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 and has partnerships with state and national universities to help provide four-year degree options.

You will find helpful people who can assist you with getting started at OC Bremerton, OC Poulsbo, and OC Shelton. 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 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 2011-2012 year.

Sincerely,

Dr. David Mitchell,
President, Olympic College

2011-2012 Board of Trustees: Beverly Cheney, Peter Crane, Darlene Peters, Alice Tawresey, Stephen Warner
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 degree 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 path that will assist in achieving 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 14,000 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. About 14,000 full-time/ part-time staff and faculty serve the needs of students across the campuses.

Student Profile

- 48% full-time – 12+ credits
- 51% part-time – less than 12 credits
- 26% under age 20
- 38% 20-29
- 17% 30-39
- 18% 40+
- Median age: 24.9 years

Environment of the College

The site of the largest Olympic College campus is located in Bremerton, a city of more than 37,700 in Kitsap County with spectacular views of the Olympic Mountains and Mount Rainier. Bremerton has many new parks, public art, new hotels, and other development that is 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 9,200 and is growing. The site of the Poulsbo campus in Olhava has seen the addition of new stores and will add new housing developments near the campus. The city of Poulsbo is close to ferries that can take residents and visitors to Seattle and surrounding towns across Puget Sound.

Shelton, a city of 9,800 inhabitants, is in Mason County. The town is 22 miles from Olympia, the state’s capital, and is located a short distance from the spectacular beauty of Hood Canal, local and state parks, and Olympic National Park. The area is known for its pace and quality of life.

Mission, Vision, Values

Mission

We serve and enrich all our communities by providing quality education and training for all who seek to improve their lives through learning.

Vision

At Olympic College we envision learning as a life enhancing journey of discovery where:

Our students are life-long learners in a global society.

- To realize our vision, we will focus on student learning and success, promoting learning through accessible education, personalized service, adaptive and innovative teaching, and an ongoing commitment to academic excellence.

Our employees are empowered to achieve the college mission.

- To realize our vision, we will appreciate and value our employees, providing opportunities to enhance professional skills, encouraging learning and advancement, and prioritizing and sharing institutional resources.
Our community recognizes the college as its cornerstone of learning.

- To realize our vision, we will develop strong community partnerships and fulfill our role as a cultural center, enriching those we serve by creating relevant educational options and bringing a diverse array of activities to the region.

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

Values

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

A Dedication to Public Service and Higher Education

To demonstrate our values we...

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

A Commitment to Life-long Learning

To demonstrate our values we...

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

The Practice of Civil and Constructive Discourse and Respect for Diversity

To demonstrate our values we...

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

A Quest for Community and Environmental Health

To demonstrate our values we...

- Contribute to the wellbeing and sustainability of our community
- Serve as stewards of our environment
- Study and model choices and practices that enhance environmental health, economic vitality, and social justice

The Thoughtful Use of Our Finite Resources, including Ourselves

To demonstrate our values we...

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

(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.

Core Abilities

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

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

Information Literacy & Technology

- 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.
General Information

OC Locations

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

In addition to its campuses, Olympic College also offers classes and additional services at off-site locations as well as distance learning options to help students reach their educational aspirations.

OC Bremerton

OC’s largest campus is located in Bremerton, Washington and provides students with what is needed to pursue their studies in a resource environment comparable to most colleges and universities.

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 “College Resources” section of this catalog or search OC’s website at www.olympic.edu.

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

The Bremerton campus also has a new 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 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.

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, interactive television classrooms, and a learning resource center/library. Currently, students can pursue courses toward transfer degrees, professional technical degrees, and the Running Start program.

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

Specifically, Olympic College Poulsbo offers courses leading to the Associate in Arts (AA) degree which can satisfy the first two years of college study at many colleges and universities. Courses available include Social Sciences, Humanities, Art, Music, 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 Physical Therapist Assistant, 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, 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, along with career development assistance and online internship and employment resources through the Career Center.

The OC Shelton campus provides students with what is needed to pursue their studies in a resource environment comparable to most colleges and universities. 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 Shelton
937 West Alpine Way
Shelton, WA*
360.432.5400, 360.432.5412 FAX
E-mail: sheltoncampus@olympic.edu
www.olympic.edu/Shelton
Distance Learning Options

Distance Learning at Olympic College is defined as any program which uses electronic media as a way to deliver course content, such as Instructional Television (ITV) or the Internet. Distance Learning may also occur within a traditional classroom when electronic media is used to enhance instruction. Distance Learning courses may use the Angel Learning Management System (LMS), Professors Online, Sharepoint, or any number of other course management tools provided by textbook publishers, developed by faculty, or available as Open Source.

Online courses may be taught in one of three modes, web-enhanced, hybrid, or fully online. Fully online courses replace all direct contact with the instructor, except through online media. Course material is delivered exclusively through some form of electronic media. Hybrid courses combine traditional classroom instruction with online instruction. Each instructor teaching a hybrid course determines the instructional piece that is delivered in the traditional face-to-face mode, and online. Web-enhanced courses are those that meet face-to-face as scheduled, but provide access to course materials through the Internet.

For the latest changes about distance learning opportunities, check www.olympic.edu/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 approved by the Washington State Nursing Care Quality Assurance Commission located at PO Box 47865, Olympia, WA 98504-7865, www.doh.wa.gov/professional/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.naeyc.org.

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

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.

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

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.

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

OC Board of Trustees*
Beverly Cheney
Peter Crane
Darlene Peters
Alice Tawresey
Stephen Warner

*Board of Trustee members were current as of printing of the 2011-2012 catalog. 

About This Catalog

This catalog is effective July 1, 2011 through June 30, 2012 and is for information purposes only. It is not intended to form the basis for a contract. Olympic College makes a reasonable effort to assure that the contents of the catalog are accurate at the time of printing but reserves the option to amend, modify, or revise any course or program in this catalog for reasons that may include, but are not limited to: a lack of funds to operate a program or course; unavailability of instructor(s); a change in administrative or Board of Trustees policy; and/or a change in the laws, rules, or regulations by the state of Washington which governs the operations of community colleges. In any case, the college's liability for claims arising from reliance upon the contents of this catalog shall be limited to the tuition and fees paid by the student to the college for those courses or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profit.
GETTING STARTED AT OLYMPIC COLLEGE

How to Get Started:

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

1. Apply for Admission
   - Online: www.olympic.edu/GettingStarted
   - Paper: Application is available in the quarterly schedule, The View, at all campuses, or mailed upon request. Review “Application Process” on page 8.
   - High school transcripts are not required for admission. An application fee is not charged. When received, an admissions letter will be sent by email or postal mail and will contain the student identification number (SID) and important information.

2. Apply for Financial Aid, Military and/or Veterans Benefits
   - Financial Aid application instructions/material available at all campuses, online at www.olympic.edu/FinancialAid or call 360.475.7160. Submit the Free Application for Federal Student Aid (FAFSA) immediately. (See pg. 9 for more information).
   - Active Duty Military and family members: Call 360.394.2726 for individual appointment at NBK Bangor, NBK Bremerton, or OC Poulsbo.
   - Veterans Services: www.olympic.edu/VeteransServices or call 360.475.7560

3. Take the Assessment (Accuplacer)
   - Contact a local campus to schedule a mathematics and English placement assessment.
     - OC Bremerton: Request an assessment appointment online at www.olympic.edu/Accuplacer
     - OC Poulsbo: Call 360.394.2725
     - OC Shelton: Call 360.432.5400
   - Arrive early to find parking, pay $20 (non-refundable) fee to the cashier. Payment receipt, SID, and photo ID are required to take the assessment.
   - Special accommodations for testing: contact Access Services, 360.475.7540 or 1.800.259.6718, Ext. 7540 or go to www.olympic.edu/AccessServices.

ATTEND CLASS, ADD OR DROP:

- Attendance is required. Students must attend the first two class sessions to keep their name on the class roster or wait listed students may be asked to withdraw from the class by the instructor.
- To add or drop a course: To add a course after the first week of the quarter. The instructor’s signature is required on the “Add/Drop” form; submit immediately to the registration office.
- To add or drop a course: To add or drop a course. Authorization is granted by the instructor.
- To add or drop a course after the first two class sessions to keep their name on the class roster or wait listed students may be added by the instructor. The student’s advisor is required to submit the “Add/Drop” form.
- To add a course after the first week of the quarter. The instructor’s signature is required on the “Add/Drop” form; submit immediately to the registration office.
- To add a course after the first two class sessions to keep their name on the class roster or wait listed students may be added by the instructor. The student’s advisor is required to submit the “Add/Drop” form.

4. Attend a New Student Advising Session
   - Contact any OC campus advising office to make an appointment for the New Student Advising Session after completing the assessment. Students will meet with an advisor at the conclusion of the session. Bring assessment scores, transcripts and ideas for programs and classes. Allow at least two hours to complete the advising process. Students may register in person for an online version of this session. (See pg. 10 for contact information.)
   - Additional information at www.olympic.edu/Advising
     - Running Start students must contact the Running Start Office for orientation and advising: 360.475.7646.
     - Active Duty Military and family members may participate in orientation and advising at any campus, or schedule an appointment to meet with a Military Education advisor: 360.394.2726.
     - International students must contact the International Student Programs Office for orientation/advising: 360.475.7718 or go to www.olympic.edu/InternationalStudents.
     - Transfer students: If five or more credits have been completed at another college/university, students will need to schedule an individual appointment to review transcripts (official or unofficial copy) with an advisor.

5. Register
   - Register in person at any OC campus during new student registration days or open registration following a New Student Advising Session.

6. Pay Tuition and Fees
   - Online: www.olympic.edu/OASIS
   - In person: OC Bremerton cashier, Poulsbo or Shelton campus
   - By phone: Cashier, 360.475.7467 or 1.800.259.6718, Ext. 7467
   - Payment due within two business days or by the deadline for fall quarter.
   - Registration is not complete until tuition and fees are paid or payment arrangements are recorded at the Cashier’s Office. Payment arrangements may include financial aid, sponsorship by an outside agency, scholarship, veteran benefits, military tuition assistance, or STEPP (a payment program).

7. Buy Books
   - Online: http://oocbookstore.com
   - In person: Purchase books at the OC Bremerton, Poulsbo, Shelton bookstores.

www.olympic.edu/GettingStarted

How to Register:

1. Meet with an advisor
   - Fewer than 15 completed credits: To register for seven or more credits, an advisor’s signature is required. Ask your advisor for a PIN to register on OASIS.
   - 15 or more completed credits: Faculty advising strongly recommended but not required. Use your global PIN to register online on OASIS.

2. Find your “Time to Register”
   - Look up your “time to register” at www.olympic.edu/OASIS.
   - Students may register on or after their “time to register.” Former students who did not attend the previous quarter must call 360.475.7200 to set up a quarterly PIN and registration time, or visit any local campus registration office. The time to register is based on the number of credits completed and assigned each quarter.

3. Register
   - Select classes using the online “Class Schedule Planner,” www.olympic.edu/ClassSchedule.
   - Go to www.olympic.edu/OASIS during open OASIS hours.
   - Click on “How to Register, Add or Drop a Class.”
   - Log in with your Student Identification Number (SID) without dashes or spaces (i.e. 8600XXXXXX).
   - Enter registration PIN as birth date i.e. 50179 if May 1, 1979), or global PIN if it was changed, or a special PIN provided by your advisor.
   - Click “Continue.”
   - Enter item numbers of class selections.
   - Click “Submit” (new class schedule will appear on the screen).
   - Click “Finish.” Print your schedule.

4. Pay tuition and fees
   - Online, in person, or by phone within two business days. For more information see www.olympic.edu/tuition or page 15 of this catalog.

Need help with student PIN?
Call 360.475.7200 or visit a local campus registration office for 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 – an “open door” institution. To be eligible for general admission to the college, one of the following is required:

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

Applicants usually under the age of 16 are not offered general admission.

Some programs require special applications, admission, permission, or faculty advising before enrollment. Visit www.olympic.edu for specific admission requirements for: High School Diploma, Running Start, International Students, Nursing, Medical Assisting, Physical Therapist Assistant, and Bachelor of Science in Nursing.

If you are interested in non-credit admission, see Continuing Education admission on this page.

For more information, contact:

Admissions and Institutional Outreach
OC Bremerton: Humanities and Student Services Bldg, Rm 101, 360.475.7479
Email: prospect@olympic.edu
www.olympic.edu/Admissions

Application Process

New Student Admission

New students should follow the “How to Get Started” process on page 7.

For general admission, the application for admission is required. Apply online at the state’s Web Admissions Center (https://admissions.ctc.edu/applicant/welcome). Paper applications are also available in the printed class schedule (The View), at any campus, and on the OC website at www.olympic.edu/Admissions.

If new applicants have attended other colleges and universities, official transcripts are not required for admission. However, previous course work at other colleges and universities may count for prerequisites or toward degree or certificate requirements. Visit www.olympic.edu/Students/Records/Transfer for more information.

Programs with Additional Admission Procedures

To apply for a degree or certificate program with additional admissions requirements, application deadlines and entrance requirements must be met. Follow the guidelines prescribed by the specific program.

The following programs have additional admission processes. Contact the program for specific admission or enrollment requirements:

- Adult High School Diploma Completion, Running Start, International Student Programs, Health Occupations programs (Nursing/Healthcare, Medical Assisting, Physical Therapist Assistant), and Bachelor of Science in Nursing. Veterans and their family members should contact the Veterans Office. Military students and their family members should contact an advisor at any campus or phone 360.394.2726.

Continuing Student Admission

Continuing students should not submit a new application. Please review and follow special instructions for continuing students under “How to Register” on page 7.

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 not 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 “How to Get Started” process on page 7. Transfer students must take a copy of their transcript (official or unofficial) to the Advising Center for a preliminary evaluation by an educational advisor. Course work completed at other colleges/universities may count toward OC degree or certificate requirements. After the third week of class, submit the “Request for Advance Standing” form available at www.olympic.edu/Students/GettingStarted/transferforms and official transcripts to the Registration and Records Office. Information: www.olympic.edu/Students/Records/Transfer

Bachelor of Science in Nursing Admission

Students applying for admission to the Bachelor of Science in Nursing program must meet the application and entrance requirements to be considered. Admission is competitive. See “Bachelor of Science in Nursing Degree” at www.olympic.edu/BSN 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 admitted 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 throughout 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 foreign 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 and contact 360.475.7412

Continuing Education (non-credit) Admission

Non-credit continuing education classes offer many opportunities for personal enrichment. Classes are open to the public. 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 complete 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.
College Tours
Campus tours are available at the Bremerton, Poulsbo, and Shelton campuses for students, family and friends. Contact the Admissions and Institutional Outreach Office at 360.475.7479 to schedule a tour.

High School Programs Admissions Processes

Running Start
Running Start is a tuition free Washington State program. High school juniors and seniors who wish to enroll as Running Start (RS) students at Bremerton, Poulsbo or Shelton campuses should follow directions in RS application packets available at high school counseling centers, from the college, or at www.olympic.edu/RunningStart. Complete the online general OC “Application for Admission,” take the Accuplacer assessment, and submit the separate RS paper application together with a copy of the assessment scores and high school transcript. 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.

Students who wish to appeal the required 2.5 cumulative GPA must submit a letter with their Running Start application describing traits, skills and habits that show readiness for college classes and special circumstances.

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

Priority applications due:
- May 1 Fall quarter entry
- Nov. 1 Winter quarter entry
- Feb. 1 Spring quarter entry

Running Start
OC Bremerton: Humanities and Student Services Bldg, Rm 208, 360.475.7646
Email: runningstart@olympic.edu
www.olympic.edu/RunningStart

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/TechPrep.

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. 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, Rm 103.

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

- U.S. citizenship or eligible non-citizen
- High school diploma, 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 2011-2012 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 other 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 email and regular 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.
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/FinancialAid/scholarships.

OC Foundation Scholarships

Students may also find out about scholarships available through the OC Foundation. Visit the OC Foundation website at www.olympic.edu/BusinessCommunity/Foundation/Scholarships for information on the online application process for OC Foundation Scholarships. If students have questions about the process, the OC Foundation office may be reached at 360.475.7120.

Assessment

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

Placement Assessment (Accuplacer)

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

For more information, contact an advising location or visit www.olympic.edu/Accuplacer.

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. Students wanting to transfer to a baccalaureate institution should work closely with an advisor at the planned institution before finalizing their education plan.

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. Students may want to take the Career Planning/Life Exploration course, General Studies 140, which is a 1-credit class designed to help students identify career goals. The Career Center...

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 warning status 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.

Financial Aid Scholarships

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is another great way to start researching different career fields and educational pathways that lead to those careers. Visit www.olympic.edu/CareerCenter.

**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

**OC MILITARY EDUCATION**

Nancy Buck ............................... 394.2726

**NURSING PROGRAM**

Sarah Cook ............................... 475.7175

**RUNNING START**

......................... 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**

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

**Faculty Counselors**

360 Area Code

**UNDECIDED MAJORS**

John Babbo ......................... 475.7537  
Anthony Carson ..................... 475.7530  
Teresa Jones ......................... 475.7683

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**Stay On Track With Advising!**

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

<table>
<thead>
<tr>
<th>Prepare for College</th>
<th>Connect with Faculty Advisors:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Advising</td>
<td>Faculty Advising and/or permission to enroll are required for these programs:</td>
</tr>
<tr>
<td>Attend an Orientation to Advising session. After the session, you will meet one-on-one with an Educational Advisor or be referred to a Faculty Advisor to plan your first quarter.</td>
<td>Automotive, Cosmetology, Culinary Arts, Electronics, Engineering, Fire Science and Welding</td>
</tr>
<tr>
<td>Determine which math and English courses to start with</td>
<td>Students interested in any Olympic College Healthcare Program should attend an Information Session as a first step.</td>
</tr>
<tr>
<td>Schedule a new student advising session</td>
<td></td>
</tr>
<tr>
<td>Start college off right! Take Orientation to College or Strategies for Academic Success your first quarter</td>
<td></td>
</tr>
<tr>
<td>Request AP scores or transcripts from previous colleges</td>
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</tbody>
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<tr>
<th>Up to 15 credits</th>
<th>By 30 credits</th>
<th>By 45 credits</th>
<th>By 60 credits</th>
<th>By 90 credits</th>
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</thead>
<tbody>
<tr>
<td>Advising is Required!</td>
<td>Meet With Your Faculty Advisor</td>
<td>Advancing is Highly Recommended!</td>
<td>Meet With Your Faculty Advisor</td>
<td>Meet With Your Faculty Advisor</td>
</tr>
<tr>
<td>Meet with your Faculty Advisor or schedule an appointment with a Faculty Counselor if you are still undecided.</td>
<td>Evaluate which majors or career choices match your interests and abilities.</td>
<td>Complete an educational plan and review it with an advisor.</td>
<td>Get help with admission essays, letters of recommendation and opportunities after OC.</td>
<td>Complete a graduation check and apply to graduate.</td>
</tr>
<tr>
<td>□ Identify a Faculty Advisor in major area of interest</td>
<td>□ Explore or identify appropriate major, program or goal</td>
<td>□ Consider next steps after OC</td>
<td>□ Learn about and visit with potential employers</td>
<td>□ Finish final degree or program requirements for graduation</td>
</tr>
<tr>
<td>□ Learn to use the class schedule and catalog to choose classes</td>
<td>□ Know degree or program requirements</td>
<td>□ Meet with admissions/major advisor at potential transfer universities</td>
<td>□ Arrange internships in your field of study at the Career Center</td>
<td>□ Submit an application to graduate – Check quarterly deadlines!</td>
</tr>
<tr>
<td>□ Locate and use campus support services</td>
<td>□ Begin to develop or finalize your educational plan</td>
<td>□ Include university pre-requisites in your educational plan</td>
<td>□ Submit applications for potential colleges, universities or employers</td>
<td></td>
</tr>
<tr>
<td>□ Research career options at the Career Center</td>
<td>□ Still undecided? Meet with a Faculty Counselor!</td>
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<td>□ Still undecided? Meet with a Faculty Counselor!</td>
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</table>

**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.

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

On these pages is a guide to the math courses needed to reach college-level courses and beyond at Olympic College. The Accuplacer assessment score will determine which course to start with in the math sequence. After successfully completing a course, students will take the next course listed.

For more information about these sequences, contact the Math, Engineering, Science and Health office at 360.475.7700.
Mathematics Course Sequence for Math/Science/Engineering Majors

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

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

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

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

MATH& 152 Calculus II
Offered: Fall, Winter, Spring
Majors: All Math/Physics/Engineering (some other 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& 264 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)

MATH 231 Mathematical Modeling
Offered: Spring only
Optional lab class for MATH 221/222.

HOW TO READ THIS CHART
Engineering Majors often require additional Mathematics courses. Please consult with the SEM Advisor for the course sequence that best meets your major.
Developmental English Course Sequence

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

English Sequence Map
On this page is a guide to the English courses needed to reach college-level courses and beyond at Olympic College. The Accuplacer assessment score will determine which course to start with in the English sequence. After successfully completing a course, students will take the next course listed.

Transfer and Some Professional-Technical Programs:

Other Professional-Technical Programs:

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.

If students have not applied for admission to the college, please do so prior to registration. See "Application Process" on page 7 for instructions.

Registration: New, Continuing and Former Students

New Students and Transfer Students

Before registration, new students and new transfer students should participate in advising at the Bremerton Advising Center or advising locations at OC Poulsbo or OC Shelton. Advising assistance is available at NBK Bangor or NBK Bremerton by appointment.

Transfer students should take a copy of transcripts to their advising appointment. See “Transfer Student Admission” in this catalog for complete information. After advising, new students and new transfer students may register and pay for classes in-person at any campus.

Continuing Students

Continuing students can find their “time to register” in OASIS (web registration) at www.olympic.edu/OASIS. Continuing students may register and pay online (using OASIS) or in-person at any campus. See “Ways to Register” on this page for more information.

Former Students

Former students may call or visit a registration office to be assigned a “time to register.” After receiving a time to register, former students may register and pay online (using OASIS) or in-person at any campus. See “Ways to Register” on this page for more information.

Registration Appointments

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

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 with 15 or more transcripted credits can select classes, register, and pay using OASIS (www.olympic.edu/OASIS). See page 7 under “How to Register: Continuing/Former Students” for instructions.

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

In Person

Students may register in person at any registration office at OC Bremerton, OC Poulsbo, or OC Shelton.

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

Waiting Lists, Over-Enrollment

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

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

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

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

2. Over-Enrollment: Wait 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.

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

Add, Drop, Complete Withdrawal, Late-starting Classes

Add/drop dates are listed in The View, OC’s printed quarterly class schedule and online at www.olympic.edu. In general, the following procedures apply:

Before courses start

- Students may add (providing prerequisites/admission requirements have been met), drop, or completely withdraw via OASIS or in person.

Day one through day five

- Students may register for open courses day one through day five.
- Wait listed students may register for full courses only with instructor signature or “Over-Enrollment” form, day one through day three.
- Students may drop courses via OASIS or in person registration.

Day six through day 10

- Students may add courses with instructor signature via in person registration.
- Students may drop courses via OASIS or in person.
- Withdrawal from courses allowed for the first 10 days without transcript notation.
Day 11 through 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.

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 2011-2012 have not been determined at the time of the publication of this catalog. If there are any rate increases, they will become effective fall 2011. 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/tuitionstepp.

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: $20 (non-refundable); Test retakes: $20
GED test series: $75; Test retakes: $15
Proctor Test Fee: $25

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

Class Fees
Some classes require additional fees. If applicable, the specific amount of the fee appears in the class listing in The View 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/wccba 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, contact Nancy Buck; nbuck@olympic.edu or call 360.394.2726.

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 2011-2012 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
For 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.

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 Intercollege Relations Commission (ICRC) and the Articulation and Transfer Council (ATC). Courses accepted in transfer must be substantially equivalent in academic level and content to course work offered at OC. A grade of 2.0 or higher is required in each transferred course. 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 and content to course work offered at OC. The number of credits accepted from international institutions may be applied depending on the degree goal. Recommendations will be solicited and may be evaluated on a case-by-case basis by a faculty advisor. For education and training in areas not offered at Olympic College, recommendations will be solicited and may be applied depending on the degree goal.

Limitations on Transfer of Courses or Credits

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

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

Procedure for Transcript Evaluation

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

1. New students enrolled for their first quarter at Olympic College are required to wait until the tenth day of their first quarter (the end of the drop without transcript notation period) to request transcript evaluation.

2. Current or formerly enrolled Olympic College students may request transcript evaluation at anytime.

3. Steps for transcript evaluation:
   a. Obtain the “Request for Advance Standing” form from any college campus registration office or print a copy from the college website.
   b. Fill out the required information and indicate if copies of the completed evaluation should also be sent to a faculty advisor, another college employee, or separate entity.
   c. Submit the form to the OC Bremerton Registration and Records Office by mail, fax (360.475.7202) or in-person.
   d. Request official transcripts from all institutions attended (above the high school level) be sent directly to: Registration and Records Office, Olympic College, 1600 Chester Ave., Bremerton, WA 98337. NOTE: The issuing institution may charge a transcript processing fee. OC cannot request official transcripts on the student’s behalf. If students wish to submit an official copy of the transcript in person, an original transcript in a sealed envelope from the issuing institution is required.
   e. When all transcripts are received and the tenth day of the quarter has passed (for new students), the request will be processed. Because of the high volume of requests, processing may require up to eight weeks.
   f. An official copy of the evaluation will be mailed to the student and others noted on the request, and will contain a list of previously earned credits as categorized for general education transfer.
   g. The number of credits accepted from each institution will be noted 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 OC credits offered by AP score achieved, see www.olympic.edu/Students/Advising/apScores.
• Armed Forces Credit – Credit may be granted for completion of certain educational programs sponsored by the Armed Forces. Consideration will be given to recommendations made by the American Council on Education and military education entities. Evaluations are completed only for currently or previously enrolled OC students. Credit evaluations may be requested by submitting the “Request for 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
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 ROC course categories. Contact the Registration and Records Office for more details.

- **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

**Decimal to letter grade comparison**

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

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

### 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 not required (i.e., a community service course), or when a grade has not been submitted to the Registrar by a faculty member in time for inclusion on a student’s grade report or transcript.
Academic Information

I (Incomplete)
The “I” grade is used to indicate that a grade has been deferred. The instructor may choose to award an “I” grade to a student who is making progress, but for reasons beyond the student’s control, is unable to complete course requirements on time. To award an “I” grade, the instructor must submit an “Incomplete Grade Contract” to the Registration and Records Office. The instructor must specify the work to be completed and the grade to which the “I” will revert if the work is not completed by the specified time. The “I” grade does not count for college credit, nor is it computed in the grade point average (GPA).

NOTE: Usually, an incomplete contract is for a maximum of two quarters. If the grade is not received from the instructor or the specified work is not completed by the student within two quarters, the grade will revert from an “I” to the grade noted on the contract or if a default grade is not noted, the grade will revert to a fail (0.0).

N (Audit)
To audit a course means to participate without evaluation. The “N” grade is not counted for college credit, nor is it computed in the grade point average. To audit a course, a student must submit an audit request form to the Registration and Records Office by the tenth instructional day of the quarter. If the course is classified as late-starting or continuous enrollment, the form must be submitted prior to 20 percent of the course being completed. Payment of regular tuition and fees is required.

P/NC (Pass/No Credit)
For a course designated by the college as “Pass/No Credit,” the grades of “P” or “NC” must be assigned. In addition, a student may select the “Pass/No Credit” option for a course by submitting a “Pass/No Credit” form to the Registration and Records Office by the tenth instructional day of the quarter. For zero-credit, Adult Basic Education and community service courses, a “P” or “NC” grade is assigned. For credit courses, the “P” grade may be assigned and is defined as a grade point of 2.0 or higher. The “P” grade is not used to compute the grade point average (GPA).

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

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

W (Official Withdrawal)
An instructor cannot assign a “W” grade. The “W” grade will be assigned automatically by the Registration and Records Office when a student officially withdraws from a course between the tenth and thirtieth instructional day of the quarter or prior to the completion of 60 percent of the course. Except for compelling reasons, a student is not allowed to drop a course or withdraw completely from the college after the thirty-first instructional day or after 60 percent of the course has been completed. Examples of compelling reasons include documented proof of death in the immediate family, serious illness, injury or surgery, or unexpected and mandatory job shift or change.

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

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

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

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

Repeated Courses
A student may repeat a course up to two times (that is, a student may take the same course a maximum of three times). If a grade of 2.0 or a designated grade required as a prerequisite to another course is not achieved after three tries, the student may request an opportunity to repeat again by submitting written rationale and an unofficial transcript to a full-time professor in the subject. Credits can only be earned once, and the last grade awarded is the final grade. Exception: Independent study courses (095, 195, 295), 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(s) involved. No course numbered under 100 may be substituted for a course above 100 and courses that represent related instruction may not be substituted as well. Where related instruction is embedded in other courses, and identified in program outlines, course substitution is not necessary. Requests approved by the discipline dean(s) are forwarded to the Dean of Enrollment Services for review of procedural and policy requirements.

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

- Completion of 12 credits at the 100 level or higher during the quarter for which the award is given
- The grades for these credits must calculate in the overall GPA
- Grade point average requirements:
  - President’s Scholars: 3.9 - 4.0 college-level GPA
  - Deans’ Scholars: 3.5 – 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.

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.

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

• A grade appeal only applies to the final course grade.
• The assignment of a grade is the right and responsibility of the instructor
• The student has the right and responsibility to appeal a grade the student deems arbitrary or capricious
• The student is responsible for knowing the grade appeal procedure and for initiating the process

• In a grade appeal, the instruction division dean will meet only with the student or the instructor, and no other advocate may be present.

Enrollment in Courses
Students are not guaranteed the unrestricted right to enroll in any specific course or program. Within the Washington Administration Code (WAC) and the policies of the State Board for Community and Technical Colleges, OC reserves the right to deny admission to or cancel the registration of any individual whose enrollment is inconsistent with the best interests of the student, other students, or the established policies of the college.
Student Records

The Registration and Records Office maintains official student transcripts and academic records of all students who have or are attending OC.

All student record requests are submitted to this office, including: official transcripts, verification of enrollment, change of name and address, application to graduate, and credit evaluation.

Use OASIS to Access Records

Students may use OASIS, OC’s online option, to view their transcripts, quarterly course schedules, grades, and similar information. Click on www.olympic.edu/OASIS.

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

Transcripts

Unofficial transcripts may be printed by the student from OASIS at no cost.

Official transcripts may be requested for delivery to an off-campus location, college or university using one of the following methods:

1. Download the “Transcript Request” form located on the college website, complete the form and mail to the Registration and Records Office at OC Bremerton.

2. Fill out the “Transcript Request” form and deliver to Registration and Records at OC Bremerton or fax to the Registration and Records Office at 360.475.7202.

3. Write a request letter, including:
   • SID (Student Identification Number)
   • Social security number
   • Birth date
   • Approximate dates of attendance
   • Any previous names used
   • Current mailing address/phone number of where the transcript is to be sent
   • The signature of the student is required to release the transcript (as required by the Family Educational Rights and Privacy Act.)

The cost per transcript is noted on OC’s website.

NOTE: For fax requests, please include the Visa or MasterCard number, expiration date, and three-digit security code found on the back of the card.

Credit card payments may also be made by calling the Cashier. Official transcripts will not be sent by fax.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) 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 received and dates degrees conferred. Olympic College may release this information at any time unless the college has received prior written notice from the student, filed in the Registration and Records Office, requesting that directory information not be released. All other information may be released only upon the written consent of the student unless described above or in compliance with a court order.

5. File a complaint with the U.S. Department of Education concerning alleged failures by OC to comply with the requirements of FERPA, write to: Family Policy Compliance Office U.S. Department of Education 600 Independence Ave. SW Washington DC, 20202-4605

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

Directory Information

The college designates the following items as directory information:

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

The college may disclose personally identifiable information designated as directory information from a student’s education records without prior consent, unless the student informs the Registration and Records Office in writing that directory information should not be released without their written approval. This request will prevent any release of information to a third party without a signed release from the student. In addition, the electronic record will be annotated, preventing electronic release of information, with the words “no release” in the student database records. This certification does not preclude the verification of degrees awarded for graduation purposes. Under limited circumstances (and only with the approval of the college Registrar or the Registrar’s designee) the address and telephone number may also be released as directory information.

Disclosure of Education Records

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

• College officials who have a legitimate educational interest in the records, including college administrative and clerical staff, faculty, and students officially elected or appointed to the associated student government of Olympic College or employed by the college including contractors such as the National Student Loan Clearing House.
• Officials of another school where the student seeks or intends to enroll

• Authorized federal, state or local officials as required by law, including the Comptroller General of the U.S.

• In connections with the student’s financial aid request or award and the information is necessary for certain purposes set forth in the regulations, including eligibility, the amount of aid, the conditions for aid or to enforce terms or conditions of the aid.

• To comply with a judicial order, lawfully issued subpoena or IRS summons (the college must make a reasonable effort to notify the student in advance of compliance, unless the court has ordered non-disclosure.)

• To appropriate parties in a health or safety emergency.

• To the parents of a dependent student, claimed as dependent for income tax purposes as defined in section 152 of Internal Revenue Code of 1986, as amended. The college is not required to disclose information to any parent of a dependent student, but may exercise its discretion to do so.

• To organizations or individuals conducting studies for or on behalf of an educational agency or institution if conducted in a manner that does not permit personal identification of the students.

• To the victim of an alleged crime of violence or a non-forcible sex offense.

• To the parent of a student under the age of 21 if the student has violated any federal, state or local law, college rule or policy, governing the use of alcohol or a controlled substance if the institution has determined that the student committed a disciplinary violation.

• To military recruiters authorized to obtain specific information under the Solomon Amendment.

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

Graduation
(Associate Degrees and Certificates)

For degrees and certificates, students must apply to graduate. The “Application for Graduation” forms are available at all OC registration offices or on the OC website at www.olympic.edu/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; a $20 fee (non-refundable) will be charged for the first degree application. A $5 fee (non-refundable) will be charged for each subsequent degree.

Certificates – Graduation Application

Students must submit an application for each certificate to be completed and see their advisor for assistance and signature. Return the completed application to the Cashier at the local campus. A fee of $10 is charged for the first certificate application. A $5 fee (non-refundable) will be charged for each subsequent certificate.

Graduation Application Deadlines

Last day to file for 2011-12

• Summer Session – Aug. 04, 2011
• Fall Quarter – Oct. 14, 2011
• Winter Quarter – Jan. 30, 2012
• Spring Quarter – Apr. 11, 2012

Commencement

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

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

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 enliven student life outside the classroom.

For information, contact:
Student Programs and Leadership Development
OC Bremerton: Bremer Student Center, 360.475.7461
www.olympic.edu/StudentPrograms

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
• Vice President of Finance and Operations

For information, contact:
ASOC
OC Bremerton: Bremer Student Center, 360.475.7290
OC Shelton: 360.394.2780
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, Distance Track
• Women: Basketball, Cross Country, Golf, Soccer, Softball, Volleyball, Distance Track

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

For information, contact:
OC Bremerton: Music Assistant, 360.475.7197
or www.olympic.edu/music
Vocal Music: Teresa Fraser, 360.475.7117
or www.olympic.edu/music
Instrumental Music: Rick White, 360.475.7118
or www.olympic.edu/music

Recreational Activities

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

OC Recreation offers open gyms in the Bremer Student Center with a variety of recreational activities planned for students, by students. The OC Recreation Department is committed to providing the students of OC with diverse and fulfilling recreational activities that encourage the development of each individual and help create personal connections between students.

OC Recreation offers open gyms in the Bremer Student Center with a variety of games such as basketball, volleyball, and table tennis. Off-campus trips are planned throughout the year such as skiing, hiking, whitewater rafting, and sporting event activities.

For information, contact 360.475.7461 or visit www.olympic.edu/RecreationalActivities.
trips. The OC Fitness Center is also open to all current students with a current quarter sticker and current ID card. Discounted tickets are offered at all three OC campuses for golfing, climbing, skating, bowling, and movies. For all recreation information, contact 360.475.7443, visit their Facebook page, or go to: www.olympic.edu/intramurals. For the fitness center, visit www.olympic.edu/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, the Washington Community College Journalism Association, College Media Advisers and the Associated Collegiate Press. Students work in a collaborative environment with the journalism adviser. For information, contact 360.475.7690 or visit www.olympic.edu/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
OC Poulso: 360.475.7540
OC Shelton: 800.259.6718 Ext. 7540
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 keyboards. Courses are published in The View quarterly class schedule under “Business 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 and the place to submit an application for admission. Prospective students will receive personalized admission packets, academic and professional/technical program information, and an OC catalog. Information on new student advising appointments, pre-entrance assessment and new student orientation is included. Campus tours are available upon request.

The Admissions Office coordinates and provides outreach support to community groups and events, visits high schools and educational fairs, and provides personal or group tours of college campuses. Admission services and information are available at the registration offices at OC Poulso and OC Shelton.

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

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 Poulso: 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 Poulso 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 Poulso: 360.475.4238
www.olympic.edu/Students/TestingCenter
Basic Studies

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

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

For information, contact:

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

OC Shelton: Donna Pedersen, Program Coordinator, 360.432.5471

GED: 360.475.7538


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). An orientation session that includes a placement assessment is required before registration. Students under 19 years old must provide a “High School Release” form.

For information, contact:

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

OC Shelton: Donna Pedersen, Program Coordinator, 360.432.5471

www.olympic.edu/ESOL

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 Poulisbo 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 Poulisbo, 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.

Cooperative Education and Internships

A work-integrated learning program that uses a community site or workplace to provide students with supervised learning experiences in an employment setting that relates to their educational and/or career objectives. Students can earn college credit for working through co-op, internship and community volunteer service positions as well as on-campus and off-campus employment, including work-study. 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 Poulisbo: 360.475.7480
OC Shelton: Rm PA 4, 360.432.5431

E-mail: CareerCenter@olympic.edu

www.olympic.edu/CareerCenter

College Success and Transitions

The Transitions and College Success program provides information and services for OC students. Activities, special events and classes are presented throughout the academic year to support college success. The advisors, counselors and office staff serve as a resource to meet the education-related needs of students.

College Success Courses:

• General Studies 101 Orientation to College (1 credit)
• General Studies 105 Strategies for Academic Success (2 credits)
• General Studies 140 Career Planning/Life Exploration (1 credit)

For information about these and other courses visit: www.olympic.edu/ForStudents/GeneralStudies

For information, contact:

Advising & Counseling
OC Bremerton: Humanities and Student Services Bldg, Rm 203
360.475.7230 or 360.475.7530
E-mail: advisingscenter@olympic.edu or counselingservices@olympic.edu

Keys to College and Career

“Keys to College and Career,” is the Washington State Life Transitions Program offered as a 7-credit learning community at OC. For information, contact:

Keys to College and Career
OC Bremerton: Humanities and Student Services Bldg, Rm 203
360.475.7498

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, 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, 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 Poulsbo: 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 offers a Center Island station, featuring freshly prepared salads “to order”, a Panini Sandwich of the day, and a Carved Entree, grill, soft drinks, desserts, snacks and espresso as well as a choice of selected entrees for lunch each day. The entrees and Center Island selections are prepared and served by students in the award winning Culinary Arts program.

The Fireside Bistro is located in the Bremer Student Center. The restaurant is staffed by OC Culinary Art students and is open Tuesday through Friday. 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.

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

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

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 upon request
- Orientation and seminars
- International Student Club activities
- International Student employment and required SSNs
- Quarterly academic progress follow up
- Information on college level Intensive English study, High School Completion Program, professional/technical programs and university transfer 2 + 2 options
- Short-term study options

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

For information, contact:

International Student Programs
OC Bremerton: Humanities and Student Services Bldg 360.475.7412 360.475.7202 FAX

E-mail: international@olympic.edu

www.olympic.edu/InternationalStudents

Military Education

Olympic College has been designated as a military friendly school. Over 1400 military members and their families study at Olympic College each year.

Active duty military and family members may apply, register and participate in a variety of services offered to all students. All students may use library facilities and computer labs and participate in student clubs. Students have free admission to OC events, concerts, gymnasium and fitness facilities, and activities such as concerts and sporting events.

Advising is offered at any campus by educational and/or faculty advisors. Service Member Opportunity College (SOC) agreements are written and principles honored. Students may study any degree or certificate offered provided prerequisites are met. Olympic College participates in the NCPDLP program for online degrees. Transfer credit may be awarded for previous Armed Forces credit, and university or college education. CLEP and DANTES SST credit may be applied to certificates and degrees. Active
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 alumni, parents of alumni, the business community, other foundations, and friends of the college.

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

OC Libraries
Haselwood Library, Bremerton
The Haselwood Library offers students and the community the opportunity to study, conduct research, and learn outside the classroom. An integral part of the college experience, the library offers a wide variety of resources, including an open computer lab, laptops, group study rooms, and quiet places for study and reflection. Resources include over 70,000 books and e-books, 4,700 videos, and 1,800 sound recordings. In addition, thousands of periodicals and reference works are available electronically, on and off campus, through a variety of subscription databases. Furthermore, students seeking materials not available at OC libraries may use our free interlibrary loan service, which borrows from an international library consortium.

Library faculty at OC assist students in all phases of the research process: developing search strategies, searching for information, evaluating information, and in using information ethically, legally and responsibly. They also provide learning opportunities through a variety of approaches, including course-related and course-integrated instruction, hands-on active learning, credit courses, tutorials, pathfinders called LibGuides, and point-of-use assistance. Library faculty are available in person for consultation during all hours of operation. Furthermore, research assistance is available 24/7 via chat and email.

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

Johnson Library, Shelton
A Library Technician is available to assist students with their research needs. The Johnson Library also offers a circulating collection, computers for access to electronic resources, laptops, and an area for quiet study. At the Johnson Library, students have access to all the resources and services available through Bremerton.

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

Poulsbo Library/Computer Lab
The Poulsbo Library shares space with the open computer lab and offers a collection of books as well as access to all the resources and services housed in Bremerton. Library staff is available to students during weekday hours; Computer Lab Technicians cover evening and weekend hours.

For information, contact:
Poulsbo Library/Computer Lab
360.394.2720, 360.394.2721 FAX
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, and OC Shelton.

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

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, and capital projects, as well as cultural events and activities that enrich the college community. By securing contributions to the college, the Foundation provides an extra measure of support which contributes to excellence at OC.

Investing in Students
The 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 professional development activities that contribute to the quality of educational programs and services, the Foundation encourages faculty and staff excellence.

Investing in the Community
By assuring students a quality education at OC, the OC Foundation is helping to provide the educated workforce that is the basis for the community's economic vitality.
Running Start and High School Outreach
The Running Start and High School Outreach Office staff provides information to junior high and high school students, parents, and 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 on the second floor of the Facilities Services Building 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 Poulso & OC Shelton
Student parking lots are available at OC Poulso and OC Shelton campuses. Permits are required.

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

The following documentation is required to obtain a permit:
- Picture ID:
  - OC Student ID with current quarter sticker
  - State or Military ID (acceptable with proof of enrollment)
- Vehicle Registration:
  - If it is a new-used vehicle, sales receipt with license plate number is acceptable

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

Visitor Permits
Visitor permits can be obtained at the College Service Center on the third floor at the Information Technology Helpdesk, the Humanities and Student Services building Information Booth on the first floor, or at the Operations Office on the second floor of the Facilities Services Building. Visitors can obtain a visitor pass in the Student Services office at OC Poulso 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:
Operations Office/Safety and Security
OC Bremerton: Facilities Services Building
360.475.7800
www.olympic.edu/Security

Sophia Bremer Child Development Center
Child Care and Early Learning Classrooms
The Child Care and Early Learning (CC&EL) classrooms offer a high-quality early care and learning experience for children 12 months through 10 years of age from OC-affiliated families. The CC&EL classrooms also serve as training sites for Early Childhood Education and other Olympic College students.
Care hours are from 7 a.m. to 5:30 p.m. Monday through Thursday during fall, winter and spring quarters. On Fridays the classrooms close at 4 p.m. During summer session and intersession periods, the CC&EL classrooms close at 5:30 p.m., Monday through Thursday. Rates for students’ children are discounted below the cost of care and many student families qualify for child care assistance from the Washington Department of Social and Health Services to pay for child care. For more information, contact the Sophia Bremer Child Development Center. See right for contact information.

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 4:00 p.m. Monday through Thursday; on Friday the Center closes at 1:00 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 more information, contact the Sophia Bremer Child Development Center. See right for contact information.
**HeadStart**
The Head Start program is for qualifying college student families, with children ages 3-5 years. Head Start supports each family in the process of preparing their child for kindergarten. The preschool focuses on the child’s development of social skills, cultural pride, a sense of belonging, literacy and academic skills, respect for others and self-confidence. Head Start also creates time and opportunities for families to learn job skills, good health and nutrition skills, how to identify and locate medical care, and receive parent education.

Families receiving financial assistance from the Washington Department of Social and Health Services are welcome. For more information, contact the Sophia Bremer Child Development Center. See below for contact information.

**For information about these programs, contact:**
The Sophia Bremer Child Development Center, OC Bremerton 360.475.7190 www.olympic.edu/ChildCare

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**Students in Need Group**
The Students in Need Group provides information and referral services to help students overcome barriers to their educational success, such as financial hardships, hunger, and emergency problems. This program finds help for students by working in conjunction with OC programs, such as the OC Foundation and the ASOC Sheryle McKinley Food bank, and community agencies.

For information, contact:
**Students in Need Group**
OC Bremerton: Advising Center, Humanities and Student Services Bldg, Rm 206 360.475.6187
E-mail: pthomas@olympic.edu
www.olympic.edu/SING

**Tech Prep Dual Credit-West Sound Education Consortium**
The Tech Prep Dual Credit office at OC offers information for high school students that want to start professional/technical training programs while 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

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**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.

Tutorial Services also provides students who have content mastery in a discipline the opportunity to be trained and employed as tutors.

Olympic College offers tutorial services in the following subject areas:
- Accounting and Business Math
- Adaptive Technology Computer Lab
- American Sign Language
- French
- Korean
- Japanese
- Math and Physics
- Office Technology Lab
- Biology and Chemistry
- Spanish
- Writing Center

Please check the Tutorial Services web page for hours and room locations for each study group, lab and center. Additional study groups will also be listed on the Tutorial Services web page.

For information, contact:
**Tutorial Services**
OC Bremerton: Science and Technology Building, Rm 125A 360.475.7765, 360.475.7705 FAX
OC Poulsbo: 360.394.2700
OC Shelton: 360.475.5400
E-mail: nhays@olympic.edu
www.olympic.edu/Tutoring

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**Veterans Services**
**Services/Benefits**
The Veterans Services Office at Olympic College can help students determine their eligibility for veterans' educational benefits. Students may contact the Veterans Administration (VA) at www.va.gov or by calling 1.800.GI-BILL.1.

The Veterans Services office can assist with application forms, clarification of benefits, and information about available degrees and programs of study.

For those pursuing vocational rehabilitation benefits, contact:
Department of Veterans Affairs Regional Satellite Office
264 Burwell Street
Bremerton, WA 98337
360.782.9900

Veterans, or dependents of certain veterans who attend OC, may qualify for a tuition waiver and should get in touch with the Veterans Services staff.

