

Pathways to Educational Goals

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

Bachelor of Applied Science in Digital Filmmaking

The Bachelor of Applied Science in Digital Filmmaking (BAS DF) will prepare students for a range of positions in the rapidly changing field of digital film, including jobs in video production, directing, cinematography, screenwriting, and acting.

Bachelor of Applied Science in Information Systems

(BAS IS) This program will prepare graduates to strategically plan, manage and apply information technology solutions to business processes and challenges. This broad-based, rigorous degree is designed for students with a variety of experiences and backgrounds.

Bachelor of Science in Nursing

(RN-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 quarters, additional time may be required.

Bachelor of Applied Science in Organizational Leadership and Technical Management

(BAS OLTM) This program is designed to enroll students with a range of professional technical associate degrees and a diverse set of work experiences and professional goals. It is a practitioner-oriented, applied degree that will prepare students for leadership, management, and supervisory roles in private, public, and nonprofit organizations.

Associate Degrees

The college offers several transfer associate degrees of 90 or more credits. Each degree has specific graduation requirements. These degrees offer several areas of study and are for students who are interested in pursuing a bachelor degree at a college or university.

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

- General
- Business
- Pre-Nursing

Associate of Science (AS) – Transfer

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

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

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

Track II Engineering Major Related Programs:

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

Associate in Applied Science – Transfer (AAS-T)

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

OC offers the following AAS-T degrees:

- Accounting Technology
- Digital Filmmaking
- Early Childhood Education transferring to Washington State University
- Homeland Security/Emergency Management (with Pierce College)
- Information Technology degrees transferring to The Evergreen State College and Western Governors University-Washington
- Information Technology-Security transferring to Western Washington University
- Leadership and Occupational Studies
- Medical Assisting transferring to The Evergreen State College
- Organizational Leadership/Resource Management transferring to Brandman University and The Evergreen State College

Associate in Applied Science (AAS)

- Engineering Technology
- Physical Therapist Assistant

Associate in Technical Arts (ATA)

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

Associate degrees differ from certificate programs by combining specific job skills with a breadth component.

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

- Accounting Technology
- Administrative Office Support
- Business Management
- Chemical Dependency Counseling
- Cosmetology
- Culinary Arts Institute-Sous Chef
- Early Childhood Education
- Electronics
- Industrial Trades Technician
- Nursing
- Technical Design
- Transition to Associate Degree Nursing
- Welding Technology

Usual Time to Complete

Full-time students generally enroll in 12-18 credits per quarter. An associate degree will normally require at least six quarters to complete, and may take longer if prerequisites and course sequences are required.

Professional-Technical Certificates

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

Certificate of Specialization (CS)

Provides training in a focused program in a specific occupational field and requires completing 61 to 89 credits (normally 4-6 quarters).

Certificate of Proficiency (CP)

Provides dedicated training and requires 45 to 60 credits of specific courses (normally 3-4 quarters).

Certificate of Completion (CC)

Provides focused training and requires 20 to 44 credits (normally 2-3 quarters).

Certificate of Recognition (CR)

Provides training and requires 10 to 19 credits (normally 1-2 quarters).

Other Program Options

Associate in General Studies (AGS)

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

High School Completion and GED®

High School Completion and GED®

Students who have nearly completed high school may take college-level courses to receive a high school diploma. Please see page 8 for more information or contact OC's Counseling Center for information about eligibility. The General Educational Development (GED®) test is available to those who have not received their high school diploma. See page 8 for information on GED® Prep courses or taking the GED® test.

High School 21+ (HS21+)

HS21+ is an adult education program for adults 21 and older without a high school diploma or GED®. High school diplomas are awarded to adults 21 years old and older who demonstrate competency in reading, writing, and math in the context of science, history, government, art, health, occupational studies, and digital literacy.

For more information, contact Basic Studies (ABE/GED/I-BEST/HS21+) 360.475.7550

Continuing Education

Continuing Education offers a wide array of opportunities for the lifelong learner. Classes are designed to meet the needs of working professionals, retirees, and casual learners seeking personal enrichment. As practitioners in their respective fields, instructors bring valuable experience and expertise to the classroom.

To review the latest class descriptions and fees, visit the Continuing Education website at www.olympic.edu/programs-classes/continuing-education or www.olympic.edu.

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

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

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

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

Advising Notes and Recommendations

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

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

Direct Transfer Agreement

Olympic College subscribes to the Washington State Intercollege Relations Commission (ICRC) Direct Transfer Agreement (DTA). Under this agreement, most Washington baccalaureate institutions accept a DTA degree to fulfill lower division general education requirements. Students transferring to an ICRC member college with a DTA will generally be admitted as juniors. This does not mean that all courses will transfer. The transfer institution will evaluate each course according to its own policies, such as minimum grade. In addition, students will have to meet admission requirements of their university, college, and department, such as world language.

Transfer Rights and Responsibilities

Student Rights and Responsibilities

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

College and University Rights and Responsibilities

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

General Education Requirements (GER)

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

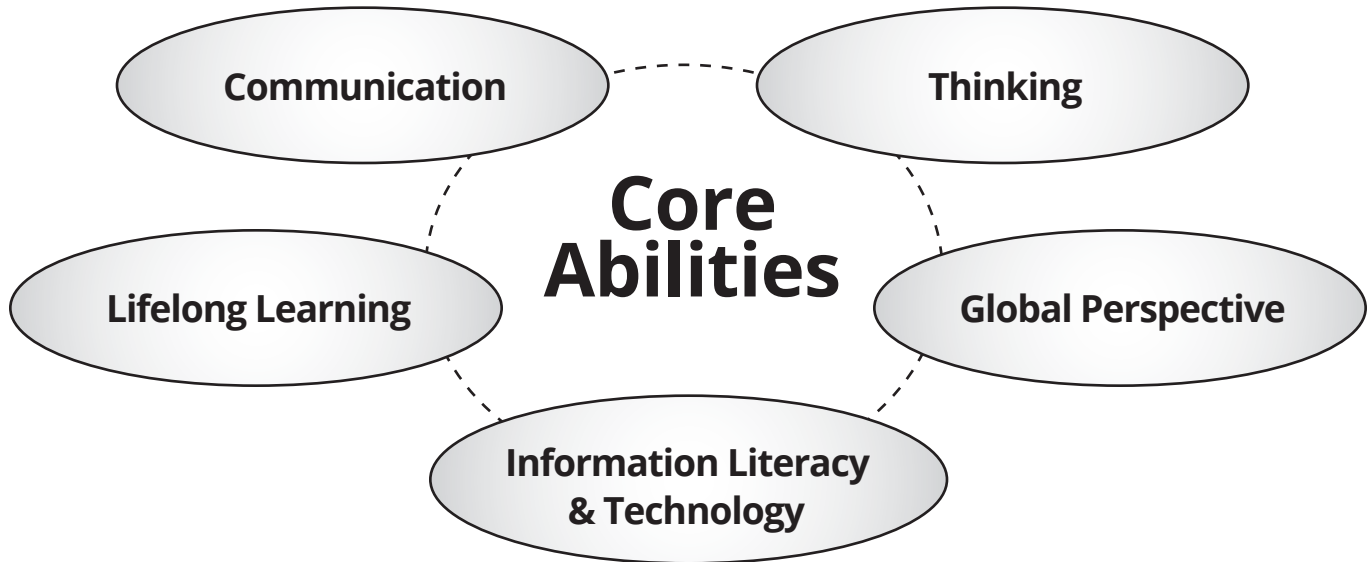
For transfer degrees, GER conform to Intercollege Relations Commission (ICRC) guidelines. Following these guidelines assures that the transfer degree will satisfy lower division general education requirements at most Washington colleges and universities. Students must complete a minimum of 60 credits of GER. Transfer GER include quantitative reasoning, communication, humanities, natural sciences, and social sciences. World language is not required at OC but some baccalaureate institutions require it. You should determine early whether you will need to complete a world language requirement for your bachelor's degree.

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

Core Abilities

In addition to completing GER for specific degrees, OC has developed a set of core abilities that each student should develop before graduation. Starting with the 2012-2013 catalog, students completing transfer degrees are required to demonstrate these core abilities by completing specific courses. These courses are listed under "Fulfillment of Core Abilities Graduation Requirement" on pages 45-47.

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

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

Global Perspective

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

Communication

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

Thinking

1. Graduates engage in critical analysis.
2. Graduates engage in creative problem solving.
3. Graduates engage in quantitative reasoning.
4. Lifelong Learning
5. Graduates demonstrate self-monitoring and self-advocacy skills to affect positive life changes.
6. Graduates demonstrate the ability to recognize, understand, and accept ownership for their own learning and behavior in varied and changing environments.
7. Graduates demonstrate the ability to adapt to technological innovations and to understand their implications.

Assessment of Student Learning

1. 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.
2. 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 OC.

Degrees and Certificates

Courses meeting Graduation Requirements in Associate Degrees (2018-2019)

Courses for the Associate Transfer Degrees and other Associate Degrees. Only those courses numbered 100 and above are acceptable. All courses 195/295, 198/298, and 199/299 will be evaluated individually except as noted below. Continuing Education credits may not be used. Courses which were on these lists when taken may also be applied.

Humanities Distribution (H, H/SP)

Choose two or three different subjects from the following lists.

Group A: Humanities (H)

No restriction

American Culture & Equity Studies – 101, 102, 160, 170
American Sign Language – &121, &122, &123
Anthropology – &207, 325, 335
Art – &100, 102, 103, 104, 106, 107, 110, 111, 117
Communication Studies – &101, &102, 105, 125, &210, &220, 225, &230, 242, 250, 253, 255, 263, 273, 293
Dramatic Arts – &101, 201, 210, 211, 212, 251, 252, 253, 256, 260, 265
English – &111, &113, 141, 150, &220, &226, &227, &228, &244, &245, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 283, 284, 286, 328, 345
Geography – &200
History – 230
Humanities – 101, 102, 145, 160, 170, 175, 201, 202, 203, 204, 220, 235, 250, 253, 257, 284, 320
Music – 101, 102, &105, &141, &142, &143, 185, 188, 189, 239, 240, &241, &242, &243
Philosophy – &101, &115, 240
Political Science – 175, &201, 235, 255

World Languages

No more than 5 credits at the 100 level

American Sign Language – &121, &122, &123
French – &121, &122, &123
German – &121, &122, &123
Japanese – &121, &122, &123
Korean – &121, &122, &123
Spanish – &121, &122, &123, &221

Group B: Skills Performance (H/SP)

No more than 5 credits

Art – 120, 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268
Dramatic Arts – 120
Music – 103, 106, 109, 117, 120, 123, 133, 136, 144, 233, any P-MUS course (Private Music Lessons)

Social Sciences Distribution (SS)

American Culture & Equity Studies – 101, 102, 160, 170
Anthropology – &100, &204, &205, &206, &207, &210, 212, 270, 325, 335, 350
Baccalaureate Nursing – 323
Business – &101
Early Childhood Education – &105
Economics – &201, &202
Education – &121, &122, &202, &204
Engineering – &104
Geography – &100, &200, &207, &250
History – 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257
Human Services – 107
Human Services Substance Abuse Counselor &101
Humanities – 101, 102, 145, 160, 170, 175, 235
Philosophy – &101, &115, &120, 240
Political Science – &101, 115, 145, 175, &201, &202, &203, 235, 255, 323
Psychology – &100, 102, &200, &220, 240, 260, 300
Sociology – &101, 125, 135, 190, &201, 215, 230, 271, 301, 319

Natural Sciences Distribution (NS)

Lab Courses:

Minimum one course required

Biology – 101, 114, 115, 120, 130, 131, 132, 140, &160, 170, &175, &210, &211, &212, &241, &242, &260
Chemistry – &110, &121, &131, 137, &151, &152, &153, &251, &252, &253
Geography – 150
Geology – &101, &103, &110, &208
Oceanography – &101
Physics – 110, 114-116, 254, 255, 256

Non-lab courses:

Anthropology – &205
Astronomy – 101, 102, 105
Biology – 104, 351
Chemistry – &139, &141, &142, &143, &241, &242, &243
Geography – &100, 260
Geology – &100, 155
Meteorology – 101

Nutrition – &101
Science – 100

Other than physical, biological, and earth sciences:

No more than five credits from the following in Natural Sciences distribution:

Business – 215
Computer Science – &141, 143, 170, 210, 240
Engineering – 240
Mathematics – &107, 112, &131, &132, 136, &141, &142, &143, &146, &147, &148, &151, &152, &163, 210, 221, 222, 240, 250, &264
Philosophy – &120

Electives

There are two types of electives:
Fully Transferable and Restricted.
No more than 15 credits of Restricted electives may be used in an AA/DTA degree.

Fully Transferable:

ALL courses listed in the Communication and Symbolic Reasoning Skill Areas; and the Humanities, Social Sciences, Natural Sciences distributions; plus the following:

Accounting – &201, &202, &203
Baccalaureate Nursing – 320
Business – &201, 330
Computer Information Systems – 141
Education – &115, 199
Engineering – 111, &114, &204, &214, &215, 216, &224, &225, 270, 271
English – &101, &102, &235, 301
World Language – any not used in Humanities Distribution
Physical Education-Education – 104
Physical Education Activity – (PEFSP and PE-RD) – Up to 3 credits. Only 3 credits may be applied to an AA degree.

Restricted in Transfer:

ANY college level courses NOT listed in any of the skill areas, distribution, or transferable electives (generally professional-technical and personal development courses)

Baccalaureate Nursing – all except 323, 326A
Business Management – all
Business Technology – all
Computer Information Systems – all except 141
Cooperative Apprenticeship – all

Cooperative Education – all	Homeland Security Emergency Management – all	Organizational Leadership/Resource Management – all
Cosmetology – all	Hospitality Management – all	Organizational Leadership/Technical Management – all
Culinary Arts – all	Human Services – all except 107	Parent Education – all
Digital Media Arts – all	Information Systems – all	Physical Education–Education – all except 104
Early Childhood Education – all except &105	Intensive English – 100A, 100B, 100C	Physical Therapist Assistant – all
Education – 110, 120, 123, &130, 132, &136, &150	Library Research – all	Practical Nursing – all
Electronics – all	Manufacturing – all	Technical Design – all
Engineering – 100	Mathematics – 100, 103	Transition to Associate Degree Nursing – all
Fashion – all	Medical Assisting – all	Welding – all
Filmmaking - all	Nursing – all	
General Studies – all	Nursing Assistant – all	

Fulfillment of Core Abilities Graduation Requirement (2018-2019)

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

Notes:

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

Communication

(Oral or Non-Verbal Skills)

American Culture & Equity Studies – 101, 102, 160, 170	Digital Media Arts – 120, 136, 220, 236	Human Services – 105, 107, 110, 112, 113, 114, 115, 120, 122, 123, 275, 276
American Sign Language – &121, &122, &123	Dramatic Arts – &101, 120, 201, 210, 211, 212, 251, 252, 253, 256, 260, 265	Human Services Substance Abuse Counselor – &101
Anthropology – &100, &204, &205, &206, &207, &210, 270, 325, 335, 350	Early Childhood Education – 173, 176, 177, 178, 215, 225	Humanities – 101, 102, 145, 160, 170, 175, 201, 202, 203, 204, 235, 250, 257, 320
Art – &100, 102, 103, 104, 106, 107, 110, 111, 117, 120, 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268	Economics – &201, &202	Information Systems – 302, 337, 350, 390, 415, 438, 450, 470, 490
Biology – 130, 131, 132, &160, &175	Education – 110, &115, 123, &202	Japanese – &121, &122, &123
Business – 215, 330	Electronics – 113, 160, 166, 170, 203, 211, 212, 213, 238	Korean – &121, &122, &123
Business Management – 145, 146, 147, 148, 149, 170, 181, 183, 185, 247, 282	Engineering – 100, &104, 111, &114, &204, &215, 216, &224, &225, 240, 271	Manufacturing – 101, 115, 120, 140, 165, 181, 290
Business Technology – 103, 104, 105, 106, 107, 108, 110, 111, 115, 116, 123, 130, 133, 134, 145, 150, 160, 175, 220, 229, 231, 239, 240, 250, 255	English – &101, &102, &111, &113, 141, &220, &235, &244, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 283, 301, 345	Mathematics – 100, 103, &107, 112, &131, &141, &142, &146, &151, &152, &163, 210, 221, 222, 231, 232, &264
Chemistry – &110, &121, &131, 137, &139, &142, &143, &151, &152, &153, &241, &243, &251, &252, &253	Fashion – 101, 102, 103, 104, 105, 106, 107, 108	Medical Assisting – 112, 136, 137, 140, 152, 153, 211
Communication Studies – &101, &102, 105, &210, &220, &230, 242, 250, 253, 263, 273	Filmmaking – 240, 241, 242, 243, 245, 246, 247, 248, 280, 281, 285, 286, 287, 288, 289	Meteorology – 101
Computer Information Systems – 114, 115, 116, 141, 143, 145, 155, 156, 160, 176, 190, 210, 219, 236, 245, 255, 258, 272	French – &121, &122, &123	Music – 101, &105, 120, 185, 112, 114, 116, 118, 140, 142, 144, 146, 152, 154, 156, 158, 160, 172, 174, 176, 177, 180, 181, 182, 200, 202, 204, 206, 208, 210, 211, 212, 252, any Private Music Lessons (P-MUS)
Computer Science – &141, 210	General Studies – 102, 124	Nursing Assistant – 100, 102, 110, 112, 120
Cosmetology – 173, 201, 203, 211, 251, 254	Geography – 150, &200, &207, &250, 260	Nutrition – &101
Culinary Arts – 101, 103, 104, 105, 121, 122, 123, 125, 126, 128, 129, 130, 131, 132, 200, 210, 220	Geology – &100, &101, &103, &110, 155, &208	Organizational Leadership/Resource Management – 150, 201, 220, 225
	German – &121, &122, &123	Organizational Leadership/Technical Management – 320
	History – &116, &117, &118, &214, &215, &219, 230, 257	Philosophy – &101, &115, &120, 240
	Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 190, 200, 210, 220, 230, 240, 250	Physical Education–Education – 104, 105, 107
	Hospitality Management – 102, 124, 133	

AA: 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

Fulfillment of Core Abilities Graduation Requirement (2018-2019)

Physical Education–Fitness and Sports – 140, 187	Culinary Arts – 101, 103, 121, 122, 123, 125, 126, 131, 132, 200, 210, 220	Nursing – 112, 116, 118, 140, 142, 144, 146, 151, 152, 154, 156, 160, 172, 174, 176, 177, 178, 179, 180, 181, 182, 200, 202, 204, 206, 208, 210, 211, 212, 252
Physical Therapist Assistant – 101, 102, 105, 108, 120, 121, 122, 123, 125, 126, 151, 204, 224, 227, 251, 252, 260	Digital Media Arts – 120, 136, 220, 236	Nursing Assistant – 100, 102, 110, 112, 120
Political Science – &101, 115, 145, 175, &201, &202, &203, 235, 323	Dramatic Arts – &101, 120, 201, 210, 211, 212, 251, 252, 253, 256, 260, 265	Nutrition – &101
Practical Nursing – 102, 103, 106, 108, 110, 112, 116, 118, 122, 124, 200, 202, 203, 204, 205, 206, 208, 209, 210	Early Childhood Education – 174, 177, 178, 225	Organizational Leadership/Resource Management – 150, 201, 202, 205, 220, 225, 250, 260
Psychology – &100, 102, 260, 300	Economics – &201, &202	Organizational Leadership/Technical Management – 320
Sociology – 109, 125, 135, 190, &201, 230, 301, 319	Education – 110, 120, &121, &122, 123, 132, &202, &204	Parent Education – 102
Spanish – &121, &122, &123, &221	Electronics – 101, 102, 103, 106, 111, 112, 113, 160, 165, 166, 170, 201, 202, 203, 211, 212, 213, 225, 227, 228, 235, 237, 238	Philosophy – &101, &115, &120, 240
Technical Design – 107, 109, 112, 121, 122, 123, 127, 128, 130, 150, 151, 175, 180, 200, 205, 211, 217, 221, 222, 231, 242, 270, 271, 290	Engineering – &104, 111, &114, &204, &214, &215, 216, &224, &225, 240, 270, 271	Physical Education–Education – 104, 105, 107
Welding – 101, 102, 103, 104, 105, 108	English – &101, &102, &111, &113, 141, &220, &226, &227, &228, 235, &244, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 283, 284, 286, 301, 328, 345	Physical Therapist Assistant – 106, 107, 110, 111, 120, 121, 122, 123, 125, 126, 127, 151, 204, 224, 227, 251, 252, 260
	Fashion – 101, 102, 103, 104, 105, 106, 107, 108	Physics – 114, 254, 256
	Filmmaking – 240, 241, 242, 243, 245, 246, 247, 248, 280, 281, 285, 286, 287, 288, 289	Political Science – &101, 115, 145, 175, &201, &202, &203, 235, 323
	French – &121, &122, &123	Practical Nursing – 102, 103, 104, 105, 106, 108, 110, 112, 114, 116, 118, 122, 124, 126, 200, 202, 203, 204, 205, 206, 208, 209, 210
	General Studies – 124	Psychology – &100, 102, &220, 240, 260
	Geography – 150, &200, 207, 250, 260	Sociology – &101, 109, 125, 135, 190, &201, 215, 230, 271, 301, 319
	Geology – &100, &101, &103, &110, 155, &208	Spanish – &121, &122, &123, &221
	German – &121, &122, &123	Technical Design – 107, 109, 116, 121, 123, 127, 128, 130, 145, 150, 151, 175, 180, 200, 205, 211, 217, 221, 222, 231, 271, 272, 273, 275, 290
	History – 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257	Welding – 100, 101, 102, 103, 104, 105, 106, 107, 108, 145
	Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 190, 200, 210, 220, 230, 240, 250	
	Hospitality Management – 124, 133	
	Human Services – 105, 107, 110, 112, 113, 114, 115, 120, 122, 123, 275, 276	
	Human Services Substance Abuse Counselor – &101	
	Humanities – 101, 102, 145, 160, 170, 175, 201, 202, 203, 204, 220, 235, 250, 253, 257, 284, 320	
	Information Systems – 300, 302, 330, 337, 346, 350, 390, 415, 438, 450, 470	
	Japanese – &122, &123	
	Manufacturing – 101, 115, 120, 130, 140, 150, 160, 165, 172, 180, 181, 185, 186, 280, 290	
	Mathematics – 100, 103, &131, &132, &141, &142, 147, &148, &151, &152, &163, 210, 221, 222, 231, 232, 250, &264	
	Medical Assisting – 114, 116, 117, 120, 121, 136, 137, 151, 163, 164, 205, 211	
	Meteorology – 101	
	Music – 101, &105, 120, 185, any P-MUS course (Private Music Lessons)	

Thinking

(Critical Analysis or Creative Problem Solving)

Accounting – &201, &202, &203

American Culture & Equity Studies – 101, 102, 160, 170

American Sign Language – &121, &122, &123

Anthropology – &100, &204, &205, &206, &207, &210, 212, 270, 325, 335, 350

Art – &100, 102, 103, 104, 106, 107, 110, 111, 117, 120, 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268

Astronomy – 101, 102, 105

Biology – 101, 114, 115, 120, 130, 131, 132, &160, &175, &260

Business – &101, &201, 215, 330

Business Management – 102, 105, 138, 139, 140, 145, 146, 147, 148, 149, 170, 180, 181, 183, 185, 203, 247, 282

Business Technology – 115, 123, 127, 130, 133, 134, 135, 136, 137, 142, 150, 155, 160, 220, 231, 240, 250, 254, 260, 275, 280

Chemistry – &110, &121, &131, 137, &139, &142, &143, &153, &241, &242, &243, &251, &252, &253

Communication Studies – &101, &102, 105, 125, &210, &220, 225, &230, 242, 250, 253, 263, 273, 293

Computer Information Systems – 110, 111, 114, 115, 116, 123, 141, 142, 143, 145, 155, 176, 190, 200, 205, 210, 219, 236, 240, 242, 247, 249, 255, 258, 261, 270, 271, 272, 273, 285

Computer Science – &141, 143, 210

Cosmetology – 102, 103, 104, 105, 120, 123, 151, 152, 153, 154, 155, 161, 162, 171, 181, 182, 183, 211, 251, 254

Global Perspective

American Culture & Equity Studies – 101, 102, 160, 170

American Sign Language – &121, &122, &123

Anthropology – &100, &204, &205, &206, &207, &210, 212, 270, 325, 335, 350

Art – 107, 117, 120, 206, 268

Biology – 101, 120, 130, 131, 132

Business – &101, &201

Business Management – 102, 282

Communication Studies – &101, &210, &220, &230, 242, 250, 253, 263, 273

Dramatic Arts – &101, 201

Early Childhood Education – 174

Education – &115

Engineering – &104, 111, &224, 216

English – 141, &220, &226, &227, 244, 250, 262, 264, 283, 284, 328

Fashion – 101, 102, 103, 104

Geography – 150, &200, 207, 250, 260

History – 110, &136, &137, 253

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

Fulfillment of Core Abilities Graduation Requirement (2018-2019)

Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 220, 230, 240
 Human Services – 107
 Humanities – 101, 102, 145, 160, 170, 175, 201, 202, 203, 204, 220, 235, 250, 253, 257, 284, 320
 Information Systems – 350, 415
 Medical Assisting – 151, 180
 Meteorology – 101
 Music – 101, &105
 Nursing – 112, 114, 116, 118, 140, 144, 146, 154, 156, 172, 174, 176, 177, 178, 179, 200, 202, 208, 210, 212, 252
 Organizational Leadership/Resource Management – 205
 Physical Therapist Assistant – 204
 Political Science – &101, &201, &202, 203, 235
 Psychology – 102, 260
 Sociology – &101, 109, 125, 135, 190, &201, 230, 271, 301, 319

Information Literacy & Technology

Accounting – &201, &202, &203
 American Culture & Equity Studies – 101, 102, 160, 170
 American Sign Language – &121, &122, &123
 Anthropology – &204, &205, 212, 270, 325, 335, 350
 Art – 117, 120, 206, 225, 226, 267, 268
 Biology – 130, 131, 132, &160, &260
 Business – &101, &201, 215, 330
 Business Management – 180, 185, 203
 Business Technology – 106, 115, 116, 123, 150, 155, 160, 220, 250, 254, 255, 260
 Chemistry – &241, &242, &243, &251, &252, &253
 Communication Studies – &101, &102, 105, 125, &210, &220, 225, 242, 250, 253, 263, 273
 Computer Information Systems – 110, 111, 115, 190, 270, 271, 272, 273
 Culinary Arts – 132, 200, 210, 220
 Digital Media Arts – 120, 136, 220
 Dramatic Arts – &101, 201, 245, 246, 247, 248, 253, 281, 285, 286, 287
 Early Childhood Education – &100, 178, 215, 225
 Education – 110, &115, &121, &122, 123, 132, &202
 Electronics – 103, 201, 202, 203, 211, 212, 213, 227, 228, 237, 238
 Engineering – &104, 111, 216, 240

English – &102, &111, &113, &220, &228, 235, &244, 250, 262, 283, 284, 301, 328, 345
 Fashion – 101, 102, 103, 104
 General Studies – 140
 Geography – 150, 260
 Geology – &100, &101, &103, 155, &208
 History – &214, &215, &219, 230, 257
 Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 190, 220, 230, 240, 250
 Human Services – 105, 107, 110, 112, 113, 114, 115, 120, 122, 123, 275, 276
 Human Services Substance Abuse Counselor – &101
 Humanities – 101, 102, 160, 170, 175, 201, 202, 235, 250, 257, 284, 320
 Information Systems – 390, 415
 Japanese – &123
 Library Research – 110, 180
 Manufacturing – 172, 180, 181, 185, 290
 Medical Assisting – 110, 163
 Meteorology – 101
 Music – &105, 185, any P-MUS course (Private Music Lessons)
 Nursing – 112, 118, 140, 146, 154, 160, 174, 176, 177, 179, 210, 211, 212
 Nutrition – &101
 Organizational Leadership/Resource Management – 150, 201, 205, 218, 220, 225, 234, 235, 240, 250, 260, 272, 280
 Parent Education – 100, 101, 102
 Physical Therapist Assistant – 101, 105, 106, 108
 Political Science – &101, 115, 145, 175, &201, &202, 203, 235
 Practical Nursing – 210
 Psychology – 102, &200
 Sociology – &101, 109, 125, 135, 190, &201, 215, 230, 271, 319
 Technical Design – 112, 130, 150, 151, 175, 180, 205, 242, 274, 290
 Welding – 106, 108

Lifelong Learning

American Culture & Equity Studies – 101, 102, 160, 170
 Anthropology – &100, &204, &205, &206, &207, 212, 270, 325, 335, 350
 Art – 120, 268
 American Sign Language – &121, &122, &123
 Biology – 115
 Business Management – 105, 149, 181, 282
 Communication Studies – &101, 105, &210, &220, 250, 253, 263, 273

Computer Information Systems – 111, 255
 Cosmetology – 160, 240
 Dramatic Arts – 251, 253
 Early Childhood Education – 174, 215
 Education – 110, 120, 132
 Engineering – 100, &104, 111, &114, &204, &214, &215, 216, &224, &225, 240, 270, 271
 English – &220, 235, 244, 270, 271, 272, 273, 274, 275, 276, 301, 345
 Fashion – 101, 102, 103, 104
 Filmmaking – 281, 285, 286, 287, 288, 289
 French – &121, &122, &123
 General Studies – 101, 111, 121, 124, 131, 133, 141
 Geography – 150
 German – &121, &122, &123
 Homeland Security Emergency Management – 102, 110, 120, 130, 157, 160, 180, 210, 220, 230, 240
 Human Services – 105, 107, 110, 112, 113, 114, 115, 120, 275, 276
 Human Services Substance Abuse Counselor – &101
 Humanities – 101, 102, 160, 170, 175, 257
 Information Systems – 302, 390, 438, 450, 490
 Manufacturing – 290
 Medical Assisting – 210, 213
 Meteorology – 101
 Music – 101, 120, any P-MUS course (Private Music Lessons)
 Nursing – 112, 114, 116, 154, 156, 160, 172, 174, 176, 177, 179, 200, 202, 204, 206, 210, 211, 212
 Nursing Assistant – 100, 110, 120
 Organizational Leadership/Resource Management – 150, 201, 225, 260
 Parent Education – 100, 101, 103
 Physical Education–Education – 104, 107
 Physical Therapist Assistant – 101, 151
 Political Science – &101, 145, 175, &201, &202, 203
 Practical Nursing – 200, 210
 Psychology – 102, 260, 300
 Sociology – &101, 319
 Spanish – &121, &122, &123, &221
 Technical Design – 180, 290
 Welding – 106

AAS: Associate in Applied Science = 90+ cr **AAST:** Associate in Applied Science – Transfer = 90+ cr **ATA:** Associate in Technical Arts = 90+ cr
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*See course description for prerequisite.

