMPTR 110 or concurrent enrollment or permission of instructor.

CMPTR 112–Introduction to Windows
Cr: 1 Wkly hrs: 1 hour Lecture
An introduction to Windows XP. Students will use Windows XP for simple applications. Textbook required. No computer skills 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: 4 hours Lecture
The student will be introduced to and understand the development in the design and installation of local area networks to ensure optimal throughput. Prerequisite: Co-enrollment in CMPTR 201.

CMPTR 118–Internetworking II
Cr: 4 Wkly hrs: 4 hours Lecture
An introduction to Cisco basic router configuration for local area networks. Prerequisite: CMPTR 116 and concurrent enrollment in CMPTR 201.

CMPTR 119–Internetworking III
Cr: 4 Wkly hrs: 4 hours Lecture
This course will enable the student to implement a switched network and a basic wireless network. Prerequisite: CMPTR 116 and concurrent enrollment in CMPTR 201.

CMPTR 120–Programming Concepts
Cr: 5 Wkly hrs: 5 hours Lecture
An introduction to programming concepts. Prerequisite: CMPTR 110 or concurrent enrollment in CMPTR 110 or permission of instructor.

CMPTR 122–Applications for IT Professionals
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
An introduction to common computer applications from an IT perspective. Students use basic applications to prepare IT documentation.

CMPTR 123–Systems Architecture and Logic
Cr: 5 Wkly hrs: 5 hours Lecture
Provide logic and computational model for small and large computer systems and networks. Prerequisite: CMPTR 110 and MATH 090A.

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: CMPTR 125 or CMPTR 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).

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 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 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. Concurrent enrollment in CMPTR 200 or completion 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 of Computing
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Learn basic concepts of word processing, spreadsheets, presentations, Internet, operating systems, and hardware using Internet and Computing Core Certification standards.

*See course description for prerequisite.
Cr: 2  Wkly hrs: 2 hours Lecture  
An illustrated approach to help Microsoft Office 2003 users transition their skills to Office 2007. (Pass/No Credit)  

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 hands-on projects assigned in networking course(s) being taken concurrently. May be repeated for a maximum of 10 credits.  
Prerequisite: Concurrent enrollment in any one of the following courses: Cmptr 116, 118, 119, 216, 236, 237, 238, 290, 291, or 297.  

CMPTR 205—Introduction to XML  
Cr: 2  Wkly hrs: 2 hours Lecture  
Technical introduction to XML to create and transform “well formed” XML documents into Web pages. Students will also use DTDs and namespaces.  
Prerequisite: Basic programming (these skills can be acquired by taking 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 212—Windows for Professionals  
Cr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab  
Offers all the critical information students need to successfully support the Microsoft Windows Vista desktop operating system in a business environment.  

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: 4 hours Lecture  
This course will enable the student to configure Wide Area Networks (WAN) and IP Addressing Services on Cisco routers and incorporate network policies using ACLs.  
Prerequisite: Cmptr 118 and 119 and concurrent enrollment in Cmptr 201.  

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 ASP.NET, C# and the .NET Framework. This class is intended for students with fundamental skills in computer programming, HTML, and SQL. Students are strongly encouraged to contact faculty before enrolling in this class to review the prerequisite skills and knowledge needed for successful experience. The prerequisite skills may be obtained by taking Cmptr 120, 215, and 250.  

CMPTR 220—Visual Basic II  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Intermediate applications development for the Windows environment using Visual Basic programming language.  
Prerequisite: Cmptr 165 or permission of instructor.  

CMPTR 225—Advanced C Language  
Cr: 5  Wkly hrs: 5 hours Lecture  
Writing C programs utilizing data structure concepts, bit manipulation and unions. Continued use of structures and functions learned in Cmptr 145.  
Prerequisite: Cmptr 145 with a grade of 2.0 or above, or permission of instructor.  

CMPTR 229—ASP.NET Extreme  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Students explore, design, develop, and implement many advanced features of ASP.NET, including rich data controls, membership and roles, user controls, web services, AJAX, and XML. This class is intended for students with fundamental skills in computer programming, HTML, SQL, and ASP.NET. Students are strongly encouraged to contact faculty before enrolling in this class to review the prerequisite skills and knowledge needed. The prerequisite skills may be obtained by taking Cmptr 120, 215, 219, and 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: Co-enrollment in Cmptr 201.  

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 and co-enrollment in Cmptr 201.  

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 Network.  
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.  

*See course description for prerequisite.
Course Descriptions

**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 learn to write 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 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 256 – 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 257 – 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 258 – 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 259 – 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 260 – Introduction to a Web Server**
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Installation, configuration, file management, connectivity, interoperability, and web site 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 261 – Unix Administration**
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 265 – Operating Systems/Unix**
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Introduction to the Unix/Linux operating system and Unix/Linux system administration.
Prerequisite: CMPTR 154 or permission of the instructor or concurrent enrollment.

**CMPTR 270 – 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 administration will be covered, preparing the student for the MCP exam - Exam 70-290.
Prerequisite: Co-enrollment in CMPTR 201.

**CMPTR 271 – Microsoft Network Administration II**
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Learn to manage the three most common server-side applications: database, messaging and Web. Installation, configuration, base lining, performance testing and troubleshooting.
Prerequisite: CMPTR 290 and co-enrollment in CMPTR 201.

**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 administration will be covered, preparing the student for the MCP exam - Exam 70-290.
Prerequisite: Co-enrollment in CMPTR 201.

**CMPTR 291 – Microsoft Network Administration II**
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Learn to manage the three most common server-side applications: database, messaging and Web. Installation, configuration, base lining, performance testing and troubleshooting.
Prerequisite: CMPTR 290 and co-enrollment in CMPTR 201.

**CMPTR 296 – CIS Practicum**
Cr: 1-3  Wkly hrs: 9 hours Clinic
A capstone course providing in-depth hands-on experience in one of the seven areas of computer information systems: networking, hardware, security, web, project management, database, or programming. May be repeated for a maximum of three credits.
Prerequisite: Instructor permission.

**CMPTR 297 – Server Applications (SQL, Web, Email)**
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
Learn to manage the three most common server-side applications: database, messaging and Web. Installation, configuration, base lining, performance testing and troubleshooting.
Prerequisite: CMPTR 290 and co-enrollment in CMPTR 201.

**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.

**CS 170 – Applications in Computer Science**
Cr: 1-5  Wkly hrs: 5 hours Lecture
NS - Application of concepts in introductory Computer Science.
Prerequisite: CS& 141 or permission of instructor.

**CS 210 – Introduction to Discrete Mathematics**
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Basic logic, number theory, sequences and series, induction, counting: Permutations, combinations, probability, and binomial theorem. Solving recurrence relations, graphs and trees. (Same as MATH 210)
Prerequisite: MATH& 142 or MATH& 144 with grade of 2.0 or better.

**Construction Management**

**CONST 202 – Construction Cost Estimating**
Cr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab
The various methods used to estimate project construction costs including area costs, materials and labor, systems, and unit price costs.
Prerequisite: CMPTR 150 or permission of instructor.

**CONST 225 – Construction Contract Documents**
Cr: 3  Wkly hrs: 3 hours Lecture
Typical construction contract documents, including drawings specifications and agreements, and the procedures, responsibilities, and requirements contained therein.
Prerequisite: CMPTR 150 or permission of instructor.

**CONST 250 – Construction Safety Standards**
Cr: 2  Wkly hrs: 2 hours Lecture
Review safety standards and procedures for the construction site, as defined by WISHA/OSHA. Focus on enhancing hazard recognition skills and knowledge of safe work practices.

**CONST 280 – Building Codes**
Cr: 3  Wkly hrs: 3 hours Lecture
Introduction to local code building codes, including the International Residential Code, portions of the International Building Code, Health Department, city and county requirements.

**Cooperative Apprenticeship**

**COAPP 101 – Apprenticeship Program Review**
Cr: 3  Wkly hrs: 3 hours Lecture
An overview of apprenticeship program options, opportunities and requirements.

**COAPP 102 – Trade Fundamentals**
Cr: 6  Wkly hrs: 6 hours Lecture
An overview and individual assessments of fundamental skills required to be eligible and considered for entry into apprenticeship programs.

**Cooperative Education**

**CO-OP 111 – Cooperative Education Seminar I**
Cr: 2  Wkly hrs: 2 hours Lecture
Course introduces application of critical job skills to support success in co-op work experience.
Prerequisite: Concurrent enrollment with first quarter Co-op Work Experience.

**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 120A – Transition to Work Module 1**
Cr: 1  Wkly hrs: 1 hour Lecture
An introduction to the job market that includes self assessment, how to choose an occupation, how to identify the skills employers want, and research labor market data for occupations in preparation for employment.

*See course description for prerequisite.*
CO-OP 120B–Transition to Work Module 2
Cr: 1  Wkly hrs: 1 hour Lecture
An introduction to the job interview process: understanding the ways to get a job interview, navigating the job application process and developing an individual job search plan.

CO-OP 121–Cooperative Work Experience
Cr: 1-13  Wkly hrs: 39 hours Clinic
Can be offered as: CO-OP 121/122/123/124.
Contracted work experience coordinated with employer, faculty, and student to meet learning objectives specific to the work site and occupation/trade.
Prerequisite: CO-OP seminar concurrent with first quarter work experience.

CO-OP 189A–Community Volunteer Service
Cr: 2  Wkly hrs: 6 hours Clinic
Can be offered as: CO-OP 189A/189B/189C.
The Community Volunteer Service course utilizes Cooperative Education to enable students to experience volunteerism as a central component of life and career planning.

CO-OP 221–Cooperative Work Experience
Cr: 1-13  Wkly hrs: 39 hours Clinic
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
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
Can be offered as: CO-OP 289A/289B/289C.
The Community Volunteer Service course utilizes Cooperative Education to enable students to experience volunteerism as a central component of life and career planning.

Cosmetology

COSME 121–Skin/Scalp/Hair Analysis and Care
Cr: 2  Wkly hrs: 2 hours Lecture
Composition, structure, growth and replacement of hair, skin nourishment; skin nerves and glands; skin disorders; hair and scalp care; shampooing and scalp manipulations.
Prerequisite: Instructor approval.

COSME 122–Wet Hairstyling/Braids/Wigs/Exts I
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab
Hair styling definitions, various types of curlers/rollers and effects created, wig measurements/styling. Hands-on learning/practice, perform skin/scalp/hair analysis/care.
Prerequisite: Instructor approval.

COSME 123–Wet Hairstyling/Braids/Wigs/Exts II
Cr: 4  Wkly hrs: 2 hours Lab, 9 hours Clinic
Hair styling definitions, various types of curls/rollers and effects created, wig measurements/styling. Hands-on learning/practice, perform skin/scalp/hair analysis/care.
Prerequisite: Previous or concurrent enrollment in COSME 122 and instructor approval.

COSME 124–Wet Hairstyling/Braids/Wigs/Exts III
Cr: 3  Wkly hrs: 9 hours Clinic
Hair styling definitions, various types of curls/rollers and effects created, wig measurements/styling. Hands-on learning/practice, perform skin/scalp/hair analysis/care.
Prerequisite: Previous or concurrent enrollment in COSME 123 and instructor approval.

COSME 125–Thermal Styling I
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Prerequisite: Previous or concurrent enrollment in COSME 125 and instructor approval.

COSME 126–Thermal Styling II
Cr: 2  Wkly hrs: 2 hours Lab, 3 hours Clinic
Prerequisite: Previous or concurrent enrollment in COSME 125 and instructor approval.

COSME 127–Hair Cutting I
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Prerequisite: Previous or concurrent enrollment in COSME 125 and instructor approval.

COSME 128–Hair Cutting II
Cr: 3  Wkly hrs: 2 hours Lab, 6 hours Clinic
Prerequisite: Previous or concurrent enrollment in COSME 125 and instructor approval.

COSME 129–Hair Cutting III
Cr: 4  Wkly hrs: 2 hours Lab, 9 hours Clinic
Study definitions/use of implements and recognize angles in relation to hair cutting. Hands on learning/practice in hair cutting. Perform skin/scalp/hair analysis and care.
Prerequisite: Previous or concurrent enrollment in COSME 125 and 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/practice, perform 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 131 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 133 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 136 and instructor approval.

COSME 138–Manicuring & Pedicuring I
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab
Prerequisite: Instructor approval.

Course Descriptions

*See course description for prerequisite.

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Course Descriptions

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/on 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/on 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/on 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 202—Course Organization
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Training in instructional methods. Will cover development of instruction from analysis and 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 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 to 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 and SOCIO 103)

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)

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)

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)

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: 5 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, starchy and basic desserts for restaurant and commercial food service.
Prerequisite: Kitsap Food Workers Health Card/advisor signature.

CULIN 104—Dining Room Service
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
How to properly serve food to guests in a restaurant. For potential and actual waiters/ waitresses and also managers or supervisors who train the servers.
Prerequisite: Instructor signature.
CULIN 105—ServSafe® Food Safety Training
Cr: 2 Wkly hrs: 2 hours Lecture
The ServSafe® course provides accurate up-to-date information for all levels of employees on all aspects of handling food; from receiving and storing to preparing and serving.
Prerequisite: Instructor signature.

CULIN 114—History of Cuisine
Cr: 3 Wkly hrs: 3 hours Lecture
A chronological account of food throughout history, the impact of climates and effect on people and civilizations.
Prerequisite: Permission of instructor.

CULIN 121—Food Production II
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Classic food preparation technique: sauces, soups, fabrication of poultry, seafood and meat.
Prerequisite: Cooks Helper Certificate.

CULIN 122—Garde Manger
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Develop skills producing a variety of cold food products. Prepare items appropriate for buffet presentation including decorative pieces.
Prerequisite: Certificate/Prep Cook.

CULIN 123—International Cuisine
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
History of various countries’ cuisine covering major food sources, cooking methods and influences on cuisine.
Prerequisite: Permission of instructor.

CULIN 125—Applied Food Service Computation
Cr: 2 Wkly hrs: 2 hours Lecture
Importance and relevance of math in the food service industry. Learn, understand and use math to meet goals of becoming a chef, baker, manager or other food service professional.

CULIN 126—Commercial Baking I
Cr: 3 Wkly hrs: 1 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 hours Lecture, 2 hours Lab
The operations of purchasing and receiving including invoicing, pricing, product costing, and inventories to promote fiscal controls.
Prerequisite: Permission of instructor.

CULIN 134—Nutrition for Culinary Professionals
Cr: 3 Wkly hrs: 3 hours Lecture
For students in the culinary program; this course is for those needing to use nutritional principles in menu and recipe planning.

CULIN 140—Survey of Intntl/Regional Cuisine
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
History of various countries’ (Asia, Europe, Central and South America) cuisines, food sources, cooking methods, cuisine influences. Class study, labs, restaurant visits and speakers.
Prerequisite: Permission of instructor.

CULIN 160—The Study of Cultural Cuisine
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
History of cuisine techniques, ingredients, cooking methods, and use of utensils as done in a specific cultural region, i.e., China, Central America, Italy, etc.
Prerequisite: Permission of instructor.

CULIN 170—Gourmet Cooking
Cr: 1 Wkly hrs: 1 hour Lecture
Cooking techniques for the novice and experienced cook; versatility and improvisation in food preparation; and low fat, low cost alternatives.

CULIN 200—Food Production IV
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Create menus, buffets, and specialty dishes for fine dining from preparation to order (including ala carte) and determine entire cost.
Prerequisite: Permission of instructor.

CULIN 210—Culinary Management
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
The chef as a supervisor, trainer, and as a manager in the day to day working of a food service operation.
Prerequisite: Permission of instructor.

CULIN 220—Culinary Internship
Cr: 6 Wkly hrs: 18 hours Class
This is an unpaid six week work experience related to the Culinary/Hospitality field of study.

CULIN 250—International Cuisine Experience
Cr: 9 Wkly hrs: 6 hours Lecture, 6 hours Lab
Travel and cultural immersion are employed to learn about local cuisines and cooking methods. Students visit restaurants and markets of a region.
Prerequisite: CULIN 140 or permission of the instructor.

Digital Media Arts

DMA 101—Basic 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. (Formerly IMM 101)

DMA 102—Multimedia Process
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 IMM 102)

DMA 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 IMM 110)

DMA 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. (Formerly IMM 112)
Prerequisite: DMA 110 or two years high school video.

DMA 113—Video Cinematography
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Advanced video camera operation and shooting techniques. (Formerly IMM 113)
Prerequisite: DMA 110 or two years of high school video.

DMA 120—Beginning Photoshop
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
Students learn basic skills of Photoshop, an image manipulation software tool for creative and technical use. (Formerly IMM 120)

DMA 125—Application Development for Design 1
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
Learn how to develop web and mobile “apps” while focusing on design elements using Action Script.

DMA 130—Beginning Flash
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
Students learn the various foundation aspects of Flash software, a powerful animation tool for the web, for creative and technical use. (Formerly IMM 130)

DMA 136—Beginning Digital Photography
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
An introduction to basic digital photography, including historical background, equipment, shooting techniques, lighting, scanning, manipulation, and output (web or print). (Formerly IMM 136)

DMA 137—Intermediate Digital Photography
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
Intermediate instruction and practice in digital photography, including background, equipment, shooting techniques, lighting, scanning, manipulation, and output (web or print). (Formerly IMM 137)
Prerequisite: ART 136, DMA 136, or permission of instructor.

DMA 148—InDesign, Illustrator, Photoshop
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
An introduction to Adobe InDesign software including integration with Photoshop and Illustrator. Focus on industry-standard page layout design including creating masterpages and templates, digital design concepts, integration of applications, and creating effective publications. (Formerly IMM 148)
Prerequisite: BSTEC 110 or instructor approval.

DMA 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. (Formerly IMM 150)
COURSE NOTES: H=Humanities, H/SP=Humanities/Non-Social, NS=Natural Science, S=S=Social Science

**Course Descriptions**

**DMA 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-aliases; clip-based music creation and integration with multi-media. (Formerly IMM 154)

**DMA 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 IMM 155)
Prerequisite: DMA 154 or permission of instructor.

**DMA 160—Color Theory and Calibration**
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Study of color management, profile manufacturing and color calibration issues associated with multimedia equipment and image quality replication. (Formerly IMM 160)

**DMA 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. (Formerly IMM 170)

**DMA 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. (Formerly IMM 175)

**DMA 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. (Formerly IMM 180)

**DMA 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. (Formerly IMM 181)

**DMA 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, tablet, 2D and 3D animation, flash, and GIF. (Formerly IMM 182)

**DMA 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). (Formerly IMM 186)
Prerequisite: Permission of instructor.

**DMA 210—Intermediate Video Editing**
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Intermediate video editing using Avid. (Formerly IMM 210)
Prerequisite: DMA 110 or two years of high school video.

**DMA 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 Digital Media Arts. (Formerly IMM 211)

**DMA 212—Advanced After Effects Animation**
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Advanced level animation and visual effects using After Effects software. (Formerly IMM 212)
Prerequisite: DMA 112.

**DMA 220—Intermediate Photoshop**
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Students learn advanced creative aspects and skill sets of Photoshop, an image manipulation software tool. (Formerly IMM 220)

**DMA 230—Intermediate Flash**
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Students use action script to design and create interactive and dynamic digital media for the web, gaming and presentation applications. (Formerly IMM 230)
Prerequisite: DMA 130 or permission of instructor.

**DMA 235—Video Production for Webcasting**
Cr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab
Students learn aesthetic and technical requirements of web streamed video projects and games. (Formerly IMM 235)

**DMA 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. (Formerly IMM 250)

**DMA 257—Video Prod Wkshp: Video Shorts**
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Students participate in all aspects of video production with emphasis on video shorts. May be repeated for up to 9 credits. (Formerly IMM 257/258/259)
Prerequisite: Previous or concurrent enrollment in DMA 110 or permission of instructor.

**DMA 260—Video Prod Wkshp: Writing**
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Students participate in all aspects of video production with emphasis on writing for video. May be repeated for up to 9 credits. (Formerly IMM 263/264/265)
Prerequisite: Previous or concurrent enrollment in DMA 110, or permission of instructor.

**DMA 262—Video Prod Wkshp: Graphics**
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Students participate in all aspects of video production with emphasis on broadcast graphics. May be repeated for up to 9 credits. (Formerly IMM 260/261/262)
Prerequisite: Previous or concurrent enrollment in DMA 110, or permission of instructor.