For information, contact:
**Veterans Services**
OC Bremerton: Humanities and Student Services Bldg, Rm 104 360.475.7560, 360.475.7564 FAX
E-mail: VeteranServices@olympic.edu
www.olympic.edu/VeteransServices

**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. Some services may not be available due to funding limitations. 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, Basic Studies (Adult Basic Education, GED, ESOL) 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 professional-technical and basic skills training
- Referral to Working Connections Childcare for childcare while in class or studying
- Payment of Accuplacer testing fees

Please refer to OC professional-technical certificate programs. See "Degrees and Certificates" section 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
Transfer Planning

This section provides information for those wanting to transfer to colleges and universities in the State of Washington for the purpose of completing a baccalaureate degree. It highlights different transfer degree areas and includes contact information for faculty advisors at Olympic College who can help map out education goals and transfer programs of study. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Advising Notes and Recommendations

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

NOTE: The AA/DTA is a general transfer degree. It is not associated with a specific major. Students who plan to declare a specific major when they transfer to a four-year college or university are responsible for contacting the appropriate advisors at the institution to determine which additional classes they may need to take while attending OC. The plan to complete the AA/DTA and any additional classes should be made in consultation with the appropriate OC Faculty Advisor.

Possible Transfer Areas:

- Accounting Technology
- Anthropology
- Art
- Astronomy
- Atmospheric Science/Meteorology
- Biology
- Biotechnology
- Business & Economics
- Chemistry
- Communication Studies: Journalism
- Communication Studies: Speech
- Computer Information Systems
- Computer Science
- Criminal Justice
- Digital Media Arts
- Dramatic Arts
- Early Childhood Education
- Education
- Electronics
- Engineering
- English
- Fire Science
- Fire Service Management & Administration
- Foreign Languages
- Geography
- Geology
- History
- Human Services
- Marine Science & Oceanography
- Mathematics
- Music
- Nursing
- Organizational Leadership/Resource Management
- Physical Education
- Physics
- Political Science
- Pre-Law
- Pre-Professional Health Occupations
- Psychology
- Social Work
- Sociology
- Supportive Health Occupations
- Technical Design
- Other Transfer Opportunities

Accounting Technology

Associate in Applied Science–Transfer (AAS-T)

The AAS-T in Accounting Technology is intended to provide for workplace readiness with an option to continue on in a bachelor’s accounting program at the Old Dominion University. Using both a manual as well as automated approach, the program provides for a comprehensive review of the accounting cycle for all types of business (service, merchandising and corporation), and infuses a breadth of accounting fields, including payroll accounting, fund (or governmental) accounting, and preparing taxes for an individual and a business.

Advisor
Sales, Joanne
Office
Business 109
Phone
360.475.7372

Anthropology

Associate in Arts (AA)

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

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

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

Faculty
Hartse, Caroline
Office
HSS 334
Phone
360.475.7111

Courses to consider when completing distribution requirements for an AA:

ANTH. 100 Survey of Anthropology
ANTH. 204 Archeology
ANTH. 205 Biological Anthropology
ANTH. 206 Cultural Anthropology
ANTH. 207 Linguistic Anthropology
ANTH. 210 Indians of North America

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

**Associate in Arts (AA)**

Fundamental to the development of fine art is the spirit and process of exploration. The Art curriculum encourages the process of discovery as it applies to perceptual and conceptual issues basic to the creative process. The purpose of the integrated transfer curriculum is to provide a catalyst for students to widen their artistic awareness and versatility.

Students who complete the Associate in Arts Degree requirements and include many of the courses listed below will have a firm foundation in the fundamentals of both two-dimensional and three-dimensional art, which will support the creation of a portfolio. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

**Faculty Office Phone**
- Wu, Ina Art 115 360.475.7115
- Weichman, Marie Art 143 360.475.7287

**Courses to consider when completing distribution requirements for an AA:**
- **ART 102** Art History/Ancient — Byzantine
- **ART 103** Art History/Medieval — Renaissance
- **ART 104** Art History/Baroque — Modern
- **ART 106** Drawing I
- **ART 107** Drawing II
- **ART 110** Design I
- **ART 111** Design II
- **ART 125** Ceramics I
- **ART 230** Watercolor I
- **ART 240** Painting I
- **ART 266** Sculpture I

### Astronomy

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

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

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

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

### Atmospheric Science/Meteorology

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

Meteorology is the science of the atmosphere. It offers the opportunity of investigating the forces that shape weather and climate and how human activities can affect climate through the introduction of pollutants into the atmosphere. An interest in the physical sciences and mathematics are the essential elements for a career in meteorology. Courses in earth sciences can also provide a valuable insight into the atmospheric environment. It is very important to become familiar with the use of computers and their application to problem-solving, writing and communication. In the simplest of terms, high school students should take every mathematics, physics and computer course that is available. They should also develop basic skills in written and spoken English to communicate scientific knowledge.

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

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

### Biology

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

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

**Faculty Office Phone**
- Dodge, Matthew OC Poulsbo 217C 360.394.2747
- Elauria, Angela ST 206 360.475.7734
- Ferguson, Deanna ST 208 360.475.7274
- Miller, Larry ST 207 360.475.7703
- Seavy, Don ST 216 360.475.7732

As part of your degree, include these courses in your education plan:
- **BIOL 201** Majors Biology I
- **BIOL 202** Majors Biology II
- **BIOL 203** Majors Biology III

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

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

Biotechnology is a fascinating field which is at the cutting edge of science using living cells and materials produced by cells to create pharmaceutical, diagnostic, agricultural, environmental, and other products to benefit society. People working in this field make groundbreaking discoveries that fight disease, improve food production, clean up the environment and make manufacturing more efficient and profitable. Because of the various levels of occupations associated with biotechnology, students have several options. Associate degrees are available at a number of community colleges in Washington State that focus on the technical side of biotechnology. Bachelor’s and graduate degrees are also available that prepare students for careers in biotechnology associated with research and development and quality control.

Because of the different educational pathways open to students, students should complete the Associate in Arts or the Associate of Science (Track 1) requirements if they plan to transfer to a four-year institution or check with a faculty advisor concerning the professional/technical options available at other Washington State Community Colleges. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

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<th>Faculty</th>
<th>Office</th>
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<tr>
<td>Elauria, Angela</td>
<td>ST 206</td>
<td>360.475.7734</td>
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**Courses to consider when completing distribution requirements for an AA:**

- ACCT& 201 Prin of Accounting I
- ACCT& 202 Prin of Accounting II
- ACCT& 203 Prin of Accounting III
- BUS& 201 Business Law
- BUS 215 Business Statistics
- ECON& 201 Micro Economics
- ECON& 202 Macro Economics
- MATH 147 Business Algebra
- MATH& 148 Business Calculus

Business and Economics

**Associate in Arts (AA)**

The mission of the Business and Economics Associate in Arts program is to prepare students to transfer to four-year institutions for their final two years of undergraduate study in a business-related field. Students should complete the Associate in Arts Degree. The courses listed below are recommended for students planning to transfer to most four-year colleges and universities in the State of Washington. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

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<tr>
<th>Faculty</th>
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<tr>
<td>King, Sharon</td>
<td>Technical 204</td>
<td>360.475.7370</td>
</tr>
<tr>
<td>Snapp, Richard</td>
<td>Technical 202</td>
<td>360.475.7386</td>
</tr>
<tr>
<td>Ward, Alan</td>
<td>Business 107</td>
<td>360.475.7378</td>
</tr>
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**Courses to consider when completing distribution requirements for an AA:**

- ACCT& 201 Prin of Accounting I
- ACCT& 202 Prin of Accounting II
- ACCT& 203 Prin of Accounting III
- BUS& 201 Business Law
- BUS 215 Business Statistics
- ECON& 201 Micro Economics
- ECON& 202 Macro Economics
- MATH 147 Business Algebra
- MATH& 148 Business Calculus

Chemistry

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

Chemistry is the science that studies matter, its properties and composition, and the laws that govern the formation of matter from the basic elements. The breadth of the subject area is enormous and chemists can be found working on such diverse problems as the development of new plastics and fibers, drug preparation, pollution control, the isolation and identification of plant and insect hormones, medical research, nuclear chemistry, and the analysis of geological materials.

Students should complete the Associate in Arts Degree or the Associate of Science (Track 1) requirements if they plan to transfer to a four-year institution. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

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<tr>
<td>Baldwin, Ted</td>
<td>ST 205</td>
<td>360.475.7733</td>
</tr>
<tr>
<td>Flowers, Billy</td>
<td>ST 209</td>
<td>360.475.7707</td>
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<tr>
<td>Geyer, Cameron</td>
<td>ST 213</td>
<td>360.475.7728</td>
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**As part of your degree, include these courses in your education plan:**

- CHEM& 141/151 General Chemistry & Lab I
- CHEM& 142/152 General Chemistry & Lab II
- CHEM& 143/153 General Chemistry & Lab III
- CHEM& 241/251 Organic Chem & Lab I
- CHEM& 242/252 Organic Chem & Lab II
- CHEM& 243/253 Organic Chem & Lab III
- MATH& 151 Calculus I
- MATH& 152 Calculus II
- MATH& 163 Calculus 3
- PHYS 254 Engineering Physics
- PHYS 255 Engineering Physics
- PHYS 256 Engineering Physics
Transfer Planning

Communication Studies: Journalism

Associate in Arts (AA)
Communication Studies/Journalism courses at Olympic college focus on the basic skills and critical thought needed for students to transfer to four-year programs. Courses also expose students to cutting-edge theory and technology in preparation for careers in the growing field of mass communication. Students wanting to transfer should complete the Associate in Arts Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Courses to consider when completing distribution requirements for an AA:
- CMST& 102 Intro to Mass Media
- CMST 105 Photojournalism
- CMST 115/215 College Newspaper Production
- CMST 125/225 Reporting and News Writing I & II
- CMST 293 Mass Media Law & Ethics

Communication Studies: Speech

Associate in Arts (AA)
Students wanting to transfer to a four-year college or university should complete the Associate in Arts Degree. 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 work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Courses to consider when completing distribution requirements for an AA:
- CMST& 210 Interpersonal Communication
- CMST& 220 Public Speaking
- PSYC& 100 General Psychology

Computer Information Systems

Associate in Technical Arts (ATA)
Computer Information Systems Specialists work with businesses, governments, and other organizations that use computer hardware and software every day. They provide day-to-day support for users. They make sure all parts of a computer system work to meet the organization’s goals. They use their strong communications skills to help and work with a variety of people within an organization.

Students can transfer to the Evergreen State College Upside Down Degree Program with a Computer Information Systems ATA Degree. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Advisor
- Bergman, Don
  - Office: Technical 205
  - Phone: 360.475.7377
- Bilodeau, Pam
  - Office: Engineering 111
  - Phone: 360.475.7371
- Blackwell, Kevin
  - Office: Technical 215
  - Phone: 360.475.7379
- Hanson, Dandi
  - Office: Technical 211
  - Phone: 360.475.7376
- Westlund, Mark
  - Office: Technical 203
  - Phone: 360.475.7357

Computer Science

Associate in Arts (AA) or
Associate of Science (AS-Track 2)
Students who obtain a four-year degree in computer science will obtain a foundation that permits them to adapt to new technologies and new ideas in software design, in the solution of computing problems, and in the use of computers to address emerging challenges.

Olympic College offers courses to prepare students to complete a Bachelor’s Degree in Computer Science at a four-year institution. Careful planning is essential. The courses required to major in computer science vary, depending on the institution and the program chosen. At some institutions, admission into the Computer Science major is highly selective. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

Contact
- Science, Engineering, Math Advisor: HSS 203A 360.475.7743

As part of your degree, include these courses in your education plan:
- CS& 141 Computer Science I Java
- CS 143 Computer Science II Java
- CS 210 Introduction to Discrete Mathematics
- MATH& 151 Calculus I
- MATH& 152 Calculus II
- MATH& 163 Calculus III
- MATH 250 Linear Algebra

Criminal Justice

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

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

Courses to consider when completing distribution requirements for an AA:
- C&J 101 Intro to Criminal Justice
- ENGL& 101 English Composition I
- POLS& 202 American Government
- PSYC& 100 General Psychology
- SOC& 101 Intro to Sociology

Digital Media Arts

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

Courses to consider when completing distribution requirements for an AA:
- DMA 101 Basic Multimedia
- DMA 102 Multimedia Process
- DMA 170 Multimedia Portfolio

Sci-Tech
Dramatic Arts

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

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

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

- DRMA 201 Acting for the Camera I
- DRMA 241 Acting for the Camera II
- DRMA 243 Screenwriting I
- DRMA 244 Screenwriting II
- DRMA 280 Film Directing I
- DRMA 281 Film Directing II

Early Childhood Education

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

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

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

- ECE 101 Practicum I
- ECE 164 Mathematics for Early Childhood Ed
- ECE 165 Early Childhood Curriculum
- ECE 185 Guiding Children’s Behavior
- ECE 190 Multicultural Education

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

See the Degrees section of this catalog.

Education

**Associate in Arts (AA)**
The courses listed below generally meet the pre-teaching requirements of the four-year colleges and universities in the State of Washington; however, it is imperative that the student become familiar with the specific requirements of the institution to which transfer is planned. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

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

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

Electronics

**Associate in Technical Arts (ATA)**
The ATA-Electronics is directly transferable to the Bachelor of Science in Electrical Engineering Technology (BSEET) programs in Washington State, including Western Washington University, Central Washington University, Eastern Washington University and Old Dominion. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

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

- ECE 110 Practicum I
- ECE 111 Practicum II
- ECE 112 Practicum III
- ECE 113 Practicum IV

Engineering

**Associate of Science (AS-Track 2)**

for transferring outside the State of Washington

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The Associate of Science (Track 2) degree is intended for students with an interest in transferring to an engineering school outside the State of Washington; for transfer to an engineering school in the State of Washington students should use the appropriate Associate of Science (Track 2) Major Related Program Pre-Engineering Degree.

Students pursuing an AS (Track 2) should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the Engineering curriculum of their choice.
Biological & Chemical Engineering

Associate of Science (AS-Track 2)
Major Related Program (AST-2/MRP 2)

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

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

Faculty Office Phone
Science, Engineering, Math Advisor: HSS 203A 360.475.7743
Brown, Jeff ST 113 360.475.7738
Hess, Linnea ST 214 360.475.7727

Mechanical, Civil, Aeronautical, Industrial, Materials Science Engineering

Associate of Science (AS-Track 2)
Major Related Program (AST-2/MRP 1)

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

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

Faculty Office Phone
Science, Engineering, Math Advisor: HSS 203A 360.475.7743
Brown, Jeff ST 113 360.475.7738
Hess, Linnea ST 214 360.475.7727

Computer & Electrical Engineering

Associate of Science (AS-Track 2)
Major Related Program (AST-2/MRP 3)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP 3 Degree is intended for students with an interest in transferring to an engineering school in the State of Washington in one of the subject disciplines. For transfer to an engineering school outside the State of Washington students should use the Associate of Science (Track 2) Degree.

Students pursuing an AST-2/MRP 3 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

Faculty Office Phone
Science, Engineering, Math Advisor: HSS 203A 360.475.7743
Brown, Jeff ST 113 360.475.7738
Hess, Linnea ST 214 360.475.7727

English

Associate in Arts (AA)

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

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

Courses to consider when completing distribution requirements for an AA:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>Intro to Literature</td>
</tr>
<tr>
<td>ENGL 227</td>
<td>British Literature II</td>
</tr>
<tr>
<td>ENGL 228</td>
<td>British Literature III</td>
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<td>ENGL 244</td>
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<td>ENGL 245</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENGL 150</td>
<td>Contemporary Literature</td>
</tr>
<tr>
<td>ENGL 220</td>
<td>Intro to Shakespeare</td>
</tr>
<tr>
<td>ENGL 264</td>
<td>Native American Literature</td>
</tr>
<tr>
<td>ENGL 283</td>
<td>Asian Literature</td>
</tr>
<tr>
<td>ENGL 286</td>
<td>Women Authors</td>
</tr>
</tbody>
</table>
Fire Science

Associate in Arts (AA)

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

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

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

Faculty

Normandy, Dana

ST 121 360.475.7722

Required Courses

CMST & 220 Public Speaking
ENGL & 101 English Composition I
ENGL & 102 Composition II
MATH & 107 Math in Society (or higher)
PSY & 100 General Psychology
SOC & 101 Intro to Sociology

OPTION A—NEW FIREFIGHTER RECRUITS

F-FS 100 Introduction to Fire Protection
F-FS 111 Fundamentals of Firefighting
F-FS 112 Fundamentals of Emergency Medicine
F-FS 113 Introduction to Firefighter Fundamentals
F-FS 115 Advanced Firefighting Fundamentals
F-FS 124 HazMat Response Ops/Level++
F-FS 200 Emergency Medical Technician

OPTION B—CAREER FIREFIGHTERS

F-FS 120 Basic Fire Investigation
F-FS 201 Fire Protection Hydraul/Water Supply
F-FS 202 Fire Protection Systems
F-FS 203 Building Construction
F-FS 205 Fire Protection Strategy/Tactics
F-FS 206 Fire Behavior and Combustion
F-FS 207 Code Enforcement and Inspection
F-FS 208 Fire Prevention
F-FS 210 Hazardous Materials Management

Fire Service Management & Administration

Associate in Arts (AA)

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

Students must complete at least 20 credits at Olympic College.

Faculty

Normandy, Dana

ST 121 360.475.7722

Required Courses

CMST & 103 Intro to Mass Media
CMST & 153 Interpersonal Communication
CMST & 220 Public Speaking
ENGL & 101 English Composition I
ENGL & 235 Technical Writing

Natural Science—Additional credits from Astronomy, Biology, Chemistry, Geology, Meteorology, Physical Science, Physics, and Science including at least one lab science class

Languages—Select any course from this area

MATH & 107 Math in Society (or higher)
PHIL & 106 Intro to Logic
POLI & 115 State/Local Government
PSY & 100 General Psychology
SOC & 201 Social Problems

OPTION A

F-FSM 203 Fire Department Customer Service

Choose one of the following two courses:

F-FSM 231 Fire Service Leadership
F-FSM 232 Fire Service Management
F-FSM 233 Fire Service Administration
F-FSM 280 Law for Emergency Services

OPTION B

F-FSM 143 Fire Service Instructor I
F-FSM 201 Fire Officer I
F-FSM 202 Fire Officer II
F-FSM 220 Incident Management Company Ops
F-FSM 225 Advanced Fire Scene Investigation
F-FSM 240 Fire Service Incident Safety Officer
F-FSM 248 Fire Service Instructor II

Electives

BUS & 101 Intro to Business
CO-OP 111 Cooperative Education Seminar I
CO-OP 121 Cooperative Work Experience
PSY & 220 Abnormal Psychology

Foreign Languages

Associate in Arts (AA)

The Foreign Language discipline is designed to satisfy the requirements for:

- Students transferring to a four-year institution, and
- Students planning to acquire a basic practical knowledge of American Sign Language, French, German, Japanese, Korean, or Spanish.

The courses center around the acquisition of a basic vocabulary to express familiar and daily situations, a functional use of grammatical patterns, and a knowledge of cultural aspects of the countries whose language is being taught.

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

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

Faculty

Elliott, Maril

HSS 317 360.475.7338

Waisman, Ana

Music 102 360.475.7116

Courses to consider when completing distribution requirements for an AA:

Languages—Three consecutive quarters of any foreign language

HIST & 117 Western Civilization II
MUSC 101 Fundamentals of Music

Waisman, Ana

Music 102 360.475.7116
Transfer Planning

Geography

**Associate in Arts (AA)**

Geography is the study of place and space. Geographers ask where things are located on the surface of the earth, why they are located where they are, and how places differ from one another. Students preparing for a career in Geography should plan to transfer to a four-year college. Geographers study patterns of climates, land forms, vegetation, soils, and water. Geographers also study the linkages between humans and natural systems.

Students preparing for a career in Geography should plan to transfer to a four-year college. Students planning to major in human geography should prepare themselves in a broad range of Social Science and Humanities courses. Good writing skills are essential and should be developed. Students should work closely with an advisor at the Baccaulaureate institution they plan to transfer to before finalizing their education plan.

**Faculty Office Phone**

Digby, Susan ST 215 360.475.7840

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

- CHEM 140 General Chemistry
- CHEM 141 General Chemistry
- GEOL 101 Intro Physical Geology

### History

**Associate in Arts (AA)**

History is the study of human development and change, current affairs with the perspective of past events, and the rich cultural, political, and institutional legacy of the past that provides the framework for a better understanding of our world.

Students who intend to major in history at a four-year institution should follow the distribution for an Associate in Arts Degree, preparing themselves to transfer by completing a broad range of Social Sciences and Humanities courses. Good writing skills are essential and should be developed. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

**Faculty Office Phone**

Lamb, Deborah HSS 333 360.475.7415

Schaeffer, Philip HSS 337 360.475.7416

### Electives:

- Select any natural science courses

- Select any humanities courses

- Select any social science courses

- Select 15 credits from 3 disciplines

- Select any natural science courses

**Geology**

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

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

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

**Faculty Office Phone**

Macias, Steve ST 119 360.475.7711

**Recommended Courses**

- CHEM 140 General Chemistry
- CHEM 141 General Chemistry
- GEOL 101 Intro Physical Geology

**Human Services**

**Associate in Arts (AA)**

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

**Faculty Office Phone**

Cohen, Mirelle Shop 201 360.475.7553

Email: mcohen@olympic.edu

### Recommended Courses

- ENGL 101 English Composition I
- ENGL 235 Technical Writing
- MATH 107 Math in Society (or above)

### Humanities:

- Select 15 credits from 3 disciplines

### Natural Sciences:

- Select any natural science courses for a total of 15 credits from 2 or 3 disciplines, including at least 1 lab course.

### Social Sciences:

- Select 15 credits from 3 disciplines

### Electives:

- Select no more than 15 credits from the list below:

**Physical Geology**

- Select any natural science courses

**Human Services**

- Select any humanities courses

- Select any social science courses

- Select any natural science courses

### Electives:

- Select any humanities courses

- Select any social science courses

- Select any natural science courses

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

- HIST 116 Western Civilization I
- HIST 117 Western Civilization II
- HIST 118 Western Civilization III
- HIST 136 US History 1
- HIST 137 US History 2

**Recommended Courses**

- ENGL 101 English Composition I
- ENGL 235 Technical Writing
- MATH 107 Math in Society (or above)

### Humanities:

- Select 15 credits from 3 disciplines

- Select any natural science courses

**Human Services**

- Select any humanities courses

- Select any social science courses

- Select any natural science courses

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

- HIST 116 Western Civilization I
- HIST 117 Western Civilization II
- HIST 118 Western Civilization III
- HIST 136 US History 1
- HIST 137 US History 2
Marine Science/Oceanography

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

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

Students wanting to transfer should complete the Associate in Arts Degree or the Associate of Science (Track 1) requirements if they plan to transfer to a four-year institution. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

**Faculty**

Seavy, Don

**Office**

ST 216

**Phone**

360.475.7732

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Mathematics

**Associate in Arts (AA)**

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

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

**Contact**

Science, Engineering, Math Advisor: HSS 203A 360.475.7743

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

- MUSC& 141 Music Theory I
- MUSC& 142 Music Theory II
- MUSC& 143 Music Theory III
- MUSC& 241 Music Theory IV
- MUSC& 242 Music Theory V
- MUSC& 243 Music Theory VI
- Music Ensembles
- Individual Instruction

(MUSC133/134/135 Beginning Class Piano is required only of those who do not meet basic piano proficiency upon entrance.)

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Music

**Associate in Arts (AA)**

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

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

**Faculty**

Fraser, Teresa

**Office**

Music 104

**Phone**

360.475.7117

White, Rick

**Office**

Music 105

**Phone**

360.475.7118

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Organizational Leadership & Resource Management

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

Organizational Leadership and Resource Management addresses leadership, supervision, and management competences which allow those in leadership positions to effectively influence strategic planning, organizational performance, and individual performance and behavior. Individuals holding this degree understand how to enter any organization and immediately bring value by impacting people processes and maximizing organizational operations.

**Advisor**

Bolton, Karen

**Office**

PSNS Bldg 460, Room 242

**Phone**

360.476.5339

Yergler, Jeff

**Office**

Business 209

**Phone**

360.475.7523

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Leadership & Occupational Studies

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

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Nursing

Please refer to the Olympic College Nursing degree section for information on nursing program options at OC. The Pre-Nursing or direct transfer in nursing degree plan can be followed if your goal is to matriculate to another college or university to pursue a generic BSN degree. Completion of the BSN degree will allow you to apply to take the NCLEX exam to become a Registered Nurse. You are encouraged to contact the college or university nursing department where you plan to apply for any additional requirements.

**Advisor**

Cook, Sarah

**Office**

CSC 335

**Phone**

360.475.7175

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### Physical Education

**Associate in Arts (AA)**

Students planning to major in Physical Education should complete the Associate in Arts Degree and include the following courses in their education plan.

**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.

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

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

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

**Option 1**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 241</td>
<td>Human A &amp; P 1</td>
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<tr>
<td>BIOL&amp; 242</td>
<td>Human A &amp; P 2</td>
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<tr>
<td>EDUC&amp; 202</td>
<td>Intro to Education</td>
</tr>
<tr>
<td>MUSC&amp; 105</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>PE-ED 104</td>
<td>Health Science</td>
</tr>
<tr>
<td>PE-ED 105</td>
<td>College First Aid and Community CPR</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

- PST& 100  General Psychology
- PSYC 102  Psychology of Adjustment

Choose one of the following two courses:

- SOC& 101  Intro to Sociology
- SOC& 201  Social Problems

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

**Option 2**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>EDUC&amp; 202</td>
<td>Intro to Education</td>
</tr>
<tr>
<td>MUSC&amp; 105</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>PE-ED 104</td>
<td>Health Science</td>
</tr>
<tr>
<td>PE-ED 105</td>
<td>College First Aid and Community CPR</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

- PST& 100  General Psychology
- PSYC 102  Psychology of Adjustment

Choose one of the following two courses:

- SOC& 101  Intro to Sociology
- SOC& 201  Social Problems

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

### Physics

**Associate of Science (AS-Track 2)**

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

Students wanting to transfer to a baccalaureate institution should complete the Associate of Science (Track 2) requirements and should plan on taking one year of general chemistry, one year of engineering physics, one year of calculus and three quarters of 200 level mathematics. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

**Faculty**  
Hess, Linnea  
Office: ST 214  
Phone: 360.475.7727

### Political Science

**Associate in Arts (AA)**

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

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

**Faculty**  
Jokhi, Dinshaw  
Office: CSC 412  
Phone: 360.475.7275

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

**Communication Studies:**

Choose one of the following three courses:

- PSYC 102  Psychology of Adjustment
- CMST& 220  Public Speaking
- CMST 242  Career Communications

Choose one of the following two courses:

- ECON& 201  Micro Economics
- ECON& 202  Macro Economics

History—Select any course in this area  
Philosophy—Select another course in this area  
Political Science—Select any courses in this area  
Psychology—Select any course in this area  
Sociology—Select any course in this area

### Pre-Law

**Associate in Arts (AA)**

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

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

**Faculty**  
Schaeffer, Phillip  
Office: HSS 337  
Phone: 360.475.7416

**Toren, David**  
Office: HSS 338  
Phone: 360.475.7339

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

**Communication Studies:**

Choose one of the following three courses:

- CMST 153  Intercultural Communication
- CMST& 220  Public Speaking
- CMST 242  Career Communications

Choose one of the following two courses:

- ECON& 201  Micro Economics
- ECON& 202  Macro Economics

History—Select any course in this area  
Philosophy—Select another course in this area  
Political Science—Select any courses in this area  
Psychology—Select any course in this area  
Sociology—Select any course in this area

### Health Occupations

**Health Occupations**

(Pre-dentistry, pre-medicine, pre-pharmacy, pre-veterinary, etc.)

**Associate in Arts (AA)**

Olympic College offers a full two-year preparatory curriculum for students planning careers in the Health Occupations such as Dentistry, Medicine, Pharmacy, Veterinary Medicine, and Medical Technology. Such students should anticipate an additional two years of work to obtain a Baccalaureate Degree and an additional one to four or more years of graduate work. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

**Faculty**  
Science, Engineering, Math Advisor: HSS 203A  
Phone: 360.475.7743
## Transfer Planning

### Psychology

**Associate in Arts (AA)**

Students who intend to major in Psychology at a four-year institution should follow the requirements for an Associate in Arts Degree.

- Basic writing and mathematics skills are essential to most four-year programs.
- Since Psychology entails a wide range of philosophies and specialties, the specific courses taken within the AA program should be selected with the help of an advisor.
- While the specific courses recommended depend on the individual goal of the student, the courses listed below will serve as a useful guideline. Students should work closely with an advisor at the baccalaureate institution they plan to transfer to before finalizing their education plan.

#### Faculty Office Phone
- **Cohen, Mirelle** Shop 201 360.475.7553
- **Sandler, Jack** HSS 340 360.475.6800

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 100</td>
<td>4</td>
<td>General Psychology</td>
<td>HSS 319</td>
<td>360.475.7286</td>
</tr>
<tr>
<td>PSYC&amp; 200</td>
<td>4</td>
<td>Abnormal Psychology</td>
<td>HSS 340</td>
<td>360.475.6800</td>
</tr>
<tr>
<td>PSYC 221</td>
<td>4</td>
<td>Social Psychology</td>
<td>Shop 201</td>
<td>360.475.7553</td>
</tr>
</tbody>
</table>

### Sociology

**Associate in Arts (AA)**

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

#### Courses to consider when completing distribution requirements for an AA: (Recommended for specific transfer programs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>5</td>
<td>Composition II</td>
<td>HSS 322</td>
<td>360.475.7417</td>
</tr>
<tr>
<td>SOC 101</td>
<td>5</td>
<td>Intro to Sociology</td>
<td>HSS 322</td>
<td>360.475.7417</td>
</tr>
<tr>
<td>SOC 135</td>
<td>5</td>
<td>The Family</td>
<td>HSS 322</td>
<td>360.475.7417</td>
</tr>
<tr>
<td>SOC 201</td>
<td>5</td>
<td>Social Problems</td>
<td>HSS 322</td>
<td>360.475.7417</td>
</tr>
</tbody>
</table>

### Technical Design

Generally, Technical Design is not transferrable to most bachelor programs. Students who intend to major in Technical Design at a four-year institution should follow the distribution requirements for an Associate in Arts Degree. Students considering transferring to other colleges or universities should verify their transfer requirements before finalizing their education plan.

#### Faculty Office Phone
- **Raty, Ron** Business 211 360.475.7389
- **Sanchez, Peter** Business 207 360.475.6552

### Social Work

**Associate in Arts (AA)**

Social Work is an interdisciplinary field that prepares graduates for work on behalf of individuals, groups and institutions in many cultures. The aim is to empower and improve the life circumstances of everyone touched by services ranging from individual psychotherapy all the way to international healthcare delivery systems planning. People of all ages and social circumstances receive the benefits of social work intervention.

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

#### Faculty Office Phone
- **Barker, Charles** HSS 319 360.475.7286
- **Cohen, Mirelle** Shop 201 360.475.7553

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON&amp; 202</td>
<td>5</td>
<td>Macro Economics</td>
<td>HSS 319</td>
<td>360.475.7286</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>5</td>
<td>Introduction to Stats</td>
<td>HSS 319</td>
<td>360.475.7286</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>5</td>
<td>General Psychology</td>
<td>HSS 319</td>
<td>360.475.7286</td>
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### Supportive Health Occupations

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

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

#### Faculty Office Phone
- **Baldwin, Ted** Business 211 360.475.7389
- **Miller, Larry** Business 207 360.475.7389

### Distribution Requirements for an AA:

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses</th>
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<th>Title</th>
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<td>Composition II</td>
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<tr>
<td>Math</td>
<td>MATH&amp; 146</td>
<td>5</td>
<td>Introduction to Stats</td>
</tr>
<tr>
<td>History</td>
<td>SOC 101</td>
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<td>Science</td>
<td>SOC 135</td>
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<td>Social Sciences</td>
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<td>Social Problems</td>
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<tr>
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<tr>
<td>Interdisciplinary Studies</td>
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</table>

### Technical Design

Students who intend to major in Technical Design at a four-year institution should follow the distribution requirements for an Associate in Arts Degree. Students considering transferring to other colleges or universities should verify their transfer requirements before finalizing their education plan.

#### Faculty Office Phone
- **Raty, Ron** Business 211 360.475.7389
- **Sanchez, Peter** Business 207 360.475.6552
Other Transfer Opportunities

Transferring with a Professional-Technical Degree

In addition to the subjects listed above, there are many other possible educational directions you may pursue after achieving your educational goals at Olympic college. For example, all Associate in Applied Science – Transfer (AAS-T) degrees are designed to transfer to at least one specific institution. Also, some colleges will accept professional-technical degrees in transfer, although usually with some limitations such as a higher GPA or minimum number of fully transferable credits. The Evergreen State College accepts the following Professional-Technical Degrees either as direct technical transfer or upside down degrees:

- Accounting Technology ATA
- Animation and Gaming Production ATA
- Business Management ATA
- Computer Information Systems ATA
- Digital Media Arts ATA
- Early Childhood Education AAS-T
- Legal Office Professional ATA
- Medical Assisting ATA (no BSTEC electives)
- Associate Degree—Nursing and Transition to ADN
- Organizational Leadership & Resource Management AAS-T

Be sure to check with an advisor at your future college before finalizing your educational plan to make sure you do not end up retaking courses. If you plan to continue your education after completing a professional-technical degree (Associate in Technical Arts or Associate in Applied Science), it is generally better to select courses which are generally accepted in transfer whenever possible. For example, choose ENGL& 101, English Composition I, rather than BSTEC 150, Business English; and MATH&107, Math in Society, rather than BMGMT 140, Business and Personal Math. See the Associate in Arts degree for more information on which courses are fully transferable. Even if a given degree is not considered transferable, courses will be evaluated individually by the receiving program.
Pathways to Educational Goals

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

Bachelor of Science in Nursing (RN to BSN)

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

Associate Degrees

The college offers several transfer associate degrees 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.

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

- General
- Elementary Education
- Pre-Nursing

**Associate in Science (AS) – Direct Transfer Agreement**

**Track I: Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology, and Earth Sciences**

**Track II: Engineering, Physics, Computer Science, and Atmospheric Sciences**

(Engineering students: use this for transferring to an engineering school outside the State of Washington.)

**Track II Engineering Major Related Programs Options:**

- Biological and Chemical
- Computer and Electrical
- Mechanical, Civil, Aeronautical, Industrial, Materials Science

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

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

OC offers the following AAS-T degrees:

- Accounting Technology transferring to Old Dominion University
- 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)

**Associate in Applied Science (AAS)**

- Construction Management
- Information Systems Specialist
- Physical Therapist Assistant

**Associate in Technical Arts (ATA)**

Professional-Technical degrees are designed to provide entry into a technical or semi-professional occupation or additional training for those already working in a field but desiring advancement. Associate degrees differ from certificate programs by combining specific job skills with a breadth component. Associate degree programs are generally designed to be completed in six quarters of full-time study.

One of these degrees may be the right choice if you want to earn a 90 or more credit credential in a specific career field.

- Accounting Technology
- Administrative Office Support
- Animation Gaming Production
- Automotive Technology
- Business Management
- Computer Information Systems
- Cosmetology
- Culinary Arts Institute–Sous Chef
- Digital Media Arts
- Early Childhood Education
- Electronics
- Human Services
- Industrial Trades Technician
- Legal Office Professional
- Medical Assisting
- Nursing
- Technical Design
- Transition to Associate Degree Nursing
- Welding

**Professional/Technical Certificates**

These certificates are designed to provide entry into a technical or semi-professional occupation or additional training for those already working in a field but desiring advancement.

**Certificate of Specialization (CS)**

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

**Certificate of Proficiency (CP)**

Provides dedicated training and requires 45 to 60 credits of specific courses.

**Certificate of Completion (CC)**

Provides focused training and requires 20 to 44 credits.

**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.

**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](http://www.olympic.edu/ClassSchedule).

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**Degrees and Certificates**


*See course description for prerequisite.*  www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Degrees and Certificates

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

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

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

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

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

Pass/No Credit - No more than 30 credits may be applied toward a degree. No more than one third of total credits in certificates may be pass/no credit. (Courses offered only as “Pass/No Credit” are not included in this limit.) If planning to transfer, note that receiving institutions may have much lower limits.

Residency - At least 20 credits applied toward an associate degree must be earned at OC. Students with 85 OC credits may transfer back remaining credits from another accredited institution. For certificates, at least 20 percent of the certificate’s credits must be earned at OC. (Military personnel and dependents with a SOC agreement are exempt from this requirement.)

Advising Notes and Recommendations
Not all courses listed are offered every quarter. See an appropriate permanent advisor for course sequence and schedule details.

For all program-specific degrees and certificates, a faculty advisor must approve the program for degree/certificate completion.

Direct Transfer Agreement
Olympic College subscribes to the Washington State Intercollege Relations Commission (ICRC) Direct Transfer Agreement (DTA). Under this agreement, most Washington baccalaureate institutions accept a DTA degree to fulfill lower division general education requirements. Students transferring to an ICRC member college with a DTA will generally be admitted as juniors. 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 and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor’s degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

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).
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<th>Program Subject Area</th>
<th>Degrees 90 or more credits</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>
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**Abbreviations**

- **Divisions:**
  - B&T Business & Technology
  - MESH Mathematics, Engineering, Sciences & Health
  - SSH Social Sciences & Humanities
- **Degrees:**
  - AAS Associate in Applied Science
  - AAST: Associate in Applied Science – Transfer
  - ATA Associate in Technical Arts
  - BSN Bachelor of Science in Nursing

*See course description for prerequisite.*

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Degrees and Certificates

Associate Degree – Distribution Requirements (2011-2012)

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 &100, &105, &107, &200, &202, &203, 235
Art &101, 103, 104, 106, 107, 110, 111, 117, 136, 137
Communication Studies &102, 105, 220, 225, 242, 293
English &111, &113, &114, 141, 150, &220, &226, &227, &228, &244, &245, 250, 262, 264, 270 – 276, 279, 283, 284, 286, 328
Geography &200
History 230
Humanities 145, 175, 201, 202, 203, 204, 210, 220, 235, 250, 253, 257, 284, 320
Music 101, &105, &141, &142, &143, 150, 187, 188, 189, 239, 240, &241, &242, &243
Philosophy &101, 115, 240
Political Science &201

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

Group B: Skills Performance (H/SP)
No more than 5 credits
Dramatic Arts 120, 220
Music – All not listed in Group A

Social Sciences Distribution (SS)
Anthropology &100, &204, &205, &206, &207, &210, 212, 325, 335
Baccalaureate Nursing 326, 326A
Business &101
Criminal Justice &101, &105, &106
Economics 200, &201, &202
Education &121, &122, &202, &203, 210
Engineering &104
Geography &101, 120, &200, 207
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, 240, &241, &242, &260
Sociology &101, 109, 125, 135, 190, &201, 215, 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, &208
Oceanography &101
Physics 110, 114, 115, 116, 254, 255, 256

Non-lab courses:
Anthropology &205
Astronomy 101, 102, 105
Biology 104, 351
Chemistry &139, &141, &142, &143, &241, &242, &243
Geography &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, 231, 232, 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, &205
Computer Information Systems 120
Computer Science &170, 210
Criminal Justice 100, &110
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
Culinary Arts – all
Digital Media Arts – all
Early Childhood Education – all except 170
Education 110, 120, 123, 132
Electronics – all
Engineering 100
Family Life – all
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, 107
Physical Therapist Assistant – all
Polysonymography – all
Practical Nursing – all
Technical Design – all
Transition to Associate Degree Nursing – all
Welding – all

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*See course description for prerequisite.
Degrees and Certificates

General Degrees:

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

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

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

Recommended Courses Credits

<table>
<thead>
<tr>
<th>Skill Areas Requirements:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication Skills (two of the following)</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 101 English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 102 Composition II*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 235 Technical Writing*</td>
<td>5</td>
</tr>
<tr>
<td>Symbolic/Quantitative Skills (one of the following)</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 107 Math in Society* (or above)</td>
<td>5</td>
</tr>
<tr>
<td>PHIL&amp; 106 Intro to Logic</td>
<td>5</td>
</tr>
<tr>
<td>BUS 215 Business Statistics*</td>
<td>5</td>
</tr>
</tbody>
</table>

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

Intermediate Algebra Mastery (credits do not count toward degree)

- Satisfactory placement test score
- A Mathematics course for which Intermediate Algebra is a prerequisite
- MATH 099 Intermediate Algebra*

Distribution Requirements: Humanities (15 cr. in 2 or 3 disciplines) 15

- From at least two different disciplines
- Maximum 5 credits in skills performance
- Maximum 5 credits in foreign language at the 100 level

Electives

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

Transferable Courses 15-30

Restricted Courses 0-15 30

Total: Minimum 90 credits required

Associate in General Studies (AGS) (Non-Transfer)

The Associate in General Studies (AGS) grants academic recognition for the completion of 90 applicable college-level credits and provides flexibility for students to select courses which best fit their interests or emphasize a particular area of study. The non-transfer degree does not preclude the selection of transfer classes and subsequent transfer to a four-year college or university. However, students should be aware that their transcripts will be subjected to a course by course analysis by the receiving institution to determine transferability. This degree is not a direct transfer associate degree (DTA). Students with a previous associate degree are not eligible for the AGS. Students may not receive the AGS in the same quarter as another associate degree.

General Policies

To qualify for the AGS, the following requirements must be met:

- 90 credits at the 100 level or higher.
- A 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 8112
  - 5 cr. Verbal (Speech or Communication)
- 5 cr. Basic Quantitative Skills selected from:
  - Any mathematics course at the 100 level or higher
  - BMGMT 140 (5 cr.) Business and Personal Mathematics
  - PHIL& 106 (5 cr.) Intro to Logic
- 5 cr. Humanities (see Distribution Requirements on page 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
    - OLIRM 103 (1 cr.) Discover Your Strengths, OLIRM 105 (1 cr.) Appreciating Diversity, or OLIRM 110 (3 cr.) Apprenticeship Planning
- 50 cr. Electives selected from any college level classes at the 100 level or higher

Associate of Science – Track 1

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

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

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

Basic Communication Skills (10 credits)

ENGL& 101 English Composition I* 5

ENGL& 102 Composition II* 5

ENGL& 235 Technical Writing* 5

Basic Quantitative Skills (15 credits)

MATH& 151 Calculus I* 5

MATH& 152 Calculus II* 5

MATH& 163 Calculus III* 5

MATH& 146 Introduction to Stats* 5

Distribution Requirements (15 credits selected from the Distribution Requirements list. At least 5 credits from Humanities, 5 credits from Social Sciences, and an additional 5 credits from either Humanities or Social Sciences—see Distribution Requirements page)

Primary Required Courses

CHEM 141/151 General Chemistry & Lab I* 6.5

CHEM 142/152 General Chemistry & Lab II* 6.5

CHEM 143/153 General Chemistry & Lab III* 6

(If consultation with an advisor is required, see the “Note” below for Guidance)

PHYS 110, 115 General Physics* 18

PHYS 254, 255, 256 Engineering Physics* 18

BIOL 201, 202, 203 Majors Biology I, II, III* 15

Note: Any combination selected from:

- Physical Education (PE-ED) or Physical Education - Fitness and Sports (PEFSP)
- General Studies
- OLIRM 103 (1 cr.) Discover Your Strengths, OLIRM 105 (1 cr.) Appreciating Diversity, or OLIRM 110 (3 cr.) Apprenticeship Planning

*See course description for prerequisite.
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

Basic Written Communication Skills (10 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 102 Composition II*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 235 Technical Writing*</td>
<td>5</td>
</tr>
</tbody>
</table>

Basic Quantitative Skills (15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 151 Calculus I*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 152 Calculus II*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 163 Calculus III*</td>
<td>5</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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 141/151 General Chemistry &amp; Lab I*</td>
<td>6.5</td>
</tr>
<tr>
<td>PHYS 254 Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 255 Engineering Physics*</td>
<td>6</td>
</tr>
</tbody>
</table>

Individualized Plan: Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student. (See Note 1)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 142/152 General Chemistry &amp; Lab II*</td>
<td>6.5</td>
</tr>
<tr>
<td>CHEM 143/153 General Chemistry &amp; Lab III*</td>
<td>6</td>
</tr>
<tr>
<td>CHEM 241/251 Organic Chem &amp; Lab I*</td>
<td>5.5</td>
</tr>
<tr>
<td>CHEM 242/252 Organic Chem &amp; Lab II*</td>
<td>6</td>
</tr>
<tr>
<td>CS 141 Computer Science I Java*</td>
<td>5</td>
</tr>
<tr>
<td>CS 143 Computer Science II Java*</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 101 Introduction to Engineering Graphics</td>
<td>5</td>
</tr>
</tbody>
</table>

Total: (Minimum 90 credits, see Note 2)

(Minimum 2.0 GPA, see Note 3)

Note 1: Science and Mathematics Requirements should be chosen to meet the requirements of the desired major at the baccalaureate institution.

Note 2: Most scientific disciplines require more than 90 credits to achieve junior standing.

Note 3: The required GPA for transfer to a Washington baccalaureate institution is 2.75 minimum, per the Direct Transfer Agreement. (The University of Washington is governed by a separate agreement.) Specific departments may require higher than 2.75; contact advisors at the baccalaureate institution for details.

Associate of Science – Track 2

Engineering, Physics, Computer Science and Atmospheric Science

This is intended for students with an interest in transferring to a baccalaureate institution in the State of Washington in one of the targeted disciplines. (For engineering transfer within the State of Washington, use the Associate of Science (Track 2) Major Related Program—Pre-Engineering degree appropriate for the desired discipline.) Typically the Associate of Arts degree is best suited for transfer to certain baccalaureate institutions. Students should meet early in their matriculation at Olympic College with an academic faculty advisor to determine the degree suitable for them.

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

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 to select appropriate courses.

Associate in Technical Arts

(ATA Option 2)

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

Degree Requirements:

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

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 to select appropriate courses.

*See course description for prerequisite.
Program-Specific Degrees and Certificates:

Accounting Technology

Associate in Applied Science—Transfer

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

Graduation Proficiencies

1. Effectively apply components of the accounting equation to typical business situations.
2. Effectively use a variety of computer software to process accounting information and documents.
3. Apply mathematical concepts to typical accounting and business situations.
4. Effectively communicate orally and in writing in the context of common business practices.
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 accounting and business terminology.

Advisor
Salas, Joanne
Office Business 109
Phone 360.475.7372

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BSTEC 134</td>
<td>Payroll Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 229</td>
<td>Individual Taxation*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 231</td>
<td>Practical Fund Accounting*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 239</td>
<td>Taxation for Business*</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose one of the following three courses:

- CMST 210 Interpersonal Communication 5
- CMST 220 Public Speaking 5
- CMST 242 Career Communications 5

Accounting

Associate in Technical Arts

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

Graduation Proficiencies

1. Effectively apply components of the accounting equation to typical business situations.
2. Effectively use a variety of computer software to process accounting information and documents.
3. Apply mathematical concepts to typical accounting and business situations.
4. Effectively communicate orally and in writing in the context of common business practices.

Program 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.

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<td>ACCT&amp; 201</td>
<td>Prin of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 202</td>
<td>Prin of Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 203</td>
<td>Prin of Accounting III*</td>
<td>5</td>
</tr>
<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>
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</table>

Choose one of the following three courses:

- CMST 210 Interpersonal Communication 5
- CMST 220 Public Speaking 5
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Degrees and Certificates

Accounting Technology

Associate in Applied Science—Transfer

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

Graduation Proficiencies

1. Effectively apply components of the accounting equation to typical business situations.
2. Effectively use a variety of computer software to process accounting information and documents.
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2. Analyze financial information and statements.
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<td>Computerized Accounting*</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose one of the following three courses:

- CMST 210 Interpersonal Communication 5
- CMST 220 Public Speaking 5
- CMST 242 Career Communications 5

Accounting Clerk

Certificate of Proficiency

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

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

Program Outcomes

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

1. Effectively apply components of the accounting equation to typical business transactions.
2. Maintain internal control procedures.
3. Effectively use a variety of computer software to accomplish office tasks and to process accounting information.
4. Apply mathematical concepts to typical business situations.
5. Effectively communicate orally and in writing in the context of common business practices.
6. Work as a team member in an office environment to accomplish the goals of the organization.