Degrees and Certificates

Degrees and Certificates Planning Chart						
Program Subject Area	Degrees 90 or more credits	Certificate of Specialization 61-89 credits	Certificate of Proficiency 45-60 credits	Certificate of Completion 20-44 credits	Certificate of Recognition 10-19 credits	Page
General Degrees						
Associate in Arts	AA-DTA					49
Associate in General Studies	AGS					49
Associate of Science-Track 1	AS-Track 1					49-50
Associate of Science-Track 2	AS-Track 2					50
Associate in Technical Arts (Option 2)	ATA Option 2					50
Program-Specific Degrees and Certificates						
Accounting Technology	AAS-T, ATA		X	X	X	50-52
Business	AB-DTA/MRP					52-53
Business Management	ATA		X	X	X	53-55
Business Technology	ATA	X	X	X	X	55-56
Composites Manufacturing Technology		X		X		57
Computer Info Systems	BAS-IS, AAS-T		X	X	X	57-63
Cosmetology	ATA	X	X			63-64
Culinary Arts Institute	ATA	X		X	X	64-65
Early Childhood Education	AAS-T, ATA		X	X	X	66-68
Electronics	ATA		X		X	68-69
Engineering	AS-Track 2/MRP					69-70
Engineering Technology	AAS					70-71
Fashion Marketing				X	X	71-72
Filmmaking	BAS, AAS-T, AFA					72-74
Homeland Security/Emergency Management	AAS-T			X		74-75
Human Services	ATA		X		X	75-77
Industrial Trades Technician	ATA	X		X		77
Machining Technology				X	X	77-78
Manufacturing Technology		X		X	X	78
Medical Assisting	AAS-T	X		X		78-80
Nursing/Healthcare	BSN, ATA	X			X	80-86
Organizational Leadership Resource & Technical Management	BAS-OLTM, AAS-T			X	X	89-88
Physical Therapist Assistant	AAS					89
Pre-Nursing	APN-DTA/MRP					90
Technical Design	ATA		X	X	X	90-93
Welding Technology	ATA	X	X		X	93-94

AAS: Associate in Applied Science = 90+ cr **AAST:** Associate in Applied Science – Transfer = 90+ cr **ATA:** Associate in Technical Arts = 90+ cr

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Degrees and Certificates

General Degrees

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

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

- Each course can be counted toward only one skill or distribution area.
- Only college level courses numbered 100 or above are allowed.
- Cumulative college level GPA must be at least 2.0. Courses 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 the student's option.
- At least 20 quarter credits in the degree must be earned at OC.
- Students should work closely with an advisor at the planned baccalaureate institution to choose courses that will apply to the bachelor's degree.

Required Courses **Credits**

Skill Areas:

Written Communication Skills (two of the following)

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

Quantitative/Symbolic Reasoning Skills

Five credits in one of the two categories below _____ 5

1. Quantitative Reasoning Skills

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

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

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

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

Statistics: OC Courses: MATH 136, MATH& 146

Math in Society: OC Course: MATH& 107

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

Distribution Requirements:

Humanities (15 cr. in 2 or 3 disciplines) _____ 15

- From at least two different disciplines
- No more than 10 credits in any one discipline
- Maximum 5 credits in skills performance
- Maximum 5 credits in world language at the 100 level

Natural Sciences (15 cr. in 2 or 3 disciplines) _____ 15

- From at least two different disciplines
- No more than 10 credits in any one discipline
- At least one laboratory science course
- At least 10 credits in physical, biological, and/or earth science

Social Sciences (15 cr. in 2 or 3 disciplines) _____ 15

- From at least two different disciplines
- No more than 10 credits in any one discipline

Electives:

30 credits or sufficient credits to meet the 90 credit total; Up to 15 credits of any other college level courses; Other courses chosen from any of the lists except restricted; No more than 3 credits of Physical Education-Activity.

Total: (minimum 90 credits required)

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

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

General Policies

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

- 90 credits at the 100 level or higher.
- A cumulative college level OC grade point average of 2.0 or higher.
- A maximum of 30 credits of Pass/No Credit graded courses will be accepted instead of the standard numerical grade.
- A minimum of 20 quarter credits must have been earned at OC, including the last 10 credits, except that if 85 or more credits have been earned at OC, the graduation requirements may be completed at another regionally accredited institution.

Graduation Requirements

- 15 cr. at the 200 level (as a part of the requirements listed below)
- 10 cr. **Communication Skills**
 - 5 cr. **Written** (English); select BSTEC 145 or 150, or ENGL&101
 - 5 cr. **Verbal** (Communication Skills or Organizational Leadership/Resource Management 225)
- 5 cr. **Basic Quantitative Skills** selected from:
 - Any mathematics course at the 100 level or higher
 - BMGMT 138 (2 cr.) and 139 (3 cr.)
 - BMGMT 140 (5 cr.) Business and Personal Mathematics
 - PHIL& 120 (5 cr.) Symbolic Logic
- 5 cr. **Humanities** (see Distribution Requirements page)
- 5 cr. **Information Literacy** selected from Computer Information Systems (CIS) or Computer Science (CS)
- 5 cr. **Natural Sciences** (see Distribution Requirements page)
- 5 cr. **Social Science** (see Distribution Requirements page)
- 5 cr. **Personal wellness, career and life planning**
 - Any combination selected from:
 - Physical Education (PE-ED) or Physical Education - Fitness and Sports (PEFSP)
 - General Studies
 - OLRM 103 (1 cr.) Explore Your Strengths, OLRM 105 (1 cr.) Appreciating Diversity
- 50 cr. **Electives** selected from any college level classes at the 100 level or higher

Associate of Science – Track 1

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

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

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

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

Basic Communication Skills (two of the following)

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

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

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*See course description for prerequisite.

Degrees and Certificates

Basic Quantitative Skills (three of the following)

MATH& 151	Calculus I*	5
MATH& 152	Calculus II*	5
MATH& 163	Calculus 3*	5
MATH& 146	Intro to Statistics*	5

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

Primary Required Sciences

CHEM& 141/151	General Chemistry & Lab I*	6.5
CHEM& 142/152	General Chemistry & Lab II*	6.5
CHEM& 143/153	General Chemistry & Lab III*	6

(In consultation with an advisor, choose at least one of the following complete sequences) See Note 1

PHYS 114, 115, 116	General Physics*	18
PHYS 254, 255, 256	Engineering Physics*	18
BIOL& 211, 212, 213	Majors Biology*	15

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

Additional Science and Mathematics Requirements

(10 credits minimum from this list. After completion of the Primary Science Requirement, other courses from the Primary Science may be used as Additional Science Requirements) See Note 1

BIOL& 241	Human A & P 1*	6
BIOL& 242	Human A & P 2*	6
BIOL& 260	Microbiology*	5
CHEM& 241/251	Organic Chem & Lab I*	5.5
CHEM& 242/252	Organic Chem & Lab II*	6
CHEM& 243/253	Organic Chem & Lab III*	7
GEOL& 101	Intro Physical Geology	5
GEOL& 103	Historical Geology	5
GEOL& 110	Environmental Geology	5
CS& 141	Computer Science I Java*	5
MATH 221	Differential Equations I*	5
MATH 250	Linear Algebra*	5
MATH& 264	Calculus 4*	5

Remaining Credits

(There is a limit of 5 Restricted Elective credits—see Distribution Requirements page for Restricted Electives list)

Total: (Minimum 90 credits, see Note 2) (Minimum cumulative college GPA of 2.0, see Note 3)

Note 1: Science and Mathematics Requirements should be chosen to meet the requirements of the desired major at the baccalaureate institution. Some institutions require calculus-based physics, for example.

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

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

Associate of Science – Track 2

Engineering, Physics, Computer Science and Atmospheric Science

This degree is intended for students with an interest in transferring to a baccalaureate institution in the State of Washington in one of the targeted disciplines. (For engineering transfer within the State of Washington, use the Associate of Science (Track 2) Major Related Program—Pre-Engineering degree appropriate for the desired discipline.)

Typically the Associate in Arts degree is best suited for transfer to certain baccalaureate institutions. Students should meet early in their matriculation at Olympic College with an academic facComplete MATH& 142 or MATH 143 or place into MATH& 151

- Complete PHYS 110 or a rigorous high school physics class
- Complete CHEM& 139 or place into CHEM& 141

Basic Written Communication Skills (10 credits)

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

Basic Quantitative Skills (15 credits)

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

Humanities and Social Sciences (15 credits:

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

Required Science

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

Individualized Plan:

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

CHEM& 142/152	General Chemistry & Lab II*	6.5
CHEM& 143/153	General Chemistry & Lab III*	6
CHEM& 241/251	Organic Chem & Lab I*	5.5
CHEM& 242/252	Organic Chem & Lab II*	6
CS& 141	Computer Science I Java*	5
CS 143	Computer Science II Java*	5
ENGR& 104	Intro to Design	5
ENGR& 114	Engineering Graphics	5
ENGR& 204	Electrical Circuits*	6
ENGR& 214	Statics*	5
ENGR& 215	Dynamics*	5
ENGR 216	CAD Applications for Engineering Design*	3
ENGR& 224	Thermodynamics*	5
ENGR& 225	Mechanics of Materials*	5
ENGR 240	Applied Numerical Methods for Engr*	5
ENGR 270/271	Fundamentals of Materials Science & Lab*	6

MATH 221	Differential Equations I*	5
MATH 222	Differential Equations II*	5
MATH 250	Linear Algebra*	5
MATH& 264	Calculus 4*	5
MTEOR 101	Weather and Atmosphere*	5

Total: (Minimum 90 credits, see Note 2) (Minimum cumulative college GPA of 2.0, see Note 3)

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

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

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

Associate in Technical Arts (ATA Option 2)

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

Experience at the journey level in an apprentice trade: 5 credits for the first year, one credit for each additional year to a maximum of 5 additional credits.

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

Degree Requirements:

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

- **Communications:** ENGL&101.
- **Quantitative:** MATH 100 or above, or BMGMT 140, or BMGMT 138 and 139, or TEC-D 145.
- **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.

Program-Specific Degrees and Certificates

Accounting Technology

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Salas, Joanne	360.475.7372 jsalas@olympic.edu	BUS 109

Accounting Technology

Associate in Applied Science-Transfer

Graduates of this program may seek employment in public, private, and/or governmental entities as bookkeepers, accounting technicians, accounting support, tax preparers or payroll assistants. This program is designed to transfer to Old Dominion University.

Graduation Proficiencies

Keyboarding proficiency of 35+ words-a-minute, one error per minute, is required for graduation. Students may take BSTEC 110 to develop proficiency or may take a keyboarding test to verify proficiency.

Ten-key calculator proficiency of 9,000 keystrokes per hour. Students may take BSTEC 132 to develop the required proficiency or may take a 10-key test to verify proficiency.

Program Learning Outcomes

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

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

Required Courses

		<i>Credits</i>
ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II*	5
ACCT& 203	Prin of Accounting III*	5
BSTEC 124	MS Excel Specialist*	4
BSTEC 130	Practical Accounting	5
BSTEC 133	Computerized Accounting*	4
BSTEC 134	Payroll Accounting*	5
BSTEC 229	Individual Taxation*	5
BSTEC 231	Practical Fund Accounting*	5
BSTEC 239	Taxation for Business*	5
BUS& 201	Business Law	5
CMST& 220	Public Speaking	5
ECON& 201	Micro Economics*	5
ECON& 202	Macro Economics*	5
ENGL& 101	English Composition I*	5
ENGL& 102	Composition II*	5
MATH 147	Business Algebra*	5
MATH& 148	Business Calculus*	5
OLRM 220	Human Relations in the Workplace	3

Total Credits Required 91

Accounting Technology

Associate in Technical Arts

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

Graduation Proficiencies

Keyboarding proficiency of 30+ words-a-minute, one error per minute, is required for graduation. Students may take BSTEC 110 to develop proficiency or may take a keyboarding test to verify proficiency.

Ten-key desktop calculator proficiency of 8,000 keystrokes per hour. Students may take BSTEC 132 to develop the required proficiency or may take a 10-key test to verify proficiency.

Program Learning Outcomes

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

1. Effectively apply components of the accounting equation to typical business transactions.
2. Analyze financial information and statements.
3. Maintain and evaluate internal control procedures.
4. Effectively use a variety of computer software to process accounting information and documents.
5. Apply mathematical concepts to typical accounting and business situations.
6. Effectively communicate orally and in writing in the context of common business practices.

7. Work as a team member in an office environment to accomplish the goals of the organization.
8. Define, explain, correctly spell, and effectively use accounting and business terminology.

Required Courses

		<i>Credits</i>
ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II*	5
ACCT& 203	Prin of Accounting III*	5
BMGMT 140	Business and Personal Mathematics*	5
BSTEC 123	MS Word Specialist*	4
BSTEC 124	MS Excel Specialist*	4
BSTEC 130	Practical Accounting	5
BSTEC 133	Computerized Accounting*	4
BSTEC 134	Payroll Accounting*	5
BSTEC 135	Accounting Simulation/Serv Business*	1
BSTEC 136	Accounting Simulation/Merch Business*	1
BSTEC 137	Accounting Simulation/Corporation*	1
BSTEC 138	Payroll Simulation*	1
BSTEC 150	Business English*	5
BSTEC 229	Individual Taxation*	5
BSTEC 231	Practical Fund Accounting*	5
BSTEC 239	Taxation for Business*	5
BSTEC 240	Taxation Simulations*	1
BSTEC 250	Business Correspondence*	5
BUS& 201	Business Law	5

Choose one of the following three courses:

CMST& 210	Interpersonal Communication*	5
CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	5 5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3

Total Credits Required 90

Accounting Clerk

Certificate of Proficiency

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

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

Program Learning 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.

Degrees and Certificates

- Effectively use a variety of computer software to accomplish office tasks and to process accounting information.
- Apply mathematical concepts to typical business situations.
- Effectively communicate orally and in writing in the context of common business practices.
- Work as a team member in an office environment to accomplish the goals of the organization.
- Understand and effectively use accounting and business terminology to produce reports, to converse in a business-type setting, and to follow directions.
- Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.

Required Courses Credits

Choose one of the following two courses:

BMGMT 140 Business and Personal Mathematics* 5
 MATH 147 Business Algebra* 5

BSTEC 110 Beginning Keyboarding (or pass proficiency test) 3

BSTEC 123 MS Word Specialist* 4

BSTEC 124 MS Excel Specialist* 4

BSTEC 130 Practical Accounting 5

BSTEC 133 Computerized Accounting* 4

BSTEC 134 Payroll Accounting* 5

Choose one of the following two courses:

BSTEC 135 Accounting Simulation/Serv Business* 1

BSTEC 136 Accounting Simulation/Merch Business* 1

BSTEC 229 Individual Taxation* 5

Choose one of the following three courses:

CMST& 210 Interpersonal Communication* 5

CMST& 220 Public Speaking 5

CMST 242 Intro to Comm in Organizations 5

ENGL& 101 English Composition I* 5

OLRM 220 Human Relations in the Workplace 3

Total Credits Required 49

Accounting Software Specialist

Certificate of Completion

A short-term certificate program that demonstrates specific knowledge and applied skill in the automation of accounting and utilitarian skills in various accounting practices, using various computerized software programs to facilitate the automated record keeping and reporting of the periodic and perpetual accounting cycles, payroll accounting processing and reporting, taxation filing and reporting, fund/governmental accounting, budgeting, and reporting. Oversight of specific record keeping and reporting of accounts receivables and accounts payables, and inventory management.

Program Learning Outcomes

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

- Apply a practical understanding of the theoretical principals of accounting, pertinent to the automation processes used with accounting software.
- Automate accounting transaction analysis and classification, record keeping, and reporting using current workplace software, including:
 - Microsoft Excel,
 - General Ledger-based programs
 - Intuit QuickBooks
 - Sage 50 Accounting
- Identify systematic "checks and balances" to assist in validating the accuracy of the automated record keeping and reporting for audit compliance.
- Determine needed measures to maintain the integrity of the automated record keeping and reporting systems.
- Research library and Internet resources to identify new automation programs.

Required Courses Credits

ACCT& 201 Prin of Accounting I 5

ACCT& 202 Prin of Accounting II* 5

ACCT& 203 Prin of Accounting III* 5

BSTEC 124 MS Excel Specialist* 4

BSTEC 130 Practical Accounting 5

BSTEC 133 Computerized Accounting* 4

BSTEC 141 QuickBooks* 4

BSTEC 142 Sage 50 Accounting* 4

Total Credits Required 36

Tax Preparer

Certificate of Completion

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

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

Program Learning Outcomes

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

- Effectively process general tax office tasks and tax filings, with understanding of both manual and automated procedures.

- Apply mathematical concepts to typical tax situations.
- Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and tax information.
- Maintain internal control procedures.

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

Payroll Clerk

Certificate of Recognition

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

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

Program Learning Outcomes

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

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

Required Courses Credits

BSTEC 124 MS Excel Specialist* 4

BSTEC 130 Practical Accounting 5

BSTEC 133 Computerized Accounting* 4

BSTEC 134 Payroll Accounting* 5

BSTEC 138 Payroll Simulation* 1

Total Credits Required 19

Business

Advisor	Contact	Office
McNamara, Kim	360-475-7374 kmcnamara@olympic.edu	TEC 204
Snapp, Richard	360-475-7386 rsnapp@olympic.edu	TEC 204
Ward, Alan	360-475-7378 award@olympic.edu	TEC 107

Associate in Business

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

The mission of the Associate in Business Direct Transfer Agreement/Major Related Program (DTA/MRP) is to prepare students to transfer to four-year institutions for their final two years of undergraduate study in a business-related field.

The courses listed below are required for students planning to transfer to most four year colleges and universities in the State of Washington. The "Statewide Business DTA Major Related Program (MRP) Agreement", revised May 7, 2012, specifies the requirements for the AB-DTA/MRP degree. Note that there is a 2017 update.

The agreement can be found at <https://www.sbctc.edu/colleges-staff/programs-services/transfer/major-related-programs.aspx>

Early in the program, students should check with their intended transfer university/college advisor for specific admissions and business program requirements for course choices where options are listed for Humanities, Natural Science, Social Science, and electives.

A cumulative college GPA of 2.0 is required. Some transfer institutions require a higher overall GPA, a higher GPA in a subset of courses, or a specific minimum grade in one or more courses such as math or English. Check with your planned transfer institution for these requirements.

Program Learning Outcomes

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

1. Define the basic concepts of business and economics, summarize the types of companies that comprise the world of business, and explain business interdependence and competition.
2. Demonstrate an awareness of the importance of business trends including globalization and e-commerce.
3. Explain the role of business and economics in promoting social responsibility and ethical behavior in all levels of business.

4. Define the importance and application of law in American and global business operations.
5. Describe the impacts of finance decisions, including debt, and equity funding, as well as the use of retained earnings on businesses.
6. Describe the effects of government regulation and taxation on business and economic activities.
7. Use business and economic concepts and critical thinking skills to solve business and economic problems.
8. Demonstrate effective written and oral communication skills.

Required Courses

Credits

Communication Skills: 10 credits

Must include ten credits of English composition.

ENGL& 101 English Composition I*	_____	5
ENGL& 102 Composition II*	_____	5

Quantitative/Symbolic Reasoning Skills: 10 credits

Must include 5 credits of Business Calculus, Calculus I, or a higher level math that includes calculus as a prerequisite.

Choose one of the following three courses:

MATH 147 Business Algebra*	_____	5
MATH& 141 Precalculus I: Algebra*	_____	5
MATH& 142 Precalculus II: Trig*	_____	5

Choose one of the following two courses:

MATH& 148 Business Calculus*	_____	5
MATH& 151 Calculus I*	_____	5

Humanities: 15 credits from at least 2 disciplines (See Note 1)

Maximum of 5 credits in skills performance courses

Maximum of 5 credits in world language courses

CMST& 220 is recommended.

Humanities Course 1	_____	5
Humanities Course 2	_____	5
Humanities Course 3	_____	5

Social Science: 15 credits from at least 2 disciplines, including ECON& 201 and ECON& 202

ECON& 201 Micro Economics*	_____	5
ECON& 202 Macro Economics*	_____	5
Additional Social Science Course	_____	5

Natural Science: 15 credits from at least 2 disciplines (See Note 2). Statistics and 10 credits of physical, biological and/or earth science, including at least one lab course.

BUS 215 Business Statistics* (preferred) or		
MATH& 146 Intro to Statistics*	_____	5
Lab Science Course	_____	5
Natural Science Course	_____	5

Business Transfer: 20 credits (See Note 3, 4, and 5)

ACCT& 201 Prin of Accounting I	_____	5
ACCT& 202 Prin of Accounting II*	_____	5
ACCT& 203 Prin of Accounting III*	_____	5
BUS& 201 Business Law	_____	5

Electives: 5 credits of non-business courses (See Note 6)

College-level non-business electives	_____	5
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Total Credits Required 90

Note 1 – Students intending to pursue the international business major should consult their potential transfer institutions regarding the level

of world language required for admission to the major.

Note 2 – Natural Sciences: Students intending to transfer to the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.

Note 3 – Business Courses: International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficiency in U.S. business law.

Note 4 – Business Courses: Universities with a lower division Business Law requirement are: WWU (all campuses), WSU (all campuses), EWU, CWU, WWU, Gonzaga, SMU, SPU, Whitworth.

Note 5 – Business Courses: The following institutions do not require a lower division Business Law course and agree to accept the course taken as part of this degree as a lower division elective, but generally not as an equivalent to the course required at the upper division: Heritage, PLU, SU, and Walla Walla University.

Note 6 – Electives: Four institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective. Details listed below.

- WSU (all campuses): Management Information Systems MIS 250 equivalent to OC's CIS 101, CIS 110
- Gonzaga: Management Information Systems BMIS 235, no OC equivalent course.
- PLU: Computer Applications CSCE 120, will accept either equivalent course or skills test. No OC equivalent course.
- WWU: Introduction to Business Computer Systems MIS220. No OC equivalent course. OC's BSTE 220 Business Computer Applications meets the skills requirement but may not be accepted in transfer.

Business Management

Advisor	Contact	Office
Johnson, Hella-Ilona	360.475.7383 hjohnson@olympic.edu	BUS 212
MacKaben, Kandace OC Shelton	360.432.5407 kmackaben@olympic.edu	TJL 126

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,

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leadership relationship while adopting strategies that foster critical thinking, technological skills, professional growth and the ability to manage change in a dynamic global business environment.”

ATA Requirements: The ATA is awarded upon the successful completion of a minimum of 90 quarter credits with an overall grade point average of 2.0. Students are required to successfully complete the required Management core plus 24 credits from a selection of additional Management courses. To complete the 90 credit degree program, the student is free to choose 10 additional credits of elective coursework, at the 100 level or above. This degree transfers into the Upside Down Bachelor of Arts Degree program at The Evergreen State College and into the Bachelor of Applied Science in Information Technology and Administrative Management at Central Washington University.

Program Learning Outcomes

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

1. Articulate the relationship of leadership and how it relates to the functions of management.
2. Use basic accounting information and quantitative analysis to suggest effective solutions to business problems and situations as they relate to management, investors, creditors and government agencies.
3. Effectively use oral and written communications skills as they relate to the business environment.
4. Effectively use computer software to research and organize information, supporting management information systems and decision making.
5. Evaluate and suggest improvements to products/service delivery in meeting customer and marketplace needs.
6. Show respect and the ability to work collaboratively with diverse individuals and teams.
7. Analyze legal and ethical implications of business conduct.
8. Develop strategies that foster personal and professional growth and the ability to manage change in a global business environment.

Required Courses	Credits
BMGMT 102 Introduction—International Business _____	5
BMGMT 180 Marketing _____	5
BMGMT 282 Principles of Leadership/Management _____	5

Choose 5 credits among the following Math courses:

BMGMT 140 Business and Personal Mathematics* _____	5
OR	
BMGMT 138 Business Mathematics I* _____	3
BMGMT 139 Business Mathematics II* _____	2
OR	
MATH& 107 Math in Society* _____	5

Choose one of the following two courses:

ACCT& 201 Prin of Accounting I _____	5
BSTEC 130 Practical Accounting _____	5
BSTEC 150 Business English* _____	5
BUS& 201 Business Law _____	5
CIS 150 Survey of Computing _____	4
ENGL& 101 English Composition I* _____	5
OLRM 220 Human Relations in the Workplace _____	3

Choose one of the following two courses:

BSTEC 123 MS Word Specialist* _____	4
BSTEC 124 MS Excel Specialist* _____	4

Choose one of the following two courses:

CMST& 220 Public Speaking _____	5
CMST 242 Intro to Comm in Organizations _____	5

Select 24 additional credits from the following:

BMGMT 105 Introduction to Financial Planning _____	5
BMGMT 145 Business Ethics _____	2
BMGMT 146 Entrepreneurship—Financial Analysis _____	2
BMGMT 147 H.R. Interviewing/Risk Management _____	2
BMGMT 148 Deadline and Project Management _____	1
BMGMT 149 Entrepreneurship-Marketing for Growth _____	2
BMGMT 170 Client/Customer Relations _____	2
BMGMT 181 Principles of Sales _____	5
BMGMT 182 Retail Management Essentials _____	5
BMGMT 183 Negotiations _____	5
BMGMT 185 E-Business Strategies _____	5
BMGMT 203 Small Business Planning/Management _____	5
BMGMT 247 H.R. Performance Reviews _____	2

Successful completion of additional elective coursework numbered 100 and above _____ 10

Total Credits Required **90**

Recommended Elective Courses

CO-OP 111 Cooperative Education Seminar I* _____	2
CO-OP 121 Cooperative Work Experience* _____	3-13
CO-OP 122 Cooperative Work Experience* _____	3-13
CO-OP 123 Cooperative Work Experience* _____	3-13

Business Management

Certificate of Proficiency

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

Program Learning Outcomes

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

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

2. Correctly apply accounting principles and mathematical calculations in basic business, planning, and management.
3. Effectively use oral and written communication skills as they relate to the business environment.
4. Effectively use computer software to support basic business information systems.
5. Show respect and the ability to work collaboratively with diverse individuals and teams.