**DMA 266—Video Prod Wkshp: Music Video**
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Students participate in all aspects of video production with emphasis on music video production. May be repeated for up to 9 credits. (Formerly IMM 266/267/268)
Prerequisite: Previous or concurrent enrollment in DMA 110, or permission of instructor.

**DMA 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. (Formerly IMM 275)
Prerequisite: DMA 175.

**DMA 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. (Formerly IMM 280)
Prerequisite: DMA 180.

**Dramatic Arts**

**DRMA& 101—Intro to Theatre**
Cr: 5  Wkly hrs: 5 hours Lecture
H - An overview of theatre arts, including the nature of theatre, its role in society, activities of playwrights, directors, designers, and performers. Attendance at two outside performances is required.

**DRMA 120—Theatre Production Workshop**
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Can be offered as: DRMA 120/220. H/SP - Lecture and discussion on all aspects of theatre productions currently being prepared. May be repeated for up to nine credits for each course number.

**DRMA 199—Practicum**
Cr: 1-5  Wkly hrs: 10 hours Lab
Can be offered as: DRMA 199/299. Practical application in the working world of the basic theories studied in dramatic arts.

**DRMA 210—Stagecraft**
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
H - Basics of scenic planning, drafting, construction, rigging, and shifting techniques.

**DRMA 211—Costume Fundamentals**
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
H - Theory and practice of costume and makeup design including script analysis, design process, and application of construction techniques.

**DRMA 212—Lighting Design I**
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
H - Theory and practice of lighting design, including planning, handling and rigging lighting instruments, color theory, and special effects.

**DRMA 240—Acting for the Camera I**
Cr: 5  Wkly hrs: 5 hours Lecture
H - An applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles.

**DRMA 241—Acting for the Camera II**
Cr: 5  Wkly hrs: 5 hours Lecture
H - An intermediate applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles.
Prerequisite: DRMA 240.
DRMA 242—Acting for the Camera III
Cr: 5  Wkly hrs: 5 hours Lecture
H - An advanced applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles.
Prerequisite: DRMA 241.

DRMA 243—Acting for the Camera IV
Cr: 5  Wkly hrs: 5 hours Lecture
H - An advanced and professional applied study of the camera actor's craft. Topics include feature film, daytime drama and television series performance styles.
Prerequisite: DRMA 242.

DRMA 245—Screenwriting I
Cr: 5  Wkly hrs: 5 hours Lecture
H - Students use computerized tools to practice the art and craft of scriptwriting. Emphasis is placed on genre-specific story structure development and execution.

DRMA 246—Screenwriting II
Cr: 5  Wkly hrs: 5 hours Lecture
H - Students use computerized tools to practice the art and craft of scriptwriting at an intermediate level. Emphasis is placed on genre-specific story structure development and execution.
Prerequisite: DRMA 245.

DRMA 247—Screenwriting III
Cr: 5  Wkly hrs: 5 hours Lecture
H - Students use computerized tools to practice the art and craft of scriptwriting at an advanced level. Emphasis is placed on genre-specific story structure development and execution.
Prerequisite: DRMA 246.

DRMA 248—Screenwriting IV
Cr: 5  Wkly hrs: 5 hours Lecture
H - Students use computerized tools to practice the art and craft of scriptwriting at an advanced and professional level. Emphasis is placed on genre-specific story structure development and execution.
Prerequisite: DRMA 247.

DRMA 251—Beginning Acting
Cr: 5  Wkly hrs: 5 hours Lecture
H - An introduction to theory and practice of acting with emphasis on the development of fundamental processes of imagination, concentration, observation, and recall.

DRMA 252—Intermediate Acting
Cr: 5  Wkly hrs: 5 hours Lecture
H - An in-depth study of theory and practice of acting, continued development of fundamentals and techniques of physical and psychological integration, communication with a partner, and script analysis.
Prerequisite: DRMA 251 or permission of instructor.

DRMA 253—Advanced Acting
Cr: 5  Wkly hrs: 5 hours Lecture
H - Advanced study of theory and practice with emphasis on communication with partner, extensive analysis of plays and detailed preparation of scenes from historical and contemporary theatre.
Prerequisite: DRMA 252 or permission of instructor.

DRMA 256—Theatre Speech
Cr: 3  Wkly hrs: 3 hours Lecture
H - Analysis and application of vocal production and articulation techniques.

DRMA 260—Scenic Design
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
H - An introduction to the basics of scenic design, including working in colors and three dimensions, script analysis and working with a design team.

DRMA 265—Stage Management
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab
H - An introduction to stage management responsibilities and techniques, including working with directors, actors and design teams.

DRMA 270—Intro to Filmmaking
Cr: 5  Wkly hrs: 5 hours Lecture
H - Introduces the fundamental techniques, technology, and specialized knowledge associated with feature film production including producing, directing, budgeting, distribution, marketing and film financing.

DRMA 280—Film Directing
Cr: 5  Wkly hrs: 5 hours Lecture
H - Introduces the professional practices and techniques of feature film directing including pre-visualization, storyboarding, film language, staging, lighting, editing, camera angles and framing composition.

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
Cr: 2  Wkly hrs: 2 hours Lecture
Meets initial training requirements outlined by the Washington State Training and Registry System (STARS) while integrating basic skills. Topics include an overview of best practices related to child development, child guidance, health and safety.
Prerequisite: Orientation/qualifying score on state standardized assessment.

ECE 125—Child Advocacy (CASA Training)
Cr: 3  Wkly hrs: 3 hours Lecture
The skills, knowledge, and attitudes needed to be a CASA/GAL (Court Appointed Special Advocates/Guardian ad Litem) volunteer—advocate for children who are court-involved as a result of neglect or abuse. (Same as HS 125)

ECE 151—Practicum II
Cr: 1  Wkly hrs: 1 hour Lecture
Intermediate level practical application in the working world of theories and methods studied in the Early Childhood program.
Prerequisite: ECE 101 or permission of instructor.

ECE 151A—Practicum II
Cr: 1-5  Wkly hrs: 10 hours Lab
Intermediate level practical application in the working world of theories and methods studied in the Early Childhood program.
Prerequisite: ECE 101 or permission of instructor.

ECE 160—School Age Care
Cr: 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 I
Cr: 3  Wkly hrs: 3 hours Lecture
Prerequisite: MATH 090A with a grade of at least 2.0 or placement test score.

ECE 163A—Infant Toddler Caregiving, Module I
Cr: 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
Cr: 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
Cr: 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
Cr: 5  Wkly hrs: 5 hours Lecture
Math for early learning environments. Addresses how children learn and understand mathematical concepts including whole numbers, fractions, geometry, measurement, data analysis and problem solving.
Prerequisite: MATH 090A with a grade of at least 2.0 or placement test score.

ECE 165—Early Childhood Curriculum
Cr: 3  Wkly hrs: 3 hours Lecture
Current research methods and skills necessary for teachers to develop age and culturally appropriate curriculum and systematically evaluate children's learning.

*See course description for prerequisite.
Course Descriptions

**ECE 166—Environments for Children**  
Cr: 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.

**ECE 167—Environments for Children**  
Cr: 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**  
Cr: 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**  
Cr: 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**  
Cr: 3 Wkly hrs: 3 hours Lecture  
This course provides an introduction to the Montessori method and philosophy, focusing on an analysis and application of Montessori principles of learning, teaching, sequence, use of didactic materials and classroom organization.

**ECE 173—Art and Creative Activities**  
Cr: 3 Wkly hrs: 3 hours Lecture  
Children's art and the development of the young child. Developmentally appropriate methods of planning and implementing creative activities in all areas of the ECE curriculum.

**ECE 176—Music for Young Children**  
Cr: 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**  
Cr: 3 Wkly hrs: 3 hours Lecture  
The role of science in the education and development of the young child, including an overview of cognitive characteristics, appropriate materials and activities.

**ECE 178—Children's Literature**  
Cr: 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**  
Cr: 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**  
Cr: 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**  
Cr: 3 Wkly hrs: 3 hours Lecture  
Designed for teachers and childcare providers. Course covers state regulations and developmentally appropriate practices in health, safety, and nutrition for young children.

**ECE 185—Guiding Children's Behavior**  
Cr: 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**  
Cr: 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**  
Cr: 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**  
Cr: 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**  
Cr: 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 Certificate I**  
Cr: 1-6 Wkly hrs: 6 hours Lecture  
This course covers basics of physical, social, emotional, and intellectual development, and observing/recording child behavior and growth necessary to obtain the Child Development Associate (CDA) Credential.  
(Pass/No Credit)  
Prerequisite: Permission of instructor.

**ECE 187A—Special Topics—CDA Certificate I**  
Cr: 1-6 Wkly hrs: 12 hours Lab  
This course covers basics of physical, social, emotional, and intellectual development, and observing/recordings child behavior and growth necessary to obtain the Child Development Associate (CDA) Credential.  
(Pass/No Credit)  
Prerequisite: Permission of instructor.

**ECE 188—Child Abuse and Neglect**  
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: ECE 101 and 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 228A—Mentoring in Early Childhood 1**  
Cr: 1 Wkly hrs: 1 hour Lecture  
For supervisors, trainers, and other adults mentoring staff in early childhood programs; focus 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 228B—Mentoring in Early Childhood 2**  
Cr: 1 Wkly hrs: 1 hour Lecture  
Continuation of ECE 228A.  
(Pass/No Credit)  
Prerequisite: Permission of instructor, and successful completion of ECE 228A.
Course Descriptions

ECE 228C–Mentoring in Early Childhood 3
Cr: 1 Wkly hrs: 1 hour Lecture
Continuation of ECE 228B. (Pass/No Credit)
Prerequisite: Permission of instructor, and successful completion of ECE 228B.

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 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 287A–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.

ECON 200–Essentials of Economics
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Overview of major micro/macroeconomic 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–Macroeconomics
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.

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.

EDUC 122–Educational Technology/K-12 Setting
Cr: 5 Wkly hrs: 5 hours Lecture
The role of educational technology in a K-12 setting to enhance academic learning and success.

EDUC 123–Classroom Management
Cr: 5 Wkly hrs: 5 hours Lecture
Classroom management and student discipline as tools to enhance student learning in the classroom.

EDUC 125–Instructional Roles of Para Educators
Cr: 5 Wkly hrs: 5 hours Lecture
This course provides a foundation of the roles, responsibilities and tasks expected of K-12 para educators. The focus is in the WA State core competencies along with communication skills, record-keeping, assessment, and understanding diverse learners.

EDUC 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: EDUC 199/299. A practical application in the working world of the basic theories studied in the above program or discipline.

EDUC 202–Intro to Education
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introduction to the role of education in society, the sociological and psychological aspects; an orientation to the personal, academic, and professional requisites that contribute to success. (Formerly EDUC 101)

EDUC 203–Exceptional Child
Cr: 3 Wkly hrs: 3.0 hours Lecture
SS - Exploring trends, resources, and strategies for including children with disabilities, and their families, in the educational and the wider communities. (Formerly ECE 150 and FS 150)

EDUC 210–Culturally Responsive Classrooms
Cr: 5 Wkly hrs: 5 hours Lecture
SS - The course will enhance the students' understanding of the relationship between culture, society and education to create a culturally responsive classroom.

Electronics

ELECT 100–Exploring Electronics
Cr: 8 Wkly hrs: 6 hours Lecture, 4 hours Lab
Direct Current (DC) and Alternating Current (AC) theory and safety. Hand tools, test equipment, soldering, home wiring, entertainment product use and repair.

ELECT 101–Direct Current
Cr: 5 Wkly hrs: 5 hours Lecture
Fundamentals of direct current from Ohm's Law through network theorems. Prerequisite: MATH 094 or equivalent.

ELECT 102–Alternating Current
Cr: 5 Wkly hrs: 5 hours Lecture
Principles of inductance, capacitance, impedance, resonance, and filters. Prerequisite: ELECT 101 or equivalent.

ELECT 103–Introduction to Solid-State
Cr: 5 Wkly hrs: 5 hours Lecture
Introduction to the fundamentals of diode and bipolar transistor theory. Prerequisite: ELECT 102 or equivalent.

*See course description for prerequisite.
ELECT 101—Electronic Fabrication
Cr: 2 Wkly hrs: 2 hours Lab
Basic skill development through hands-on practice is emphasized covering such topics as soldering techniques and circuit board assembly.
Prerequisite: Concurrent enrollment in ELECT 101.

ELECT 111—Direct Current Circuit Laboratory
Cr: 6 Wkly hrs: 6 hours Lab
Laboratory practice and experimentation in elementary circuitry using basic electronic instrumentation.
Prerequisite: Concurrent enrollment in ELECT 101.

ELECT 112—Alternating Current Circuit Lab
Cr: 6 Wkly hrs: 6 hours Lab
Practice in the application of AC concepts: Techniques in using electronic instruments, such as oscilloscopes, digital multimeters, frequency counters, and 2 meters.
Prerequisite: Concurrent enrollment in ELECT 102.

ELECT 113—Basic Solid-State Laboratory
Cr: 6 Wkly hrs: 6 hours Lab
Applications of diodes and transistors in electronic circuits.
Prerequisite: Concurrent enrollment in ELECT 103.

ELECT 115—Foundations for the Trades
Cr: 10 Wkly hrs: 10 hours Lecture
This course integrates trade concepts, math skills, language skills, academic success strategies, and career planning specific to welding, electronics, and automotive careers.
Prerequisite: Orientation/qualifying score on state standardized assessment.

ELECT 160—Computer Applications I
Cr: 2 Wkly hrs: 2 hours Lecture
Practice in the application of typical data processing operations for solving direct current problems.
Prerequisite: Must be taken concurrently with ELECT 101.

ELECT 165—Introduction to Digital Logic
Cr: 4 Wkly hrs: 4 hours Lecture
Introduction to the theory, practices and application of digital electronics.
Prerequisite: ELECT 102.

ELECT 166—Introduction to Digital Logic Lab
Cr: 4 Wkly hrs: 4 hours Lab
Introduction to the theory, practices and application of digital electronics. Theoretical concepts and trouble-shooting techniques are demonstrated through lab experiments.
Prerequisite: Concurrent enrollment in ELECT 165.

ELECT 170—Computer Applications II
Cr: 2 Wkly hrs: 2 hours Lecture
Course helps familiarize the student with the use of personal computers, the school's computer labs, and using computers to solve electronic-related problems.
Prerequisite: Must be taken concurrently with ELECT 102.

ELECT 200—Basic Electronics Theory & Assessment
Cr: 2 Wkly hrs: 2 hours Lecture
This course reviews fundamental theory associated with the first year electronics program and assesses students' preparation for advanced instruction.
Prerequisite: Permission of instructor.

ELECT 201—Solid-State Devices
Cr: 5 Wkly hrs: 5 hours Lecture
Continuation of solid-state theory, use of approximation techniques in circuit analysis, development of parameters, evaluation of circuit potentials and applications.
Prerequisite: Concurrent enrollment in ELECT 211.

ELECT 202—Advanced Solid-State Devices
Cr: 5 Wkly hrs: 5 hours Lecture
Continuation of analysis in using equivalent circuit concepts. Various types of solid-state components and introduction to analog integrated circuits.
Prerequisite: ELECT 201 and concurrent enrollment in ELECT 212.

ELECT 203—Special Circuits
Cr: 5 Wkly hrs: 5 hours Lecture
Solid-state devices/integrated circuits in industry; active filters, phase locked loops, SCRs, Triacs, and other power control semiconductor devices.
Prerequisite: ELECT 202 and concurrent enrollment in ELECT 213.

ELECT 211—Solid-State Laboratory
Cr: 6 Wkly hrs: 6 hours Lab
Laboratory practice in the construction, analysis, and trouble shooting of bipolar transition circuits.
Prerequisite: Completion of first-year core program or equivalent.

ELECT 212—Advanced Solid-State Circuit Lab
Cr: 6 Wkly hrs: 6 hours Lab
Development of and experimentation with transistor amplifiers and analog integrated circuits.
Prerequisite: ELECT 201, 211.

ELECT 213—Special Circuits Laboratory
Cr: 6 Wkly hrs: 6 hours Lab
Laboratory practice in analysis and troubleshooting of active filters, phase locked loops, and solid-state power control circuits.
Prerequisite: Concurrent enrollment in ELECT 203.

ELECT 220—ISEET Prep Course
Cr: 1 Wkly hrs: 1 hour Lecture
Review of basic electronics and preparation for the Associate Level Certified Electronic Technician Test (International Society of Certified Electronics Technicians). (Pass/No Credit)
Prerequisite: Permission of instructor.

ELECT 225—Advanced Digital Circuits
Cr: 5 Wkly hrs: 5 hours Lecture
A continuation of basic digital circuits, with emphasis on counters, decoders, and registers. Course also includes an introduction to microprocessors.
Prerequisite: ELECT 165 or equivalent.

ELECT 227—Microcomputers
Cr: 3 Wkly hrs: 3 hours Lecture
Digital circuit types used in industry for machine control such as microprocessors and microcomputers.
Prerequisite: ELECT 165, 225 or equivalent.

ELECT 228—Advanced Microprocessors
Cr: 3 Wkly hrs: 3 hours Lecture
Theory and applications of interface systems used in the control of microprocessors.
Prerequisite: ELECT 225 or equivalent.

ELECT 235—Advanced Digital Circuits Laboratory
Cr: 4 Wkly hrs: 4 hours Lab
A continuation of the basic digital circuits laboratory, with an emphasis on counters, decoders, registers, and an introduction to microcomputers.
Prerequisite: Concurrent enrollment in ELECT 225.

ELECT 237—Microcomputer Laboratory
Cr: 4 Wkly hrs: 4 hours Lab
Introduction to the use of machine/assembler language programming to control microprocessors for problem solving or A/D and D/A interfacing.
Prerequisite: Concurrent enrollment in ELECT 227.

ELECT 238—Advanced Microprocessor Lab
Cr: 4 Wkly hrs: 4 hours Lab
This class gives hands-on experience constructing, testing and evaluating a microprocessor control project.
Prerequisite: ELECT 225 or equivalent. Concurrent enrollment in ELECT 228.

Engineering

ENGR 100—Introduction to Engineering
Cr: 1 Wkly hrs: 1 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
5S = Revolutionary technologies and how they have shaped the world. Introduction to design and communication principles through engineering project approach. (Formerly ENGR 120)

ENGR 111—Engineering Problems
Cr: 3 Wkly hrs: 3 hours Lecture
Introduces students to engineering problem solving techniques, including using calculators and computers. Students will be introduced to MATLAB as a problem solving tool.
Prerequisite: MATH 142 or MATH& 144 with 2.0 or better or co-enrollment in MATH& 142 with instructor permission.

ENGR 114—Engineering Graphics
Cr: 5 Wkly hrs: 5 hours Lecture
Usage of graphics (sketching and parametric modeling software) in engineering design. Up to two team design projects. (Offered Fall Quarter only.) (Formerly ENGR 123)

*See course description for prerequisite.
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 system 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.)
Prerequisite: MATH& 163 and PHYS 255, both with 2.0 grade or higher AND co-enrollment in MATH 221.

ENGR 214—Statics
Cr: 5 Wkly hrs: 5 hours Lecture
A study of the forces and loads acting on objects at rest using vector applications. (Offered Spring Quarter only.)
Prerequisite: ENGR 111 and MATH& 152 (each with a grade of 2.0 or higher) or ENGR 111 (grade of 2.0 or higher) and co-enrollment in MATH& 152 with instructor permission.

ENGR 215—Dynamics
Cr: 5 Wkly hrs: 5 hours Lecture
Studies of motion using vector calculus, central force motion, Newtonian mechanics, energy, and impulse momentum methods. (Offered Spring Quarter only.)
Prerequisite: ENGR 214 and MATH 221 with a grade of 2.0 or higher or ENGR 214 with a grade of 2.0 or higher and co-enrollment in MATH 221.

ENGR 224—Thermodynamics
Cr: 5 Wkly hrs: 5 hours Lecture
Introduction to energy conservation topics with application to engineering design; including energy transformation and maximum efficiency. (Offered Winter Quarter only.)
Prerequisite: MATH& 163 and PHYS 254 both with 2.0 grade or higher.