Advisor
Salas, Joanne
Office Business 109
Phone 360.475.7372

Required Courses

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</tbody>
</table>

Choose one of the following three courses:

- CMST 210 Interpersonal Communication 5
- CMST 220 Public Speaking 5
- CMST 242 Career Communications 5


See course description for prerequisite.
degrees and certificates

7. Understand and effectively use accounting and business terminology to produce reports, to converse in a business-type setting, and to follow directions.

8. Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.

Advisor  Office  Phone  
Salas, Joanne  Business 109  360.475.7372

Required Courses  Credits
Choose one of the following two courses:
BMGMT 140  Business and Personal Mathematics*  5
MATH 147  Business Algebra*  5

BSTEC 110  Beginning Keyboarding (or pass proficiency test)  3
BSTEC 123  MS Word Specialist*  4
BSTEC 124  MS Excel Specialist*  4
BSTEC 130  Practical Accounting  5
BSTEC 133  Computerized Accounting*  4
BSTEC 134  Payroll Accounting*  5

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

ENGL 101  English Composition I*  5
OLRM 220  Human Relations in the Workplace  3

Total Credits Required  49

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

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to:
1. Effectively complete payroll accounting processes, and use computer software to automate payroll accounting.
2. Apply mathematical concepts to typical payroll situations.
3. Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.
4. Maintain internal control procedures.

Advisor  Office  Phone  
Salas, Joanne  Business 109  360.475.7372

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

Total Credits Required  35

Certificate of Recognition
Payroll Clerk
Certificate of Recognition
A short-term certificate program that demonstrates specific knowledge and applied skill sets in payroll accounting.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to:
1. Effectively complete payroll accounting processes, and use computer software to automate payroll accounting.
2. Apply mathematical concepts to typical payroll situations.
3. Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.
4. Maintain internal control procedures.

Advisor  Office  Phone  
Salas, Joanne  Business 109  360.475.7372

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

Total Credits Required  19

Animation Gaming Production
Animation Gaming Production
Associate in Technical Arts
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.

Advisor  Office  Phone  
Silverthorn, Joseph  Art 112  360.475.7310

Required Courses  Credits
ART 106  Drawing I  5
ART 107  Drawing II*  5
ART 110  Design I  5
ART 111  Design II  5
ART 195  Independent Study*  5
BMGMT 140  Business and Personal Mathematics*  5
CMST& 220  Public Speaking  5

CO-OP 111  Cooperative Education Seminar I*  2
CO-OP 121  Cooperative Work Experience*  3

DAMA 101  Basic Multimedia  5
DAMA 102  Multimedia Process  5
DAMA 130  Beginning Flash  5
DAMA 154  Electronic Music — Intermediate*  5
DAMA 160  Color Theory and Coloration  5
DAMA 170  Multimedia Portfolio  5

Choose one of the following two courses:
DAMA 175  Intermediate Maya*  5
DAMA 280  Intermediate 3D Studio Max*  5

DRMA 245  Screenwriting I  5
ENGL 101  English Composition I*  5
ENGL 102  Composition II*  5
OLRM 220  Human Relations in the Workplace  3
PSYC 100  General Psychology  5

Total Credits Required  123

*ASee course description for prerequisite.
Certificates of Recognition

Animation Gaming Production:

Module One

Certificate of Recognition

Earning this certificate demonstrates that the student has learned the basics of designing and producing animation art. Students develop hand/eye coordination; learn use of shapes, textures, and shading; and learn to use 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.

Advisor Office Phone
Silverthorn, Joseph Art 112 360.475.7310

Required Courses Credits
ART 106 Drawing I 5
ART 110 Design I 5
DMA 181 Animation Design 5
Total Credits Required 15

Module Two

Certificate of Recognition

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

Program Outcomes

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

1. Advanced use of drawing skills, hand/eye coordination, perspective, and design knowledge to create fine art.
2. Art skills necessary to create animation graphics.

Advisor Office Phone
Silverthorn, Joseph Art 112 360.475.7310

Required Courses Credits
ART 107 Drawing II 5
ART 111 Design II 5
DMA 130 Beginning Flash 5
Total Credits Required 15

Module Three

Certificate of Recognition

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.

Advisor Office Phone
Silverthorn, Joseph Art 112 360.475.7310

Required Courses Credits
DMA 154 Electronic Music Foundations 5
DMA 182 Animation Process 5
DMA 230 Intermediate Flash* 5
Total Credits Required 15

Module Four

Certificate of Recognition

Building upon Module Three, earning this certificate demonstrates that the student has further improved skill level in designing and producing animation art. Students continue to 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 use color effectively and to calibrate equipment.
3. Ability to use color effectively and to calibrate equipment.
4. Ability to model objects in 3D space.

Advisor Office Phone
Silverthorn, Joseph Art 112 360.475.7310

Required Courses Credits
DMA 155 Electronic Music—Intermediate* 5
DMA 160 Color Theory and Calibration 5
Choose one of the following two courses:
DMA 175 Beginning Maya 5
DMA 180 Beginning 3D Studio Max 5
Total Credits Required 15

Module Five

Certificate of Recognition

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 drawing 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.

Advisor Office Phone
Silverthorn, Joseph Art 112 360.475.7310

Required Courses Credits
DMA 195 Independent Study* 5
DRMA 240 Acting for the Camera I 5
Choose one of the following two courses:
DMA 275 Intermediate Maya* 5
DMA 280 Intermediate 3D Studio Max* 5
Total Credits Required 15
## Olympic College Catalog 2011-2012

### Degrees and Certificates

#### Automotive Technology

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

**Program Outcomes**
Upon completion of this program, successful students will be able to use self-diagnostics 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>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quinn, Steve</td>
<td>1600 Warren Ave.</td>
<td>360.475.7345</td>
</tr>
</tbody>
</table>

#### Required Courses

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

<table>
<thead>
<tr>
<th>Block 2—Electrical Systems</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 131 Automotive Electrical Repair 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 132 Automotive Electrical Repair 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 133 Automotive Electrical Repair 3*</td>
<td>5</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Block 3—Engine Performance</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT-T 231 Engine Performance 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 232 Engine Performance 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 233 Engine Performance 3*</td>
<td>5</td>
</tr>
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<table>
<thead>
<tr>
<th>Block 4—Chassis Systems</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUT-T 121 Automotive Chassis Systems 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 122 Automotive Chassis Systems 2*</td>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Automotive Drivetrain</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUT-T 221 Automotive Drivetrain 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 222 Automotive Drivetrain 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 223 Automotive Drivetrain 3*</td>
<td>5</td>
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<table>
<thead>
<tr>
<th>Heating &amp; Air Conditioning</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUT-T 250 Automotive Air Conditioning Systems*</td>
<td>5</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AUT-T 145 Applied Problem Solving*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 100 Composition—Selected Prof/Tech/Voc*</td>
<td>5</td>
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<tr>
<td>OLQM 220 Human Relations in the Workplace</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Work-Based Learning</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AUT-T 201 Internship 1*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 202 Internship 2*</td>
<td>5</td>
</tr>
<tr>
<td>AUT-T 203 Internship 3*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required** 98

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### Certificates of Recognition

#### Automotive Technology:

**Air Conditioning**

**Certificate of Recognition**
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 be able to use self-diagnostics and industry standard tools, resources and procedures related to air conditioning systems to acquire and demonstrate the speed, quality, paperwork, teamwork and technical skills of a professional automotive technician.

<table>
<thead>
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</thead>
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<td>1600 Warren Ave.</td>
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</table>

#### Drivetrain Systems

**Certificate of Recognition**
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.

**Electrical & Electronic Systems**

**Certificate of Recognition**
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.

---

*See course description for prerequisite.*
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.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply system-specific skills and knowledge into the automotive industry.

Engine Performance
Certificate of Recognition
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.

Advisor
Quinn, Steve
Office
1600 Warren Ave.
Phone
360.475.7345

Required Courses
Credits
AUT-T 231 Engine Performance 1* 5
AUT-T 232 Engine Performance 2* 5
AUT-T 233 Engine Performance 3* 5

Total Credits Required 15

Engine Repair
Certificate of Recognition
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.

Advisor
Quinn, Steve
Office
1600 Warren Ave.
Phone
360.475.7345

Required Courses
Credits
AUT-T 231 Automotive Electrical Repair 1* 5
AUT-T 232 Automotive Electrical Repair 2* 5
AUT-T 233 Automotive Electrical Repair 3* 5

Total Credits Required 15

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

ATA Requirements: The ATA is awarded upon the successful completion of a minimum of 90 quarter credits with an overall grade point average of 2.0. Students are required to successfully complete the required Management core plus 24 credits from a selection of additional Management courses. To complete the 90 credit degree program, the student is free to choose 7 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.

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Johnston, Hella-Illona
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Business 212
Phone
360.475.7383

Advisor
MacKaben, Kandace
Office
OC Shelton 125
Phone
360.432.5407

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
CP: Certificate of Proficiency = 45-60 cr
CS: Certificate of Specialization = 61+ cr

*See course description for prerequisite.
Degrees and Certificates

Certificate of Proficiency

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

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

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

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

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 102 Introduction—International Business</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 140 Business and Personal Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 180 Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 282 Principles of Leadership/Management</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 201 Prin of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 130 Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 150 Business English*</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201 Business Law</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 115 Introduction to the Internet</td>
<td>3</td>
</tr>
<tr>
<td>CMPTR 150 Survey of Computing</td>
<td>4</td>
</tr>
<tr>
<td>ENGL&amp; 101 English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 220 Human Relations in the Workplace</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSTEC 123 MS Word Specialist*</td>
<td>4</td>
</tr>
<tr>
<td>BSTEC 124 MS Excel Specialist*</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST 242 Career Communications</td>
<td>5</td>
</tr>
</tbody>
</table>

Select 24 additional credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 105 Introduction to Financial Planning</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 145 Business Ethics</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 146 Entrepreneurship—Financial Analysis</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 147 H.R. Interviewing/Risk Management</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 148 Deadline and Project Management</td>
<td>1</td>
</tr>
<tr>
<td>BMGMT 149 Entrepreneurship-Marketing for Growth</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 170 Client/Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 181 Principles of Sales</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 183 Negotiations</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 185 E-Business Strategies</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 203 Small Business Planning &amp; Management</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 247 H.R. Performance Reviews</td>
<td>2</td>
</tr>
</tbody>
</table>

Successful completion of additional elective coursework numbered 100 and above:

Total Credits Required 90

Certified Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO-OP 111 Cooperative Education Seminar I*</td>
<td>2</td>
</tr>
<tr>
<td>CO-OP 121 Cooperative Work Experience*</td>
<td>3-13</td>
</tr>
<tr>
<td>CO-OP 122 Cooperative Work Experience*</td>
<td>3-13</td>
</tr>
<tr>
<td>CO-OP 123 Cooperative Work Experience*</td>
<td>3-13</td>
</tr>
</tbody>
</table>

Retail Management (WAFC)
Certificate of Proficiency

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

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

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 102 Introduction—International Business</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 282 Principles of Leadership/Management</td>
<td>5</td>
</tr>
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</table>

Choose one of the following two courses:

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 201 Prin of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 130 Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 150 Survey of Computing</td>
<td>4</td>
</tr>
<tr>
<td>ENGL&amp; 101 English Composition I*</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST 242 Career Communications</td>
<td>5</td>
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</table>

Select 16 additional credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 105 Introduction to Financial Planning</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 145 Business Ethics</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 146 Entrepreneurship—Financial Analysis</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 147 H.R. Interviewing/Risk Management</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 148 Deadline and Project Management</td>
<td>1</td>
</tr>
<tr>
<td>BMGMT 149 Entrepreneurship-Marketing for Growth</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 170 Client/Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 180 Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 181 Principles of Sales</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 183 Negotiations</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 185 E-Business Strategies</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 203 Small Business Planning &amp; Management</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 247 H.R. Performance Reviews</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required 45

Certificates of Recognition

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

Program 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.

Required Courses

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BMGMT 140 Business and Personal Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 145 Business Ethics</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 147 H.R. Interviewing/Risk Management</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 180 Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 181 Principles of Sales</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 247 H.R. Performance Reviews</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 282 Principles of Leadership/Management</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

<table>
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</tr>
</thead>
<tbody>
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<td>BSTEC 130 Practical Accounting</td>
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</tr>
<tr>
<td>CMPTR 150 Survey of Computing</td>
<td>4</td>
</tr>
<tr>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST 242 Career Communications</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 48

MacKaben, Kandace  OC Shelton 125 360.432.5407

*See course description for prerequisite.
### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 149</td>
<td>Entrepreneurship-Marketing for Growth</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 170</td>
<td>Client/Customer Relations</td>
<td>2</td>
</tr>
<tr>
<td>BMGMT 180</td>
<td>Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 181</td>
<td>Principles of Sales</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 185</td>
<td>E-Business Strategies</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**: 19

### Program 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 transactions.
3. Effectively communicate orally and in writing in the context of common business situations.
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 basic business transactions.

### Adminstrative 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. 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.

### Degrees and Certificates

**Associate in Technical Arts**

<table>
<thead>
<tr>
<th>Degree Code</th>
<th>Degree Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
<td>5</td>
</tr>
<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 150</td>
<td>General Office Procedures*</td>
<td>4</td>
</tr>
<tr>
<td>BSTEC 250</td>
<td>Business Correspondence*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 255</td>
<td>Records and Database Management*</td>
<td>5</td>
</tr>
<tr>
<td>BSTEC 260</td>
<td>Administrative Office Management*</td>
<td>5</td>
</tr>
<tr>
<td>CPMT 154</td>
<td>Access for Professionals*</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition II*</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**: 91

*See course description for prerequisite.

了解更多详细信息，请访问 www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Degrees and Certificates

General Office Support

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

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Effectively use a variety of computer software to accomplish office tasks.
2. Apply math concepts to typical business situations.
3. Effectively communicate orally and in writing in the context of common business practices.
4. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management).
5. Work as a team member in an office environment to accomplish the goals of the organization.
6. Define, explain, correctly spell, and effectively use business terminology.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bermea, Nancy</td>
<td>Business 213</td>
<td>360.475.7838</td>
</tr>
<tr>
<td>Hudson, Tia</td>
<td>Business 114</td>
<td>360.475.7384</td>
</tr>
<tr>
<td>Salas, Joanne</td>
<td>Business 109</td>
<td>360.475.7372</td>
</tr>
</tbody>
</table>

Required Courses Credits

| BMGMT 140 Business and Personal Mathematics* | 5 |
| BSTEC 160 General Office Procedures* | 4 |
| BSTEC 254 Document Formatting* | 3 |
| BSTEC 255 Records and Database Management* | 5 |
| OLRM 220 Human Relations in the Workplace | 3 |

Choose one of the following three courses:

- BSTEC 123 MS Word Specialist* | 4
- BSTEC 124 MS Excel Specialist* | 4
- CMPTR 150 Survey of Computing | 4

Choose one of the following three courses:

- BSTEC 150 Business English* | 5
- ENGL 100 Composition—Selected Prof/Tech/Voc* | 5
- ENGL 101 English Composition | 5

Choose one of the following three courses:

- CMST 210 Interpersonal Communication | 5
- CMST 220 Public Speaking | 5
- CMST 242 Career Communications | 5

Successful completion of additional courses from Accounting, Business, Business Management, Business Technology, Computer Information Systems, Cooperative Education, Criminal Justice, Economics, or Medical Assisting numbered 100 or above.

Total Credits Required 46

Workplace Technology Skills

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

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

<table>
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</tbody>
</table>

Required Courses Credits

| BMGMT 170 Client/Consumer Relations | 2 |
| BSTEC 155 Customer Service Information Age | 2 |
| BSTEC 160 General Office Procedures* | 4 |
| BSTEC 254 Document Formatting* | 3 |
| CMPTR 112 Introduction to Windows | 1 |
| CMPTR 150 Survey of Computing | 4 |
| OLRM 220 Human Relations in the Workplace | 3 |

Two of the following three courses will be required:

- BSTEC 123 MS Word Specialist* | 4
- BSTEC 124 MS Excel Specialist* | 4
- CMPTR 154 Access for Professionals* | 4

One of the following three courses will be required, or proficiency exam, based on skill level:

- BSTEC 110 Beginning Keyboarding | 3
- BSTEC 111 Intermediate Keyboarding* | 3
- BSTEC 112 Advanced Keyboarding* | 3

Total Credits Required 30

Customer Service Specialist

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

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

<table>
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</tr>
</tbody>
</table>

Required Courses Credits

| BMGMT 170 Client/Consumer Relations | 2 |
| BSTEC 115 Electronic Communication | 2 |
| BSTEC 155 Customer Service Information Age | 2 |
| CMPTR 150 Survey of Computing | 4 |
| OLRM 220 Human Relations in the Workplace | 3 |

Total Credits Required 13

*See course description for prerequisite.
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.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 110</td>
<td>Information Systems Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 111</td>
<td>Introduction to Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 120</td>
<td>Programming Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 182</td>
<td>Networking Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 205</td>
<td>Introduction to XML*</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 236</td>
<td>Information Security I*</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 296</td>
<td>CIS Practice*</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Technical Writing*</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 225</td>
<td>Human Relations in Organizations</td>
<td>5</td>
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</tbody>
</table>

Choose one of the following two courses:

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

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

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

- ASP Server Development
- Applications Server Support
- CIS Core Knowledge
- CIS Core Skills
- I.T. Project Management
- Information Systems Security
- Internetworking Technician
- Open Source Systems
- Small Office/Home Office Associate
- Software Application Development
- Technical Support
- Web Client-Side Development
- Web Page Design
- Business Management — Small Business

Choose 10 credits from the following:

<table>
<thead>
<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Prin of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 201</td>
<td>Intro to Organizational Leadership</td>
<td>5</td>
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<td>OLRM 202</td>
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<td>SOC 101</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required: 97

Computer Information Systems

Associate in Technical Arts

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 to accomplish the goals of the organization.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 110</td>
<td>Information Systems Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 111</td>
<td>Introduction to Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 120</td>
<td>Programming Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 182</td>
<td>Networking Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 205</td>
<td>Introduction to XML*</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 236</td>
<td>Information Security I*</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 296</td>
<td>CIS Practice*</td>
<td>2</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I*</td>
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<td>ENGL 235</td>
<td>Technical Writing*</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 225</td>
<td>Human Relations in Organizations</td>
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</tr>
</tbody>
</table>

Choose one of the following three courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPT 261</td>
<td>Operating Systems/Unix*</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 245</td>
<td>Structured Analysis and Design</td>
<td>5</td>
</tr>
<tr>
<td>CMPT 250</td>
<td>SOL</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 261</td>
<td>Operating Systems/Unix*</td>
<td>4</td>
</tr>
<tr>
<td>CMPT 285</td>
<td>Object Oriented Programming with C++</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>ENGL 235</td>
<td>Technical Writing*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 146</td>
<td>Introduction to Stats*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 151</td>
<td>Calculus I*</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 254</td>
<td>Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 114</td>
<td>General Physics*</td>
<td>6</td>
</tr>
</tbody>
</table>
ELECTIVES (select two)

- CMPT 215  World Wide Web Page Development*  4
- CMPT 218  Web Page Scripting Languages*  4
- CMPT 220  Visual Basic II*  4
- CMPT 262  Unix Administration*  4  8

Total Credits Required  105

Network Support Technician

Certificate of Proficiency

A one year certificate can enable students to gain core networking skills and knowledge complementing employable skills in computer help desks and other entry-level positions.

Program Outcomes

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

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

Advisor Office Phone

Blackwell, Kevin Technical 215  360.475.7379

Required Courses Credits

- CMPT 120  Programming Concepts  5
- CMPT 150  PC Technical Support Essentials*  4
- CMPT 177  PC Technical Support Practical Skills*  3
- CMPT 182  Networking Concepts  5
- CMPT 185  IT User Support Fundamentals  4
- CMPT 190  Information System Project Management  4
- CMPT 205  Introduction to XML*  2
- CMPT 236  Information System Security I*  4
- ENGLA 101  English Composition I*  5

Choose one of the following three courses:

- BMGMT 201  Business and Personal Mathematics*  5
- ENGLA 101  English Composition I*  5
- CMPTR 236  Information System Security I*  4
- CMPTR 296  CIS Practicum*  1

Total Credits Required  51-53

Technical Support

Certificate of Proficiency

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) as well as teamwork training building in many CIS classes. This would target high school students and “paper tiger” 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 Office Phone

Bergman, Don Technical 205  360.475.7377
Bilodeau, Pam Engineering 111  360.475.7371
Blackwell, Kevin Technical 215  360.475.7379
Hanson, Dondi Technical 211  360.475.7376
Westlund, Mark Technical 203  360.475.7375

Required Courses Credits

- CMPT 110  Information Systems Concepts*  5
- CMPT 120  Programming Concepts  5
- CMPT 150  Survey of Computing  4
- CMPT 154  Access for Professionals*  4
- CMPT 176  PC Technical Support Essentials*  3
- CMPT 177  PC Technical Support Practical Skills*  3
- CMPT 182  Networking Concepts  5
- CMPT 185  IT User Support Fundamentals  4
- CMPT 205  Introduction to XML*  2
- CMPT 236  Information System Security I*  4
- CMPTR 296  CIS Practicum*  1

Total Credits Required  51-53

Certificates of Recognition

ASP Server Development

Certificate of Recognition

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

Program Outcomes

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

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

Advisor Office Phone

Bergman, Don Technical 205  360.475.7377
Bilodeau, Pam Engineering 111  360.475.7371
Hanson, Dondi Technical 211  360.475.7376
Westlund, Mark Technical 203  360.475.7375

Required Courses Credits

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

Total Credits Required  19
Applications Server Support

Certificate of Recognition

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 enterpise servers.
4. List the steps involved in managing an IT-related project involving system rollouts.

Required Courses

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 150 Survey of Computing</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 111 Introduction to Operating Systems*</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 112 Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CMPTR 212 Windows for Professionals*</td>
<td>3</td>
</tr>
<tr>
<td>CMPTR 527 Server Applications (SQL, Web, Email)*</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required 11

CIS Basic Concepts

Certificate of Recognition

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 the next set of fundamental courses for our 1 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.

Program Outcomes

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

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

Required Courses

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 101 Programming Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 176 PC Technical Support Essentials*</td>
<td>3</td>
</tr>
<tr>
<td>CMPTR 182 Networking Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CMPTR 185 IT User Support Fundamentals</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits Required 17

IT Project Management Essentials

Certificate of Recognition

A project is a temporary endeavor undertaken to achieve a particular aim and to which project management can be applied, regardless of the project's size, budget, or timeline. This course of practical study and performance is based on industry certifications developed in cooperation with The Project Management Institute (PMI) the world's leading not-for-profit management professional association. The certifications are underwritten by Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®).

Advisor Office Phone

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Bilodeau, Pam Engineering 111 360.475.7371
Blackwell, Kevin Technical 211 360.475.7376
Hanson, Dondi Technical 211 360.475.7376
Westlund, Mark Technical 203 360.475.7357

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 103 Women and Technology</td>
<td>2</td>
</tr>
<tr>
<td>CMPTR 110 Information Systems Concepts*</td>
<td>5</td>
</tr>
<tr>
<td>CMPTR 112 Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CMPTR 115 Introduction to the Internet</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required 11
Degrees and Certificates

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. Communicate effectively verbally and in writing.
2. Apply problem-solving skills using known methods and approaches.
3. Apply leadership qualities that promote strong teams.
4. Develop project charters.
5. Use reporting tools, such as Gantt charts and work breakdown structures.

Information Systems Security Certificate of Recognition
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.

Internetworking Technician Certificate of Recognition
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 optical networking.
11. Explain the purposes and techniques for voice, data, and video convergence.

Open Source Systems Certificate of Recognition
This certificate prepares students to support open source software used commonly in business and networked environments. Students will learn to install, configure, manage, and troubleshoot enterprise class servers and workstations running open-source operating systems, services (daemons) and applications.

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

1. Explain and demonstrate core programming concepts.
2. Explain and demonstrate the protocols of the TCP/IP protocol suite, the OSI model, and proprietary operating system protocols from Microsoft, Novell, and various UNIX platform vendors.
3. Demonstrate skills required to install, configure, administer, and maintain UNIX- and Linux-based applications.
4. Demonstrate skills required to install and maintain both client-side and server-side UNIX- and Linux-based applications.
5. Configure open source operating systems to inter-operate in a heterogeneous environment consisting

Required Courses
Choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 139</td>
<td>Intro to MS Visio</td>
</tr>
<tr>
<td>BMGMT 148</td>
<td>Deadline and Project Management</td>
</tr>
</tbody>
</table>

Required Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 173</td>
<td>Introduction to TCP/IP</td>
</tr>
<tr>
<td>CMPTR 236</td>
<td>Information System Security I*</td>
</tr>
<tr>
<td>CMPTR 237</td>
<td>Information System Security II*</td>
</tr>
<tr>
<td>CMPTR 238</td>
<td>Information System Security III*</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>17</td>
</tr>
</tbody>
</table>

Open Source Systems Certificate of Recognition


*See course description for prerequisite.*
### Small Office/Home Office Associate

**Certificate of Recognition**
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.

#### Program Outcomes

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

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

### Software Application Development

**Certificate of Recognition**
This certificate expands students’ knowledge of modular software development. Students will develop traditional entry-level programming skills and a solid foundation of modular software development.

#### Program Outcomes

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

1. Identify major elements in the software development life cycle.
2. Gather user requirements, convert them into a logical design, and implement them into a software-based solution.
3. Document a system development project with user requirements, programming requirements and other documentation.
4. Apply the concept of functional decomposition to program design.
5. Compare and contrast the features and benefits of procedural and object oriented programming paradigms.
6. Design and implement appropriate user interface.

### Technical Support

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

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

#### Program Outcomes

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

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.

### Degrees and Certificates

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergman, Don</td>
<td>Technical 205</td>
<td>360.475.7377</td>
</tr>
<tr>
<td>Bilodeau, Pam</td>
<td>Engineering 111</td>
<td>360.475.7371</td>
</tr>
<tr>
<td>Blackwell, Kevin</td>
<td>Technical 215</td>
<td>360.475.7379</td>
</tr>
<tr>
<td>Hanson, Dondi</td>
<td>Technical 211</td>
<td>360.475.7376</td>
</tr>
<tr>
<td>Westlund, Mark</td>
<td>Technical 203</td>
<td>360.475.7357</td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 177</td>
<td>PC Technical Support Essentials*</td>
<td>3</td>
</tr>
<tr>
<td>CMPTR 176</td>
<td>PC Technical Support Essentials*</td>
<td>3</td>
</tr>
<tr>
<td>CMPTR 150</td>
<td>Survey of Computing</td>
<td>4</td>
</tr>
<tr>
<td>CMPTR 185</td>
<td>IT User Support Fundamentals</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits Required** 19

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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  
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
Degrees and Certificates

Web Client-Side Development

Certificate of Recognition

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.
4. Explain the HyperText Transfer Protocol and Uniform Resource Locator concepts.
5. Explain client/server concepts.
6. Demonstrate the ability to use a web page scripting language to manipulate web page objects, create special effects, and validate form information prior to form submission.
7. Explain and use web site development software to create and manage web sites.

Advisor

Raty, Ron

Office

Technical 211

Phone

360.475.7389

Required Courses

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

Total Credits Required 18

Web Page Design

Certificate of Recognition

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

Advisor

Bergman, Don

Office

Technical 205

Phone

360.475.7377

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPTR 124</td>
<td>Introduction to Web Page Design*</td>
</tr>
<tr>
<td>CMPTR 125</td>
<td>Introduction to Dreamweaver*</td>
</tr>
<tr>
<td>DMA 120</td>
<td>Beginning Photoshop</td>
</tr>
<tr>
<td>DMA 130</td>
<td>Beginning Flash</td>
</tr>
</tbody>
</table>

Total Credits Required 18

Construction Management

Associate in Applied Science

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 AAS degree qualifies you to be a Construction Manager for simple commercial or residential projects, or to be an Assistant Construction Manager for complex projects.

Students will take additional classes in business management, human relations, organization dynamics, leadership and work experience.

This degree is for those with prior construction experience who want new responsibilities or advancement, or who want to start their own construction related business.

Program 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.

Advisor

Raty, Ron

Office

Business 211

Phone

360.475.7389

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSTEC 130</td>
<td>Practical Accounting</td>
</tr>
<tr>
<td>BSTEC 150</td>
<td>Business English*</td>
</tr>
<tr>
<td>BSTEC 250</td>
<td>Business Correspondence*</td>
</tr>
<tr>
<td>CONST 202</td>
<td>Construction Cost Estimating*</td>
</tr>
<tr>
<td>CONST 225</td>
<td>Construction Contract Documents*</td>
</tr>
<tr>
<td>CONST 250</td>
<td>Construction Safety Standards</td>
</tr>
<tr>
<td>CONST 280</td>
<td>Building Codes</td>
</tr>
<tr>
<td>OLRM 225</td>
<td>Human Relations in Organizations</td>
</tr>
</tbody>
</table>

*See course description for prerequisite.
Construction Management

Certificate of Specialization

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 create industry standard construction contract documents.
3. Estimate project costs, time, material, and labor requirements.
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.

Advisors

Raty, Ron
Office
Business 211
Phone
360.475.7389

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 140 Business and Personal Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>TEC-D 152 Applied Problem Solving*</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 70

Construction Management

Certificate of Completion

A Construction Manager makes sure that construction is finished on time and efficiently, from permit to completion to final walk-through with the client. Graduates will be qualified 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 standard construction 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.

Advisors

Raty, Ron
Office
Business 211
Phone
360.475.7389

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 140 Business and Personal Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>TEC-D 152 Applied Problem Solving*</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 37
Cosmetology

Associate in Technical Arts

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

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

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

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.

Barbering

Certificate of Specialization

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.

Olympic College Catalog 2011-2012

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.
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. 360.473.0561
Business & Technology Technical 103 360.475.7360

Core Requirements Credits
BMGMT 140 Business and Personal Mathematics* 5
ENGL 100 Composition—Selected Prof/Tech/Voc* 5
OLRM 220 Human Relations in the Workplace 3

Program Requirements
COSME 200 Methods of Teaching 6
COSME 201 Course Organization 4
COSME 204 Student Leadership Development 5
COSME 206 Testing and Rating 2
COSME 207 Audio Visual Materials 2
COSME 208 Philosophy of Vocational Education 2
COSME 209 Techniques/Individualized Instruction 2
COSME 210 Clinical Supervision & Management I 2
COSME 211 Clinical Supervision & Management II 2
COSME 212 Clinical Supervision & Management III 3

Total Credits Required 45

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

Advisor Office Phone
Carney, Anna W.S.T.S.C. 360.473.0561
Business & Technology Technical 103 360.475.7360

Core Requirements Credits
BMGMT 140 Business and Personal Mathematics* 5
ENGL 100 Composition—Selected Prof/Tech/Voc* 5
OLRM 220 Human Relations in the Workplace 3

Program Requirements
ESTH 180 Skin Care* 5
ESTH 181 Facials* 9
ESTH 182 Temporary Removal of Hair* 5
ESTH 183 Diseases and Disorders of the Skin* 6
ESTH 184 Make-up Techniques* 7
ESTH 185 Safety and Sanitation* 3
ESTH 186 First Aid* 2
ESTH 187 Eyebrow/Eyelash Tinting* 2

Total Credits Required 52

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

Advisor Office Phone
Carney, Anna W.S.T.S.C. 360.473.0561
Business & Technology Technical 103 360.475.7360

Core Requirements Credits
BMGMT 140 Business and Personal Mathematics* 5
ENGL 100 Composition—Selected Prof/Tech/Voc* 5
OLRM 220 Human Relations in the Workplace 3

Program Requirements
MANI 130 Manicuring* 6
MANI 131 Pedicuring* 4
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 50

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

*See course description for prerequisite.
Culinary Arts Institute

Culinary Arts Institute–Sous Chef

Associate in Technical Arts

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

Program Outcomes

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

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

Advisor Office Phone
Giovanni, Nick Business 112A 360.475.7577
Lammers, Steve BSC 131B 360.475.7571
Plemmons, Chris Business 110 360.475.7316

Required Courses Credits
BMGMT 140 Business and Personal Mathematics* 5
CMPTR 150 Survey of Computing 4
CULIN 101 Culinary Techniques* 8
CULIN 103 Food Production I* 7
CULIN 104 Dining Room Service* 4
CULIN 105 ServSafe® Food Safety Training* 2
CULIN 121 Food Production II* 6
CULIN 122 Garde Manger* 3
CULIN 123 International Cuisine* 4
CULIN 125 Applied Food Service Computation 2
CULIN 126 Commercial Baking I* 3
CULIN 131 Food Production III* 7
CULIN 132 Quantity Food Purchasing* 4
CULIN 134 Nutrition for Culinary Professionals 3
CULIN 200 Food Production IV* 3
CULIN 210 Culinary Management* 3
CULIN 220 Culinary Internship 6
ENGL 100 Composition—Selected Prof/Tech/Voc* 5
HMGMT 102 Intro to Hospitality Industry* 5
HMGMT 124 Dining Room Supervision* 6
HMGMT 133 Elements of Hospitality Management 6
HMGMT 135 Beverage Management* 3
OLRM 220 Human Relations in the Workplace 3
OLRM 225 Human Relations in Organizations 5

Total Credits Required 84

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

Culinary Arts Institute–Lead Cook

Certificate of Specialization

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

Program Outcomes

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

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

Advisor Office Phone
Plemmons, Chris Business 110 360.475.7316

Required Courses Credits
BMGMT 140 Business and Personal Mathematics* 5
CULIN 101 Culinary Techniques* 8
CULIN 103 Food Production I* 7
CULIN 104 Dining Room Service* 4
CULIN 105 ServSafe® Food Safety Training* 2
CULIN 121 Food Production II* 6
CULIN 122 Garde Manger* 3
CULIN 123 International Cuisine* 4
CULIN 125 Applied Food Service Computation 2
CULIN 126 Commercial Baking I* 3
CULIN 131 Food Production III* 7
CULIN 132 Quantity Food Purchasing* 4
CULIN 134 Nutrition for Culinary Professionals 3
ENGL 100 Composition—Selected Prof/Tech/Voc* 5
HMGMT 102 Intro to Hospitality Industry* 5
HMGMT 124 Dining Room Supervision* 6
HMGMT 133 Elements of Hospitality Management 6
HMGMT 135 Beverage Management* 3
OLRM 220 Human Relations in the Workplace 3

Total Credits Required 48

Culinary Arts Institute–Cook's Helper

Certificate of Completion

The student will learn basic skills, sanitation and equipment in use in the commercial food service establishment to obtain employment as a cook's helper.

Program Outcomes

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

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

Advisor Office Phone
Lammers, Steve BSC 131B 360.475.7571

Required Courses Credits
CULIN 101 Culinary Techniques* 8
CULIN 103 Food Production I* 7
CULIN 104 Dining Room Service* 4
CULIN 105 ServSafe® Food Safety Training* 2
HMGMT 102 Intro to Hospitality Industry* 5

Total Credits Required 24

*See course description for prerequisite.
## Certificates of Recognition

### International Cuisine Experience

**Certificate of Recognition**

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:

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.

**Advisor**  
Lammers, Steve  
Office  
BSC 131B  
Phone  
360.475.7571

### Required Courses

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>CULIN 140</td>
<td>Survey of Int’l/Regional Cuisine*</td>
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</tr>
<tr>
<td>CULIN 160</td>
<td>The Study of Cultural Cuisine*</td>
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<td>CULIN 250</td>
<td>International Cuisine Experience*</td>
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</table>

Total Credits Required: 19

### Retail/Wholesale Baking

**Certificate of Recognition**

The student will gain real-world industry job training and gain production experience building their work portfolio in an actual working bakery.

### Program Outcomes

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

1. Students will be prepared for employment in a variety of food service settings as a baker, pastry/baker assistant, cake designer, candy maker or baker helper.
2. Students will have an in-depth knowledge of the business working of a bakery, including making a profit and gaining a sense of business acumen.

**Advisor**  
Silverthorn, Joseph  
Office  
Art 112  
Phone  
360.475.7310

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<td>CMPT 215</td>
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<td>CMST 105</td>
<td>Photography</td>
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<td>CMST 115/215</td>
<td>College Newspaper Production</td>
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<td>CMST 293</td>
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<td>CO-OP 123</td>
<td>Cooperative Work Experience*</td>
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<td>CO-OP 124</td>
<td>Cooperative Work Experience*</td>
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<td>DMA 110</td>
<td>Video Production Foundations</td>
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<td>DMA 154</td>
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<td>DMA 155</td>
<td>Electronic Music—Intermediate*</td>
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<tr>
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<td>Animation Design</td>
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<td>DMA 182</td>
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<td>DMA 211</td>
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<td>MUSC 160</td>
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### Digital Media Arts

(Formerly Integrated Multimedia)

#### Digital Media Arts

**Associate in Technical 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 project 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.

**Advisor**  
Silverthorn, Joseph  
Office  
Art 112  
Phone  
360.475.7310

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
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<td>CMST 220</td>
<td>Public Speaking</td>
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<td>CO-OP 111</td>
<td>Cooperative Education Seminar I*</td>
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<td>CO-OP 121</td>
<td>Cooperative Work Experience*</td>
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<td>DMA 101</td>
<td>Basic Multimedia</td>
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<td>DMA 102</td>
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<td>DMA 170</td>
<td>Multimedia Portfolio</td>
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<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
<td>5</td>
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<td>OLRM 220</td>
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<td>PSY&amp; 100</td>
<td>General Psychology</td>
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Successful completion of additional courses numbered 100 or above: 42

Total Credits Required: 90

### Recommended Elective Courses

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<td>Design I</td>
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<tr>
<td>PSY&amp; 100</td>
<td>General Psychology</td>
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</tr>
</tbody>
</table>

### Photo Manipulation

**Certificate of Proficiency**

This certificate is designed for students who will be called upon to employ Photoshop and other photo manipulation programs in the course of their careers. Typical industries in which photo manipulation has become a useful, or even an essential skill, include advertising, marketing, graphic design, publishing, and photography. Students will develop intermediate-level skills in photography, photo manipulation, and photo restoration. The program will culminate in a portfolio that would assist students in job placement.

### Program Outcomes

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

1. Perform basic and intermediate photo editing techniques.
2. Employ photographs effectively as elements in an overall design.

---

*See course description for prerequisite.*

www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
**Degrees and Certificates**

**Required Support Courses**

<table>
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<tr>
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<th>Course Name</th>
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<td>BMGMT 140</td>
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<td>BMGMT 148</td>
<td>Deadline and Project Management</td>
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**Required Technical Courses**

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<th>Course Name</th>
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<td>DMA 137</td>
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</table>

**Total Credits Required** 18

---

**Certificate of Recognition**

**Photoshop**

**Certificate of Recognition**

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.

**Early Childhood Education**

**Early Childhood Education**

**Associate in Technical Arts**

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

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

**Program Outcomes**

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

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

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

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<td>ASL&amp; 121</td>
<td>American Sign Language I</td>
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<td>CMST&amp; 220</td>
<td>Public Speaking</td>
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<td>SPAN&amp; 121</td>
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**Total Credits Required** 10

---

**Early Childhood Education**

**Associate in Technical Arts**

This program provides students with classes in Early Childhood Education, supporting courses, as well as elective classes in other areas. Upon completion of the degree requirements, students should be able to work in programs involving young children: 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.

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<td>Composition II*</td>
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<td>MATH&amp; 107</td>
<td>Math in Society*</td>
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<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I: Algebra*</td>
<td>5</td>
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</tbody>
</table>

**Total Credits Required** 18

---

**Certificate of Recognition**

**Photoshop**

**Certificate of Recognition**

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.

---

**Certification of Recognition**

**Certificate of Recognition**

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**Certification of Recognition**

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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.

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**Program Outcomes**

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

1. Students will learn how to operate and use Photoshop.
2. Students will engage their skills creating projects using Photoshop.
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.

**Certificate of Proficiency**

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

**Program Outcomes**

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

1. Acquire, interpret, and use information and resources that support industry defined appropriate practice.

2. Work as team members and demonstrate respect for diversity in 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Practicum I*</td>
<td>3</td>
</tr>
<tr>
<td>ECE 151A</td>
<td>Practicum II*</td>
<td>2</td>
</tr>
<tr>
<td>ECE 164</td>
<td>Mathematics for Early Childhood Ed*</td>
<td>5</td>
</tr>
<tr>
<td>ECE 165</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 166</td>
<td>Environments for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 170</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 171</td>
<td>Observation and Assessment</td>
<td>2</td>
</tr>
<tr>
<td>ECE 175</td>
<td>Art and Creative Activities</td>
<td>3</td>
</tr>
<tr>
<td>ECE 176</td>
<td>Music for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 184</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 185</td>
<td>Guiding Children’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ECE 186</td>
<td>Survey of Centers*</td>
<td>2</td>
</tr>
<tr>
<td>ECE 188</td>
<td>Child Abuse and Neglect</td>
<td>2</td>
</tr>
<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>
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<td>ECE 225</td>
<td>Issues and Trends in ECE</td>
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<td>ECE 259</td>
<td>Social Issues and Trends in ECE</td>
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<td>ECE 260</td>
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</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>SOC 135</td>
<td>The Family</td>
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</table>

**Recommended Elective Courses**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ASL&amp; 121</td>
<td>ASL Sign Language I</td>
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<td>ECE 100</td>
<td>Introduction to Child Care</td>
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<tr>
<td>ECE 125</td>
<td>Child Advocacy (CASA Training)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 160</td>
<td>School Age Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 172</td>
<td>Introduction to Montessori</td>
<td>3</td>
</tr>
<tr>
<td>ECE 173</td>
<td>Art and Creative Activities</td>
<td>3</td>
</tr>
<tr>
<td>ECE 176</td>
<td>Music 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>
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<tr>
<td>ECE 220A</td>
<td>Mentoring in Early Childhood I*</td>
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<td>ECE 287</td>
<td>Special Topics—CDA Credential II</td>
<td>1–6</td>
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<tr>
<td>PE-ED 109</td>
<td>Basic CPR</td>
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<tr>
<td>PE-ED 110</td>
<td>Basic First Aid</td>
<td>1</td>
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</table>

**Total Credits Required**

90

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**Early Childhood Education**

**Certificate of Proficiency**

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

**Program Outcomes**

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

1. Acquire, interpret, and use information and resources that support industry defined appropriate practice.

2. Work as team members and demonstrate respect for diversity in 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Practicum I*</td>
<td>3</td>
</tr>
<tr>
<td>ECE 151A</td>
<td>Practicum II*</td>
<td>2</td>
</tr>
<tr>
<td>ECE 164</td>
<td>Mathematics for Early Childhood Ed*</td>
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</tr>
<tr>
<td>ECE 165</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 166</td>
<td>Environments for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 170</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 171</td>
<td>Observation and Assessment</td>
<td>2</td>
</tr>
<tr>
<td>ECE 184</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 185</td>
<td>Guiding Children’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ECE 186</td>
<td>Survey of Centers*</td>
<td>2</td>
</tr>
<tr>
<td>ECE 188</td>
<td>Child Abuse and Neglect</td>
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</tr>
<tr>
<td>ECE 190</td>
<td>Multicultural Education</td>
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<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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<td>ECE 210</td>
<td>Family School and Community Relations</td>
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<td>ECE 225</td>
<td>Issues and Trends in ECE</td>
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<td>ECE 259</td>
<td>Social Issues and Trends in ECE</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>SOC 135</td>
<td>The Family</td>
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</table>

**Recommended Elective Courses**

Successful completion of courses from the following list for a total of 50 credits:

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ECE 100</td>
<td>Introduction to Child Care</td>
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<td>ECE 160</td>
<td>School Age Care</td>
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</tr>
<tr>
<td>ECE 166</td>
<td>Environments for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 172</td>
<td>Introduction to Montessori</td>
<td>3</td>
</tr>
<tr>
<td>ECE 173</td>
<td>Art and Creative Activities</td>
<td>3</td>
</tr>
<tr>
<td>ECE 176</td>
<td>Music for Young Children</td>
<td>3</td>
</tr>
<tr>
<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 179</td>
<td>Language and Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 186</td>
<td>Survey of Centers*</td>
<td>2</td>
</tr>
<tr>
<td>ECE 187</td>
<td>Special Topics—CDA Credential I</td>
<td>1–6</td>
</tr>
<tr>
<td>ECE 188</td>
<td>Child Abuse and Neglect</td>
<td>2</td>
</tr>
<tr>
<td>ECE 189</td>
<td>Family Child Care Management</td>
<td>3</td>
</tr>
<tr>
<td>ECE 191</td>
<td>ECE Program Administration</td>
<td>3</td>
</tr>
<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>ECE 287</td>
<td>Special Topics—CDA Credential II</td>
<td>1–6</td>
</tr>
<tr>
<td>EDUC&amp; 203</td>
<td>Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>SOC 135</td>
<td>The Family</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**

50

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**ECE Program Administration**

**Certificate of Recognition**

**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.

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. Implement appropriate health, safety, and nutrition practices in family programs serving ages 0-11.
2. Identify and support individual child growth and development.
3. Plan and provide multi-age curriculum through play and daily living experiences.
4. Demonstrate family support and relationship-building skills with families.
5. Administer and maintain a continuing business plan and record-keeping system necessary for family child care management.
6. Recognize and honor the culture and needs of families and children in all aspects of their family program.
7. Identify professional goals and demonstrate a commitment to ongoing professional and personal growth.

Advisor Office Phone
Dilling, Gayle SBDC 103 360.475.7289

Required Courses Credits
ECE 170 Intro to Early Childhood Education 3
ECE 171 Observation and Assessment 2
ECE 185 Guiding Children’s Behavior 3
ECE 191 ECE Program Administration 3
ECE 210 Family and Community Relations 3
EDUCX. 203 Exceptional Child 3

Total Credits Required 19

Family Child Care Management
Certificate of Recognition
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. Identify and support individual child growth and development.
2. Plan and provide multi-age curriculum through play and daily living experiences.
3. Demonstrate family support and relationship-building skills with families.
4. Administer and maintain a continuing business plan and record-keeping system necessary for family child care management.
5. Recognize and honor the culture and needs of families and children in all aspects of their family program.
6. Identify professional goals and demonstrate a commitment to ongoing professional and personal growth.

Advisor Office Phone
Dilling, Gayle SBDC 103 360.475.7289

Required Courses Credits
ECE 100 Introduction to Child Care 2
ECE 101 Practicum I* 3
ECE 184 Health, Safety and Nutrition 3
ECE 185 Guiding Children’s Behavior 3
ECE 189 Family Child Care Management 3
EDUCX. 121 Child Development I: Birth to 8 5

Total Credits Required 19

Infant-Toddler Specialist
Certificate of Recognition
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 and 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. Identify and support individual child needs.
2. Plan and provide multi-age curriculum through normal caregiving routines.
3. Demonstrate family support and relationship-building with families.
4. Foster and nurture attachment while respecting the significance of the family-child relationship.
5. Recognize and honor the culture and needs of families, children, and staff, in all aspects of a program for infants and toddlers.
6. Identify professional goals and demonstrate a commitment to ongoing professional development.