Required Courses Credits

Accounting (choose one of the following courses):

ACCT& 201 Prin of Accounting I _____	5
BSTEC 130 Practical Accounting _____	5

Communications (choose one of the following courses):

CMST& 220 Public Speaking _____	5
CMST 242 Intro to Comm in Organizations _____	5

Mathematics (choose 5 credits of the following courses):

BMGMT 140 Business and Personal Mathematics* _____	5
OR	
BMGMT 138 Business Mathematics I* _____	3
BMGMT 139 Business Mathematics II* _____	2
OR	
MATH& 107 Math in Society* _____	5
BMGMT 282 Principles of Leadership/Management _____	5
CIS 150 Survey of Computing _____	4
ENGL& 101 English Composition I* _____	5

Select one of the following 19 credit concentrations:

Supervisory/Human Resources:

BMGMT 102 Introduction—International Business _____	5
BMGMT 145 Business Ethics _____	2
BMGMT 147 H.R. Interviewing/Risk Management _____	2
BMGMT 183 Negotiations _____	5
BMGMT 247 H.R. Performance Reviews _____	2
OLRM 220 Human Relations in the Workplace _____	3

Small Business:

BMGMT 102 Introduction—International Business _____	5
BMGMT 146 Entrepreneurship—Financial Analysis _____	2
BMGMT 149 Entrepreneurship-Marketing for Growth _____	2
BMGMT 180 Marketing _____	5
BMGMT 203 Small Business Planning/Management _____	5

Sales and Marketing:

BMGMT 149 Entrepreneurship-Marketing for Growth _____	2
BMGMT 170 Client/Customer Relations _____	2
BMGMT 180 Marketing _____	5
BMGMT 181 Principles of Sales _____	5
BMGMT 185 E-Business Strategies _____	5

Total Credits Required **48**

Retail Management (WAFC)

Certificate of Completion

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 (retailmanagement-certificate.com). All courses in this certificate are accepted by Western Governors University and Brandman University.

Program Learning Outcomes

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

1. Develop 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 Credits

Accounting (choose one of the following courses):		
ACCT& 201	Prin of Accounting I	5
BSTEC 130	Practical Accounting	5
BMGMT 145	Business Ethics	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 180	Marketing	5
BMGMT 182	Retail Management Essentials	5
BMGMT 247	H.R. Performance Reviews	2
BMGMT 282	Principles of Leadership/Management	5
CIS 150	Survey of Computing	4
CMST 242	Intro to Comm in Organizations	5
OLRM 220	Human Relations in the Workplace	3

Total Credits Required 38

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 Learning 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 Credits

BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 170	Client/Customer Relations	2
BMGMT 180	Marketing	5
BMGMT 181	Principles of Sales	5
BMGMT 185	E-Business Strategies	5

Total Credits Required 19

Business Management— Small Business

Certificate of Recognition

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

Program Learning Outcomes

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

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

Required Courses Credits

BMGMT 102	Introduction—International Business	5
BMGMT 146	Entrepreneurship-Financial Analysis	2
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 180	Marketing	5
BMGMT 203	Small Business Planning & Management	5

Total Credits Required 19

Business Management— Supervisory/Human Resources

Certificate of Recognition

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

Program Learning Outcomes

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

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

Required Courses Credits

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

Total Credits Required 19

Business Technology/ Administrative Office Support

Advisor	Contact	Office
Bermea, Nancy	nbermea@olympic.edu 360.475.7838	BUS 213
Salas, Joanne	jsalas@olympic.edu 360.475.7372	BUS 109

Administrative Office Support

Associate in Technical Arts

Graduates of this program may seek employment in public or private industry as administrative assistants, secretaries, executive secretaries, or office managers. They may plan to transfer to a four-year

Degrees and Certificates

college or university with an Upside Down Degree Program, or elect to complete the Associate in Arts Transfer Curriculum.

Program Learning Outcomes

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

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

Required Courses Credits

Mathematics (choose 5 credits of the following courses):

BMGMT 140 Business and Personal Mathematics* _ 5
OR

BMGMT 138 Business Mathematics I* _____ 3
BMGMT 139 Business Mathematics II* _____ 2 ___ 5

Choose two of the following three courses to achieve minimum proficiency requirement of 55 WAM (voice recognition may be substituted with instructor permission):

BSTEC 110 Beginning Keyboarding _____ 3
 BSTEC 111 Intermediate Keyboarding* _____ 3
 BSTEC 112 Advanced Keyboarding* _____ 3 ___ 6
 BSTEC 123 MS Word Specialist* _____ 4
 BSTEC 124 MS Excel Specialist* _____ 4
 BSTEC 130 Practical Accounting _____ 5
 BSTEC 150 Business English* _____ 5
 BSTEC 154 Access for Professionals _____ 4
 BSTEC 155 Customer Service Information Age _____ 2
 BSTEC 160 General Office Procedures* _____ 4
 BSTEC 250 Business Correspondence* _____ 5
 BSTEC 255 Records and Database Management* _____ 5
 BSTEC 257 Advanced Office Applications* _____ 4
 BSTEC 260 Administrative Office Management* _____ 5
 CIS 150 Survey of Computing _____ 4
 OLRM 220 Human Relations in the Workplace _____ 3 ___ 54

Choose one of the following three courses:

CMST& 210 Interpersonal Communication* _____ 5
 CMST& 220 Public Speaking _____ 5
 CMST 242 Intro to Comm in Organizations _____ 5 ___ 5

Successful completion of additional courses as listed below, or approved Cooperative Education (internships)

BSTEC 113, 114, 115, 116, 118, 119, 120, 121, 125, 126, 127, 132, 133, 134, 135, 136, 137, 138, 141, 142, 223, 229, 231, 239, 240, 254; BUS&201; CIS116, 190 _____ 21

Total Credits Required 91

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 Learning Outcomes

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

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

Required Courses Credits

Choose one of the following

(40 NWAM keyboarding requirement)

BSTEC 110 Beginning Keyboarding _____ 3
 BSTEC 111 Intermediate Keyboarding* _____ 3
 BSTEC 112 Advanced Keyboarding* _____ 3 ___ 3
 BSTEC 123 MS Word Specialist* _____ 4
 BSTEC 124 MS Excel Specialist* _____ 4
 BSTEC 130 Practical Accounting _____ 5
 BSTEC 150 Business English* _____ 5

OR

ENGL& 101 English Composition I* _____ 5 ___ 5
 BSTEC 155 Customer Service Information Age _____ 2
 BSTEC 160 General Office Procedures* _____ 4
 BSTEC 255 Records and Database Management* _____ 5
 BSTEC 257 Advanced Office Applications* _____ 4
 CIS 150 Survey of Computing _____ 4

Choose one of the following three courses:

CMST& 210 Interpersonal Communication* _____ 5
 CMST& 220 Public Speaking _____ 5
 CMST 242 Intro to Comm in Organizations _____ 5 ___ 5
 OLRM 220 Human Relations in the Workplace _____ 3

Total Credits Required 48

Bookkeeping Clerk

Certificate of Completion

Advisor Salas, Joanne
Contact 360.475.7372
 jsalas@olympic.edu
Office BUS 109

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

Program Learning Outcomes

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

1. Effectively apply components of the accounting equation to typical business transactions.
2. Establish and maintain internal control procedures.
3. Effectively use a variety of computer software to accomplish office tasks and to process accounting information.
4. Apply mathematical concepts to typical business situations.
5. Understand and effectively use accounting and business terminology to produce reports, to converse in a business-type setting, and to follow directions.

Required Courses Credits

Choose one of the following two courses or pass proficiency test to achieve 35 NWAM keyboarding and 35 KPM 10-key calculator proficiency requirements:

BSTEC 110 Beginning Keyboarding _____ 3
 BSTEC 111 Intermediate Keyboarding* _____ 3 ___ 3
 BSTEC 124 MS Excel Specialist* _____ 4
 BSTEC 130 Practical Accounting _____ 5
 BSTEC 132 Electronic Printing Calculators _____ 2
 BSTEC 133 Computerized Accounting* _____ 4
 BSTEC 135 Accounting Simulation/Serv Business* _____ 1
 BSTEC 136 Accounting Simulation/Merch Business* _____ 1

Choose one of the following data entry software applications:

BSTEC 141 QuickBooks* _____ 4
 BSTEC 142 Sage 50 Accounting* _____ 4 ___ 4

Total Credits Required 24

File and Data Entry Clerk

Certificate of Completion

The file and data entry clerk certificate prepares the student for entry-level database management and ability to manage information on computer systems and in archives.

Program Learning Outcomes

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

1. Effectively use a variety computer software to accomplish office tasks.
2. Effectively communicate orally and in writing in the context of common business practices.
3. Design, maintain, and evaluate effective records management systems.
4. Work as a team member in an office environment to accomplish the goals of the organization.

Required Courses

Credits

Keyboarding required to achieve minimum speed. Choose one of the following three courses or test out proficiency requirement (55 NWAM keyboarding requirement):

BSTEC 110	Beginning Keyboarding	3
BSTEC 111	Intermediate Keyboarding*	3
BSTEC 112	Advanced Keyboarding*	3
BSTEC 124	MS Excel Specialist*	4
BSTEC 154	MS Access Specialist*	4
BSTEC 160	General Office Procedures*	4
BSTEC 255	Records and Database Management*	5
CIS 150	Survey of Computing	4

Total Credits Required 24

MS Office Suite Technology Specialist

Certificate of Completion

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

Program Learning Outcomes

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

1. Work effectively, individually and as a team member, to serve customers and complete projects and tasks.
2. Use effective verbal, written and visual communication skills to build effective human relations.
3. Review standard grammar, usage and punctuation in written documents intended for a variety of readers.
4. Perform computer functions in a MS Office environment, produce professional documents and communicate electronically.
5. Manage time, resources, and information.

6. Recognize when and how to use problem solving skills.
7. Use information technology to explore career options in technology related occupations.
8. Gain effective strategies to actively participate and succeed in a learning environment.
9. Increase awareness of self-worth, and enhance the ability to make positive choices about values, skills and attitudes. Work effectively, individually and as a team member, to serve customers and complete projects and tasks.

Required Courses

Credits

Choose one of the following three courses based on skill level, or proficiency by voice recognition (45 NWAM keyboarding requirement):

BSTEC 110	Beginning Keyboarding	3
BSTEC 111	Intermediate Keyboarding*	3
BSTEC 114	MS Outlook	1
BSTEC 123	MS Word Specialist*	4
BSTEC 124	MS Excel Specialist*	4
BSTEC 125	Intro to MS Office PowerPoint	4
BSTEC 126	Integration of Software Applications*	2
BSTEC 127	Microsoft Publisher Basics*	4
BSTEC 154	MS Access Specialist*	4
BSTEC 155	Customer Service Information Age	2
BSTEC 160	General Office Procedures*	4
CIS 150	Survey of Computing	4

Total Credits Required 36

Customer Service Specialist

Certificate of Recognition

Advisor	Contact	Office
Bermea, Nancy	nbermea@olympic.edu 360.475.7838	BUS 213
Salas, Joanne	jsalas@olympic.edu 360.475.7372	BUS 109

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 Learning 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 in all work-related activities.
2. Use professional interpersonal skills to provide service to clients, customers, and co-workers.
3. Apply conflict resolution skills to prevent or resolve a work-related issue or conflict.

4. Apply problem solving techniques to meet the customers' needs in a timely, efficient, and professional manner.
5. Add value to the work environment and team by applying a service attitude.
6. Promote tolerance and the equal treatment of all customers and co-workers through an understanding of diversity.
7. Use professional telephone and e-mail etiquette in all telephone and electronic communication.
8. Select and apply appropriate technology to meet the customers' needs.
9. Be informed and proactive concerning current developments and new technology that affect the workplace.
10. Use networking skills and a professional attitude to gain meaningful work experiences and employment advancement.

Required Courses

Credits

Choose one of the following (40 NWAM keyboarding requirement):

BSTEC 110	Beginning Keyboarding	3
BSTEC 111	Intermediate Keyboarding*	3
BSTEC 112	Advanced Keyboarding*	3
BSTEC 114	MS Outlook	1
BSTEC 115	Electronic Communication	2
BSTEC 155	Customer Service Information Age	2
BSTEC 160	General Office Procedures*	4
CIS 150	Survey of Computing	4

Total Credits Required 16

Composites Manufacturing Technology

Also see Engineering Technology

Advisor	Contact	Office
Business & Technology	360.475.7838	BUS 213

Advanced Composites Manufacturing Technology

Certificate of Specialization

This certificate is designed to provide students with advanced level manufacturing, inspection, repair skills in composites and a foundation to pursue other certificates and two-year degrees in manufacturing in this specialty.

Program Learning Outcomes

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

1. Practice in and contribute to the effectiveness of teams.

Degrees and Certificates

- Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
- Demonstrate the ability to apply mathematical computation skills necessary to plan and execute a composite materials fabrication project using fabrics, wet resins, and prepregs.
- Apply advanced composite materials terminology in the analysis of real world manufacturing, inspection, and repair scenarios.
- Demonstrate an understanding of the proper conduct and procedures necessary to effectively and safely work in a composites shop.
- Employ the proper techniques and procedures to use hand tools and precision measuring devices commonly found in a composites fabrication, inspection, and repair shop.
- Demonstrate the correct method in the assembly of a vacuum bag capable of autoclave part fabrication.
- Demonstrate the correct method in the assembly of a vacuum bag used in the repair of composite materials.
- Apply learned skills in a "hands on" setting while completing real life fabrication scenarios.
- Practice common fastener and bonded assembly techniques commonly used in the repair and manufacturing of advanced composite material parts and assemblies.
- Apply learned skills in a "hands on" setting while completing real life fabrication, inspection, and repair scenarios.
- Describe matrix materials, resins and fiber reinforcements and their design considerations for advanced composite material structures with an emphasis on mechanical, physical, and manufacturing properties.
- Evaluate a real world design/manufacturing problems and compute materials usage, physical properties and mechanical properties.
- Interpret an advanced composite engineering drawings, layup schedules, ply drop offs, and tolerancing used for fabrication and quality control.
- Analyze the benefits and drawbacks of different core materials used in industry for laminated sandwich panels, and demonstrate the fabrication techniques specific to foam and Honeycomb cores.

Required Courses

		<i>Credits</i>
CIS	150 Survey of Computing	4
ENGL&	101 English Composition I*	5
MANU	101 Orientation to Manufacturing	2
MANU	130 Machine Tools/Precision Measurement	6
MANU	172 Manufacturing Materials Fundamentals*	4
MANU	180 Composites I*	4
MANU	181 Composites I Lab*	4
MANU	185 Composites II*	3
MANU	186 Composites II Lab*	5
MANU	280 Composites III*	3
MANU	281 Composites III Lab*	5

Choose one of the following two courses:

MATH&	141 Precalculus I: Algebra*	5
TEC-D	145 Applied Problem Solving*	5

Choose one of the following two courses:

MATH&	142 Precalculus II: Trig*	5
TEC-D	116 Computational Techniques/Technicians	4
OLRM	225 Human Relations in Organizations	5
TEC-D	107 Technical Drawing*	4
TEC-D	112 Blueprint Reading	4

Total Credits Required **67**

Composites Manufacturing Technology

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills in composites and a foundation to pursue other certificates and two year degrees in manufacturing in this specialty.

Program Learning Outcomes

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

- Demonstrate fundamental work ready skills, including the proper conduct and procedures necessary to safely and effectively work in a composites technology environment.
- Demonstrate an understanding of composites terminology, with the ability to define, utilize, and explain pertinent vocabulary.
- Participate in and contribute to the effectiveness of teams using basic and electronic communication skills including reading, writing, speaking, listening and interpreting, to meet the needs of the workplace.
- Demonstrate an understanding of basic design considerations and the use of common fabrication techniques for composite structures to include reinforcements, polymer resin systems, and core materials.
- Demonstrate the ability to use applied math and to interpret and comply with specifications, drawings, and written procedures.

- Demonstrate the recognition, use, handling and disposal of hazardous materials of a typical composite materials fabrication shop per OSHA guidelines.
- Employ the proper techniques and procedures in the use of hand tools, power equipment, and precision measuring devices commonly found in a composites fabrication shop.
- Describe matrix materials, resins and fiber reinforcements and their design considerations for advanced composite material structures with an emphasis on mechanical, physical, and manufacturing properties.
- Demonstrate an understanding of the applications of composites in industry and the career paths available.

Required Courses

		<i>Credits</i>
MANU	101 Orientation to Manufacturing	2
MANU	130 Machine Tools/Precision Measurement	6
MANU	180 Composites I*	4
MANU	181 Composites I Lab*	4
MANU	185 Composites II*	3
MANU	186 Composites II Lab*	5
TEC-D	107 Technical Drawing*	4

Total Credits Required **28**

Computer Information Systems

Information Systems

Bachelor of Applied Science in Information Systems

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

The Bachelor of Applied Science in Information Systems will prepare graduates to strategically plan, manage and apply information technology solutions to business processes and challenges. This broad-based, rigorous degree is designed for students with a variety of experiences and backgrounds. The curriculum is competency based to ensure that students can demonstrate successful mastery of relevant knowledge, skills, and abilities. Much of the curriculum is aligned with in-demand industry certifications. Topics include business processes, software development,

Web, networking, information assurance, project management, analytics, communication, teamwork and leadership. The program includes opportunities for work-based learning, internships and capstone projects.

Program Learning Outcomes

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

1. Develop organizational solutions based on information systems, applying integrated problem solving techniques and systems thinking.
2. Analyze and develop recommendations for information systems design and implementation in accordance with best practices and standards, legal and regulatory requirements, and ethical and social considerations including respect for privacy and intellectual property.
3. Apply effective collaborative and communication skills in a wide range of technical team environments and evaluate the success of various team strategies based on the project goals and constraints.
4. Develop successful and respectful relationships with clients, coworkers, managers, and stakeholders, applying a wide range of adaptive and effective communication skills to convey complex technical concepts.
5. Present and compare industry standard tools and applications in content delivery across various media, including Web, mobile and client/server environments, and discuss how they support the organization's goals.
6. Develop solutions for networking and security problems, balancing business concerns, technical issues, and security.
7. Perform analysis, design, implementation, testing and maintenance of computer-based systems, following established procedures and stressing software development best practices.
8. Critically evaluate and analyze data using proven methods to aid organizational decision-making.
9. Design professional development strategies for evaluating, recommending and applying new techniques, technologies, computer languages and user requirements as both the needs of the organization and capabilities of the technology emerge.

Program Entrance Prerequisites Credits

IT-related technical degree or equivalent credits (Notes 1 & 2) including the following:

BUS&	101	Intro to Business	_____	5
CIS	110	Information Systems Concepts*	_____	5
CIS	111	Introduction to Operating Systems*	_____	4
CIS	141	Programming Concepts	_____	5
CIS	155	Web Development I*	_____	5
CIS	182	Networking Concepts	_____	5
CMST&	210	Interpersonal Communication*	_____	5
ENGL&	101	English Composition I*	_____	5
ENGL&	235	Technical Writing*	_____	5
MATH&	141	Precalculus I: Algebra*	_____	5
SOC&	101	Intro to Sociology*	_____	5
Additional IT related degree or equivalent credits				___36___ 90

Required Courses Credits

BUS	215	Business Statistics*	_____	5
CMST&	230	Small Group Communication*	_____	5
IS	300	IS Foundations*	_____	5
IS	302	Information Systems Integration*	_____	5
IS	305	Scripting for Automation*	_____	5
IS	330	Database & Data Analysis*	_____	5
IS	337	Information Assurance I*	_____	5
IS	346	LAN Administration IV*	_____	5
IS	350	Project Management I*	_____	5
IS	390	IS Reading and Research*	_____	5
IS	415	Informatics and Analytics*	_____	5
IS	438	Information Assurance II*	_____	5
IS	450	Project Management II*	_____	5
IS	470	Enterprise Systems*	_____	5
IS	490	Senior Project*	_____	5

Natural Science Lab: A Physical, Biological, or Earth Science course w/lab (not included above) _____ 5

OLTM 320 Business/Leadership-Digital Economy* 5

SOC 319 Sociology of the Digital World* _____ 5 ___ 90

Total Credits Required 180

Program progression is contingent upon a minimum grade of 2.0 or above in each IS course and a minimum cumulative GPA of 2.0 in all other courses applied to the degree.

Entry Requirements

Course Preparation Needed by Students Transferring with a Technical Associates Degree

Olympic College's Bachelor of Applied Science in Information Systems (BAS IS) degree is designed to ensure a smooth pathway for students who hold an IT-related technical associates degree. Students with such a degree will typically be able to complete the BAS IS program in two years with little additional preparation.

As an open door institution, Olympic College seeks to accommodate as many qualified students as possible. The entry requirements of the BAS IS program establish minimum qualifications to provide maximum access to the degree and at the same time ensure student success at the baccalaureate level.

Note 1: Program Entrance Prerequisites:

1. IT-related technical associates degree or equivalent credits: 90 credits from a regionally- or nationally-accredited institution.
2. 2.0 college level GPA.
3. 2.0 GPA or higher in all general education courses which meet program entry requirements. 25 credits.
4. 2.0 GPA or higher in all IT-related courses which meet program entry requirements. 35 credits.

Note 2: Foundational IT Courses and Technical Skills Requirements for BAS IS Entry:

In order to assure student success at the baccalaureate level, students entering OC's BAS IS program will be expected to already have developed a strong IT foundation. The required courses outlined below, or their equivalents**, contain foundational knowledge upon which upper-division BAS IS courses build. Applicants transferring with a technical associate degree will be prepared for upper-division courses by successfully completing these courses or demonstrating proficiency in commensurate technical skills prior to entering the program.

1. CIS 110 Information Systems Concepts. Subject: Broad knowledge of Information Technology. Industry Relevance: Core concepts.
2. CIS 111 Introduction to Operating Systems. Subject: Operating systems. Industry Relevance: Microsoft and Open Source technologies.
3. CIS 141 Programming Concepts. Subject: Programming skills. Industry Relevance: Open source PHP standards and programming practices.
4. CIS 155 Web Development I. Subject: Web development. Industry Relevance: W3C.org HTML5 and CSS3 standards and practices.
5. CIS 182 Networking Concepts. Subject: Networking knowledge. Industry Relevance: CompTIA™ Network+.
6. CIS 236 Information System Security I. Subject: Security. Industry Relevance: CompTIA™ Security+.

**Applicants with prior coursework, previously-earned degrees, industry certifications, and/or extensive work experience should meet with the program director to discuss options.

Coursework Needed at Junior and Senior Levels in the BAS

Emphasizing the BAS IS degree's broad-based and applied course of study, 300- and 400-level classes build on foundational information systems credits earned at the associates level to instill a wide range of technical and professional knowledge, skills, and abilities (KSAs) necessary to succeed in

Degrees and Certificates

the IT industry. These KSAs draw from core technical topics such as software development, Web, networking, and information assurance, as well as professional subjects like project management, communication, and teamwork. Throughout this two-year course of study, students will assemble a portfolio that reflects their growing mastery of learning outcomes.

Although students will move through these courses as a cohort, several classes offer students room for customization. For instance, in IS 390, IS Reading and Research, students will conduct independent research on a technical subject of their choice, guided by a faculty mentor and working closely with library resources to deepen theoretical knowledge and produce a substantial scholarly paper. In IS 490, Senior Project, students will apply theory to practice. After developing a proposal with faculty, students will work in industry placements, pursue advanced certifications, and/or strengthen skills applications as they anticipate more focused career roles or graduate school. They will also finalize portfolios.

While core program topics will often be addressed in discrete courses, some—like security and critical thinking—will also be threaded throughout the curriculum. IS 470, Enterprise Systems, asks students to integrate their knowledge, skills, and abilities in these topics as they form work-based teams, developing an enterprise-level environment by taking roles as network admins, software developers, web database designers and project managers. Teams will produce professional documentation and will work with faculty to ensure high quality results.

Information Technology – Interactive Web Design

Associate in Applied Science–Transfer

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475. 7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

This program prepares the graduate to obtain employment and become a productive Information Technology professional in a business-oriented systems environment, specializing in front-end Web page development. Students will use a variety of tools and industry best practices to plan, design, and build Web pages that support business

goals. Students study and practice elements of good user interface designs and the overall user experience.

Program Learning Outcomes

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

1. Communicate in writing, non-verbally, and orally to support the goals of the project.
2. Identify and demonstrate planning methods for presenting designs to customers, such as wireframes and prototypes.
3. Design and build Web pages using current technologies that employ best coding practices using HTML5, CSS3, and JavaScript.
4. Produce and integrate media for/into Web pages.
5. Effectively analyze, design, and deploy IT security solutions to support business needs.
6. Demonstrate best practices for supporting the user experience when building static Websites, including navigation, and responsive web design.

Required Courses

Course	Credits
Core CIS & General Education (48 credits)	
CIS 110 Information Systems Concepts	5
CIS 111 Introduction to Operating Systems*	4
CIS 141 Programming Concepts*	5
CIS 155 Web Development I	5
CIS 182 Networking Concepts	5
CIS 236 Information System Security I	4
CMST& 210 Interpersonal Communication*	5
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5
MATH& 141 Precalculus I: Algebra*	5
	48

General Education Electives (10 credits)

Choose one of the following three courses:	
BUS& 101 Intro to Business	5
PSYC& 100 General Psychology	5
SOC& 101 Intro to Sociology*	5
	10

Degree Specialization (36 credits)

CIS 115 Introduction to the Internet	3
CIS 156 Multimedia for the Web	4
CIS 160 User Interface Design*	2
CIS 205 Introduction to XML*	2
CIS 255 Web Scripting*	5
CIS 258 Web 2.0*	4
ART 110 Design I	5
DMA 120 Beginning Photoshop	5
DMA 136 Beginning Digital Photography	5
BMGMT 148 Deadline and Project Management	1
	36

Total Credits Required 94

Program progression is contingent upon a minimum grade of 2.0 or above in each degree specialization course, each CIS course, each DMA course, ART course, and BMGMT course.

Information Technology – Networking

Associate in Applied Science–Transfer

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475. 7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

Graduates are prepared for the BAS-IS program, or for Information Technology networking positions such as system administrators, network administrators, system architect, network technicians, help desk, or other business-oriented systems environments. 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 planning to transfer after graduation should work closely with an adviser at the baccalaureate institution before finalizing their education plan.

Program Learning Outcomes

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

1. Effectively use computers to automate business information systems.
2. [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.
3. [Information Literacy & Technology Core Ability] 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. [Lifelong Learning Core Ability] Effectively fulfill business needs with IT solutions.
7. [Communication Core Ability] Effectively communicate in the context of common business practices.
8. [Global Perspective] Work as a team member in a business information system environment to accomplish the goals of a global organization.

9. Graduates will be able to follow simple and complex directions, exhibit a high level of attention to detail, and will be able to demonstrate a strong adherence to good time management practices.

Required Courses Credits

Core CIS & General Education (28 credits)

CIS 110	Information Systems Concepts	5
CIS 111	Introduction to Operating Systems*	4
CIS 141	Programming Concepts*	5
CIS 155	Web Development I	5
CIS 182	Networking Concepts	5
CIS 236	Information System Security I	4
		28

Communication Skills (15 credits)

CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
		15

Quantitative/Symbolic Reasoning Skills (5 credits)

MATH& 141	Precalculus I: Algebra*	5
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Electives (10 credits)

Choose two of the following three courses:

BUS& 101	Intro to Business	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5
		10

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

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

Students planning to attend Western Washington University's (WUW's) Computer and Information Systems Security program should select PSYC& 100 and SOC& 101.

Networking (50 credits)

CIS 124	Logic and Pattern Matching*	5
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Choose one of the following two courses:

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

Total Credits Required 108

Program progression is contingent upon a minimum grade of 2.0 or above in each degree specialization course, each CIS course, each DMA course, ART course, and BMGMT course.

Information Technology – Security

Associate in Applied Science–Transfer

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

Graduates are prepared for the BAS-IS program, or for Information Technology security positions such as security analyst, information assurance technician, Chief Information Security Officer, help desk, or other business-oriented systems environments. 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 planning to transfer after graduation should work closely with an adviser at the baccalaureate institution before finalizing their education plan.

Program Learning Outcomes

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

- Effectively use computers to automate business information systems.
- [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.
- [Information Literacy & Technology Core Ability] Effectively analyze, design, and build Web solutions to support business needs.
- Effectively analyze, design, and build network solutions to support business needs.
- Effectively analyze, design, and deploy IT security solutions to support business needs.
- Effectively fulfill business needs with IT solutions.
- Effectively communicate in the context of common business practices.

- [Global Perspective] Work as a team member in a business information system environment to accomplish the goals of a global organization.
- Graduates will be able to follow simple and complex directions, exhibit a high level of attention to detail, and will be able to demonstrate a strong adherence to good time management practices. [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.