ENGR 225—Mechanics of Materials
Cr: 5 Wkly hrs: 5 hours Lecture
Introduces the concepts of stress, deformation, and strain in solid materials; design implications are explored. (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.

ENGL 102—Composition II
Cr: 5 Wkly hrs: 5 hours Lecture
A continuation of ENGL 101 with emphasis on argumentation, research, and documentation.
Prerequisite: Successful completion of ENGL 101 with a 2.0 or better or its equivalent.

ENGL 111—Intro to Literature
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of major literary forms and methods of interpretation. (Formerly ENGL 140)

ENGL 113—Intro to Poetry
Cr: 5 Wkly hrs: 5 hours Lecture
H - A study of major literary forms and methods of interpretation. (Formerly ENGL 143)

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 English Literature from its beginnings through the later middle ages. (Formerly ENGL 266)

ENGL 227—British Literature II
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of the development of English Literature from the Renaissance through 1789. (Formerly ENGL 267)

ENGL 228—British Literature III
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of English Literature from 1789 to the present. (Formerly ENGL 268)

ENGL & 235—Technical Writing
Cr: 5 Wkly hrs: 5 hours Lecture
Problem-solving strategies for professional and technical writing applications. (Formerly ENGL 104)
Prerequisite: Successful completion of ENGL 101 with a 2.0 or better or its equivalent.

ENGL 244—American Literature I
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of the development of American literature from Colonial Times through the Civil War. (Formerly ENGL 260)

ENGL 245—American Literature II
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of the development of American literature from the post-Civil War period to the present. (Formerly ENGL 261)
ENGL 250—Major Authors and Works
Cr: 5  Wkly hrs: 5 hours Lecture
H - A study in-depth of one author or selected works by different authors. This course may be repeated for credit.

ENGL 262—Asian American Literature
Cr: 5  Wkly hrs: 5 hours Lecture
H - A survey of literary works by Asian-American authors, from the late nineteenth century to the present; emphasis on fiction and poetry.

ENGL 264—Native American Literature
Cr: 5  Wkly hrs: 5 hours Lecture
H - A survey of a wide spectrum of Native American verbal art, from traditional narratives and song to contemporary poetry, fiction, and film. Emphasis on cultural contexts and continuity.

ENGL 270—Creative Writing—Narration
Cr: 5  Wkly hrs: 5 hours Lecture
H - Development of biographical or autobiographical accounts. Students and instructor read and critique materials in a workshop setting.

ENGL 271—Creative Writing—Family History/Bio
Cr: 5  Wkly hrs: 5 hours Lecture
H - Writing out episodes or complete works of family history or biography. Students and instructor read and critique materials in a workshop setting.

ENGL 272—Creative Writing—Poetry
Cr: 5  Wkly hrs: 5 hours Lecture
H - Writing poems, constructing ballads and other appropriate forms, including free form or spontaneous free form subject matter. Students and instructor read and critique materials in a workshop setting.

ENGL 273—Creative Writing—Drama
Cr: 5  Wkly hrs: 5 hours Lecture
H - Invention and development of dramatic material: Dialogue, action, stage location, and music. Students and instructor read and critique materials in a workshop setting.

ENGL 274—Creative Writing—Short Story
Cr: 5  Wkly hrs: 5 hours Lecture
H - Development of short fictional narratives. Students and instructor read and critique materials in a workshop setting.

ENGL 275—Creative Writing—Long Narrative
Cr: 5  Wkly hrs: 5 hours Lecture
H - The development of long fictional narratives. Students and instructor read and critique materials in a workshop setting.

ENGL 276—Creative Writing—Advanced Poetry
Cr: 5  Wkly hrs: 5 hours Lecture
H - Further experience in writing poetry. Students and instructor read and critique materials in a workshop setting. Prerequisite: ENGL 272.

ENGL 279—Shakespeare’s Plays & English History
Cr: 5  Wkly hrs: 5 hours Lecture
H - After reading historical sources about English history, students will enjoy the art of Shakespeare’s History plays and investigate his creative interpretation of the historical process.

ENGL 283—Asian Literature
Cr: 5  Wkly hrs: 5 hours Lecture

ENGL 284—Survey of World Lit—20th Century
Cr: 5  Wkly hrs: 5 hours Lecture
H - A survey of 20th Century literature from many countries. Covers literary genre, critical methodologies, and research. (Same as HUMAN 284)

ENGL 286—Women Authors
Cr: 5  Wkly hrs: 5 hours Lecture
H - A study of the distinctive contributions of women to literature from the Eighteenth Century to the present.

ENGL 301—Writing in the Disciplines
Cr: 5  Wkly hrs: 5 hours Lecture
Theory and practice of writing in various academic disciplines.

Environmental Studies

ENVS 100—Environmental Careers
Cr: 1  Wkly hrs: 1 hour Lecture
A survey of current environmental careers and strategies for finding the right job.

ENVS 101—Intro to Natural Resources
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Study of natural resources at an introductory level. Prerequisite: ENGL 100.

ENVS 102—Wetland Ecology and Conservation
Cr: 5  Wkly hrs: 3 hours Lecture, 4 hours Lab
An overview of the importance of wetlands and their conservation. Wetland classification, hydrology, flood control and wetland importance to the water cycle and health of the environment. Laboratory will focus on wetland delineation and classification, field techniques, and field notes.

ENVS 103—Introduction to Sustainable Practices
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Overview of sustainable practices at the local, regional, national, and global level. Includes discussions on population, climate change, energy, consumption, threats to the ecosystem and what the individual can do.

ENVS 201—Intro to Environmental Technology
Cr: 5  Wkly hrs: 3 hours Lecture, 4 hours Lab
A survey of the equipment, instrumentation, and techniques used to sample a wide variety of different ecosystems. Includes lab and field trips. Prerequisite: ENVS 101 or permission of instructor.

ENVS 202—Environmental Program Management
Cr: 5  Wkly hrs: 5 hours Lecture
Fundamental concepts of environmental health and resource protection. Federal and State environmental laws. Prerequisite: ENVS 101 or permission of instructor.

ENVS 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. Prerequisite: ENVS 101 or permission of instructor.

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 183—Diseases and Disorders of the Skin
Cr: 6  Wkly hrs: 3 hours Lecture, 6 hours Lab
Hands on experience and related classroom instruction in identifying and distinguishing the various diseases and disorders of the skin. Prerequisite: Instructor approval.

ESTH 184—Make-up Techniques
Cr: 7  Wkly hrs: 4 hours Lecture, 6 hours Lab
Hands on experience and related classroom instruction in make-up application and skin and color analysis. Prerequisite: Instructor approval.

ESTH 185—Safety and Sanitation
Cr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab
Hands on experience and related classroom instruction on cleaning 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 Pumpers
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 Service 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 Service 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 Service Programs Advisor required.

F-FS 120 – Basic Fire Investigation
Cr: 3 Wkly hrs: 3 hours Lecture
Fire scene investigation procedures and techniques used to determine the origin/cause of fire. Scene security, scene control, and courtroom demeanor for Firefighter/Investigator.
Prerequisite: Permission of Fire Service Advisor.

F-FS 124 – Hazmat Response Ops/Level I
Cr: 2 Wkly hrs: 2 hours Lecture
A course to establish a base whereby a person can identify the hazardous material, evaluate it from shipping papers and know where assistance can be obtained.

F-FS 160 – Fire Ground Tactics
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.

F-FS 200 – Emergency Medical Technician
Cr: 6 Wkly hrs: 4 hours Lecture, 6 hours Clinic
Covers all emergency medical techniques currently considered to be within the responsibilities of the basic EMT providing emergency care with an ambulance service.
Prerequisite: F-FS 112 or equivalent and permission of Fire Service Programs Advisor.

F-FS 201 – Fire Protection Hydraulics/Water Supply
Cr: 3 Wkly hrs: 3 hours Lecture
Principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems.
Prerequisite: Demonstration of a competency in high school level algebra or the equivalent.

F-FS 202 – Fire Protection Systems
Cr: 3 Wkly hrs: 3 hours Lecture
Features of design and operation of fire detection and alarm systems, heat and smoke control systems.

F-FS 203 – Building Construction
Cr: 3 Wkly hrs: 3 hours Lecture
The components of building construction that relate to fire and life safety, elements of construction and design of structures.

F-FS 205 – Fire Protection Strategy/Tactics
Cr: 3 Wkly hrs: 3 hours Lecture
Principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

F-FS 206 – Fire Behavior and Combustion
Cr: 3 Wkly hrs: 3 hours Lecture
Explores the theories and fundamentals of how and why fires start, spread, and are controlled. Enhances understanding of fire and the scientific principles.

F-FS 207 – Code Enforcement and Inspection
Cr: 3 Wkly hrs: 3 hours Lecture
Use of fire and building codes to minimize fire spread and enable suppression, detection, inspection and maintenance requirements of various fire protection equipment.

F-FS 208 – Fire Prevention
Cr: 3 Wkly hrs: 3 hours Lecture
History and philosophy of fire prevention, organization and operation of a fire prevention bureau.

F-FS 210 – Human Behavior in Fire
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.

F-FS 220 – Hazardous Material Incident Mgmt
Cr: 3 Wkly hrs: 3 hours Lecture
Provides the student with the knowledge, skill and abilities to meet the goals identified in NFPA Standard for Fire Officers that deal with HazMat Incident Tactics.

Course Descriptions

Fire Service – Fire Service Management & Administration

F-FSM 143 – Fire Service Instructor I
Cr: 3 Wkly hrs: 3 hours Lecture
Roles and essential characteristics of an effective instructor and importance of instruction to a fire service organization.
Prerequisite: Permission of program advisor.

F-FSM 201 – Fire Officer I
Cr: 5 Wkly hrs: 3 hours 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.

F-FSM 220 – Fire Officer II
Cr: 5 Wkly hrs: 3 hours 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.
Prerequisite: Permission of program advisor.

F-FSM 223 – Advanced Fire Scene Investigation
Cr: 4 Wkly hrs: 2 hours Lecture, 2 hours Lab, 3 hours Clinic
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.
Prerequisite: F-FS 120.

F-FSM 231 – Fire Service Leadership
Cr: 4 Wkly hrs: 4 hours Lecture
Roles and responsibilities of shift commanders and staff officers: Goal setting, delegating, consulting, coaching, problem solving, decision making, communications and labor relations.

F-FSM 232 – Fire Service Management
Cr: 4 Wkly hrs: 4 hours Lecture
Theory and practice in relation to roles and responsibilities of shift commanders and staff officers. Includes evolution of management, decision-making, planning, organizing, leading and controlling.

F-FSM 233 – Fire Service Administration
Cr: 4 Wkly hrs: 4 hours Lecture
Concepts, examples and practice of political and legal issues, hiring practices, forms of local government and revenue sources, intergovernmental relations, information management, and planning and budgeting.
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr:</th>
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<th>Wkly hrs: Lab</th>
<th>Prerequisite</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>F-FSM 240</td>
<td>Fire Service Incident Safety Officer</td>
<td>2</td>
<td>2 hours Lecture</td>
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<td></td>
<td>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. Prerequisite: Permission of program advisor.</td>
</tr>
<tr>
<td>F-FSM 248</td>
<td>Fire Service Instructor II</td>
<td>3</td>
<td>3 hours Lecture</td>
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<td></td>
<td>Compares instructional planning models used to meet a variety of needs. Prerequisite: F-FSM 231.</td>
</tr>
<tr>
<td>F-FSM 280</td>
<td>Law for Emergency Services</td>
<td>3</td>
<td>3 hours Lecture</td>
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<td></td>
<td>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

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<thead>
<tr>
<th>Course Code</th>
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<th>Prerequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FrCh&amp; 121</td>
<td>French I</td>
<td>5</td>
<td>5 hours Lecture</td>
<td></td>
<td></td>
<td>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 hours Lecture</td>
<td></td>
<td></td>
<td>Deals with practical vocabulary and broader grammar patterns for communication in a daily, urban context. Explores geographical and cultural aspects of French speaking countries. (Formerly FLFRN 102) Prerequisite: FrCh&amp; 121 or equivalent.</td>
</tr>
<tr>
<td>FrCh&amp; 123</td>
<td>French III</td>
<td>5</td>
<td>5 hours Lecture</td>
<td></td>
<td></td>
<td>Deals with upper basic vocabulary and grammar structures for conversational purposes and level. Explores linguistic, geographical and cultural aspects and differences of the French speaking countries and peoples. (Formerly FLFRN 103) Prerequisite: FrCh&amp; 122 or equivalent.</td>
</tr>
</tbody>
</table>

### General Studies

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<tr>
<th>Course Code</th>
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<th>Wkly hrs: Lab</th>
<th>Prerequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen-S 099</td>
<td>Introduction to College Study Skills</td>
<td>2</td>
<td>2 hours Lecture</td>
<td></td>
<td></td>
<td>This intro course helps students develop academic and workplace readiness skills, critical thinking strategies, self-discovery techniques, and self-management tools.</td>
</tr>
<tr>
<td>Gen-S 101</td>
<td>Orientation to College</td>
<td>1</td>
<td>1 hour Lecture</td>
<td></td>
<td></td>
<td>Newly entering students develop an understanding of their role as students, identify campus resources, identify learning options, and develop an academic plan.</td>
</tr>
<tr>
<td>Gen-S 102</td>
<td>Math Study Skills</td>
<td>2</td>
<td>2 hours Lecture</td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Gen-S 105</td>
<td>Strategies for Academic Success</td>
<td>2</td>
<td>2 hours Lecture</td>
<td></td>
<td></td>
<td>Identify useful learning strategies; improve academic skills and self-awareness; recognize the role of diversity; define educational/career goals. (Formerly GEN-S 100)</td>
</tr>
<tr>
<td>Gen-S 110</td>
<td>Research in the Information Age</td>
<td>2</td>
<td>2 hours Lecture</td>
<td></td>
<td></td>
<td>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 use of Web 2.0 tools. Covered are many of the ethical, legal, and socioeconomic issues surrounding information.</td>
</tr>
<tr>
<td>Gen-S 120</td>
<td>Leadership in Society</td>
<td>2</td>
<td>2 hours Lecture</td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Gen-S 130</td>
<td>Dependable Strengths Process</td>
<td>2</td>
<td>2 hours Lecture</td>
<td></td>
<td></td>
<td>Use a writing and dialog process to assess and articulate personal strengths and abilities. Designed to facilitate goal-setting for people experiencing career and life transitions.</td>
</tr>
<tr>
<td>Gen-S 140</td>
<td>Career Planning/Life Exploration</td>
<td>1</td>
<td>1 hour Lecture</td>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Gen-S 163</td>
<td>Psychology of Self-esteem</td>
<td>1</td>
<td>1 hour Lecture</td>
<td></td>
<td></td>
<td>An examination of the sources of self-esteem and multicultural factors that affect self-esteem.</td>
</tr>
<tr>
<td>Gen-S 211</td>
<td>Research Skills in History</td>
<td>2</td>
<td>2 hours Lecture</td>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
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### Geography

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<thead>
<tr>
<th>Course Code</th>
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<th>Cr:</th>
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<th>Wkly hrs: Lab</th>
<th>Prerequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geog 101</td>
<td>Introduction to Geography</td>
<td>5</td>
<td>5 hours Lecture</td>
<td></td>
<td></td>
<td>Survey of Geography including cartography and remote sensing, physical geography, human geography, regional geography and human impact on Earth.</td>
</tr>
<tr>
<td>Geog 102</td>
<td>Physical Geography</td>
<td>5</td>
<td>4 hours Lecture, 2 hours Lab</td>
<td></td>
<td></td>
<td>Basic physical elements of the environment and their regional and global distribution. Topics include seasons, weather, climate, landscape formation, distribution of plants and animals. Includes laboratory and field exercises.</td>
</tr>
<tr>
<td>Geog 103</td>
<td>Human Geography</td>
<td>5</td>
<td>5 hours Lecture</td>
<td></td>
<td></td>
<td>Cultural human geography focusing on geographical concepts, population, migration, folk and popular culture, language, religion, ethnicity, political geography and resource issues. NS/SS = Natural Science, SS = Social Science</td>
</tr>
</tbody>
</table>

*See course description for prerequisite.*
GEO& 208–Geology of Pacific NW
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
NS - Understand the geologic origins of the rocks and landscapes in Washington and neighboring parts of the Pacific Northwest. (Formerly GEOL 108)

German

GERM& 121–German I
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with principles of pronunciation with elementary vocabulary and grammar structures for immediate basic communication. Explores geographical and cultural aspects of German-speaking countries. (Formerly FLGRM 101)

GERM& 122–German II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with practical vocabulary and broader grammar patterns of communication in a daily context. Explores geographical and cultural aspects of German-speaking countries. (Formerly FLGRM 102)
Prerequisite: GERM& 121 or equivalent.

GERM& 123–German III
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with upper basic vocabulary and broader 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.

H-Occ 112–Tools for Success
Cr: 2 Wkly hrs: 2 hours Lecture
Interpersonal and intrapersonal tools for success in the workplace.
Prerequisite: Must have completed H-Occ 110 with a grade of 2.3 or better.

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.
Prerequisite: Must have completed H-Occ 112 with a grade of 2.3 or better.

H-Occ 116–Basic Technical Skills
Cr: 2 Wkly hrs: 4 hours Lab
Theory and practice of the 24 skills that will be tested in the certification exam.
Prerequisite: H-Occ 114 with a grade of 2.3 or better.

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.
Prerequisite: H-Occ 116 with a grade of 2.3 or better. Pass a DSHS criminal background check (RCW43.43.834 & 838) 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.

History

HIST 110–Modern Asia
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Survey of common heritage and historical events that shaped Asia: events since 1800 from different perspectives, major societies in the region, interactions among societies and with larger world.

HIST & 116–Western Civilization I
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introduction to development of Western Civilization from its earliest beginnings up to 1300 AD. Examining the major political, economic, religious, and social trends. (Formerly HIST 101)

HIST & 117–Western Civilization II
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introductory course in development of Western Civilization from 1300-1815 AD analyzing major political, religious, economic, and social trends. (Formerly HIST 102)

HIST & 118–Western Civilization III
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introductory course in development of Western Civilization from 1815, analyzing the major political, religious, economic, and social trends of this era. (Formerly HIST 103)

HIST 136–US History 1
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Survey of the political, social, economic, and intellectual forces involved in the foundation and development of the U.S. from pre-Columbian America through the Civil War. (Formerly HIST 104)
Prerequisite: ENGL & 101 with a grade of 2.0 or above.

HIST 137–US History 2
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Survey of the political, social, economic, and intellectual forces involved in the development of the United States from Reconstruction to the present. (Formerly HIST 105)
Prerequisite: ENGL & 101 with a grade of 2.0 or above.

HIST & 214–Pacific NW History
Cr: 5 Wkly hrs: 5 hours Lecture
SS - The Pacific Northwest, from earliest times to the present, with emphasis upon political, economic, social, and cultural developments. (Formerly HIST 250)

HIST & 215–Women in US History
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Explores the social, political and economic roles of women, pre-contact to the present. Comparative approach illustrates the variety of experiences among women of diverse races, social and economic classes, and ethnic groups. (Formerly HIST 240)

HIST 219–Native American History
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Explores the general history of Indian life since 1600, U.S. Indian policy from 1789 to present, and the nature and effects of Native American and Euro-American contact and conflict. (Formerly HIST 235)

HIST 230–Films in American Culture
Cr: 5 Wkly hrs: 5 hours Lecture
SS - The history and culture of America as seen in 20th Century American film. (Same as HUMAN 230)

HIST 253–World War I in History and Literature
Cr: 5 Wkly hrs: 5 hours Lecture
SS - An interdisciplinary study of World War I, including a historical view of the causes, nature, and outcome of the war, and a literary/cultural view of the impact of “The Great War”. (Same as HUMAN 253)

HIST 257–History of World War Two
Cr: 5 Wkly hrs: 5 hours Lecture
SS - A history of the Second World War covering the political, economic, and racial issues leading up to the war. The coming of war and its course in both Europe and Asia will be covered. The winning and losing of the war; the Holocaust; the atomic bomb; and finally the war crimes trials and the world that followed.

Hospitality Management

HMGMT 102–Intro to Hospitality Industry
Cr: 3 Wkly hrs: 3 hours Lecture
Intro to Hospitality is a comprehensive tour of the fascinating and challenging fields of the hospitality industry: travel and tourism, lodging, food service, meetings, conventions and expositions, leisure and recreation.
Prerequisite: Instructor signature.