Advisor Office Phone
Dilling, Gayle SBDC 103 360.475.7289

Required Courses Credits
ECE 163 Infant/Toddler Caregiving, Curriculum 3
ECE 184 Health, Safety and Nutrition 3
ECE 185 Guiding Children’s Behavior 3
EDUCX. 210 Family School and Community Relations 3
EDUCX. 250 Infant-Toddler Internship Seminar 1
EDUCX. 251 Infant-Toddler Internship 3
EDUCX. 263 Relationship Focused Care, Birth-3* 3

Total Credits Required 19
Electronics

Associate in Technical Arts

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

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

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

Program Outcomes

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

1. Analyze, interpret and trace digital logic diagrams used in signal tracing of complex digital circuits.
2. Select and operate electronic test equipment during troubleshooting and repair operations, with an emphasis on safety in use and accuracy in results.
3. Design and evaluate machine language programs for efficiency and effectiveness.
4. Based upon equipment troubleshooting results, research and document required replacement parts.
5. Successfully replace miniature circuit board components using industrial standard soldering/fabrication techniques.
6. Effectively communicate with and advise customers and co-workers, both written and orally, regarding the progress of and decisions made concerning test and repair procedures.

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

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

Degrees and Certificates

Electronics

Certificate of Recognition

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

Program Outcomes

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

1. Operate comfortably and effectively in an industrial work setting.
2. Recognize the significance and desirability of reliable and ethical behavior.
3. Apply critical thinking and technical abilities to resolve industrial and personnel problems.
4. Effectively communicate with and advise customers and coworkers both in writing and orally regarding the progress of and decisions made concerning test and repair procedures.
5. Select and operate electronic test equipment during troubleshooting and repair operations with an emphasis on safety in use and accuracy in results.

Advisor Office Phone
Szymkewicz, Mike Technical 115A 360.475.7375

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

Required Courses Credits
MATH & 141 Precalculus I: Algebra* 5
OLRM 220 Human Relations in the Workplace 3

Total Credits Required 19

Electronics

Certificate of Proficiency

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

Program Outcomes

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

1. Select and operate electronic test equipment during 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.

Advisor Office Phone
Szymkewicz, Mike Technical 115A 360.475.7375

Required Courses Credits
ELECT 100 Direct Current* 5
ELECT 102 Alternating Current*+ 5
ELECT 103 Introduction to Solid-State*+ 5
ELECT 106 Electronic Fabrication 1
ELECT 111 Direct Current Circuit Laboratory* 3
ELECT 112 Alternating Current Circuit Lab* 3
ELECT 113 Basic Solid-State Laboratory* 3
ELECT 160 Computer Applications I* 2
ELECT 165 Introduction to Digital Logic* 4
ELECT 166 Introduction to Digital Logic Lab* 2
ELECT 170 Computer Applications II* 2

Required Courses Credits
MATH & 141 Precalculus I: Algebra* 5
OLRM 220 Human Relations in the Workplace 3

Total Credits Required 45

*See course description for prerequisite.
Exploring Electronics

Certificate of Recognition
This certificate will develop the skills to safely work in an electronic industrial environment and provide exposure to the electrical laws for entrance and advancement into the electronic industry.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Demonstrate knowledge of working safely with test equipment, hand tools, soldering equipment, and chemicals.
2. Demonstrate knowledge of the electrical laws (Ohms, Watts, and Kirchoff).

Advisor
Szymkewicz, Mike
Office: Technical 115A
Phone: 360.475.2375

Required Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELECT 100 Exploring Electronics</td>
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<tr>
<td>GEN-S 110 Research in the Information Age</td>
<td>2</td>
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</table>

Total Credits Required: 10

Elementary Education

Associate in Elementary Education

Direct Transfer Agreement/Major Related Program (AEE-DTA/MRP)
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.

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

Advisor
Dilling, Gayle
Office: SBCDC 103
Phone: 360.475.7289
Sanford, Mary
Office: HSS 339
Phone: 360.475.7317

Required Courses
<table>
<thead>
<tr>
<th>Faculty</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Elective</td>
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<tr>
<td>Education</td>
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<tr>
<td>EDUC 199 Practicum (minimum of 2 credits)</td>
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<tr>
<td>EDUC &amp; 202 Intro to Education</td>
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<tr>
<td>Diversity — one of the following courses:</td>
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<tr>
<td>ANTH &amp; 206 Cultural Anthropology</td>
<td>5</td>
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<tr>
<td>SOC 220 Sexuality and Gender</td>
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<td>Written Communication Skills:</td>
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<tr>
<td>ENGL &amp; 101 English Composition I*</td>
<td>5</td>
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<tr>
<td>ENGL &amp; 102 Composition II*</td>
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<tr>
<td>Quantitative Skills: selected from MATH &amp; 107 or above, MATH &amp; 131 and 132 recommended.</td>
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<tr>
<td>Humanities:</td>
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<tr>
<td>CMST &amp; 220 Public Speaking</td>
<td>5</td>
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<tr>
<td>Additional credits from Art, Drama, Literature, or Music, with no more than 5 credits from Humanities-Skills Performance</td>
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<tr>
<td>Biological Sciences — one of the following two courses:</td>
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<tr>
<td>BIOL 101 Introduction to Marine Science</td>
<td>5</td>
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<tr>
<td>BIOL &amp; 160 General Biology w/Lab</td>
<td>5</td>
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<td>Chemistry or Physics — one of the following four courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM &amp; 110 Chemical Concepts w/Lab*</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>CHEM &amp; 121 Intro to Chemistry*</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>PHYS 110 Introduction to Physics*</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>PHYS 114 General Physics*</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Geology or Earth Sciences — one of the following two courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL &amp; 110 Environmental Geology</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>GEOL &amp; 208 Geology of Pacific NW</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Social Sciences:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 110 Modern Asia</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>One of the following two courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST &amp; 136 US History 1*</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>HIST &amp; 137 US History 2*</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Additional courses from Social Science distribution area such as PSYC &amp; 200 Lifespan Psychology, or other Psychology, Sociology (if SOC 230 not used in Diversity requirement), Economics, or Geography.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Technology — one of the following three courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMPTR 101 Computer Literacy Assessment</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CMPTR 150 Survey of Computing</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EDUC 132 Educational Technology/K-12 Setting</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Additional credits: at least eleven additional credits to make 90, the following course is recommended: ECE 190 Multicultural Education</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Required: 90

*See course description for prerequisite.
Degrees and Certificates

Engineering

Associate of Science (Track 2)
The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AS (Track 2) Degree is intended for students with an interest in transferring to an engineering school outside the State of Washington, or for transfer to an engineering school in the State of Washington. Students should use the appropriate AS (Track 2) Degree.

Students pursuing an AS (Track 2) should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the Engineering curriculum of their choice.

Faculty Office Phone
Science, Engineering, Math Advisor: HSS 203A 360.475.7774
Brown, Jeff ST 113 360.475.7738
Hess, Linnea ST 214 360.475.7727

Required Courses Credits
CHEM& 141 General Chemistry I* 5
CHEM& 151 General Chem Lab I* 1.5
ENGL& 101 English Composition I* 5
Choose one of the following two courses:
ENGL& 102 Composition II* 5
ENGL& 235 Technical Writing* 5

Math 151 Calculus I* 5
Math 152 Calculus II* 5
Math 153 Calculus III* 5
H/SS 15 Credits of Humanities and Social Science 15

PHYS 254 Engineering Physics* 6
PHYS 255 Engineering Physics* 5
PHYS 256 Engineering Physics* 6

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

CHEM& 142 General Chemistry II* 5
CHEM& 143 General Chemistry III* 3
CHEM& 152 General Chem Lab II* 1.5
CHEM& 153 General Chem Lab III* 1.5
CHEM 241 Organic Chem I* 4
CHEM 242 Organic Chem II* 4
CHEM 251 Organic Chem Lab I* 1.5
CHEM 252 Organic Chem Lab II* 2
CS& 141 Computer Science I Java* 5
CS 143 Computer Science II Java* 5
ENGR& 104 Intro to Design 5
ENGR& 114 Engineering Graphics 5
ENGR 170 Fundamentals of Materials Science* 4
ENGR 171 Materials Science Laboratory* 1
ENGR 204 Electrical Circuits* 5
ENGR 214 Statics* 5
ENGR 215 Dynamics* 5
ENGR 224 Thermodynamics* 5
ENGR 225 Mechanics of Materials* 5
ENGR 240 Applied Numerical Methods for Engr* 5
MATH 221 Differential Equations I* 5

Total: (minimum 90 credits required)

Biological and Chemical Engineering

Associate of Science (Track 2)

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

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

Faculty Office Phone
Science, Engineering, Math Advisor: HSS 203A 360.475.7774
Brown, Jeff ST 113 360.475.7738
Hess, Linnea ST 214 360.475.7727

Required 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* 1.5
CHEM 241 Organic Chem I* 4
CHEM 251 Organic Chem Lab I* 1.5
ENGL& 101 English Composition I* 5
ENGL& 235 Technical Writing* 5
H/SS 15 Credits of Humanities and Social Science 15

MATH 151 Calculus I* 5
MATH 152 Calculus II* 5
MATH& 163 Calculus 2* 5
MATH 221 Differential Equations I* 5
PHYS 254 Engineering Physics* 6
PHYS 255 Engineering Physics* 5
PHYS 256 Engineering Physics* 6

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

BIOL 201 Majors Biology I* 5
BIOL 202 Majors Biology II* 5
CHEM& 242 Organic Chem II* 4
CHEM& 252 Organic Chem Lab II* 2
CS& 141 Computer Science I Java* 5
CS& 143 Computer Science II Java* 5
ENGR& 104 Intro to Design 5
ENGR& 214 Statics* 5
ENGR 224 Thermodynamics* 5
ENGR 240 Applied Numerical Methods for Engr* 5
MATH 222 Differential Equations II* 5
MATH 250 Linear Algebra* 5
MATH& 264 Calculus 4* 5

Total: (minimum 90 credits required)

Computer and Electrical Engineering

Associate of Science (Track 2)

Major Related Program (AST-2/MRP 3)
The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP 3 Degree is intended for students with an interest in transferring to an engineering school in the State of Washington in one of the subject disciplines. For transfer to an engineering school outside the State of Washington students should use the AS (Track 2) Degree.

Students pursuing an AST-2/MRP 3 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

Faculty Office Phone
Science, Engineering, Math Advisor: HSS 203A 360.475.7774
Brown, Jeff ST 113 360.475.7738
Hess, Linnea ST 214 360.475.7727

Required Courses Credits
CHEM& 141 General Chemistry I* 5
CHEM& 151 General Chem Lab I* 1.5
ENGL& 101 English Composition I* 5
ENGL& 235 Technical Writing* 5
Approved computer programming courses 10
ENGR& 204 Electrical Circuits* 5
H/SS 15 Credits of Humanities and Social Science 15

MATH& 163 Calculus 2* 5
MATH 250 Linear Algebra* 5
PHYS 254 Engineering Physics* 6
PHYS 255 Engineering Physics* 6
PHYS 256 Engineering Physics* 6

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

BIOI 201 Majors Biology I* 5
CHEM& 142 General Chemistry II* 5
CHEM& 152 General Chem Lab II* 1.5
CS& 141 Computer Science I Java* 5
CS 143 Computer Science II Java* 5
ENGR& 104 Intro to Design 5
ENGR& 214 Statics* 5
ENGR& 224 Thermodynamics* 5
ENGR 240 Applied Numerical Methods for Engr* 5
MATH 222 Differential Equations II* 5
MATH 250 Linear Algebra* 5
MATH& 264 Calculus 4* 5

Total: (minimum 90 credits required)
## Degrees and Certificates

### Mechanical, Civil, Aeronautical, Industrial, Materials Science Engineering

#### Associate of Science (Track 2)

**Major Related Program (AST-2/MRP 1)**

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

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

#### Faculty Office Phone

- Science, Engineering, Math Advisor: HSS 203A 360.475.7743
- Brown, Jeff ST 113 360.475.7738
- Hess, Unnea ST 214 360.475.7727

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM&amp; 141 General Chemistry I*</td>
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<tr>
<td>CHEM&amp; 142 General Chemistry II*</td>
<td>5</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>
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<tr>
<td>Approved computer programming course</td>
<td>5</td>
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<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>ENGR&amp; 214 Statics*</td>
<td>5</td>
</tr>
<tr>
<td>ENGR&amp; 215 Dynamics*</td>
<td>5</td>
</tr>
<tr>
<td>ENGR&amp; 225 Mechanics of Materials*</td>
<td>5</td>
</tr>
<tr>
<td>H/SS 15 Credits of Humanities and Social Science</td>
<td>15</td>
</tr>
<tr>
<td>MATH&amp; 151 Calculus I*</td>
<td>5</td>
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<tr>
<td>MATH&amp; 152 Calculus II*</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 163 Calculus 3*</td>
<td>5</td>
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<tr>
<td>MATH 221 Differential Equations I*</td>
<td>5</td>
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<tr>
<td>MATH 250 Linear Algebra*</td>
<td>5</td>
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<tr>
<td>PHYS 254 Engineering Physics*</td>
<td>6</td>
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<tr>
<td>PHYS 255 Engineering Physics*</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 256 Engineering Physics*</td>
<td>6</td>
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</tbody>
</table>

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

- CS& 141 Computer Science I Java* | 5 |
- ENGR& 104 Intro to Design | 5 |
- ENGR& 114 Engineering Graphics | 5 |
- ENGR 170 Fundamentals of Materials Science* | 4 |
- ENGR 171 Materials Science Laboratory* | 1 |
- ENGR& 204 Electrical Circuits* | 5 |
- ENGR& 224 Thermodynamics* | 5 |
- ENGR 240 Applied Numerical Methods for Engr* | 5 |
- MATH 222 Differential Equations II* | 5 |
- MATH& 264 Calculus 4* | 5 |

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

### Fire Science

#### Fire Service

##### Certificate of Proficiency

This certificate program is designed to enable fire service personnel to increase their technical skills and general education knowledge for work in fire and emergency services rescue. Students may receive a Certificate of Proficiency in Fire Science upon satisfactory completion of all requirements outlined below. Students must complete 59 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. Describe how the EMS provider can protect himself or herself from exposure to an infectious disease.
2. Describe the signs and symptoms of HIV, HBV, and TB.
3. Describe the risk factors for heart disease.
4. Perform adult, child and infant CPR.
5. Perform bandaging, splinting and stop bleeding.
7. Know the principles and techniques of preparing and delivering effective public speeches to inform, analyze and persuade.
8. Apply knowledge of consumer mathematics.
9. Communicate orally, graphically and in writing, using technical language in ways that convey clear instructions.
10. Behave responsibly in the completion of work projects and/or tasks and in interaction with others in the 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.

**Advisor Office Phone**

- Normandy, Dana ST 121 360.475.7722

### Fire Science–Emergency Medical Services

#### Certificate of Proficiency

This program expands on the Emergency Medical Technician Basic course (EMT-B), to give students a greater understanding of the NHTSA National Emergency Medical Services Educational Standards (scheduled for implementation in 2011).

**Program 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 emergency medical care as an EMT or Emergency Room Technician.
2. Apply to a Paramedic Program.
3. Enter into other medical programs.

**Advisor Office Phone**

- Normandy, Dana ST 121 360.475.7722

### Degrees and Certificates

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<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>F-FS 100 Introduction to Fire Protection</td>
<td>2</td>
</tr>
<tr>
<td>F-FS 111 Fundamentals of Firefighting*</td>
<td>6</td>
</tr>
<tr>
<td>F-FS 112 Fundamentals of Emergency Medicine</td>
<td>2</td>
</tr>
<tr>
<td>F-FS 113 Intermed Firefighting Fundamentals*</td>
<td>5</td>
</tr>
<tr>
<td>F-FS 115 Advanced Firefighting Fundamentals*</td>
<td>4</td>
</tr>
<tr>
<td>F-FS 124 HazMat Response Ops/Level ++</td>
<td>2</td>
</tr>
<tr>
<td>F-FS 200 Emergency Medical Technician*</td>
<td>8</td>
</tr>
<tr>
<td>MATH&amp; 107 Math in Society*</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101 Intro to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Required Credits 59**

### Fire Science–Emergency Medical Services

#### Certificate of Proficiency

This program expands on the Emergency Medical Technician Basic course (EMT-B), to give students a greater understanding of the NHTSA National Emergency Medical Services Educational Standards (scheduled for implementation in 2011).

**Program 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 emergency medical care as an EMT or Emergency Room Technician.
2. Apply to a Paramedic Program.
3. Enter into other medical programs.

**Advisor Office Phone**

- Normandy, Dana ST 121 360.475.7722

### Degrees and Certificates

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BIOL&amp; 175 Human Biology w/Lab</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>
<tr>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
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</tbody>
</table>

Choose one of the following three courses:

- CO-OP 111 Cooperative Education Seminar I* | 2 |
- CO-OP 121 Cooperative Work Experience* | 1 |
- CO-OP 221 Cooperative Work Experience* | 1 |

**Required Courses Credits**

- ENGL& 101 English Composition I* | 5 |

Choose one of the following two courses:

- ENGL& 102 Composition II* | 5 |
- ENGL& 235 Technical Writing* | 5 |

| F-FS 112 Fundamentals of Emergency Medicine | 2 |
| F-FS 200 Emergency Medical Technician* | 8 |
| MATH& 107 Math in Society* | 5 |
| MEDA 162 Medical Terminology | 5 |

**Advisor Office Phone**

- Normandy, Dana ST 121 360.475.7722

**Total Required Credits 59**

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*Course description for prerequisite.*
Fire Service Management and Administration

Certificate of Specialization

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 skills. The program fosters attitudes that will help students succeed in all types of organizations: a future-oriented outlook, rational decision-making, teamwork and individual responsibility, and the value of diversity.

Program Outcomes

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

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

Advisor Office Phone
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Required Courses Credits
BUS& 101 Intro to Business 5
CMST& 220 Public Speaking 5
CO-OP 111 Cooperative Education Seminar 1* 2
CO-OP 121 Cooperative Work Experience 3
ENGL& 121 English Composition 1* 5
ENGL& 225 Technical Writing 5
F-FSM 203 Fire Department Customer Service 2

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
POLS 115 State/Local Government 5
PSYC& 100 General Psychology 5
PSYC& 220 Abnormal Psychology 5
SOC& 201 Social Problems 5

Total Credits Required 63

Degrees and Certificates

Fire Science

Certificate of Recognition

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.
12. List duties and requirements of the position of firefighter trainee and firefighter.
13. List duties and requirements of the position of firefighter/paramedic.
14. Give examples of fire service jobs other than firefighter.
15. Describe the six principles of command.
16. List and describe the fire components of the management cycle.
17. Describe the fire department chain of command.
18. Fill out a typical fire department organizational chart.
19. Identify different fire department types.
20. Identify different ranks and their general responsibilities.
21. Describe the importance of fire prevention.
22. Describe the activities performed by a fire prevention bureau.
23. List methods of public education as it relates to fire prevention.
24. Explain how the authority to enforce fire prevention regulations is derived.
25. Describe the importance of fire information reporting.
26. List the uses of fire-related statistics.
27. Explain the need for a plan at every incident.
29. Explain the need for organized thought processes in incident assessment.
30. Describe the strategic priorities at an incident.
31. Explain the term strategy, tactics, and tasks.
32. Explain the need for size up of an incident.
33. Explain how a size up is performed and what information is necessary to communicate.
34. Describe the MIMS Incident Command System.
35. Explain the need for unified command on a multi-jurisdictional incident.

Advisor Office Phone
Normandy, Dana ST 121 360.475.7722

Required Courses Credits
F-FS 100 Introduction to Fire Protection 2
F-FS 111 Fundamentals of Firefighting 6
F-FS 113 Intermediate Fundamentals 5
F-FS 115 Advanced Firefighting Fundamentals 4
F-FS 124 HazMat Response Ops/Level I+ 2

Total Credits Required 19

*See course description for prerequisite.
Human Services

Chemical Dependency Counseling

Associate in Technical Arts

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

Program Outcomes

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

1. Understand addiction and the ways it 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 107</td>
<td>Math in Society (or above)</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
<td>5</td>
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<tr>
<td>Choose one of the following two courses:</td>
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<tr>
<td>PSYC&amp; 220</td>
<td>Abnormal Psychology</td>
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<tr>
<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
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<td>PSYC&amp; 220</td>
<td>Abnormal Psychology</td>
<td>5</td>
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<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
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<tr>
<td>Choose one of the following courses:</td>
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<tr>
<td>HS 105</td>
<td>Drug and Alcohol Prevention</td>
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<tr>
<td>HS 107</td>
<td>Intro to Human Services</td>
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<tr>
<td>HS 110</td>
<td>Diversity, Ethics &amp; the Law</td>
<td>3</td>
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<td>HS 112</td>
<td>Case Management for CDP*</td>
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<tr>
<td>HS 113</td>
<td>CDP Individual Counseling*</td>
<td>3</td>
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<td>HS 114</td>
<td>CDP Group Counseling*</td>
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<td>HS 115</td>
<td>Adolescent Addiction and Treatment*</td>
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<tr>
<td>HS 120</td>
<td>Relapse Prevention/Family Counseling*</td>
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<td>HS 275</td>
<td>Human Services &amp; CDP Practicum 1*</td>
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<tr>
<td>HS 276</td>
<td>Human Services &amp; CDP Practicum 2*</td>
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Total Credits Required 90

Chemical Dependency Professional

Certificate of Proficiency

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

Program Outcomes

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

1. Understand addiction and the ways it impacts individuals throughout the life course.
2. Apply key principles in developmental and abnormal psychology to the experiences of chemically dependent and addicted patients.
3. Understand the pharmacological actions of alcohol and other drugs.
4. Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
5. Be effective in treatment planning, case management referral, use of community resources, and service coordination.
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.

**Degrees and Certificates**

**General Emphasis**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 114</td>
<td>CDP Group Counseling*</td>
<td>3</td>
</tr>
<tr>
<td>HS 115</td>
<td>Adolescent Addiction and Treatment*</td>
<td>2</td>
</tr>
<tr>
<td>HS 120</td>
<td>Relapse Prevention/Family Counseling*</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 220</td>
<td>Abnormal Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**

60

---

**Human Services**

**Certificate of Proficiency**

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

**Program Outcomes**

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

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 107</td>
<td>Math in Society* (or above)</td>
<td>5</td>
</tr>
<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics*</td>
<td>5</td>
</tr>
<tr>
<td>TECH 101</td>
<td>Intro to Addictive Drugs</td>
<td>5</td>
</tr>
<tr>
<td>HS 105</td>
<td>Drug and Alcohol Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HS 107</td>
<td>Intro to Human Services</td>
<td>5</td>
</tr>
<tr>
<td>HS 110</td>
<td>Diversity, Ethics &amp; the Law</td>
<td>3</td>
</tr>
<tr>
<td>HS 112</td>
<td>Case Management for CDP*</td>
<td>3</td>
</tr>
<tr>
<td>HS 113</td>
<td>CDP Individual Counseling*</td>
<td>3</td>
</tr>
<tr>
<td>HS 275</td>
<td>Human Services &amp; CDP Practicum 1*</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**

53

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**Human Services–Case Aide**

**Certificate of Recognition**

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

**Program 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.

---

**Advisor**

Cohen, Mirelle  Shop 201  360.475.7553  Email: mcohen@olympic.edu

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**Degrees and Certificates**

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

*See course description for prerequisite.*

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Degrees and Certificates

6. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client’s personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Industrial Trades

**Industrial Trades Technician (Apprenticeship)**

**Associate in Technical Arts Certificate of Completion**

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

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

**Program Goals**

Students graduating with an ATA will possess the specific knowledge and skills required for successful completion of journeyworker academic training in one of the following trades:

- Option 1: Electroplater
- Option 2: Fabric Worker
- Option 3: Thermal Insulator
- Option 3A: Composite Plastic Fabricator
- Option 4: Painter
- Option 5: Rigger
- Option 6: Shipwright
- Option 7A: Marine Electrician
- Option 7B: Heavy Mobile Equipment Electrician
- Option 7C: High Voltage Electrician
- Option 7D: High Voltage Electrician
- Option 7E: Electronics Mechanic
- Option 8: Marine Machinery Mechanic
- Option 8A: Heavy Mobile Equipment Mechanic
- Option 9: Marine Pipefitter
- Option 9A: Temporary Services Pipefitter
- Option 9B: Utilities Service Repair Operator
- Option 10: Shipfitter
- Option 10A: Sheetmetal Mechanic
- Option 10B: Temporary Ventilation Mechanic
- Option 12: Non-Destructive Test Examiner
- Option 13: Weldor
- Option 14: Machinist
- Option 14A: Production Machinery Mechanic

**Program Outcomes**

Upon completion of this program, successful students will:

1. Possess the basic skills to operate comfortably and effectively in an industrial work setting.
2. Apply critical thinking and technical abilities to resolve industrial and personnel problems.
3. Participate effectively as a team member in the work process.
4. Demonstrate the academic knowledge and skills necessary for 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.

**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

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

Legal Office Professional

Associate in Technical Arts

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

Program 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 attributes and images, and personal and professional ethics, the ability to maintain confidentiality and good client relationships.
5. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management, case file management).
6. Work as a team member in a legal office environment to accomplish the goals of the organization.
7. Define, explain, correctly spell, and effectively use legal terminology.
8. Effectively apply components of accounting 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 accomplish general and legal office tasks.

Legal Support Professional

Certificate of Proficiency

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

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

- Keyboarding at 50+ wpm
- Electronic Printing Calculators

Program Outcomes

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

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

Advisor | Office | Phone
--- | --- | ---
Hudson, Tia | Business 114 | 360.475.7384

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSTEC 285 Legal Research and Writing*</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201 Business Law</td>
<td>5</td>
</tr>
<tr>
<td>C&amp;J 101 Intro Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>Choose one of the following three courses: CMST &amp; 210 Interpersonal Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST 242 Career Communications</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 101 English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>OLRM 220 Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>Choose one of the following two courses: PSYC 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 102 Psychology of Adjustment</td>
<td>5</td>
</tr>
<tr>
<td>Successful completion of an additional 20 credits in elective courses, 5 credits of which must come from fully transferable courses. See the section “Associate Degree - Distribution Requirements” in the Catalog for a list of fully transferable courses.</td>
<td>20</td>
</tr>
</tbody>
</table>

Total Credits Required 90

Degrees and Certificates


*See course description for prerequisite. www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Degrees and Certificates

Manufacturing Technology

Certificate of Completion

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 and computing) 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.

Medical Assisting

Associate in Technical Arts

Olympic College offers a two-year curriculum which prepares students for employment in medical settings to assist the physician and/or health care worker. This degree program is designed to help qualify medical office assistants for supervisory and/or management roles. The student will receive, in addition, a Certificate of Specialization in Medical Assisting.

Students planning to enroll in MEDA 210 and 211 must submit Application for Work Experience the quarter preceding enrollment in MEDA 210 and 211. A minimum grade point average of 2.0 in all Medical Assisting course work is required in order to register for MEDA 210 and 211. Placement testing for proficiency in Mathematics and English may be required for placement into ENGL& 101 or MATH& 107. See advisor for details.

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.

Medical Assisting

Certificate of Specialization

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

Required Courses Credits

BSTE 110 Beginning Keyboarding 3
BSTEC 111 or 254 are also acceptable
CMST 210 Interpersonal Communication 5
ENGL& 101 English Composition I* 5
MATH& 107 Math in Society*(or any MATH class over the 100 level) 5
MEDA 110 Anatomy and Physiology* 4
MEDA 111 Pathophysiology for Med Assisting* 4
MEDA 125 Law, Ethics and Bioethics 3
MEDA 133 Pharmacology for Medical Assisting* 3
MEDA 120 Medical Office Procedures I* 4
MEDA 121 Medical Office Procedures II* 4
MEDA 136 Examination Room Techniques* 5
MEDA 137 Lab Procedures for Medical Assisting* 4
MEDA 151 MEDA Professional Preparation I 1
MEDA 152 MEDA Professional Preparation II 1
MEDA 153 MEDA Professional Preparation III 1
MEDA 162 Medical Terminology 5

or the following two courses:
MEDA 160 Medical Terminology I 3
MEDA 161 Medical Terminology II* 3 5-6
MEDA 163 Medical Insurance Billing* 3
MEDA 168 Medical Assisting Invasive Procedures* 2
MEDA 205 Medical Claims and Coding* 2
MEDA 208 Exit Testing for MEDA* 2
MEDA 209 Medical Office Emergencies 2
MEDA 210 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

ACCT& 201 Prin of Accounting I 5
ASL& 121 Am Sign Language I 5
BSTEC 117 MS Excel 1
BSTEC 130 Practical Accounting 5
BSTEC 134 Payroll Accounting* 5
BSTEC 255 Records and Database Management* 5
BSTEC 257 Advanced Office Applications* 4
CHEM& 110 Chemical Concepts w/Lab* 6
CMST& 210 Interpersonal Communication 5
ENGL& 102 Composition II* 5
ENGL& 235 Technical Writing* 5
PSYC& 100 General Psychology 5
PSYC& 102 Psychology of Adjustment 5
PSYC& 200 Lifespan Psychology 5
PSYC& 220 Abnormal Psychology 5
SOC& 101 Intro to Sociology 5
SOC& 201 Social Problems 5

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.
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.

**Program 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.

**Medical Billing and Coding**

**Certificate of Specialization**

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

**Requirements**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieske, Connie</td>
<td>Engineering</td>
<td>360.475.7741</td>
</tr>
<tr>
<td>Parker, Barbara</td>
<td>Engineering</td>
<td>360.475.7679</td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSTEC 110</td>
<td>Beginning Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 110</td>
<td>Anatomy and Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 111</td>
<td>Pathophysiology for Med Assisting*</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 112</td>
<td>Medical Law, Ethics and Bioethics</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 113</td>
<td>Pharmacology for Medical Assisting*</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 120</td>
<td>Medical Office Procedures I*</td>
<td>4</td>
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<tr>
<td>MEDA 121</td>
<td>Medical Office Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 136</td>
<td>Examination Room Techniques</td>
<td>5</td>
</tr>
<tr>
<td>MEDA 137</td>
<td>Lab Procedures for Medical Assisting*</td>
<td>4</td>
</tr>
<tr>
<td>MEDA 151</td>
<td>MEDA Professional Preparation I</td>
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</tr>
<tr>
<td>MEDA 152</td>
<td>MEDA Professional Preparation II</td>
<td>1</td>
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<tr>
<td>MEDA 153</td>
<td>MEDA Professional Preparation III</td>
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<tr>
<td>MEDA 162</td>
<td>Medical Terminology</td>
<td>5</td>
</tr>
<tr>
<td>MEDA 160</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 161</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 163</td>
<td>Medical Insurance Billing*</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 168</td>
<td>Medical Assisting Invasive Procedures*</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 205</td>
<td>Medical Claims and Coding*</td>
<td>2</td>
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<td>MEDA 208</td>
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</tr>
<tr>
<td>MEDA 209</td>
<td>Medical Office Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>MEDA 210</td>
<td>Externship for Medical Assistants*</td>
<td>6</td>
</tr>
<tr>
<td>MEDA 211</td>
<td>Human Relations/MEDA*</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits Required**: 61-62

**Registration**

**Requirements**

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

**Advisor**

<table>
<thead>
<tr>
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</tr>
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<td>Parker, Barbara</td>
<td>Engineering</td>
<td>360.475.7679</td>
</tr>
</tbody>
</table>
**Medical Receptionist**

**Certificate of Completion**

In this program students will learn to greet patients and other visitors, make appointments and verify insurance information using a computer, prepare and maintain patient charts, answer phones, and take accurate messages. They will learn to utilize medical terminology and be aware of the implications of federal and state legal guidelines as they apply to ambulatory healthcare settings. Successful students will receive a certificate of completion once they have satisfied all program requirements.

**Program Outcomes**

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

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

7. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
8. Work effectively as a healthcare team member.

**Required Courses**

<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</td>
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<tr>
<td>CMPTR 150</td>
<td>Survey of Computing</td>
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</tr>
<tr>
<td>MEDA 110</td>
<td>Anatomy and Physiology*</td>
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</tr>
<tr>
<td>MEDA 111</td>
<td>Pathophysiology for Med Assisting*</td>
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<tr>
<td>MEDA 112</td>
<td>Med Law, Ethics and Bioethics</td>
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<tr>
<td>MEDA 114</td>
<td>Coding/Alternative Health Settings*</td>
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<tr>
<td>MEDA 115</td>
<td>Computers in the Medical Office*</td>
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<td>MEDA 116</td>
<td>Pharmacology for Reimbursement*</td>
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<td>MEDA 117</td>
<td>Healthcare Customer Service</td>
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<td>MEDA 118</td>
<td>Ten-Key Skills</td>
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<td>Medical Office Procedures I*</td>
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<td>Medical Terminology I</td>
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<td>MEDA 161</td>
<td>Medical Terminology II*</td>
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<td>MEDA 163</td>
<td>Medical Insurance Billing*</td>
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<td>MEDA 164</td>
<td>Coding in Outpatient Settings*</td>
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<td>MEDA 180</td>
<td>AIDS/HIV/Blood Borne Pathogens</td>
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<td>MEDA 205</td>
<td>Medical Claims and Coding*</td>
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<td>MEDA 213</td>
<td>Externship for Billing and Coding*</td>
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<td>MEDA 214</td>
<td>Human Relations for Billing/Coding*</td>
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<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
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**Total Credits Required**: 61-62

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**Nursing/Healthcare**

**Nursing (RN to BSN)**

**Bachelor of Science in Nursing**

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

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

---

**Degrees and Certificates**

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Credits Range</th>
</tr>
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<tr>
<td>Associate in Applied Science</td>
<td>90+ cr</td>
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<tr>
<td>Associate in Applied Science – Transfer</td>
<td>90+ cr</td>
</tr>
<tr>
<td>Associate in Technical Arts</td>
<td>90+ cr</td>
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<tr>
<td>Certificate of Recognition</td>
<td>10-19 cr</td>
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<tr>
<td>Certificate of Completion</td>
<td>20-44 cr</td>
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<td>Certificate of Proficiency</td>
<td>45-60 cr</td>
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<td>Certificate of Completion</td>
<td>20-44 cr</td>
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<td>Certificate of Proficiency</td>
<td>45-60 cr</td>
</tr>
<tr>
<td>Certificate of Completion</td>
<td>20-44 cr</td>
</tr>
</tbody>
</table>

*See course description for prerequisite.
• 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 Credits
General Education credits required 65
Nursing Associate Degree credits required 35
Nursing Credits applied for RN Licensure 35
Upper Division General Electives required 10
BNURS 340 Advanced Clinical Reasoning 3
BNURS 350 Professional Writing for Nurses 3
BNURS 402 Families in the Community 3
BNURS 403 Connecting Research to Nursing 3
BNURS 407 Perspectives on Diversity 3
BNURS 408 Health & Wellness Promotion Clinical 3
BNURS 409 Community Health Nursing Theory 3
BNURS 410 Contemporary Ethics in Nursing 3
BNURS 411 Community Health Nursing Application 3
BNURS 412 Nursing Leadership in Health Systems 3
BNURS 430 Interactive Nursing Communication 3
BNURS 450 Professional Development Seminar I 3
BNURS 451 Professional Development Seminar II 3

Total Credits Required 180

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

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

RN to BSN General Education Requirements
Foreign Language: Two years in high school of the same foreign language or 10 credits of one language at the college level.¹

Advanced Mathematics (5 credits): (MATH& 107 and higher) (may be petitioned)

Statistics (5 credits): (At Olympic College, approved classes are BNURS 320, MATH& 146, and BUS 215) RN-BSN students are strongly encouraged to take BNURS 320.

Writing (15 credits): Must include 5 credits of English composition and 10 additional credits of writing-intensive coursework.²

Humanities (15 credits): College-level 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.

1 Students who were educated in another language through the 8th grade may be exempt from this requirement.
2 10 additional credits of writing-intensive coursework may be met through coursework in the OC RN-BSN program.

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

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

Admission Requirements
• Current unrestricted licensure as a registered nurse in the State of Washington (provisional admission is offered to students in the last year of an associate degree program in nursing). Advanced placement credit is awarded based on verification of successful completion of NCLEX (RN) exam.
• One year of clinical practice (nursing school clinicals apply as experience).
• A cumulative GPA of at least 2.5 in all college coursework.
• A minimum of 35 quarter credits completed of general education requirements.
• 35 credits awarded for RN Licensure.
• 35 nursing credits from an Associate Degree Nursing program.
• A minimum grade of 2.0 in each of the required courses.
• Admission will be offered to applicants starting with the highest GPA in nursing course work and continue until admissions are complete.
• If a tiebreaker is needed, the number of years of active clinical practice will be the deciding criterion.

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

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

Application packet must include the following:
• One official transcript from all previous academic and nursing course work. High school transcripts should be submitted if 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.

The Olympic College Nursing Program values a foundation of information technology upon entry into the RN-BSN program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in RN-Baccalaureate of Science in Nursing (BSN) program.

Proof of the following is required after provisional acceptance into the RN to BSN program:
1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Proof of personal health insurance
5. Criminal History Information
6. Background Inquiry Check

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.  www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Degrees and Certificates

Nursing (RN)
Associate in Technical Arts

Admission to the Nursing Program
Application to the Nursing Program is a separate procedure in addition to the application to Olympic College. Admission to Olympic College does not guarantee admission to the Nursing Program. Admission to the Program is based on a factoring system. Students are admitted to the Nursing Program during Fall Quarter.

To be considered for admission to the Nursing Program, all of the following must be submitted to the Office of Admissions:

1. Washington Community College Application Form;
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
3. Olympic College Nursing Program Application, submitted when currently enrolled in the final prerequisite course(s);
4. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
5. Completion of the prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121, BIOL& 241 and 242, and ENGL& 101.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

To be considered for Fall Quarter admission, all documentation must be received in Admissions by March 31.

Students who have been offered acceptance into the Nursing Program will be required to attend an orientation session prior to the beginning of Fall Quarter.

Acceptances are granted for a particular quarter and year. Students not enrolling for the specific quarter and year as noted in their letter of acceptance must reapply for admission to the Nursing Program.

Proof of the following is required after admission to the Nursing Program during Fall Quarter.

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.

To meet graduation requirements, all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology courses exceed the time limit of ten years prior to graduation, the student may retake the course or challenge the course content through the Excelsior College Examinations.

Advanced Standing
Transferring Students
Students who have completed formal nursing education must complete prerequisite course work and meet grade requirements. After an evaluation of transcripts and course descriptions, advanced standing admission will be granted based on space availability. If there are more applicants than spaces available, the factoring system will be utilized to determine applicants admitted for a given quarter.

Reentering Olympic College Nursing Students
Reentering Olympic College Nursing students must complete an application for reentry by the specified date.

Nursing Program
Olympic College offers a two-year curriculum designed to prepare qualified men and women to become Registered Nurses. The two-year curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hqsa/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in six academic quarters. NURSE 151 requires a minimum 3.7 grade point. All other nursing courses require a minimum 2.7 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;
10. Criminal background check and Immunization Tracker

The Olympic College Nursing Program values a foundation of information technology upon entry into the Associate Degree Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the ADN program.

Student Learning Outcomes
1. Professional Values/Lifelong Learning/Global Perspectives (Member of the Profession)
Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's current knowledge and formulating a plan to increase knowledge to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.

2. Communication (Member of Profession, Manager of Care, Provider of Care)
Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and/or restoration of health that has clarity, purpose and sensitivity.

3. Clinical Reasoning (Provider of Care, Manager of Care)
Definition: Clinical reasoning uses the skills of clinical judgment and decision making, which requires solid theoretical knowledge and the ability to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)

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

*See course description for prerequisite.
Program Outcomes

1. Program completion rates: number of students who complete the program within 150% of the time of the stated program length.
2. Job placement rates: number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. Licensure pass rates: performance on the licensure examination for first time writers.
4. Program satisfaction: perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Required Courses - Prerequisites Credits

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<tr>
<th>Course Code</th>
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<td>BIOL&amp; 242</td>
<td>Human A &amp; P II</td>
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<tr>
<td>CHEM&amp; 121</td>
<td>Intro to Chemistry *</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I*</td>
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Advisors

Cook, Sarah
Office: CSC 335
Phone: 360.475.7175

Required Courses

<table>
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<td>NURSE 110</td>
<td>Professional Role Development I*</td>
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<td>NURSE 112</td>
<td>Professional Role Development II*</td>
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<td>NURSE 114</td>
<td>Nursing Communications*</td>
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<td>NURSE 116</td>
<td>Nursing Ethics I*</td>
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<td>NURSE 118</td>
<td>Nutrition for Professional Nursing*</td>
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<td>NURSE 140</td>
<td>Clinical Applications Lab I*</td>
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</tr>
<tr>
<td>NURSE 142</td>
<td>Clinical Applications Lab II*</td>
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<td>NURSE 144</td>
<td>Physical Assessment in Nursing Lab*</td>
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<td>NURSE 146</td>
<td>Nursing Care of the Elderly Adult*</td>
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<td>NURSE 151</td>
<td>Dosage Calculations*</td>
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<td>NURSE 152</td>
<td>Introduction to Pharmacology*</td>
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<td>NURSE 156</td>
<td>Clinical Nursing Practice I*</td>
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<td>Clinical Nursing Therapeutics*</td>
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<td>NURSE 160</td>
<td>Clinical Nursing Practice II*</td>
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<td>NURSE 172</td>
<td>Mental Health Theory*</td>
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<td>NURSE 176</td>
<td>Nursing Care of Pediatric Clients*</td>
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<td>Pediatric Clinical*</td>
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<td>Maternal-Newborn Nursing*</td>
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<td>NURSE 180</td>
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<td>NURSE 181</td>
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<td>NURSE 182</td>
<td>Chronic Health Problems in Elderly*</td>
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<td>NURSE 200</td>
<td>Professional Role Development III*</td>
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<td>NURSE 202</td>
<td>Clinical Applications Lab III*</td>
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<td>NURSE 204</td>
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<td>NURSE 208</td>
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<td>NURSE 210</td>
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<td>NURSE 211</td>
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<td>Professional Role Development/Mentor*</td>
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Required Support Courses

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<th>Course Name</th>
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<td>BIOL&amp; 260</td>
<td>Microbiology</td>
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<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
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<tr>
<td>PSYC 102</td>
<td>Psychology of Adjustment</td>
<td>5</td>
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</table>

Choose one of the following courses:

Choose one of 5 credit course from the following disciplines:

Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, Sociology

Total Credits Required: 115

Transition to Associate Degree Nursing (LPN to RN)

Associate in Technical Arts

Admission to the Transition to Associate Degree Nursing Program

Application to the Transition to Associate Degree Nursing Program requires a separate application in addition to the application to Olympic College. Admission to Olympic College does not guarantee admission to the TADN Nursing Program. Admission to the Program is based on a factoring system. Students are admitted to the Program for entrance in Spring Quarter to the Associate Degree of Nursing (ADN) program. Students admitted to the program will take a LPN-RN Transitions course prior to Spring Quarter. Students will be admitted on a space available basis.

To be considered for admission to the TADN Program, all of the following must be submitted to the Office of Admissions:

1. Proof of an unencumbered license as a Practical Nurse (LPN) in the State of Washington;
2. Washington Community College Application Form;
3. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
4. Olympic College Transition to Associate Degree Nursing Program application, submitted when currently enrolled in the final prerequisite course(s);
5. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
6. Completion of the following prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121; BIOL& 241, 242, and 260; ENGL& 101; and PSYC& 100 or PSYC 102.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials submitted when currently enrolled in the final prerequisite course(s); and
7. 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
   - PSYC& 100 or PSYC 102

To be considered for Spring Quarter admission, all documentation must be received in Admissions by August 31st.

Students who have been offered acceptance into the TADN Nursing Program will be required to attend an orientation session prior to the beginning of Spring Quarter.

To meet graduation requirements all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology course(s) exceed the time limit of ten years prior to graduation, the student is required to retake the course(s) or the student may challenge the course content through the Excelsior College Examinations.

Proof of the following is required after provisional acceptance into the Transition to Associate Degree Nursing/ADN Program:

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 four-quarters plus one course curriculum designed to prepare qualified men and women to become Registered Nurses. The curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hspa/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in four academic quarters. A minimum 2.7 grade point must be earned in each Nursing course. Graduates are prepared for employment as Registered Nurses in home health care, hospitals, long-term care, and community-based care agencies. The graduate of the TADN/ADN Program will receive the Associate in Technical Arts Degree which qualifies the candidate (for eligibility) to take the NCLEX examination for licensure as a Registered Nurse. The license permits the nurse to use the legal title of Registered Nurse in the State of Washington.
Additional costs:
1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets;
2. Wristwatch with sweep second hand and stethoscope;
3. Nursing student liability insurance;
4. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX-RN fee;
8. Transportation to and from clinical facilities not located on campus;
9. Nurse Legislative Day
10. Criminal background check and Immunization Tracker.

The Olympic College Nursing Program values a foundation of information technology upon entry into the Transition to Associate Degree Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the TADN program.

Student Learning Outcomes
1. Professional Values/Lifelong Learning/Global Perspectives (Member of the Profession)
   Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one’s practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one’s current knowledge and formulating a plan to increase knowledge to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.

2. Communication (Member of Profession, Manager of Care, Provider of Care)
   Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and/or restoration of health that has clarity, purpose and sensitivity.

3. Clinical Reasoning (Provider of Care, Manager of Care)
   Definition: Clinical reasoning uses the skills of clinical judgment and decision making, which requires solid theoretical knowledge and the ability to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)

4. Nursing Informatics/Information Literacy (Provider of Care)
   Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes
1. Program completion rates: number of students who complete the program within 150% of the time of the stated program length.
2. Job placement rates: number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. Licensure pass rates: performance on the licensure examination for first time writers.
4. Program satisfaction: perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advising Information

**Advisor Office Phone**
Cook, Sarah CSC 335 360.475.7175

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>ENGL&amp; 101 English Composition I*</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 100 General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 102 Psychology of Adjustment</td>
<td>5</td>
</tr>
</tbody>
</table>

One of the following two courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM&amp; 131, MATH&amp; 107, MATH&amp; 141, MATH&amp; 146, or BNURS 320; plus an additional 4 or 5 credits from Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, or Sociology</td>
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</tr>
<tr>
<td>TADN 181 LPN to ADN Transition — Theory*</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 172 Mental Health Theory*</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 174 Mental Health Clinical*</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 176 Nursing Care of Pediatric Clients*</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 177 Pediatric Clinical*</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 178 Maternal-Newborn Nursing*</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 179 Maternal-Newborn Clinical*</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 180 Medical Surgical Nursing*</td>
<td>4</td>
</tr>
<tr>
<td>NURSE 181 Medical Surgical Clinical*</td>
<td>3</td>
</tr>
<tr>
<td>NURSE 200 Professional Role Development III*</td>
<td>1</td>
</tr>
<tr>
<td>NURSE 201 Clinical Applications Lab III*</td>
<td>1</td>
</tr>
<tr>
<td>NURSE 204 Nursing Ethics II*</td>
<td>1</td>
</tr>
<tr>
<td>NURSE 208 Medical Surgical Nursing II*</td>
<td>4</td>
</tr>
<tr>
<td>NURSE 210 Clinical Nursing Practice III*</td>
<td>5</td>
</tr>
</tbody>
</table>

NURSE 211 Professional Role Development Seminar* | 2       |
NURSE 212 Professional Role Development/Mentor* | 8       |

Total Credits Required 93

Practical Nursing

**Certificate of Specialization**

**Admission to the Program**

Application to the Practical Nursing Program is a separate procedure in addition to the application to Olympic College. Because enrollment in the Practical Nursing Program is limited, admission to Olympic College does not guarantee admission to the Program. Admission to the Practical Nursing Program is based on a factoring system. Students are admitted to the Program for a Winter Quarter start. An admission score is determined for each applicant based on the following criteria:

1. Cumulative GPA of prerequisite course(s);
2. Support course(s) completion;
3. Current Nursing Assistant Certification and experience (optional).