Required Courses Credits

Core CIS & General Education (48 credits)

CIS 110	Information Systems Concepts	5
CIS 111	Introduction to Operating Systems*	4
CIS 141	Programming Concepts*	5
CIS 155	Web Development I	5
CIS 182	Networking Concepts	5
CIS 236	Information System Security I	4
CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
MATH& 141	Precalculus I: Algebra*	5
		48

Electives (10 credits)

Choose two of the following three courses:

BUS& 101	Intro to Business	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5
		10

CIS Specialization (45 credits)

CIS 142	Java I Introduction to OOP*	5
CIS 143	Java II Fundamentals of OOP*	5
CIS 200	Programming Laboratory* (Required with CIS 142/143)	2
CIS 261	Operating Systems/Unix*	4
CIS 262	UNIX Administration *	4
CIS 270	Cisco I	5
CIS 271	Cisco II*	6
CIS 274	CCNA Security*	4
MATH& 142	Precalculus II: Trigonometry*	5
MATH& 151	Calculus I*	5
		45

Choose two of the following four courses:

CIS 240	Microsoft LAN Administration I	5
CIS 242	Microsoft LAN Administration II	5
CIS 247	Certified Ethical Hacker*	5
CIS 249	Computer Hacking Forensics Investigator*	5
		10

Degree Total 113

Program progression is contingent upon a minimum grade of 2.0 or above in each CIS course.

Degrees and Certificates

Information Technology – Software Development

Associate in Applied Science–Transfer

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

Graduates are prepared for entry software development or web development positions in business-oriented environments, or for the BAS-IS program.

The program provides students with core information technology skills in web design, networking, security, and programming, and then provides depth in software development, including a variety of modern programming languages and frameworks. The program also stresses soft skills such as communication and teamwork.

Program Learning Outcomes

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

1. Effectively use computers to automate business information systems.
2. [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.
3. [Information Literacy & Technology Core Ability] Effectively analyze, design, and build Web solutions to support business needs.
4. [Lifelong Learning Core Ability] Effectively fulfill business needs with IT solutions.
5. [Communication Core Ability] Effectively communicate orally and in writing in the context of common business practices.
6. [Global Perspective] Work as a team member in a business information system environment to accomplish the goals of a global organization.
7. Graduates will be able to follow simple and complex directions, exhibit a high level of attention to detail, and will be able to demonstrate a strong adherence to good time management practices.

Required Courses

Core Courses (48 credits)		
CIS	110	Information Systems Concepts _____ 5
CIS	111	Introduction to Operating Systems* _____ 4
CIS	141	Programming Concepts* _____ 5
CIS	155	Web Development I _____ 5
CIS	182	Networking Concepts _____ 5
CIS	236	Information System Security I _____ 4
CMST&	210	Interpersonal Communication* _____ 5
ENGL&	101	English Composition I* _____ 5
ENGL&	235	Technical Writing* _____ 5
MATH&	141	Precalculus I: Algebra* _____ 5

General Education Electives (10 credits)

Choose two of the following three courses.

Check with your faculty advisor if you plan to transfer.

BUS&	101	Intro to Business _____ 5
PSYC&	100	General Psychology _____ 5
SOC&	101	Intro to Sociology _____ 5

Software Development (44 credits)

CIS	124	Logic and Pattern Matching* _____ 5
CIS	142	Java I Introduction to OOP* _____ 5
CIS	143	Java II Fundamentals of OOP* _____ 5
CIS	145	Introduction to C Language* _____ 5
CIS	160	User Interface Design* _____ 2
CIS	200	Programming Laboratory* _____ 3
(Required with CIS 142/143/145)		
CIS	205	Introduction to XML* _____ 2
CIS	210	SQL _____ 4
CIS	219	Introduction to ASP.NET _____ 4
CIS	255	Web Scripting* _____ 5
CIS	243	Java III - Java Certification* _____ 4

Degree Total 102

Program progression is contingent upon a minimum grade of 2.0 or above in each CIS course.

Information Technology – Support Specialist

Associate in Applied Science–Transfer

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

Graduates are prepared for the BAS-IS program, or for general Information Technology positions such as technical support, help desk, or other business-oriented systems environments.

The program offers students the ability to take a cross-section of CIS classes that introduces them to the major domains of information technology rather than

specializing in a single domain. This includes programming, web design, networking, and security. The program stresses soft skills such as communication and teamwork.

Program Learning Outcomes

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

1. Effectively use computers to automate business information systems.
2. [Thinking Core Ability] Effectively analyze, design, and build application solutions to support business needs.
3. [Information Literacy & Technology Core Ability] 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. [Lifelong Learning Core Ability] Effectively fulfill business needs with IT solutions.
7. [Communication Core Ability] Effectively communicate orally and in writing in the context of common business practices.
8. [Global Perspective] Work as a team member in a business information system environment to accomplish the goals of a global organization.
9. Graduates will be able to follow simple and complex directions, exhibit a high level of attention to detail, and will be able to demonstrate a strong adherence to good time management practices.

Required Courses Credits

Core Courses (48 credits)

CIS	110	Information Systems Concepts _____ 5
CIS	111	Introduction to Operating Systems* _____ 4
CIS	141	Programming Concepts* _____ 5
CIS	155	Web Development I _____ 5
CIS	182	Networking Concepts _____ 5
CIS	236	Information System Security I _____ 4
CMST&	210	Interpersonal Communication* _____ 5
ENGL&	101	English Composition I* _____ 5
ENGL&	235	Technical Writing* _____ 5
MATH&	141	Precalculus I: Algebra* _____ 5

General Education Electives (10 credits)

Choose two of the following three courses.

BUS&	101	Intro to Business _____ 5
PSYC&	100	General Psychology _____ 5
SOC&	101	Intro to Sociology _____ 5

Network and Security (8-10 credits)

Note: Students are expected to take one pair of courses, 240/242, 261/262, or 247/249.

Choose one of the following three course pairs:

CIS 240 Microsoft LAN Administration I	_____ 5
CIS 242 Microsoft LAN Administration II	_____ 5
or	
CIS 261 Operating Systems/Unix*	_____ 4
CIS 262 Unix Administration*	_____ 4
or	
CIS 247 Certified Ethical Hacker*	_____ 5
CIS 249 Computer Hacking Forensic Investigator*	_____ 5

IT Courses (30 credits)

CIS 124 Logic and Pattern Matching*	_____ 5
CIS 142 Java I Introduction to OOP*	_____ 5
CIS 156 Multimedia for the Web	_____ 4
CIS 176 PC Technical Support Essentials	_____ 3
CIS 200 Programming Laboratory*	_____ 1
CIS 210 SQL	_____ 4
CIS 255 Web Scripting*	_____ 5
CIS 276 PC Technical Support Practical Skills	_____ 3

Degree Total **96-98**

Program progression is contingent upon a minimum grade of 2.0 or above in each CIS course.

Network Support Technician

Certificate of Proficiency

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215

A one year certificate can enable students to gain core networking skills and knowledge complementing employable skills in network support, including preparation for CompTIA A+, Network+ and Security+, Cisco CCENT and Microsoft MCP certifications.

Program Learning Outcomes

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

1. Explain and demonstrate basic hardware management.
2. Explain and demonstrate networking concepts.
3. Explain and demonstrate technical support practices in information technology.
4. Explain and demonstrate basic security concepts.

Required Courses Credits

CIS 110 Information Systems Concepts*	_____ 5
CIS 124 Logic and Pattern Matching*	_____ 5
CIS 141 Programming Concepts	_____ 5
CIS 176 PC Technical Support Essentials*	_____ 3
CIS 182 Networking Concepts	_____ 5
CIS 205 Introduction to XML*	_____ 2

Choose one of the following two courses:

CIS 212 Windows for Professionals	_____ 3
CIS 213 Mac OS X for Professionals	_____ 3
CIS 236 Information System Security I	_____ 4
CIS 240 Microsoft LAN Administration I	_____ 5
CIS 270 Cisco I	_____ 5
CIS 271 Cisco II*	_____ 6
CIS 276 PC Technical Support Practical Skills*	_____ 3
ENGL& 101 English Composition I*	_____ 5

Total Credits Required **56**

Technical Support

Certificate of Proficiency

Advisor	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

A one-year certificate can enable students to gain core IT skills leading to CompTIA A+, Network+, and Security+ certification offering employability in PC support, call center help desks, and other entry-level positions.

Moreover, the Technical Support certificate will give students a set of courses to broaden their IT knowledge, skills and abilities and to enhance their "soft skills" area through general education classes (which are transferable).

Program Learning Outcomes

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

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

8. Work effectively on a team following formalized project management methodologies and best practices.

9. Adapt to new technologies quickly.

Required Courses Credits

CIS 110 Information Systems Concepts*	_____ 5
CIS 111 Introduction to Operating Systems*	_____ 4
CIS 124 Logic and Pattern Matching*	_____ 5
CIS 141 Programming Concepts	_____ 5
CIS 150 Survey of Computing	_____ 4
CIS 176 PC Technical Support Essentials*	_____ 3
CIS 182 Networking Concepts	_____ 5
CIS 190 Information System Project Management	_____ 4

Choose one of the following two courses:

CIS 212 Windows for Professionals	_____ 3
CIS 213 Mac OS X for Professionals	_____ 3
CIS 236 Information System Security I	_____ 4
CIS 276 PC Technical Support Practical Skills*	_____ 3
CMST& 220 Interpersonal Communication	_____ 5
ENGL& 101 English Composition I*	_____ 5
OLRM 220 Human Relations in the Workplace	_____ 3

Total Credits Required **58**

Cyber-Security

Certificate of Completion

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215

This Certificate of Completion provides documentation of the student's successful completion of "a three term program of study where they will learn entry-level and mid-level cryptography, cryptanalysis, protocol analysis, vulnerability assessment, penetration testing, operating system hardening, and computer investigation and analysis techniques on multiple platforms including Linux, Macintosh, Windows PCs, and mobile computing devices" as outlined by the Computing Technology Industry Association (CompTIA), the International Council of Electronic Commerce Consultants (EC-Council), the Linux Professional Institute (LPI), Cisco, and Microsoft.

This certificate can enable students to gain core skills leading to an entry-level job in the information assurance (IA) field of Information Technology (IT) with a goal to become an IT Security Officer, an IA Security Auditor, an IT Security Professional, or a Site Administrator, and can enable students to pass the following information technology industry certification examinations:

Degrees and Certificates

- Cisco Certified Entry-Level Network Technician (CCENT)
- CompTIA Network+
- CompTIA Linux+
- CompTIA Security+
- EC-Council Certified Ethical Hacker (C|EH)
- EC-Council Computer Hacking Forensic Investigator (C|HFI)
- Linux Professional Institute Junior Level Administration Certification (LPIC-1)
- Microsoft Certified Professional (MCP)
- SUSE Certified Linux Administrator Certification

Program Learning Outcomes

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

1. Adapt to new technologies quickly
2. Explain and demonstrate the protocols of the TCP/IP protocol suite, the OSI model, and proprietary operating system protocols from Microsoft and various UNIX platform vendors
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, and storage area networks
4. Demonstrate skills required to install and maintain enterprise servers
5. Explain and demonstrate basic information systems security concepts
6. Detect hacking attacks and properly extract evidence to report crimes and conduct audits to prevent future attacks
7. Describe the role of digital evidence in forensic investigation
8. Assess the security of computer systems using penetration testing techniques

Required Courses		Credits
CIS 182	Networking Concepts _____	5
CIS 240	Microsoft Lan Administration I _____	5
CIS 247	Certified Ethical Hacker* _____	5
CIS 249	Computer Hacking Forensic Investigator* _____	5
CIS 261	Operating Systems/UNIX* _____	4
CIS 262	UNIX Administration* _____	4
CIS 270	Cisco I _____	5
CIS 271	Cisco II* _____	6
CIS 274	CCNA Security* _____	4

Total Credits Required **43**

Digital Communications

Certificate of Completion

Advisors	Contact	Office
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

This certificate program prepares students to apply their knowledge, skills, and abilities in a variety of workplace and entrepreneurial multimedia environments. Students will practice digital media techniques and strategies that include photography, video, web, and design projects that prepare them for working with clients and within organizations to meet digital media-based technical needs. Students will learn to produce the most cutting-edge creative projects that involve a variety of digital media formats to formulate solutions for technical problems that include photo manipulation, story-boarding, digital workflow, lighting techniques, color-management and calibration, planning, and fine-tuning end-product presentation. In this way, students will utilize current strategies and tools to plan, prepare, and deliver on high-end, technical projects.

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

Program Learning Outcomes

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

1. Discuss and evaluate digital images using current photographic vocabulary;
2. Demonstrate ability to choose proper digital photography equipment for specific photographic requirements and situations;
3. Acquire and show advanced working knowledge of the general types of digital image manipulation software programs, color calibration techniques and problem solving of print and digital photo correction situations;
4. Demonstrate advanced knowledge of various applications, digital workflow, color management and uses for digital images by production of high quality color and black and white images for portfolio;
5. Demonstrate basic proficiency with Photoshop functions, filters, layers, etc.;

6. Gain insight into solving primary, problematic details of creative transference using Photoshop;
7. Demonstrate the use of basic HTML;
8. Demonstrate the use of basic CSS;
9. Demonstrate the use of basic media integration;
10. Demonstrate the development of a simple static Web site;
11. Discuss single camera filmmaking production, digital cinematography, audio recording, postproduction editing and other production related skills;
12. Demonstrate the artistic elements of digital filmmaking with a concentration on narrative storytelling;
13. Discuss the impact of digital technologies on business processes;
14. Discuss new digital technologies within the business context;
15. Analyze how converging technologies, including mobile devices, cloud services, social media, search engine optimization and the emerging Internet of things, shape business functions such as customer and vendor relationships, marketing, process monitoring and optimization, and virtual collaboration.

Required Courses		Credits
CIS 155	Web Development I* _____	5
CIS 156	Multimedia for the Web* _____	4
CIS 160	User Interface Design* _____	2
CIS 258	Web 2.0* _____	4
CIS 298	CIS Practicum* _____	2
DMA 120	Beginning Photoshop _____	5
DMA 136	Beginning Digital Photography _____	5
DMA 236	Intermediate Digital Photography* _____	5
FILM 285	Digital Filmmaking I _____	5

Choose one of the following courses (for all same credits/hours):

CMST& 102	Introduction to Mass Media _____	5
CMST& 105	Photojournalism _____	5
CMST 220	Public Speaking _____	5
CMST& 242	Intro to Comm in Organizations _____	5
CMST 253	Intercultural Communications _____	5
CMST 273	Digital Cultures* _____	5
DMA 220	Intermediate Photoshop _____	5
DRMA 201	Introduction to the Art of Film _____	5
FILM& 280	Film Directing _____	5

Total Credits Required **42**

Cisco Certified Network Associate (CCNA)

Certificate of Completion

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215

A Certificate of Completion provides documentation of the students successful participation in "a five term curriculum teaching basic networking concepts and a certification earned by those who pass a test on the concepts learned in that curriculum" as outlined by CCENT™ (Cisco Certified Entry-Level Network Technician) and CCNA™ (Cisco Certified Network Associate) programs.

Program Learning Outcomes

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

1. Describe the functions, operations, and primary components of local area networks (LANs), metropolitan area networks (MANs), wide area networks (WANs), virtual private networks (VPNs), Intranets, Extranets, and storage area networks.
2. Define routing and switching, wireless, and remote access technologies used in voice, video, and data networks.
3. Apply advanced skills needed to install, troubleshoot, and monitor network devices to address integrity, confidentiality, and availability.

Required Courses

	<i>Credits</i>
CIS 270 Cisco I _____	5
CIS 271 Cisco II* _____	6
CIS 272 Cisco III* _____	4
CIS 273 Cisco IV* _____	4
CIS 274 CCNA Security* _____	5

Total Credits Required **24**

Web Page Development Essentials

Certificate of Completion

<i>Advisors</i>	<i>Contact</i>	<i>Office</i>
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

This two to three quarter certificate can enable students to gain core client-side web site development skills, including web page scripting, which help make them employable in web page creation and programming entry-level positions. This certificate will also serve as part of the course requirements for the CIS Information Systems Specialist Associate in Applied Science-Transfer (AAS-T) degree.

Program Learning Outcomes

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

1. Explain and demonstrate core web site development, including creation, web page scripting, and maintenance concepts.
2. Construct well-designed, interactive World Wide Web client pages which conform to HTML5 standards.
3. Explain and demonstrate basic file transfer from a local development computer to an Internet web server.
4. Explain the Hypertext Transfer Protocol and Uniform Resource Locator concepts.
5. Explain client/server concepts.
6. Demonstrate the ability to use a web page scripting language to manipulate web page objects, create special effects, and validate form information prior to form submission.
7. Explain the use of and integrate digital media on a web page.
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. Demonstrate the use of basic HTML and CSS.
6. Create an interactive Web page.
7. Create and maintain a database.
8. Use programming to link a database to a Web page.
9. Create an "n-tier" project based on end-user needs.

Required Courses

	<i>Credits</i>
CIS 141 Programming Concepts _____	5
CIS 155 Web Development I* _____	5
CIS 156 Multimedia for the Web _____	4
CIS 160 User Interface Design* _____	2
CIS 205 Introduction to XML* _____	2
CIS 255 Web Development II* _____	5

Choose one of the following:

OLRM 103 Explore Your Strengths _____	1
OLRM 105 Appreciating Diversity _____	1
CIS 116 Intro to MS Visio _____	1

Total Credits Required **24**

ASP Server Development

Certificate of Recognition

<i>Advisors</i>	<i>Contact</i>	<i>Office</i>
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

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 Learning Outcomes

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

1. Identify major elements in the process of designing a Web based business solution.

Required Courses

	<i>Credits</i>
CIS 205 Introduction to XML* _____	2
CIS 210 SQL _____	4
CIS 219 Introduction to ASP.NET _____	4
CIS 255 Web Scripting* _____	5

Total Credits Required **15**

Applications Server Support

Certificate of Recognition

<i>Advisors</i>	<i>Contact</i>	<i>Office</i>
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215

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 Learning Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: explain how to manage and integrate networked services that run on a server; demonstrate skills required to install and maintain server applications, such as a web server; demonstrate skills required to install and maintain enterprise servers; list the steps involved in managing an IT-related project involving system rollouts.

Degrees and Certificates

Required Courses

Choose one of the following two courses:

CIS	Course	Credits
212	Windows for Professionals	3
213	Mac OS X for Professionals	3
240	Microsoft LAN Administration I	5
242	Microsoft LAN Administration II	5
245	Microsoft LAN Administration III	5

Total Credits Required 18

IT Project Management Essentials

Certificate of Recognition

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210

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

Program Learning Outcomes

Completers of the IT Project Management Essentials Certificate program will know, apply, analyze and evaluate the technical and administrative aspects of information technology projects: communicate effectively verbally and in writing; apply problem-solving skills using known methods and approaches; apply leadership qualities that promote strong teams; develop project charters; use reporting tools, such as Gantt charts and work breakdown structures; demonstrate understanding of how technology projects affect business operations and networks.

Required Courses

Choose one of the following two courses:

CIS	Course	Credits
BMGMT 148	Deadline and Project Management	1
116	Intro to MS Visio	1
150	Survey of Computing	4
182	Networking Concepts	5
190	Information System Project Management	4
236	Information System Security I	4

Total Credits Required 18

Linux Operating Systems Support

Certificate of Recognition

Advisors	Contact	Office
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215

This certificate prepares students to support Linux-based operating systems used commonly in business and networked environments. Students will learn to install, configure, manage, and troubleshoot enterprise class servers and workstations running Linux-based operating systems, services (daemons) and applications.

Program Learning Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: explain and demonstrate the protocols of the TCP/IP protocol suite, the OSI model, and proprietary operating system protocols from Microsoft, and various UNIX platform vendors; demonstrate skills required to install, configure, administer, and maintain UNIX- and Linux-based applications; demonstrate skills required to install and maintain both client-side and server-side UNIX- and Linux-based applications; configure open source operating systems to inter-operate in a heterogeneous environment consisting of both closed- and open-source operating systems; perform simple form verification using pattern matching and regular expressions.

Required Courses

CIS	Course	Credits
124	Logic and Pattern Matching*	5
182	Networking Concepts	5
261	Operating Systems/Unix*	4
262	Unix Administration*	4

Total Credits Required 18

Software Development Essentials

Certificate of Recognition

Advisors	Contact	Office
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203

This certificate expands students' knowledge of modular software development. Students will develop object-oriented programming skills and a solid foundation for further advanced studies in software development.

Program Learning Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: identify major elements in the software development life cycle; gather user requirements, convert them into a logical design, and implement them into a software-based solution; document a system development project with user requirements, programming requirements and other documentation; apply the concept of functional decomposition to program design; compare and contrast the features and benefits of procedural and object oriented programming paradigms; design and implement appropriate user interface.

Required Courses

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

Total Credits Required 18

Technical Support

Certificate of Recognition

Advisors	Contact	Office
Blackwell, Kevin	360.475.7379 kblackwell@olympic.edu	TEC 215
Hanson, Dondi	360.475.7376 dhanson@olympic.edu	TEC 211
Westlund, Mark	360.475.7357 mwestlund@olympic.edu	TEC 203
Becker, Richard	360.475.7370 rbecker@olympic.edu	TEC 202
Garripoli, Amelia	360.475.7588 agarripoli@olympic.edu	TEC 210

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 Learning Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: communicate the role of IT and its support for the organization; demonstrate basic computer skills in areas

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

such as: applications, operating systems, and programming; demonstrate employment skills in organizational communication, presentation, and collaboration; clarify how to gather and track key sources of information; learn new technical skills quickly and willingly take on new challenges.

Required Courses		Credits
CIS 110	Information Systems Concepts*	5
CIS 150	Survey of Computing	4
CIS 176	PC Technical Support Essentials*	3
CIS 276	PC Technical Support Practical Skills*	3
OLRM 220	Human Relations in the Workplace	3

Total Credits Required **18**

Digital Photography Certificate of Recognition

Advisors	Contact	Office
TBD		

This Digital Photography Certificate involves the study and practice of the principles of visual communication using photographic tools in print and on the web.

Students will learn the terminology, features, and concepts of digital photography that help them determine and develop photographic possibilities and solutions, and produce compelling images that communicate a message through lighting, color, special techniques and subject knowledge.

Students also will be introduced to the work of numerous artists throughout the history of photography. Techniques such as photographic composition, exposure techniques, use of photography in social media, privacy & security on the web, editing techniques, ethics of photography, and photographic presentation for both print and web will be covered in this program of study.

Students will demonstrate strong work ethic and high standards of quality; apply listening, learning, and communication skills and employ interpersonal skills that display maturity and familiarity with issues of the photographic imaging field and web environment.

Program Learning Outcomes

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

1. Utilize current digital imaging technology to produce photographic images for use in commercial or academic applications.
2. Employ complex and creative aesthetic strategies as they apply to visual problem solving methodologies.

3. Utilize current digital imaging technology to track the entire workflow process from pre-production, planning and image capture to editing and image output for both print and web applications.
4. Demonstrate thorough knowledge of web, computers, software and security as these apply to digital imaging.
5. Create an advanced color image portfolio in either print or electronic form for use in academic, commercial or fine art application.

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

Total Credits Required **17**

Cosmetology

Advisor	Contact	Office
Gesch, Therese	360.473.0561 (West Sound Technical Skills Center)	WSTSC
Business & Technology	360.475.7360	TEC 103

Cosmetology

Associate in Technical Arts

This program provides coursework to qualify for the Washington State Cosmetology Licensing exam. Topics will include: cosmetology general sciences; hair care, styling and cutting; chemical texture; skin and nail care; wigs and extensions; make up; and business skills. Coursework will be taught in a combination of classroom and lab settings.

Program Learning Outcomes

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

1. Demonstrate written skills required for the application process to obtain a Washington State Cosmetology license.
2. Perform industry employability skills such as punctuality, reliability, decision-making, integrity and leadership as well as the importance of giving quality service.
3. Understand employer-employee relationship and independent business ownership.
4. Perform basic Cosmetology industry skills in the areas of hairstyling, cutting, coloring, chemical texture services, shampooing and conditioning of the hair and scalp, natural nail care and basic skin care services.

5. Perform the basic analytical skills to determine proper hairstyle, color and makeup application for the client's overall image.
6. Observe state safety, sanitation laws, regulations and use of appropriate protective measures to provide a safe working environment.

Required Courses		Credits
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General Requirements

BMGMT 138	Business Mathematics I*	3
BMGMT 139	Business Mathematics II*	2
OR		
BMGMT 140	Business and Personal Mathematics*	5
Choose one of the following two courses:		
BSTEC 145	Bus Writing/Grammar for the Wkplce*	5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3

Quarter One:

COS 101	Professional Career*	2
COS 102	Cosmetology General Sciences*	2
COS 103	Hair Care, Hairstyling, & Haircutting*	3
COS 104	Chemical Texture Services*	2
COS 151	Cosmetology Lab Clinic I*	12

Quarter Two:

COS 105	Hair Color*	2
COS 113	Intermediate Haircutting*	2
COS 114	Advanced Chemical Texture Services*	2
COS 120	Cosmetology Skin Care*	2
COS 152	Cosmetology Lab Clinic II*	13

Quarter Three:

COS 115	Intermediate Hair Color*	2
COS 123	Advanced Haircutting*	2
COS 130	Nail Care*	1
COS 135	Wigs, Braiding/Extensions*	1
COS 153	Cosmetology Lab Clinic III*	13

Quarter Four:

COS 121	Facial Makeup*	1
COS 154	Cosmetology Lab Clinic IV*	13
COS 225	Advanced Hair Coloring*	2
COS 231	Business Skills I*	1

Quarter Five:

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

Total Credits Required **109**

Degrees and Certificates

Cosmetology - Esthetics

Certificate of Specialization

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

Program Learning Outcomes

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

1. Demonstrate written skills required for the application process to obtain state licensure.
2. Perform industry employability skills such as punctuality, reliability, decision-making, integrity and leadership.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform basic COSetics industry skills in the areas of care of the skin, facial massage, successful use of required implements and equipment, appropriate application of makeup, various methods for removal of unwanted hair, and lash/brow tinting.
5. Perform the basic analytical skills to determine proper use of skin care products, facial equipment, makeup, and hair removal applications for the client's overall image.
6. Observe state safety and sanitation laws and regulations and uses appropriate protective measures to provide a safe working environment.

Required Courses Credits

General Requirements

BMGMT 138 Business Mathematics I* _____ 3

BMGMT 139 Business Mathematics II* _____ 2

OR

BMGMT 140 Business and Personal Mathematics* _____ 5

Choose one of the following two courses:

BSTEC 145 Bus Writing/Grammar for the Wkplce* _____ 5

ENGL& 101 English Composition I* _____ 5 _____ 5

OLRM 220 Human Relations in the Workplace _____ 3

Quarter One (Fall):

COS 160 Introduction to Esthetics* _____ 3

COS 161 Esthetics General Sciences I* _____ 5

COS 171 Esthetics Skin Care I* _____ 5

COS 181 Esthetics Lab Clinic I* _____ 6 _____ 19

Quarter Two (Winter):

COS 162 Esthetics General Sciences II* _____ 3

COS 172 Esthetics Skin Care II* _____ 5

COS 182 Esthetics Lab Clinic II* _____ 9 _____ 17

Quarter Three (Spring):

COS 173 Esthetics Skin Care III* _____ 6

COS 180 Business Practices* _____ 2

COS 183 Esthetics Lab Clinic III* _____ 8 _____ 16

Total Credits Required 65

Instructor Training

Certificate of Proficiency

This program provides coursework to prepare students for the Washington State Instructor Licensing exam. Students will learn to be instructors in esthetics or cosmetology programs. The focus will be on quality instruction in classroom and clinic settings.

Program Learning Outcomes

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

1. Demonstrate written skills required for the application process to obtain state licensure.
2. Perform industry employability skills such as punctuality, reliability, decision-making, integrity and leadership.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Exhibit managerial skills and working knowledge of state laws.
5. Be an effective instructor of barbering, manicuring, esthetics, or cosmetology.
6. Provide training to students by means of instructional theory classes and practical hands on workshops.
7. Apply supervisory knowledge in specialty field to assist the students to develop skills in the clinic lab and classroom.
8. Observe state safety and sanitation laws and regulations and uses appropriate protective measures to provide a safe working environment.