HMGMT 124–Dining Room Supervision
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
The secret to success in the hospitality industry is SERVICE or more precisely EXCELLENT SERVICE... and the secret to providing excellent service is the training provided to the waitstaff by the supervisor. This course will provide the potential supervisor with the knowledge and skills required to insure EXCELLENT SERVICE.
Prerequisite: CULIN 104: Dining Room Service.

HMGMT 127–Menu Design and Strategy
Cr: 3 Wkly hrs: 3 hours Lecture
This course examines all aspects of menu planning from determining who the customers are to determining how to market them. Includes available kitchen equipment, recipe costs, how to make a profit figuring selling prices, menu analysis, and all the different types of menus from fast food to fine dining.

HMGMT 133–Elements of Hospitality Management
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
This course offers an overview of the characteristics and attributes of leaders and compares different leadership styles. The functions of management are detailed and the distinction between leadership and management is made.

*See course description for prerequisite.
HMSGMT 135—Beverage Management
Cr: 3 Wkly hrs: 3 hours Lecture
This course covers the fundamental areas of beverage operations: the planning of the bar, bar staffing, legal factors to consider, drink costing, purchasing, receiving and storage, and beverage production methods. Prerequisite: Instructor signature.

HMSGMT 136—Catering and Banquet Operations
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
This course explores the many reasons why clients hold banquets and the various elements required to plan and execute successful catered events. Prerequisite: Instructor signature.

HMSGMT 230—Food and Beverage Cost Control
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
This course has been developed to introduce food, beverage, and labor cost controls to students preparing for careers in the hospitality industry.

HMSGMT 240—Legal Aspects of Hosp Mgmt
Cr: 3 Wkly hrs: 3 hours Lecture
This course gives students the opportunity to look at hospitality operations from a legal standpoint and to develop management strategies to prevent legal problems.

HMSGMT 250—Internship
Cr: 6 Wkly hrs: 18 hours Clinic
An unpaid, 6-week work experience related to hospitality management. Prerequisite: Instructor signature.

Human Services

HS 105—Drug and Alcohol Prevention
Cr: 3 Wkly hrs: 3 hours Lecture
Students will acquire the skills and knowledge of substance abuse prevention theory and practice. (Formerly FS 105)

HS 107—Intro to Human Services
Cr: 5 Wkly hrs: 5 hours Lecture
SS - A survey of the key concepts and guiding principles in human services theory and practice. (Formerly FS 107 and SOCIO 107)

HS 110—Diversity, Ethics & the Law
Cr: 3 Wkly hrs: 3 hours Lecture
Explores the ethical issues of confidentiality, duty to care, duty to warn and other related issues for counselors and therapists. Includes 4 hours of AIDS prevention education. (Formerly FS 110)

HS 112—Case Management for CDP
Cr: 3 Wkly hrs: 3 hours Lecture
Assessment, case management, and documentation for Chemical Dependency Professionals. (Formerly FS 112) Prerequisite: HSSA& 101.

HS 113—CDP Individual Counseling
Cr: 3 Wkly hrs: 3 hours Lecture
Survey of accepted one-on-one counseling modalities, techniques and methods for treating chemical dependency. (Formerly FS 113) Prerequisite: HSSA& 101.

HS 114—CDP Group Counseling
Cr: 3 Wkly hrs: 3 hours Lecture
Survey of accepted group counseling modalities, techniques and methods for treating chemical dependency. (Formerly FS 114) Prerequisite: HSSA& 101.

HS 115—Adolescent Addiction and Treatment
Cr: 2 Wkly hrs: 2 hours Lecture
Survey of accepted counseling modalities, techniques and methods for assessing and treating chemically dependent adolescents. Prerequisite: HSSA& 101.

HS 120—Relapse Prevention/Family Counseling
Cr: 3 Wkly hrs: 3 hours Lecture
Review of the stages of relapse, relapse prevention, the development of refusal skills, and methods and strategies of integrating significant others into the treatment process. (Formerly FS 120) Prerequisite: HSSA& 101.

HS 125—Child Advocacy (CASA Training)
Cr: 3 Wkly hrs: 3 hours Lecture
The skills, knowledge, and attitudes needed to be a CASA/GAL (Court-Appointed Special Advocates/Guardian Ad Litem) volunteer—an advocate for children who are court-involved as a result of neglect or abuse. (Same as ECE 125)

HS 210—Family School and Community Relations
Cr: 3 Wkly hrs: 3 hours Lecture
An exploration of theory, research, and practical considerations pertaining to the involvement of diverse families in educational settings. (Same as ECE 210) (Formerly FS 210)

HS 275—Human Services & CDP Practicum 1
Cr: 5 Wkly hrs: 2 hours Lecture, 9 hours Clinic
Practicum offers opportunities for students to demonstrate competency in work settings such as human services agencies and chemical dependency treatment facilities. (Formerly FS 275) Prerequisite: Completion of core requirements for Human Services Certificate Program. Instructor permission required before enrolling.

HS 276—Human Services & CDP Practicum 2
Cr: 5 Wkly hrs: 2 hours Lecture, 9 hours Clinic
Practicum offers opportunities for students to demonstrate competency in work settings such as human services agencies and chemical dependency treatment facilities. (Formerly FS 276) Prerequisite: Completion of core requirements for Human Services or Chemical Dependency Professional Certificate Programs. Instructor permission required before enrolling.

Human Services Substance Abuse Counselor

HSSA& 101—Intro to Addictive Drugs
Cr: 5 Wkly hrs: 5 hours Lecture
SS - An introduction to substance abuse and dependence focusing on the dynamics of addiction and its economic, psychological, and pharmacological impacts. (Formerly FS 104/HS 104)

Humanities

HUMAN 145—Language & Culture of the Middle East
Cr: 5 Wkly hrs: 5 hours Lecture
HSSS - An introduction to the language and culture of the Middle East, with special emphasis on Islam.

HUMAN 175—Politics and Literature
Cr: 5 Wkly hrs: 5 hours Lecture
H - An examination of the central issues and concepts of politics through the perspective provided by great literature. Included will be the questions of authority, responsibility, freedom, and power. (Same as POLS 175)

HUMAN 201—Introduction to the Art of Film
Cr: 5 Wkly hrs: 5 hours Lecture
H - An introductory study of the narrative, visual, and aural elements of film, including the cultural and social forces that create the variety of film styles.

HUMAN 202—Literature and Film
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of literary and film techniques and a comparison of verbal and visual languages.

HUMAN 203—Introduction to Western Religions
Cr: 5 Wkly hrs: 5 hours Lecture
H - Introduction to the study of religions, emphasizing the western religious traditions, including Judaism, Christianity and Islam.

HUMAN 204—Introduction to Eastern Religions
Cr: 5 Wkly hrs: 5 hours Lecture
H - A study of the major religions of Asia, emphasizing India, China, and Japan.

HUMAN 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)
**Japanese**

**JAPN 104–Japanese/Specific Purposes**
Cr: 5  Wkly hrs: 3 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 110)

Prerequisite: Basic Japanese (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, Katakana, and Kanji. (Formerly FLJPN 101)

Prerequisite: JAPN 121 or equivalent.

**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. (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.

**Korean**

**KREA 121–Korean I**
Cr: 5  Wkly hrs: 5 hours Lecture
H - This course deals with the principles of the Korean syntax, lexicon, and pronunciation as well as orthography. Explores the history, geography, and various cultural practices of Korea. (Formerly FLKOR 101)

Prerequisite: KREA 121 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. The course develops reading, writing, listening, speaking skills through Korean books and movies. (Formerly FLKOR 102)

Prerequisite: KREA 122 or equivalent.

**KREA 123–Korean III**
Cr: 5  Wkly hrs: 5 hours Lecture
H - This course deals with advanced Korean syntax and lexicon. The course develops a sophisticated understanding of the history, geography, current events, and various cultural practices of Korea. The course continues to develop reading, writing, listening, and speaking skills through authentic materials. (Formerly FLKOR 103)

Prerequisite: KREA 122 or equivalent.

**Manicurist**

**MANI 130–Manicuring**
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab
The study of and hands on experience related to the cleaning, shaping and polishing of hand nails and the treatment of cuticles.

Prerequisite: Instructor approval.

**MANI 131–Pedicuring**
Cr: 4  Wkly hrs: 1 hour Lecture, 6 hours Lab
The study of and hands on experience related to the cleaning, shaping and polishing of feet nails. This includes proper foot massage techniques.

Prerequisite: Instructor approval.

**MANI 132–Diseases and Disorders**
Cr: 8  Wkly hrs: 5 hours Lecture, 6 hours Lab
The study and hands on experience in dealing with diseases and disorders of the nails, hands and feet.

Prerequisite: Instructor approval.

**MANI 133–Safety and Sanitation**
Cr: 4  Wkly hrs: 1 hour Lecture, 6 hours Lab
Hands on experience and related classroom instruction on cleaning workstation, proper storage/disposal/sanitation methods for equipment, use of appropriate disinfectants.

Prerequisite: Instructor approval.

**Manufacturing**

**MANU 101–Orientation to Manufacturing**
Cr: 2  Wkly hrs: 2 hours Lecture
Overview of the manufacturing sector, including career exploration and site visits.

**MANU 115–Foundations of Manufacturing I**
Cr: 5  Wkly hrs: 5 hours Lecture
Manufacturing and trade-related concepts, math skills, language skills, academic success strategies, and career planning specific to manufacturing careers.

Prerequisite: Orientation/qualifying score on state standardized assessment.

**MANU 120–Manufacturing Methodologies**
Cr: 5  Wkly hrs: 5 hours Lecture
An introduction and survey of the concepts used in manufacturing, such as “Lean”, “Green”, and “Just in Time”.

**MANU 130–Measurement, Tools, and Safety**
Cr: 6  Wkly hrs: 4 hours Lecture, 4 hours Lab
Precision measurement with appropriate tools, use of hand and machine tools, and workplace safety following government standards and employer directives.

Prerequisite: MANU 101 and MANU 115.

**MANU 140–Planning, Drawing, and Technology**
Cr: 5  Wkly hrs: 4 hours Lecture, 2 hours Lab
Accessing appropriate resources to plan and complete projects; interpreting technical drawings, and using technology in manufacturing settings.
Mathematics

MATH 090A–Essential Mathematics
Cr: 5  Wkly hrs: 5 hours Lecture
Concepts, calculations, and applications of arithmetic; use of a scientific calculator. (Formerly MATH 089)

MATH 090B–Prealgebra
Cr: 5  Wkly hrs: 5 hours Lecture
Prepares students for study of algebra. Includes signed numbers, variables, linear equations and inequalities, graphs, charts, geometry, the metric system, and applications. (Formerly MATH 090)
Prerequisite: MATH 090A with a grade of 2.0 or above or satisfactory placement test score.

MATH 094–Elementary Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
First quarter of the sequence of Elementary Algebra, Intermediate Algebra, and College Algebra. Basic algebraic concepts, first-degree equations, polynomials, whole number and rational exponents, roots and radicals, word problems.
Prerequisite: MATH 090B or 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 course in the sequence of Elementary Algebra and Intermediate Algebra. Graphing linear and quadratic functions and 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 grade of 2.0 or above or satisfactory placement test score.

MATH 100–Applied Math
Cr: 5  Wkly hrs: 5 hours Lecture
Integrated presentation of topics in arithmetic, algebra and geometry; problem-solving, estimation, use of right triangle relationships; applications of math in practical workplace-related problems.
Prerequisite: MATH 099, with a grade of 2.0 or above, or equivalent.

MATH 107–Math in Society
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Consumer Mathematics: Loans, mortgages, interest; logarithms and exponential functions, with application; introductory probability and statistics; use and interpretation of statistics; mathematics in contemporary society.
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 131–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. (Formerly MATH 166)
Prerequisite: MATH 099 with a grade of 2.0 or above or satisfactory placement test score.

MATH 132–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. (Formerly MATH 167)
Prerequisite: MATH 131 with a grade of 2.0 or above.

MATH 141–Precalculus I: Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Using numeric, analytic and graphical methods, linear, polynomial, rational, exponential, and logarithmic functions are studied. A graphing calculator is required (TI demonstrated). (Formerly MATH 119)
Prerequisite: MATH 099 with a grade of 2.5 or above or satisfactory placement test score.

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) with a grade of 2.0 or above.

MATH 151–Calculus I
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Functions, limits and continuity; the derivative, definition, rules and applications; implicit differentiation; antiderivatives; optimization. (Formerly MATH 124)
Prerequisite: MATH 142 or MATH 144 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 210–Introduction to Discrete Mathematics
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Basic logic, number theory, sequences and series, induction. Counting: Permutations, combinations, probability, and binomial theorem. Solving recurrence relations, graphs and trees. (Same as CS 210)
Prerequisite: MATH& 142 or MATH& 144 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.

*See course description for prerequisite.
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.  

NSA 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 100–Anatomy and Physiology  
Cr: 4  Wkly hrs: 4 hours Lecture  
Principles of anatomy and physiology as related to ambulatory healthcare settings.  
Prerequisite: Accuplacer test scores which place the student into ENGL 101 or higher. Alternatively, successful completion of ENGL 099 with a grade of 2.0 or higher.  

MEDA 110–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.  
Prerequisite: Successful completion of MEDA 110 with a minimum grade of 2.0.  

MEDA 120–Med Law, Ethics and Bioethics  
Cr: 3  Wkly hrs: 3 hours Lecture  
Medical law, ethics and bioethics as related to the ambulatory health care setting, including legal terminology, professional liability.  

MEDA 130–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 Assisting. Injection techniques included; math as related to dosage calculation.  
Prerequisite: MEDA 136 with a minimum grade of 2.0. Completed MEDA program application packet must be on file.  

MEDA 111–Coding/Alternative Health Settings  
Cr: 3  Wkly hrs: 3 hours Lecture  
Introduction to specialized billing and coding rules that apply to alternative settings such as dental offices, home health, hospice, long term care and chemical dependency facilities.  
Prerequisite: Completion of or concurrent enrollment in MEDA 205.  

MEDA 115–Computers in the Medical Office  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Using medical administrative software, students will learn to complete various administrative tasks necessary for working as billers and/or coders.  
Prerequisite: MEDA 120, BSTEC 110. Students must have a complete Medical Billing and Coding application packet on file.  

MEDA 116–Pharmacology for Reimbursement  
Cr: 2  Wkly hrs: 2 hours Lecture  
Introduction to basic pharmacology principles, terminology, and billing principles as needed for reimbursement.  
Prerequisite: Concurrent enrollment or completion of MEDA 111.  

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.  
Prerequisite: BSTEC 110 and either MEDA 161 or MEDA 162 (or concurrent enrollment in MEDA 161 or MEDA 162).  

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.  
Prerequisite: MEDA 120.  

MEDA 130–Examination Room Techniques  
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab  
Intro to basic examination room techniques, including vital signs and documentation. Patient prep, physical environment safety and maintenance of supplies and equipment.  
Prerequisite: MEDA 110 with a minimum grade of 2.0 and MEDA 161 or MEDA 162 with a minimum grade of 2.0 and 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, serology, urinalysis, blood chemistry, venipuncture, x-ray principles.  
Prerequisite: MEDA 136, MEDA 161 or MEDA 162 complete MEDA course application on file. Students completing the MEDA Certificate program over 2 years must take this course during the second year.  

MEDA 140–Medical Receptionist Skills  
Cr: 2  Wkly hrs: 2 hours Lecture  
Oral, written and telephone skills development appropriate to a medical receptionist setting. Emphasis on professional attributes and job search readiness.  

MEDA 141–Medical Receptionist Externship  
Cr: 3  Wkly hrs: 9 hours Clinic  
Students are placed in approved medical facilities for a supervised, unpaid 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.  

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.  
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.  
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.  

MEDA 161–Medical Terminology II  
Cr: 3  Wkly hrs: 3 hours Lecture  
Continuation of MEDA 160. Roots, suffixes, prefixes, abbreviations, and combining forms used in basic medical terminology and their application to several body systems.  
Prerequisite: MEDA 160 with a minimum grade of 2.0.  

Course Descriptions
MEDA 162—Medical Terminology
Cr: 5 Wkly hrs: 5 hours Lecture
The roots, suffixes, prefixes, abbreviations, and combining forms used in medical terminology and their application to all body systems. Intro to medical specialties. (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.
Prerequisite: Completion of or current enrollment in MEDA 160 or MEDA 162.

MEDA 164—Coding in Outpatient Settings
Cr: 3 Wkly hrs: 3 hours Lecture
Medical coding for various outpatient settings, including coding from reports and application of coding guidelines for third-party payers.
Prerequisite: Completion of MEDA 160 and MEDA 161 or MEDA 162; completion of MEDA 205 or concurrent enrollment.

MEDA 165—Medical Assisting Invasive Procedures
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Introduction to invasive procedures necessary for Medical Assistants. Includes venipuncture, skin punctures, injections, and other methods of medication administration.
Prerequisite: MEDA 110 and MEDA 160 or MEDA 162. Completed MEDA program application must be on file.

MEDA 180—AIDS/HIV/BLOOD BORNE PATHOGENS
Cr: 1 Wkly hrs: 1 hour Lecture
Meet WA State requirement for professional license in health occupations and AIDS Omnibus Bill 1988 components for 7 hours education on AIDS and OSHA Blood Borne Pathogens. (Pass/No Credit)

MEDA 199—Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
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. (Pass/No Credit)

MEDA 205—Medical Claims and Coding
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Advanced CPT and ICD-10-CM coding for maximum reimbursement for physicians’ offices and clinics. Preparation of CMS-1500 and UB-04 forms.
Prerequisite: MEDA 163, or basic knowledge of ICD-9 and CPT coding with instructor permission.

MEDA 208—Exit Testing for MEDA
Cr: 2 Wkly hrs: 2 hour Lecture
Demonstration of entry level skills for MEDA externship and a comprehensive theory examination. (Pass/No Credit)
Prerequisite: Successful completion of MEDA 111, 112, 120, 136, 152, 209. Students completing the MEDA certificate program over 2 years must take this class during their second year.

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.

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.
Prerequisite: All previous required courses (53 credits) must be completed within the last three years, with a cumulative GPA in these courses of 2.0 or better. Concurrent enrollment in MEDA 211 is required.
Permission of the instructor is necessary.

MEDA 211—Human Relations/MEDA
Cr: 2 Wkly hrs: 1 hour Lecture
Discussion, problem-solving and evaluation of the clinical and administrative experiences gained in MEDA 210.
Prerequisite: The student must have completed all other required medical assisting courses (53 credits) with a minimum grade point average of 2.0 in these courses to register for MEDA 211. Further, all required courses must be taken within the previous three years to register for MEDA 211. Concurrent enrollment in MEDA 210 and previous completion of an application packet are also required.

MEDA 213—Externship for Billing and Coding
Cr: 6 Wkly hrs: 18 hours Clinic
Students are placed in approved medical facilities for a supervised, unpaid office experience as a final preparation for working as a Billing/Coding Specialist. (Pass/No Credit)
Prerequisite: All previous required program courses must be completed within the last three years, with a cumulative GPA in these courses of 2.0 or better. Concurrent enrollment in MEDA 214 is required.
Permission of the instructor is necessary.

MEDA 214—Human Relations for Billing/Coding
Cr: 2 Wkly hrs: 2 hours Lecture
Discussion, problem-solving and evaluation of the experience gained in MEDA 213.
Prerequisite: The student must have completed all other required medical assisting courses with a minimum cumulative grade point average of 2.0 in these courses. All required courses must be taken within the previous three years. Concurrent enrollment in MEDA 213 and instructor permission is required.

MEDA 217—Data Entry for Phlebotomy
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Data entry skills, emphasizing laboratory terms and abbreviations, insurance information and patient demographics as utilized in the laboratory environment.
Prerequisite: Successful completion of or concurrent enrollment in MEDA 220.

MEDA 218—Phlebotomy Career Preparation
Cr: 1 Wkly hrs: 1 hour Lecture
Job search skills and employment preparation for phlebotomy students.
Prerequisite: Successful completion of or concurrent enrollment in MEDA 220.