Please refer to the Practical Nursing Admission Policy and Procedures Handbook for point values assigned for each criterion listed above. This can be obtained by attending a Practical Nursing Program information session. Reservations to attend can be made either by calling 360.475.7748 or via the web page at www.olympic.edu/Nursing.

To be considered for admission to the Practical Nursing Program, all of the following must be submitted to the Admissions Office:

1. Practical Nursing Program application when registered for the final prerequisite course(s);
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
3. Copy of Advance Standing Summary—transcript evaluation results (if applicable); and
4. Completion of the prerequisite courses with a minimum grade of 2.0 or above in each course: BIOL& 175, ENGL& 101, MATH 099, and PSYC& 100. Completion of the prerequisite course PNURS 126 with a minimum grade of 3.7, and completion of the prerequisite course PNURS 108 with a minimum grade of 2.3;
5. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
6. Copy of current Nursing Assistant Certification (if applicable).

It is the student’s responsibility to request all transcript(s). Transcript(s) and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).
If accepted into Olympic College Associate Degree in Nursing Program, a student's application to the Practical Nursing Program will be removed by Admissions, and that student will no longer by considered for the Practical Nursing Program.

To be considered for Winter Quarter admission, all documentation must be received by Office of Admissions by August 31.

Students who have been offered acceptance into the Practical Nursing Program will be required to attend an orientation session prior to the beginning of Winter Quarter.

Acceptances are granted for a particular quarter and year. Students not enrolling for the specified quarter and year as noted in their letter of acceptance must reapply for admission to the Practical Nursing Program.

Proof of the following is required after provisional acceptance into the Practical Nursing Program:
1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Proof of personal health insurance
5. Criminal History Information

Background Inquiry Check

The Olympic College Nursing Program values a foundation of information technology upon entry into the Practical Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the LPN program.

The Practical Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing).

Practical Nursing Program

The Olympic College Practical Nursing Program is a one-year program that prepares graduates to provide safe direct patient care as licensed practical nurses (LPN) in acute care, long-term care, home health, and ambulatory care settings. The program includes both classroom study and supervised clinical practice (patient care). The curriculum includes diverse learning experiences consistent with the Practical Nursing Program outcomes. Varied clinical experiences provide opportunities to learn and provide care to clients from diverse ethnic and cultural backgrounds. Concepts of social, behavioral, and biological foundations are integrated throughout the curriculum. The role of the LPN in relation to client needs; safe, effective care environment; health promotion and maintenance; and psychosocial and physiological integrity are integrated throughout the curriculum. A Certificate of Specialization is awarded upon completion of the Practical Nursing Program requirements.

A minimum grade of 2.3 or above must be earned in each Practical Nursing course for program progression unless otherwise noted. (PNURS 105 and 110, 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 115. Students are encouraged to take support courses prior to entry into the program. Support course registration is based on space availability.

Pending satisfactory completion of the program, graduates are eligible to take the National Council Licensure Examination (NCLEX-PN). The license permits the practical nurse to use the legal title of Licensed Practical Nurse in the State of Washington.

Student Learning Outcomes
1. Professional Values/Lifelong Learner/Global Perspectives
   Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's knowledge limitations and formulating a plan to meet those needs in order to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.

2. Communication (Member of Profession, Manager of Care, Provider of Care)
   Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and restoration of health that has clarity, purpose and sensitivity.

3. Clinical Reasoning (Provider of Care, Manager of Care)
   Definition: Clinical reasoning uses the skills of clinical judgment and decision making, to provide nursing care for clients experiencing common, well defined health problems in structured health care settings. It includes the ability in collaboration with appropriate licensed professionals, to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care.
   (Noticing, Interpreting, Responding, Reflecting)

4. Nursing Informatics
   Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

5. Proof of the following is required after admission to the Practical Nursing Program.
   1. Uniforms, including regulation shoes, Olympic College patch (2),
   2. Nursing Skills course lab fees ($15/course),
   3. Wristwatch with sweep hand and stethoscope,
   4. Nursing student liability insurance,
   5. State licensure application fee,
   6. NCLEX-PN fee,
   7. Immunizations,
   8. Comprehensive Predictor Exam fee (prior to graduation),
   9. Transportation to and from clinical facilities.
   10. Criminal background check and Immunization Tracker

6. Prerequisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNURS 104 Lab I, Lecture</td>
<td>1</td>
</tr>
<tr>
<td>PNURS 105 Lab I, Application</td>
<td>1</td>
</tr>
<tr>
<td>PNURS 108 Clinical Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>PNURS 106 Lab II</td>
<td>2</td>
</tr>
<tr>
<td>PNURS 110 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>PNURS 112 Personal and Professional Roles*</td>
<td>2</td>
</tr>
<tr>
<td>PNURS 114 Fundamentals I</td>
<td>5</td>
</tr>
<tr>
<td>PNURS 116 Fundamentals II</td>
<td>5</td>
</tr>
<tr>
<td>PNURS 118 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PNURS 122 Long Term Care Clinical</td>
<td>3</td>
</tr>
<tr>
<td>PNURS 124 Medical Surgical Clinical</td>
<td>5</td>
</tr>
<tr>
<td>PNURS 202 Client Care Management</td>
<td>2</td>
</tr>
</tbody>
</table>

7. Program Outcomes

   1. Program completion rates: number of students who complete the program within 150% of the time of the stated program length.
   2. Job placement rates: number of graduates, one year after graduation, employed in a position for which the program prepared them.
   3. Licensure pass rates: performance on the licensure examination for first time writers.
   4. Program satisfaction: perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

   **Prerequisite Courses**

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

   **Required Courses**

   | CR | PNURS 104 Lab I, Lecture | 1 |
   | PNURS 105 Lab I, Application | 1 |
   | PNURS 108 Lab II | 2 |
   | PNURS 110 Medical Terminology | 2 |
   | PNURS 112 Personal and Professional Roles | 2 |
   | PNURS 114 Fundamentals I | 5 |
   | PNURS 116 Fundamentals II | 5 |
   | PNURS 118 Nutrition | 3 |
   | PNURS 122 Long Term Care Clinical | 3 |
   | PNURS 124 Medical Surgical Clinical | 5 |
   | PNURS 202 Client Care Management | 2 |

   *See course description for prerequisite.

   www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Degrees and Certificates

Certificate of Recognition

Nursing Assistant

Certificate of Recognition

This Program will prepare students to assist registered nurses or licensed practical nurses in providing basic nursing care for clients in acute and long-term settings. The classes will be small and geared toward developing basic academic skills in an applied work setting. The training will include learning and refining client-care skills, clinical observation, and performing skills in a supervised clinical setting.

Courses must be taken and passed consecutively to progress to the next class. Students are encouraged to complete all classes in one quarter. Students will have completed and exceeded the required classroom and clinical hours required for Nursing Assistant Certification by Washington State law (WAC 246-841-490). All classes MUST be completed within one year to receive a Certificate of Completion from the Washington Department of Health and to be eligible to test for Certification as a Nursing Assistant. Criminal history background check must be passed in order to take the H-OCC 118 Nursing Assistant Practicum. Proof of personal health insurance and malpractice insurance, written verification of all state and federal immunization requirements and tuberculosis testing is required prior to beginning H-OCC 118.

Program Outcomes

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

1. Assist in the care of individuals as delegated by and under the direction of a licensed registered nurse or licensed practical nurse (RCW 18.88A.030).
2. Use caring, responsive oral and written communication in interaction with diverse clients and health care team members.
3. Use ethical decision-making in caring for clients. Ethics includes abiding by laws, code of ethics and promoting client rights and independence.
4. Effectively meet the mental health and psychosocial needs of clients with mental illness or cognitive impairment through application of therapeutic principles and behaviors.
5. Use principles of asepsis and infection control to prevent the spread of microorganisms.
6. Participate competently as a valuable member of the health care team while practicing within the scope of practice of nursing assistant functions.

Organizational Leadership and Resource Management

Leadership & Occupational Studies

Associate in Applied Science—Transfer

This program is designed to prepare students for more senior level positions in a military or professional-technical career field by heightening their knowledge of organizational leadership issues and deepening their knowledge of their specific career field. 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.

Organizational Leadership and Resource Management

Requirements

Organizational Leadership and Resource Management courses, or

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 3 and above.

Organizational Leadership and Resource Management courses, or courses from the student’s chosen technical field. 30

Total Credits Required 90
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.

Advisor Office Phone
Yergler, Jeff Business 209 360.475.7523

Required Courses Credits
OLRM 197 Leadership Practicum 3
OLRM 230 Starting a Non-Profit Organization 3
OLRM 231 Intro to Non-Profit Organizations 3
OLRM 232 Executive Directors and Non-Profits 3
OLRM 233 Funding/Grant Writing for Non-Profits 3
OLRM 234 Volunteers and Non-Profits 3

Total Credits Required 18

Leadership and Organizational Development
Certificate of Recognition
This program is designed to develop student skill and appreciation in/for the behavioral issues that impact human effectiveness, particularly in an organizational setting. In addition, this program instills skills and appreciation of:
1. The role change plays in our lives, personally and professionally.
2. The key leadership tools and techniques designed to help influence positive change.
3. The ethical standards that should drive actions in the workplace.
4. The value of creating and maintaining a diverse culture and building a foundation for understanding general industry business practices.

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

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

Advisor Office Phone
Bolton, Karen PSNS Bldg 460, Room 242 360.476.5339
Mathew, Philip Engineering 109 360.475.7382
Yergler, Jeff Business 209 360.475.7523

Required Courses Credits
BUS& 101 Intro to Business 5
OLRM 105 Appreciating Diversity 1
OLRM 150 Improving Human Effectiveness 2
OLRM 201 Intro to Organizational Leadership 5
OLRM 235 Leadership and Applied Ethics 3

Choose one of the following two courses:
OLRM 197 Leadership Practicum 3
OLRM 297 Leadership Practicum 3

Total Credits Required 19

Leadership and Supervision
Certificate of Recognition
This program is designed to build an understanding of leadership theory and practice expressed through the work of organizational supervision. Students will be exposed to the principles of leadership and, in particular, how supervisory responsibilities are informed by leadership principles as well as through behavioral and organizational research. This certificate supports the knowledge of and implementation of:
1. Leadership theory in particular as it relates to supervision.
2. Supervisory foundations and best practices.
3. Leadership and ethics.
4. Strengths and supervision.

As part of the program, students will complete various projects which focus on the critical themes found in effective supervision.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Identify key leadership principles that influence supervision and supervisory practices.
2. Develop and apply the principles of emotional intelligence included in effective supervision.
3. Diagnose and remediate performance problems.
Degrees and Certificates

4. Analyze and assess the personal, professional, and legal ethical issues that impact supervision.
5. Identify how individual strengths impact leadership and supervision practices.
6. Effectively use oral and written communication skills in discussing and presenting issues related to supervision and organizational performance.

Organizational Leadership
Certificate of Recognition
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.

Program 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.

Physical Therapist Assistant

Certificate in Applied Science

This program is 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. PTA student association dues (optional)
6. Transportation to and from clinical facilities not located on campus.

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
Communications (10 credits):

- **Required Courses Credits**
  - Transfer is planned.
  - Transfer is required of the institution to which the student becomes familiar with the specific requirements of the institution to which transfer is planned.

Washington; however, it is imperative that more advanced programs require transfer to Highline Community College after completion of basic courses online.

A transfer program with Highline Community College allows students to continue to develop the expertise needed to become professional polysomnographer or a polysomnography specialist. Many openings are available for successful candidates who want to work days, nights and/or weekends as a polysomnographer.

**Program Outcomes**
- Associate in Applied Science Degree (103 credits)
- Certificate of Completion (43 credits)

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

**Pre-Nursing Major Related Program**

**Pre-Nursing**

**Associate in Pre-Nursing (DTA/MRP)**

The courses listed below generally meet the pre-nursing requirements of the four-year colleges and universities in the State of Washington; however, it is imperative that the student become familiar with the specific requirements of the institution to which transfer is planned.

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

**Approved Electives**

**Technical Design**

**Technical Design**

**Certificate of Proficiency**

Completion of the Technical Design Certificate Program leads to basic entry-level employability as a drafter. Further study is recommended upon completion.

**Program Outcomes**

Upon completion of this program, successful students will:

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

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

**Required Courses**

- **Credits**
  - CO-OP 111 Cooperative Education Seminar I* ____________ 5
  - CO-OP 121 Cooperative Work Experience* ____________ 5
  - ENGL 101 English Composition I* ____________ 5
  - MATH& 141 Precalculus I: Algebra* ____________ 5
  - MATH& 142 Precalculus II: Trig* ____________ 5
  - TECH 136 Intro to Engineering* ____________ 5
  - TECH 145 Applied Problem Solving* ____________ 5

**Technical Design—Any course above 142 level**

**Mathematics—Any course above 142 level**

**Physics—Any course 110 and above**

**Technical Design—Any course 270 or above**

**WELD 106 Welding Technical Orientation I* ____________ 5**

**WELD 107 Welding Technical Orientation II* ____________ 5**

**WELD 108 Welding Metallurgy ____________ 5 ____________ 10**

**Total Credits Required 95-96**

**Degrees and Certificates**

**Pre-Nursing**

**Major Related Program**

**Technical Design**

**Associate in Technical Arts**

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and CAD drafter.

**Program Outcomes**

Upon completion of this program, successful students will:

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

**Advisor**
- **Office**
- **Phone**
  - Cook, Sarah
  - CSC 335
  - 360.475.7175

**Required Courses**

- **Credits**
  - ENGL 101 English Composition I* ____________ 5

**Technical Design**

**Certificate Program leads to basic entry-level employability as a drafter. Further study is recommended upon completion.**

**Program Outcomes**

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

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

**Approved Electives**

**Technical Design**

**Certificate Program leads to basic entry-level employability as a drafter. Further study is recommended upon completion.**

**Program Outcomes**

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

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

7. Communicate orally, graphically and in writing using technical and non-technical language in ways that maximize understanding for the receiver of the product.

### Required Courses Credits

Choose one of the following courses:

- **BSTECH 124** MS Excel Specialist* _____________ 4
- **CMPT 150** Survey of Computing ___________________ 4
- **CMPT 154** Access for Professionals* _____________ 4

#### Architectural Design

**Certificate of Proficiency**

This program is designed to provide the student with advanced skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Architectural Design.

**Program Outcomes**

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

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.
3. Create a full working set of architectural plans for a multi-level or custom residence.

### Civil Design

**Certificate of Proficiency**

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator in the field of Civil Drafting.

**Program Outcomes**

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

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.
3. Create survey plat and road design drawings as found in the workplace.

GIS Technology
Certificate of Proficiency
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.

Mechanical Technology
Certificate of Proficiency
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.

*See course description for prerequisite.*
Certificates of Recognition

Technical Design: Architectural Design
Certificate 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.

Required Courses Credits

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<tr>
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<tbody>
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<tr>
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<td>Residential Architectural Drafting</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 200</td>
<td>Computer-Aided Design I*</td>
<td>4</td>
</tr>
<tr>
<td>TEC-D 150</td>
<td>Introduction to GIS*</td>
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</tr>
<tr>
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<td>Human Relations in the Workplace</td>
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</tr>
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Total Credits Required 19

Civil Design
Certificate 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 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.

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<td>4</td>
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<tr>
<td>TEC-D 217</td>
<td>Computer-Aided Design II*</td>
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</tr>
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</table>

Total Credits Required 19

GIS Technology
Certificate of Recognition
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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</table>

Total Credits Required 19

Technical Design
Certificate of Recognition
This 30-week training course is designed to provide the basic knowledge in orthographic concepts, manual-drafting skills, and computer-aided drafting skills to prepare students to be competitive applicants in trades and construction-related occupations.

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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Total Credits Required 12

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design advisor.
Welding Technology

Associate in Technical Arts

This two-year program builds upon the Certificate of Specialization, adding pipe welding and drafting to their skills set. Students who have earned the Certificate of Specialization should be able to complete this degree in two quarters.

Program Outcomes

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

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

Degrees and Certificates

Welding Technology

Certificate of Specialization

This four to five quarter program builds upon the Certificate of Proficiency to further prepare the student for employment in the Welding Industry. Students continue to practice their mechanical and manipulative skills in accordance with industry standards. They prove their skills through standardized welding tests.

Program Outcomes

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

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

Welding Technology

Certificate of Proficiency

This three to four quarter program prepares the student for entry-level employment in the Welding Industry. Students develop and practice mechanical and manipulative skills to meet industry standards. They receive the opportunity to prove their skills through standardized tests. The program also develops employability through support courses in human relations, computing, manufacturing, composition, and first aid.

Program Outcomes

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

1. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
2. Safely and accurately use select electric arc processes, basic hand tools, and shop equipment to fabricate durable goods.
3. Safely and accurately use select torches and fuel gases to produce parts that are used to fabricate durable goods.
4. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
5. Demonstrate teamwork and responsible/dependable behavior in decision-making and task performance.
6. Apply and practice workplace safety policies and procedures.
7. Use effective reading, thinking, mathematical and written communication skills in workplace environments.
8. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW process.
Precison Metal Cutting

Certificate of Recognition

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.

Certificates of Recognition

Welding Technology—
Aluminum Welding

Certificate of Recognition

This program is designed to prepare students for entry level positions welding Aluminum alloys utilizing the Gas Metal and Gas Tungsten Arc welding processes.

Program 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 GTA W 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.
**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 hours Lecture
An introduction to Olympic College and its Adult Education Program. Students learn to set goals, make an educational plan, and assess their own progress. May be taken twice each academic year. Prerequisite: Orientation/placement testing.

**ADABE 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.

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**COURSE NOTES:**

- **H:** Humanities
- **SS:** Social Science
- **ENGL:** English
- **ACCT:** Accounting
- **ADABE:** Adult Basic Education

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**NOTE TO STUDENTS:**

**Common Course Numbers/Titles**
To make it easier for students to transfer credits among the State's 34 community and technical colleges, some courses are numbered and titled in a similar way at every community college in the state.

Courses that have been identified as “&” sign in the course number, for example: ENGL 101.

**Independent Study**

Independent Study (can be offered in all subjects)
Cr: 1-5  Wkly hrs: 30 hours per credit Lecture
Courses can be offered as: 195, 295. May be repeated for a maximum of 15 credits.

Allows the student to pursue topics not offered in the College Catalog through in-depth coursework under the direction of an instructor. This course may include directed readings, coverage of special topics, and other independent study. The topic and scope of study, learning objectives, work required, methods of evaluation, and academic level (195 versus 295) will be determined in conference between the student and instructor. An Independent Study class cannot be titled or comprised of content that is the same as an existing course.

Prerequisite: Instructor permission required.

**Accounting**

**ACCT & 201–Prin of Accounting I**
Cr: 5  Wkly hrs: 5 hours Lecture
Accounting as an information system, the accounting cycle, accounting for a merchandising operation, cash, receivables, and inventories. (Formerly BS-EC 251)

**ACCT & 202–Prin of Accounting II**
Cr: 5  Wkly hrs: 5 hours Lecture
Includes accounting for fixed assets, liabilities, partnerships and corporations. Also includes the statement of cash flows as well as the underlying principles of accounting. (Formerly BS-EC 252)

Prerequisite: ACCT & 201.

**ACCT & 203–Prin of Accounting III**
Cr: 5  Wkly hrs: 5 hours Lecture
Development and analysis of accounting information for managerial decision-making. (Formerly BS-EC 253)

Prerequisite: ACCT & 202 and high school algebra or its equivalent.

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*See course description for prerequisite.*
Course Descriptions

**ADABE 072–Math 5**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Students who complete this course will further develop their skills to effectively communicate and use mathematical operations up to introductory algebra and geometry. (Pass/No Credit)  
Prerequisite: Orientation/placement or permission of instructor.

**ADABE 076–Integrated Skills Lab for the Trades**  
Cr: 1-3  Wkly hrs: 6 hours Lab  
This course assists students in developing basic skills necessary for success in their trades career. (Pass/No Credit)  
Prerequisite: Orientation/qualifying score on state standardized assessment.

**ADABE 077–Integrated Skills Lab for Health Care**  
Cr: 1-3  Wkly hrs: 6 hours Lab  
This course assists students in developing basic skills necessary for success in their professional-technical career. (Pass/No Credit)  
Prerequisite: Orientation/qualifying score on state standardized assessment.

**ADABE 078–GED Preparation Lab**  
Cr: 1-3  Wkly hrs: 6 hours Lab  
Class participants work independently in the lab setting as they select activities in reading, writing, or math. This lab helps students to develop the reading, writing, and math skills necessary for completion of the five tests of the GED through self-directed study.  
Prerequisite: Orientation/placement or permission of instructor/educational planner.

**ADABE 079–GED Preparation**  
Cr: 1-10  Wkly hrs: 10 hours Lecture  
This course helps students to develop the reading, writing, and math skills necessary for completion of the five tests of the GED. (Pass/No Credit)  
Prerequisite: Orientation/placement testing.

**ADABE 081–Communication Skills 6**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Students who complete this course will be able to write clearly using standard grammar, usage, and punctuation; collect, interpret, and integrate information using multiple resources; and use a computer to complete routine tasks. (Pass/No Credit)  
Prerequisite: Orientation/placement or permission of instructor.

**ADABE 082–Math 6**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Students who complete this course will further develop the ability to use skills to effectively communicate and use mathematical operations up to introductory algebra and geometry. (Pass/No Credit)  
Prerequisite: Orientation/placement or permission of instructor.

**ADABE 090–Reading Comprehension 2**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Students will learn to read and comprehend words in a simple text, slowly and with few errors, to independently accomplish simple, well-defined and structured reading activities. (Pass/No Credit)  
Prerequisite: Orientation/placement testing.

**ADABE 091–Reading Comprehension 3**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Students will learn to quickly and accurately read and comprehend words and word groups in simple text to independently accomplish well-defined and structured reading activities. (Pass/No Credit)  
Prerequisite: Orientation/placement testing.

**ADABE 092–Reading Comprehension 4**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Students will learn to read a variety of texts at an appropriate pace and with good comprehension to independently accomplish structured, complex reading activities. (Pass/No Credit)  
Prerequisite: Orientation/placement testing.

**ADABE 093–Reading Comprehension 5**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Students will learn to read dense or multipart texts at an appropriate pace and with good comprehension to independently accomplish structured, complex reading activities. (Pass/No Credit)  
Prerequisite: Orientation/placement testing.

**ADABE 094–Reading Comprehension 6**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Students will learn to read long, complex texts at an appropriate pace and with good comprehension to independently accomplish structured, complex reading activities. (Pass/No Credit)  
Prerequisite: Orientation/placement testing.

**ADABE 096–ABE Transitions Reading and Writing 5**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Basic skill development in reading/writing. Identify parts of a sentence, grammatical concepts, vocabulary building and decoding.  
Prerequisite: H.S diploma/GED, Accuplacer scores, CASAS assessment.

**ADABE 097–ABE Transitions Reading and Writing 6**  
Cr: 1-6  Wkly hrs: 6 hours Lecture  
Advanced skill development in reading/writing. Identify parts of a sentence, grammatical concepts, vocabulary building and decoding.  
Prerequisite: H.S diploma/GED, Accuplacer scores, CASAS assessment.

**Adult Education – English Second Language**

**ADIEL 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.

**ADIEL 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.

**ADIEL 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.

**ADIEL 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.

**ADIEL 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.

**ADIEL 030–ESOL 1 Speaking/Listening**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Introduce students to basic survival English. It is designed for students who are true language beginners.  
Prerequisite: Orientation/assessment or permission of instructor.

**ADIEL 031–ESOL 1 Reading/Writing**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Introduce students to beginning English literacy skills. Designed for students who have not yet, or have just started to learn basic survival English.  
Prerequisite: Orientation/assessment, score of 3.0 in the previous level and/or permission of instructor.

**ADIEL 040–ESOL 2 Speaking/Listening**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Built upon language skills beyond beginning English literacy; for students who are at a low beginning level of language learning. (Pass/No Credit)  
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

**ADIEL 041–ESOL 2 Reading/Writing**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Built upon language skills beyond beginning English literacy; for students who are at a low beginning level of language learning. (Pass/No Credit)  
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

**ADIEL 050–ESOL 3 Speaking/Listening**  
Cr: 1-5  Wkly hrs: 5 hours Lecture  
Built upon language skills beyond low-beginning English literacy; for students at a high-beginning level of language learning. (Pass/No Credit)  
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

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

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*See course description for prerequisite.*
ADESL 051–ESOL 3 Reading/Writing
Cr: 1-5 Wkly hrs: 5 hours Lecture
Built upon language skills beyond low-beginning English literacy; for students who are at a high-beginning level of language learning. (Pass/No Credit)
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 060–ESOL 4 Speaking/Learning
Cr: 1-5 Wkly hrs: 5 hours Lecture
Built upon language skills beyond intermediate English. It is designed for students who are at a high-intermediate/low-advanced level of language learning. (Pass/No Credit)
Prerequisite: Orientation/assessment or permission of instructor.

ADESL 061–ESOL 4 Reading/Writing
Cr: 1-5 Wkly hrs: 5 hours Lecture
Built upon language skills beyond low-beginning English literacy; for students who are at a low-intermediate level of language learning. (Pass/No Credit)
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 068–ESOL 5 Bridge Speaking/Learning
Cr: 1-7 Wkly hrs: 7 hours Lecture
Built upon language skills beyond low-intermediate English for high intermediate level learners to prepare for advanced English classes. (Pass/No Credit)
Prerequisite: Orientation/assessment or permission of instructor.

ADESL 069–ESOL 5 Bridge Reading/Writing
Cr: 1-7 Wkly hrs: 7 hours Lecture
Built upon advanced language skills. It is designed for students with a high level of English fluency. (Pass/No Credit)
Prerequisite: Orientation/assessment or permission of instructor.

ADESL 070–ESOL 6 Bridge Speaking/Learning
Cr: 1-7 Wkly hrs: 7 hours Lecture
Built upon language skills beyond high intermediate English. Designed for advanced level learners to prepare for matriculating to college credit classes. (Pass/No Credit)
Prerequisite: Orientation/assessment; score of 3.0 in the previous level and/or permission of instructor.

ADESL 071–ESOL 6 Bridge Reading/Writing
Cr: 1-7 Wkly hrs: 7 hours Lecture
Introduce students to the linguistic, cultural and study skills necessary for matriculating into college level classes at a community college. (Pass/No Credit)
Prerequisite: Orientation/assessment or permission of instructor.

ADESL 083–Beginning Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
Improving pronunciation of American English for community, academic, and workplace settings for beginning students with basic English skills.
Prerequisite: Orientation/placement testing.

ADESL 084–Intermediate Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
Improve pronunciation of American English for community, academic, and workplace settings for students with intermediate English skills.
Prerequisite: Orientation/placement testing.

ADESL 085–Advanced Pronunciation ESL
Cr: 2 Wkly hrs: 2 hours Lecture
Improving pronunciation of American English for community, academic, and workplace settings for students with advanced English language skills.
Prerequisite: Orientation/placement testing.

ADESL 086–Conversational English
Cr: 2 Wkly hrs: 2 hours Lecture
Students develop conversational skills in English by discussing self, family, work, community and current events.
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 and 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 and 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 AND 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
HSS - 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. (Formerly ANTHR 210)

ANTH 212–Environmental Anthropology
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Anthropological understanding of local and global environmental problems and sustainability. Human adaptation to the environment. Globalization, ethnecology, political ecology, environmental justice, history, theory, methods of Environmental Anthropology.

ANTH 325–Death: A Comparative Perspective
Cr: 5 Wkly hrs: 5 hours Lecture
HSS - Course examines mourning rituals, mortuary practices, beliefs in afterlife, medical/ethical issues, and images of death in both Western and Non Western cultures. Prerequisite: None (Cultural Anthropology or ADN Degree recommended.)

ANTH 335–Culture/Health/Healing
Cr: 5 Wkly hrs: 5 hours Lecture
HSS - 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. (Formerly ANTHR 335)
Prerequisite: None (ANTH& 206 or ADN Degree recommended).

*See course description for prerequisite.
Course Descriptions

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. (Formerly ART 100)

ART 102—Art History/Ancient – Byzantine
Cr: 5 Wkly hrs: 5 hours Lecture
H - Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, the Near East and North Africa from prehistoric times through the Byzantine Period.

ART 103—Art History/Medieval – Renaissance
Cr: 5 Wkly hrs: 5 hours Lecture
H - Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, the Near East, and North Africa from Early Medieval through the 16th Century.

ART 104—Art History/Baroque – Modern
Cr: 5 Wkly hrs: 5 hours Lecture
H - Major achievements in painting, sculpture, architecture, and the decorative arts in Europe, The Americas, China, Japan, India and Africa from the Baroque Period to the present.

ART 106—Drawing I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H - Drawing from still life and landscape, with an emphasis on observation, technique and design skills.

ART 107—Drawing II
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H - Continued study of still life and landscape with an introduction to the figure and further media.
Prerequisite: ART 106.

ART 110—Design I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H - Study of the relationship of form: the elements and the principle of art and organization as an understanding of two-dimensional art design.

ART 111—Design II
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H - Continuation of ART 110 with emphasis on color theory. Increasing visual awareness through a working knowledge of the formal principle of color and two dimensional design.
Prerequisite: ART 110.

ART 117—Art History/Northwest Coast
Cr: 5 Wkly hrs: 5 hours Lecture
H - “The Native Arts” of the Northwest coastal region from Prehistory to the present.

ART 125—Ceramics I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Study of clay as a material for art: emphasis on wheel throwing and hand building construction. Clay and glaze chemistry and glaze application introduced along with firing atmospheres of gas and electric.

ART 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, conceptual and expressive intent.
Prerequisite: ART 107.

ART 210—Design III
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 111 with emphasis on color and experimentation of differing materials in three-dimensional form.
Prerequisite: ART 111.

ART 225—Ceramics II
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 125, with new emphasis on introduction of additional forms and construction methods. Introduction to Glaze calculation and mixing. Introduction to kiln firing.
Prerequisite: ART 125.

ART 226—Ceramics III
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 225, with further experimentation in porcelain, glazes and firing techniques.
Prerequisite: ART 106, 110, and 225.

ART 230—Watercolor I
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - An introduction to the basic materials and techniques of watercolor painting. Emphasis will be on paint application, color theory and mixing, paper qualities, composition and stylistic possibilities of the medium.

ART 231—Watercolor II
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Continuation of ART 230, encouraging further development of personal imagery, technique and style. A variety of subject matter will be explored.
Prerequisite: ART 230.

ART 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, wire, casting materials and found object materials.

ART 267—Sculpture II
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Further practice in the fundamentals of additive, reductive, and constructive sculpture. Introduction to large forms, conceptually based artwork and alternative materials. A short presentation about a chosen artist will be required.
Prerequisite: ART 106, 110, and 266.

ART 268—Sculpture III
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
H/SP - Intensive creative work in a variety of media including traditional and contemporary ideas and their relationship to personal expression. A presentation on contemporary Art is required.
Prerequisite: ART 267.

Astronomy

ASTRO 101—Introduction to Astronomy
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Modern concepts and theories from the science of astronomy; motions of night-time sky, history of astronomy, light and telescopes, solar system, stars, and galaxies. Particular emphasis on composition of our solar system.
Prerequisite: MATH 094 (Elementary Algebra) or equivalent.

ASTRO 102—Introduction to Astronomy
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Properties of stars, stellar evolution, the Milky Way and other galaxies, quasars, cosmology.
Prerequisite: MATH 099 with a grade of 2.0 or above or permission of instructor.

*See course description for prerequisite.
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.

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: 5 Wkly hrs: 1 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: 5 Wkly hrs: 2 hours Lecture, 6 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 AUT-T 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 AUT-T 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 diagnosis and repair. Prerequisite: AUT-T 101 or 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 AUT-T 145 or equivalent.

AUT-T 133–Automotive Electrical Repair 3
Cr: 5 Wkly hrs: 1 hours Lecture, 8 hours Lab
Introduction to and practice in the fundamentals of automotive electronic systems diagnosis and repair. Prerequisite: AUT-T 101 or 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-D 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 hours Lecture, 12 hours Clinic
Refinement of basic service skills in the context of a professional repair shop. Prerequisite: AUT-T 121 or 122 or permission of instructor.

AUT-T 202–Internship 2
Cr: 5 Wkly hrs: 1 hours 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 hours 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 AUT-T 171 or instructor permission.

AUT-T 222–Automotive Drivetrain 2
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the diagnosis and repair of automotive transmission systems. Prerequisite: AUT-T 101 or AUT-T 171 or instructor permission.

AUT-T 223–Automotive Drivetrain 3
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the diagnosis and repair of automotive drivetrain systems. Prerequisite: AUT-T 101 or AUT-T 171 or instructor permission.

AUT-T 231–Engine Performance 1
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the fundamentals of automotive engine performance systems operation and service. Prerequisite: One course from Engine Repair (AUT-T 124, 125) AND one from Electrical (AUT-T 131-133) or instructor permission.

AUT-T 232–Engine Performance 2
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Introduction to and practice in the fundamentals of automotive engine performance systems 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 hours Lecture, 8 hours Lab
Introduction to and practice in the fundamentals of advanced engine performance systems 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: 2 hours Lecture, 6 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 researchers, including opportunities for certification review and hands-on practice. Prerequisite: AUT-T 171 or instructor permission.

Baccalaureate Nursing

BNURS 320–Statistics for Health Research
Cr: 5 Wkly hrs: 5 hours Lecture
Provides a conceptual approach to statistics including: analysis and utilization of inferential, descriptive statistics and applications to health care research and nursing. Meets the Symbolic/Quantitative Skills requirement for BSN students.

BNURS 321–Nursing Informatics
Cr: 5 Wkly hrs: 5 hours Lecture
Analyzes information systems (IS) as they relate to clinical management, education, and research. Emphasizes informatic skills to promote client safety. Prerequisite: Enrolled in ADN, TADN or BSN program or have instructor permission.

BNURS 325–Stress, Survival and Adaptation
Cr: 3 Wkly hrs: 3 hours Lecture

BNURS 326–Introduction to Forensic Nursing
Cr: 3 Wkly hrs: 3 hours Lecture
SS - An introduction to the scope and practice of this new specialty, where health care and the law intersect.
Course Descriptions

BNURS 326A—Introduction to Forensic Nursing
Cr: 5 Wkly hrs: 3 hours Lecture, 6 hours Clinic
SS - Health care and the law intersect in the area of Forensic Nursing. Students introduced to the scope and practice of this new specialty.

BNURS 340—Advanced Clinical Reasoning
Cr: 3 Wkly hrs: 3 hours Lecture
Examine clinical nursing phenomena and therapies from the perspective of physiologic, pathophysiologic, experiential and behavioral events. Includes life span and sociocultural factors.
Prerequisite: Acceptance into RN-BSN program

BNURS 350—Professional Writing for Nurses
Cr: 3 Wkly hrs: 3 hours Lecture
Analytical reasoning and writing relevant to nursing practice. Theories of decision making and problem solving related to health problems and clinical situations.
Prerequisite: Acceptance into RN-BSN Program or permission of instructor.

BNURS 402—Families in the Community
Cr: 3 Wkly hrs: 3 hours Lecture
Focus on concepts of health, community, and environments as they relate to the health of diverse families in a range of settings. Nursing roles in family health are explored.
Prerequisite: Acceptance into BSN program or permission of instructor.

BNURS 403—Connecting Research to Nursing
Cr: 3 Wkly hrs: 3 hours Lecture
Introduction to research methodologies and utilizing health care research with the goal of providing support for evidence based nursing practice.
Prerequisite: Acceptance into BSN program.
Completion of statistics requirement.

BNURS 407—Perspectives on Diversity
Cr: 3 Wkly hrs: 3 hours Lecture
The human dignity, inherent worth and uniqueness of individuals, families, groups and communities; and the ways that difference is defined, used, and experienced in society.
Prerequisite: Acceptance into BSN program.

BNURS 408—Health & Wellness Promotion Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Assessment and development of a plan of care to promote healthy families in rural and urban communities.
Prerequisite: Acceptance into the RN-BSN program. Successful completion of or concurrent enrollment in BNURS 402.

BNURS 409—Community Health Nursing Theory
Cr: 3 Wkly hrs: 3 hours Lecture
Introduces theories, concepts, and strategies used to promote health for communities and populations.
Prerequisite: Acceptance into RN-BSN program or permission of instructor.

BNURS 410—Contemporary Ethics in Nursing
Cr: 3 Wkly hrs: 3 hours Lecture
Review ethical theories and identify the influence of cultural, societal, professional and other sources of values on ethical decision making in nursing.
Prerequisite: Acceptance into RN-BSN program or permission of instructor.

BNURS 411—Community Health Nursing Application
Cr: 3 Wkly hrs: 6 hours Clinic
Application of theories, concepts and strategies used to promote health for communities and populations.
Prerequisite: Acceptance into RN-BSN program.
Successful completion of or concurrent enrollment in BNURS 409.

BNURS 412—Nursing Leadership in Health Systems
Cr: 3 Wkly hrs: 3 hours Lecture
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 hours 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 hours Lecture
Evaluation to reflect personal growth and achievement of RN to BSN program outcomes.
Prerequisite: Completion of all upper division general education and all BNURS courses prior to last quarter of study. Concurrent enrollment in BNURS 409 and 411.

Barbering

BARB 150—Shampoo and Rinse
Cr: 3 Wkly hrs: 1 hours 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 hours 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, 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 hours 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 hours 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.

BIOL 120–Local Flora
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - An introduction to the native flowering plants of Western Washington. Emphasis on the use of taxonomic keys to identify the local flowering plants. For students majoring in forestry, game management, botany, horticulture, ecology, and those interested in learning more about their natural surroundings.

BIOL 130–Ecology of the Northwest
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - The course applies basic ecological principles to the marine, fresh water and forest ecosystems for the purpose of understanding how to best manage these systems for biological diversity and human use. Laboratory includes extensive field work.
Prerequisite: One year of Biology.

BIOL 132–Ecology of the Northwest
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - The course applies basic ecological principles to the marine and fresh water ecosystems for the purpose of understanding how to best manage these systems for biological diversity and human use. Laboratory includes extensive field work.
Prerequisite: One year of Biology.

BIOL 140–Environmental Issues
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - Ecological principles, the relationship of humans to the environment, and solutions to environmental problems. Recommended for non-science majors. Community service requirement.
Prerequisite: MATH 094 and ENGL 101.

BIOL& 160–General Biology w/Lab
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
NS - The structure and function of major systems and current health issues of the human body. Includes gross anatomy and histology. Recommend for pre-professional programs. (Formerly BIO 160)

BIOL& 175–Human Biology w/Lab
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
NS - A continuation of BIOL& 160 with a grade of 2.0 or better.

BIOL 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: BIOL 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.
Prerequisite: Permission of instructor.

BIOL 200–Nutrition
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 nutragnostic 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. (BIOL& 160, BIOL& 241), or CHEM& 131, all with a grade of 2.0 or better.

BIOL 201–Majors Biology I
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - An introduction to the biological sciences, emphasizing genetic and cellular processes common to plants and animals. For majors and non-majors; prepares students for advanced biology courses and pre-professional programs.
Prerequisite: None, however, to satisfy the prerequisite for upper division biology courses at some institutions, a year of general chemistry must be completed.

BIOL 202–Majors Biology II
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - A continuation of BIOL 201 emphasizing reproduction, growth, and homeostasis in plants and animals. For majors and non-majors, prepares students for advanced biology courses and pre-professional programs.
Prerequisite: BIOL 201 suggested or permission of instructor.

BIOL 203–Majors Biology III
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - A continuation and expansion of BIOL 201 and 202 emphasizing molecular and developmental genetics of both prokaryotic and eukaryotic organisms as well as the major topics of ecology, i.e., populations, communities, and ecosystems. For majors and non-majors, prepares students for advanced biology courses and pre-professional programs.
Prerequisite: BIOL 201 and BIOL 202 suggested or permission of instructor.

BIOL 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.

BIOL& 241–Human A & P 1
Cr: 6 Wkly hrs: 4.5 hours Lecture, 3 hours Lab
NS - Analysis of representative vertebrates for the chemical-physical process in organ systems and their gross anatomy and histology as they pertain to the human body. Enrollment in BIOL& 241/BIO& 242 insures transferable credit. (Formerly BIO 250)
Prerequisite: CHEM& 121 and CHEM& 131 or CHEM& 141 and CHEM& 142 with a grade of 2.0 or better; concurrent enrollment in either CHEM& 131 or CHEM& 142 is permitted but not recommended.

BIOL& 242–Human A & P 2
Cr: 6 Wkly hrs: 4.5 hours Lecture, 3 hours Lab
NS - A continuation of BIOL& 241 with emphasis on blood, immunity, respiration, urinary function, digestion, and reproduction. Lab includes dissections and structure identification. (Formerly BIO 251)
Prerequisite: BIOL& 241 with a grade of 2.0 or better.

BIOL 260–Microbiology
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - The structure, function, metabolism, genetics, control and cultivation of microorganisms, and their role in immunity and disease. For pre-professionals.
Prerequisite: CHEM& 121 or CHEM& 141/142 or CHEM& 241/242 and a minimum of 5 credits in any of the following Biology courses with a lab: (BIOL 160, BIOL 241) all with a grade of 2.0 or better.

*See course description for prerequisite.
Business

BUS& 101–Intro to Business
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Business operations: management, marketing, finance, and human resources. Business environments: global, economic, social, ethical, and political. (Formerly BS-EC 101)

BUS& 201–Business Law
Cr: 5 Wkly hrs: 5 hours Lecture
Origin and development of business law, the legal system, and enforcement of individual legal rights; law of torts, crimes, and business contracts. (Formerly BS-EC 260)

BUS 215–Business Statistics
Cr: 5 Wkly hrs: 5 hours Lecture
Application of inferential statistics to business decisions; frequency distributions; sampling, probability, hypotheses testing, and regression. (Formerly BS-EC 257 and 258) Prerequisite: MATH 099 or equivalent.

Business Management

BMGMT 102–Introduction to International Business
Cr: 5 Wkly hrs: 5 hours Lecture
This course examines the fundamental issues facing international commerce. The course covers: country and regional differences, the economics and politics of global trade and investment, business strategies and structures of international firms, and the global monetary system. WTO and the world's basic religions are also covered.

BMGMT 105–Introduction to Financial Planning
Cr: 5 Wkly hrs: 5 hours Lecture
Includes common sense budgeting and money management tips. Explores major capital markets including: Stocks, Bonds, Mutual Funds, Money Markets and Real Estate. Provides insights into Consumer Credit, Predatory Lending, Identity Theft, Phishing, and Check Cashing Outlets. Basic Insurance, Transportation, and Retirement Planning needs are also discussed. There's no reason not to have a financial plan anymore!

BMGMT 140–Business and Personal Mathematics
Cr: 5 Wkly hrs: 5 hours Lecture
Solving practical business problems, in an applied context, involving one-variable linear equations. Bank account reconciliation and metrics are also introduced. Prerequisite: MATH 090A with a grade of 2.0 or above or satisfactory placement test score.

BMGMT 143–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
An 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 seminar, 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 seminar, one-day seminar introducing basic tips on how to manage multiple projects/deadlines, and interpret and draw basic project management PERT Diagrams and Gantt Charts. Applicable to start-up and existing small businesses.

BMGMT 149–Entrepreneurship-Marketing for Growth
Cr: 2 Wkly hrs: 2 hours Lecture
An entrepreneurial 2-day seminar covering non-traditional marketing techniques critical for small business success and survival. Topics include: the use of public relations and promotions, back-end marketing, getting the most out of word-of-mouth advertising, accessing local and national advertising sources and creating winning press releases. Applicable to start-up and existing small businesses.

BMGMT 170–Client/Customer Relations
Cr: 2 Wkly hrs: 2 hours Lecture
Provides customer relationship management (CRM) skill development to create an organizational culture that delivers superior quality services in challenging situations.

BMGMT 180–Marketing
Cr: 5 Wkly hrs: 5 hours Lecture
Marketing in the new millennium is all about building profitable customer relationships. This course explores consumer buying behavior, decisions as to which target markets the organization can strategically access and serve, and determinants of a compelling value position to attract, keep, and grow targeted customers. You'll never view commercials the same way again.

BMGMT 181–Principles of Sales
Cr: 5 Wkly hrs: 5 hours Lecture
Selling isn't what it used to be. Find out how being an information provider can help you better meet your customer's needs, improve opportunities for sales and support a customer relationship management program (CRM). This course provides an introduction into a number of effective selling techniques, information on handling objections, active listening and preparing that winning sales presentation.

BMGMT 183–Negotiations
Cr: 5 Wkly hrs: 5 hours Lecture
The fundamentals of effective “Win-Win” strategies and tactics imperative to getting what you want through the positive use of communication, information and negotiating power.

BMGMT 185–E-Business Strategies
Cr: 5 Wkly hrs: 5 hours Lecture
An interactive course balancing technical and strategic aspects of electronic business. Electronic platforms, payment systems, regulation, security and privacy issues addressed.

BMGMT 203–Small Business Planning & Management
Cr: 5 Wkly hrs: 5 hours Lecture
Discusses proper legal structures; financial competencies; and promotional strategies for start-up and existing businesses. A Business Plan is outlined. Prior accounting and marketing coursework or relevant business experience is strongly recommended.

BMGMT 247–H.R. Performance Reviews
Cr: 2 Wkly hrs: 2 hours Lecture
This entrepreneurial 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.

Business Technology

BSTEC 101–Adaptive Keyboarding – One-Handed
Cr: 3 Wkly hrs: 6 hours Lab
Students will learn and develop skill in alphabetic keyboarding and 20-key data entry using a one-handed keyboard. (Formerly OFTEC 101)

BSTEC 102–Screen Magnification
Cr: 1 Wkly hrs: 2 hours Lab
Students will acquire the skills and knowledge to access and manipulate text using screen magnification. (Formerly OFTEC 102)

BSTEC 103–Braille Translation and Printing
Cr: 3 Wkly hrs: 6 hours Lab
Comprehensive introduction to translating an ink-print document into Braille using a Braille translation program and printing in Braille. (Formerly OFTEC 103) Prerequisite: BSTEC 104.

BSTEC 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.

BSTEC 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: BSTEC 104.

BSTEC 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: BSTEC 105.