Required Courses Credits

General Requirements

BMGMT 138 Business Mathematics I* _____ 3

BMGMT 139 Business Mathematics II* _____ 2

OR

BMGMT 140 Business and Personal Mathematics* _____ 5

Choose one of the following two courses:

BSTEC 145 Bus Writing/Grammar for the Wkplce* _____ 5

ENGL& 101 English Composition I* _____ 5 _____ 5

OLRM 220 Human Relations in the Workplace _____ 3

Program Requirements

COS 200 Methods of Teaching and Learning* _____ 3

COS 201 Classroom Mgmt & Supervision* _____ 3

COS 202 Program Development & Lesson Planning* _____ 2

COS 203 Basic Teaching Skills* _____ 3

COS 204 Professional Development* _____ 3

COS 251 Cadet Clinic Lab I* _____ 4

COS 252 Cadet Clinic Lab II* _____ 4

COS 253 Cadet Clinic Lab III* _____ 5

COS 254 Cadet Clinic Lab IV* _____ 5

Total Credits Required 45

Instructor Training (Fast Track)

Certificate of Recognition

This 16-credit Certificate of Recognition requires 200 hours of training and 300 hours of documented professional work experience in cosmetology or esthetics. It is the responsibility of the student to provide documentation of the 300 hours of professional work experience when students apply to take the State of Washington Department of Licensing Instructor Licensing exam.

This program is designed to prepare students to become effective instructors of Cosmetology or Esthetics. The focus is on teaching and learning theory and practical applications to deliver quality instruction in classroom and lab settings.

Program Learning Outcomes

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

1. Prepared to pass the written and practical skill requirements of the Cosmetology or Esthetics Washington State licensing examination.
2. Exhibit managerial skills and working knowledge of Cosmetology or Esthetics Washington State laws.
3. Demonstrate effective teaching strategies and techniques for Cosmetology or Esthetics content through educational seminars and consultation
4. Demonstrate effective teaching strategies and techniques to assist Cosmetology or Esthetics student in developing clinic skills.

Degree Requirements:

Credit Hours (16 Required)

COS 200 Methods of Teaching & Learning _____ 3

COS 201 Classroom Mgmt & Supervision _____ 3

COS 203 Basic Teaching Skills _____ 3

COS 204 Professional Development _____ 3

COS 251 Cadet Clinic Lab I _____ 4

Total Credits Required 16

Culinary Arts Institute

Advisor	Contact	Office
Nash, Robert	rnash@olympic.edu 360.475.7571	BUS 110
Plemmons, Chris	cplemmons@olympic.edu 360.475.7316	BSC 131B

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 Learning Outcomes

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

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

Required Courses Credits

BMGMT 140	Business and Personal Mathematics*	5
CIS 150	Survey of Computing	4
CULIN 101	Culinary Techniques*	6
CULIN 103	Food Production I*	6
CULIN 104	Dining Room Service*	4
CULIN 105	ServSafe® Food Safety Training*	2
CULIN 120	Sustainable Food Sys, Kitsap County	2
CULIN 121	Food Production II*	6
CULIN 122	Garde Manger*	3
CULIN 123	International Cuisine*	4
CULIN 125	Applied Food Service Computation	2
CULIN 126	Commercial Baking I*	3
CULIN 131	Food Production III*	6
CULIN 132	Quantity Food Purchasing*	4
CULIN 134	Nutrition for Culinary Professionals	3
CULIN 200	Food Production IV*	3
CULIN 210	Culinary Management*	3
CULIN 220	Culinary Internship	6

Choose one of the following two courses:

ENGL& 101	English Composition I*	5
BSTEC 145	Bus Writing/Grammar for the Wkplce*	5
HMGMT 102	Intro to Hospitality Industry*	3
HMGMT 124	Dining Room Supervision*	6
HMGMT 133	Elements of Hospitality Management*	3
HMGMT 135	Beverage Management*	3
OLRM 225	Human Relations in Organizations	5

Total Credits Required 97

Culinary Arts Institute- Lead Cook

Certificate of Specialization

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

Program Learning 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.

Required Courses Credits

BMGMT 140	Business and Personal Mathematics*	5
Choose one of the following two courses:		
BSTEC 145	Bus Writing/Grammar for the Wkplce*	5
ENGL& 101	English Composition I*	5
CULIN 101	Culinary Techniques*	6
CULIN 103	Food Production I*	6
CULIN 104	Dining Room Service*	4
CULIN 105	ServSafe® Food Safety Training*	2
CULIN 121	Food Production II*	6
CULIN 122	Garde Manger*	3
CULIN 123	International Cuisine*	4
CULIN 125	Applied Food Service Computation	2
CULIN 126	Commercial Baking I*	3
CULIN 131	Food Production III*	6
CULIN 132	Quantity Food Purchasing*	4
CULIN 134	Nutrition for Culinary Professionals	3
HMGMT 102	Intro to Hospitality Industry*	3
HMGMT 124	Dining Room Supervision*	6
HMGMT 133	Elements of Hospitality Management*	3
HMGMT 135	Beverage Management*	3
OLRM 225	Human Relations in Organizations	5

Total Credits Required 79

Culinary Arts Institute- Cook's Helper

Certificate of Completion

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

Program Learning 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.

Required Courses Credits

CULIN 101	Culinary Techniques*	6
CULIN 103	Food Production I*	6
CULIN 104	Dining Room Service*	4
CULIN 105	ServSafe® Food Safety Training*	2
HMGMT 102	Intro to Hospitality Industry*	3

Total Credits Required 21

Culinary Arts Institute- Prep Cook

Certificate of Completion

The student will obtain knowledge of basic preparation techniques of soups and sauces, meat, seafood and poultry fabrication and preparation, the preparation of fresh and frozen vegetables, and starches as used in the commercial food service industry.

Program Learning Outcomes

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

1. The student will know a variety of cooking techniques in hot and cold food production.
2. The student will be qualified as a prep cook for a variety of cuisines and will understand and use kitchen mathematics in employment.

Required Courses Credits

CULIN 101	Culinary Techniques*	6
CULIN 103	Food Production I*	6
CULIN 104	Dining Room Service*	4
CULIN 105	ServSafe® Food Safety Training*	2
CULIN 121	Food Production II*	6
CULIN 123	International Cuisine*	4
CULIN 125	Applied Food Service Computation	2
HMGMT 102	Intro to Hospitality Industry*	3
HMGMT 124	Dining Room Supervision*	6

Total Credits Required 39

Degrees and Certificates

Early Childhood Education

Advisor	Contact	Office
Dilling, Gayle	gdilling@olympic.edu 360.475.7289	SBCDC 103

Early Childhood Education

Associate in Applied Science-Transfer

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

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

Program Learning Outcomes

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

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

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

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

Required Courses	Credits
ENGL& 101 English Composition I* _____	5
Choose one of the following two courses:	
ENGL& 102 Composition II* _____	5
ENGL& 235 Technical Writing* _____	5
Choose one of the following two courses:	
MATH& 107 Math in Society* _____	5
MATH& 141 Precalculus I: Algebra* _____	5

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

ART& 100 Art Appreciation _____	5
ASL& 121 Am Sign Language I _____	5
CMST& 210 Interpersonal Communication* _____	5
CMST& 220 Public Speaking _____	5
SPAN& 121 Spanish I _____	5

Social Sciences (10 credits required):

ECED& 105 Introduction to Early Childhood Ed _____	5
EDUC& 121 Child Development I: Birth to 8 _____	5

Natural Sciences:

(Choose 5 credits from the following, must be a lab science)

BIOL& 160 General Biology w/Lab _____	5
BIOL& 211 Majors Cellular _____	5

Required Early Childhood Education courses:

ECED 101 Professionalism and Ethics in ECE _____	1
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum-Nurturing Rel* _____	2
ECED& 139 Admin Early Lrng Prog _____	3
ECED 151 Practicum II* _____	5
ECED& 160 Curriculum Development _____	5
ECED& 164 Mathematics for Early Childhood _____	5
ECED 174 Multicultural Education _____	3
ECED& 190 Observation/Assessment _____	3
EDUC& 130 Guiding Behavior _____	3
EDUC& 204 Exceptional Child _____	5

Recommended Electives: (Successful completion from the following list for a total of 90 credits):

EDUC& 150 Child, Family and Community _____	3
ECED 166 Environmental Evaluation _____	1
ECED& 170 Environments-Young Child _____	3
ECED 173 Art and Creative Activities _____	3
ECED 177 Science for Young Children _____	3
ECED& 180 Lang/Literacy Develop _____	3
ECED 201 Practicum III* _____	5
EDUC& 122 Child Development II: 8 to 19* _____	5
SOC 135 The Family _____	5

Total Credits Required 90

Early Childhood Education

Associate in Technical Arts

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

Program Learning Outcomes

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

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

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

Required Courses Credits

ECED 101 Professionalism and Ethics in ECE _____	1
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum-Nurturing Rel* _____	2
ECED& 139 Admin Early Lrng Prog _____	3
ECED 151 Practicum II* _____	5
ECED& 160 Curriculum Development _____	5
ECED 164 Mathematics for Early Childhood Ed* _____	5
ECED& 170 Environments-Young Child _____	3
ECED 174 Multicultural Education _____	3
ECED& 180 Lang/Literacy Develop _____	3
ECED& 190 Observation/Assessment _____	3
ECED 201 Practicum III* _____	5
ECED 225 Issues and Trends in ECE _____	3
EDUC& 121 Child Development I: Birth to 8 _____	5
EDUC& 130 Guiding Behavior _____	3
EDUC& 150 Child/Family/Community _____	3
EDUC& 204 Exceptional Child _____	5
ENGL& 101 English Composition I* _____	5

Recommended Electives

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

ASL& 121 Am Sign Language I _____	5
ECED& 100 Child Care Basics _____	3
ECED 125 Child Advocacy (CASA Training)* _____	3
ECED& 132 Infants/Toddlers Care _____	3
ECED& 134 Family Child Care _____	3
ECED 166 Environmental Evaluation _____	1
ECED 172 Introduction to Montessori _____	3
ECED 173 Art and Creative Activities _____	3
ECED 176 Music & Movement for Young Children _____	3
ECED 177 Science for Young Children _____	3
ECED 178 Children's Literature _____	3
ECED 187 Special Topics CDA Credential I _____	6
ECED 215 ECE Professional Portfolio _____	1
ECED 287 Special Topics CDA Credential II _____	6
EDUC& 122 Child Development II: 8-Teen* _____	5
EDUC& 136 School Age Care _____	3
PE-ED 109 Basic CPR _____	1
PE-ED 110 Basic First Aid _____	1
SOC 135 The Family* _____	5

Total Credits Required 90

Early Childhood Education—Certificates

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Dilling, Gayle	gdilling@olympic.edu 360.475.7289	SBCDC 103

Not all courses listed are offered every quarter. Please see an appropriate faculty advisor or Division Dean for course sequence and schedule details. A faculty advisor must approve the program for degree/certificate completion.

Early Childhood Education Certificate—State Credential

Certificate of Proficiency

The Early Childhood Education Program provides knowledge of, and training in working with children of preschool age. The ECE Certificate–State Credential provides intensive study of children, techniques for working with children, and specific subject area of Early Childhood Education. Upon completion, students will be placed on level 6 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

1. Acquire, interpret, and use information and resources that support industry defined appropriate practice.
2. Work as a team member and demonstrate respect for diversity in an early childhood environment to accomplish family, child, and program goals.
3. Effectively communicate in various ways in the context of early childhood settings.
4. Participate in evaluation and maintenance of early childhood environments and programming on a regular basis.

<i>Required Courses</i>	<i>Credits</i>
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum – Nurturing Rel* _____	2
ECED 164 Mathematics for Early Childhood Ed* _____	5
EDUC& 115 Child Development _____	5

Choose one of the following four courses:

ECED& 132 Infants/Toddlers Care _____	3
ECED& 134 Family Child Care _____	3
ECED& 139 Admin Early Lrng Prog _____	3
EDUC& 136 School Age Care _____	3
ECED& 160 Curriculum Development _____	5
ECED& 170 Environments—Young Child _____	3
OR	
EDUC& 130 Guiding Behavior _____	3

ECED& 180 Lang/Literacy Develop _____	3
ECED& 190 Observation/Assessment _____	3
EDUC& 150 Child/Family/Community _____	3
ENGL& 101 English Composition I* _____	5

Total Credits Required **47**

State Short Certificates

ECE General Certificate

Certificate of Completion

The ECE general certificate exposes teacher assistants to key concepts in developmentally appropriate practices in Early Childhood Education and specifically addresses child guidance and growth and development of children ages 0-8. Upon completion, students will be placed on level 6 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

1. Demonstrate understanding of child development by developing age and individually appropriate activities.
2. State the cause and effect of environment on children's behavior.
3. Discuss the importance of addressing the "whole child."
4. Observe and document children's learning behavior in a classroom setting.
5. Assist in planning appropriate health, safety, and nutrition practices in programs serving ages 0-8.
6. Understand the principles of ethical behavior in early childhood settings.

Required Courses

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

Total Credits Required **20**

Early Childhood Family Child Care Certificate

Certificate of Completion

Family Child Care Providers serve as business managers and children's caregivers in home-based businesses. Most providers care for a mixed age range from infants to age 12 on a daily basis; others serve a

limited age group. In managing the home-based business, the provider maintains all records, manages the budget and makes all purchases for the business. They also plan and carry out activities that meet the needs and interests of the children in their care. Upon completion of this certificate, students will be placed on level 5 of the Washington State Department of Early Learning Career Lattice.

Program Learning Outcomes

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

1. Implement appropriate health, safety, and nutrition practices in family programs serving ages 0-12.
2. Identify and support individual child growth and development.
3. Plan and provide multi-age curriculum through play and daily living experiences.
4. Demonstrate family support and relationship-building skills with families.
5. Administer and maintain a continuing business plan and record-keeping system necessary for family child care management.
6. Recognize and honor the culture and needs of families and children in all aspects of their family program.
7. Identify professional goals and demonstrate a commitment to ongoing professional and personal growth.

Required Courses

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

Total Credits Required **20**

Early Childhood Infant Toddler Certificate

Certificate of Completion

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

Degrees and Certificates

Program Learning Outcomes

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

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

Required Courses

	<i>Credits</i>
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum – Nurturing Rel* _____	2
ECED& 132 Infants/Toddlers Care _____	3
EDUC& 115 Child Development _____	5

Total Credits Required **20**

Administration

Certificate of Completion

The ECE Program Administration certificate provides skills necessary to work with staff, families, and the community as well as provide leadership and supervision necessary to promote a quality early learning and care program in a variety of settings for children from birth through age 12. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

1. Recognize appropriate health, safety, and nutrition practices in programs serving ages 0-12.
2. Foster and mentor teachers to identify and meet individual child needs.
3. Supervise and implement age appropriate curriculum through childcare routines and activities.

4. Demonstrate family support and relationship-building skills with families.
5. Foster and nurture staff growth and professionalism through goal setting activities and performance evaluations.
6. Recognize and honor the culture and needs of families, children, and staff, in all aspects of an Early Childhood Program.
7. Create and maintain a professional team environment.
8. Maintain current knowledge of the field of Early Childhood Education.
9. Participate in community and professional networking.

Required Courses

	<i>Credits</i>
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum – Nurturing Rel* _____	2
ECED& 139 Admin Early Lrng Prog _____	3
EDUC& 115 Child Development _____	5

Total Credits Required **20**

Early Childhood School-Age Care Certificate

Certificate of Completion

School-Age care professionals work with children ages 5-12 in a variety of settings including before and after school care available in family child care homes and profit or non-profit settings sponsored by community based organizations or agencies such as the YMCA and YWCA, public schools, community centers and faith-based programs. In all of these programs, it is the responsibility of the School-Age care professional to support the needs of individual children/youth and provide developmentally age appropriate and culturally relevant activities. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

1. Implement appropriate health, safety and nutrition practices in programs serving children age 5-12.
2. Identify and meet individual child needs.
3. Plan and provide age appropriate curriculum for school age children.
4. Demonstrate family support and relationship-building with families.
5. Recognize and honor the culture and needs of families, children, and staff in all aspects of a program for school age children.

Required Courses

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

Total Credits Required **20**

Early Childhood Education Initial Certificate

Certificate of Recognition

The ECE initial certificate exposes teacher assistants to key concepts in developmentally appropriate practices in Early Childhood Education. Students receive knowledge on how children learn in 0-8 age groups and the focus will be on building nurturing relationships with children. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Learning Outcomes

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

Required Courses

	<i>Credits</i>
ECED& 105 Intro Early Child Ed _____	5
ECED& 107 Health/Safety/Nutrition _____	5
ECED& 120 Practicum – Nurturing Rel* _____	2

Total Credits Required **12**

Electronics

Advisor **Office** **Contact**
 Seybold, Craig cseybold@olympic.edu TEC 115A
 360.475.6814

Electronics

Associate in Technical Arts

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

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

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

The ATA program is accepted at Evergreen State University in its upside down transfer option.

Program Learning Outcomes

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

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

Required Courses

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

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

ELECT 201 Solid-State Devices* _____	5
ELECT 202 Advanced Solid-State Devices* _____	5
ELECT 203 Special Circuits* _____	5
ELECT 211 Solid-State Laboratory* _____	3
ELECT 212 Advanced Solid-State Circuit Lab* _____	3
ELECT 213 Special Circuits Laboratory* _____	3
ELECT 225 Advanced Digital Circuits* _____	5
ELECT 227 Microcomputers* _____	3
ELECT 228 Advanced Microprocessors* _____	3
ELECT 235 Advanced Digital Circuits Laboratory* _____	2
ELECT 237 Microcomputer Laboratory* _____	2
ELECT 238 Advanced Microprocessor Lab* _____	2

Choose one of the following two courses:

ENGL& 102 Composition II* _____	5
ENGL& 235 Technical Writing* _____	5
MATH& 141 Precalculus I: Algebra* _____	5

Choose one of the following two courses:

OLRM 220 Human Relations in the Workplace _____	3
OLRM 225 Human Relations in Organizations _____	5

Successful completion of additional courses numbered 100 and above _____ 5

Total Credits Required **99-101**

- Required first year curriculum.

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

Electronics

Certificate of Proficiency

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

Program Learning Outcomes

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

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

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

Required Courses

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

Total Credits Required **45**

Communications content is contained in ELECT 111.

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 Learning 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.

Degrees and Certificates

Required Courses		Credits
ELECT 101	Direct Current*	5
ELECT 106	Electronic Fabrication	1
ELECT 111	Direct Current Circuit Laboratory*	3
ELECT 160	Computer Applications I*	2
MATH& 141	Precalculus I: Algebra*	5
OLRM 220	Human Relations in the Workplace	3
Total Credits Required		19

Engineering

Advisor	Contact	Office
Engineering Advisor	360.475.7743 semadvisor@olympic.edu	HSS 203A
Hess, Linnea	lhess@olympic.edu 360.475.7727	ST 214
Tuncol, Goker	gtuncol@olympic.edu 360.475.7722	ST 121

Engineering

Associate of Science (Track 2) for transfer 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 AS (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 AS (Track 2) Major Related Program Pre-Engineering degree.

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

Required Courses

For the course list, see the Associate of Science – Track 2 Degree in the General Degrees at the beginning of this section.

Biological and Chemical Pre-Engineering

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

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP 2 Degree is intended for students with an interest in transferring to an engineering school in the State of Washington in one of the subject

disciplines. For transfer to an engineering school outside the State of Washington students should use the AS (Track 2) Degree.

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

Required Courses

Required Courses	Credits
CHEM& 141/151 General Chemistry & Lab I*	6.5
CHEM& 142/152 General Chemistry & Lab II*	6.5
CHEM& 143/153 General Chemistry & Lab III*	6
CHEM& 241/251 Organic Chem & Lab I*	5.5
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5
H/SS 15 credits of Humanities and Social Science	15
MATH& 151 Calculus I*	5
MATH& 152 Calculus II*	5
MATH& 163 Calculus 3*	5
MATH 221 Differential Equations I*	5
PHYS 254, 255, 256 Engineering Physics*	18

Individualized Plan:

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

BIOL& 211 Majors Cellular	5
BIOL& 212 Majors Animal*	5
CHEM& 242/252 Organic Chem & Lab II*	6
CS& 141 Computer Science I Java*	5
CS 143 Computer Science II Java*	5
ENGR& 104 Intro to Design	5
ENGR& 114 Engineering Graphics	5
ENGR& 204 Electrical Circuits*	6
ENGR& 214 Statics*	5
ENGR& 224 Thermodynamics*	5
ENGR 240 Applied Numerical Methods for Engr*	5
MATH 222 Differential Equations II*	5
MATH 250 Linear Algebra*	5
MATH& 264 Calculus 4*	5

Total: (minimum 90 credits required)

Computer and Electrical Pre-Engineering

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

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

Students pursuing an AST-2/MRP 3 should work closely with an Olympic College engineering faculty advisor (see list below)

to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

Required Courses

Required Courses	Credits
CHEM& 141/151 General Chemistry & Lab I*	6.5
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5
Approved computer programming courses	10
ENGR& 204 Electrical Circuits*	6
H/SS 15 credits of Humanities and Social Science	15
MATH& 151 Calculus I*	5
MATH& 152 Calculus II*	5
MATH& 163 Calculus 3*	5
MATH 221 Differential Equations I*	5
MATH 250 Linear Algebra*	5
PHYS 254, 255, 256 Engineering Physics*	18

Individualized Plan:

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

BIOL& 211 Majors Cellular	5
CHEM& 142/152 General Chemistry & Lab II*	6.5
CS& 141 Computer Science I Java*	5
CS 143 Computer Science II Java*	5
ENGR& 104 Intro to Design	5
ENGR& 214 Statics*	5
ENGR& 224 Thermodynamics*	5
ENGR 240 Applied Numerical Methods for Engr*	5
MATH 222 Differential Equations II*	5
MATH& 264 Calculus 4*	5

Total: (minimum 90 credits required)

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

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

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

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

Required Courses

Required Courses	Credits
CHEM& 141/151 General Chemistry & Lab I*	6.5
CHEM& 142/152 General Chemistry & Lab II*	6.5
Approved computer programming course	5
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5

ENGR& 214 Statics*	5
ENGR& 215 Dynamics*	5
ENGR& 225 Mechanics of Materials*	5
H/SS - 15 credits of Humanities and Social Science	15
MATH& 151 Calculus I*	5
MATH& 152 Calculus II*	5
MATH& 163 Calculus 3*	5
MATH 221 Differential Equations I*	5
MATH 250 Linear Algebra*	5
PHYS 254, 255, 256 Engineering Physics*	18

Individualized Plan:

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

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

Total: (minimum 101 credits required)

Engineering Technology

Also see Composites, Machining, and Technical Design

Advisor	Contact	Office
Machining:		
Beck, Douglas	360.473.2827 dbeck@olympic.edu	WSTSC Shop 223
Technical Design:		
Raty, Ron	360.475.7389 rraty@olympic.edu	BUS 211
Sanchez, Peter	360.475.7393 psanchez@olympic.edu	ENG 104
Tech-D at PSNS:		
Newman, Grant	360.475.7393 gnewman@olympic.edu	ENG 104

Engineering Technology

Associate in Applied Science

Successful completion of this program will help prepare graduates with the knowledge, skills, and ability, to function effectively, either singly or as a member of a team developing a technical project which might involve design, construction, installation, manufacturing, testing, evaluation, research, data, or maintenance.

Program Learning Outcomes

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

1. Apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined technological activities;
2. Apply their knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge;
3. Conduct standard tests and measurements, collect data, and conduct, analyze, and interpret data and/or experiments;
4. Function effectively as a member of a technical team;
5. Identify, analyze, and solve narrowly defined engineering technology problems;
6. Apply written, oral, and graphical communication in both technical and non-technical environments;
7. Identify and use appropriate technical literature such as blueprints and specifications;
8. Engage in, and understand the need for, self-directed continuing professional development;
9. Address professional and ethical responsibilities, including a respect for diversity; and a commitment to quality, timeliness, and continuous improvement.
10. Research, plan, and complete a project, including consideration for processes, budgets, material, and time.

Required Courses

	Credits
ENGL& 101 English Composition I*	5
MANU 101 Orientation to Manufacturing	2
MANU 130 Machine Tools/Precision Measurement	6
MANU 172 Manufacturing Materials Fundamentals*	4
OLRM 225 Human Relations in Organizations	5
TEC-D 107 Technical Drawing*	4
TEC-D 205 Engineering Tech Project Planning	4

Choose one of the following three courses:

CO-OP 111/121 Cooperative Work Experience	5
MANU 290 Capstone Project (Manufacturing)*	5
TEC-D 290 Capstone Project (Design)*	5

Choose one of the following two courses:

TEC-D 145 Applied Problem Solving*	5
MATH& 141 Precalculus I: Algebra* (transfer math)	5

Common Core Credits (subtotal) 40

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

1. Manufacturing Machining:

CIS 150 Survey of Computing	4
ENGR& 104 Intro to Design	5
MANU 140 Machining Operations and Procedures*	6
MANU 150 Intro to Computer Numerical Control	6
MANU 160 Advanced Computer Numerical Control*	6
MANU 165 Computer Aided Manufacturing I*	6
MANU 180 Composites I*	4
MANU 181 Composites I Lab*	4
TEC-D 112 Blueprint Reading	4
WELD 106 Welding Technical Orientation I	5

Choose one of the following three courses:

TEC-D 175 Introduction to Solid Edge	4
TEC-D 180 Introduction to Catia*	4
TEC-D 232 Introduction to Solid Works	4

Pathway credits (subtotal) 54

Total Credits Required 94

2. Manufacturing Composites:

MANU 150 Intro to Computer Numerical Control	6
MANU 160 Advanced Computer Numerical Control*	6
MANU 165 Computer Aided Manufacturing I*	6
MANU 180 Composites I*	4
MANU 181 Composites I Lab*	4
MANU 185 Composites II*	3
MANU 186 Composites II Lab*	5
MANU 280 Composites III*	3
MANU 281 Composites III Lab*	5
MANU 285 Composites IV*	4
TEC-D 112 Blueprint Reading	4

Choose one of the following three courses:

TEC-D 175 Introduction to Solid Edge	4
TEC-D 180 Introduction to Catia*	4
TEC-D 232 Introduction to Solid Works	4

Choose one of the following two courses:

TEC-D 116 Computational Techniques/Technicians	4
MATH& 142 Precalculus II: Trig*	5

Pathway credits (subtotal) 58

Total Credits Required 98

3. Technical Design Mechanical:

CIS 150 Survey of Computing	4
ENGL& 235 Technical Writing*	5
MANU 140 Machining Operations and Procedures*	6
TEC-D 109 Descriptive Geometry*	4
TEC-D 112 Blueprint Reading	4
TEC-D 200 Computer-Aided Design I*	4
TEC-D 217 Computer-Aided Design II*	4
TEC-D 222 AutoCAD 3D*	4

Choose two of the following three courses:

TEC-D 175 Introduction to Solid Edge	4
TEC-D 180 Introduction to Catia*	4
TEC-D 232 Introduction to Solid Works	4

Choose one of the following two courses:

TEC-D 116 Computational Techniques/Technicians	4
MATH& 142 Precalculus II: Trig*	5

Degrees and Certificates

Choose five credits from the following courses:

CHEM& 110	Chemical Concepts w/Lab*	6
CHEM& 139	General Chemistry Prep*	5
ENGR& 104	Intro to Design	5
PHYS 110	Introduction to Physics*	6
Pathway credits (subtotal)		52

Total Credits Required 92

4. Technical Design Architectural/Civil:

CIS 150	Survey of Computing	4
ENGL& 235	Technical Writing*	5
TEC-D 121	Plane Surveying*	4
TEC-D 122	Introduction to Legal Descriptions	2
TEC-D 123	Introduction to Construction Staking	2
TEC-D 127	Residential Architectural Drawing*	4
TEC-D 128	Adv Residential Architectural Drawing*	4
TEC-D 150	Introduction to GIS	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 222	AutoCAD 3D*	4
TEC-D 231	Introduction to Civil Drafting*	4

Choose one of the following two courses:

TEC-D 116	Computational Techniques/Technicians	4
MATH& 142	Precalculus II: Trig*	5

Choose one of the following three courses:

ART& 100	Art Appreciation	5
ART 106	Drawing I	5
ART 110	Design I	5

Pathway credits (subtotal) 54

Total Credits Required 94

5. Technical Design GIS:

BSTEC 154	Access for Professionals	4
ENGL& 235	Technical Writing*	5
GEOG 260	Earth from Space	5
TEC-D 121	Plane Surveying*	4
TEC-D 122	Introduction to Legal Descriptions	2
TEC-D 123	Introduction to Construction Staking	2
TEC-D 150	Introduction to GIS*	4
TEC-D 151	Intermediate GIS with ArcView*	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 231	Introduction to Civil Drafting*	4

Choose one of the following two courses:

TEC-D 116	Computational Techniques/Technicians	4
MATH& 142	Precalculus II: Trig*	5

Choose 8 credits from the following:

TEC-D 270	3D Analyst*	2
TEC-D 271	Geodatabases for GIS*	2
TEC-D 272	Geoprocessing with GIS*	2
TEC-D 273	Map Projections in GIS*	2
TEC-D 274	Natural Resource GIS*	2
TEC-D 275	Spatial Analyst*	2
Pathway credits (subtotal)		54

Total Credits Required 94

Degree Total 92-98

Fashion Marketing

Advisor	Contact	Office
Quinn, Stephen	squinn@olympic.edu	HSS 203G
	360.475.7345	

Fashion Marketing

Certificate of Completion

This certificate is designed to provide students with entry-level Fashion Marketing skills. Students will learn about market segments within the fashion industry, the practical application of visual merchandising techniques, costume history in Western culture, and fashion styling strategies.