MEDA 219—CLIA Waived Laboratory Procedures
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
Introduction to Clinical Laboratory Improvement Amendments waived laboratory testing commonly performed in physician office laboratories.
Prerequisite: Successful completion of or concurrent enrollment in MEDA 220.

MEDA 220—Phlebotomy: Introduction
Cr: 6 Wkly hrs: 4 hours Lecture, 4 hours Lab
Anatomy and physiology of the circulatory system, specimen collection, processing and handling, and laboratory operations.
Prerequisite: Completed phlebotomy application on file and permission of instructor.

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.
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
METEOR 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.

MUSIC 105—Music Appreciation
Cr: 5 Wkly hrs: 5 hours Lecture
H - Introduction to music in Western culture from the listener’s point of perception. Recommended for students who wish to fulfill Humanities requirements in the area of music. Open to all students. (Formerly MUSIC 102)

MUSIC 141—Music Theory I
Cr: 5 Wkly hrs: 5 hours Lecture
H - A thorough overview of the fundamentals of music, pitch, harmony and rhythm. (Formerly MUSIC 180)

MUSIC 142—Music Theory II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Extensive study of the basic elements of music and performance, chord structure, scales, harmonic analysis, rhythm-meter, and aural skills. (Formerly MUSIC 181)
Prerequisite: MUSIC 141.
MUSC 143–Music Theory III
Cr: 5 Wkly hrs: 5 hours Lecture
- Extensive study of chromaticism in the diatonic structure of music and performance, chord structure, scales, harmonic analysis, rhythm-meter, and aural skills. (Formerly MUSC 182)
Prerequisite: MUSC & 142.

MUSC 150–Beginning Sight Reading
Cr: 1 Wkly hrs: 1 hour Lecture
- 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.

MUSC 187–Introduction to Ethnomusicology
Cr: 5 Wkly hrs: 5 hours Lecture
- Introduces the student to the fundamentals of ethnomusicological theory and method, emphasizing the foundational role of Native American studies.

MUSC 188–Introduction to World Music
Cr: 5 Wkly hrs: 5 hours Lecture
- An exploration of traditional and urban ethnic music of selected cultures of the world.

MUSC 189–Introduction to Jazz History
Cr: 5 Wkly hrs: 5 hours Lecture
- A survey of the ethnic sources of jazz and influences on art and pop music of the U.S. and the world.

MUSC 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
A practical application in the working world of the basic theories studied in the above program or discipline.

MUSC 239–Jazz Musicianship I
Cr: 4 Wkly hrs: 4 hours Lecture
- Extensive study of the basic elements of jazz music and performance. Jazz scales and their use, chord structure, rhythmic structure, and aural skills will be covered.

MUSC 240–Jazz Musicianship II
Cr: 4 Wkly hrs: 4 hours Lecture
- Extensive study of the basic elements of jazz music and performance. Jazz scales and their use, chord structure, rhythmic structure, and aural skills will be covered.
Prerequisite: MUSC 239.

MUSC & 241–Music Theory IV
Cr: 5 Wkly hrs: 5 hours Lecture
- Discovery of harmonic harmony in the common practice period through analysis, composition, and performance. (Formerly MUSC 280)
Prerequisite: MUSC & 143.

MUSC & 242–Music Theory V
Cr: 5 Wkly hrs: 5 hours Lecture
- Discovery of style of the 18th Century baroque through analysis, composition and performance. (Formerly MUSC 281)
Prerequisite: MUSC & 143.
Course Descriptions

MUSIC 147G—Percussion Instruments
Cr: 5-1 Wkly hrs: .5-1 hour Lecture
May be repeated for up to 6 credits.
H/SP: Individual instruction for percussion instruments.

MUSIC 147H—Classical Guitar
Cr: 5-1 Wkly hrs: .5-1 hour Lecture
May be repeated for up to 6 credits.
H/SP: Private instruction in basic musicianship as it applies to classical guitar and its role in contemporary music.

MUSIC 147I—Guitar
Cr: 5-1 Wkly hrs: .5-1 hour Lecture
May be repeated for up to 6 credits.
Prerequisite: Permission of instructor.

MUSIC 147J—Clarinet/Low Woodwinds
Cr: 5-1 Wkly hrs: .5-1 hour Lecture
May be repeated for up to 6 credits.
H/SP: Individual instruction for clarinet/low woodwinds.

MUSIC 147K—Low Brass
Cr: 5-1 Wkly hrs: .5-1 hour Lecture
May be repeated for up to 6 credits.
H/SP: Individual instruction for low brass.

MUSIC 147L—Flute
Cr: 5-1 Wkly hrs: .5-1 hour Lecture
May be repeated for up to 6 credits.
H/SP: Individual instruction for flute.

MUSIC 147P—Jazz Piano
Cr: 5-1 Wkly hrs: .5-1 hour Lecture
May be repeated for up to 6 credits.
H/SP: Individual instruction for jazz piano.
Prerequisite: Permission of instructor.

MUSIC 147Q—Composition/Arranging
Cr: 5-1 Wkly hrs: .5-1 hour Lecture
May be repeated for up to 6 credits.
H/SP: Individual instruction in composition/arranging.

MUSIC 160—Sound Reinforcement Techniques
Cr: 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 233—Intermediate Class Piano
Cr: 2 Wkly hrs: 2 hours Lecture
Can be offered as: MUSC 233/234/235.
H/SP: Group and individualized instruction in keyboard techniques. Music theory and finger techniques taught and applied through piano performance.
Prerequisite: Permission of instructor and/or MUSC 133/134/135.

Nursing

Associate Degree Nursing program admission not required for the following three courses:

NURSE 151—Dosage Calculations
Cr: 1 Wkly hrs: 1 hour Lecture
Mathematical computations used for medication administration and intravenous therapy in clinical practice.
Prerequisite: Completion of BIOL & 241.

NURSE 152—Introduction to Pharmacology
Cr: 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 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.

ADN Nursing Program Courses

Prerequisite: Admission to the Nursing Program.

NOTE: A grade of 2.7 or higher is required in all Nursing courses (3.0 or higher is required in NURSE 151) for continuation in the Nursing Program.

First Year Fall Quarter:

Prerequisite: Successful completion or concurrent enrollment in the following courses:

NURSE 110—Professional Role Development I
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to the professional concepts of nursing including concept mapping, role of the student nurse, legal issues, critical thinking and learning styles.

NURSE 114—Nursing Communications
Cr: 2 Wkly hrs: 2 hours Lecture
An introduction to the Nurse/Client relationship, principles of communication and interviewing, assertiveness, and stress and adaptation.

NURSE 140—Clinical Applications Lab I
Cr: 1 Wkly hrs: 2 hours Lab
First in a series of 3 courses. Students learn and demonstrate, verbalize and document direct nursing skills within a faculty-facilitated laboratory environment.

NURSE 144—Physical Assessment in Nursing Lab
Cr: 1 Wkly hrs: 2 hours Lab
The course provides the foundation for performance of physical assessments, the basis of nursing decisions and actions. Assessment principles and their role in nursing process are stressed.

NURSE 146—Nursing Care of the Older Adult
Cr: 1 Wkly hrs: 1 hour Lecture
Introduces students to the growth, development, cognitive and physiological changes of the older adult. The concept of aging in the older adult will be introduced.

NURSE 151—Dosage Calculations
Cr: 1 Wkly hrs: 1 hour Lecture
Mathematical computations used for medication administration and intravenous therapy in clinical practice.
Prerequisite: Completion of BIOL & 241.

NURSE 152—Introduction to Pharmacology
Cr: 1 Wkly hrs: 1 hour Lecture
Examines the basics of clinical pharmacology.
Prerequisite: Completion of BIOL & 241.

NURSE 154—Nursing Foundations
Cr: 3 Wkly hrs: 3 hours Lecture
Introduces Nursing Students to the conceptual underpinnings needed to develop a personal and professional Nursing theoretical framework, focusing on well clients and maximizing the health potential of clients in their environment.

NURSE 156—Clinical Nursing Practice 1
Cr: 3 Wkly hrs: 6 hours Lab
Student will develop professional relationships, critical thinking, and nursing assessment abilities. Emphasis on verbal/written documentation using appropriate medical language/theory.

First Year Winter Quarter:

Prerequisite: Continuation in the Nursing Program and successful completion of 1st year fall quarter nursing courses.

Successful completion of or concurrent enrollment in the following courses:

NURSE 112—Professional Role Development II
Cr: 1 Wkly hrs: 1 hour Lecture
Examines professional nursing concepts including the role of the nurse, interdisciplinary relationships, and the nursing process.

NURSE 116—Nursing Ethics I
Cr: 1 Wkly hrs: 1 hour Lecture
Beginning concepts of ethical reasoning, including the values, principles, and guidelines on which nurses base ethical decision-making.

NURSE 118—Nutrition for Professional Nursing
Cr: 2 Wkly hrs: 2 hours Lecture
Professional nurse's role in nutritional assessment, client education, dietary requirements for wellness and modifications for physical conditions throughout the lifespan.
Prerequisite: Permission of instructor.

NURSE 142—Clinical Applications Lab II
Cr: 1 Wkly hrs: 2 hours Lab
This course prepares students to perform skills necessary for care of clients in acute and long term care facilities.

NURSE 158—Clinical Nursing Therapeutics
Cr: 4 Wkly hrs: 4 hours Lecture
Introduces concepts for promoting healthy physiological responses in clients. A nursing process framework will be utilized to foster critical thinking in the nursing role.

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

*See course description for prerequisite.*
NURSE 160–Clinical Nursing Practice II
Cr: 5 Wkly hrs: 10 hours Lab
Will provide experiences with clients who have alterations in basic physiological functioning. Emphasis on utilizing the nursing process and evidence based nursing interventions.

NURSE 182–Chronic Health Problems in Elderly
Cr: 1 Wkly hrs: 1 hour Lecture
Link pathophysiological changes related to diseases in the elderly and nursing care to facilitate positive adaptations in the client’s response.

First Year Spring Quarter:
(or Second Year Fall Quarter)
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses.
Successful completion of NURSE 176, 177, 179, or 173; or successful completion of or concurrent enrollment in the following courses:
NURSE 172–Mental Health Theory
Cr: 3 Wkly hrs: 3 hours Lecture
Presents the nurse’s role in assessing and intervening with clients who, as a result of a mental illness, have alterations in mood, personal identity, and coping.

NURSE 174–Mental Health Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Students will apply the nursing process, crisis intervention, and therapeutic communication techniques in caring for clients with alterations in mental health.

NURSE 180–Medical Surgical Nursing I
Cr: 4 Wkly hrs: 4 hours Lecture
Prepares students to care for adult medical-surgical clients in acute and outpatient clinical settings. Builds on the foundation learned in NURSE 154 and NURSE 158.

NURSE 181–Medical Surgical Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Provides students with opportunities to apply theoretical concepts learned in NURSE 180 and to utilize the nursing process primarily with adult clients in an acute care setting.

NURSE 202–Clinical Applications Lab III
Cr: 1 Wkly hrs: 2 hours Lab
The course prepares students to perform nursing care procedures and to manage clients with various types of therapies involving equipment. A nursing process framework is utilized.

Second Year Fall Quarter
(or First Year Spring Quarter)
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses.
Successful completion of or concurrent enrollment in the following courses:
NURSE 176–Nursing Care of Pediatric Clients
Cr: 3 Wkly hrs: 3 hours Lecture
Prepares students to care for pediatric clients, focusing on promotion and maintenance of family health, related to the physical, psychosocial, and emotional development of children.

NURSE 177–Pediatric Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Allows students to provide direct care of pediatric clients and families, applying theoretical concepts learned in NURSE 176, in a variety of clinical settings.

NURSE 178–Maternal-Newborn Nursing
Cr: 3 Wkly hrs: 3 hours Lecture
Introduction of the professional nurse’s role during the perinatal period. Includes clients who are experiencing complications and women’s health issues.

NURSE 179–Maternal-Newborn Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Application of theoretical content to care of perinatal and gynecology clients. Utilization of nursing process and critical thinking in the clinical setting.

Second Year Winter Quarter:
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 2nd year fall quarter nursing courses.
Concurrent enrollment in or successful completion of NURSE 200, 204, 208, and 210.

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.

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.

NURSE 208–Medical Surgical Nursing II
Cr: 4 Wkly hrs: 4 hours Lecture
Links pathophysiological changes related to particular disease entities and the client care needed to facilitate positive adaptation in the client’s response.

NURSE 210–Clinical Nursing Practice III
Cr: 5 Wkly hrs: 10 hours Lab
Integration of previous learning and application of theoretical concepts to clinical practice with emphasis on critical thinking and the nursing process.

Second Year Spring Quarter:
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 2nd year winter quarter nursing courses. NURSE 211 must be taken concurrently with NURSE 212.

NURSE 211–Professional Role Development Seminar
Cr: 2 Wkly hrs: 2 hours Lecture
Seminar will focus on group collaboration and topics to aid in transition from student to RN role.

NURSE 212–Professional Role Development/ Mentor
Cr: 8 Wkly hrs: 16 hours Lab
Prepares students to manage care for clients in a long term care facility and to gain additional experience in direct patient care utilizing a mentorship program.

NURSE 252–Pharmacology Review (Optional)
Cr: 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.

Oceanography

OLR 101–Intro to Oceanography
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - Quantitative and descriptive study of the oceans and their physics, chemistry, geology, and biology. Laboratory includes extensive field work. (Formerly BIO 205)

Organizational Leadership/ Resource Management

OLR 101–Organizational Leadership I
Cr: 3 Wkly hrs: 3 hours Lecture
Introduction to leadership within organizations, overview of what it means to be a leader, summary of leadership styles and approaches, case studies, and an examination of the relationships leadership and followership.

OLR 102–Organizational Leadership II
Cr: 3 Wkly hrs: 3 hours Lecture
A continued examination of key leadership tenets to include the leader as a relationship builder and communicator; leading teams; the importance of diversity; the role of power and influence; and the leader as a social architect to effect change. Prerequisite: OLRM 101 or permission of the instructor.

OLR 103–Explore Your Strengths
Cr: 1 Wkly hrs: 1 hour Lecture
Explore your signature strengths based on a study of behavioral preferences linked to research by the Gallup Organization; apply to life and work situations. (Pass/No Credit)

OLR 105–Appreciating Diversity
Cr: 1 Wkly hrs: 1 hour Lecture
Explores the various dimensions of diversity (gender, race, culture, etc.); fosters appreciation for the value of diversity in our living, learning and working communities. (Pass/No Credit)

OLR 110–Apprenticeship Career Planning
Cr: 3 Wkly hrs: 3 hours Lecture
Provides a formula for building an effective career plan, particularly for professional-technical students focused on entry into an apprenticeship program.

OLR 150–Improving Human Effectiveness
Cr: 2 Wkly hrs: 2 hours Lecture
Organizational performers are clear on their strengths and how they can be used in personal/professional settings. Explores how strengths can create a fulfilling career and life. (Pass/No Credit)

OLR 197–Leadership Practicum
Cr: 3 Wkly hrs: 1 hour Lecture, 4 hours Lab
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.

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

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OLRM 199–Practicum
Cr: 1-5  Wkly hrs: 10 hours Lab
Can be offered as: OLRM 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline. (Pass/No Credit)

OLRM 201–Intro to Organizational Leadership
Cr: 5  Wkly hrs: 5 hours Lecture
Introduction to leadership within organizations, history of leadership studies, leadership theories, case studies, vision, understanding relationships of leadership, motivation, and power.

OLRM 202–Introduction to Organizational Ethics
Cr: 3  Wkly hrs: 3 hours Lecture
Introduction to organizational ethics, understanding the correlation between leadership/management practice and the reflectiveness of moral philosophy, applying ethical decision making model to ethical dilemmas.

OLRM 205–Managing Diversity
Cr: 3  Wkly hrs: 3 hours Lecture
The various dimensions of diversity (gender, race, culture, etc.) from a personal, managerial and organizational perspective; examines the opportunities to grow.

OLRM 216–Strategic Planning for Leaders
Cr: 3  Wkly hrs: 3 hours Lecture
Explores the structure and processes leaders must utilize to engage in successful strategic planning with/for their organizations. Prerequisite: OLRM 101 and 102.

OLRM 218–Systems Thinking for Leaders
Cr: 3  Wkly hrs: 3 hours Lecture
Exploring how leaders impact and/or change organizations by understanding the patterns and relationships at work within their organizations. Prerequisite: OLRM 101 and 102.

OLRM 220–Human Relations in the Workplace
Cr: 3  Wkly hrs: 3 hours Lecture
The study of interactions between people at the workplace. Focus on developing skills to work effectively as a team member and part of an organization.

OLRM 225–Human Relations in Organizations
Cr: 5  Wkly hrs: 5 hours Lecture
The study of interactions between people in organizational settings. The course focuses on developing skills to communicate effectively with other people as an individual, group, and a team member including verbal, non-verbal language, and listening skills.

OLRM 230–Starting a Non-Profit Organization
Cr: 3  Wkly hrs: 3 hours Lecture
The components and processes necessary to begin a non-profit organization.

OLRM 231–Intro to Non-Profit Organizations
Cr: 3  Wkly hrs: 3 hours Lecture
The concepts and structures of the non-profit organization including vision, mission, organizational structure, and societal significance.

OLRM 232–Executive Directors and Non-Profits
Cr: 3  Wkly hrs: 3 hours Lecture
The roles and responsibilities of the Non-Profit Executive Director including vocation, mission, networking, strategies, board-development, and funding.

OLRM 233–Funding/Grant Writing for Non-Profits
Cr: 3  Wkly hrs: 3 hours Lecture
The strategies and processes for supporting non-profit funding/development including grant writing basics and approaches.

OLRM 234–Volunteers and Non-Profits
Cr: 3  Wkly hrs: 3 hours Lecture
The importance of volunteers and non-profit organizations. Explore strategies and processes for recruiting, training, and retaining non-profit volunteers.

OLRM 240–Learning Orgs/Intro to Sysks Thinking
Cr: 3  Wkly hrs: 3 hours Lecture
Provides the knowledge and practice to understand how organizations work as systems and how to change organizations by intervening in the organizational system.

OLRM 250–Organizational Communication
Cr: 5  Wkly hrs: 5 hours Lecture
Presents concepts of organizational communication based on a competency-based approach incorporating personal knowledge, interpersonal sensitivity, communications skills, and ethical values.

OLRM 260–Conflict Resolution
Cr: 5  Wkly hrs: 5 hours Lecture
Provides the knowledge and practice to master the skills necessary to manage conflict, encourage cooperation, and create workable solutions.

OLRM 270–Organizational Change
Cr: 5  Wkly hrs: 5 hours Lecture
Provides insights and practical tools for those involved in organizational change. Bridges current theory with practical applications; conceptual models with concrete examples.

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 101–Child Guidance & Development–Extended
Cr: 2  Wkly hrs: 2 hours Lecture
Group discussions, Internet research and instructor guidance, about child growth and development, guidance and discipline, and building family relationships. Additional focus on child guidance is explored in this course. (Pass/No Credit)

PARED 115–Parent Education Cooperatives
Cr: 1-2  Wkly hrs: 1 hour Lecture, 2 hours Lab
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/sages of children. (Pass/No/Credit)
Prerequisite: Child enrolled in OC Parent Child Co-Op Preschool or OC Child Care or permission of instructor.

PARED 125–Foster Parenting
Cr: 6  Wkly hrs: 6 hours Lecture
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.

Philosophy

PHIL 101–Intro to Philosophy
Cr: 5  Wkly hrs: 5 hours Lecture
H/SS - Introduction to philosophical questions that deal with rational inquiry in the various areas of philosophical study: metaphysics, epistemology, ethics, religion, and other areas.

PHIL 106–Intro to Logic
Cr: 5  Wkly hrs: 5 hours Lecture
NS/SS - Introduction to symbolic logic, emphasizing the relationship of logic to language, and the analysis and evaluation of arguments. (Formerly PHIL 120)

PHIL 115–Critical Thinking
Cr: 5  Wkly hrs: 5 hours Lecture
H/SS - Emphasis on analyzing, evaluating, and constructing thought in a clear logical fashion with application to other fields. A non-symbolic approach to logic and critical thinking.

PHIL 240–Intro to Ethics
Cr: 5  Wkly hrs: 5 hours Lecture
H/SS - Course will examine the development of moral philosophy, representing a broad range of some of the key ideas and thinkers as they have come to influence moral and ethical choices.