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

*See course description for prerequisite.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSTEC 107</td>
<td>Voice Recognition Level 1</td>
<td>3</td>
<td>6 Lab hours</td>
<td>Introduction to DragonDictate. Use basic voice-activated input commands to build voice files, dictate a simple written document, and correct errors. (Formerly OFTEC 107)</td>
</tr>
<tr>
<td>BSTEC 108</td>
<td>Voice Recognition Level 2</td>
<td>3</td>
<td>6 Lab hours</td>
<td>Learn to format and manipulate a document using intermediate voice-activated commands. (Formerly OFTEC 108)</td>
</tr>
<tr>
<td>BSTEC 109</td>
<td>Voice Recognition Level 3</td>
<td>3</td>
<td>6 Lab hours</td>
<td>Learn to navigate in a typically mouse-driven environment such as Windows and the Internet using advanced voice commands. (Formerly OFTEC 109)</td>
</tr>
<tr>
<td>BSTEC 110</td>
<td>Beginning Keyboarding</td>
<td>3</td>
<td>4 Lab hours</td>
<td>Learn and develop skill in alphanumeric keyboarding, 10-key data entry, basic computer functions, and basic document formatting. (Formerly OFTEC 110)</td>
</tr>
<tr>
<td>BSTEC 111</td>
<td>Intermediate Keyboarding</td>
<td>3</td>
<td>4 Lab hours</td>
<td>Improve speed and accuracy of alphabetical and numerical data entry including business document formatting and 10-key pad skills using the touch system. (Formerly OFTEC 111)</td>
</tr>
<tr>
<td>BSTEC 112</td>
<td>Advanced Keyboarding</td>
<td>3</td>
<td>4 Lab hours</td>
<td>Student will improve both speed and accuracy of alphanumeric keyboarding skills using the touch system and gain training in keyboarding test techniques. (Formerly OFTEC 115)</td>
</tr>
<tr>
<td>BSTEC 113</td>
<td>Internet Basics</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Introduction to tools and strategies to communicate, explore, and retrieve information using the Internet resources. Some computer skills required. Text required. (Formerly CMPTR 113)</td>
</tr>
<tr>
<td>BSTEC 114</td>
<td>MS Outlook</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Introduction to MS Outlook as an information manager. E-mail, files, contact lists, journal and calendar. Basic computer skills needed. Text required. (Formerly CMPTR 118)</td>
</tr>
<tr>
<td>BSTEC 115</td>
<td>Electronic Communication</td>
<td>2</td>
<td>2 Lecture hours</td>
<td>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)</td>
</tr>
<tr>
<td>BSTEC 116</td>
<td>MS Word</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Introduction to word processing with Microsoft Word for simple applications. Hands-on training. Textbook required. (Pass/No Credit or graded option) (Formerly CMPTR 127)</td>
</tr>
<tr>
<td>BSTEC 117</td>
<td>Microsoft Excel</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Introduction to spreadsheets using Microsoft Excel for simple applications. Hands-on training. Textbook required. (Pass/No Credit or graded option) (Formerly CMPTR 128)</td>
</tr>
<tr>
<td>BSTEC 118</td>
<td>PowerPoint</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Understanding presentation software using Microsoft PowerPoint for simple applications. Hands-on training. Textbook required. (Pass/No Credit or grade) (Formerly CMPTR 137)</td>
</tr>
<tr>
<td>BSTEC 119</td>
<td>MS Access</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Microsoft Access database system, file structures and practical applications in the Windows environment. Computer skills suggested. Text required. (Formerly CMPTR 153)</td>
</tr>
<tr>
<td>BSTEC 120</td>
<td>MS Transitions</td>
<td>2</td>
<td>2 Lecture hours</td>
<td>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)</td>
</tr>
<tr>
<td>BSTEC 121</td>
<td>Publisher</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Hands-on approach for designing and creating newsletters, stationery, flyers, brochures, and business documents. Basic computer skills needed. Text required. (Formerly CMPTR 126)</td>
</tr>
<tr>
<td>BSTEC 123</td>
<td>MS Word Specialist</td>
<td>4</td>
<td>2 Lecture hours</td>
<td>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)</td>
</tr>
<tr>
<td>BSTEC 124</td>
<td>MS Excel Specialist</td>
<td>4</td>
<td>2 Lecture hours</td>
<td>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)</td>
</tr>
<tr>
<td>BSTEC 125</td>
<td>MS Office PowerPoint 2007</td>
<td>4</td>
<td>3 Lecture hours</td>
<td>Use MS Office PowerPoint 2007 to create and edit a presentation, augment with design, and enhance slideshow techniques. (Formerly OFTEC 165)</td>
</tr>
<tr>
<td>BSTEC 126</td>
<td>Integration of Software Applications</td>
<td>2</td>
<td>2 Lecture hours</td>
<td>Reinforce understanding and proficiency with MS Office 2007, completing tasks in Word, Excel, Access and PowerPoint, and integrating between these applications. (Formerly OFTEC 180)</td>
</tr>
<tr>
<td>BSTEC 127</td>
<td>Microsoft Publisher Basics</td>
<td>4</td>
<td>3 Lecture hours</td>
<td>Use Publisher to create newsletters, stationery, flyers, brochures, and other business documents. Emphasis on problem-solving, design and proofreading/editing skills. (Formerly OFTEC 142)</td>
</tr>
<tr>
<td>BSTEC 130</td>
<td>Practical Accounting</td>
<td>5</td>
<td>5 Lecture hours</td>
<td>Introductory accounting course that includes accounting theory and practice as they apply to small business and service business situations. (Formerly OFTEC 121)</td>
</tr>
<tr>
<td>BSTEC 132</td>
<td>Electronic Printing Calculators</td>
<td>2</td>
<td>1 Lecture hour</td>
<td>Control and operation of electronic printing and display calculators. Emphasis on attaining minimum office proficiency. ( Formerly OFTEC 124)</td>
</tr>
<tr>
<td>BSTEC 133</td>
<td>Computerized Accounting</td>
<td>4</td>
<td>2 Lecture hours</td>
<td>Hands-on, realistic approach to computerized, integrated accounting for students who have a fundamental knowledge of accounting practices and principles. (Formerly OFTEC 134)</td>
</tr>
<tr>
<td>BSTEC 134</td>
<td>Payroll Accounting</td>
<td>5</td>
<td>5 Lecture hours</td>
<td>Designed to provide information and study regarding the benefits, taxes, payroll deductions, and employment accounting records incidental to the social security and tax program. (Formerly OFTEC 123)</td>
</tr>
<tr>
<td>BSTEC 135</td>
<td>Accounting Simulation/Serv Business</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Simulated accounting application involving the accounting cycle for a service business. (Formerly OFTEC 130)</td>
</tr>
<tr>
<td>BSTEC 136</td>
<td>Accounting Simulation/Merch Business</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Simulated accounting application involving the accounting cycle for a merchandising business. (Formerly OFTEC 131)</td>
</tr>
<tr>
<td>BSTEC 137</td>
<td>Accounting Simulation/Corporation</td>
<td>1</td>
<td>1 Lecture hour</td>
<td>Simulated accounting application involving the accounting cycle for a corporation. (Formerly OFTEC 132)</td>
</tr>
</tbody>
</table>

*See course description for prerequisite.*

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Course Descriptions

BSTEC 141–QuickBooks
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
A hands-on, realistic approach to small business accounting using specialized “QuickBooks” accounting software and integration with Microsoft Word and Excel 2007. (Formerly OFTEC 139)
Prerequisite: BSTEC 130 or ACCT& 201 or permission of instructor.

BSTEC 142–Peachtree Accounting
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
A hands-on realistic approach to small business accounting, using specialized “Peachtree” accounting software, and integration with MS Word and Excel 2007. (Formerly OFTEC 138)
Prerequisite: BSTEC 130 or ACCT& 201 or permission of instructor.

BSTEC 150–Business English
Cr: 5 Wkly hrs: 5 hours Lecture
A business-centered approach to improving writing skills by reviewing grammar, language usage, structure, English mechanics, editing, proofreading, and spelling. (Formerly OFTEC 156)
Prerequisite: Assessment test at college level reading and writing or ENGL 099.

BSTEC 155–Customer Service Information Age
Cr: 2 Wkly hrs: 2 hours Lecture
Students will develop skills using various research and technological tools to help identify quality care in a customer service environment. (Pass/No Credit) (Formerly OFTEC 112)

BSTEC 160–General Office Procedures
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Introduction to the office environment, receptionist duties, equipment and supply control, bank services, payroll procedures, mail and resume/job hunting skills. (Formerly OFTEC 136)

BSTEC 223–MS Excel Advanced
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Includes: macros, templates, auditing tools, database tools, pivot tables. Prepares completers for personal and business settings or certification exam. (Formerly OFTEC 252)
Prerequisite: BSTEC 124 or pass MOS Excel proficiency or permission of instructor.

BSTEC 229–Individual Taxation
Cr: 5 Wkly hrs: 5 hours Lecture
Prerequisite: BSTEC 130 or ACCT& 201.

BSTEC 230–Government Office Procedures
Cr: 5 Wkly hrs: 5 hours Lecture
Emphasis on accuracy, formatting, machine. Emphasis on accuracy, formatting, and automated database systems; includes ARMA rules and introduction to Access. (Formerly OFTEC 170)
Prerequisite: CMPTR 150, keyboarding proficiency at 30+ NWAM or permission of instructor.

BSTEC 239–Taxation for Business
Cr: 5 Wkly hrs: 5 hours Lecture
Prerequisite: BSTEC 130 or ACCT& 201.

BSTEC 240–Taxation Simulations
Cr: 1 Wkly hrs: 2 hours Lab
Simulate tax filings for both individual and business entities. Demonstrate knowledge of tax laws and regulatory forms.
Prerequisite: BSTEC 229 and BSTEC 239

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
Introduces 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
Introduces compounds including nomenclature and reactions of: hydrocarbons, alcohols, aldehydes and ketones, carboxylic acids, esters, amines. Biochemistry of carbohydrates, lipids, proteins and enzymes, nucleic acids, metabolism. (Formerly CHEM 122)
Prerequisite: Completion of CHEM& 121 with a 2.0 or better.
CHEM 137–Chemistry of the Environment
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - The basic principles of chemistry emphasizing how they apply to the Earth, its major components, and its ecosystems.
Prerequisite: Completion of MATH 094 with a 2.0 or permission of the instructor.

CHEM& 139–General Chemistry Prep
Cr: 5 Wkly hrs: 5 hours Lecture
NS - 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
NS - 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.

CHEM& 142–General Chemistry II
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Principles of chemistry, including organic chemistry, gasses, solid and liquid states, solutions, kinetics, equilibrium, thermodynamics, acids and bases. (Formerly CHEM 150).
Prerequisite: CHEM& 141 with a grade of 2.0 or higher.

CHEM& 143–General Chemistry III
Cr: 3 Wkly hrs: 3 hours Lecture
NS - Principles of chemistry relating to acid/base equilibrium systems, heterogeneous equilibrium systems, transition metal chemistry, electrochemistry and nuclear chemistry. (Formerly CHEM 160).
Prerequisite: CHEM& 142 with a grade of 2.0 or higher.

CHEM& 151–General Chem Lab I
Cr: 1.5 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 or concurrent enrollment in CHEM& 141.

CHEM& 152–General Chem Lab II
Cr: 1.5 Wkly hrs: 3 hours Lab
NS - Experiments illustrating general principles and quantitative relationships in chemistry. (Formerly CHEM 151)
Prerequisite: CHEM& 151, CHEM& 142 with a 2.0 or higher or concurrent enrollment in CHEM& 142.

CHEM& 153–General Chem Lab III
Cr: 3 Wkly hrs: 6 hours Lab
NS - Volumetric and Gravimetric experiments in quantitative analysis using computer acquisition and treatment of data. Qualitative analysis of solutions containing selected metallic ions and polyatomic anions using wet chemical methods as well as a computer simulation. (Formerly CHEM 161)
Prerequisite: CHEM& 152, CHEM& 143 with a grade of 2.0 or higher or concurrent enrollment in CHEM& 143.

CHEM 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: CHEM 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.
Prerequisite: Permission of instructor.

CHEM& 241–Organic Chem I
Cr: 4 Wkly hrs: 4 hours Lecture
NS - An introduction to the alkanes, alkenes, and alkynes. Includes discussions of structure, including stereochemistry, chemical and physical properties, and substitution/elimination reactions. (Formerly CHEM 240).
Prerequisite: CHEM& 142 with a grade of 2.0 or higher.

CHEM& 242–Organic Chem II
Cr: 4 Wkly hrs: 4 hours Lecture
NS - 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.

CHEM& 243–Organic Chem III
Cr: 4 Wkly hrs: 4 hours Lecture
NS - Structure, nomenclature, synthesis and reactions of aldehydes and ketones, carboxylic acids and derivatives, B-dicarbonyl compounds, amines, aryl halides, carbohydrates, lipids, and amino acids/proteins. (Formerly CHEM 260).
Prerequisite: CHEM& 242.

CHEM& 251–Organic Chem Lab I
Cr: 1.5 Wkly hrs: 3 hours Lab
NS - Organic chemistry lab emphasizes mastery of techniques such as sample handling, filtration, measuring physical constants, recrystallization, extraction, GC, polarimetry, and refractometry. (Formerly CHEM 241).
Prerequisite: CHEM& 241 or concurrent enrollment.

CHEM& 252–Organic Chem Lab II
Cr: 2 Wkly hrs: 4 hours Lab
NS - Organic chemistry lab emphasizes techniques such as simple, fractional, steam, and reduced pressure distillation; thin-layer, column, high-pressure liquid chromatography, and IR/NMR spectroscopy. (Formerly CHEM 251).
Prerequisite: CHEM& 251, or CHEM& 242 or concurrent enrollment in CHEM& 251.

CHEM& 253–Organic Chem Lab III
Cr: 3 Wkly hrs: 6 hours Lab
NS - Includes organic qualitative analysis, an oral presentation on a journal article, and an independent synthesis project. (Formerly CHEM 261)
Prerequisite: CHEM& 252, CHEM& 243, or concurrent enrollment in CHEM& 243.

CHEM 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: CHEM 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.
Prerequisite: Permission of instructor.

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/CMST 290)
CMST 105–Photography
Cr: 5 Wkly hrs: 5 hours Lecture
H - The basics of digital photography with special attention to news value and composition. (Formerly JOURN 105)
Course Descriptions

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 and 210/220/230)

CMST 125–Reporting and News Writing I
Cr: 5 Wkly hrs: 5 hours Lecture
H - News writing basics for print and online journalism. Emphasis on news value, sources, conventions of standard English, logical organization, Associated Press style, and professional ethics. (Formerly JOURN 100, CMST 101)
Prerequisite: ENGL 101 eligibility.

CMST 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& 210–Interpersonal Communication
Cr: 5 Wkly hrs: 5 hours Lecture
H - Communication theory as applied to interpersonal communication. Includes verbal and non-verbal language, listening, perception, and self-concept as it applies to communication, emotions, and conflict resolution. (Formerly SPCH 152)

CMST& 220–Public Speaking
Cr: 5 Wkly hrs: 5 hours Lecture
H - Principles and techniques of preparing and delivering effective public speeches to inform, analyze, and persuade. (Formerly SPCH 151B)

CMST 225–Reporting and News Writing II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Intermediate level course in advanced reporting and news and feature writing. Students will be encouraged to submit work for publication in the student paper, “The Olympian”. (Formerly JOURN 101/102 and 103/201/202/203, CMST 201)
Prerequisite: CMST 125.

CMST 242–Career Communications
Cr: 5 Wkly hrs: 5 hours Lecture
H - The study of communication in career settings. Material to be covered includes verbal and non-verbal language, listening, interviewing, conflict resolution, and oral presentations. (Formerly SPCH 242)

CMST 293–Ethical and Legal Principles of Media
Cr: 5 Wkly hrs: 5 hours Lecture
H - Ethical and legal principles studied as they apply to media. (Formerly HUMAN 293)

Computer Information Systems

CMPTR 101–Computer Literacy Assessment
Cr: 1 Wkly hrs: 2 hours Lab
Students who are already computer literate may be introduced to the study of basic computer use, file management, word processing, spreadsheets, the World Wide Web, and email, through assessment tests. (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. Basic knowledge of Microsoft Windows XP or later. Competent keyboard skills.

CMPTR 112–Introduction to Windows
Cr: 1 Wkly hrs: 1 hours Lecture
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 hours Lecture
Learn to use HTML tags to create web pages in accordance with XHTML specifications. Create links, format text, create bulleted and numbered lists, insert images and background color/images, produce image maps, create forms, and understand multimedia possibilities. (Pass/No Credit)
Prerequisite: Basic knowledge of Microsoft Windows 95 or later. Competent keyboarding skills.

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 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
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.

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).
Prerequisite: Competent keyboarding skills.

CMPTR 130–Introduction to Personal Computers
Cr: 1 Wkly hrs: 1 hours Lecture
Introduction to personal computers for first time users. Computer terminology, PCs hardware options, windows operating systems, basic software techniques and basic Internet use.

CMPTR 139–Intro to MS Visio
Cr: 1 Wkly hrs: 1 hours Lecture
Introduction to Microsoft Visio to create flow diagrams, basic organizational charts, and network diagrams. Knowledge of basic computer skills suggested. Text required.

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.

*See course description for prerequisite.
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.
Prerequisite: Windows skills and a prior computer class or permission of instructor.

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 155–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 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 176-PC Technical Support Essentials
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
This course covers the fundamentals of hardware, operating systems, troubleshooting and customer interactions as these pertain to the personal computing environment. Can be taken concurrently with CMPTR 177. This course helps prepare students for the CompTIA A+ Essentials certification exam.
Prerequisite: Working knowledge of MS Windows operating systems (file management, managing multiple windows and tasks).

CMPTR 177-PC Technical Support Practical Skills
Cr: 3 Wkly hrs: 2 hours Lecture, 2 hours Lab
Installation, configuration, upgrades, and maintenance of PCs, Windows OS and SOHO networks. Troubleshooting techniques and tools to resolve PC, OS, and network issues and implement security practices. Can be taken concurrently with CMPTR 176. Helps prepare students for the CompTIA A+ Practical Application certification exam.
Prerequisite: Working knowledge of MS Windows operating systems (file management, managing multiple windows and tasks).

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 the critical information students need to successfully support the current Microsoft Windows desktop operating system in a business.

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 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
Write C programs using data structure concepts (linklist, binary search trees). 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 Extremes
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.
Course Descriptions

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 239–Internetworking V
Cr: 4 Wkly hrs: 4 hours Lecture
This course will prepare students for successful achievement of the Cisco Certified Network Associate (CCNA) Security certification.
Prerequisite: CMPTR 216 or permission of the instructor and concurrent enrollment in CMPTR 201.

CMPTR 244–Network Lab Practicum
Cr: 5 Wkly hrs: 10 hours Lab
The student will apply networking knowledge and skills to processes and procedures supporting the operational readiness and maintenance of the CIS Networking Lab.
Prerequisite: CMPTR 118.

CMPTR 245–Structured Analysis and Design
Cr: 5 Wkly hrs: 5 hours Lecture
Structured analysis and design theory with an introduction to “logical” data and process modeling. This class is intended for students with fundamental skills in computer programming and documentation. Students are strongly encouraged to contact faculty before enrolling in this class to review the prerequisite skills and knowledge needed for a successful experience. The prerequisite skills may be obtained by taking CMPTR 120 and ENGL& 101.

CMPTR 250–SQL
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Introduction to structured query language (SQL) used by most relational databases. Students will create, manipulate, and query data using DDL and DML. This class is intended for students with fundamental skills in computer programming. Students are strongly encouraged to contact faculty before enrolling in this class to review the prerequisite skills and knowledge needed for a successful experience. The prerequisite skills may be obtained by taking CMPTR 120.

CMPTR 254–Programming with MS Access
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Design and development of practical database systems using the MS Access Basic programming language. Development of practical applications using MS Access Basic.
Prerequisite: CMPTR 154 and CMPTR 165 or permission of instructor.

CMPTR 260–Introduction to MS SQL Server
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
An introduction to installing, managing, optimizing and troubleshooting Microsoft SQL Server for IT professionals.
Prerequisite: CMPTR 154 or permission of the instructor or concurrent enrollment.

CMPTR 261–Operating Systems/Unix
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
An introduction to the Unix/Linux operating system and Unix/Linux system administration.
Prerequisite: CMPTR 111 and 120 with a grade of 2.0 or above or permission of instructor.

CMPTR 262–Unix Administration
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
A practice-based course to prepare students to administer UNIX-based systems in a secure, networked, client-server environment.
Prerequisite: CMPTR 261.

CMPTR 285–Object Oriented Programming with C++
Cr: 5 Wkly hrs: 5 hours Lecture
Writing object oriented programs utilizing C++. Introduces concepts of data abstraction, data classes, and polymorphism.
Prerequisite: CMPTR 146 or CMPTR 145 with a grade of 2.0 or above, or permission of instructor.

CMPTR 288–Managing Large LAN/WANs
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
This course was designed to provide for planning, trusts, domain models, user and group management, resource management, connectivity and overall domain management in a large-scale environment using NT Server 4.0.
Prerequisite: CMPTR 291 or permission of instructor or concurrent enrollment.

CMPTR 289–Introduction to a Web Server
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Installation, configuration, file management, connectivity, interoperability, and 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 290–Microsoft LAN Administration I
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Introduces the student to Windows Server 2008 Active Directory Configuration, 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
Introduces the student to Windows Server 2008 Network Infrastructure Configuration, preparing the student for the MCP exam – Exam 70-291.
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& 141 with a grade of 2.0 or higher (or placement into MATH& 142).

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.

*See course description for prerequisite.
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. Call 360.475.7480 or email cooped@olympic.edu to arrange.

CO-OP 120—Transition to Work  
Cr: 3  Wkly hrs: 2 hours Lecture, 3 hours Clinic  
A work-based learning course that prepares students for employment.

CO-OP 120A—Transition to Work Module 1  
Cr: 1  Wkly hrs: 1 hours 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.

CO-OP 120B—Transition to Work Module 2  
Cr: 1  Wkly hrs: 1 hours 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  
Course can be offered as: CO-OP 121/122/123/124.  
Contracted work experience coordinated with employer, faculty, and student to meet learning objectives specific to the work site and occupation/trade.  
Prerequisite: CO-OP seminar concurrent with first quarter work experience.

CO-OP 189A—Community Volunteer Service  
Cr: 2  Wkly hrs: 6 hours Clinic  
Course can be offered as: CO-OP 189A/189B/189C.  
The Community Volunteer Service course utilizes Cooperative Education to enable students to experience volunteerism as a central component of life and career planning.

CO-OP 221—Cooperative Work Experience  
Cr: 1-13 Wkly hrs: 39 hours Clinic  
Course can be offered as: CO-OP 221/222/223/224.  
Contracted work experience coordinated with employer, faculty and student to meet specific learning objectives for second year co-op students.  
Prerequisite: Permission of cooperative education coordinator and current enrollment in CO-OP Seminar.

CO-OP 225—Cooperative Work Experience  
Cr: 1-13 Wkly hrs: 39 hours Clinic  
Course can be offered as: CO-OP 225/226/227/228.  
Contracted work experience coordinated with employer, faculty and student to meet specific learning objectives for second year co-op students.  
Prerequisite: Permission of cooperative education coordinator and current enrollment in CO-OP Seminar.

CO-OP 289A—Community Volunteer Service  
Cr: 3  Wkly hrs: 9 hours Clinic  
Course can be offered as: CO-OP 289A/289B/289C.  
The Community Volunteer Service course utilizes Cooperative Education to enable students to experience volunteerism as a central component of life and career planning.

Cosmetology

COSME 121—Skin/Scalp/Hair Analysis and Care  
Cr: 2  Wkly hrs: 2 hours Lecture  
Composition, structure, growth and replacement of hair; skin nourishment; skin nerves and glands; skin disorders; hair and scalp care; shampooing and scalp manipulations.  
Prerequisite: Instructor approval.

COSME 122—Wet Styling/Braids/Wigs/Exts I  
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab  
Hair styling definitions, various types of curls/rollers and effects created, wig measurements/styling. Hands-on learning/practice, perform skin/scalp/hair analysis/care.  
Prerequisite: Instructor approval.

COSME 123—Wet Styling/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 Styling/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 122 and instructor approval.

COSME 125—Thermal Styling I  
Cr: 3  Wkly hrs: 1 hours Lecture, 4 hours Lab  
Prerequisite: Previous or concurrent enrollment in COSME 122 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 hours 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 121 and instructor approval.

COSME 130—Permanent Waving I  
Cr: 3  Wkly hrs: 1 hours 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 with skin/scalp/hair analysis.  
Prerequisite: Previous or concurrent enrollment in COSME 121 and instructor approval.
Course Descriptions

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 hours Lecture, 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 121 and instructor approval.

COSME 134–Chemical Relaxing II
Cr: 4 Wkly hrs: 1 hours 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 hours 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 132 and instructor approval.

COSME 136–Hair Color Semi/Bleaching II
Cr: 3 Wkly hrs: 1 hours 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 hours 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.

COSME 139–Manicuring & Pedicuring II
Cr: 4 Wkly hrs: 1 hours 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 hours 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/first aid 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/first aid 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: Previous or concurrent enrollment in COSME 143 and 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 144 and instructor approval.

COSME 145–Salon Ethics/Laws/Management III
Cr: 3 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 145 and instructor approval.

COSME 146–Desk/Phone/Dispensary I
Cr: 1 Wkly hrs: 1 hours Lecture
Study proper customer relations at desk/phone, booking appointments, daily reports, balancing tickets/till. Resume/application skills. Fill/label/dispense chemicals properly.
Prerequisite: Instructor approval.

COSME 147–Desk/Phone/Dispensary II
Cr: 4 Wkly hrs: 2 hours Lecture, 4 hours Lab
Study proper customer relations at desk/phone, booking appointments, daily reports, balancing tickets/till. Resume/application skills. Fill/label/dispense chemicals properly.
Prerequisite: Previous or concurrent enrollment in COSME 146 and instructor approval.

COSME 148–Desk/Phone/Dispensary III
Cr: 2 Wkly hrs: 6 hours Clinic
Study proper customer relations at desk/phone, booking appointments, daily reports, balancing tickets/till. Resume/application skills. Fill/label/dispense chemicals properly.
Prerequisite: Previous or concurrent enrollment in COSME 147 and instructor approval.

COSME 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
A practical application in the working world of the basic theories studied in the above program or discipline.

COSME 200–Methods of Teaching
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Training in instructional methods. Will cover lesson planning, student learning principles, classroom management, four-step instructional methods and occupational analysis.

COSME 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 instructional methods. How to be effective in student leadership development. Learn about student leadership organizations, interpersonal relationships and customer relations.

COSME 206–Testing and Rating
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Training in development of student tests to provide accuracy in measuring achievement of cosmology skills and the acquiring of subject-matter knowledge.

COSME 207–Audio Visual Materials
Cr: 2 Wkly hrs: 1 hours 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 hours 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 hours 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: 5 Wkly hrs: 1 hours 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 hours Lecture, 2 hours Lab
Training in clinical supervision and management covering the application of teaching techniques for practical classroom and clinical services.

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.

Course Notes: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

*See course description for prerequisite.*
Criminal Justice

**CJ 100–Intro to Law Enforcement**
**Cr: 5**  
**Wkly hrs: 5 hours Lecture**  
Survey of law enforcement including historical development, structure and function, goals and objectives of law enforcement agencies, and critical issues. (Formerly CRM-J 101)

**CJ& 101–Intro Criminal Justice**
**Cr: 5**  
**Wkly hrs: 5 hours Lecture**  
SS - Overview of the American system of criminal justice, crime prevention, police and law enforcement, legislation, courts and corrections. (Formerly CRM-J 103/SOCIO 103)

**CJ& 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 199–Practicum**
**Cr: 1-5**  
**Wkly hrs: 10 hours Lab**  
Course can be offered as: CJ 199/299.  
A practical application in the working world of the basic theories studied in the Criminal Justice discipline. (Formerly CRM-J 199)

Culinary Arts

**CULIN 101–Culinary Techniques**
**Cr: 8**  
**Wkly hrs: 6 hours Lecture, 4 hours Lab**  
Working in the commercial kitchen: equipment, knife skills, and food product identification.  
Prerequisite: Advisor signature and Food Handler's Permit.

**CULIN 103–Food Production I**
**Cr: 7**  
**Wkly hrs: 4 hours Lecture, 6 hours Lab**  
Prepare meats, seafood, poultry, soups, vegetables, starches and basic desserts for restaurant and commercial food service.  
Prerequisite: Kitsap Food 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 hours Lecture, 4 hours Lab**  
Develop skills producing a variety of cold food products. Prepare items appropriate for buffet presentation including decorative pieces.  
Prerequisite: Certificate/Prep Cook.

**CULIN 123–International Cuisine**
**Cr: 4**  
**Wkly hrs: 3 hours Lecture, 2 hours Lab**  
History of various countries’ cuisine covering major food sources, cooking methods and influences on cuisine.  
Prerequisite: Permission of instructor.

**CULIN 125–Applied Food Service Computation**
**Cr: 2**  
**Wkly hrs: 2 hours Lecture**  
Importance and relevance of math in the food service industry. Learn, understand and use math to meet goals of becoming a chef, baker, manager or other food service professional.

**CULIN 126–Commercial Baking I**
**Cr: 3**  
**Wkly hrs: 1 hours Lecture, 4 hours Lab**  
Applying fundamentals of baking science to the preparation of a variety of products.  
Prerequisite: Certificate/Prep Cook.

**CULIN 127–Baking Techniques**
**Cr: 15**  
**Wkly hrs: 10 hours Lecture, 10 hours Lab**  
Working in the commercial baking kitchen preparing baked goods by American Culinary Federation competencies.  
Prerequisite: Advisor signature and Food Handler Permit.

**CULIN 128–Commercial Baking II**
**Cr: 3**  
**Wkly hrs: 1 hours Lecture, 4 hours Lab**  
This course will cover creation of a menu from start to finish, breakfast to dinner.  
Prerequisite: Permission of instructor.

**CULIN 131–Food Production III**
**Cr: 7**  
**Wkly hrs: 4 hours Lecture, 6 hours Lab**  
The operations of purchasing and receiving including invoicing, pricing, product costing, and inventories to promote fiscal controls.  
Prerequisite: Permission of instructor.

**CULIN 132–Quantity Food Purchasing**
**Cr: 4**  
**Wkly hrs: 3 hours Lecture, 2 hours Lab**  
Prerequisite: Instructor signature.

**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.  
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 hours 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 hours Lecture, 4 hours Lab**  
Create menus, buffets, and specialty dishes for fine dining from preparation to order (including ala carte) and determine entire cost.  
Prerequisite: Permission of instructor.

**CULIN 210–Culinary Management**
**Cr: 3**  
**Wkly hrs: 1 hours Lecture, 4 hours Lab**  
The chef as a supervisor, trainer, and as a manager in the day to day working of a food service operation.  
Prerequisite: Permission of instructor.

**CULIN 220–Culinary Internship**
**Cr: 6**  
**Wkly hrs: 18 hours Clinic**  
This is an unpaid six week work experience related to the Culinary/Hospitality field of study.

**CULIN 250–International Cuisine Experience**
**Cr: 9**  
**Wkly hrs: 6 hours Lecture, 6 hours Lab**  
Travel and cultural immersion are employed to learn about local cuisines and cooking methods. Students visit restaurants and markets of a region.  
Prerequisite: CULIN 140 or permission of the instructor.

Digital Media Arts

**DMA 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: Instructor permission.

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 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)

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-basis composition; 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 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 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 model's 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, tabletop, 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 200–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 or instructor permission.

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 Wrkshp: 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 Wrkshp: 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 260/261/262)
Prerequisite: Previous or concurrent enrollment in DMA 110, or permission of instructor.

DMA 262–Video Prod Wrkshp: 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 263/264/265)
Prerequisite: Previous or concurrent enrollment in DMA 110, or permission of instructor.

*See course description for prerequisite.
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**Drama and Theatre**

**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 200–Intermediate Maya**
- **Cr:** 5
- **Wkly hrs:** 4 hours
- **Lecture, Lab**

Advanced uses for Maya animation software, including interface and proper workflow for game production. (Formerly IMMM 275)

**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.

**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.

**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.

**DRMA 245–Screenwriting I**
- **Cr:** 5
- **Wkly hrs:** 5 hours
- **Lecture**

H - Students use computerized tools to practice the art and craft of screenwriting. Emphasis is placed on genre-specific story structure development and execution.

**DRMA 246–Screenwriting II**
- **Cr:** 5
- **Wkly hrs:** 5 hours
- **Lecture**

H - Students use computerized tools to practice the art and craft of screenwriting at an intermediate level. Emphasis is placed on genre-specific story structure development and execution.

**DRMA 247–Screenwriting III**
- **Cr:** 5
- **Wkly hrs:** 5 hours
- **Lecture**

H - Students use computerized tools to practice the art and craft of screenwriting at an advanced level. Emphasis is placed on genre-specific story structure development and execution.

**DRMA 248–Screenwriting IV**
- **Cr:** 5
- **Wkly hrs:** 5 hours
- **Lecture**

H - Students use computerized tools to practice the art and craft of screenwriting at an advanced and professional level. Emphasis is placed on genre-specific story structure development and execution.

**DRMA 251–Beginning Acting**
- **Cr:** 5
- **Wkly hrs:** 5 hours
- **Lecture**

H - An introduction to theory and practice of acting with emphasis on the development of fundamental processes of imagination, concentration, observation, and recall.

**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.

**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.

**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, 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 280–Film Directing**
- **Cr:** 5
- **Wkly hrs:** 5 hours
- **Lecture**

H - Introduces the professional practices and techniques of feature film directing, including previsualization, storyboarding, film language, staging, lighting, editing, camera angles and framing composition.

**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 275–Intermediate Maya**
- **Cr:** 5
- **Wkly hrs:** 4 hours
- **Lecture, Lab**

Advanced uses for Maya animation software, including interface and proper workflow for game production. (Formerly IMMM 275)

**DRMA 281–Film Directing II**
- **Cr:** 5
- **Wkly hrs:** 5 hours
- **Lecture**

H - Practical application and advanced techniques of feature film directing, including previsualization, storyboarding, film language, staging, lighting, editing, camera angles and framing composition.

**ECE 100–Introduction to Child Care**
- **Cr:** 2
- **Wkly hrs:** 2 hours
- **Lecture**

Initial training requirements outlined by the Washington State Training and Registry System (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, Lab**

Introductory level practical application in the working world of the basic theories and methods studied in the Early Childhood Education program.

**ECE 170, ECE 171.**
Course Descriptions

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 – an 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 hours 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
Cr: 3 Wkly hrs: 3 hours Lecture
The basics of quality infant and toddler child care programs: developmental profiles, individualized programming environments and forming partnerships with families.

ECE 163A—Infant Toddler Caregiving, Module I
Cr: 1 Wkly hrs: 1 hours 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 hours 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 hours 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.

ECE 166—Environments for Children
Cr: 1 Wkly hrs: 1 hours Lecture
The adults’ role in designing, evaluating and improving environments to ensure a quality learning 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 hours 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
Prerequisite: Permission of instructor.

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 hours 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 hours 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 hours 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 hours 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: 2 Wkly hrs: 4 hours Lab
Provides the student with opportunity to read about and visit various programs. After exposure to different philosophies, student will be expected to develop their own.
Prerequisite: Permission of instructor.

ECE 187—Special Topics – CDA Credential I
Cr: 1-6 Wkly hrs: 6 hours Lecture
Prerequisite: Permission of instructor.

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

*See course description for prerequisite.
ECE 187A—Special Topics CDA Credential I  
Cr: 1-6  Wkly hrs: 12 hours Lab  
The basics of physical, social, emotional, and  
intellectual development, and observing/  
recording child behavior and growth  
necessary to obtain the Child Development  
Associate (CDA) Credential. (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,  
etnicity 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 hours Lecture,  
12 hours Clinic  
Students apply cumulative knowledge to  
practice skills with children and professional  
interactions with families and staff in a  
developmentally appropriate early childhood  
setting.  
Prerequisite: 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 hours Lecture  
A seminar to develop an individual  
professional portfolio documenting essential  
areas of study in early childhood education  
and to plan short and long term professional  
improvement goals.  
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.

ECON 200—Essentials of Economics  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Overview of major micro/macro economic  
principles to include: supply and demand,  
opportunity cost, competition, monopoly,  
income determination, money creation and  
credit.

ECON 201—Micro Economics  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Supply and demand; cost and revenue  
analysis; pure competition; agriculture;  
monopoly; imperfect competition; antitrust  
policy; regulation; factor incomes; unions.  
(Formerly BS-EC 202)  
Prerequisite: MATH 099 or above with a  
grade of 2.0 or above and an Accuplacer  
Comprehension test score of 84 or above  
or permission of instructor.

ECON 202–Macro Economics  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Fundamentals of a private-enterprise  
economy; national income; employment;  
inflation; growth; money; the monetary  
system; Keynesian Economics; Monetarist  
Economics; international trade. (Formerly  
BS-EC 210)  
Prerequisite: MATH 099 or above with a  
grade of 2.0 or above and an Accuplacer  
Comprehension test score of 84 or above  
or permission of instructor.

Education  
EDUC 110—Reading Techniques for At-Risk Child  
Cr: 5  Wkly hrs: 5 hours Lecture  
The course is a good exploratory elective for  
people pursuing a para education degree,  
for future teachers, or for parents seeking to  
boost their child's reading skills. Provides an  
exposure to basic tutorial strategies for use in  
a K-8 school setting.

EDUC 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.

*See course description for prerequisite.  
www.olympic.edu |Campus Switchboard: 360.792.6050 or 1.800.259.6718
**Course Descriptions**

**EDUC& 121--Child Development I: Birth to 8**  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Provides an overview of typical developmental sequences for children from birth to age 8, the conditions impacting development and the history and theories of child development. (Formerly EDUC& 115)

**EDUC& 122--Child Development II: 8-Teen**  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Survey of the development of children from middle childhood through adolescence. Includes social, emotional, physical, motor, intellectual, moral and language characteristics.  
Prerequisite: EDUC& 121.

**EDUC 123--Classroom Management**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Classroom management and student discipline as tools to enhance student learning in the classroom.

**EDUC 132--Educational Technology/K-12 Setting**  
Cr: 5  Wkly hrs: 5 hours Lecture  
The role of educational technology in a K-12 setting to enhance academic learning and success.

**EDUC 199--Practicum**  
Cr: 1-5  Wkly hrs: 10 hours Lab  
Course can be offered as: EDUC 199/299.  
A practical application in the working world of the basic theories studied in the above program or discipline.

**EDUC& 202--Intro to Education**  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - Introduction to the role of education in society, the sociological and psychological aspects; an orientation to the personal, academic, and professional requisites that contribute to success. (Formerly EDUC 101)

**EDUC& 203--Exceptional Child**  
Cr: 3  Wkly hrs: 3 hours Lecture  
SS - Exploring trends, resources, and strategies for including children with disabilities, and their families, in the educational and the wider communities. (Formerly ECE 150/FS 150)

**EDUC 210--Culturally Responsive Classrooms**  
Cr: 5  Wkly hrs: 5 hours Lecture  
SS - The course will enhance the students’ understanding of the relationship between culture, society and education to create a culturally responsive classroom.

**Electronics**

**ELECT 100--Exploring Electronics**  
Cr: 8  Wkly hrs: 6 hours Lecture, 4 hours Lab  
Direct Current (DC) and Alternating Current (AC) theory and safety. Hand tools, test equipment, soldering, home wiring, entertainment product use and repair.

**ELECT 101--Direct Current**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Fundamentals of direct current from Ohm's Law through network theorems.  
Prerequisite: MATH 094 or equivalent.

**ELECT 102--Alternating Current**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Principles of inductance, capacitance, impedance, resonance, and filters.  
Prerequisite: ELECT 101 or equivalent.

**ELECT 103--Introduction to Solid-State**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Introduction to the fundamentals of diode and bipolar transistor theory.  
Prerequisite: ELECT 102 or equivalent.

**ELECT 106--Electronic Fabrication**  
Cr: 1  Wkly hrs: 2 hours Lab  
Basic skill development through hands-on practice is emphasized covering such topics as soldering techniques and circuit board assembly.

**ELECT 111--Direct Current Circuit Laboratory**  
Cr: 3  Wkly hrs: 6 hours Lab  
Laboratory practice and experimentation in elementary circuitry using basic electronic instrumentation.  
Prerequisite: Concurrent enrollment in ELECT 101.

**ELECT 112--Alternating Current Circuit Lab**  
Cr: 3  Wkly hrs: 6 hours Lab  
Practice in the application of AC concepts: Techniques in using electronic instruments, such as oscilloscopes, digital multimeters, frequency counters, and Z meters.  
Prerequisite: Concurrent enrollment in ELECT 102.

**ELECT 113--Basic Solid-State Laboratory**  
Cr: 3  Wkly hrs: 6 hours Lab  
Applications of diodes and transistors in electronic circuits.  
Prerequisite: Concurrent enrollment in ELECT 103.

**ELECT 115--Foundations for the Trades**  
Cr: 10  Wkly hrs: 10 hours Lecture  
This course integrates trade concepts, math skills, language skills, academic success strategies, and career planning specific to welding, electronics, and automotive careers.  
Prerequisite: Orientation/qualifying score on state standardized assessment.

**ELECT 160--Computer Applications I**  
Cr: 2  Wkly hrs: 2 hours Lecture  
Practice in the application of typical data processing operations for solving direct current problems.  
Prerequisite: Must be taken concurrently with ELECT 101.

**ELECT 165--Introduction to Digital Logic**  
Cr: 4  Wkly hrs: 4 hours Lecture  
Introduction to the theory, practices and application of digital electronics.  
Prerequisite: ELECT 102.

**ELECT 166--Introduction to Digital Logic Lab**  
Cr: 2  Wkly hrs: 4 hours Lab  
Introduction to the theory, practices and application of digital electronics. Theoretical concepts and trouble-shooting techniques are demonstrated through lab experiments.  
Prerequisite: Concurrent enrollment in ELECT 165.

**ELECT 170--Computer Applications II**  
Cr: 2  Wkly hrs: 2 hours Lecture  
Course helps familiarize the student with the use of personal computers, the school's computer labs, and using computers to solve electronic-related problems.  
Prerequisite: Must be taken concurrently with ELECT 102.

**ELECT 200--Basic Electronics Theory & Assessment**  
Cr: 2  Wkly hrs: 2 hours Lecture  
This course reviews fundamental theory associated with the first year electronics program and assesses students' preparation for advanced instruction.  
Prerequisite: Permission of instructor.

**ELECT 201--Solid-State Devices**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Continuation of solid-state theory, use of approximation techniques in circuit analysis, development of parameters, evaluation of circuit potentials and applications.  
Prerequisite: Concurrent enrollment in ELECT 211.

**ELECT 202--Advanced Solid-State Devices**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Continuation of analysis in using equivalent circuit concepts. Various types of solid-state components and introduction to analog integrated circuits.  
Prerequisite: ELECT 201 and concurrent enrollment in ELECT 212.

**ELECT 203--Special Circuits**  
Cr: 5  Wkly hrs: 5 hours Lecture  
Solid-state devices/integrated circuits in industry; active filters, phase locked loops, SCRs, Triacs, and other power control semiconductors.  
Prerequisite: ELECT 202 and concurrent enrollment in ELECT 213.

**ELECT 211--Solid-State Laboratory**  
Cr: 3  Wkly hrs: 6 hours Lab  
Laboratory practice in the construction, analysis, and trouble shooting of bipolar transition circuits.  
Prerequisite: Completion of first-year core program or equivalent.

**ELECT 212--Advanced Solid-State Circuit Lab**  
Cr: 3  Wkly hrs: 6 hours Lab  
Development of and experimentation with transistor amplifiers and analog integrated circuits.  
Prerequisite: ELECT 201, 211.

**ELECT 213--Special Circuits Laboratory**  
Cr: 3  Wkly hrs: 6 hours Lab  
Laboratory practice in analysis and troubleshooting of active filters, phase locked loops, and solid-state power control circuits.  
Prerequisite: Concurrent enrollment in ELECT 202 and concurrent enrollment in ELECT 203.

**ELECT 220--ISCET Prep Course**  
Cr: 1  Wkly hrs: 1 hours 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 225–Advanced Digital Circuits Laboratory
Cr: 2 Wkly hrs: 4 hours Lab
A continuation of the basic digital circuits laboratory, with an emphasis on counters, decoders, registers, and an introduction to microprocessors.
Prerequisite: Concurrent enrollment in ELECT 225.

ELECT 227–Microcomputer Laboratory
Cr: 2 Wkly hrs: 4 hours Lab
Introduction to the use of machine/ assembler language programming to control microprocessors for problem solving or A/D and D/A interfacing.
Prerequisite: Concurrent enrollment in ELECT 227.

ELECT 228–Advanced Microprocessor Lab
Cr: 2 Wkly hrs: 4 hours Lab
This class gives hands-on experience constructing, testing and evaluating a microprocessor control project.
Prerequisite: ELECT 225 or equivalent. Concurrent enrollment in ELECT 228.

ENGR 100–Introduction to Engineering
Cr: 1 Wkly hrs: 1 hours Lecture
Introduction to fields and careers of engineering. How does one become an engineer? All engineering majors should take ENGR 100 early in the curriculum. (Pass/No Credit)

ENGR & 104–Intro to Design
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
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. (Formerly ENGR 123)

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.
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 lecture. (Offered Spring Quarter only.)
Prerequisite: Co-enrollment in ENGR 170.

ENGR 204–Electrical Circuits
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
Introduction to electrical engineering. Basic circuit and systems concepts. Solution of first and second order linear differential equations associated with basic circuit forms. Laboratory activities illustrate principles explored in lecture. (Offered Spring Quarter only.) (Formerly ENGR 215)
Prerequisite: MATH& 163 and PHYS 255, both with 2.0 grade or higher AND co-enrollment in MATH 221.

ENGR 214–Statics
Cr: 5 Wkly hrs: 5 hours Lecture
A study of the forces and loads acting on objects at rest using vector applications. (Offered Spring Quarter only.) (Formerly ENGR 210)
Prerequisite: ENGR 111 and MATH& 152 (each with a grade of 2.0 or higher) or ENGR 111 (grade of 2.0 or higher) and co-enrollment in MATH& 152 with instructor permission.

ENGR 215–Dynamics
Cr: 5 Wkly hrs: 5 hours Lecture
Studies of motion using vector calculus, central force motion, Newtonian mechanics, energy, and impulse momentum methods. (Offered Spring Quarter only.) (Formerly ENGR 230)
Prerequisite: ENGR 214 and MATH 221 with a grade of 2.0 or higher or ENGR& 214 with a grade of 2.0 or higher and co-enrollment in MATH 221.

ENGR 216–CAD Applications for Engineering Design
Cr: 3 Wkly hrs: 6 hours Lab
Advanced CAD applications for engineering design; surfaces, sheet metal, weldments, molds, multibody parts, advanced assembly modeling, CAD FEA, CFD, motion studies and CAD documentation.
Prerequisite: ENGR& 114 and ENGR& 214 each with a grade of 2.0 or above or instructor permission.

ENGR 224–Thermodynamics
Cr: 5 Wkly hrs: 5 hours Lecture
Introduction to energy conservation topics with application to engineering design; including energy transformation and maximum efficiency. (Formerly ENGR 260)
Prerequisite: MATH& 163 and PHYS 254 both with 2.0 grade or higher or MATH& 163 with 2.0 grade and co-enrollment in PHYS 254 with instructor permission.

ENGR 225–Mechanics of Materials
Cr: 5 Wkly hrs: 5 hours Lecture
Introduces the concepts of stress, deformation, and strain in solid materials; design implications are explored. (Formerly ENGR 220)
Prerequisite: ENGR& 214 with a grade of 2.0 or higher.

ENGR 240–Applied Numerical Methods for Engr
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
Numerical solutions to engineering problems using MATLAB programming. Application of mathematical judgment in selecting computational algorithms and communicating results.
Prerequisite: MATH& 163 with 2.0 grade or higher required. Co-enrollment in MATH 250 desired. CMPTR 120 recommended.

English

ENGL 091–Reading & Writing Academic Disciplines
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Course can be offered as: ENGL 091/092.
This intro course helps students develop strategies for reading, writing, reflection, and problem solving. Assignments focus on individual and group processes for personal/ academic writing.
Prerequisite: Assessment test score or instructor permission.

ENGL 093–Developing Skills in English
Cr: 5 Wkly hrs: 5 hours Lecture
An introduction to discourse within the business community, focusing on appropriate usage and on effective reading, writing, editing, and speaking skills.
Prerequisite: Assessment test score or instructor permission.

ENGL 098–Reading/Writing for Academic Success
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
This course develops students' critical strategies for reading, writing, problem solving, and handling academic life. Reading/writing assignments focus on personal academic/career interests.
Prerequisite: Assessment test score, 2.0 in ENGL 091/092 or instructor permission.