Program Learning Outcomes

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

1. Demonstrate and apply research methodology to identify relevant demographics and their effects on target marketing.
2. Identify, analyze and apply the theory that clothing is a reflection of trends in technology, music, literature, art and social values.
3. Identify, describe and analyze manufacturing techniques used to create garments from the preindustrial period through today.
4. Create a planogram, identify fixtures and develop a floor plan for a specific department or store
5. Effectively use oral and written communications skills in a fashion related environment.
6. Display a working knowledge of fashion styling by creating a visual presentation and written plan that incorporating image, style and identity.
7. Work respectfully and collaboratively with diverse individuals and teams.

Required Courses

FASH 101	Introduction to the Fashion Industry**	5
FASH 102	Visual Merchandising and Promotion**	5
FASH 103	History of Fashion**	5
FASH 104	Fashion Styling**	4
FASH 105	Store Operations**	4
FASH 106	Fashion Trends and Forecasting**	3
FASH 107	Event Planning**	2
FASH 108	Fashion Merchandising in NYC	2

Total Credits Required 30

Fashion Marketing

Certificate of Recognition

This certificate is designed to provide students with entry-level Fashion Marketing skills. Students will learn about market segments within the fashion industry, the practical application of visual merchandising techniques, costume history in Western culture, and fashion styling strategies.

Program Learning Outcomes

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

1. Demonstrate and apply research methodology to identify relevant demographics and their effects on target marketing.
2. Identify, analyze and apply the theory that clothing is a reflection of trends in technology, music, literature, art and social values.
3. Identify, describe and analyze manufacturing techniques used to create garments from the pre-industrial period through today.
4. Create a planogram, identify fixtures and develop a floor plan for a specific department or store.
5. Effectively use oral and written communications skills in a fashion related environment.
6. Display a working knowledge of fashion styling by creating a visual presentation and written plan that incorporating image, style and identity.
7. Work respectfully and collaboratively with diverse individuals and teams.

Required Courses

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

Total Credits Required 19

**These courses transfer into Central Washington University's Apparel, Textiles, & Merchandising program.

Filmmaking

Advisor	Contact	Office
Hagan, Timothy	thagan@olympic.edu	CIC 116
	360-475-7315	

Olympic College's Digital Filmmaking program offers the serious student a unique blend of film theory and practical hands-on training. Our students learn the craft and techniques of narrative storytelling while acquiring the technical skills and artistic

sensibilities necessary to compete in the new emerging frontier of digital filmmaking. Our curriculum integrates concentrated classroom study of all the major filmmaking disciplines with intensive hands-on experience in student film projects, because our philosophy stipulates that the fruits of theory realize full maturity in the practical application of the art.

While the principle focus of our program is the narrative fiction film, the artistic and technical skills acquired by our students are transferable to television, commercials, documentaries, music videos, and the blossoming new arena of episodic web content. Our curriculum imparts the critical thinking and leadership skills necessary to excel in the new emerging frontier of digital filmmaking. This program is dedicated to serving the authentic needs of the modern dramatic artists of the 21st century.

Our educational philosophy clearly declares that the contemporary dramatic artist is a digital artist. This is of vital importance because knowledge and training in digital movie making means higher employment for our students upon graduation.

Filmmaking

Bachelor of Applied Science

The Bachelor of Applied Science in Digital Filmmaking (BAS DF) is a practitioner oriented, applied degree that will prepare students for a range of positions in the rapidly changing field of digital film, including jobs in video production, directing, cinematography, screenwriting, and acting. The degree will also prepare them for digital content production in a variety of industries, including jobs with branding, marketing, and advertising companies, businesses in any industry that creates digital content for training purposes, and entrepreneurial opportunities.

Program Learning Outcomes

The BAS DF program adds knowledge, skills, and abilities in filmmaking expertise to students' professional technical education and work experience. Upon successful completion of the program, all students will be able to:

- Consciously develop a responsible, socially, culturally, and historically relevant aesthetic and apply it to filmmaking disciplines such as producing, directing, acting, scriptwriting, editing, cinematography, and post-production.
- Demonstrate competency as a practitioner in a range of filmmaking disciplines.

- Assess productions for quality control, ethical compliance, and sound business practices.
- Demonstrate leadership, project management, and effective collaboration on filmmaking teams.
- Evaluate emerging technologies in filmmaking and industry trends to maintain currency and drive innovation.
- Integrate specialization in two or more filmmaking disciplines in an advanced film project.

BAS DF Required Courses

Entrance requirements: 90 college-level quarter-hour credits

An associate degree or 90+ quarter hours of college-level credits from a regionally accredited institution is required for entry in the BAS DF degree program. (See Program Entry Requirements for full details.)

The following courses are required as part of the BAS DF core:

FILM& 301	Directing Actors in a Film Performance*	5
FILM& 310	Advanced Cinematography*	5
FILM& 320	Advanced Film Directing*	5
FILM& 330	Advanced Scene Study for Film Actors 1*	5
FILM& 340	Advanced Film Producing*	5
FILM& 350	Advanced Post Production Techniques*	5
FILM& 360	Master Storytelling Workshop*	5
FILM& 420	Emerging Technologies in Filmmaking*	5
FILM& 430	Advanced Scene Study for Film Actors 2*	5
FILM& 440	Production Workshop 1*	5
FILM& 450	Production Workshop 2*	5
OLTM 400	Leading & Facilitating High Performance Teams*	5

In addition, the following general education courses are required for BAS DF degree completion:

ANTH 350	Applied Anthropology* or other approved social science	5
	Natural science lab course	5
	Natural science (non-lab) course	5
HUMAN 202	Literature and Film or other approved humanities	5
HUMAN 250	Major Film Directors and Works or other approved humanities	5
CMST 250	Intro to Popular Communication* or other approved communications	5

Total BAS DF Credits 90

Total Associate + BAS Credits 180

Program Entry Requirements

Olympic College's BAS DF degree is designed to ensure a smooth pathway for students who hold an Associate in Applied Science – Transfer (AAS-T) or Associate in Fine Arts (AFA) degree in Digital Filmmaking from Olympic College. The BAS DF program also seeks to enroll students with a similar professional technical degree from another community or technical college; any associate degree and filmmaking-related expertise; or at least 90 or more quarter

hours of college-level credit and filmmaking-related expertise. Such students who enroll full-time will typically be able to complete the BAS DF program in two years with little additional preparation.

As an open door institution, Olympic College seeks to accommodate as many qualified students as possible. The application requirements for admission to the BAS DF program establish minimum qualifications to provide maximum access to the degree and at the same time ensure student success at the baccalaureate level.

Prerequisites to Program Entry

1. Filmmaking-related associate degree or 90+ quarter hours of college-level credits from a regionally accredited institution

OR

Associate degree or 90+ quarter hours of college-level credits from a regionally accredited institution

AND

Completion of filmmaking-related coursework or submission of portfolio (see Filmmaking Course Preparation for BAS DF Entry)

2. 2.5 cumulative GPA or higher
3. 2.0 or higher in each general education course needed for program entry (see General Education Course Preparation for BAS DF Entry)

General Education Course Preparation for BAS DF Entry

As part of their associate-level coursework, students applying for entry into the BAS DF program should have earned at least 30 quarter hour credits of general education in the following areas:

- English & 101
- Humanities: CMST& 220, and two other courses from OC Humanities Distribution
- Natural Sciences: Any college-level math course from OC Natural Sciences Distribution
- Social Sciences: One course from OC Social Sciences Distribution

Filmmaking Course Preparation for BAS DF Entry

Although student entering the BAS DF from Olympic College's AAS-T DF have, as part of their associate program, all the filmmaking-related course preparation they need to succeed at the bachelor's level, interested students from other degree programs may or may not have sufficient filmmaking-related knowledge, skills, and abilities in order to succeed.

Degrees and Certificates

In order to establish a baseline of filmmaking-related preparation needed for program entry, students desiring to enter the BAS program from associate degree programs not closely related to digital filmmaking will have two options to demonstrate their technical expertise and readiness for success. These options are in addition to meeting other requirements for entry—associate degree or 90+ quarter hours of college-level credit; at least 2.5 cumulative GPA; and at least 2.0 GPA in each general education course which meets program entry requirements.

Option 1

Students who do not hold a filmmaking-related associate degree may meet BAS DF program entry requirements by completing 25 quarter hours of filmmaking coursework in several film production disciplines (see course list, below).

Option 2

Students who do not hold a filmmaking-related associate degree but who have demonstrated filmmaking experience in two or more production disciplines (producing, directing, scriptwriting, acting, etc.) may meet BAS DF program entry requirements by submitting a portfolio for evaluation by BAS DF faculty. The scope, criteria, and evaluation process for demo reels is established by BAS DF faculty and publicized to all prospective students.

DRMA	201	Introduction to the Art of Film or other equivalent intro to film course	_____	5
FILM	240	Acting for the Camera I or other equivalent acting course	_____	5
FILM	245	Screenwriting I or other equivalent screenwriting course	_____	5
FILM	280	Film Directing I or other equivalent film directing course	_____	5
FILM	285	Digital Filmmaking I or other equivalent film production course	_____	5

Filmmaking

Associate in Applied Science–Transfer

Olympic College's Digital Filmmaking program offers the serious student a unique blend of film theory and practical hands-on training. Our students learn the craft and techniques of narrative storytelling while acquiring the technical skills and artistic sensibilities necessary to compete in the new emerging frontier of digital filmmaking. Our curriculum integrates concentrated classroom study of all the major film-making disciplines with intensive hands-on experience in student film projects, because our philosophy stipulates that the fruits of theory realize full maturity in the practical application of the art.

While the principle focus of our program is the narrative fiction film, the artistic and technical skills acquired by our students are transferable to television, commercials, documentaries, music videos, and the blossoming new arena of episodic web content. Our curriculum imparts the critical thinking and leadership skills necessary to excel in the new emerging frontier of digital filmmaking. This program is dedicated to serving the authentic needs of the modern dramatic artists of the 21st century.

Our educational philosophy clearly declares that the contemporary dramatic artist is a digital artist. This is of vital importance because knowledge and training in digital movie making means higher employment for our students upon graduation.

Program Learning Outcomes

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

1. Collaborate on digital filmmaking productions in multiple crew positions
2. Explain the basic theory, history and aesthetics of digital filmmaking
3. Focus on film language and apply the techniques of cinematography
4. Effectively utilize digital cameras, lighting and audio equipment in studio and on location settings
5. Construct an industry resume detailing specific filmmaking crafts positions
6. Demonstrate knowledge of professional set protocol, behavior, ethics and collaboration techniques
7. Acquire and develop film directing skills and expertise in directing actors
8. Effectively and artfully tell original stories cinematically
9. Obtain non-linear digital film editing and visual effects skills
10. Effectively utilize film industry software programs
11. Practice the art and craft of film acting
12. Develop a demo reel from OC's student film projects
13. Integrate and demonstrate the art and craft of screenwriting

Required Courses

Credits

Communications (10 credits):				
ENGL&	101	English Composition I*	_____	5
CMST&	220	Public Speaking	_____	5
Humanities (10 credits):				
DRMA&	101	Intro to Theatre	_____	5
DRMA	201	Introduction to the Art of Film	_____	5
Math (5 credits):				
MATH&	107	Math in Society*	_____	5

Social Sciences (5 credits):

HIST 230 Films in American Culture _____ 5

Filmmaking (67 credits):

FILM	240	Acting for the Camera I*	_____	5
FILM	241	Acting for the Camera II*	_____	5
FILM	245	Screenwriting I	_____	5
FILM	246	Screenwriting II*	_____	5
FILM	247	Screenwriting III*	_____	5
FILM	270	Film Producing I	_____	5
FILM&	271	Film Producing II*	_____	5
FILM	280	Film Directing	_____	5
FILM	281	Film Directing II	_____	5
FILM	285	Digital Filmmaking I	_____	5
FILM	286	Digital Filmmaking II*	_____	5
FILM	287	Digital Filmmaking III*	_____	5
FILM	288	Digital Filmmaking IV*	_____	5
CO-OP	121	Cooperative Work Experience	_____	2

Total Credits Required

97

Homeland Security/ Emergency Management

Advisor	Contact	Office
Quinn, Stephen	squinn@olympic.edu 360.475.7345	HSS 203G

Homeland Security/ Emergency Management

Associate in Applied Science–Transfer

The Homeland Security Emergency Management (HSEM) Associate degree program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The online program incorporates instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The program addresses competencies required of emergency management professionals in careers in federal, state or local government. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated, and effective management in the event of natural, system-wide, or human-induced crises.

The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management

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

degree will develop the students' competencies to prepare for and respond to all hazard environments, and includes an understanding of socioeconomic and cultural diversity issues.

This degree transfers to the Bachelor of Applied Science in Homeland Security Emergency Management program at Pierce College.

Program Learning Outcomes

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

1. Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
2. Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.
3. Design and modify plans and programs at federal, state and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
4. Interpret ethical and legal issues that impact emergency management and homeland security.
5. Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.
6. Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
7. Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.
8. Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
9. Participate in employer-directed training for performance enhancement and career advancement.

Required Courses

	<i>Credits</i>
Communications (10 credits):	
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5
Quantitative/Symbolic:	
MATH& 146 Intro to Statistics*	5

Social Sciences (10 credits):

Choose 5 credits from the following:		
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology*	5
SOC& 201	Social Problems*	5

Choose 5 credits from the following:

POLS 115	State/Local Government	5
POLS& 202	American Government	5

Humanities (10 credits):

CMST 253	Intercultural Communication*	5
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Choose 5 credits from the following:

CMST& 210	Interpersonal Communication*	5
CMST& 230	Small Group Communication*	5

Natural Sciences:

Choose 10 credits from the following:

GEOG 150	Physical Geography w/Lab	5
GEOG 260	Earth From Space	5
GEO&L 101	Intro Physical Geology	5
GEO&L 110	Environmental Geology	5
GEO&L 155	Geologic Hazards	5

HSEM Core Requirements

HSEM 102	Introduction to Emergency Management*	5
HSEM 110	Basic Incident Command System/NIMS	2
HSEM 120	All Hazards Emergency Planning*	3
HSEM 130	Technology in Emergency Management*	3
HSEM 157	Public Information Officer	2
HSEM 160	Emergency Response Awareness to Terrorism	5
HSEM 180	Public Administration	3
HSEM 190x	Special Topics in HSEM* (See Note 1)	3
HSEM 200	Emergency Operations Center*	2
HSEM 210	Exercise Design and Evaluation*	3
HSEM 220	Developing & Managing Volunteer Resources*	2
HSEM 230	Disaster Response and Recovery*	2
HSEM 240	HSEM Work-Based Learning*	5
HSEM 250	Homeland Security Law and Ethics*	3

HSEM Electives

Choose 10 credits from the following:

ANTH& 206	Cultural Anthropology	5
ANTH 212	Environmental Anthropology	5
CIS 150	Survey of Computing	4
CMST& 220	Public Speaking	5
OLRM 220	Human Relations in the Workplace	3
PE-ED 109	Basic CPR	1
PE-ED 110	Basic First Aid	1

Total Credits Required 98

Note 1: HSEM 190-X Special Topics (X = A, B, C...) has a different topic each quarter (represented by the changing letter designation) and may be repeated an unlimited number of times. The first time applies towards the Core Requirements and additional HSEM 190-X courses apply towards Electives.

Note 2: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many Homeland Security and Emergency Management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

Homeland Security/ Emergency Management

Certificate of Completion

The Homeland Security Emergency Management (HSEM) certificate program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The online program incorporates instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The program addresses competencies required of emergency management professionals in careers in federal, state or local government. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated, and effective management in the event of natural, system-wide, or human-induced crises.

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

Program Learning Outcomes

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

1. Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
2. Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.
3. Design and modify plans and programs at federal, state and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
4. Interpret ethical and legal issues that impact emergency management and homeland security.

Degrees and Certificates

- Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.
- Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
- Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.
- Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
- Participate in employer-directed training for performance enhancement and career advancement.

Required Courses	Credits
HSEM 102 Introduction to Emergency Management* _____	5
HSEM 110 Basic Incident Command System/NIMS _____	2
HSEM 120 All Hazards Emergency Planning* _____	3
HSEM 130 Technology in Emergency Management* _____	3
HSEM 157 Public Information Officer _____	2
HSEM 160 Emergency Response Awareness to Terrorism _____	5
HSEM 180 Public Administration _____	3
HSEM 190x Special Topics in HSEM* (See Note 1) _____	3

Total Credits Required **26**

Note 1: HSEM 190-X Special Topics (X = A, B, C...) has a different topic each quarter (represented by the changing letter designation) and may be repeated an unlimited number of times. The first time applies towards the Core Requirements and additional HSEM 190-X courses apply towards Electives.

Note 2: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many Homeland Security and Emergency Management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

Human Services

Advisor	Contact	Office
Cohen, Mirelle	mcohen@olympic.edu 360.475.7553	HSS 344

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 Learning Outcomes

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

- Understand addiction and the ways it affects individuals throughout the life course.
- Apply key principles in developmental and abnormal psychology to the experiences of chemically dependent and addicted patients.
- Understand the pharmacological actions of alcohol and other drugs.
- Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
- Be effective in treatment planning, case management referral, use of community resources, and service coordination.
- Effectively utilize the techniques used in individual counseling; group counseling; and counseling for families, couples and significant others who are affected by chemical dependency.
- 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.
- Successful completion of 4-hour HIV/AIDS risk-intervention training for the chemically dependent.
- Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
- Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
- Access and use a variety of resources and services that match the needs of the individual or family.
- Coach and mentor others. Others include co-workers, colleagues, and family members.
- Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Required Courses	Credits
ENGL& 101 English Composition I* _____	5

Computation/Math/Symbolic Reasoning

(1-5 credits required from the following):

BMGMT 140 Business and Personal Mathematics* _____	5
ECCD 164 Mathematics for Early Childhood Ed* _____	5
CULIN 125 Applied Food Service Computation _____	2
BUS 215 Business Statistics _____	5
BMGMT 138 Business Mathematics I _____	3
BMGMT 139 Business Mathematics II _____	2

MATH 100 Applied Math _____	5
MATH 103 Applied Trigonometry _____	5
MEDA 109 Healthcare Calculations _____	2
NURSE 151 Dosage Calculations _____	1
TEC-D 109 Descriptive Geometry _____	4
TEC-D 116 Computational Techniques/Technicians _____	4
TEC-D 121 Plane Surveying _____	4
TEC-D 145 Applied Problem Solving _____	5
WELD 145 Applied Problem Solving _____	5
MATH& 107 Math in Society _____	5
MATH& 146 Intro to Statistics _____	5
PHIL& 120 Symbolic Logic _____	5

An applied arithmetic or algebra-based computation-intensive course numbered 100 or above _____ 1-5
or

A **Quantitative/Symbolic Reasoning** course generally accepted as transferrable _____ 1-5__ 1-5

Computing (4 credits required)

CIS 150 Survey of Computing _____	4
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Communication (5 credits required)

CMST& 210 Interpersonal Communication _____	5
CMST& 220 Public Speaking _____	5
CMST 242 Intro to Comm in Organizations _____	5
CMST 253 Intercultural Communication _____	5__ 5

Science (5 credits required)

BIOL& 175 Human Biology w/Lab _____	5
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Social Sciences (20 credits required)

PSYC& 100 General Psychology _____	5
PSYC& 200 Lifespan Psychology _____	5
PSYC& 220 Abnormal Psychology _____	5
SOC& 101 Intro to Sociology _____	5__ 20

Required Courses: Human Services (46 credits)

HS 105 Substance Abuse Prevention _____	3
HS 107 Intro to Human Services _____	5
HS 110 Diversity, Ethics & the Law _____	3
HS 112 Case Management for CDP _____	3
HS 113 CDP Individual Counseling _____	3
HS 114 CDP Group Counseling _____	3
HS 115 Adolescent Addiction and Treatment _____	2
HS 120 Relapse Prevention/Family Counseling _____	3
HS 122 Suicide Risk Assessment & Management _____	3
HS 123 Co-Occurring Disorders _____	3
HS 275 Human Services & CDP Practicum 1 _____	5
HS 276 Human Services & CDP Practicum 2 _____	5
HSSA& 101 Intro to Addictive Drugs _____	5__ 46

Electives (4 credits)

If Math credits are less than 5, select any 100-level course(s) to meet minimum 90 credits total for the degree.

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 Learning Outcomes

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

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

Required Courses		Credits
ENGL& 101	English Composition I*	5

Human Services (45 credits)

HSSA& 101	Intro to Addictive Drugs	5
HS 105	Substance Abuse Prevention	3
HS 107	Intro to Human Services	5
HS 110	Diversity, Ethics & the Law	3
HS 112	Case Management for CDP	3
HS 113	CDP Individual Counseling	3
HS 114	CDP Group Counseling	3
HS 115	Adolescent Addiction and Treatment	2
HS 120	Relapse Prevention/Family Counseling	3

HS 275	Human Services & CDP Practicum 1	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5

Computation/Math/Symbolic Reasoning

(1-5 credits required from the following):

BMGMT 138	Business Mathematics I	3
BMGMT 139	Business Mathematics II	2
BMGMT 140	Business and Personal Mathematics*	5
BUS 215	Business Statistics	5
CULIN 125	Applied Food Service Computation	2
ECED 164	Mathematics for Early Childhood Ed*	5
MATH 100	Applied Math	5
MATH 103	Applied Trigonometry	5
MATH& 107	Math in Society	5
MATH& 146	Intro to Statistics	5
NURSE 151	Dosage Calculations	1
PHIL& 120	Symbolic Logic	5
TEC-D 109	Descriptive Geometry	4
TEC-D 116	Computational Techniques/Technicians	4
TEC-D 121	Plane Surveying	4
TEC-D 145	Applied Problem Solving	5
WELD 145	Applied Problem Solving	5

An applied arithmetic or algebra-based computation-intensive course numbered 100 or above _____ 1-5

A Quantitative/Symbolic Reasoning course generally accepted as transferrable may also be used to satisfy this requirement. _____ 1-5

Total Credits Required **51-55**

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 Learning Outcomes

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

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

Required Courses

Required Courses		Credits
HSSA& 101	Intro to Addictive Drugs*	5
HS 107	Intro to Human Services*	5
HS 110	Diversity, Ethics & the Law*	3
HS 112	Case Management for CDP*	3
HS 113	CDP Individual Counseling*	3

Total Credits Required **19**

Chemical Dependency Certification with Alternative Training (Fast Track)

Certificate of Completion

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 246811077). Only professionals listed in WAC 246811076 are eligible for certification though alternative training. Eligible practitioners include and are limited to the following: Advanced registered nurse practitioner, marriage and family therapist, mental health counselor, advanced social worker or independent clinical social worker, psychologist, osteopathic physician, osteopathic physician assistant, physician, physician assistant. Practitioners must hold already an active license to be eligible for this training.

Program Learning Outcomes

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

1. Demonstrate familiarity with disease model of addiction and the ways it impacts individuals throughout the life course.
2. Demonstrate familiarity with pharmacological actions of alcohol and other drugs and the physiology of addiction.
3. Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
4. Demonstrate familiarity with effective treatment planning, case management referral, use of community resources, and service coordination.
5. Demonstrate familiarity with substance use disorder law and ethics.
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.

Degrees and Certificates

<i>Required Courses</i>		<i>Credits</i>
HSSA&	101 Intro to Addictive Drugs*	5
HS	110 Diversity, Ethics & the Law*	3
HS	112 Case Management for CDP*	3
HS	113 CDP Individual Counseling*	3
HS	114 CDP Group Counseling*	3
HS	120 Relapse Prevention Family Counseling*	3
Total Credits Required		20

Industrial Trades Technician

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Abel, Bob	360.476.4622 babel@olympic.edu	PSNS Bldg 460, Room 253
Adams, Bonnie	360.476.2473 badams@olympic.edu	PSNS Bldg 460, Room 242

Industrial Trades Technician (Apprenticeship)

*Associate in Technical Arts
Certificate of Specialization
Certificate of Completion*

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

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

Program Goals

Students graduating with an ATA will possess the specific knowledge and skills required for successful completion of journeyworker academic training in one of the following trades:

- Option 1: Electroplater
- Option 2: Fabric Worker
- Option 3: Thermal Insulator
- Option 3A: Composite Plastic Fabricator
- Option 4: Painter
- Option 5: Rigger
- Option 6: Shipwright
- Option 7A: Marine Electrician

- Option 7B: Heavy Mobile Equipment Electrician
- Option 7C: High Voltage Electrician
- Option 7D: Temporary Services Electrician
- Option 7E: Electronics Mechanic
- Option 8: Marine Machinery Mechanic
- Option 8A: Heavy Mobile Equipment Mechanic
- Option 9: Marine Pipefitter
- Option 9A: Temporary Services Pipefitter
- Option 9B: Utilities Service Repair Operator
- Option 10: Shipfitter
- Option 10A: Sheetmetal Mechanic
- Option 10B: Temporary Ventilation Mechanic
- Option 12: Non-Destructive Test Examiner
- Option 13: Weldor
- Option 14: Machinist
- Option 14A: Production Machinery Mechanic
- Option 14B: Toolmaker
- Option 15: Production Machinery Electrician
- Option 16: Electronic Industrial Controls Mechanic

Program Learning Outcomes

Upon completion of this program, successful students will:

1. Possess the basic skills to operate comfortably and effectively in an industrial work setting.
2. Apply critical thinking and technical abilities to resolve industrial and personnel problems.
3. Participate effectively as a team member in the work process.
4. Demonstrate the academic knowledge and skills necessary for journey worker level certification in their specific trade.
5. Recognize the significance and desirability of reliable and ethical behavior.
6. Demonstrate self-reliance and dependability in a variety of work situations.

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.

Industrial Trades Technician-Helper

Certificate of Recognition

This 19-credit program is designed to develop and enhance general education and technical skills of entry level employees in the Puget Sound Naval Shipyard. It prepares participants for entry into the more comprehensive shipyard apprenticeship program and/or permit students to maintain continued employment as Helpers in an assigned specific trade area.

Leadership

See *Organizational Leadership*

Machining Technology

Also see *Engineering Technology*

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Beck, Douglas	dbeck@olympic.edu 360.473.2827	Shop 201

Principles of Precision Machining

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills and machining skills. Students will learn about hand tools, shop safety procedures, blueprints, machinery, and computer numerical control. Students will build a foundation to pursue other certificates and two year degrees in any manufacturing or trade specialty area.

Program Learning Outcomes

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

1. Demonstrate an understanding of safety rules for equipment, personal protective equipment, interpret Material Data Safety Sheets (MSDS), and safety features of machines in a manufacturing laboratory.
2. Prepare resources for production, develop an effective process plan, identify basic types of drawings, develop simple sketches of objects and read blueprints.
3. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilized and explain CNC terminology.
4. Demonstrate the ability to perform programming calculations and hand-write numerical control codes, as well as program, trouble shoot, safely set-up and operate CNC mills and lathes.
5. Program, run, edit and troubleshoot NC codes.
6. Perform various methods to create solids, and apply toolpaths.
7. Work effectively in a manufacturing environment.
8. Participate and contribute to the effectiveness of teams.
9. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.

- Gather, interpret, and use data consistently and accurately to make decisions and take action.
- Contribute to the maintenance of a safe and healthy work environment.
- Apply technology to operate and contribute to business and manufacturing systems.
- Take responsibility for his/her actions and decisions, adapt to change, and update his/her skills, knowledge, and attitudes to meet new challenges.

<i>Required Courses</i>	<i>Credits</i>
MANU 101 Orientation to Manufacturing _____	2
MANU 130 Machine Tools/Precision Measurement _____	6
MANU 140 Machining Operations and Procedures* _____	6
MANU 150 Intro to Computer Numerical Control _____	6
MANU 160 Advanced Computer Numerical Control* _____	6
TEC-D 107 Technical Drawing* _____	4
TEC-D 145 Applied Problem Solving* _____	5
CO-OP 111 Cooperative Education Seminar I* _____	2
CO-OP 121-124 Cooperative Work Experience* _____	2
Total Credits Required	39

Manufacturing Technology

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills and machining skills. Students will learn about hand tools, shop safety procedures, blueprints, machinery, and computer numerical control.