PARED 199–Parent Education
Cr: 1-5  Wkly hrs: 10 hours Lab
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. (Pass/No Credit)

OLRM 199–Practicum
Cr: 1-5  Wkly hrs: 10 hours Lab
Can be offered as: OLRM 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline. (Pass/No Credit)

OLRM 201–Intro to Organizational Leadership
Cr: 5  Wkly hrs: 5 hours Lecture
Introduction to leadership within organizations, history of leadership studies, leadership theories, case studies, vision, understanding relationships of leadership, motivation, and power.

OLRM 202–Introduction to Organizational Ethics
Cr: 3  Wkly hrs: 3 hours Lecture
Introduction to organizational ethics, understanding the correlation between leadership/management practice and the reflectiveness of moral philosophy, applying ethical decision making model to ethical dilemmas.

OLRM 205–Managing Diversity
Cr: 3  Wkly hrs: 3 hours Lecture
The various dimensions of diversity (gender, race, culture, etc.) from a personal, managerial and organizational perspective; examines the opportunities to grow.

OLRM 216–Strategic Planning for Leaders
Cr: 3  Wkly hrs: 3 hours Lecture
Explores the structure and processes leaders must utilize to engage in successful strategic planning with/for their organizations. Prerequisite: OLRM 101 and 102.

OLRM 218–Systems Thinking for Leaders
Cr: 3  Wkly hrs: 3 hours Lecture
Exploring how leaders impact and/or change organizations by understanding the patterns and relationships at work within their organizations. Prerequisite: OLRM 101 and 102.

OLRM 220–Human Relations in the Workplace
Cr: 3  Wkly hrs: 3 hours Lecture
The study of interactions between people at the workplace. Focus on developing skills to work effectively as a team member and part of an organization.

OLRM 225–Human Relations in Organizations
Cr: 5  Wkly hrs: 5 hours Lecture
The study of interactions between people in organizational settings. The course focuses on developing skills to communicate effectively with other people as an individual, group, and a team member including verbal, non-verbal language, and listening skills.

OLRM 230–Starting a Non-Profit Organization
Cr: 3  Wkly hrs: 3 hours Lecture
The components and processes necessary to begin a non-profit organization.

OLRM 231–Intro to Non-Profit Organizations
Cr: 3  Wkly hrs: 3 hours Lecture
The concepts and structures of the non-profit organization including vision, mission, organizational structure, and societal significance.
COURSE NOTES: H=Humanities, HP=Humanities/Skills Performance NS=Natural Science, SS=Social Science

## Physical Education – Education

### PE-ED 104 – Health Science
**Cr:** 2  **Wkly hrs:** 2 hours Lecture  
**SS** - Survey course of health issues: emotional and physical health topics, drug abuse, lifestyle diseases, sexuality issues, consumerism, environmental/occupational health, and death and dying.

### PE-ED 105 – College First Aid and Community CPR
**Cr:** 3  **Wkly hrs:** 3 hours Lecture  
Study of prevention of heart disease and practical skills leading to First Aid & CPR certifications. Students engage in writing and oral presentation projects.

### PE-ED 106 – Infant-Child CPR/First Aid
**Cr:** 2  **Wkly hrs:** 2 hours Lecture  
Expanded course in Infant/Child CPR and First Aid, using American Red Cross (ARC) standards. Successful completion of ARC written and skill tests can lead to Red Cross certification.

### PE-ED 107 – Personal Wellness
**Cr:** 3  **Wkly hrs:** 3 hours Lecture  
**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 109 – Basic CPR
**Cr:** 1  **Wkly hrs:** 1 hour Lecture  
Course is Basic Adult CPR using American Red Cross (ARC) Standards.

### PE-ED 110 – Basic First Aid
**Cr:** 1  **Wkly hrs:** 1 hour Lecture  
Course in Basic First Aid using American Red Cross (ARC) Standards. (Pass/No Credit)

### PE-ED 111 – Emergency Response
**Cr:** 5  **Wkly hrs:** 5 hours 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 125 – Sport Psychology
**Cr:** 3  **Wkly hrs:** 3 hours Lecture  
Introduction to applied strategies of sport and exercise psychology. Techniques such as goal setting, imagery, and self talk will be discussed as a means to increase performance.

### PE-ED 199 – Practicum
**Cr:** 1-5  **Wkly hrs:** 10 hours Lab  
Can be offered as: PE-ED 199/299.  
A practical application in the working world of the basic theories studied in the above program or discipline.  
Prerequisite: Permission of instructor.

## Physical Education – Fitness and Sports

### PESF 100 – Aerobics Weight Training/Conditioning
**Cr:** 1  **Wkly hrs:** 2 hours Lab  
Physical fitness improvement through resistance training and cardiovascular exercise. (Pass/No Credit)

### PESF 106 – Golf
**Cr:** 1  **Wkly hrs:** 2 hours Lab  
Can be offered as: PESF 106/206.  
Course emphasizes the fundamental skills of golf, proper equipment usage, etiquette, and rules necessary to play golf as a recreational sport.

### PESF 109 – Self Defense
**Cr:** 1  **Wkly hrs:** 2 hours Lab  
Can be offered as: PESF 109/209.  
Course emphasizes the fundamental skills necessary to defend yourself and/or others in the event you are confronted by an attacker/assailant.

### PESF 110 – Karate
**Cr:** 1  **Wkly hrs:** 2 hours Lab  
Can be offered as: PESF 110/210.  
Emphasizes the fundamental skills of karate and develops an understanding of karate as an art form.

### PESF 111 – Tai Chi
**Cr:** 1  **Wkly hrs:** 2 hours Lab  
Can be offered as: PESF 111/211.  
This course will be an introduction to Tai Chi focusing on the philosophy and postures of this martial art.

### PESF 120 – SCUBA Diving
**Cr:** 2  **Wkly hrs:** 1 hour Lecture, 2 hours Lab  
Can be offered as: PESF 120/220.  
Course provides the skills and knowledge of SCUBA diving necessary for safe diving in local or tropical waters. Certification arrangements may be made upon satisfactory course performance.  
Prerequisite: 16 years of age and pass swimming test.

### PESF 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.

### PESF 128 – Basketball
**Cr:** 2  **Wkly hrs:** 4 hours Lab  
Can be offered as: PESF 128/228.  
Emphasizes the fundamental skills of basketball, team strategies of offense and defense and rules necessary to play basketball as a recreational sport.

### PESF 132 – Volleyball
**Cr:** 2  **Wkly hrs:** 4 hours Lab  
Can be offered as: PESF 132/232.  
Course emphasizes the fundamental skills of volleyball, offenses, defenses, and rules necessary to play volleyball as a recreational sport.

### PESF 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.

### PESF 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.

### PESF 145 – Aerobic Fitness
**Cr:** 2  **Wkly hrs:** 4 hours Lab  
Can be offered as: PESF 145/245.  
Continued progress and supervision in achieving high levels of Aerobic Fitness. Vigorous exercise (including running, jumping, aerobic dance, step, bike, and outdoor exercise). Course Project.

### PESF 153 – Fast Fitness
**Cr:** 2  **Wkly hrs:** 4 hours Lab  
Can be offered as: PESF 153/253.  
Self-paced fitness class incorporating both resistance training and cardiovascular exercise.

### PESF 155 – Strength & Flexibility Training
**Cr:** 2  **Wkly hrs:** 4 hours Lab  
Can be offered as: PESF 155/255.  
Exploration of the concepts of improving fitness and function through strength and flexibility training. Student participates in vigorous exercise and academic assignments.

### PESF 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. Pick up from Director in PE 105 or Access Services.

### PESF 160 – Varsity Team – Fastpitch
**Cr:** 2  **Wkly hrs:** 4 hours Lab  
Can be offered as: PESF 160/260.  
Theory and conditioning for offensive and defensive team play necessary for successful competitive fastpitch. For students participating in the Fastpitch team.

### PESF 161 – Varsity Team – Volleyball
**Cr:** 2  **Wkly hrs:** 4 hours Lab  
Can be offered as: PESF 161/261.  
Theory and conditioning for offensive and defensive team play necessary for successful competitive volleyball. For students on Varsity Volleyball.

### PESF 162 – Varsity Team – Baseball
**Cr:** 2  **Wkly hrs:** 4 hours Lab  
Can be offered as: PESF 162/262.  
Theory and conditioning for offensive and defensive team play necessary for successful competitive baseball. For students on Varsity Baseball.

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*See course description for prerequisite.*  
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PEFSP 165 – Varsity Team – Soccer
Cr: 2  Wkly hrs: 4 hours Lab
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.
Prequisite: Permission of instructor.

PEFSP 166 – Varsity Team – Golf
Cr: 2  Wkly hrs: 4 hours Lab
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.
Prequisite: Permission of instructor.

PEFSP 167 – Athletic Conditioning
Cr: 2  Wkly hrs: 4 hours Lab
Can be offered as: PEFSP 167/267.
Athletic conditioning is a class designed for current student athletes competing at the intercollegiate level at Olympic College.

PEFSP 168 – Varsity Team Basketball
Cr: 2  Wkly hrs: 4 hours Lab
Can be offered as: PEFSP 168/268.
Theory and conditioning for offensive and defensive team play necessary for successful competitive basketball. For students on Varsity Men’s and Women’s Basketball Teams.

PEFSP 169 – Advanced Varsity Team Fastpitch
Cr: 2  Wkly hrs: 4 hours Lab
Can be offered as: PEFSP 169/269.
Application of theory and conditioning for offensive and defensive team play necessary for successful competitive fastpitch play. For students participating on the Fastpitch team.

PEFSP 170 – Advanced Varsity Team Baseball
Cr: 2  Wkly hrs: 4 hours Lab
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 on varsity baseball.

PEFSP 175 – Jogging
Cr: 2  Wkly hrs: 4 hours Lab
Can be offered as: PEFSP 175/275.
Exploration of concepts of improving lifetime aerobic fitness. Students will jog a variety of distances and courses with sufficient stimulus to produce aerobic fitness.

PEFSP 178 – Aerobic Walking
Cr: 2  Wkly hrs: 4 hours Lab
Can be offered as: PEFSP 178/278.
Exploration of concepts of improving lifetime aerobic fitness. Students will walk a variety of distances and courses with sufficient stimulus to produce aerobic fitness.

PEFSP 181 – Weight Management and Exercising
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Can be offered as: PEFSP 181/281.
For students ten or more pounds overweight who want to develop an exercise program for fitness and learn concepts for weight management.

PEFSP 187 – Beginning Weight Training
Cr: 2  Wkly hrs: 4 hours Lab
Introduction to the basic principles of weight training. Students will learn how to use both selected machines and free weights, as well as learn how to incorporate them into a comprehensive workout program.

PEFSP 189 – Advanced Weight Training
Cr: 3  Wkly hrs: 1 hour Lecture, 4 hours Lab
Course emphasizes advanced strength training techniques. Students will primarily utilize free weights, including Olympic platforms, with an emphasis on strength improvement.

PEFSP 199 – Practicum
Cr: 1-5  Wkly hrs: 10 hours Lab
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.
Prequisite: Permission of instructor.

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.
Prequisite: 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
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 147 – Ballroom/Swing Dance
Cr: 1  Wkly hrs: 2 hours Lab
Can be offered as: PE-RD 147/247.
The history and cultural background in the Foxtrot, Waltz, Swing, Rumba, Cha-Cha, Samba, and Tango dances. Includes technique, choreography, postural development/body placement, and terminology.

PE-RD 170 – Backpacking and Survival
Cr: 3  Wkly hrs: 1 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.

PE-RD 172 – Basic Mountaineering
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab
Techniques in snow and rock climbing; field trips including exercises to develop proficiency in individual and team skills. Highest emphasis is placed on safety, confidence and responsibility in difficult terrain.

PE-RD 175 – Basic Rock Climbing
Cr: 1  Wkly hrs: 2 hours Lab
Topics related to technical (5th class) rock-climbing. Includes 20 hours of activity in a structured rock-climbing environment.

PE-RD 199 – Practicum
Cr: 1-5  Wkly hrs: 10 hours Lab
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.
Prequisite: Permission of instructor.

PE-RD 270 – Backpacking and Survival
Cr: 2  Wkly hrs: 4 hours Lab
Participate in activities related to camping, travel and survival techniques in the outdoors. Includes a minimum of 6 hiking/backpacking field trips.
Prequisite: 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.
Prequisite: 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.
Prequisite: 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.
Prequisite: 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. (Formerly part of PTA 104)
Prequisite: 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.
Prequisite: 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 Proc ed VI-Therapeutic Exercise
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
Students learn fundamentals of exercise theory and techniques as well as specific exercises relating to strength, range of motion, flexibility, proprioception and aerobic exercise.
Prerequisite: Passing grade in all prior PTA courses.

PTA 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 Total hrs: 120 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 Total hrs: 120 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.

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, electromagnetic waves, 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.
Course Descriptions

PHYS 254—Engineering Physics
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
NS - Mechanics: fundamental units, vectors, statics, laws of kinematics, linear and rotational motion, work, energy, momentum, impulse, equilibrium, inertia, and rocket propulsion. (Formerly PHYS& 221 and PHYS& 231)
Prerequisite: MATH& 163 and PHYS 110 with a grade of 2.0 or above.

PHYS 255—Engineering Physics
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
NS - Electricity and Magnetism: Coulomb's Law, Gauss's Law, electric and magnetic fields, capacitors and resistors in circuits, electrical instruments, and Kirchoff's rules. (Formerly PHYS& 222 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
NS - Fluids, Oscillations and Waves; Temperature Scales, Heat Measurements, Thermal Properties of Matter, First and Second Law of Thermodynamics; Light, Reflection, Refraction, Lenses, Mirrors, Image Formation, Interference, Diffraction and Polarization. (Formerly PHYS& 223 and PHYS& 233)
Prerequisite: PHYS 254 with a grade of 2.0 or above.

Political Science

POLS& 101—Intro Political Science
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introduction to the principles and problems of the study of politics and government with focus on history and philosophy and systems used in the field.

POLS 115—State/Local Government
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Political and legal foundations of state and local governments, including legislative functions, distribution and execution of power, administrative organizations, political parties and voter behavior, and state and local policy making.

POLS 145—Politics of Middle East
Cr: 5 Wkly hrs: 5 hours Lecture
SS - A study of the historical and current politics of the Middle East. We will study the role of war, terror, oil, religion, ethnic cultures and the significance of these dynamics to the world.

POLS 175—Politics and Literature
Cr: 5 Wkly hrs: 5 hours Lecture
SS - An examination of the central issues and concepts of politics through the perspective provided by great literature. Included will be the questions of authority, responsibility, freedom, and power. (Same as HUMAN 175)

POLS 199—Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Can be offered as: POLS 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.

POLS& 201—Intro Political Theory
Cr: 5 Wkly hrs: 5 hours Lecture
H/SS - An introduction to the major thinkers and philosophies that have shaped the Western political tradition. (Formerly POL 185)

POLS& 202—American Government
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Development, structure, and role of U.S. Government, with attention to democratic traditions. Constitutionalism, federalism, civil liberties, political parties, and propaganda. (Formerly POL-S 210)

POLS& 203—International Relations
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Rise of state and modern state system with emphasis on nationalism, sovereignty, national power, imperialism, economic and military rivalry, and the quest for security and peace and problems of developing nations. (Formerly POL-S 240)

POLS 235—Labor and Film
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Using a combination of labor films and labor history, this course examines the role of unions in the United States and their trajectory of struggle for workers' rights and welfare. (Same as HUMAN 235)

POLS 300—Health Politics and Policy
Cr: 5 Wkly hrs: 5 hours Lecture
SS - The basic political and social context 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. ENGL& 101 is also required.

Polysomnography

PSG 230—Polysomnography Internship
Cr: 9 Wkly hrs: 18 hours Lab
Under supervision of a 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

Practical Nursing program admission not required for the following four courses:

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. (Offered Fall Qtr.)
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. (Offered Winter Qtr.)

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. (Offered Spring Qtr.)

PNURS 126—Dosage Calculations
Cr: 1 Wkly hrs: 1 hour Lecture
Introduction to the dosage calculations used in medication administration in the clinical setting. (Offered Fall Qtr.)
Prerequisite: MATH O99.

PN Nursing Program Courses

Prerequisite: Admission to the Practical Nursing Program.

Note: A grade of 2.3 or higher is required in all Practical Nursing courses for continuation in the Nursing Program. (Exception: minimum grade of 3.7 is required in PNURS 126.)

Winter Quarter:

Prerequisite: Concurrent enrollment in or successful completion of the following courses:

PNURS 102—Physical Assessment Lecture
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to basic structures and functions of body systems and diagnostic tests. How the nurse assesses and distinguishes normal from abnormal findings is discussed.

PNURS 103—Physical Assessment Application Lab
Cr: 1 Wkly hrs: 2 hours Lab
Physical assessment of the adult client using interpersonal communication skills.

PNURS 104—Lab I, Lecture
Cr: 1 Wkly hrs: 1 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.

PNURS 105—Lab I, Application
Cr: 1 Wkly hrs: 2 hours Lab
Introductory lab class for planning, delivery and oversight of care for the client needing basic nursing skills, standard precautions, postmortem care and oral med administration. Certified nursing assistants and military medics or corpsmen may receive course credit with successful Credit by Examination.

PNURS 110—Medical Terminology
Cr: 2 Wkly hrs: 2 hours Lecture
An introduction to word roots, combining forms, suffixes, prefixes, spelling and pronunciation guidelines using a body systems approach.

PNURS 112—Personal and Professional Roles
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to the personal and professional roles of the practical nursing student regarding laws and ethics, history, self assessment, communication, nursing process, and planning care.

*See course description for prerequisite.
PNURS 114—Fundamentals I  
Cr: 5  Wkly hrs: 5 hours Lecture  
Theory course covering beginning nursing concepts, microbiology, HIV and geriatric care. Emphasizes growth/development health and prevention.

PNURS 122—Long Term Care Clinical  
Cr: 3  Wkly hrs: 6 hours Lab  
Direct care experience using practice/application of critical thinking, nursing process, care planning, physical assessment, communication, hygiene and safety with long-term care residents.

Spring Quarter:  
Prerequisite: Successful completion of all Winter quarter courses. Concurrent enrollment in or successful completion of the following courses:

PNURS 106—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).

PNURS 116—Fundamentals II  
Cr: 5  Wkly hrs: 5 hours Lecture  
Introduction to common medical and surgical conditions using the nursing process.

PNURS 118—Nutrition  
Cr: 3  Wkly hrs: 3 hours Lecture  
The practical nurse's role in nutrition education, emphasizing nutrients and special dietary needs related to the different medical-surgical conditions throughout the lifespan.

PNURS 124—Medical-Surgical Clinical  
Cr: 5  Wkly hrs: 10 hours Lab  
Direct care experience of the hospitalized medical/surgical patient, emphasizing critical thinking, use of the Nursing Process, application of client care concepts and skills.

Summer Quarter:  
Prerequisite: Successful completion of all Winter and Spring quarter courses. Concurrent enrollment in or successful completion of the following courses:

PNURS 203—Fundamentals III—Mental Health  
Cr: 1  Wkly hrs: 1 hour Lecture  
Introduction to common mental health conditions using the nursing process.

PNURS 204—Fundamentals III Pediatrics  
Cr: 2  Wkly hrs: 2 hours Lecture  
Introduction to pediatrics using a nursing process framework. Includes critical thinking, stress/adaptation and ethical concepts.

PNURS 205—Fundamentals III Obstetrics  
Cr: 2  Wkly hrs: 2 hours Lecture  
Introduction to childbirth using a nursing process framework. Includes critical thinking, stress/adaptation and ethical concepts.

PNURS 208—Pediatric/Obstetric Clinical  
Cr: 4  Wkly hrs: 8 hours Lab  
Direct patient care experience emphasizing critical thinking and use of the Nursing Process in practice and application of theory/skills related to clients in Pediatric and Obstetric settings.

PNURS 209—Mental Health Clinical Experience  
Cr: 1  Wkly hrs: 2 hours Lab  
This clinical experience prepares students to care for clients with mental health alterations in a structured, inpatient mental health setting.

Fall Quarter:  
Prerequisite: Successful completion of all Winter, Spring and Summer quarter courses. Concurrent enrollment in or successful completion of the following courses:

PNURS 202—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.