ENGL 099–Reading/Writing Academic Disciplines
Cr: 5 Wkly hrs: 5 hours Lecture
This course develops students' critical strategies for reading, writing, problem solving, and handling academic life. Reading/writing assignments focus on academic topics.
Prerequisite: Assessment test score, or completion of ENGL 098 with a grade of 2.0 or better, or completion of ENGL 091/092 with a grade of 3.0 or better, or permission of instructor.

*See course description for prerequisite.  www.olympic.edu | Campus Switchboard: 360.792.6050 or 1.800.259.6718
Course Descriptions

ENGL 100—Composition—Selected Prof/Tech/Voc
Cr: 5 Wkly hrs: 5 hours Lecture
English composition focusing on critical reading and thinking, and work-related writing assignments.
Prerequisite: Appropriate placement score, ENGL 093 or higher with a grade of 2.0 or better, or instructor permission.

ENGL 101—English Composition I
Cr: 5 Wkly hrs: 5 hours Lecture
A college-level introduction to effective written composition for academic, vocational, and occupational students, with emphasis on exposition.
Prerequisite: Appropriate placement test score, or completion of ENGL 098 with a grade of 2.0 or better, or completion of ENGL 098 with a grade of 3.0 or better, or permission of instructor.

ENGL 102—Composition II
Cr: 5 Wkly hrs: 5 hours Lecture
A continuation of ENGL 101 with emphasis on argumentation, research, and documentation.
Prerequisite: Successful completion of ENGL 101 with a 2.0 or better or its equivalent.

ENGL 111—Intro to Literature
Cr: 5 Wkly hrs: 5 hours Lecture
H - A study of major literary forms and methods of interpretation. (Formerly ENGL 140)

ENGL 113—Intro to Poetry
Cr: 5 Wkly hrs: 5 hours Lecture
H - The course covers ten of the most studied modern poets. The nature and development of their poetry and its distinguishing features. Also considers several schools of literary criticism. (Formerly ENGL 143)
Prerequisite: ENGL 101.

ENGL 114—Intro to Drama: Drama as Literature
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 the 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.

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 fiction narratives. Students and instructor read and critique materials in a workshop setting.

ENGL 275—Creative Writing—Long Narrative
Cr: 5 Wkly hrs: 5 hours Lecture
H - The development of long fictional narratives. Students and instructor read and critique materials in a workshop setting.

ENGL 276—Creative Writing—Advanced Poetry
Cr: 5 Wkly hrs: 5 hours Lecture
H - Further experience in writing poetry. Students and instructor read and critique materials in a workshop setting.
Prerequisite: ENGL 272.

ENGL 279—Shakespeare's Plays & English History
Cr: 5 Wkly hrs: 5 hours Lecture
H - After reading historical sources about English history, students will enjoy the art of Shakespeare's History plays and investigate his creative interpretation of the historical process.

ENGL 283—Asian Literature
Cr: 5 Wkly hrs: 5 hours Lecture
H - Representative selections from modern Chinese, Japanese, and Indian literature in translation.

ENGL 284—Survey of World Lit—20th Century
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of 20th Century literature from many countries. Covers literary genre, critical methodologies, and research. (Same as HUMAN 284)

ENGL 286—Women Authors
Cr: 5 Wkly hrs: 5 hours Lecture
H - A study of the distinctive contributions of women to literature.

ENGL 301—Writing in the Disciplines
Cr: 5 Wkly hrs: 5 hours Lecture
H - Theory and practice of writing in various academic disciplines.

ENGL 328—British Literature IV
Cr: 1 Wkly hrs: 1 hours Lecture
H - A study of Colonialism and Post-Colonialism in British Literature.
Prerequisite: ENGL 101 or the equivalent.

Esthetician

ESTH 180—Skin Care
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Honds 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
Honds on experience/related classroom instruction in draping, cleansing face, diseases and disorders, facial manipulation, skin conditions, machine/manual facials, safety/sanitation.
Prerequisite: Instructor approval.

ESTH 182—Temporary Removal of Hair
Cr: 5 Wkly hrs: 1 hours Lecture, 8 hours Lab
Honds on experience, related classroom instruction on proper temporary removal of hair using tweezers, wax, tape, chemicals, lotions, creams, and/or mechanical/electrical devices.
Prerequisite: Instructor approval.

*See course description for prerequisite.
Course Descriptions

**F-FS 115–Advanced Firefighting Fundamentals**
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab
This course expands intermediate firefighting skills to an advanced level. Course content is based on the Washington State Firefighter 1, Module 3 and Firefighter II Performance Standards. Prerequisite: F-FS 113 and permission of Fire Programs Advisor required.

**F-FS 120–Basic Fire Investigation**
Cr: 3  Wkly hrs: 3 hours Lecture
Fire scene investigation procedures and techniques used to determine the origin/cause of fire. Scene security, scene control, and courtroom demeanor for Firefighter/Investigator. Prerequisite: Permission of Fire Service Advisor.

**F-FS 124–HazMat Response Ops/Level++**
Cr: 2  Wkly hrs: 2 hours Lecture
Identification and handling of hazardous materials.

**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: 8  Wkly hrs: 4 hours Lecture, 8 hours Lab
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. Appropriate placement score or permission for entry into ENGLA & 101. Students pursing a Certificate of Proficiency in Emergency Medical Services who have completed BIOL & 175, will be given priority for enrollment. Concurrent enrollment with CO-OP 221.

**F-FS 201–Fire Protection Hydraul/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
An exploration of the scientific principles underlying how and why fires start, spread, and are controlled.

**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 detection and suppression. 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
Human behavior in fire and mass casualties situations. How building design and human behavior affect evacuation and fire department operations.

**F-FS 220–Hazardous Material Incident Mgmt**
Cr: 3  Wkly hrs: 3 hours Lecture
Prepares the student to manage hazardous material incidents in accordance with the National Fire Protection Association Standard.

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**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 hours 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.

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**Fire Service – Fire Science**

**F-FS 100–Introduction to Fire Protection**
Cr: 2  Wkly hrs: 2 hours Lecture
An introduction to the mission and standards in the fire department organization. Content addresses firefighter's role and responsibilities within a fire department.

**F-FS 110–Fire Department Pumperers**
Cr: 3  Wkly hrs: 2 hours Lecture, 2 hours Lab
An introduction to basic fire department pumper operations including 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 WA State Firefighter 1, Module 1, and consistent with NFPA standard 1001. Prerequisite: F-FS 100 and permission of Fire Programs Advisor.

**F-FS 112–Fundamentals of Emergency Medicine**
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab
Medical training for firefighters who provide emergency medical care to the sick and injured.

**F-FS 113–Intermed Firefighting Fundamentals**
Cr: 5  Wkly hrs: 3 hours Lecture, 4 hours Lab
An expansion of basic firefighting skills to an intermediate level. Content is based on NFPA 1001 and 1410 standards.

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**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
An exploration of the scientific principles underlying how and why fires start, spread, and are controlled.

**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 detection and suppression. 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
Human behavior in fire and mass casualties situations. How building design and human behavior affect evacuation and fire department operations.

**F-FS 220–Hazardous Material Incident Mgmt**
Cr: 3  Wkly hrs: 3 hours Lecture
Prepares the student to manage hazardous material incidents in accordance with the National Fire Protection Association Standard.

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**Course Notes:** H=Humanities, H/SP=Humanities/Skills Performance

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**Fire Service – Fire Science Management & Administration**

**F-FS 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. (Formerly F-FOD 131)

**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. (Formerly F-FOD 101 and F-FOD 103)

**F-FSM 202–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. (Formerly F-FOD 201 and F-FOD 203)

Prerequisite: Permission of program advisor.

**F-FSM 203–Fire Department Customer Service**
Cr: 2  Wkly hrs: 2 hours Lecture
Fire department operations with a view toward defining and serving customers.

**F-FSM 220–Incident Management Company Ops**
Cr: 3  Wkly hrs: 3 hours Lecture
Presents the primary issues that a company or chief officer must consider on a developing incident. (Formerly F-FOD 120)

Prerequisite: Permission of program advisor.

**F-SSM 225–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. (Formerly F-FOD 220)

Prerequisite: F-FS 120.

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*See course description for prerequisite.*

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Course Descriptions

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, counseling, 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.

F-FSM 240–Fire Service Incident Safety Officer
Cr: 2 Wkly hrs: 2 hours Lecture
A proactive approach for the Safety Officer acting as the Incident Commander's eyes and ears. Potential and probable hazards that could adversely affect the operations and the on-scene personnel. (Formerly F-FOD 140)
Prerequisite: Permission of program advisor.

F-FSM 248–Fire Service Instructor II
Cr: 3 Wkly hrs: 3 hours Lecture
Compares instructional planning models used to meet a variety of needs. (Formerly F-FOD 233)
Prerequisite: F-FSM 231.

F-FSM 280–Law for Emergency Services
Cr: 3 Wkly hrs: 3 hours Lecture
Introduces federal, state and local laws that regulate emergency services, national standards influencing emergency services, standards of care, tort and liability.

French

FRCH& 121–French I
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with principles of pronunciation and with elementary vocabulary and grammar structures for immediate basic communication. Explores geographical and cultural aspects of French speaking countries. (Formerly FLFRN 101)

FRCH& 122–French II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with practical vocabulary and broader grammar patterns for communication in a daily, urban context. Explores geographical and cultural aspects of French speaking countries. (Formerly FLFRN 102)
Prerequisite: FRCH& 121 or equivalent.

FRCH& 123–French III
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with upper basic vocabulary and grammar structures for conversational purposes and level. Explores linguistic, geographical and cultural aspects and differences of the French speaking countries and peoples. (Formerly FLFRN 103)
Prerequisite: FRCH& 122 or equivalent.

General Studies

GEN-S 099–Introduction to College Study Skills
Cr: 2 Wkly hrs: 2 hours Lecture
This intro course helps students develop academic and workplace readiness skills, critical thinking strategies, self-discovery techniques, and self-management tools.

GEN-S 101–Orientation to College
Cr: 1 Wkly hrs: 1 hour Lecture
Newly entering students develop an understanding of their role as students, identify campus resources, identify learning options, and develop an academic plan.

GEN-S 102–Math Study Skills
Cr: 2 Wkly hrs: 2 hours Lecture
Covers math discomfort, note-taking, homework, textbook study, learning styles, test preparation, language of mathematics and problem solving.
Prerequisite: Concurrent enrollment in a mathematics course recommended.

GEN-S 105–Strategies for Academic Success
Cr: 2 Wkly hrs: 2 hours Lecture
Identify useful learning strategies; improve academic skills and self-awareness; recognize the role of diversity; define educational/career goals.

GEN-S 110–Research in the Information Age
Cr: 2 Wkly hrs: 2 hours Lecture
An introduction to information literacy and technology, including the development of academic research skills, critical thinking skills in locating, evaluating, and using information effectively, and use of Web 2.0 tools. Covered are many of the ethical, legal, and socioeconomic issues surrounding information.

GEN-S 112–Leadership in Society
Cr: 2 Wkly hrs: 2 hours Lecture
Students develop an understanding of the purpose of leadership, their unique leadership style, and how to apply leadership concepts and styles in a variety of contexts.

GEN-S 130–Dependable Strengths Process
Cr: 2 Wkly hrs: 2 hours Lecture
Use a writing and dialog process to assess and articulize personal strengths and abilities. Designed to facilitate goal-setting for people experiencing career and life transitions.

GEN-S 140–Career Planning/Life Exploration
Cr: 1 Wkly hrs: 1 hour Lecture
Identify interests and values in relationship to the world of work. Establish or change career goals and learn skills for ongoing career and life planning.

GEN-S 163–Psychology of Self-esteem
Cr: 1 Wkly hrs: 1 hour Lecture
An examination of the sources of self-esteem and multicultural factors that affect self-esteem.

GEN-S 211–Research Skills in History
Cr: 2 Wkly hrs: 2 hours Lecture
An introduction to information literacy/research skills employed in the humanities disciplines with an emphasis on history. This is one of three courses in an integrated learning community.

Geography

GEOG 100–Introduction to Geography
Cr: 5 Wkly hrs: 5 hours Lecture
NS/SS - Survey of Geography including cartography and remote sensing, physical geography, human geography, regional geography and human impact on Earth. (Formerly GEOG 101)

GEOG 102–Physical Geography
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
NS - Basic physical elements of the environment and their regional and global distribution. Topics include seasons, weather, climate, landscape formation, distribution of plants and animals. Includes laboratory and field exercises.

GEOG 120–Geography of the Pacific Northwest
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
SS - A lecture/field course introducing the physical, economic and cultural geography of the Pacific Northwest. This is one of three courses in a modified, coordinated studies program.
Prerequisite: ENGL 099 or equivalent.

GEOG 200–Human Geography
Cr: 5 Wkly hrs: 5 hours Lecture
H/S/S - Cultural human geography focusing on geographical concepts, population, migration, folk and popular culture, language, religion, ethnicity, political geography and resource issues. (Formerly GEOG 103)

GEOG 207–Economic Geography & Globalization
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Economic geography is concerned with the distribution of economic activity, the use of the world's resources, and the spatial organization and expansion of the world economy.

GEOG 250–Earth from Space
Cr: 5 Wkly hrs: 5 hours Lecture
NS - A study of Earth remote sensing: history, instruments, satellites, and data uses including agriculture, forestry, disaster management, geology, archaeology, oceanography and ice. (Formerly GEOG 150)
Prerequisite: One 5-credit science course or permission of instructor.

Geology

GEOL 100–Survey of Earth Science
Cr: 5 Wkly hrs: 5 hours Lecture
NS - The interplay of the solid Earth, the atmosphere, and the hydrosphere. Global climate change, ozone depletion, and loss of biodiversity are major focal points. (Formerly GEOL 100)
Prerequisite: MATH& 107 or equivalent.

GEOL 101–Intro Physical Geology
Cr: 5 Wkly hrs: 4 hours Lecture, 2 hours Lab
NS - An introduction to Earth's materials, processes, and landscapes and how they were formed; labs parallel lecture content. Optional field trips. (Formerly GEOL 101)
HIST 110–Modern Asia
Cr: 5  Wkly hrs: 5 hours Lecture
SS - Survey of common heritage and historical events that crafted Asia: events since 1800 from different perspectives, major societies in the region, interactions among societies and with larger world.

HIST& 116–Western Civilization I
Cr: 5  Wkly hrs: 5 hours Lecture
SS - Introduction to development of Western Civilization from its earliest beginnings up to 1300 AD. Examining the major political, economic, religious, and social trends. (Formerly HIST 101)

HIST& 117–Western Civilization II
Cr: 5  Wkly hrs: 5 hours Lecture
SS - Introductory course in development of Western Civilization from 1300-1815 AD, analyzing major political, religious, economic, and social trends of this era. (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
HSS - The history and culture of America as seen in 20th Century American film.

HIST 253–World War I in History and Literature
Cr: 5  Wkly hrs: 5 hours Lecture
SS - An interdisciplinary study of World War I, including a historical view of the causes, nature, and outcome of the war, and a literary/cultural view of the impact of “The Great War”. (Same as HUMAN 253)

HIST 257–History of World War Two
Cr: 5  Wkly hrs: 5 hours Lecture
SS - A history of the Second World War covering the political, economic, and racial issues leading up to the war. The coming of war and its course in both Europe and Asia will be covered. The winning and losing of the war; the Holocaust; the atomic bomb; and finally the war crimes trials and the world that followed.

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.
**Course Descriptions**

**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. 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 ensure EXCELLENT SERVICE.  
**Prerequisite:** CULIN 104: Dining Room Service.

**HMGMT 127--Menu Design and Strategy**  
**Cr:** 3  
**Wkly hrs:** 3 hours Lecture  
This course examines all aspects of menu planning from determining who the customers are to determining how to market them. Includes available kitchen equipment, recipe costs, how to make a profit figuring selling prices, menu analysis, and all the different types of menus from fast food to fine dining.

**HMGMT 133--Elements of Hospitality Management**  
**Cr:** 6  
**Wkly hrs:** 2 hours Lecture, 8 hours Lab  
This course offers an overview of the characteristics and attributes of leaders and compares different leadership styles. The functions of management are detailed and the distinction between leadership and management is made.

**HMGMT 135--Beverage Management**  
**Cr:** 3  
**Wkly hrs:** 3 hours Lecture  
This course covers the fundamental areas of beverage operations: the planning of the bar, bar staffing, legal factors to consider, drink costing, purchasing, receiving and storage, and beverage production methods.  
**Prerequisite:** Instructor signature.

**HMGMT 136--Catering and Banquet Operations**  
**Cr:** 6  
**Wkly hrs:** 2 hours Lecture, 8 hours Lab  
This course explores the many reasons why clients hold banquets and the various elements required to plan and execute successful catered events.  
**Prerequisite:** Instructor signature.

**HMGMT 230--Food and Beverage Cost Control**  
**Cr:** 3  
**Wkly hrs:** 1 hours Lecture, 4 hours Lab  
This course has been developed to introduce food, beverage, and labor cost controls to students preparing for careers in the hospitality industry.

**HMGMT 240--Legal Aspects of Hosp Mgmt**  
**Cr:** 3  
**Wkly hrs:** 3 hours Lecture  
This course gives students the opportunity to look at hospitality operations from a legal standpoint and to develop management strategies to prevent legal problems.

**HMGMT 250--Internship**  
**Cr:** 6  
**Wkly hrs:** 18 hours Clinic  
An unpaid, 6-week work experience related to hospitality management.  
**Prerequisite:** Instructor signature.

**Human Services**

**HS 105--Drug and Alcohol Prevention**  
**Cr:** 3  
**Wkly hrs:** 3 hours Lecture  
Students will acquire the skills and knowledge of substance abuse prevention theory and practice. (Formerly FS 105)

**HS 107--Intro to Human Services**  
**Cr:** 5  
**Wkly hrs:** 5 hours Lecture  
SS - A survey of the key concepts and guiding principles in human services theory and practice. (Formerly FS 107 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  
H/SP - 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.
COURSE NOTES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science

Course Descriptions

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 235–Labor and Film
Cr: 5 Wkly hrs: 5 hours Lecture
H - Using a combination of labor films and labor history, this course examines the role of unions in the United States and their trajectory of struggle for workers’ rights and welfare. (Same as POLS 235)

HUMAN 250–Major Film Directors and Works
Cr: 5 Wkly hrs: 5 hours Lecture
H - A study in-depth of one film director’s style, or selected major works by different directors. This is a writing course.

HUMAN 253–World War I in History and Literature
Cr: 5 Wkly hrs: 5 hours Lecture
H - An interdisciplinary study of World War I, including a historical view of the causes, nature, and outcome of the war, and a literary/cultural view of the impact of “The Great War”. (Same as HIST 253)

HUMAN 257–Rock’N Roll: Music and Ideas
Cr: 5 Wkly hrs: 5 hours Lecture

HUMAN 284–Survey of World Lit – 20th Century
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of 20th Century literature from many countries. Covers literary genre, critical methodologies, and research. (Same as ENGL 284)

HUMAN 320–Women in American Culture II
Cr: 5 Wkly hrs: 5 hours Lecture
H - A survey of the role and status of American women from Colonial Times to the present, with emphasis on literature and the theoretics of gender.
Prerequisite: ENGL& 101.

Japanese

JAPN& 121–Japanese I
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with the acquisition of elementary skills for listening, speaking, reading, and writing in Hiragana. Students comprehend and express basic Japanese in everyday situations. Cultural and historical aspects of Japan are covered. (Formerly FLJPN 101)

JAPN& 122–Japanese II
Cr: 5 Wkly hrs: 5 hours Lecture
H - Deals with very basic vocabulary and the acquisition of basic skills for listening, speaking, reading, and writing in Hiragana, Katakana, and Kanji. Explores cultural aspects of Japan. (Formerly FLJPN 102)
Prerequisite: JAPN& 121 or equivalent.

Korean

KREA& 121–Korean I
Cr: 5 Wkly hrs: 5 hours Lecture
H - This course deals with the principles of the Korean syntax, lexicon, and pronunciation as well as orthography. Explores the history, geography, and various cultural practices of Korea. (Formerly FLKOR 101)

KREA& 122–Korean II
Cr: 5 Wkly hrs: 5 hours Lecture
H - This course expands on the basic knowledge of the Korean syntax, lexicon, and pronunciation as well as orthography. The course explores the history, geography, and various cultural practices of Korea. The course develops reading, writing, listening, speaking skills through Korean books and movies. (Formerly FLKOR 102)
Prerequisite: KREA& 121 or equivalent.

KREA& 123–Korean III
Cr: 5 Wkly hrs: 5 hours Lecture
H - This course deals with advanced Korean syntax and lexicon. The course develops a sophisticated understanding of the history, geography, current events, and various cultural practices of Korea. The course continues to develop reading, writing, listening, and speaking skills through authentic materials. (Formerly FLKOR 103)
Prerequisite: KREA& 122 or equivalent.

Manicurist

MANI 130–Manicuring
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
The study of and hands on experience related to the cleaning, shaping and polishing of hand nails and the treatment of cuticles.
Prerequisite: Instructor approval.

MANI 131–Pedicuring
Cr: 4 Wkly hrs: 1 hours 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 hours Lecture, 6 hours Lab
Hands on experience and related classroom instruction on cleaning workstation, proper storage/disposal/sanitation methods for equipment, use of appropriate disinfectants.
Prerequisite: Instructor approval.

MANI 134–First Aid
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Learn the use of first aid procedures as related to esthetics.
Prerequisite: Instructor approval.

MANI 135–Artificial Nails I
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
Instruction and hands on experience in applying, finishing, and removing artificial nails with an emphasis on build on sculptures and extensions.
Prerequisite: Instructor approval.

MANI 136–Artificial Nails II
Cr: 6 Wkly hrs: 2 hours Lecture, 8 hours Lab
Instruction and hands on experience in applying, finishing, and removing artificial nails with an emphasis on tips and overlays.
Prerequisite: Instructor approval.

MANI 137–Nail Art
Cr: 1 Wkly hrs: 2 hours Lab
Instruction and hands on experience in designing with nail art with an emphasis on creative abilities.
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.

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.

*See course description for prerequisite.
Course Descriptions

MANU 150–Intro to Computer Numerical Control
Cr: 6  Wkly hrs: 4 hours Lecture, 4 hours Lab
Concepts/capabilities of Computer Numerical Control (CNC) machining. Basic programming, speeds, feeds, General & Misc. (G&M) coding, store and proof data.

MANU 160–Advanced Computer Numerical Control
Cr: 6  Wkly hrs: 4 hours Lecture, 4 hours Lab
Create 2D/3D wire frame models from prints; toolpaths and NC code for CNC machine; import files from Solidworks; create part on CNC machine.
Prerequisite: Introduction to CNC (MANU 150).

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, area and perimeter, 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 092–Brief Math Review
Cr: 1  Wkly hrs: 1 hours Lecture
Review in topics from MATH 090A, 090B, 094, or 099 appropriate to student level. Students completing appropriate assessments will be able to use results for mathematics course placement. (Pass/No Credit)

MATH 094–Elementary Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
Basic algebraic concepts, first-degree equations, polynomials, whole number and rational exponents, roots and radicals, word problems.
Prerequisite: MATH 090B 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; systems of equations; rational expressions; radical expressions and rational exponents. A scientific calculator is required.
Prerequisite: MATH 094 with a 2.0 or above or satisfactory placement test score.

MATH 100–Applied Math
Cr: 5  Wkly hrs: 5 hours Lecture
Integrated presentation of topics in arithmetic, algebra and geometry; problem-solving, estimation, use of right triangle relationships; applications of math in practical workplace-related problems.
Prerequisite: MATH 094, with a grade of 2.0 or above, or equivalent.

MATH& 107–Math in Society
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Set Theory and Logic as tools for Critical thinking. Mathematical Models (Linear, Quadratic, and Exponential) as tools for solving real-world problems. Combinatorics and probability as tools for “sophisticated counting”. Basic descriptive statistics as an introduction to statistical thinking. Consumer Mathematics (loans, annuities, etc.) as a life skill.
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 a grade of 2.0 or higher.

MATH& 131–Math Reasoning/Elementary Teachers I
Cr: 5  Wkly hrs: 5 hours Lecture
NS - First course for elementary teachers. Emphasizes: math reasoning, problem solving, sets, real number system, number theory, Scientific calculator: fraction ability/statistical operations required. (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. A graphing calculator is required. (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 - 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 151–Calculus I
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Functions, limits and continuity; the derivative; 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.

COURSES: H=Humanities, H/SP=Humanities/Skills Performance
NS=Natural Science, SS=Social Science
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.

MATH 222 – Differential Equations II
Cr: 5  Wkly hrs: 5 hours Lecture
NS - A second course in differential equations including systems of 1st order linear equations, nonlinear equations, partial differential equations, Fourier Series, boundary value problems.
Prerequisite: MATH 221 and MATH 250 with a grade of 2.0 or above.

MATH 231 – Mathematical Modeling I
Cr: 2  Wkly hrs: 1.5 hours Lecture, 1 hours Lab
NS - An introduction to mathematical modeling in the context of addressing questions from science and engineering. Focus is on describing concrete, realistic processes using ordinary differential equations and systems of equations. A lab component is included. Specific topics may include: electrical circuits, spring-mass systems, heating and cooling models, population dynamics, and environmental problems.
Prerequisite: MATH 221 or concurrent enrollment.

MATH 232 – Mathematical Modeling II
Cr: 2  Wkly hrs: 1.5 hours Lecture, 1 hours Lab
NS - A second course in mathematical modeling in the context of addressing questions from science and engineering. Focus is on describing concrete, realistic processes using partial differential equations and systems of equations. A lab component is included. Specific topics may include: electrical circuits, spring-mass systems, heating and cooling models, population dynamics, and environmental problems.
Prerequisite: MATH 222 or concurrent enrollment.

MATH 250 – Linear Algebra
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Systems of linear equations, vector spaces and subspaces, inner product spaces, orthogonality, least squares, determinants, eigenvalues, eigenvectors, linear transformations, and applications including systems of 1st order linear differential equations and linear operators on the plane.
Prerequisite: MATH & 163 with a grade of 2.0 or above, or permission of instructor.

MATH 264 – Calculus 4
Cr: 5  Wkly hrs: 5 hours Lecture
NS - Gradients, directional derivatives, optimization, local and global extrema, multiple integrals, vector fields, line integrals, flux integrals, calculus of vector fields, divergence and curl of a vector field, Stokes’ Theorem, Green’s Theorem, The Divergence Theorem. (Formerly MATH 220)
Prerequisite: MATH & 163 with a grade of 2.0 or above.

Medical Assisting

MEDA 110 – Anatomy and Physiology
Cr: 4  Wkly hrs: 4 hours Lecture
Principles of anatomy and physiology as related to 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 111 – Pathophysiology for Medical 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 112 – Med Law, Ethics and Bioethics
Cr: 3  Wkly hrs: 3 hours Lecture
Medical law, ethics and bioethics as related to the ambulatory health care setting, including legal terminology, professional liability.

MEDA 113 – Pharmacology for Medical Assisting
Cr: 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 114 – Coding/Alternative Health Settings
Cr: 3  Wkly hrs: 3 hours Lecture
Introduction to specialized billing and coding rules that apply to alternative settings such as dental offices, home health, hospice, long term care and chemical dependency facilities.
Prerequisite: Completion of or concurrent enrollment in MEDA 205.

MEDA 115 – Computers in the Medical Office
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab
Using medical administrative software, students will learn to complete various administrative tasks necessary for working as 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: BSTEP 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 136 – Examination Room Techniques
Cr: 5  Wkly hrs: 2 hours Lecture, 6 hours Lab
Intro to basic examination room techniques, including vital signs and documentation. Patient prep, physical environment safety and maintenance of supplies and equipment.
Prerequisite: MEDA 110 with a minimum grade of 2.0 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 hours 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 hours 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 hours Lecture
Study of employment opportunities in the Medical Assisting field with emphasis on the professional responsibilities of Medical Assisting. Emphasis on job search readiness. Prerequisite: MEDA 152.

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.

MEDA 162–Medical Terminology
Cr: 5 Wkly hrs: 5 hours Lecture
The roots, suffixes, prefixes, abbreviations, and combining forms used in basic medical terminology and their application to all body systems. (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 168–Medical Assisting Invasive Procedures
Cr: 2 Wkly hrs: 1 hours 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 hours 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
Course can be offered as: MEDA 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline. (Pass/No Credit)

MEDA 205–Medical Claims and Coding
Cr: 2 Wkly hrs: 1 hours 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 hours Lecture
Demonstration of entry level skills for MEDA externship and a comprehensive theory examination. (Pass/No Credit)

MEDA 209–Medical Office Emergencies
Cr: 2 Wkly hrs: 1 hours 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 must be completed within the last three years, with a cumulative GPA in these courses of 2.0 or better. Concurrent enrollment in MEDA 211 is required. Permission of the instructor is necessary.

MEDA 211–Human Relations/MEDA
Cr: 2 Wkly hrs: 2 hours Lecture
Discussion, problem-solving and evaluation of the experience gained in MEDA 210. 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.

Meteorology

MTEOR 101–Weather and Atmosphere
Cr: 5 Wkly hrs: 5 hours Lecture
NS - Study of atmospheric components, processes, and weather phenomena. Attention to measurement instruments, maps, and satellite images, including those on the Internet. Prerequisite: ENGL 099 and MATH 094 must be passed with a 2.0 or better.

Music

MUSC 101–Fundamentals of Music
Cr: 5 Wkly hrs: 5 hours Lecture
H - The study of basic elements of music theory, to include but not limited to notation of music, key signatures, chords, scales, rhythms. (Formerly MUSIC 103/104/105 and 203/204/205)

MUSC 103–Concert Choir
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Course can be offered as: MUSC 103/203. H/SP - Study and performance of representative choral works of all musical style periods. May be repeated for up to 18 credits. (Formerly MUSIC 103/104/105 and 203/204/205)

MUSC 105–Music Appreciation
Cr: 5 Wkly hrs: 5 hours Lecture
H - Introduction to music in Western culture from the listener's point of perception. Recommended for students who wish to fulfill Humanities requirements in the area of music. Open to all students. (Formerly MUSIC 102)

MUSC 106–Vocal Jazz Ensemble I (Jazzline)
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Course can be offered as: MUSC 106/107/108 and 206/207/208. H/SP - Study and performance of representative materials in the vocal jazz idiom. Prerequisite: Audition.
MUSC 109–Jazz Band I  
Cr: 2  Wkly hrs: 4 hours Lab  
Course can be offered as: MUSC 109/110/111 and 209/210/211.  
H/SP - Rehearsal, study, and performance of jazz from the "big band" era through modern fusion.  
Prerequisite: Audition.  

MUSC 112–Jazz Band II  
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
Course can be offered as: MUSC 112/113/114 and 212/213/214.  
H/SP - Rehearsal, study, and performance of jazz from the "big band" era through modern fusion.  

MUSC 117–Symphony Orchestra  
Cr: 1  Wkly hrs: 2 hours Lab  
Course can be offered as: MUSC 117/118/119 and 217/218/219.  
H/SP – The study and performance of representative orchestral works of all style periods.  
Approximately eight performances per year.  
Prerequisite: Audition.  

MUSC 120–Opera Production  
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
Course can be offered as: MUSC 120/121/122 and 220/221/222.  
H/SP - Rehearsal and performance of an opera or light opera. Performances will be fully staged and costumed and will be open to the public.  
Prerequisite: Permission of instructor.  

MUSC 123–Chamber Choir  
Cr: 2  Wkly hrs: 4 hours Lab  
Course can be offered as: MUSC 123/124/125 and 223/224/225.  
H/SP - Advanced study and performance of choral works of all musical style periods.  
Prerequisite: Audition only.  

MUSC 126–Vocal Jazz II  
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
Course can be offered as: MUSC 126/127/128 and 226/227/228.  
H/SP - Beginning study and performance of vocal jazz.  

MUSC 133–Beginning Class Piano  
Cr: 2  Wkly hrs: 2 hours Lecture  
Course can be offered as: MUSC 133/134/135.  
H/SP - Group and individualized instruction in keyboard techniques. Music theory and finger techniques taught and applied through piano performance.  

MUSC 136–Class Guitar  
Cr: 2  Wkly hrs: 2 hours Lecture  
Course can be offered as: MUSC 136/137/138 and 236/237/238.  
H/SP - Group instruction in guitar techniques. Music theory and elementary repertoire from various playing styles will be utilized. Student provides own instrument.  

MUSC& 141–Music Theory I  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - A thorough overview of the fundamentals of music, pitch, harmony and rhythm.  
(Formerly MUSIC 180)  

MUSC& 142–Music Theory II  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - Extensive study of the basic elements of music and performance, chord structure, scales, harmonic analysis, rhythm-meter, and aural skills. (Formerly MUSIC 181)  
Prerequisite: MUSC& 141.  

MUSC& 143–Music Theory III  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - Extensive study of chromaticism in the diatonic structure of music and performance, chord structure, scales, harmonic analysis, rhythm-meter, and aural skills. (Formerly MUSIC 182)  
Prerequisite: MUSC& 142.  

MUSC 144–Wind Ensemble  
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
Course can be offered as: MUSC 144/145/146 and 244/245/246.  
H/SP - Rehearsal and performance of chamber/wind literature from classical through contemporary mediums. Open to all students and community members, based upon ability.  

MUSC 147A–Electric Bass  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for electric bass. May be repeated for up to 6 credits.  
Prerequisite: Permission of instructor.  

MUSC 147B–Piano  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for piano. May be repeated for up to 6 credits.  
Prerequisite: Permission of instructor.  

MUSC 147C–Voice  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for voice. May be repeated for up to 6 credits.  
Prerequisite: Permission of instructor.  

MUSC 147D–String Instruments  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Course consists of scales, bowing technique, sighting, double stops, etc: studies by Mazas, Kreutzer, Fiorillo, and Rade. Also, easier solos to the more difficult repertoire are studied. May be repeated for up to 6 credits.  
Prerequisite: Permission of instructor.  

MUSC 147E–Saxophone/Clarinet  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for saxophone/clarinet. May be repeated up to 6 credits.  

MUSC 147F–Brass Instruments  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for brass instruments. May be repeated up to 6 credits.  

MUSC 147G–Percussion Instruments  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for percussion instruments. May be repeated up to 6 credits.  

MUSC 147I–Guitar  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for guitar. May be repeated up to 6 credits.  
Prerequisite: Permission of instructor.  

MUSC 147J–Clarinet/Low Woodwinds  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for clarinet/low woodwinds. May be repeated up to 6 credits.  

MUSC 147K–Low Brass  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for low brass. May be repeated up to 6 credits.  

MUSC 147M–Flute  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for flute. May be repeated up to 6 credits.  

MUSC 147P–Jazz Piano  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction for jazz piano. May be repeated up to 6 credits.  
Prerequisite: Permission of instructor.  

MUSC 147Q–Composition/Arranging  
Cr: .5-.1 Wkly hrs: 1 hours Lecture  
H/SP - Individual instruction in composition/arranging. May be repeated for up to 6 credits.  

MUSC 150–Beginning Sight Reading  
Cr: 1  Wkly hrs: 1 hours Lecture  
H - Students will study rhythms and melodic and harmonic intervals. Students will be given music to read “on sight”. Students will apply music theory to singing and rhythm reading.  
Prerequisite: Permission of instructor.  

MUSC 156–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.  

MUSC 182–Introduction to Ethnomusicology  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - Introduces the student to the fundamentals of ethnomusicological theory and method, emphasizing the foundational role of Native American studies.  

MUSC 183–Introduction to World Music  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - An exploration of traditional and urban ethnic music of selected cultures of the world.  

MUSC 189–Introduction to Jazz History  
Cr: 5  Wkly hrs: 5 hours Lecture  
H - A survey of the ethnic sources of jazz and influences on art and pop music of the U.S. and the world.  

MUSC 199–Practicum  
Cr: 1.5  Wkly hrs: 10 hours Lab  
A practical application in the working world of the basic theories studied in the above program or discipline.  

*See course description for prerequisite. 

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NURSE 152–Pharmacology Review
Cr: 1  Wkly hrs: 1 hours Lecture
A review to enhance the student's clinical nursing practice application of pharmacology.
Prerequisite: NURSE 152 or permission of the instructor. Continued enrollment in the Nursing Program.

ADN Nursing Program Courses
Prerequisite: Admission to the Nursing Program.

First Year Fall Quarter:
Prerequisite: Successful completion of 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, legal issues, critical thinking and learning styles.

NURSE 114–Nursing Communications
Cr: 2  Wkly hrs: 2 hours Lecture
An introduction to the Nurse/Client relationship, principles of communication and interviewing, assertiveness, and stress and adaptation.

NURSE 140–Clinical Applications Lab I
Cr: 1  Wkly hrs: 2 hours Lab
First in a series of 3 courses. Students learn and demonstrate, verbalize and document direct nursing skills within a faculty-facilitated laboratory environment.

NURSE 144–Physical Assessment in Nursing Lab
Cr: 1  Wkly hrs: 2 hours Lab
The course provides the foundation for performance of physical assessments, the basis of nursing decisions and actions. Assessment principles and their role in nursing process are stressed.

NURSE 146–Nursing Care of the Older Adult
Cr: 1  Wkly hrs: 1 hours Lecture
Introduces students to the growth, development, cognitive and physiological changes of the older adult. The concept of ageism and theory regarding dementia will be introduced.

NURSE 151–Dosage Calculations
Cr: 1  Wkly hrs: 1 hours Lecture
Mathematical computations used for medication administration and intravenous therapy in clinical practice.
Prerequisite: Completion of BIOL & 241.

NURSE 152–Introduction to Pharmacology
Cr: 1  Wkly hrs: 1 hours Lecture
Examines the basics of clinical pharmacology. Minimum grade of 3.7 required for Nursing Program continuation.
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.

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 hours Lecture
Examines professional nursing concepts including the role of the nurse, inter-disciplinary relationships, and the nursing process.

NURSE 116–Nursing Ethics I
Cr: 1  Wkly hrs: 1 hours Lecture
Beginning concepts of ethical reasoning, including the values, principles, and guidelines on which nurses base ethical decision-making.

NURSE 118–Nutrition for Professional Nursing
Cr: 2  Wkly hrs: 2 hours Lecture
Professional nurse’s role in nutritional assessment, client education, dietary requirements for wellness and modifications for physical conditions throughout the lifespan.

NURSE 142–Clinical Applications Lab II
Cr: 1  Wkly hrs: 2 hours Lab
This course prepares students to perform skills necessary for care of clients in acute and long term care facilities.

NURSE 158–Clinical Nursing Therapeutics
Cr: 4  Wkly hrs: 4 hours Lecture
Introduces concepts for promoting healthy physiological responses in clients. A nursing process framework will be utilized to foster critical thinking in the nursing role.

NURSE 160–Clinical Nursing Practice II
Cr: 5  Wkly hrs: 10 hours Lab
Will provide experiences with clients who have alterations in basic physiological functioning. Emphasis on utilizing the nursing process and evidence based nursing interventions.

NURSE 182–Chronic Health Problems in Elderly
Cr: 1  Wkly hrs: 1 hours Lecture
Link pathophysiological changes related to diseases in the elderly and nursing care to facilitate positive adaptations in the client’s response. A grade of 2.7 or higher is required for continuation in the Nursing Program.

First Year Spring Quarter:
(or Second Year Fall Quarter)
Prerequisite: Continued enrollment in the Nursing Program and successful completion of 1st year winter quarter nursing courses.

Successful completion of NURSE 176, 177, 178, and 179; or successful completion of or concurrent enrollment in the following courses:
**Course Descriptions**

**Organizational Leadership/Resource Management**

**OLRM 101–Organizational Leadership I**
Cr: 3 Wkly hrs: 3 hours Lecture
Introduction to leadership within organizations, overview of what it means to be a leader, summary of leadership styles and approaches, case studies, and an examination of the relationships leadership and followership.

**OLRM 102–Organizational Leadership II**
Cr: 3 Wkly hrs: 3 hours Lecture
A continued examination of key leadership tenets to include the leader as a relationship builder and communicator; leading teams; the importance of diversity; the role of power and influence; and the leader as a social architect to effect change.

**OLRM 103–Explore Your Strengths**
Cr: 1 Wkly hrs: 1 hours Lecture
Explore your signature strengths based on a study of behavioral preferences linked to research by the Gallup Organization; apply to life and work situations. (Pass/No Credit)

**OLRM 105–Appreciating Diversity**
Cr: 1 Wkly hrs: 1 hours Lecture
Explores the various dimensions of diversity (gender, race, culture, etc.); fosters appreciation for the value of diversity in our living, learning and working communities. (Pass/No Credit)

**OLRM 110–Apprenticeship Career Planning**
Cr: 3 Wkly hrs: 3 hours Lecture
Provides a formula for building an effective career plan, particularly for professional-technical students focused on entry into an apprenticeship program.

**OLRM 150–Improving Human Effectiveness**
Cr: 2 Wkly hrs: 2 hours Lecture
Organizational performers are clear on their strengths and how they can be used in personal/professional settings. Explores how strengths can create a fulfilling career and life. (Pass/No Credit)

**OLRM 197–Leadership Practicum**
Cr: 3 Wkly hrs: 3 hours Lecture
Course can be offered as: OLRM 197/297.
A practical application in the working world of the basic theories studied in the above program or discipline.

**OLRM 199–Practicum**
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: OLRM 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline. (Pass/No Credit)

**OLRM 201–Intro to Organizational Leadership**
Cr: 5 Wkly hrs: 5 hours Lecture
Introduction to leadership within organizations, history of leadership studies, leadership theories, case studies, vision, understanding relationships of leadership, motivation, and power.

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**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: 3 Wkly hrs: 1 hours Lecture
Examines concepts of leadership and management utilized by the RN in providing care to a group of clients and in the role of team leader.

**NURSE 204–Nursing Ethics II**
Cr: 1 Wkly hrs: 1 hours Lecture
The student will apply ethical theory, concepts, and decision-making processes to client care 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.

**Second Year Spring Quarter:**
*Prerequisite: Continued enrollment in the Nursing Program and successful completion of 2nd year winter quarter nursing courses. NURSE 211 must be taken concurrently with NURSE 212.*

**NURSE 211–Professional Role Development Seminar**
Cr: 2 Wkly hrs: 2 hours Lecture
Seminar will focus on group collaboration and topics to aid in transition from student to RN role.

**NURSE 212–Professional Role Development/ Mentor**
Cr: 8 Wkly hrs: 16 hours Lab
Prepares students to manage care for clients in a long term care facility and to gain additional experience in direct patient care utilizing a mentorship program.

**NURSE 252–Pharmacology Review (Optional)**
Cr: 2 Wkly hrs: 2 hours Lecture
A review to enhance the student’s clinical nursing practice application of pharmacology.

**OCEA& 101–Intro to Oceanography**
Cr: 5 Wkly hrs: 3 hours Lecture, 4 hours Lab
NS - Quantitative and descriptive study of the oceans and their physics, chemistry, geology, and biology. Laboratory includes extensive field work. (Formerly BIO 205)

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**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 176–Nursing Care of Pediatric Clients**
Cr: 3 Wkly hrs: 3 hours Lecture
Prepares students to care for pediatric clients, applying theoretical concepts learned in NURSE 180 and to utilize the nursing process primarily with adult clients in an acute care setting.

**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 180, in a variety of clinical settings.

**NURSE 178–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.

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**Course Notes:**
H = Humanities, H/SP = Humanities/Skills Performance
SS = Natural Science, S* = Social Science

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*See course description for prerequisite.*

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OLRM 202—Introduction to Organizational Ethics
Cr: 5 Wkly hrs: 5 hours Lecture
Introduction to organizational ethics, understanding the correlation between leadership management practice and the reflectiveness of moral philosophy, applying ethical decision making model to ethical dilemmas.

OLRM 205—Managing Diversity
Cr: 3 Wkly hrs: 3 hours Lecture
The various dimensions of diversity (gender, race, culture, etc.) from a personal, managerial and organizational perspective; examines the opportunities to grow.

OLRM 216—Strategic Planning for Leaders
Cr: 3 Wkly hrs: 3 hours Lecture
Explores the structure and processes leaders must utilize to engage in successful strategic planning with/for their organizations. Prerequisite: OLRM 101 and 102.

OLRM 218—Systems Thinking for Leaders
Cr: 3 Wkly hrs: 3 hours Lecture
Examines 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 235—Leadership and Applied Ethics
Cr: 3 Wkly hrs: 3 hours Lecture
An exploration of the unique ethical dilemmas facing leaders in a variety of organizational contexts.

OLRM 240—Learning Orgs/Intro to Sysys Thinking
Cr: 3 Wkly hrs: 3 hours Lecture
Provides the knowledge and practice to understand how organizations work as systems and how to change organizations by intervening in the organizational system.

OLRM 250—Organizational Communication
Cr: 5 Wkly hrs: 5 hours Lecture
Presents concepts of organizational communication based on a competency-based approach incorporating personal knowledge, interpersonal sensitivity, communications skills, and ethical values.

OLRM 260—Conflict Resolution
Cr: 5 Wkly hrs: 5 hours Lecture
Provides the knowledge and practice to master the skills necessary to manage conflict, encourage cooperation, and create workable solutions.

OLRM 270—Organizational Change
Cr: 5 Wkly hrs: 5 hours Lecture
Provides insights and practical tools for those involved in organizational change. Bridges current theory with practical applications; conceptual models with concrete examples.

OLRM 272—Foundations of Supervision
Cr: 5 Wkly hrs: 5 hours Lecture
An introduction to the fundamental theories, strategies, and practices of supervision in a variety of organizational environments.

OLRM 280—Global Leadership Foundations
Cr: 5 Wkly hrs: 5 hours Lecture
An introduction to global leadership focusing on the similarities and differences of leadership knowledge and practice across culture.

Parent Education

PARED 100—Child Guidance & Development
Cr: 1 Wkly hrs: 1 hours Lecture
Group discussions, Internet research and instructor guidance, about child growth and development, guidance and discipline, and building family relationships. (Pass/No Credit)

PARED 101—Child 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. (Pass/No Credit)

PARED 115—Parent Education Cooperatives
Cr: 1-2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Course can be offered as: PARED 115/116/117. Parents learn about child development and positive guidance from instructor, class discussions, or other activities. Topics selected based on individual needs/ages of children. (Pass/No Credit)

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 120—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& 106—Intro to Logic
Cr: 5 Wkly hrs: 5 hours Lecture
NS/SS - Introduction to symbolic logic, emphasizing the relationship of logic to language, and the analysis and evaluation of arguments. (Formerly PHILO 120)

PHIL 115—Critical Thinking
Cr: 5 Wkly hrs: 5 hours Lecture
HSS - 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
HSS - Course will examine the development of moral philosophy, representing a broad range of some of the key ideas and thinkers as they come to influence moral and ethical choices.

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.
PEFSP 100–Aerobics Weight Training/Conditioning
Cr: 1 Wkly hrs: 2 hours Lab
Physical fitness improvement through resistance training and cardiovascular exercise. (Pass/No Credit)

PEFSP 106–Golf
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 106/206. Course emphasizes the fundamental skills of golf, proper equipment usage, etiquette, and rules necessary to play golf as a recreational sport.

PEFSP 109–Self Defense
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 109/209. Course emphasizes the fundamental skills necessary to defend yourself and/or others in the event you are confronted by an attacker/assailant.

PEFSP 110–Karate
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 110/210. Emphasizes the fundamental skills of karate and develops an understanding of karate as an art form.

PEFSP 111–Tai Chi
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 111/211. This will be an introduction to the study of Tai Chi focusing on the philosophy and postures of this martial art.

PEFSP 120–SCUBA Diving
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Course can be offered as: PEFSP 120/220. Course provides the skills and knowledge of SCUBA diving necessary for safe diving in local or tropical waters. Certification arrangements may be made upon satisfactory course performance. Prerequisite: 16 years of age and pass swimming test.