Program Learning Outcomes

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

- Use basic communication skills (writing, reading, speaking, listening and computing) to work effectively as a team member in a manufacturing environment.
- Demonstrate an understanding of safety rules for equipment, personal protective equipment, interpret Material Data Safety Sheets (MSDS), and safety features of machines in a manufacturing laboratory.
- Prepare resources for production, develop an effective process plan, identify basic types of drawings, develop simple sketches of objects and read blueprints.
- Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilized and explain CNC terminology.
- Demonstrate the ability to perform programming calculations and handwrite numerical control codes,

as well as program, trouble shoot, safely set-up and operate CNC mill and lathe machines.

- Program, run, edit and troubleshoot NC codes.
- Perform various methods to create solids, and apply toolpaths.

<i>Required Courses</i>	<i>Credits</i>
MANU 101 Orientation to Manufacturing _____	2
MANU 130 Machine Tools/Precision Measurement _____	6
MANU 140 Machining Operations and Procedures* _____	6
MANU 150 Intro to Computer Numerical Control _____	6
MANU 160 Advanced Computer Numerical Control* _____	6

Total Credits Required **26**

Manufacturing Technology-CNC

Certificate of Recognition

This certificate is designed to provide students with entry level manufacturing skills in Computer Numerical Control (CNC).

Program Learning Outcomes

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

- Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilize and explain CNC terminology.
- Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, trouble-shoot, safely set-up and operate CNC mill and lathe machines.
- Demonstrate an understanding/ability to program and complete student milling and turning projects during the quarter.
- Program, run, edit and troubleshoot NC codes.
- Perform surface modeling techniques.
- Perform various methods to create solids.

<i>Required Courses</i>	<i>Credits</i>
MANU 130 Machine Tools/Precision Measurement _____	6
MANU 150 Intro to Computer Numerical Control _____	6
MANU 160 Advanced Computer Numerical Control _____	6

Total Credits Required **18**

Manufacturing Technology

See Composites, Engineering Technology, and Machining

Medical Assisting

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Joel Welter	jwelter@olympic.edu 360.475.7741	HOC 135

Medical Assisting

Associate in Applied Science-Transfer

Olympic College offers a two-year curriculum which prepares students for employment in medical settings to assist the physician and/or health care provider. This degree program is designed to qualify medical assistants for supervisory and/or management roles that require an Associate degree and to allow an opportunity for potential transfer for those who wish to continue their education at a four year institution. To earn this degree, students must also successfully complete the Medical Assisting Certificate of Specialization.

Program Learning Outcomes

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

- Accurately perform clinical skills appropriate for a medical office setting.
- Effectively use oral and written communication skills as they relate to a medical office environment.
- Use computer software to research or organize data for medical information systems.
- Demonstrate the ability to interact professionally with patients and staff in a healthcare setting.
- Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work and documentation of charges and payments.
- Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
- Recognize and be able to respond to medical office emergencies within scope of training.
- Recognize the impact of cultural differences in the care of patients and the interaction with co-workers.
- Demonstrate entry level competency in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains included in the Medical Assisting curriculum.

Degrees and Certificates

<i>Required Courses</i>		<i>Credits</i>
CIS 150	Survey of Computing _____	4
CMST& 210	Interpersonal Communication* _____	5
ENGL& 101	English Composition I* _____	5
MATH& 107	Math in Society* _____	5
MEDA 109	Healthcare Calculations* _____	2
MEDA 112	Med Law, Ethics and Bioethics _____	3
MEDA 113	Pharmacology for Medical Assisting* _____	2
MEDA 120	Medical Office Procedures I* _____	4
MEDA 121	Medical Office Procedures II* _____	4
MEDA 130	Anatomy/Physiology & Pathology I* _____	5
MEDA 131	Anatomy/Physiology & Pathology 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
MEDA 163	Medical Insurance Billing* _____	3
MEDA 168	Medical Assisting Invasive Procedures* _____	2
MEDA 205	Medical Claims and Coding* _____	2
MEDA 208	Exit Testing for MEDA* _____	2
MEDA 209	Medical Office Emergencies _____	2
MEDA 210	Practicum for Medical Assistants* _____	6
MEDA 211	Human Relations/MEDA* _____	1

Choose one of the following for 3 or 5 credits:

OLRM 205	Managing Diversity _____	3
OLRM 220	Human Relations in the Workplace _____	3
OLRM 260	Conflict Resolution _____	5

Choose 10 credits from at least two different distribution areas (**H, SS, NS**):

Humanities (H):

ASL& 121	Am Sign Language I _____	5
CMST 253	Intercultural Communication* _____	5
SPAN& 121	Spanish I _____	5

Social Sciences (SS):

ANTH& 100	Survey of Anthropology _____	5
PSYC& 100	General Psychology _____	5
PSYC 102	Psychology of Adjustment _____	5
PSYC& 200	Lifespan Psychology _____	5
PSYC& 220	Abnormal Psychology _____	5

Natural Sciences (NS):

BIOL 140	Environmental Issues* _____	5
BIOL& 160	General Biology w/Lab _____	5
BIOL& 260	Microbiology* _____	5
CHEM& 110	Chemical Concepts w/Lab* _____	6
CHEM& 121	Intro to Chemistry* _____	6
MATH& 146	Intro to Statistics* _____	5

Total Credits Required **91-93**

Medical Assisting

Certificate of Specialization

This program prepares students for employment in ambulatory medical settings, assisting physicians and /or other healthcare professionals in the examination and treatment of patients in accordance with state laws. Graduates are also taught to perform administrative duties commonly required in healthcare facilities. Students planning to enroll in MEDA 210 and 211 must receive instructor permission and submit

an Application for Work Experience the quarter preceding enrollment. The student must have completed all required courses with a minimum grade of 2.5 in each MEDA course (2.0 in CIS course) to qualify for practicum placement. 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. Before submitting the application packet and starting the clinical program classes, students must place into English 101, or alternatively, complete English 099/101 with a 2.0 or higher (099 credits are acceptable). Students are also required to place into Math 099, or alternatively complete Math 094 with a grade of 2.0 or higher. Students are also required to show proof of typing proficiency of 30 wpm with 90% accuracy to enter the MEDA program. Prior to registration for the clinical classes students will need to submit a completed application packet.

Requirements include:

1. Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
2. The completed application for the MEDA program.
3. Signed Statement of Responsibility.
4. Signed Confidentiality Statement.
5. Copies of placement test scores and/ or transcripts to verify appropriate placement for Math and English.
6. Any applicable course transcripts needed for consideration for transfer students.
7. All students will be required to request a Criminal History Information Background Check. A student who cannot participate in patient care delivery in clinical settings during practicum based on a positive background inquiry check will not be able to successfully complete the program.
8. Additional requirements including yearly influenza vaccines may be compelled by certain practicum sites.

Students will not be allowed to participate in the clinical classes in the program (MEDA 136, MEDA 168, MEDA 137 and MEDA 113) without submission of a complete application packet. The deadline for application is December 1st, or whenever the clinical MEDA classes are filled with qualified students. Students will be provided with application materials when enrolled in the MEDA 151 course.

Additional cost: Students will incur the same fees as other Olympic College students, plus:

1. Computer lab and clinical lab fees
2. Purchase of scrubs and appropriate shoes
3. Purchase of wristwatch with sweep second hand
4. Purchase of a stethoscope
5. Vaccinations as needed to meet program requirements
6. Cost of Criminal History Information Background Check
7. National exam practice testing fee
8. Cost of malpractice and liability insurance coverage
9. Cost of healthcare insurance coverage prior to practicum placement

Program Learning Outcomes

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

1. Perform clinical skills appropriate for an ambulatory healthcare setting.
2. Effectively use oral and written communication skills as they relate to a medical office environment.
3. Use computer software to research, enter or organize data for medical information systems.
4. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
5. Recognize and be able to respond to medical office emergencies within scope of training.
6. Perform administrative skills appropriate for an ambulatory healthcare setting.
7. Competently perform entry level skills in the in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as presented in the Medical Assisting curriculum.
8. Recognize the impact of cultural differences in the care of patients and the interaction with co-workers.
9. Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work, and documentation of charges and payments.
10. Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work, and documentation of charges and payments.

Required Courses Credits

Requirements (54 credits)

CIS 150	Survey of Computing	4
MEDA 109	Healthcare Calculations*	2
MEDA 112	Med Law, Ethics and Bioethics	3
MEDA 113	Pharmacology for Medical Assisting*	2
MEDA 120	Medical Office Procedures I*	4
MEDA 121	Medical Office Procedures II*	4
MEDA 130	Anatomy/Physiology & Pathology I*	5
MEDA 131	Anatomy/Physiology & Pathology 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 163	Medical Insurance Billing*	3
MEDA 168	Medical Assisting Invasive Procedures*	2
MEDA 205	Medical Claims and Coding*	2
MEDA 208	Exit Testing for MEDA*	2
MEDA 209	Medical Office Emergencies	2
MEDA 210	Practicum for Medical Assistants*	6
MEDA 211	Human Relations/MEDA*	1
MEDA 162	Medical Terminology	5

Total Credits Required 63

Medical Billing and Coding

Certificate of Specialization

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

Program Prerequisites

Students entering the Medical Billing and Coding program are required to take the Accuplacer placement test for English and Math. Scores must place the student above MATH 94 and into ENGL 101, or alternatively complete ENGL 99/101 with a 2.0 or higher, to successfully enroll in all MA classes. Students must show proof of typing proficiency of 30 wpm with 90% accuracy to enter the program.

Prior to placement in externship, students will need to submit a completed application packet to the instructor.

Requirements include:

1. Completed application.

2. Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
3. Purchase of malpractice insurance, which is available from the cashier in the HSS Building.
4. Signed Confidentiality Statement.
5. All students will be required to request a Criminal History Information Background Check. A student who cannot participate in an externship based on a positive background inquiry check will not be able to successfully complete the program.
6. Additional requirements including titers for chicken pox and/or measles may be compelled by certain extern sites.

Program Learning Outcomes

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

1. Demonstrate the ability to code and bill accurately, ethically and assertively.
2. Accurately apply billing and coding principles to optimize reimbursement.
3. Demonstrate the ability to research and explain insurance coverage to patients and their families.
4. Handle all components of claims processing efficiently.
5. Effectively manage patient accounts for billing.
6. Accurately prepare claims for submission to insurance companies in hard copy or electronically.
7. Demonstrate understanding of the requirements of various health plans and submittal forms.
8. Enter demographic data accurately in various software programs.
9. Effectively demonstrate professional behavior as needed in the workplace.

Required Courses Credits

Requirements (54 Credit Hours)

BSTEC 110	Beginning Keyboarding	3
CIS 150	Survey of Computing	4
MEDA 112	Med Law, Ethics and Bioethics	3
MEDA 114	Coding/Alternative Health Settings	3
MEDA 115	Computers in the Medical Office	4
MEDA 116	Pharmacology for Reimbursement	2
MEDA 117	Healthcare Customer Service	3
MEDA 118	Ten-Key Skills	1
MEDA 120	Medical Office Procedures I	4
MEDA 130	Anatomy/Physiology & Pathology I*	5
MEDA 131	Anatomy/Physiology & Pathology II*	4
MEDA 162	Medical Terminology	5
MEDA 163	Medical Insurance Billing	3
MEDA 164	Coding in Outpatient Settings	3
MEDA 180	AIDS/HIV/Blood Borne Pathogens	1
MEDA 205	Medical Claims and Coding	2

MEDA 213	Externship for Billing and Coding	6
MEDA 214	Human Relations for Billing/Coding	2
OLRM 220	Human Relations in the Workplace	3
PE-ED 109	Basic CPR	1

Total Credits Required 62

Medical Receptionist

Certificate of Completion

In this program students will learn to greet patients and other visitors, make appointments and verify insurance information using a computer, prepare and maintain patient charts, use electronic methods to maintain patient records, answer phones and take accurate messages. They will learn to utilize medical terminology and be aware of the implications of federal and state legal guidelines as they apply to ambulatory healthcare settings. Successful students will earn a certificate of completion once they have satisfied all program requirements.

Medical Receptionist students are required to take the Accuplacer test for English and Math placement. In order to begin the program, students must place into ENGL& 101, or alternatively, complete ENGL 098 with a 3.0 or higher or ENGL 099 with a 2.0 or higher. Students are also required to place into MATH 099, or alternatively complete MATH 094 with a grade of 2.0 or higher.

All students will be required to complete an application packet prior to placement in MEDA 141, Medical Receptionist Externship. Required components include a comprehensive background check, various vaccinations and purchase of medical malpractice insurance. Students who are not able to be placed in an externship based on a positive background check will not be able to complete the medical receptionist certificate.

Program Learning 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.

AAS: Associate in Applied Science = 90+ cr **AAST:** Associate in Applied Science – Transfer = 90+ cr **ATA:** Associate in Technical Arts = 90+ cr

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

*See course description for prerequisite.

Degrees and Certificates

- Prioritize and appropriately multitask in a variety of healthcare setting situations based on customer service principles and organizational values.
- Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
- Work effectively as a healthcare team member.

- Educates nurses in issues surrounding community health, health care delivery systems and health care policy.
- Develops understanding and participation in research methods leading to evidence based practice.
- Enhances health care delivery and health promotion for clients and communities BSN nurses serve.

Required Courses

			Credits
BSTEC	110	Beginning Keyboarding	3
CIS	150	Survey of Computing	4
MEDA	112	Med Law, Ethics and Bioethics	3
MEDA	117	Healthcare Customer Service	3
MEDA	120	Medical Office Procedures I*	4
MEDA	140	Medical Receptionist Skills	2
MEDA	141	Medical Receptionist Externship*	3
MEDA	162	Medical Terminology*	5
MEDA	163	Medical Insurance Billing*	3
MEDA	180	AIDS/HIV/Blood Borne Pathogens	1
OLRM	220	Human Relations in the Workplace	3
PE-ED	109	Basic CPR	1

Total Credits Required 35

Nursing/Healthcare

Advisor	Contact	Office
Riddle, Sue	sriddle@olympic.edu 360.475.7175	CSC 325

Nursing (RN to BSN)

Bachelor of Science in Nursing

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

The Olympic College RN-BSN Program is accredited by:

Commission on Collegiate Nursing Education (CCNE)
655 K Street NW, Suite 750
Washington, DC 20001
202.887.6791
<http://www.aacnnursing.org/CCNE>

RN to BSN Degree Benefits

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

- A Bachelor of Science in Nursing degree:
 - Facilitates a broad scope of practice as a result of enhanced clinical reasoning and analytical skills.
 - Enhances leadership skills.

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

RN to BSN Curriculum

The BSN curriculum fosters professional development of the student and meets the following program goals:

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

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

Program Learning Outcomes

The RN-BSN Program provides opportunities for students to develop professionally and meet the following RN-BSN Student/Program Learning Outcomes:

- Leadership
- Analytic 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*	1
BNURS 451 Professional Development Seminar II*	1

Total Credits Required 180

Some of the above BNURS courses may be used for social science, humanities, and symbolic reasoning/quantitative skills distribution requirements. Program progression is contingent upon successful completion (minimum grade of 2.0 or above) in each course. Please see advisor for details.

RN to BSN

General Education Requirements

World Language:

Two years in high school of the same world language or 10 credits of one language at the college level.¹

Advanced Mathematics (5 credits):
(MATH& 107 and higher) (may be petitioned)

Statistics (5 credits):
(At Olympic College, approved classes are BNURS 320, MATH& 146, and BUS 215)
RN-BSN students are strongly encouraged to take BNURS 320.

Writing (15 credits):
Must include 5 credits of English composition and 10 additional credits of writing-intensive coursework.²

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

Social Sciences (15 credits):
May be completed in OC ADN & 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

Students who want to complete general education requirements or electives prior to beginning BSN nursing coursework are eligible for pre-major admission. Pre-major admission is offered in all quarters. 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 (required before starting fieldwork).
- 35 nursing credits from an accredited Associate Degree Nursing program.
- A minimum grade of 2.0 in each of the required courses.
- Admission will be offered to applicants starting with the highest GPA in nursing course work and continue until admissions are complete.
- If a tiebreaker is needed, the number of years of active clinical practice will be the deciding criterion.

Admission Application Process

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

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

Application packet must include the following:

- One official transcript from all previous academic and nursing course work. High school transcripts should be submitted if world language was completed in high school.
- Résumé outlining nursing and/or academic clinical experience.
- Essay describing your personal and professional experiences. Include leadership, special achievements, accomplishments, special skills, previous work in diverse communities or disadvantaged populations, and professional and educational goals.
- Three recommendations from licensed healthcare professionals capable of evaluating nursing practice. (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
- Professional Recommendations

The Olympic College Nursing Program values a foundation of information technology upon entry into the RN-BSN program, including word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Canvas. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in RN-Baccalaureate of Science in Nursing (BSN) program.

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

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

Contacts

Gerianne Babbo, Associate Dean of Nursing
gbabbo@olympic.edu 360.475.7793

Sue Riddle, RN-BSN Recruiter
and Nursing Programs Advisor
sriddle@olympic.edu 360.475.7175
Office: CSC 325

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 Fall Quarter admission to the Nursing Program, all of the following must be submitted to the Office of Admissions by March 31st:

1. Washington Community College Application Form;
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, Advanced Placement (AP) classes, 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 Assessment; and

Completion of all prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121, BIOL& 241 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 two orientation sessions 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.

Degrees and Certificates

Proof of the following is required after provisional acceptance into the Nursing Program:

1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Personal health insurance
5. Criminal History Information Background Inquiry Check

A student who cannot participate in patient care delivery in clinical settings based on a positive Background Inquiry Check will not be able to meet program progression requirements.

Advanced Standing Transferring Students

Students who have completed some formal nursing education must complete prerequisite coursework and meet grade requirements, and are required to enter in to the applicant pool. If accepted to the Associate Degree of Nursing Program, previous coursework may be reviewed to determine advanced standing. Applicants must provide a letter from their previous nursing school stating they left in good standing.

Reentering Olympic College Nursing Students

Reentering Olympic College Nursing students must complete an application for reentry by the specified date.

The two-year ATA in Nursing curriculum is approved by the Washington State Nursing Care Quality Assurance Commission, and is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly National League of Nursing Accrediting Commission (NLNAC).

Accreditation Commission for Education in Nursing and/or ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404.975.5000
www.acenursing.org
Nursing Care Quality Assurance Commission
P.O. Box 47864
Olympia, WA 98504-7877
360.236.4700
Fax number: 360.236.4738
Email address: nursing@doh.wa.gov
www.doh.wa.gov

Nursing Program

Olympic College offers a two-year curriculum designed to prepare qualified men and women to become Registered Nurses. The two-year curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing), and is accredited by the Accreditation Commission for

Education in Nursing (www.acenursing.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, most students will complete the program in six academic quarters. NURSE 151, Dosage Calculations, requires a minimum 3.7 grade point. All other nursing courses require a minimum 2.2 (80%) grade point or above to progress in the Nursing Program. Graduates are prepared for employment as Registered Nurses in home health care, hospitals, long-term care, and community-based care agencies. The graduate of the Nursing Program will receive the Associate in Technical Arts Degree which qualifies the candidate (for eligibility) to take the NCLEX examination for licensure as a Registered Nurse. The license permits the nurse to use the legal title of Registered Nurse in the State of Washington.

Additional costs:

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets;
2. Wristwatch with sweep second hand and stethoscope;
3. Nursing student general liability insurance;
4. Malpractice insurance;
5. Personal health insurance;
6. Student Nurse Association dues (optional);
7. State license application fee;
8. NCLEX-RN fee;
9. Transportation to and from clinical facilities;
10. Nurse Legislative Day;
11. 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 CANVAS. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the ADN program.

Student Learning Outcomes

1. **Professional Values/Lifelong Learning/Global Perspectives (Member of the Profession)** *Definition:* Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and

responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's current knowledge and formulating a plan to increase knowledge to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.

2. **Communication (Member of Profession, Manager of Care, Provider of Care)** *Definition:* Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and/or restoration of health that has clarity, purpose and sensitivity.
3. **Clinical Reasoning (Provider of Care, Manager of Care)** *Definition:* Clinical reasoning uses the skills of clinical judgment and decision making, which requires solid theoretical knowledge and the ability to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)
4. **Nursing Informatics/Information Literacy (Provider of Care)** *Definition:* Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Learning 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.

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

Required Courses

Credits

Prerequisites

BIOL& 241	Human A & P 1*	6	
BIOL& 242	Human A & P 2*	6	
CHEM& 121	Intro to Chemistry*	6	
ENGL& 101	English Composition I*	5	23

First Year Fall Quarter:

NURSE 110	Professional Role Development I*	1	
NURSE 114	Nursing Communications*	2	
NURSE 140	Clinical Applications Lab I*	1	
NURSE 144	Physical Assessment in Nursing Lab*	1	
NURSE 146	Nursing Care of the Older Adult*	1	
NURSE 151	Dosage Calculations*	1	
NURSE 152	Introduction to Pharmacology*	1	
NURSE 154	Nursing Foundations*	3	
NURSE 156	Clinical Nursing Practice I*	3	14

First Year Winter Quarter:

NURSE 112	Professional Role Development II*	2	
NURSE 116	Nursing Ethics I*	1	
NURSE 118	Nutrition for Professional Nursing*	2	
NURSE 142	Clinical Applications Lab II*	1	
NURSE 158	Clinical Nursing Therapeutics*	4	
NURSE 160	Clinical Nursing Practice II*	5	
NURSE 182	Chronic Health Problems in Elderly*	1	16

First Year Spring Quarter

(or Second Year Fall Quarter):

NURSE 172	Mental Health Theory*	3	
NURSE 174	Mental Health Clinical*	3	
NURSE 180	Medical Surgical Nursing I*	4	
NURSE 181	Medical Surgical Clinical*	3	
NURSE 202	Clinical Applications Lab III*	1	14

Second Year Fall Quarter:

(or First Year Spring Quarter)

NURSE 176	Nursing Care of Pediatric Clients*	3	
NURSE 177	Pediatric Clinical*	3	
NURSE 178	Maternal-Newborn Nursing*	3	
NURSE 179	Maternal-Newborn Clinical*	3	12

Second Year Winter Quarter:

NURSE 200	Professional Role Development III*	1	
NURSE 204	Nursing Ethics II*	1	
NURSE 208	Medical Surgical Nursing II*	4	
NURSE 210	Clinical Nursing Practice III*	5	11

Second Year Spring Quarter:

NURSE 211	Professional Role Development Seminar*	2	
NURSE 212	Professional Role Development/Mentor*	8	
NURSE 252	Pharmacology Review* (Optional 2 cr)	10	

Required Support Courses

BIOL& 260	Microbiology*	5	
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Choose one of the following two courses:

PSYC& 100	General Psychology	5	
PSYC 102	Psychology of Adjustment	5	5

Choose one 5 credit course from the following disciplines:

Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, Sociology	5	
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Total Credits Required

115

Transition to Associate Degree Nursing (LPN to RN)

Associate in Technical Arts

Advisor	Contact	Office
Riddle, Su	sriddle@olympic.edu 360.475.7175	CSC 325

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 complete and submitted to the Office of Admissions by August 31st:

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, Advanced Placement classes, universities, vocational-technical schools, and hospital nursing schools);
4. Olympic College Nursing Program application;
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, BIOL&242, and BIOL&260; ENGL& 101; and PSYC& 100 or PSYC 102.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

To be considered for Spring Quarter admission, all documentation must be received in Admissions by August 31st.

Students who have been offered acceptance into the TADN Nursing Program will be required to attend one to two orientation sessions prior to the beginning of Spring Quarter.

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. Non-refundable malpractice insurance
5. Personal health insurance
6. 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.

The two-year ATA in Nursing curriculum is approved by the Washington State Nursing Care Quality Assurance Commission, and is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly National League of Nursing Accrediting Commission (NLNAC).

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404.975.5000
www.acenursing.org

Nursing Care Quality Assurance Commission
P.O. Box 47864
Olympia, WA 98504-7864
360.236.4700
Fax number: 360.236.4738
Email address: nursing@doh.wa.gov
www.doh.wa.gov

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.

Program

Olympic College offers a four-quarters plus one course curriculum designed to prepare qualified LPNs to become Registered Nurses. The curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing), and is accredited by the Accreditation Commission for Education in Nursing (www.acenursing.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, most students will complete the program in four academic quarters. A minimum 2.2 (80%) grade point must be earned in each TADN course. Graduates are prepared

Degrees and Certificates

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 (for more details visit <https://www.olympic.edu/nursing/faq>):

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 general liability insurance;
4. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX-RN fee;
8. Lab fee \$35;
9. Clinical placement fee \$17.50;
10. Simulation fee \$20;
11. Transportation to and from clinical facilities;
12. Nurse Legislative Day;
13. Criminal background check and Immunization Tracker;
14. Malpractice insurance.

The Olympic College Nursing Program values a foundation of information technology upon entry into the Transition to Associate Degree Nursing program, including word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or CANVAS. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in 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 Learning 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.
5. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Required Courses

	<i>Credits</i>
BIOL& 241 Human A & P 1*	6
BIOL& 242 Human A & P 2*	6
BIOL& 260 Microbiology*	5
CHEM& 121 Intro to Chemistry*	6
ENGL& 101 English Composition I*	5

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

PSYC& 100 General Psychology	5
or PSYC 102 Psychology of Adjustment	5 5

5 credits from Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, or Sociology _____ 5

First Year Winter Quarter

TADN 181 LPN to ADN Transition—Theory*	3
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First Year Spring Quarter

(or Second Year Fall Quarter)

NURSE 172 Mental Health Theory*	3
NURSE 174 Mental Health Clinical*	3
NURSE 180 Medical Surgical Nursing I*	4
NURSE 181 Medical Surgical Clinical*	3
NURSE 202 Clinical Applications Lab III*	1 14

Second Year Fall Quarter:

(or First Year Spring Quarter)

NURSE 176 Nursing Care of Pediatric Clients*	3
NURSE 177 Pediatric Clinical*	3
NURSE 178 Maternal-Newborn Nursing*	3
NURSE 179 Maternal-Newborn Clinical*	3 12

Second Year Winter Quarter:

NURSE 200 Professional Role Development III*	1
NURSE 204 Nursing Ethics II*	1
NURSE 208 Medical Surgical Nursing II*	4
NURSE 210 Clinical Nursing Practice III*	5 11

Second Year Spring Quarter:

NURSE 211 Professional Role Development Seminar*	2
NURSE 212 Professional Role Development/Mentor*	8
NURSE 252 Pharmacology Review*	2 12

Total Credits Required **90**

Practical Nursing

Certificate of Specialization

<i>Advisor</i>	<i>Contact</i>	<i>Office</i>
Riddle, Sue	sriddle@olympic.edu 360.475.7175	CSC 325

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 admitted to the Program start with one course in Winter Quarter and attend FT starting in spring quarter.

An admission score is determined for each applicant based on the following criteria:

1. Cumulative GPA of prerequisite courses;
2. Support course(s) completion;
3. Current Nursing Assistant Certification and experience (optional).

Please refer to the Practical Nursing 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 complete and submitted to the Admissions Office by August 31st:

1. Practical Nursing Program application;
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
3. Copy of Transfer Credit Evaluation-transcript evaluation results (if applicable);
4. Completion of the prerequisite courses with a minimum grade of 2.0 or above in each course: BIOL& 241 and BIOL& 242, ENGL& 101, MATH 099 (or a higher-level math that has at least MATH 099 as the prerequisite), and PSYC& 100. Completion of the prerequisite course PNURS 126 with a minimum grade of 3.7, and completion of the prerequisite course PNURS 108 with a minimum grade of 2.0 (75%);
5. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
6. Copy of current Nursing Assistant Certification (if applicable).

It is the student's responsibility to request all transcript(s). Transcript(s) and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

If accepted into Olympic College Associate Degree in Nursing Program, a student's application to the Practical Nursing Program will be removed by Admissions, and that student will no longer be considered for the Practical Nursing Program.

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 including word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or CANVAS. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in 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 Learning Outcomes. Varied clinical experiences provide opportunities to learn and provide care to clients from diverse ethnic and cultural backgrounds. Concepts of social, behavioral, and biological foundations are integrated throughout the curriculum. The role of the LPN in relation to client needs; safe, effective care environment; health promotion and maintenance; and psychosocial and physiological integrity are integrated throughout the curriculum. A Certificate of Specialization is awarded upon completion of the Practical Nursing Program requirements.