PNURS 206—Fundamentals IV  
Cr: 4  Wkly hrs: 4 hours Lecture  
Nursing care process for more advanced medical surgical situations.

PNURS 210—Clinical Mentorship  
Cr: 8  Wkly hrs: 16 hours Lab  
Students will gain additional experience in direct patient care and management responsibilities using a mentorship with a Licensed Nurse.

Psychology

PSYC & 100—General Psychology  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Survey of basic topics in psychology including methods, biological basis of behavior, sensation, perceptions, learning, memory, motivation, emotion, and clinical psychology. (Formerly PSYCH 101)

PSYC 102—Psychology of Adjustment  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Systematic presentation of scientific psychological principles and procedures for the resolution of human problems and relationships.

PSYC 199—Practicum  
Cr: 1-5  Wkly hrs: 10 hours Lab  
Course can be offered as: PSYC 199/299. A practical application in the working world of the basic theories studied in the above program or discipline.

PSYC & 200—Lifespan Psychology  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Introduces the development of different stages in physical, cognitive, personality, and socio-emotional changes over the life span. (Formerly PSYCH 224)

PSYC & 220—Abnormal Psychology  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - A survey of psychopathology, specifically a study of abnormal human behavior, its description and explanation from several theoretical perspectives and an overview of therapies to modify abnormal behavior. (Formerly PSYCH 240)

PSYC 221—Social Psychology  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Social Psychology focuses on the interaction between individuals and their social context. Recent research is reviewed. Writing emphasis.

PSYC 230—Psychology of Aging  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Issues faced by an ever-expanding older adult population, with focus upon the physical, cognitive, and socio-emotional issues that arise during later life. Prerequisite: PSYC& 100.

PSYC 235—Psychology of Personality  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - A general introduction to theories of personality. Describes a wide theoretical foundation of multiple domains of personality. Study assessment, measurement, and research design, and issues of assessment for culturally diverse populations. Prerequisite: PSYC& 100.

PSYC 240—Biological Psychology  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - A survey of the biological determinants of behavior with emphasis on current research findings and ethical issues. (Formerly PSYCH 220) Prerequisite: PSYC& 100.

PSYC 260—Introduction to Clinical Psych  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - An introduction to professional issues in clinical and counseling psychology and major therapeutic techniques used in the professions. Prerequisite: Either PSYC & 100 or SOC & 101 or instructor's approval.

Science

SCI 100—Introduction to Science  
Cr: 5  Wkly hrs: 5 hours Lecture  
NS - Overview of sciences taught at Olympic College. Scientific methodology through inquiry, observation, experiment, and communication of science concepts in chemistry, biology, physics, and others. No prior science background required. Prerequisite: MATH 094 and ENGL 099 or equivalent placement scores.

Sociology

SOC & 101—Intro to Sociology  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Introduces the subject matter, theories and methods of sociology. Focuses on the interaction between the individual and the social milieu.

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.

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.

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.

*COURSE NOTES: H=Humanities, H/SP=Humanities/Science Performance  
NS=Natural Science, S=Social Science

*See course description for prerequisite.
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.

SOC 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
A practical application in the working world of the basic theories studied in the above program or discipline.

SOC& 201–Social Problems
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Students are asked to consider the value of studying social problems from a sociological perspective. (Formerly SOCIO 102)

SOC 230–Sexuality and Gender
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Provides introduction to various discourses within social sciences on the socio-cultural construction and meaning of human sexuality and gender.
Prerequisite: 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.

Technical Design

TEC-D 107–Technical Drawing
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
A beginning drawing course teaching both introductory hand drawing and computer drawing skills. Concepts taught include: care and use of instruments, linetypes, sketching, numbering of planes, lettering and linework, orthographic projection, primary and secondary auxiliary projections, introduction to descriptive geometry, isometric drawing and isometric sections, orthographic sections, and an introduction to the theory of dimensioning.
Prerequisite: Students must have appropriate manual drafting tools and access to an Olympic College computer using AutoCAD software.

TEC-D 109–Descriptive Geometry
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Introduction to principles of descriptive geometry used to solve 3 dimensional problems graphically via successive auxiliary projections. Study of space relationships for points, lines and planes that precede design. Also an introduction to development of surfaces and intersections.
Prerequisite: TEC-D 200 with a grade of 2.0 or above or permission of instructor. All students must have access to computer lab.

TEC-D 112–Blueprint Reading
Cr: 4 Wkly hrs: 4 hours Lecture
This is an introductory course in blueprint reading. 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
Perform algebraic, geometric, and other complex interactive and repetitive calculations using hand calculators and spreadsheet calculation aids.

TEC-D 121–Plane Surveying
Cr: 4 Wkly hrs: 1 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 to understand these descriptions.

TEC-D 123–Introduction to Construction Staking
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
This course introduces the student to the process of construction staking as it applies to Civil Design projects.

TEC-D 127–Residential Architectural Drawing
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
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 in the introduction to 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 AUTC-T 145 and WELD 145)
Prerequisite: MATH 090A with a grade of 2.0 or above or satisfactory placement test score and concurrent enrollment in or completion of ATA requirements in AUTC-T or TEC-D or WELD vocational programs.

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).

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. (Formerly FLSPN 201)
Prerequisite: SPAN& 123 or permission of instructor.
TEC-D 151 – Intermediate GIS with ArcView
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Intermediate GIS with ArcView expands upon introductory GIS topics and provides a working knowledge of various project applications.
Prerequisite: TEC-D 139, or TEC-D 150.

TEC-D 155 – Introduction to Unigraphics
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Unigraphics is a state-of-the-art 3D modeler for machine parts, assemblies, and consumer product design. [www.ugs.com]

TEC-D 175 – Introduction to Solid Edge
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Solid Edge is a parametric 3D modeler for machine parts, assemblies, and consumer products; building 3D solids from constrained 2D sketches.

TEC-D 200 – Computer-Aided Design I
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Introduction to Computer-Aided Drafting using Autodesk ACAD software to create, edit, and plot engineering drawings.
Prerequisite: TEC-D 107 with a grade of 2.0 or above or permission of instructor.

TEC-D 205 – Engineering Tech Project Planning
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
An introduction to the concepts used in planning engineering projects. This is a practical, hands-on conceptual approach to Engineering Project Planning. Microsoft Project Software may be used as a vehicle to outline this planning. This is intended for those seeking to be engineering technicians to enhance their ability to communicate with engineers. This course is not to teach software, but rather, to teach the engineering approach to building bridges, etc. as opposed to planning models used in business.

TEC-D 211 – Geometric Dimensioning & Tolerancing
Cr: 4 Wkly hrs: 4 hours Lecture
The application of Geometric Dimensioning & Tolerancing techniques as per national and international standards (e.g. ANSI Y14.5M/ISO/T10505).
Prerequisite: TEC-D 107 or permission of instructor.

TEC-D 217 – Computer Aided Design II
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Advanced AutoCAD emphasizing manipulation and display of 2D drawings. Includes many of the new features introduced in recent software releases.
Prerequisite: TEC-D 200 or experienced user or permission of instructor.

TEC-D 221 – 2D Production Drawing
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
An intensive course using AutoCAD to create and/or modify large 2D production drawings, details, sub-assemblies and assembly drawings.
Prerequisite: TEC-D 200 or permission of instructor.

TEC-D 222 – AutoCAD 3D
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Students learn commands needed to produce, edit and render 3D computer drawings using AutoCAD 3D.
Prerequisite: TEC-D 200 or permission of instructor.

TEC-D 231 – Introduction to Civil Drafting
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
An introductory course to provide a general knowledge of the fundamental principles and concepts used to prepare civil engineering drawings.
Prerequisite: TEC-D 200, TEC-D 217 or permission of instructor.

TEC-D 232 – Introduction to Solid Works
Cr: 4 Wkly hrs: 2 hours Lecture, 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 270 – 3D Analyst
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
This course is designed for those who want to apply three-dimensional visualization and analysis techniques to their spatial data. (Pass/No Credit)
Prerequisite: TEC-D 139 or TEC-D 150.

TEC-D 271 – Geodatabases for GIS
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
This course is designed for experienced ArcGIS users who need an introduction to creating, editing, and managing data stored in a personal geodatabase. (Pass/No Credit)
Prerequisite: TEC-D 139 or TEC-D 150.

TEC-D 272 – Geoprocessing with GIS
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
This course is designed for experienced ArcGIS users who want to use geoprocessing tools and models in their GIS projects. (Pass/No Credit)
Prerequisite: TEC-D 139 or TEC-D 150.

TEC-D 273 – Map Projections in GIS
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
This course is designed for students and GIS professionals who want to understand the properties of different map projections and coordinate systems. (Pass/No Credit)
Prerequisite: TEC-D 139 or TEC-D 150.

TEC-D 274 – Natural Resource GIS
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
This course teaches methods for acquiring, evaluating, creating, manipulating, and integrating data in preparation for analysis and map creation. It addresses problems commonly encountered by those in the natural resource and conservation fields. (Pass/No Credit)
Prerequisite: TEC-D 139 or TEC-D 150.

TEC-D 275 – Spatial Analyst
Cr: 2 Wkly hrs: 1 hour Lecture, 2 hours Lab
This course is designed for experienced ArcGIS users who want to work with rasters to identify spatial relationships, develop suitability models, or calculate the cost of travel over a surface. (Pass/No Credit)
Prerequisite: TEC-D 139 or TEC-D 150.

TEC-D 280 – AutoCAD Update
Cr: 1 Wkly hrs: 1 hour Lecture
Emphasis is on new and enhanced features in the most current version of AutoCAD. This is NOT a multiple level update class. (Pass/No Credit)
Prerequisite: Experienced AutoCAD user and currently using recent AutoCAD software recommended.

Transition to Associate Degree Nursing

TADN Nursing Program Courses
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.

NOTE: A grade of 2.7 or higher is required in all TADN Nursing courses for continuation in the Nursing Program.

Winter Quarter:
Prerequisite: Concurrent enrollment in or successful completion of the following courses:

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.

TADN 183 – Mental Health–Theory
Cr: 2 Wkly hrs: 2 hours Lecture
Prepares students to care for clients who are experiencing mental health alterations in a variety of health and wellness settings.

TADN 184 – Mental Health–Clinical
Cr: 1 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.

TADN 185 – Ob–Theory
Cr: 2 Wkly hrs: 2 hours Lecture
Prepares students to care for clients who are experiencing maternal-child health alterations in a variety of health and wellness settings.

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.

*See course description for prerequisite.
Course Descriptions

TADN 189–Ob and Peds–Clinical
Cr: 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.

TADN 190–Physical and Skills Assessment–Lab
Cr: 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.

TADN 203–Ethics–Theory
Cr: 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.

Spring Quarter:
Prerequisite: Successful completion of all Winter quarter courses.
Concurrent enrollment in or successful completion of the following courses:

TADN 201–Leader/Manager/Role Dev–Theory
Cr: 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.

TADN 205–Advanced Skills–Lab
Cr: 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.

TADN 207–Advanced Med-Surg–Theory
Cr: 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.

TADN 209–Advanced Med-Surg–Clinical
Cr: 5 Wkly hrs: 10 hours Lab
Advanced Medical-Surgical concept application to complex clients. Focuses on collaboration, management of multiple clients and leadership.

TADN 211–Gerontology–Theory
Cr: 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.

Summer Quarter:
Prerequisite: Successful completion of all Winter and Spring quarter courses. Concurrent enrollment in or successful completion of the following courses:

TADN 213–Adv Pharmacology-Dosages–Theory
Cr: 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.

TADN 214–Professional Role Development Seminar
Cr: 2 Wkly hrs: 2 hours Lecture
Seminar will focus on group collaboration and topics to aide in transition from student to Registered Nurse role.

TADN 215–Professional Role Dev–Mentorship
Cr: 8 Wkly hrs: 16 hours Lab
Development of the professional role continues with mentoring by an RN in multiple care settings.

Welding

WELD 100–Oxyacetylene Welding
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Oxyacetylene welding and brazing in the flat, horizontal, and vertical positions on mild steel plate; Oxy fuel cutting and plasma arc cutting processes.
Prerequisite: Completion of or concurrent enrollment in WELD 106 or by permission of instructor.

WELD 101–Arc Welding I
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Shielded metal arc welding (SMAW) in the flat and horizontal positions on low carbon steel plate using E6010 and E7018 electrodes; Arc cutting with compressed air (CAC-A).
Prerequisite: WELD 106.

WELD 102–Arc Welding II
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Shielded metal arc welding (SMAW) making sound groove welds and fillet welds in all positions using E7018 electrodes on plain carbon steel.
Prerequisite: WELD 101 or permission of instructor.

WELD 103–Arc Welding III
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Producing sound groove welds in the 2G and 3G positions on mild steel welded with the shielded metal arc welding (SMAW) process using E7018 electrode classification.
Prerequisite: WELD 102 and completion of WELD 106 or permission of instructor.

WELD 104–Gas Tungsten Arc Welding
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Students develop skills required for Gas Tungsten Arc Welding (TIG) in the flat, horizontal and vertical positions on mild steel, stainless steel and aluminum plate.
Prerequisite: WELD 100 and 107 or concurrent enrollment in WELD 107 or permission of instructor.

WELD 105–Gas Metal Arc/Flux Cored Arc Welding
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Students develop skills required for Gas Metal Arc (MIG) and flux cored arc welding in the flat, horizontal and vertical positions on mild steel and aluminum plate.
Prerequisite: WELD 107 or concurrent enrollment in WELD 107 or permission of instructor.

WELD 106–Welding Technical Orientation I
Cr: 5 Wkly hrs: 5 hours Lecture
Beginning welding theory with emphasis on safety, weld processes of oxyacetylene welding (OAW), oxyfuel cutting (OFC), shielded metal arc welding (SMAW), carbon arc cutting with compressed air (CAC-A), electrical fundamentals and blue print reading.

WELD 107–Welding Technical Orientation II
Cr: 5 Wkly hrs: 5 hours Lecture
Advanced welding, cutting, and manufacturing processes and American Welding Society weld symbol reading and interpretation.
Prerequisite: WELD 106 or permission of instructor.

WELD 108–Welding Metallurgy
Cr: 5 Wkly hrs: 5 hours Lecture
A study of the metallurgy of welding and joining both ferrous and nonferrous metals, primarily as used in building and repair.

WELD 111–Pipe Welding I
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Producing sound open root groove welds in the 2G, 5G, and 6G positions on mild steel pipe welded with the shielded metal arc welding (SMAW) process using E6010 and E7018 electrode classification.
Prerequisite: A grade of 3.0 or higher in WELD 103 and WELD 106 or instructor approval.

WELD 112–Pipe Welding II
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Producing sound open root groove welds in the 2G and 5G positions on mild steel pipe welded with the gas tungsten arc welding (GTAW) process using ER 70 S-2 filler metal and E7018 electrode classification.
Prerequisite: A grade of 3.0 or higher in WELD 103, 104, 107, and 111 or instructor approval.

WELD 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.

COURSE NOTES: H=Humanities, H/S=Humanities/Skills Performance
NS=Social Science

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*See course description for prerequisite.*
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: OFC and 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 090A 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  
Can be offered as: WELD 190/191/192.  
The fabrication and manufacture of welded projects selected by the student or assigned by the instructor. Includes designing, cost analysis, ordering materials, and fabrication of projects.  
Prerequisite: Advanced standing with instructor permission.

*See course description for prerequisite.
Faculty and Administrators

This section provides an overview of community members involved in OC, faculty and administrators.

Facility and Administrators

ABEL, ROBERT W.
Applied Physics/Mathematics. B.A., B.S., M.S., University of Washington; M.S., Ph.D., UCLA.

ADAMSON, LAURIE
Director, Women's Programs and College Success. B.S., M.A., University of Nebraska. Ph.D., Walden University.

AKERS, LARRY
Director, Readiness Response. Emergency Medical Technician Certification, NOAA Diving Program.

ANDERSON, KRISTY
Associate Dean, Planning, Assessment & Research. A.A., Olympic College; B.A., Western Washington University; M.P.A., The Evergreen State College.

ABBREVIATION, GERALD M.
Associate Dean, Nursing. Diploma in Nursing, St. Vincent's College of Nursing; B.S.N., M.N., University of Washington.

ABBREVIATION, JOHN M.
Counseling. B.A., M.Ed, Long Beach State University.

BALDWIN, THEODORE C.
Chemistry. B.S., George Fox College, Newberg, OR; M.S., University of Arizona.

BARKER, CHARLES M.
Psychology. A.A., Foothill College; B.S., Southern Oregon College; M.S.W., Michigan State University, Certificate Human Services Management, University of Washington.

BARTLETT, LYNDON R
Physical Therapist Assistant (Faculty/Program Director). B.S.P.T., M.P.T., University of Washington.

BECHT, SONIA AGAR
English. A.A., American River College, Sacramento, CA; B.A., M.A., California State University; Ph.D., University of Minnesota.

BERGMAN, DONALD J.
Computer Information Systems. B.S., University of Washington, Pacific Lutheran University; M.S., University of New Mexico.

BERMERA, NANCY

BLODEAU, PAMELA
Computer Information Systems. A.A.S, Seattle Central Community College; A.A., Olympic College; B.A., The Evergreen State College; M.S., University of Phoenix; A+, MCP+I, MCSE.

BLACKMAN, JANE
Assistant Director of Financial Aid. A.A.S., Olympic College; B.A., University of Washington, Tacoma.

BLACKWELL, KEVIN

BLANKENSIP, KENNETH
Capital Projects Coordinator.

BOLTON, KAREN
Organizational Leadership and Resource Management. B.S., Southern Illinois University; M.A., Chapman University.

BRACKEBUSCH, ANN L.

BRIGGS, ELISABETH A.
Mathematics. A.A.S., Wenatchee Valley College; B.S., Central Washington University; M.S., Western Washington University.

BROWN, JEFFREY J.
Engineering. B.S., Purdue University; M.S., University of North Dakota; Ph.D., Purdue University.

BROWN, JUDITH A.
Dean, Math, Engineering, Science, and Health. B.S., Pacific Lutheran University; M.S., Central Washington University; Ph.D., University of Washington.

BRYANT, ELAINE WILLIAMS
Associate Dean, Adult Education (ESOL & Basic Skills). B.A., University of Illinois; M.S., Chicago State University.

BYRNE-BARRANTES, KATHLEEN
Director of Grants.

CAMERON, THOMAS
English. B.A., Lamar University; M.A., North Texas State University; Ph.D., University of Texas.

CARSON, ANTHONY
Counseling. B.A., The Evergreen State College; M.Ed., City University.

COHEN, MIRELLE
Human Services, Chemical Dependency & Sociology. B.S., University of Surrey; M.S., Oxford University; Ph.D., University of British Columbia.

COOK, SARAH

COOK, SUZANNE
Nursing. B.S.N., College of Mt. St. Joseph; M.N., University of Washington.

COPP, KELLY
Workforce Development Coordinator (Shelton Campus). B.A., Coe College.

COSGROVE, ALECIA
Nursing. A.A.S., Olympic College; B.S.N., Pacific Lutheran University; M.S.N., University of Washington, Tacoma.

CULBERTSON, JOLENE
ADN/BSN Nursing. B.S., St. Joseph's College; M.N., University of Washington.

CURRY, JACQUE

DAMRILL-LEIB, MISTIE D.
Educational Advisor/Workforce Education. B.A., Central Washington University; M.Ed., City University.

DAVIS, ANNIE M.
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Dodge, Pat
Doehne, Linda
Dolen, Kristin
Gorman, Sheila
Lawley, Kathy
Leer, Shayla – Vice-Chair
Solvie, Chad
Streissguth, Kent

TECH PREP
Anderson, Mike
Case, Teresa
Cusack, Pat
Grigg, Deb
Lahmann, Peter
Patterson, Paula
Thayer, Roxanne
Watland, Bryan

TECHNICAL DESIGN
Adamson, Jim
Armstrong, John – Vice-Chair
Curley, Tom
Elsen, Bob
Escalante, Jerry
James, Ronald
Janny, Steve
Lawrence, Dave
Livdahl, Greg
Lucie, Richard
McGonigle, Jim – Chair
Nielsen, Bill
Pleasants, Mike
Stallman, Kelly

WELDING TECHNOLOGY
Becker, Jeff
Bienek, Richard
Johnson, Lynn
Kelsey, James
Kovacs Sr., Bela
Le Texier, Jerry
Lombroia, Chris
Murphy, Michael
Sitko, Doug – Chair

WORKER RETRAINING
Blakley, Carol
Burton, Jim
Cocus, Kathy – Chair
Coots, Lorraine
Drzewiecki, Paul – Vice-Chair
Grady, Bob
Harrigan, Sharlene
Hess, Margaret
Lahmann, Peter
Le Texier, Kellie
Locke, Susan
Mackie, Carol
McKenna, James
Mundinger, Erin
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. At OC, the printed quarterly schedule of courses is The View. Courses are also available online at www.olympic.edu/ClassSchedule.