PEFSP 124–Flying Disc Games
Cr: 1 Wkly hrs: 2 hours Lab
This class will be an introduction to games that involve the flying disc. Students will learn skills, strategies and rules of disc games.

PEFSP 128–Basketball
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 128/228. Emphasizes the fundamental skills of basketball, team strategies of offense and defense and rules necessary to play basketball as a recreational sport.

PEFSP 132–Volleyball
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 132/232. Course emphasizes the fundamental skills of volleyball, offenses, defenses, and rules necessary to play volleyball as a recreational sport.

PEFSP 135–Team–Soccer
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 135/235. Introduction to the fundamentals required to play Soccer. Emphasis on practical, skill-based training, technique and knowledge. For students interested in playing Soccer.

PEFSP 140–Beginning Yoga
Cr: 2 Wkly hrs: 4 hours Lab
Introduction to the theory and practice of yoga as a form of exercise, relaxation and improved posture. This course will help provide a foundation for sound physical and emotional health.

PEFSP 142–Intermediate Yoga
Cr: 2 Wkly hrs: 4 hours Lab
Provides further exploration into the practice of yoga. Additional postures and exercises designed to achieve strength, flexibility, and proper body alignment will be presented.

PEFSP 145–Aerobic Fitness and Conditioning
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 145/245. Explores the concepts of improving aerobic fitness and function. Uses vigorous exercise (including running, jumping, aerobic dance, step, conditioning equipment, and outdoor exercise) and related assignments.

PEFSP 148–Zumba Fitness
Cr: 1 Wkly hrs: 2 hours Lab
Course can be offered as: PEFSP 148/248. Zumba Fitness is a combination of Latin music and dance patterns which create a dynamic and effective fitness program. Routines include interval training of fast and slow rhythms.

PEFSP 153–Fast Fitness
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 153/253. Self-paced fitness class incorporating both resistance training and cardiovascular exercise.

PEFSP 155–Strength & Flexibility Training
Cr: 2 Wkly hrs: 4 hours Lab
Exploration of the concepts of improving fitness and function through strength and flexibility training. Student participates in vigorous exercise and academic assignments.

PEFSP 157–Prescription Lifetime Fitness
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
For students with medical conditions limiting participation in standard exercise. Does not provide Personal Training/Rehabilitation services. Oral and written academic projects are included. Prerequisite: Completed Prescription Lifetime Fitness Medical Form. Pick up from Director in PE 105 or Access Services.

PEFSP 171–Distance Track
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 171/271. Theory and conditioning for training and racing individually and as a team, necessary for successful competitive Track. For students participating on the Varsity Track Team.

PEFSP 175–Jogging
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 175/275. Exploration of concepts of improving lifetime aerobic fitness. Students will jog a variety of distances and courses with sufficient stimulus to produce aerobic fitness.

PEFSP 178–Aerobic Walking
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 178/278. Exploration of concepts for improving lifetime aerobic fitness. Students will walk a variety of distances and courses with sufficient stimulus to produce aerobic fitness.

PEFSP 181–Weight Management and Exercising
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Course can be offered as: PEFSP 181/281. For students ten or more pounds overweight who want to develop an exercise program for fitness and learn concepts for weight management.

PEFSP 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.

*See course description for prerequisite.
Course Descriptions

PEFSP 189—Advanced Weight Training
Cr: 3 Wkly hrs: 1 hours 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 190—Athletic Conditioning I
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 190/290. Prepares pre-season student athletes competing in intercollegiate sports at Olympic College through cardiovascular and flexibility training.

PEFSP 191—Athletic Conditioning II
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 191/291. Prepares student athletes competing in intercollegiate sports at Olympic College through general and sport specific strength development.

PEFSP 192—Athletic Conditioning III
Cr: 2 Wkly hrs: 4 hours Lab
Course can be offered as: PEFSP 192/292. Prepares student athletes competing in intercollegiate sports at Olympic College through sport specific movement and speed development.

PEFSP 199—Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: PEFSP 199/299. A practical application in the working world of the basic theories studied in the above program or discipline.
Prerequisite: Permission of instructor.

PEFSP 257—Prescription Lifetime Fitness
Cr: 2 Wkly hrs: 4 hours Lab
Supervised setting for continuation of concepts presented in PEFSP 157, as well as further improvement in overall fitness. Academic project included.
Prerequisite: Permission of instructor, successful completion of PEFSP 157 with 2.0 or better, and completed Prescription Lifetime Fitness Medical Form. See Director in PE 105.

PEFSP 289—Advanced Weight Training
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Course emphasizes advanced strength training techniques. Students will primarily utilize free weights, including Olympic platforms, with an emphasis on strength improvement.

PE-RD 170—Backpacking and Survival
Cr: 3 Wkly hrs: 1 hours Lecture, 4 hours Lab
Explore topics related to camping, travel and survival techniques, in the outdoors. Includes a minimum of 6 hiking/backpacking field trips.

PE-RD 172—Basic Mountaineering
Cr: 5 Wkly hrs: 2 hours Lecture, 6 hours Lab
Techniques in snow and rock climbing, field trips including exercises to develop proficiency in individual and team skills. Highest emphasis is placed on safety, confidence and responsibility in difficult terrain.

PE-RD 175—Basic Rock Climbing
Cr: 1 Wkly hrs: 2 hours Lab
Topics related to technical (5th class) rock-climbing. Includes 20 hours of activity in a structured rock-climbing environment.

PE-RD 199—Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: PE-RD 199/299. A practical application in the working world of the basic theories studied in the above program or discipline.
Prerequisite: Permission of instructor.

PE-RD 270—Backpacking and Survival
Cr: 2 Wkly hrs: 4 hours Lab
Participate in activities related to camping, travel and survival techniques in the outdoors. Includes a minimum of 6 hiking/backpacking field trips.
Prerequisite: Successful completion of PE-RD 170 with a grade of 2.0 or better within the past 5 years.

PE-RD 272—Intermediate Mountaineering
Cr: 2 Wkly hrs: 4 hours Lab
Advanced techniques related to rock, ice, and snow climbing/travel, and alpine living skills.
Prerequisite: Completion of PE-RD 172 with a grade of 2.0 or better in the past 5 years.

Physical Therapist Assistant

PTA 101—Introduction to Physical Therapy
Cr: 2 Wkly hrs: 2 hours Lecture
An introduction to the profession of physical therapy. Content includes: history of physical therapy, professional conduct, role of the PTA, communication skills and psycho-social aspects of practice.
Prerequisite: Admission into the Physical Therapist Assistant program.

PTA 102—Medical Terminology for PTA
Cr: 2 Wkly hrs: 2 hours Lecture
An in-depth introduction to medical terminology. Each body system will be examined individually.
Prerequisite: Admission into the PTA program.

PTA 103—Documentation for the PTA
Cr: 2 Wkly hrs: 2 hours Lecture
Presents issues relating to documentation in physical therapy. (Formerly part of PTA 104)
Prerequisite: Admission into the PTA program.

PTA 104—Ethics and Administration
Cr: 2 Wkly hrs: 2 hours Lecture
Presents issues relating to administration and ethics in physical therapy.
Prerequisite: Admission into the PTA Program.

PTA 105—Current PT Trends & Issues
Cr: 2 Wkly hrs: 2 hours Lecture
The course will discuss current issues relevant to physical therapy that may be controversial or that may have recently been introduced to the profession.
Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 106—Kinesiology and Functional Anatomy
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
A study of movement emphasizing functional components of the musculoskeletal and neuromuscular systems with a two hour palpation lab.
Prerequisite: Admission to the Physical Therapist Assistant Program.

PTA 107—Pathology
Cr: 5 Wkly hrs: 5 hours Lecture
A basis for the understanding of etiology and progression of disease processes. Basic concepts of inflammation followed by a systems-based approach to the body systems.
Prerequisite: 2.0 or better in all previous Physical Therapist Assistant courses.

PTA 108—Human Growth and Development
Cr: 2 Wkly hrs: 2 hours Lecture
Examination of normative development across the lifespan from infancy through the aging adult, including the impact of disease/disability on the normative development and function.
Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 110—Orthopedic Conditions
Cr: 2 Wkly hrs: 2 hours Lecture
An in-depth view of musculoskeletal and orthopedic conditions encountered in physical therapy. Sections on each joint or region and common orthopedic surgical procedures and associated rehabilitation are described.
Prerequisite: Passing grade in all previous Physical Therapist Assistant courses.

PTA 111—Neuroscience for the PTA
Cr: 2 Wkly hrs: 2 hours Lecture
The course presents an in-depth view of neurological and neuromuscular conditions encountered in physical therapy. Review and development of functional neuroanatomy and pathology for each condition.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 120—PTA Procedures I-Basic Skills
Cr: 4 Wkly hrs: 2 hours Lecture
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
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.

*See course description for prerequisite.
Therapist Assistant courses.

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: 4 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 Proced VII – Therapeutic Exercise
Cr: 2 Wkly hrs: 1 hours Lecture, 2 hours Lab
Students learn fundamentals of exercise theory and techniques as well as specific exercises relating to strength, range of motion, flexibility, proprioception and aerobic exercise.
Prerequisite: Passing grade in all prior PTA courses.

PTA 127–PTA Procedures VIII – Functional Rehab
Cr: 4 Wkly hrs: 3 hours Lecture, 2 hours Lab
Provides the student with skills related to the patient's functional mobility within a variety of settings and involves prosthetic and orthotic intervention techniques as well as cardiopulmonary functional rehabilitation.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 151–Clinical Experience I
Cr: 4 Wkly hrs: 12 hours Clinic
Students will be placed in clinical facilities for 10 weeks; 4 hours daily, three times per week. 120 total hours of clinical education under the direct supervision of a physical therapist/PTA.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 152–Clinical Experience II
Cr: 4 Wkly hrs: 12 hours Clinic
Clinical education to allow students to incorporate components of Orthopedics, basic skills and functional rehab. Students will be placed in clinical facilities for a total of 120 hours.
Prerequisite: Passing grade in all prior Physical Therapist Assistant courses.

PTA 251–Clinical Affiliation I
Cr: 7 Wkly hrs: 21 hours Clinic
Terminal clinical education experience will be fulfilled under direct supervision of a physical therapist.
Prerequisite: All prior Physical Therapist Assistant courses with a passing grade and successful passing of lab practical exit exam.

PTA 252–Clinical Affiliation II
Cr: 7 Wkly hrs: 21 hours Clinic
Final terminal clinical education experience will be fulfilled under direct supervision of a physical therapist.
Prerequisite: All prior Physical Therapist Assistant courses with a passing grade.

Physics

PHYS 110–Introduction to Physics
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
Prerequisite: MATH 099 with a grade of 2.0 or above.

PHYS 114–General Physics
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
NS - Mechanics: Fundamental quantities, vectors, one and two dimensional motion, statics, Newton's Laws, gravitation, work and energy, impulse and momentum, and rotational motion. (Formerly PHYS& 121/PHYS& 131)
Prerequisite: MATH 141 with a grade of 2.0 or above.

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/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/PHYS& 133)
Prerequisite: PHYS 114 with a grade of 2.0 or above.

PHYS 254–Engineering Physics
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
NS - Mechanics: fundamental units, vectors, statics, laws of kinematics, linear and rotational motion, work, energy, momentum, impulse, equilibrium, inertia, and rocket propulsion. (Formerly PHYS& 221/PHYS& 231)
Prerequisite: MATH 163 and PHYS 110 with a grade of 2.0 or above.

PHYS 255–Engineering Physics
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
NS - Electricity and Magnetism: Coulomb's Law, Gauss's Law, electric and magnetic fields, capacitors and resistors in circuits, electrical instruments, and Kirchoff's rules. (Formerly PHYS& 222/PHYS& 232)
Prerequisite: PHYS 254 with a grade of 2.0 or above.

PHYS 256–Engineering Physics
Cr: 6 Wkly hrs: 5 hours Lecture, 2 hours Lab
NS - Fluids, Oscillations and Waves; Temperature Scales, Heat Measurements, Thermal Properties of Matter, First and Second Law of Thermodynamics; Light, Reflection, Refraction, Lenses, Mirrors, Image Formation, Interference, Diffraction and Polarization. (Formerly PHYS& 223/PHYS& 233)
Prerequisite: PHYS 254 with a grade of 2.0 or above.

Political Science

POLS& 101–Intro Political Science
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Introduction to the principles and problems of the study of politics and government with focus on history and philosophy and systems used in the field.

POLS 115–State/Local Government
Cr: 5 Wkly hrs: 5 hours Lecture
SS - Political and legal foundations of state and local governments, including legislative functions, distribution and execution of power, administrative organizations, political parties and voter behavior, and state and local policy making.

POLS 145–Politics of Middle East
Cr: 5 Wkly hrs: 5 hours Lecture
SS - A study of the historical and current politics of the Middle East. We will study the role of war, terror, oil, religion, ethnic cultures and the significance of these dynamics to the world.

POLS 175–Politics and Literature
Cr: 5 Wkly hrs: 5 hours Lecture
SS - An examination of the central issues and concepts of politics through the perspective provided by great literature. Included will be the questions of authority, responsibility, freedom, and power. (Same as HUMAN 175)

POLS 199–Practicum
Cr: 1-5 Wkly hrs: 10 hours Lab
Course can be offered as: POLS 199/299.
A practical application in the working world of the basic theories studied in the above program or discipline.

POLS& 201–Intro Political Theory
Cr: 5 Wkly hrs: 5 hours Lecture
HSS - An introduction to the major thinkers and philosophies that have shaped the Western political tradition. (Formerly POLS 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 POLS 210)

*See course description for prerequisite.
Course Descriptions

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 interaction and effect of governmental institutions and actors on health care including policymaking and its influences as well as government regulation of health care providers.
Prerequisite: POLS 115 or POLS & 202 strongly recommended – instructor permission required if this prerequisite is not met. 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 hours Lecture
An introduction to current practices in drug therapy and the pharmacokinetics that influence drug actions.
Prerequisite: BIOL 175 or BIOL 241.

PNURS 110–Medical Terminology
Cr: 2 Wkly hrs: 2 hours Lecture
An introduction to word roots, combining forms, suffixes, prefixes, spelling and pronunciation guidelines using a body systems approach.

PNURS 118–Nutrition
Cr: 3 Wkly hrs: 3 hours Lecture
The practical nurse's role in nutrition education, emphasizing nutrients and special dietary needs related to the different medical-surgical conditions throughout the lifespan.

PNURS 126–Dosage Calculations
Cr: 1 Wkly hrs: 1 hours Lecture
Introduction to the dosage calculations used in medication administration in the clinical setting.
Prerequisite: MATH 099.

PN Nursing Program Courses

Prerequisite: Admission to the Practical Nursing Program.

Winter Quarter:

PNURS 102–Physical Assessment Lecture
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to basic structures and functions of body systems and diagnostic tests. How the nurse assesses and distinguishes normal from abnormal findings is discussed.

PNURS 103–Physical Assessment Application Lab
Cr: 1 Wkly hrs: 2 hours Lab
Physical assessment of the adult client using interpersonal communication skills.

PNURS 104–Lab I, Lecture
Cr: 1 Wkly hrs: 1 hours Lecture
Introductory lecture course for planning, delivery and oversight of care for the client needing basic nursing skills, standard precautions, postmortem care and oral med administration.

PNURS 105–Lab I, Application
Cr: 1 Wkly hrs: 2 hours Lab
Introductory lab class for planning, delivery and oversight of care for the client needing basic nursing skills, standard precautions, postmortem care and oral med administration. Certified nursing assistants and military medics or corpsmen may receive course credit with successful Credit by Examination.

PNURS 110–Medical Terminology
Cr: 2 Wkly hrs: 2 hours Lecture
An introduction to word roots, combining forms, suffixes, prefixes, spelling and pronunciation guidelines using a body systems approach.

PNURS 112–Personal and Professional Roles
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to the personal and professional roles of the practical nursing student regarding laws and ethics, history, self assessment, communication, nursing process, and planning care.

PNURS 114–Fundamentals I
Cr: 5 Wkly hrs: 5 hours Lecture
Theory course covering beginning nursing concepts, microbiology, HIV and geriatric care. Emphasizes growth/development health and prevention.

PNURS 122–Long Term Care Clinical
Cr: 3 Wkly hrs: 6 hours Lab
Direct care experience using practice/application of critical thinking, nursing process, care planning, physical assessment, communication, hygiene and safety with long-term care residents.

Spring Quarter:

Prerequisite: Successful completion of all Winter quarter courses. Concurrent enrollment in or successful completion of the following courses:

PNURS 106–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.

PNURS 203–Fundamentals III–Mental Health
Cr: 1 Wkly hrs: 1 hours Lecture
Introduction to common mental health conditions using the nursing process.
Prerequisite: Admission to Practical Nursing Program; successful completion of all Winter and Spring quarter courses and PNURS 108 with a minimum grade of 2.3; completion of PNURS 110 and 118 with minimum grade of 2.3; completion of PNURS 126 with minimum grade of 3.7. Concurrent enrollment in or completion of PNURS 204, 205, 208 and 209.

PNURS 204–Fundamentals III Pediatrics
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to pediatrics using a nursing process framework. Includes critical thinking, stress/adaptation and ethical concepts.

PNURS 205–Fundamentals III Obstetrics
Cr: 2 Wkly hrs: 2 hours Lecture
Introduction to childbearing using a nursing process framework. Includes critical thinking, stress/adaptation and ethical concepts.

PNURS 208–Pediatric/Obstetric Clinical
Cr: 4 Wkly hrs: 8 hours Lab
Direct patient care experience emphasizing 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.

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

*See course description for prerequisite.
Psychology

PSYC 100 - General Psychology  
Cr: 5  
Wkly hrs: 5 hours Lecture  
SS - Survey of basic topics in psychology including methods, biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, and clinical psychology. (Formerly PSYCH 101)

PSYC 102 - Psychology of Adjustment  
Cr: 5  
Wkly hrs: 5 hours Lecture  
SS - Systematic presentation of scientific psychological principles and procedures for the resolution of human problems and relationships.

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 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 functional changes in families in Western and non-Western countries.

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 215 - Criminology  
Cr: 5  
Wkly hrs: 5 hours Lecture  
SS - The interdisciplinary and scientific study of crime and criminal justice. The various theories of social deviance, crime and criminality.

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.

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.

*See course description for prerequisite.
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 hours Lecture, 6 hours Lab  
Introduction to plane surveying. Use of instruments, computations, error corrections, and mapping. Emphasis on public land surveys, physical measurements, and related problems.  
Prerequisite: TEC-D 107, TEC-D 116 or permission of instructor.

TEC-D 122–Introduction to Legal Descriptions  
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
This course introduces the student to the Public Land Survey System (PLSS). It defines how parcels of property are described and helps the student to understand these descriptions.

TEC-D 123–Introduction to Construction Staking  
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
This course introduces the student to the process of construction staking as it applies to Civil Design projects.

TEC-D 127–Residential Architectural Drawing  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Basic drawing equipment and techniques and their application to the production of single story house building plans, elevations, and sections suitable for residential construction. A pencil drawing course.  
Prerequisite: TEC-D 107 or permission of instructor.

TEC-D 128–Adv Residential Architectural Drawing  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Expands Residential Architectural Drawing 127. Students will use AutoCAD to create a complete Sheet Set of a two story residential building.  
Prerequisite: TEC-D 127 or permission of instructor.

TEC-D 130–Construction Materials and Methods  
Cr: 3  Wkly hrs: 3 hours Lecture  
Familiarization with the applications of materials commonly used in construction and processes in manufacture.

TEC-D 136–Introduction to GIS-1  
Cr: 1  Wkly hrs: 1 hours Lecture  
Prerequisite: Familiarity with Windows environment advisable.

TEC-D 137–Introduction to GIS-2  
Cr: 1  Wkly hrs: 1 hours 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 hours 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 hours Lecture  
Session 4 is the conclusion to an overview of GIS; applications and projects forming data relationships displayed in map or graphical formats.  
Prerequisite: TEC-D 138.

TEC-D 145–Applied Problem Solving  
Cr: 5  Wkly hrs: 5 hours Lecture  
Uses math concepts and models in a lecture/discovery format to enhance problem-solving skills required in the workplace. (Same as AUT-T 145 and WELD 145)  
Prerequisite: MATH 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.

TEC-D 150–Introduction to GIS  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
An overview of GIS and its applications, plus hands-on projects forming data relationships displayed in map or graphical formats.  
Prerequisite: None (Equivalent to material offered in TEC-D 136, 137, 138, and 139 courses).

TEC-D 151–Intermediate GIS with ArcView  
Cr: 4  Wkly hrs: 3 hours Lecture, 2 hours Lab  
Intermediate GIS with ArcView expands upon introductory GIS topics and provides a working knowledge of various project applications.  
Prerequisite: TEC-D 139, or TEC-D 150.

TEC-D 155–Introduction to Unigraphics  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Unigraphics is a state-of-the-art 3D modeler for machine parts, assemblies, and consumer product design. [www.ugs.com]

TEC-D 175–Introduction to Solid Edge  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Solid Edge is a parametric 3D modeler for machine parts, assemblies, and consumer products; building 3D solids from constrained 2D sketches.

TEC-D 200–Computer-Aided Design I  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Introduction to Computer-Aided Drafting using Autodesk ACAD software to create, edit, and plot engineering drawings.  
Prerequisite: TEC-D 107 with a grade of 2.0 or above or permission of instructor.

TEC-D 205–Engineering Tech Project Planning  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
An introduction to the concepts used in planning engineering projects. This is a practical, hands-on conceptual approach to Engineering Project Planning. Microsoft Project Software may be used as a vehicle to outline this planning. This is intended for those seeking to be engineering technicians to enhance their ability to communicate with engineers. This course is not to teach software, but rather, to teach the engineering approach to building bridges, etc. as opposed to planning models used in business.

TEC-D 211–Geometric Dimensioning & Tolerancing  
Cr: 4  Wkly hrs: 4 hours Lecture  
The application of Geometric Dimensioning & Tolerancing techniques as per national and international standards (e.g. ANSI Y14.5 M/ISO/TC10/SC5).  
Prerequisite: TEC-D 107 or permission of instructor.

TEC-D 217–Computer-Aided Design II  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Advanced AutoCAD emphasizing manipulation and display of 2D drawings. Includes many of the new features introduced in recent software releases.  
Prerequisite: TEC-D 200 or experienced user or permission of instructor.

TEC-D 221–2D Production Drawing  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
An intensive course using AutoCAD to create and/or modify large 2D production drawings, details, sub-assemblies and assembly drawings.  
Prerequisite: TEC-D 200 or permission of instructor.

TEC-D 222–AutoCAD 3D  
Cr: 4  Wkly hrs: 2 hours Lecture, 4 hours Lab  
Students learn commands needed to produce, edit and render 3D computer drawings using AutoCAD 3D.  
Prerequisite: TEC-D 200 or permission of instructor.

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*See course description for prerequisite.*
Course Descriptions

**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 provide 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) software using Autodesk Revit allows students to explore BIM concepts and create 3D architectural parametric modeling projects. Residential aspects will be stressed. 
Prerequisite: TEC-D 127, or permission of instructor.

**TEC-D 270–3D Analyst**
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
This course is designed for those who want to apply three-dimensional visualization and analysis techniques to their spatial data. 
(Pass/No Credit) 
Prerequisite: TEC-D 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 hours Lecture, 2 hours Lab  
This course is designed for experienced ArcGIS users who want to use geoprocessing tools and models in their GIS projects. 
(Pass/No Credit) 
Prerequisite: TEC-D 139 or TEC-D 150.

**TEC-D 273–Map Projections in GIS**
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
This course is designed for students and GIS professionals who want to understand the properties of different map projections and coordinate systems. 
(Pass/No Credit) 
Prerequisite: TEC-D 139 or TEC-D 150.

**TEC-D 274–Natural Resource GIS**
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
This course teaches methods for acquiring, evaluating, creating, manipulating, and integrating data in preparation for analysis and map creation. It addresses problems commonly encountered by those in the natural resource and conservation fields. 
(Pass/No Credit) 
Prerequisite: TEC-D 139 or TEC-D 150.

**TEC-D 275–Spatial Analyst**
Cr: 2  Wkly hrs: 1 hours Lecture, 2 hours Lab  
This course is designed for experienced ArcGIS users who want to work with rasters to identify spatial relationships, develop suitability models, or calculate the cost of travel over a surface. 
(Pass/No Credit) 
Prerequisite: TEC-D 139 or TEC-D 150.

**TEC-D 280–AutoCAD Update**
Cr: 1  Wkly hrs: 1 hours Lecture  
Emphasis is on new and enhanced features in the most current version of AutoCAD. This is NOT a multiple level update class. 
(Not Credit) 
Prerequisite: Experienced AutoCAD user and currently using recent AutoCAD software recommended.

**Transition to Associate Degree Nursing**
TADN 181–LPN to ADN Transition – Theory  
Cr: 3  Wkly hrs: 3 hours Lecture  
Provides licensed practical nurses a transition for entry into the TADN bridge program. A grade of 2.7 or higher is required for continuation in the TADN Program. 
Prerequisite: Successful completion of an approved LPN program. Unencumbered Washington State LPN License. Completion of CHEM& 121, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 100 or PSY 102 with a grade of 2.0 or above. Accuplacer reading score of 78 or above. Admission to the TADN program.

**Welding**
WELD 100–Oxyacetylene Welding  
Cr: 6  Wkly hrs: 2 hours Lecture, 8 hours Lab  
Oxyacetylene welding and brazing in the flat, horizontal and vertical positions on mild steel plate; Oxygen 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 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. 
Prerequisite: WELD 106 or permission of instructor.

WELD 107–Welding Technical Orientation II  
Cr: 5  Wkly hrs: 5 hours Lecture  
Advanced welding, cutting, and manufacturing processes and American Welding Society weld symbol reading and interpretation. 
Prerequisite: WELD 106 or permission of instructor.

WELD 108–Welding Metallurgy  
Cr: 5  Wkly hrs: 5 hours Lecture  
A study of the metallurgy of welding and joining both ferrous and nonferrous metals, primarily as used in building and repair.

WELD 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.
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.
Faculty and Administrators

This section provides an overview of community members involved in OC, faculty and administrators.

Faculty and Administrators

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Applied Physics/Mathematics. B.A., B.S., M.S., University of Washington; M.S., Ph.D., UCLA.

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

DREANEY, JOHN C.

ERICKSEN, ROBERT P.
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ESTEP, DARRELL A.

FALLEY, RICHARD W.

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Weinmann, Mike  

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Brown, Jeannee Renee  
Bryant, Jack – Vice-Chair  
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Maju, Tina  
Reynolds, Melissa  
Sterling, Meredith – Chair  
Stimac, Timothy  
Stout, Rebecca  
Tucker, Natasha Marie  

CULINARY ARTS  
Bienek, Mary  
Bonholzer, Bruce – Chair  
Bourland, Elizabeth  
Fellin, Kristine  
Frederickson, Mary  
Henry, Marsha  
Kjosness, Donald  
Kuehn, Mark  
Matsumo, Grant  
Sautter, Lucas  

DIGITAL MEDIA ARTS  
Aubin-Ahrens, Theresa  
Bedinger, Jane  
Blakenship, Barry  
Kennedy, John  
Neff, Joshua – Chair  
Pirk, Steve  

ELECTRONICS TECHNOLOGY  
Choi, Margarita  
Dean, Michael  
Diemunsch, Andre – Vice Chair  
Fillmon, Bruce – Chair  
Goertzen, Charles  
Kennison, Joshua  
Kunz, David  
Paquette, Phil  
Petersen, Ryan  
Pfeilshiefter, Jay  
Redford, Kandyce  

EARLY CHILDHOOD EDUCATION  
Bright, Jocely  
Campbell, Andrea  
Hernandez, Renee  
Lavieri, Annamarie – Chair  
Olson, Lorraine  
Palazzoli, Cathy  
Pitts, Beth  

FIRE SERVICE PROGRAM  
Chaney, Rick  
Gillard, Jim  
Jose, David – Vice-Chair  
Lueders, Wesley  
Parizek, Stacy  
Powers, Ron  
Stewart, Paul – Chair  
Tollefsen, John  

HUMAN SERVICES  
Brigham, Carol  
de la Pena, Mary Ellen  
Geiger, Barbara  
Greer, Stephen  
Hayfield, Paul – Vice-Chair  
Jesionowski, Awilda  
Koske, Jan  
Kuker, Betsi  
LeSueur, Lisa  
McGaughhey, Denise  
Milton, Sarese  
Musser, David  
Pattson, Judy  
Saber, Saeed – Chair  
Sypka, Iwona  
Viers, Randy  

INDUSTRIAL TRADES TECHNOLOGY  
Carver, Joe  
Dean, Michael  
Kunz, David  
Paquette, Phil  
Watland, Bryan – Chair  

MANUFACTURING  
Davison, Judie  
Davison, Mark  
Ellis, Dana – Chair  
Johnson, Dave  
Koch, Robin  
Kopiasz, Lou  
Melrose, Laura  
Philely, Andy – Vice-Chair  
Shauffer, Stan  

MEDICAL ASSISTING  
Anderson, Leslie  
Bird, Lynnette  
Bustetter, Terri  
Clauson, Marisa  
Coulter, Sue  
Eley, Linda – Vice-Chair  
Fleischman, Sally  
Medby, Karina  
Otto, Barbara  
Squance, Krista  
Thompson, Debra – Chair  
Young, Molly  
Zeller, Jackie  

MILITARY EDUCATION  
Brown, Stephen  
Butterton, Robert – Chair  
Flegel, Joseph  
Hert, Gerald  
Klega, John  
Lang, Jason  
Neller, Shannon  
Pastorella, Joseph  
Qualls, Joseph  
Sandy, Jay  
Schumacher, Joel  

NURSING  
Black, Romina  
Cochrell, Patty – Chair  
Erickson, Megan  
Fought, Sharon Gavin  
Hallman, Kathleen  
Hansten, Ruth  
Kergil, Susan  
LaCrosse, Sharon  
Miller, Terry – Vice-Chair  
Plemmons, Suzanne  
Soriano, Joan  
Westerfield, Elaine  

ORGANIZATIONAL LEADERSHIP & RESOURCE MANAGEMENT  
Cole, Leslie  
de la Torre, Carlos – Chair  
Geistfeld, Julie  
Jordan, M.J.  
Nelson, Kathy  
Perryman, Jennifer  
Plotts, Mike  
Quick, Troy  
Williams, Jan
PHYSICAL THERAPIST ASSISTANT
Coykendall, Laurie – Chair
Dodge, Pat
Doehne, Linda
Dolen, Kristin
Gorman, Sheila
Lawley, Kathy
Leer, Shayla
Solvie, Chad
Streissguth, Kent – Vice-Chair

TECH PREP
Anderson, Mike
Case, Teresa
Cusack, Pat
Grigg, Deb
Lahmann, Peter
Mahaney, Tim
Thayer, Roxanne
Watland, Bryan

TECHNICAL DESIGN
Adamson, Jim
Armstrong, John – Vice-Chair
Brown, Brandon
Curley, Tom
Escalante, Jerry
James, Ronald
Janny, Steve
Lawrence, Dave
Livdahl, Greg
Lucke, Richard
McGonigle, Jim – Chair
Pleasants, Mike

WELDING TECHNOLOGY
Becker, Jeff
Bernard, Jennifer
Bienek, Richard
Davis, Robert
Johnson, Lynn
Kelsey, James
Kovacs Sr., Bela
LeTexier, Jerry
Lombroia, Chris
Murphy, Michael - Chair

WORKFORCE DEVELOPMENT
Aldrich, Joanna
Blakley, Carol
Cocus, Kathy – Chair
Deyette, Lance
Drzewiecki, Paul – Vice-Chair
Harrigan, Sharlene
Hess, Margaret
Lahmann, Peter
LeTexier, Kellie
Locke, Susan
Mackie, Carol
McKenna, James
Academic Terms

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

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

ADD/DROP COURSE
Upon completion of the registration process, a student may wish to add or drop a course to or from their schedule.

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

ARLO
An abbreviation for Automatic Registration Linkage Option for those courses that require (and are linked at registration) both a lecture and a lab.

AUDIT
Registration for informational instruction only. Regular attendance in a course or courses is customary without other participation and without credit.

CATALOG
The publication, issued annually or biennially, that presents information about the institution. The catalog may be published as one publication (as at OC) or as separate bulletins of information. It is considered the basic publication, the official reference for college policies, degree requirements, course descriptions, and other services.

CERTIFICATION
The authorization given by a professional or governmental agency or both to practice a particular vocation after completion of required training, and/or testing.

CLASS SCHEDULE
A publication containing information on the courses and sections offered for a given term. 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.
OC offers the Associate in Arts, Associate of Science, Associate in Applied Science-Transfer, Associate in Technical Arts, and Associate of General Studies.
Bachelor Degree: The degree customarily granted upon completion of a course of study normally requiring four academic years of college work.
Master’s Degree: An academic degree, earned or honorary, carrying the title of “Master.” Higher than a bachelor’s degree, the earned Master’s degree requires extended course work and research.
Doctorate Degree: An academic degree, earned or honorary, carrying the title of “Doctor.” Higher than a Master’s degree, the earned Doctor degree requires extended course work and research.

Professional Degree: The degree signifying completion of the minimum academic requirements for practice of a profession. The specific programs included in this category are: dentistry (D.D.S. or D.M.D.); law, general (L.L.B. or J.D.); medicine (M.D.); optometry (O.D.); 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 Intercolligate Relations Commission Guidelines, which enables a student to transfer to a college or a university with all or most of the basic requirements (general education or “core” courses) completed.

DISTANCE LEARNING
Any of a number of alternative courses to typical classroom instruction that use communication technology exclusively, or in part, to provide course information, research, and other resources.

DISTRIBUTION REQUIREMENTS
Courses numbered 100 or above that meet specific requirements for associate degrees, and may be transferred and applied to programs that culminate in a Bachelor Degree.

ELECTIVE COURSE
A subject or course which is not required for a major or general requirement.

E.S.O.L.
English for Speakers of other Languages - Courses offered for students who do not speak English or who do not use English as their native language.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Federal laws designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings (also known as The Buckley Amendment).

FEES
The designation usually given by an institution to the educational services fee assessed each time students register, or (at other institutions) the charge assessed all students for the specific function of registration. Money may be charged at registration to cover incidental materials in a course or allow access to services on campus (e.g. computer, parking).

FEES, RESIDENT
One year of residency in Washington State is the basic minimum requirement. Active duty military personnel, their spouses, and dependents are eligible to have non-resident fees waived.
FEES, NON-RESIDENT
The tuition that a tax-supported institution assesses students whose domicile is outside the state from which it draws tax support.

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

FORMER STUDENT
Did not register/attend any OC course the previous quarter/session.

FULL TIME
Students who enroll in 12 or more credits in one quarter are considered to be full time students.

GED
General Education Development - A test for students 19 and older who have not completed high school to demonstrate learning equivalent to a high school diploma.

G.E.R.
General Education Requirement(s) - Generally, 50 credits of 100-level courses or above that require the student to take courses in a variety of disciplines or subjects which apply to programs that culminate in an Associate or Bachelor degree. At OC, G.E.R.'s are termed “Distribution Areas.”

GPA
Grade Point Average - A numerical measure of scholastic performance over a set of courses obtained by dividing the sum of the grade points earned by the total number of hours of course work (credits) attempted.

HUMANITIES
An area of academic study that examines and celebrates the human experience. Courses in the humanities include language, literature, art, music, and philosophy.

INDEPENDENT STUDY
A course of study with topics or problems chosen by the student with the approval of the college and the supervision of an instructor.

LABORATORY COURSE
A course which provides a student an opportunity to perform experiments and determine results. Typically, laboratory courses are used for exposure to materials that illustrate principles taught in a lecture course.

LECTURE COURSE
A course which familiarizes a student with the principles of a subject area. Lecture courses typically involve note-taking by the student and allow for limited discussion.

LIBERAL ARTS
A course of study intended to expose a student to a broad sampling of academic studies. Liberal arts courses stress the development of reasoning, writing, and speaking skills.

LOWER DIVISION
Generally freshman and sophomore courses (100-200 level), as distinct from upper division (300-400 level).

MAJOR
A subject area in which a student chooses to specialize. Typically a major comprises one-third to one-half of a student’s four years of course work for a bachelor degree. 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.

PART TIME
Students who enroll in 11 or fewer credits in one quarter are considered to be part time students.

PRELIMINARY SCHOLASTIC APTITUDE TEST
(PsAT/NMSQT) - A version of the Scholastic Aptitude Test generally taken in the junior year of high school. It is designed for counselors and college admissions officers as an early measure of scholastic aptitude. It is also a basic screening test for students who wish to compete for scholarships offered through the National Merit Scholarship Corporation.

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

As in all emergencies or unusual situations, class attendance is a decision that should be based on personal safety and individual discretion.

IMPORTANT: Messages are posted in the event of emergencies or closures/delays only. If the college remains open and under normal operations, messages are not posted.

**NOTE**: OC Shelton, OC Poulsbo and other non-Bremerton campus students should follow the directions provided by staff at these locations regarding contact information, procedures, and telephone numbers.

For information, visit www.olympic.edu/OCNews and click “Emergency Information”.

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For information, visit www.olympic.edu/OCNews and click “Emergency Information”. 
Affirmative Action & Equal Opportunity Policy

Olympic College, Community College District No. 3, shall provide equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam-era veteran, or political opinions or affiliations.

It is a realization that discrimination, and the prejudice from which it results, is deeply ingrained within our culture. Concentration on the mere prevention of discrimination can result in the implementation of practices, which provide only superficial equality. Such practices, while possibly within the letter of the law, do not enact the full intent of the federal and state legislation, presidential and gubernatorial executive orders, or the courts' interpretation of these mandates. Therefore, Olympic College will organize and implement practices and programs, which aid in overcoming the effects of discrimination in regard to all of the protected groups.

In establishing affirmative action as a priority, Olympic College leadership believes that affirmative action must occur not only in the employment phase of its operation, but also in its educational programs, since it is in this area that the educational system impacts the make up of the labor force of the future.

Olympic College will operate aggressively and affirmatively in implementing and maintaining programs, which will promote genuine equal education and employment attitudes and opportunities. Complying with this policy is a priority commitment to affirmative action in the day-to-day operations at Olympic College, resulting in improved opportunities for protected groups and an improved learning environment.

The Affirmative Action Officer is responsible for the implementation and maintenance of systems, which monitor the effectiveness of the college’s Affirmative Action Plan. While it is the obligation of all staff members to assist in achieving goals for the plan, administrators and supervisors are expected to provide leadership in this effort. Those persons who have questions or grievances regarding affirmative action or equal employment and education opportunities at the college are invited to contact the President or the Affirmative Action Officer.

Adopted by the Board of Trustees 3/28/89, revised 8/27/91, 5/23/95.

Animal Control Policy

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

- Except as provided herein, no person may bring an animal into a building owned or controlled by the college. This provision shall not apply to or prohibit a service animal as defined under RCW 49.60.040(23) and (24), an animal under the control of a law enforcement officer, or an animal authorized by the college for educational purposes.
- Animals are permitted on the campus grounds only when under the direct control of their owners or keepers. Direct control for this purpose means control by means of a leash, cage, bridle, or other restraining device held by the owner or keeper, except that reasonable modifications of this provision may be made to accommodate a service animal.
- No animal whether on the campus grounds or in a college building, shall be permitted to run at large, to disrupt the college’s programs or activities, or to pose a direct threat to the health or safety of others.
- Any violation of this policy will be cause for removal of the violator and/or animal from campus and/or disciplinary action against the violator. An animal found in violation of this policy may also be subject to impoundment under city or county animal control ordinances. Violations may be reported to campus security; however, community support is urged in reminding pet owners of their obligation if a violation is observed by a community member.
- A student or employee who is responsible for an animal that is repeatedly in violation of this policy may be subject to the disciplinary proceedings appropriate to his or her status. Visitors to campus who are responsible for an animal that repeatedly fails to comply with this section may be subject to legal process.
- Brief adjudicative proceedings under RCW 34.05.482 through 34.05.494, shall be used in all matters relating to the college’s enforcement of this policy.

Adopted by Board of Trustees 1/29/2008

Children on Campus Policy

Olympic College recognizes that children often appropriately accompany adults during visits to campus. For the purpose of this policy, a child is defined as a person who has not reached their sixteenth (16th) birthday and is not enrolled as an Olympic College student. Children, however, need at all times to be under the supervision of their parent(s)/designated guardian. It is inappropriate for a parent to ask a member of the college community to assume supervision, unless he or she is leaving the child in a college program sanctioned for children as defined in this policy.

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

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

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

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

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

When a child is present in the classroom or work place, it is the responsibility of the parent/ accompanying adult to ensure that children do not unduly disrupt the educational or work setting. Adopted by the Board of Trustees 10/25/05, 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 prerequisites with appropriate accommodations. 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:
  - An explanation of the relationship of the student’s disability to the lack of success in completing the course; current relevant medical or psychological documentation which includes functional impact of the disability and its duration, when appropriate (refer to the section, “General Guidelines for Documentation of a Disability”); a description of the accommodations previously received by the student in the course or relevant subject area, if attempted; and a release signed by the student, authorizing the committee to review the student’s documentation and to contact the evaluating professional, if necessary.
  - The request may also include other relevant information, such as letters from instructors and/or tutors who have first-hand knowledge of the student’s attempts in the required subject area.

- Course substitutions will be approved only when such requests are consistent with the essential degree requirements.

- Students may contact the Registrar’s Office for further details regarding specific requests.

- The Dean of Enrollment Services shall respond in writing to all requests within one week of the ARGAC meeting. The response shall include a brief summary of the basis for the decision.

Grievance Procedure

For Students with Disabilities

OC has adopted an internal grievance procedure providing for the equitable resolution, within a reasonable time, of complaints by students with disabilities alleging violations of their rights under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

All requests for access, accommodation, and academic adjustment should first be brought to the Office of Access Services (AS). If a student believes that a faculty member, an office or a program has refused to provide an accommodation in accordance with notice from Access Services, a student should first request the assistance of the AS Director in resolving the complaint. If the complaint cannot be resolved in this manner, or if it involves the Access Services Office, a student has the right to appeal with the following procedure:

- Submit a written appeal to the Vice President of Student Services, which should include:
  - The nature of the disability, with an explanation of its current impact and functional limitations in the academic setting;
  - Details of the reasonable accommodation being requested; and
  - A description of any/all accommodations provided or offered by the college and an explanation of why those 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 or he or she has been discriminated against on the basis of disability may file a formal complaint with the ADA Compliance Officer. OC has adopted an Affirmative Action and Equal Employment Opportunity Policy that provides for prompt and equitable resolution of complaints alleging discrimination. A copy of the policy is published in this catalog and may also be obtained from the Office of Human Resource Services on the fifth floor of the College Service Center at OC Bremerton.

Students also have the right to file a complaint with the U.S. Department of Education and/or seek other legal remedies under state and federal law. The Department of Education requires complaints of discrimination to be filed within 180 days of the last know incident of discrimination. For further information regarding external complaint mechanisms, please refer to the RCW 28B.10.910 through RCW 28B.10.914 and the Washington Law against Discrimination, RCW 43.60.100

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 alleged 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 provide the information regarding the basis of the complaint and will discuss the options available. The facilitator will inform the complainant that retaliation against the complainant is prohibited. The facilitator will also inform the person to whom the complaint is directed that retaliation against the complainant is prohibited.
  - The facilitator may meet with the parties involved to facilitate a resolution that is satisfactory to these parties. The facilitator will document all meetings and keep a record for a period of three years or send documentation to the Equal Opportunity Officer.

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 essential request or both parties. Final decisions for resolution rests with the college President. No further intra-institutional appeal exists.
(Students confronted with inappropriate behavior not meeting the above definitions for discrimination/harassment should contact the Vice President of Students Services; employees should contact their supervisor or Human Resource Services for guidance.) Adopted by the Board of Trustees 1993, revised 2005.

Information Technology Procedures

IT Privacy Statement

Every attempt to maintain personal privacy and security will be maintained. To maintain the integrity of the 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 drives to use).

OC cannot be held responsible for any damage that may occur to any device that has been installed or is using OC resources without prior authorization. Do not install software, firmware or plug-ins to the network or any workstation. If a required application is not available, students should inform their instructor.

INTERNET

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

CONSEQUENCES

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

PAPER USE POLICY

• Print jobs should be limited to school related tasks only.
• A print management system is going to be in place by fall 2011 that will keep track of your print jobs per quarter. You are given 500 pages per quarter. Additional fees may be collected after the initial quota. Please check with the IT office for more details.

Procedure for Students to Inspect Their Education Records

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

The Registrar will make the needed arrangements for access as promptly as possible and advise the student when and where the records will be available for inspection. Access will be given as soon as practical but no later than 45 days after receipt of the written request.

Student records will be maintained according to the retention policy set out by the State Board for Community and Technical Colleges.

Limits on rights to review, inspect, or obtain copies of education records:

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

Refusal to provide copies

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

Mailed copies

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

Right to Know

OC makes an effort to comply with all state and federal 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, and other locations for students. The same information is available on the OC website within the Communications Department pages. Safety and Security information is available at www.olympic.edu.

For details, see the following Dispatches:

• Drug-Free Schools, Workplaces, and Communities
• 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 appropriate law enforcement agencies narrative notices regarding the pending release of sex offenders. The narrative notices describe the identity and criminal history behavior of the offender and shall include a risk level classification for the offender. Upon receiving a narrative notice, local law enforcement agencies review all available information and assign risk-level classifications to all sex offenders about whom information will be disseminated for the purpose of community notification.

The Safety and Security office maintains records of sex offenders who have been brought to the attention of Olympic College by the Kitsap and Mason County Sheriffs’ offices. The Kitsap County Sheriff’s Office maintains an online registry of Level II and Level III sex offenders who are registered to live in Kitsap County at www.icrimewatch.net/index.php?AgencyID=54474&disc=.

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

Using this public information to threaten, intimidate or harass sex 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 notifications:

- 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 III sex offender is enrolled

Olympic College has also developed specific procedures that assist in notifying the campus community of sex offenders on campus. According to these procedures, the Vice President of Student Services:

- Reviews all relevant and necessary information provided by law enforcement personnel and the office of Safety and Security; assesses the safety issues posed for students, employees, and all minors on campus.
- Interviews all Level III sex offenders attending Olympic College, as well as enrolled Level I and II sex offenders who are known to be attending Olympic College or for whom local law enforcement agencies have provided notice to the college.
- Releases the identity and information, according to the above guidelines.

The Kitsap County Sheriff’s Office maintains an online registry of Level II and 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.

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.

Student Conduct Code

Olympic College (OC), as a state supported institution of higher education, has a mission of providing excellence of instruction; responsiveness to community and individual needs, and open communication in a collegiate atmosphere to citizens of Kitsap and Mason counties. Sharing responsibility for this common mission, students and college personnel are joined in a voluntary college community.

OC students are both citizens and members of the college community. As citizens, students shall enjoy the same freedoms that other citizens enjoy. As members of the college community, they are subject to those responsibilities, which accrue to them by virtue of this membership.

Admission to OC carries with it the expectation that students will conduct themselves as responsible members of the college community; that they will comply with established rules and regulations of the college; maintain high standards of honesty and integrity; and respect the rights, privileges, and property of other members of the college community.

OC expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the college. The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both.

To accomplish these purposes, the college is governed by rules, regulations, and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community.

To obtain a complete copy of the Student Conduct Code, please contact the office of the Vice President of Student Services located in room 201 of the Humanities and Student Services Building at OC Bremerton or by telephone at 360.475.7474.

Complete copies of the current Student Conduct Code may also be found at www.olympic.edu/StaffFaculty/Policies/ConductCode.
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<td>394.2726 (by appointment)</td>
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