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. Courses are available online at www.olympic.edu/ClassSchedule.

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.

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.

NOTE: Some specifics and/or application of these terms may vary at other colleges and universities.
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.

PREREGISTRATION
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.
Emergency Communications

If a decision is made to change or suspend operations at Olympic College FOR ANY REASON, here is the quickest way to access pertinent information:

**Telephone**
Call the Bremerton campus main 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.

**Text Messaging**
Sign up for text messaging alerts on your cell phone at www.olympic.edu/alerts.

**Media**
Listen or watch for messages on radio and television stations. Check www.olympic.edu/OCNews and click “Emergency Information” for a current listing.

Watch/listen for messages on the following websites:

- KOMO 4 www.komonews.com
- KING 5 www.king5.com/w
- KONG 6 www.king5.com/kongtv
- KIRO 7 www.kirotv.com
- KCPQ 13 http://q13.trb.com

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.

IMPORTANT: Messages are posted in the event of emergencies or closures/delays only. If the college remains open and under normal operations, messages are not posted.

**NOTE:** OC Shelton, OC Poulso and other non-Bremerton campus students should follow the directions provided by staff at these locations regarding contact information, procedures, and telephone numbers.

For information, visit www.olympic.edu/OCNews and click “Emergency Information”.

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 of Olympic College, resulting in improved opportunities for protected groups and an improved learning environment.

The affirmative Action Officer is responsible for the implementation and maintenance of systems, which monitor the effectiveness of the college’s Affirmative Action Plan. While it is the obligation of all staff members to assist in achieving goals for the plan, administrators and supervisors are expected to provide leadership in this effort.

Those persons who have questions or grievances regarding affirmative action or equal employment and education opportunities at the college are invited to contact the President or the Affirmative Action Officer.

Adopted by the Board of Trustees 3/28/89, revised 8/27/91, 5/23/95.

NOTE: Grade appeals follow a different procedure (see “Grade Appeals” in this catalog).

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 as 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.

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.

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 parents/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.

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:

- 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:
  - A description of any/all accommodations provided or offered by the college and an explanation of why these accommodations are insufficient or ineffective.
  - The Vice President of Student Services shall investigate the grievance and issue a written determination, which will specify resolution of the matter. Such written determination shall ordinarily be issued within 14 days of the filing of the grievance. Circumstances which may prolong the response of the Vice President include the intervention of a quarter break and other such circumstances which may render unavailable persons necessary to an appropriate resolution of the complaint.
  - In addition to the above described appeal process, any student who believes that he or she has been discriminated against on the basis of disability may file a formal discrimination complaint with the ADA Compliance Officer. OC has adopted an Affirmative Action and Equal Employment Opportunity Policy that provides for prompt and equitable resolution of complaints alleging discrimination. A copy of the policy is published in this catalog and may also be obtained from the Office of Human Resource Services on the first 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 288.10.910 through RCW 288.10.914 and the Washington Law against Discrimination, RWC 49.60.

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, she 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 both 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 complaints) 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.

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Information Technology Procedures

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 Computer Lab Use Policy and Rules

ACCEPTABLE USE
The OC student network is a Washington state resource. It is for instructional purposes only. It is not for commercial use.

FOOD AND DRINKS
No food or drink is allowed in the labs.

CONDUCT
While in the labs, students should conduct themselves according to the student code of conduct. See the office of Vice President of Student Services for questions.

THE LABS ARE QUIET STUDY ENVIRONMENTS
Please keep the noise volume at library levels. OC makes an exception for adaptive technology students using the voice recognition applications located in Business 100. Please respect the rights and property of others. Do not improperly access, misappropriate, or misuse any account or file. Do not share accounts. OC students are responsible for all activity on their accounts.

HACKING
Do not tamper with, copy, or hack network systems, software, or accounts.

VIRUSES
Do not intentionally infect any OC system with a computer virus. If students suspect a machine has been infected with a virus, they should contact the Information Technology Help Desk at 360.475.7600. Network software is available to check and repair suspected files; OC cannot guarantee the integrity of any repaired file. OC reserves the right to delete any file from the network if it is infected with a virus.

CONFIGURING SYSTEMS
Do not move, reconfigure, or attempt to repair OC computers, printers, or peripherals. Do not install, reconfigure, or remove software on OC computers. Do not attach hardware to any of OC’s computers, electrical or networking outlets. This includes: laptops, cell phones, PDA, etc. It is permissible to attach certain USB devices such as USB flash drives (external USB hard drives that do not require additional software or drivers to use).

OC cannot be held responsible for any damage that may occur to any device that has been installed or is using OC resources without prior authorization. Do not install software, firmware or plug-ins to the network or any workstation. If a required application is not available, students should inform their instructor.

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

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

PAPER USE POLICY
• Print jobs should be limited to school related tasks only.
• 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.
• Direct printing of Internet material is prohibited. Internet material should be saved to disk then selectively printed from a word processor.

Procedure for Students to Inspect Their Education Records
To inspect or review an education record, a student must submit a written request to the college Registrar. The student must sign the request, describe the specific records to be reviewed and set forth the name under which the student attended the college, the social security number or student identification number, and the student’s last date of attendance. Proper picture identification must be presented before the documents may be reviewed. The Registrar will make the needed arrangements for access as promptly as possible and advise the student when and where the records will be available for inspection. Access will be given as soon as practical but no later than 45 days after receipt of the written request.

Student records will be maintained according to the retention policy set out by the State Board for Community and Technical Colleges. Limits on rights to review, inspect, or obtain copies of education records:
• Financial statements of the student’s parents;
• Confidential letters and confidential statements of recommendation placed in the education record if the student has waived his or her right to inspect and review those letters and statements and the letters and statements relate to the student’s admission to a program, an application for employment, or receipt of an honor or honorary recognition;
• Confidential letters and statements placed in the education record except when these documents have been used for any purpose other than that for which they were originally intended;
• Records that contain information about other students;
• Documents excluded from the FERPA definition of education records.

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

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

Right to Know
OC makes an effort to comply with all state and federal 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:
• Drug-Free Schools, Workplaces, and Communities
• Safety and Security
• Athlete Completion Statistics

OC’s policy on discrimination and harassment is specific and available in OC’s Preventing Discrimination & Harassment on Campus brochure.

Sex Offender Notification Policy

Preamble
Olympic College considers the protection of our community from sex offenders to be a matter of significant importance. The 1990 Community Protection Act allows the college to provide notice to the community concerning sex offenders who are, or will be attending classes or working on the campus, and to assist our community members in developing constructive plans to prepare themselves and their children for residing near released sex offenders.

Pursuant to RCW 4.24.550 Olympic College is authorized to notify the college community when information is received that a registered sex offender may be expected on or near the college campus, including off-site buildings and associated college activities. Information that is relevant and necessary to protect the public and to counteract the danger created by a particular offender may be released pursuant to RCW 4.24.550.

The extent and content of the disclosure of relevant and necessary information shall be related to:
• The level of risk posed by the offender to the community;
• The location where the offender resides, expects to reside or, is regularly found; and
• The needs of affected community members for information to enhance their individual and collective safety.

Purpose of Notification
An informed public is a safer public. Notification is not intended to increase fear. Sex offenders have always lived in our communities. The purpose of the Community Protection Act of 1990 was to assist local law enforcement agency efforts to protect communities by providing relevant and necessary information. By providing the public adequate notice and information, community members can develop
constructive plans to prepare themselves and their children for the offender’s release.

The Department of Corrections, the Juvenile Rehabilitation Administration, and the Indeterminate Sentence Review Board are required to classify all sex offenders released from their facilities into levels of risk (low, moderate, or high). These agencies then issue to approved treatment programs. Typically these individuals do not appreciate the nature of their previous crime(s) and lifestyle (drug and alcohol abuse and other criminal activity). Some have refused to participate or failed to complete approved treatment. The narrative notices describe the identity and criminal history behavior of the offender and shall include a risk level classification for the offender. Upon receiving a narrative notice, local law enforcement agencies review all available information and assign risk-level classifications to all sex offenders about whom information will be disseminated for the purpose of community notification.

The Safety and Security office maintains records of sex offenders who have been brought to the attention of Olympic College by the Kitsap and Mason County Sheriffs’ offices. The Kitsap County Sheriff’s Office maintains an online registry of Level II and Level III sex offenders who are registered to live in Kitsap County at www.icrimewatch.net/results.php?AgencyID=54474&SubmitAllSearch=1. For Level II and III Sex Offenders registered in Mason County, go to: www.icrimewatch.net/results.php?SubmitAllSearch=1&AgencyID=54479.

Using this public information to threaten, intimidate or harass sex offenders will not be tolerated by Olympic College.

Immunity
Public employees and/or public agencies are immune from civil liability for damages for any discretionary risk level classification decisions or release of relevant and necessary information, unless it is shown that the official, employee, or agency acted with gross negligence or in bad faith [RCW 4.24.550(7)].

Level I
The vast majority of registered sex offenders are classified as Level I offenders. They are considered at low risk to re-offend. These individuals may be first time offenders and they are usually known by their victims. They normally have not exhibited predatory type characteristics and most have successfully participated or are participating in approved treatment programs.

Level I offenders are generally not the subject of general public notification. The extent and types of notifications for Level I sex offenders may be adjusted on a case-by-case basis, but the college community will receive the following notices:

- All college employees via internal mail/e-mail
- College bulletin boards
- Faculty in whose course the Level I sex offender is enrolled
- Students attending classes in which the Level I sex offender is enrolled

Olympic College has also developed specific procedures that assist in notifying the campus community of sex offenders. According to these procedures, the Vice President of Student Services:

- Reviews all relevant and necessary information provided by law enforcement personnel and the office of Safety and Security; assesses the safety issues posed for students, employees, and all minors on campus.
- Interviews all Level III sex offenders attending Olympic College, as well as enrolled Level I and II sex offenders who are known to be attending Olympic College or for whom local law enforcement agencies have provided notice to the college.

Level II
Level II offenders have a moderate risk of re-offending. They generally have more than one victim and the abuse may be long term. These offenders usually groom their victims and may use threats to commit their crimes, and they have a higher likelihood of re-offending than the Level I offenders. They are considered a higher risk to re-offend because of the nature of their previous crime(s) and lifestyle (drug and alcohol abuse and other criminal activity). Some have refused to participate or failed to complete approved treatment programs. Typically these individuals do not appreciate the damage they have done to their victims.

Washington State law may allow the Public Disclosure of Level II Registered Sex Offenders under certain conditions. Level II notifications including relevant, necessary and accurate information may be disclosed to public and private schools, child day care centers, family day care providers, businesses and organizations that serve primarily children, women or vulnerable adults, and neighbors and community groups near the residence where the offender resides, expects to reside, or is regularly found.

Level II offenders are generally not the subject of general public notification. The extent and types of notifications for Level II sex offenders may be adjusted on a case-by-case basis, but the college community and Level II sex offenders can generally expect the following types of notifications to be made:

- All who receive Level I notifications
- Faculty and staff in whose program and/or course the student is enrolled
- Tutoring Center, child care, posting on bulletin boards, including security office

Level III
Level III offenders are the greatest risk to the community. Most are predatory, have other violent crime convictions, refused treatment and are known substance abusers. Community notification is the most extensive.

Washington State law permits notifications about Level III offenders that include relevant, accurate and necessary information. This information is permitted to be disclosed to the public at large. The extent and types of notifications for Level III sex offenders may be adjusted on a case-by-case basis, but the college community will receive the following notifications:

- All college employees via internal mail/e-mail
- College bulletin boards
- Faculty in whose course the Level III sex offender is enrolled
- Students attending classes in which the Level III sex offender is enrolled
- The Kitsap County Sheriff’s Office maintains an online registry of Level II and Level III Sex Offenders who are registered to live in Kitsap County at www.icrimewatch.net/index.php?AgencyID=54474&disc=.
- The Mason County Sheriff’s Office maintains an online registry of Level II and III Sex Offenders who are registered to live in Mason County at www.icrimewatch.net/index.php?AgencyID=54479&disc=.

For more information please contact Safety & Security at 360.475.7805.

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 201 of the Humanities and Student Services Building at OC Bremerton or by telephone at 360.475.7474.

Complete copies of the current Student Conduct Code may also be found in the OC Student Handbook or at www.olympic.edu/StaffFaculty/PoliciesConductCode.

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, Olympic College campuses prohibit smoking in all areas except those assigned as designated smoking areas. There are 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 are provided within the covered areas.

Adopted by the Board of Trustees 1/24/89, revised 11/23/04, reaffirmed 01/25/05.
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| Cashiering                               | www.olympic.edu/Cashier                         | OCP 114 - 115  | 394.2725               |
| General Information                      | www.olympic.edu/Poulsbo                         | OCP 114-115    | 394-2700               |
| Library                                  | www.olympic.edu/Poulsbo/library                  | OCP 106        | 394-2720               |
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| GettingStartedPoulsbo                     |                                                  |                |                        |

| **SHELTON CAMPUS**                       | www.olympic.edu/Shelton                         |                | 432.5400               |
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For additional contact information, visit the online directory at www.olympic.edu/Directory.
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<td>Disabilities (services for)</td>
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<td>Disclosure of Education Records</td>
<td>24</td>
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<tr>
<td>Distance Learning</td>
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<td>Distribution Requirements (degrees)</td>
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<td>Dramatic Arts (program)</td>
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<td>- eligibility</td>
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<td>Former OC Students (Admission)</td>
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<td>- General Education Requirements</td>
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<td>- General Studies (program)</td>
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<td>- Geography (program)</td>
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<td>- Geology (program)</td>
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<td>- German (program)</td>
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<td>- Human Services (program)</td>
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<td>- Humanities (program)</td>
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**Summer Session 2010**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 24</td>
<td>Registration begins for continuing and former student for summer / fall</td>
</tr>
<tr>
<td>Jun 4</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Jun 18</td>
<td>Last day to request 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jun 21</td>
<td>Weekday classes begin</td>
</tr>
<tr>
<td>Jun 24</td>
<td>Last day to register for a class—except Continuous Enrollment (CE) classes</td>
</tr>
<tr>
<td>Jun 25</td>
<td>Last day to request 80% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jul 1</td>
<td>Last day to request 40% 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 5</td>
<td>Independence Day holiday observed</td>
</tr>
<tr>
<td>Jul 22</td>
<td>Last day to file for summer session graduation (degrees and certificates)</td>
</tr>
<tr>
<td>Jul 22</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 11</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Aug 11-12</td>
<td>Bookstore “Buy Back”</td>
</tr>
<tr>
<td>Aug 12</td>
<td>Summer session ends</td>
</tr>
<tr>
<td></td>
<td>(Final exams are usually last class meeting)</td>
</tr>
<tr>
<td>Aug 19</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 22</td>
<td>Registration begins for continuing and former students for winter quarter</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Dec 30</td>
<td>Last day to request 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Jan 3</td>
<td>Weekday classes begin</td>
</tr>
<tr>
<td>Jan 7</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>• Request 80% refund for withdrawal from classes</td>
</tr>
<tr>
<td></td>
<td>• Register for a class—except Continuous Enrollment (CE) classes</td>
</tr>
<tr>
<td>Jan 8</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>Jan 14</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 17</td>
<td>Martin Luther King, Jr. Day Holiday</td>
</tr>
<tr>
<td>Jan 28</td>
<td>Last day to file winter quarter graduation (degrees and certificates)</td>
</tr>
<tr>
<td>Feb 16</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>Feb 21</td>
<td>President’s Day Holiday</td>
</tr>
<tr>
<td>Feb 28</td>
<td>Last day to register for a Continuous Enrollment class</td>
</tr>
<tr>
<td>Mar 9</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 15-17</td>
<td>Weekend final exams and/or instruction</td>
</tr>
<tr>
<td>Mar 15-17</td>
<td>Bookstore “Buy Back”</td>
</tr>
<tr>
<td>Mar 17</td>
<td>Winter quarter ends</td>
</tr>
<tr>
<td>Mar 24</td>
<td>Grades available</td>
</tr>
</tbody>
</table>

**Fall Quarter 2010**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 14</td>
<td>Faculty return</td>
</tr>
<tr>
<td>Sep 17</td>
<td>Last day to request 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Sep 18</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>Sep 20</td>
<td>Weekday classes begin</td>
</tr>
<tr>
<td>Sep 24</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>• Request 80% refund for withdrawal from classes</td>
</tr>
<tr>
<td></td>
<td>• Register for a class—except Continuous Enrollment (CE) classes</td>
</tr>
<tr>
<td>Oct 1</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>Oct 11</td>
<td>Columbus Day Holiday (students and faculty only)</td>
</tr>
<tr>
<td>Oct 15</td>
<td>Last day to file fall quarter graduation (degrees and certificates)</td>
</tr>
<tr>
<td>Nov 8</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 15</td>
<td>Last day to register for a Continuous Enrollment class</td>
</tr>
<tr>
<td>Nov 24</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Nov 25-26</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Weekend final exams and/or instruction</td>
</tr>
<tr>
<td>Dec 6-8</td>
<td>Weekday finals and/or instruction</td>
</tr>
<tr>
<td>Dec 6-8</td>
<td>Bookstore “Buy Back”</td>
</tr>
<tr>
<td>Dec 8</td>
<td>Fall quarter ends</td>
</tr>
<tr>
<td>Dec 16</td>
<td>Grades available</td>
</tr>
</tbody>
</table>

**Spring Quarter 2011**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 28</td>
<td>Registration begins for continuing and former students for spring quarter</td>
</tr>
<tr>
<td>Mar 10</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Last day to request 100% refund for withdrawal from classes</td>
</tr>
<tr>
<td>Mar 28</td>
<td>Weekday classes begin</td>
</tr>
<tr>
<td>Apr 1</td>
<td>Last day to:</td>
</tr>
<tr>
<td></td>
<td>• Request 80% refund for withdrawal from classes</td>
</tr>
<tr>
<td></td>
<td>• Register for a class—except Continuous Enrollment (CE) classes</td>
</tr>
<tr>
<td>Apr 2</td>
<td>Weekend classes begin</td>
</tr>
<tr>
<td>Apr 8</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 13</td>
<td>Last day to file spring quarter graduation (degrees and certificates)</td>
</tr>
<tr>
<td>May 10</td>
<td>Last day to officially drop a class and receive a “W” grade</td>
</tr>
<tr>
<td>May 19</td>
<td>Last day to register for a Continuous Enrollment class</td>
</tr>
<tr>
<td>May 23</td>
<td>Registration begins for continuing and former students for summer / fall</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>May 31</td>
<td>Last day to change a variable-credit class</td>
</tr>
<tr>
<td>Jun 3</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 6-8</td>
<td>Weekday finals and/or instruction</td>
</tr>
<tr>
<td>Jun 6-8</td>
<td>Bookstore “Buy Back”</td>
</tr>
<tr>
<td>Jun 8</td>
<td>Spring quarter ends</td>
</tr>
<tr>
<td>Jun 12</td>
<td>OC Commencement Kitsap Pavilion (tentative)</td>
</tr>
<tr>
<td>Jun 16</td>
<td>Grades available</td>
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Extra copies of the Academic Calendar are available through Registration and Records, Humanities and Student Services Bldg, First Floor, 360.475.7200.
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.
- Our employees are empowered to achieve the college mission.
- Our community recognizes the college as its cornerstone of learning.

Values

We honor our shared values by holding ourselves and each other accountable for:
- A dedication to public service and higher education.
- A commitment to life-long learning.
- The practice of civil and constructive discourse and respect for diversity.
- A quest for community and environmental health.
- The thoughtful use of our finite resources, including ourselves.

Visit the web at www.olympic.edu/MVV for a detailed description of our Mission, Vision and Values.