A minimum grade of 2.0 (75%) or above must be earned in each Practical Nursing course for program progression. PNURS 118, PNURS 110 (or MEDA 162), which can be taken prior to admission in the Practical Nursing Program, require a grade of 2.0 (75%) or above. PNURS 126, Dosage Calculations, requires a 3.7 for continuation in the program and graduation. Certified nursing assistants and military medics may receive credit by examination for PNURS 104, 105 and 110. Paramedics and

EMTs may receive credit by examination for PNURS 110. Students are encouraged to take support courses prior to entry into the program. Support course registration is based on space availability.

Pending satisfactory completion of the program, graduates are eligible to take the National Council Licensing Examination (NCLEX-PN). The license permits the practical nurse to use the legal title of Licensed Practical Nurse in the State of Washington.

Additional costs (for more detail visit <https://www.olympic.edu/nursing/faq>):

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch (2),
2. Nursing Skills course lab fees \$35,
3. Clinical placement \$17.50,
4. Simulation \$20,
5. Wristwatch with sweep hand and stethoscope,
6. Nursing student liability insurance,
7. State licensure application fee,
8. NCLEX-PN fee,
9. Immunizations,
10. Comprehensive Predictor Exam fee (prior to graduation),
11. Transportation to and from clinical facilities,
12. Criminal background check and Immunization Tracker.

Student Learning Outcomes

1. **Professional Values/Lifelong Learner/Global Perspectives** *Definition:* Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other care-givers, 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

Degrees and Certificates

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) 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.

Program Learning 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 Credits

BIOL& 241	Anatomy and Physiology I	_____	5
BIOL& 242	Anatomy and Physiology II	_____	5
ENGL& 101	English Composition I*	_____	5
MATH 099	Intermediate Algebra*	_____	5
	OR a higher-level math course		

PSYC& 100	General Psychology	_____	5
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Required Support Courses

PNURS 108	Clinical Pharmacology*	_____	1
PNURS 126	Dosage Calculations*	_____	1
			27

Optional Support Course

ENGL& 102	Composition I	_____	5
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Winter Quarter:

PNURS 102	Physical Assessment Lecture*	_____	2
PNURS 103	Physical Assessment Application Lab*	_____	1
PNURS 104	Lab I, Lecture*	_____	1
PNURS 105	Lab I, Application*	_____	1
PNURS 110	Medical Terminology	_____	2
PNURS 112	Personal and Professional Roles*	_____	2
PNURS 114	Fundamentals I*	_____	5
PNURS 122	Long Term Care Clinical*	_____	3
			17

Spring Quarter:

PNURS 106	Lab II*	_____	2
PNURS 116	Fundamentals II*	_____	5
PNURS 118	Nutrition	_____	3
PNURS 124	Medical-Surgical Clinical*	_____	5
			15

Summer Quarter:

PNURS 203	Fundamentals III-Mental Health*	_____	1
PNURS 204	Fundamentals III Pediatrics*	_____	2
PNURS 205	Fundamentals III Obstetrics*	_____	2
PNURS 208	Pediatric/Obstetric Clinical*	_____	4
PNURS 209	Mental Health Clinical Experience*	_____	1
			10

Fall Quarter:

PNURS 202	Client Care Management*	_____	2
PNURS 206	Fundamentals IV*	_____	4
PNURS 210	Clinical Mentorship*	_____	8
			14

Total Credits Required 83

Nursing Assistant

Certificate of Recognition

Advisor	Contact	Office
Gill, Beth	bgill@olympic.edu 360.475.7764	CSC 308

This Program prepares students to assist registered nurses or licensed practical nurses in providing basic nursing care for clients in acute and long-term settings. The classes are small and geared toward developing basic academic skills in an applied work setting. The training includes 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 NA 120 Nursing Assistant Practicum. Proof of personal health insurance, malpractice insurance, and written verification of all state and federal immunization requirements are required prior to beginning NA 120.

Program Learning 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.

Required Courses Credits

NA 100	Intro to Nursing Assistant	_____	2
NA 102	Intro to Nursing Assistant Lab	_____	0.5
NA 110	Fundamentals of Nursing Assistant*	_____	4
NA 112	Fundamentals of Nursing Assistant Lab*	_____	2.5
NA 120	Nursing Assistant Practicum*	_____	4

Total Credits Required 13

Organizational Leadership

Advisor	Contact	Office
Mathew, Philip	360.475.7382 pmathew@olympic.edu	Business 209
Bolton, Karen	360.475.6557 kbolton@olympic.edu	HL 019

OLRM Stackable Certificate Pathway

This program is designed to provide students an educational progression, with certificates and degrees along the way to document achievement.

Step 1:
Leadership and Human Relations
(Certificate of Recognition)

Leadership and Human Relations

Certificate of Recognition

Designed as an introduction to leadership theory and practice for individuals at the beginning of their leadership journey or those considering advancement into a leadership role. Students will explore their leadership potential by discovering their signature leadership strengths, forming a conceptual and applied understanding of foundational leadership principles, and developing the intrapersonal and interpersonal competencies necessary for leadership success.

Program Learning Outcomes

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. Explore the evolution of leadership thought and apply relational leadership skills and processes to a variety of contexts.
3. Identify major developments in the workplace and factors influencing human behavior in the workplace.
4. Assess and articulate signature strengths and construct a plan to maximize personal contributions, leverage the talents of others, and inform personal and professional leadership development.

Required Courses

OLRM 150	Improving Human Effectiveness	_____	2
OLRM 201	Introduction to Organizational Leadership	_____	5
OLRM 225	Human Relations in Organizations	_____	5

Total Certificate of Recognition 12

Step 2:
Organizational Performance Improvement
(Certificate of Completion)

Organizational Performance Improvement

Certificate of Completion

Designed to stack on top of the Leadership and Human Relations Certificate. This certificate is intended for students who are looking to develop additional leadership skills at the next level by focusing on an area of specialization in leadership studies. Students choose between Organizational Leadership or Leadership Communication.

Program Learning Outcomes

1. Identify the personal, professional, and legal/ethical issues that impact organizational performance.
2. Develop leadership-based communication strategies to enhance problem solving and decision-making across teams, departments, and organizational systems/structures.
3. Explain key leadership principles that influence leadership and supervisory practices.
4. Identify constructive approaches to manage conflict and create a productive working environment.
5. Describe and apply leadership communication skills that promote organizational performance improvement.

Required Courses Credits

(From Certificate of Recognition):			
OLRM 150	Improving Human Effectiveness	_____	2
OLRM 201	Intro to Organizational Leadership	_____	5
OLRM 225	Human Relations in Organizations	_____	5

Organizational Leadership Focus			
OLRM 202	Intro to Organizational Ethics	_____	5
OLRM 205	Managing Diversity	_____	3
OLRM 260	Conflict Resolution	_____	5

OR			
Leadership Communication Focus			
OLRM 205	Managing Diversity	_____	3
OLRM 250	Organizational Communication	_____	5
OLRM 260	Conflict Resolution	_____	5

Total Certificate of Completion 25

Step 3:
Advanced Leadership Development
(Certificate of Completion)

Advanced Leadership Development

Certificate of Completion

Designed to stack on top of the *Leadership and Human Relations* and the *Organizational Performance Improvement* Certificates. This certificate is the next step in leadership development for professionals who desire to be transformational servant leaders and change agents in today's rapidly moving organizational landscape.

Program Learning Outcomes

1. Identify & assess major functions, problem-solving processes, and forces that shape contemporary business practices.
2. Describe the value and impact of diversity in the workplace and develop strategies that foster a respectful and inclusive working environment.
3. Explain the philosophy of servant-leadership and identify servant-centered leadership practices to utilize in the workplace.
4. Develop a set of leadership strategies and problem-solving skills that maximizes organizational productivity.

Required Courses Credits

(From Certificate of Recognition):			
OLRM 150	Improving Human Effectiveness	_____	2
OLRM 201	Intro to Organizational Leadership	_____	5
OLRM 225	Human Relations in Organizations	_____	5

From Organizational Performance Improvement, Organizational Leadership Focus			
OLRM 202	Intro to Organizational Ethics	_____	5
OLRM 205	Managing Diversity	_____	3
OLRM 260	Conflict Resolution	_____	5

OR			
From Organizational Performance Improvement, Leadership Communication Focus			
OLRM 205	Managing Diversity	_____	3
OLRM 250	Organizational Communication	_____	5
OLRM 260	Conflict Resolution	_____	5

BUS& 101	Introduction to Business	_____	5
OLRM 210	Introduction to Servant Leadership	_____	5
OLRM 202	Introduction to Organizational Ethics	_____	5

OR			
OLRM 250	Organizational Communication	_____	5

(Both are required – one would have been taken as part of the Organizational Improvement certificate)

Total Certificate of Completion 40

Degrees and Certificates

Step 4:

Associate of Applied Science–Transfer (AAS-T) in Organizational Leadership and Resource Management or Leadership and Occupational Studies

Leadership & Occupational Studies

Associate in Applied Science–Transfer

This program is designed to prepare students for more senior level positions in a military or professional-technical career field by heightening their knowledge of organizational leadership issues and deepening their knowledge of their specific career field.

Program Learning 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.

Required Courses Credits

ENGL& 101 English Composition I* _____ 5

Choose one of the following two courses:

ENGL& 102 Composition II* _____ 5

ENGL& 235 Technical Writing* _____ 5

MATH& 107 Math in Society* (or equivalent) _____ 5

OLRM 299 Practicum _____ 5

OLRM 201 Intro to Organizational Leadership _____ 5

OLRM 202 Introduction to Organizational Ethics _____ 5

OLRM 225 Human Relations in Organizations _____ 5

OLRM 250 Organizational Communication _____ 5

Humanities—any course. (ART& 100, ENGL& 111, HUMAN 284, any World Language recommended) _____ 5

Natural Science—any course. (ASTRO 101, BIOL& 160, CHEM& 121, GEOL 155 recommended) _____ 5

Electives—10 credits chosen from ACCT& 201, BUS& 101, BUS& 201, HIST& 137, POLS& 202, PSYC& 100, SOCC& 101. (Students transferring to ODU must take BUS& 101 and PSYC& 100) _____ 10

Professional-Technical Studies—American Council on Education (ACE) approved military career field for E3 and above, Organizational Leadership and Resource Management courses, or courses from the student's chosen technical field. 30 credits must be concentrated in one professional-technical discipline AND requires prior faculty approval. _____ 30

Total Credits Required 90

or

Organizational Leadership and Resource Management

Associate in Applied Science–Transfer

This program is designed to prepare students for leadership roles in private and public service environments within a 2 year format. It also prepares students to continue their studies at the bachelor level. The program Mission Statement is: "To assist individuals by providing basic leadership skills, an understanding of their role in influencing groups of individuals to accomplish organizational goals while adopting strategies that foster critical thinking and the ability to lead change within organizations."

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

Program Learning Outcomes

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

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

Required Courses Credits

ACCT& 201 Prin of Accounting I _____ 5

BUS& 101 Intro to Business _____ 5

ENGL& 101 English Composition I* _____ 5

ENGL& 235 Technical Writing* _____ 5

OLRM 201 Intro to Organizational Leadership _____ 5

OLRM 202 Introduction to Organizational Ethics _____ 5

OLRM 205 Managing Diversity _____ 3

OLRM 210 Intro to Servant Leadership _____ 5

OLRM 225 Human Relations in Organizations _____ 5

OLRM 250 Organizational Communication _____ 5

OLRM 260 Conflict Resolution _____ 5

OLRM 299 Practicum _____ 5

Choose one of the following for 5 credits:

MATH& 107 Math in Society* _____ 5

MATH& 141 Precalculus I: Algebra* _____ 5

MATH 147 Business Algebra* _____ 5

Choose one of the following for 5 credits:

ART& 100 Art Appreciation _____ 5

ENGL& 111 Intro to Literature _____ 5

HIST 230 Films in American Culture _____ 5

Any world language _____ 5

Choose any two of the following for 10 credits:

ECON& 201 Micro Economics* _____ 5

ECON& 202 Macro Economics* _____ 5

HIST& 136 US History 1* _____ 5

HIST& 137 US History 2* _____ 5

PSYC& 100 General Psychology _____ 5

SOCC& 101 Intro to Sociology* _____ 5

Choose any two of the following for 10 credits:

ASTRO 101 Introduction to Astronomy* _____ 5

BIOL 101 Introduction to Marine Science _____ 5

BIOL& 160 General Biology w/Lab _____ 5

GEOG& 100 Introduction to Geography _____ 5

GEOL& 101 Intro Physical Geology _____ 5

SCI 100 Introduction to Science* _____ 5

Total Credits Required 93

Step 5:

Bachelor of Applied Science in Organizational Leadership and Technical Management

Organizational Leadership and Technical Management

Bachelor of Applied Science

The Bachelor of Applied Science in Organizational Leadership and Technical Management is a practitioner-oriented, applied degree that will prepare students for leadership, management, and supervisory roles in private, public, and nonprofit organizations. The program is designed to enroll students with a range of professional technical associate degrees and a diverse set of work experiences and professional goals. The curriculum will address knowledge, skills, and abilities in areas such as leadership theory, supervisory communications, project and operations management, occupational safety, conflict resolution, change and diversity management, and business law.

Program Learning Outcomes

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

1. Develop a philosophy of leadership and management to effect positive change through personal, organizational, and systems perspectives.

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

- Identify and assess intrapersonal and interpersonal skills necessary to lead with personal and relational competence.
- Communicate clearly, credibly, and appropriately in a variety of interpersonal and intercultural contexts.
- Design strategies that foster team building, promote problem solving, and optimize organizational resources.
- Apply legal, ethical, and policy-making principles and processes to make socially responsible, situationally-appropriate decisions in a variety of leadership situations.
- Analyze and evaluate qualitative and quantitative data to assess organizational performance and make informed decisions.
- Articulate the value of workplace diversity and develop inclusive strategies that maximize performance in a global marketplace.
- Identify the tools of quality control, process improvement, and occupational and environmental safety in order to develop a safe and efficient work environment.

Required Courses **Credits**
 Entrance requirements _____ 90

An associate degree from a regionally accredited institution with an overall 2.5 GPA and a 2.00 GPA in each of the following courses: English & 101, College Math, Humanities course from OC Associate degree distribution list, Social Science course from OC Associate degree distribution list.

ART 266 or 300/400 level	5
ANTH 300/400 level	5
BUS& 201 Business Law*	5
BUS 215 Business Statistics*	5
BUS 330 Introduction to Finance*	5
CMST& 230 Small Group Communications*	5
IS 350 Project Management I*	5

Natural Science/Lab -
 Physical, Biological or Earth Science Course w/Lab ___ 5

OLTM 301 Leading and Managing Tech Prof & Org*	5
OLTM 310 Workplace and Environmental Safety*	5
OLTM 320 Business/Leadership—Digital Economy*	5
OLTM 330 Business Ethics and Policy*	5
OLTM 340 Negotiation, mediation, Conflict Res.*	5
OLTM 400 Leading/Facilitating High Perf. Teams*	5
OLTM 410 Quality Mgmt/Process Imprv. Tech Org*	5
OLTM 420 Plan, Lead & Execute Strategic Change*	5
OLTM 490 Senior Capstone Ldr./Technical Mgmt.*	5
PSYCH 300 Industrial/Organizational Psychology*	5

Total Credits Required **180**

Program progression is contingent upon a minimum grade of 2.0 or above in each OLTM course and a minimum cumulative GPA of 2.0 in all other courses applied to the degree.

Leadership in Non-Profit Organizations

Certificate of Recognition

Enables the student to understand the philosophical and organizational underpinnings of a non-profit organization. The certificate covers the critical cornerstones that build and sustain a successful non-profit enterprise. This certificate will provide an introduction to newcomers to the non-profit organization and allow seasoned non-profit leaders to increase and enhance their knowledge and expertise.

Program Learning Outcomes

- Recognize the philosophy, social significance, and organizational design of non-profit organizations.
- Identify the fundamental elements of grant proposals and fundraising plans.
- Examine ethical issues that arise in organizations and formulate a framework that promotes ethical behavior.

Required Courses Credits

OLRM 231 Introduction to Non-Profit Leadership	3
OLRM 233 Introduction to Grant Writing	3
OLRM 202 Introduction to Organizational Ethics	5

Total **11 credits**

Physical Therapist Assistant

Advisor	Contact	Office
Bartlett, Lynn	lbartlett@olympic.edu 360.473.2865	CIC 302
Kyes, Stephanie	skyes@olympic.edu 360.473.2864	CIC 301

Physical Therapist Assistant

Associate in Applied Science

Olympic College offers a two-year curriculum designed to prepare graduates to be employed as Physical Therapist Assistants. The curriculum is accredited by the Commission on Accreditation for Physical Therapy Education (CAPTE) www.apta.org/capte. The program utilizes a selective admission process to enroll 24 students annually. The deadline for application to the program is April 30th, for Fall Quarter admission. The program offers a balance of general education courses, physical therapy theory and physical therapist assistant practice. Students accepted into the program will complete 640 hours of clinical education as part of the professional curriculum. Following acceptance, the professional phase of the program can be completed in six consecutive quarters. PTA program courses require a minimum 2.7 grade point

or above to progress in the program. Clinical education courses are pass/fail. Graduates are prepared for immediate employment as physical therapist assistants (PTA) in various health care settings including hospitals, long-term care and skilled nursing facilities, private out-patient practice, school settings and home health. Students are prepared to take the national licensing examination for physical therapist assistants (NPTE).

Cost:

- Same tuition as other OC students;
- TEAS and Accuplacer test prior to admission (\$81 – TEAS, \$20 Accuplacer)

Additional Costs:

- Laboratory fees (maximum \$35/course);
- PTA student malpractice and liability insurance;
- Proof of health insurance;
- NPTE and WA State licensure exam fees;
- Washington State Patrol (WSP) background check (\$10)
- Transportation to and from clinical facilities not located on campus.

Admission Requirements

- Completion of Prerequisite Courses with a 2.0 grade or higher in each course: BIOL& 175 and PHYS 110, or CHEM& 121 and BIOL& 241/242*.
- Note: Either BIOL& 175, or PHYS 110, or BIOL& 242 may be taken in spring quarter of the year the student anticipates entry to the PTA program. Such applicants may receive a 'provisional admission' if they have met all other requirements and have an adequate number of factor points. A grade of 2.0 or higher must be achieved or the provisional admission will be revoked.
- Reading Comprehension level score on the Accuplacer (or COMPASS) reading comprehension test. A score of 84 or higher (88 on COMPASS) must be achieved. Students with a previous Bachelor level degree or higher from an accredited college are not required to take the Accuplacer assessment.
- Completion of the Test of Essential Academic Skills Assessment (TEAS)
- Completion of Required Support Courses, with a required grade of 2.0 or higher, is recommended: PSYC& 100, MATH 099 (or higher), and ENGL& 101
- Note: Support courses must be complete by the end of the spring session of the first year of the program.
- Completion of 40 Total Hours of Volunteerism in at least two different physical therapy facilities. Hours must be documented on the Volunteer/Work Verification form.

Degrees and Certificates

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

*To meet graduation requirements, all prerequisite science courses must have been completed no more than ten years prior to graduation from the PTA program. If completion of the specified courses exceeds the time limit, the student may repeat the course(s) or challenge the course content through the Excelsior College Examination.

**Starting in 2016, all first-time applicants are restricted in the number of retakes for prerequisites and required support courses. For the purpose of factoring, if an applicant has retaken a course multiple times, only the second attempt will be considered.

Re-Entry

Former Olympic College PTA students must submit a PTA application for admission and all credential requirements to be eligible to re-enroll. Upon the first academic or voluntary withdrawal a student is granted priority for readmission the following year, but must reapply to the program. Students with a second academic or voluntary withdrawal must reapply as a first year (new) student.

Program Learning Outcomes

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

1. Demonstrate occupational skills necessary to obtain employment as a physical therapist assistant.
2. Function under the supervision of the physical therapist in a safe, legal, ethical and effective manner.
3. Demonstrate professional behavior and communication skills necessary to effectively interact with clients and family members, members of the health care team, and other professional colleagues.
4. Demonstrate critical problem solving to assist the supervising physical therapist in monitoring and modifying plan of care within the knowledge and limits of practice.
5. Perform and document physical therapy data collection and interventions safely and efficiently under the direction and supervision of a physical therapist.
6. Demonstrate competence in implementing selected components of interventions identified in the plan of care established by the physical therapist.
7. Identify career development and lifelong learning opportunities.

Required Courses

Prerequisites: Students must choose one of the two designated prerequisite pathways.

BIOL&175 and PHYS110

BIOL& 175 Human Biology w/Lab _____ 5

PHYS 110 Introduction to Physics* _____ 6

OR

BIOL&241/242 and CHEM&121

BIOL& 241 Human A & P 1* _____ 6

BIOL& 242 Human A & P 2* _____ 6

CHEM& 121 Intro to Chemistry* _____ 6 _____ 11-18

ENGL& 101 English Composition I* _____ 5

MATH 099 Intermediate Algebra* _____ 5

PSYC& 100 General Psychology _____ 5

First Year Fall Quarter:

PTA 101 Introduction to Physical Therapy* _____ 2

PTA 102 Medical Terminology for PTA* _____ 2

PTA 106 Kinesiology and Functional Anatomy* _____ 6

PTA 120 PTA Procedures I—Basic Skills* _____ 6 _____ 16

First Year Winter Quarter:

PTA 107 Pathology* _____ 5

PTA 108 Human Growth and Development* _____ 2

PTA 121 PTA Procedures II—Gait Assessment* _____ 4

PTA 125 PTA Procedures VI—Tests and Measures* _____ 4 _____ 15

First Year Spring Quarter:

PTA 103 Documentation for the PTA* _____ 2

PTA 110 Orthopedic Conditions* _____ 2

PTA 123 PTA Procedures IV—Physical Agents* _____ 4

PTA 126 PTA Proced VII—Therapeutic Exercise* _____ 2

PTA 151 Clinical Experience I* _____ 4 _____ 14

First Year Summer Quarter:

PTA 105 Current PT Trends & Issues* _____ 2

PTA 111 Neuroscience for the PTA* _____ 2

PTA 122 PTA Procedures III—Orthopedics* _____ 6 _____ 10

Second Year Fall Quarter:

PTA 204 Ethics and Administration* _____ 2

PTA 224 PTA Procedures V—Neuromuscular* _____ 6.5

PTA 227 PTA Procedures VIII—Functional Rehab* _____ 4

PTA 251 Clinical Experience II* _____ 4 _____ 16.5

Second Year Winter Quarter:

PTA 252 Clinical Affiliation II* _____ 11

PTA 260 Professional Integration Seminar* _____ 3 _____ 14

Total Credits Required **111.5**
(or 118.5 credits with BIOL& 241/242)

Credits

Pre-Nursing

Advisor	Contact	Office
Riddle, Sue	sriddle@olympic.edu	CSC 325
	360.475.7175	

Associate in Pre-Nursing

Direct Transfer Agreement/ Major Related Program (DTA/MRP)

The courses listed below generally meet the pre-nursing requirements of the four-year colleges and universities in the State of Washington. However, to make appropriate course choices, it is imperative that the student make early contact with the planned transfer institution.

Required Courses

Credits

Communications (10 credits):

ENGL& 101 English Composition I* _____ 5

and one of the following two courses:

ENGL& 102 Composition II* _____ 5

ENGL& 235 Technical Writing* _____ 5 _____ 5

See Note 1.

Quantitative/Symbolic Reasoning Skills:

MATH& 146 Intro to Statistics* _____ 5

See Note 2.

Humanities (15 credits):

CMST& 220 Public Speaking _____ 5

Additional Humanities from at least one other subject, no more than 5 credits languages at the 100 level, no more than 5 credits skills performance _____ 10 _____ 15

Social Sciences (15 credits):

PSYC& 100 General Psychology _____ 5

PSYC& 200 Lifespan Psychology _____ 5

Any Sociology course _____ 5 _____ 15

Natural Sciences (39 credits):

BIOL& 241 Human A & P 1* _____ 6

BIOL& 242 Human A & P 2* _____ 6

BIOL& 260 Microbiology* _____ 5

CHEM& 121 Intro to Chemistry* _____ 6

CHEM& 131 Intro to Organic/Biochem* _____ 6

NUTR& 101 Human Nutrition* _____ 5

Additional Biology (&160, &175, or &211 recommended) _____ 5 _____ 39

Electives (No more than 5 credits may be from the restricted elective list) _____ 6

Total Credits Required

90

Note 1 – A research writing course is required to transfer to Northwest University or Walla Walla University.

Note 2 – UW Seattle and Seattle University require 10 credits in a quantitative/symbolic logic reasoning.

Note 3 – A minimum college-level GPA of 2.0 is required. Many transfer institutions require a higher college-level GPA, or a higher GPA in a subset of courses, or a minimum grade in specific courses.

Technical Design

Also see Engineering Technology

Advisor	Contact	Office
Newman, Grant	gnewman@olympic.edu 360.475.7393	ENG 104
Raty, Ron	rraty@olympic.edu 360.475.7389	BUS 211
Sanchez, Peter	psanchez@olympic.edu 360.475.7393	ENG 104

Technical Design

Associate in Technical Arts

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator.

Program Learning 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
CO-OP 111 Cooperative Education Seminar I*	2
CO-OP 121 Cooperative Work Experience*	5
ENGL& 101 English Composition I*	5
ENGL& 235 Technical Writing*	5

Choose either MATH& 141/142 or TEC-D 116/145 combination:

MATH& 141 Precalculus I: Algebra*	5
MATH& 142 Precalculus II: Trig*	5
OR	
TEC-D 116 Computational Techniques/Technicians	4
TEC-D 145 Applied Problem Solving*	5_ 9-10
OLRM 225 Human Relations in Organizations	5

Choose one of the following three courses:

BSTEC 124 MS Excel Specialist*	4
BSTEC 154 Access for Professionals	4
CIS 150 Survey of Computing	4_ 4

Program Requirements

50 credits minimum **Technical Design**—Any courses 107 and above **50**

Approved Electives (10 Credits):

ART& 100 Art Appreciation	5
ART 110 Design I	5
CHEM& 110 Chemical Concepts w/Lab*	6
CHEM& 141/151 General Chemistry & Lab I*	6.5
CIS 141 Programming Concepts	5
CIS 145 Introduction to C Language*	5
CIS 200 Programming Laboratory*	1
CIS 225 Advanced C Language*	5
CIS 285 Object Oriented Programming with C++*	5

ELECT 101 Direct Current*	5
ELECT 102 Alternating Current*	5
ELECT 111 Direct Current Circuit Laboratory*	3
ELECT 112 Alternating Current Circuit Lab*	3
Engineering—Any course	
GEOG& 100 Introduction to Geography	5
GEOG 150 Physical Geography w/Lab	5
GEOG 260 Earth From Space	5
Mathematics—Any course above 142 level	
Physics—Any course 110 and above	
Technical Design—Any course 270 or above	
WELD 106 Welding Technical Orientation I	5
WELD 107 Welding Technical Orientation II*	5
WELD 108 Welding Metallurgy	5_ 10

Total Credits Required 95-96

Technical Design

Certificate of Proficiency

Completion of the Technical Design Certificate Program leads to basic entry-level employability as a drafter. Further study is recommended upon employment.

Program Learning 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

Choose one of the following three courses:

BSTEC 124 MS Excel Specialist*	4
BSTEC 154 Access for Professionals	4
CIS 150 Survey of Computing	4_ 4
ENGL& 101 English Composition I*	5
OLRM 225 Human Relations in Organizations	5
TEC-D 107 Technical Drawing*	4
TEC-D 109 Descriptive Geometry*	4
TEC-D 127 Residential Architectural Drawing*	4
TEC-D 130 Construction Materials and Methods	3
TEC-D 175 Introduction to Solid Edge	4
TEC-D 200 Computer-Aided Design I*	4
TEC-D 217 Computer-Aided Design II*	4

Choose one of the following two courses:

TEC-D 116 Computational Techniques/Technicians	4
MATH& 141 Precalculus I: Algebra*	5_ 4-5

Total Credits Required 45-46

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design Advisors.

Architectural/Civil Technician

Certificate of Proficiency

This certificate is designed for students wishing to supplement or advance their careers in civil, residential building design and/or construction with enhanced graphic communication skills, as well as written and verbal communication skills. This program may also be appropriate for those students wishing to improve their graphic communication skills to supplement an education in architecture or construction engineering.

Program Learning Outcomes

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

1. Work as a team member involving multiple disciplines and responsibilities.
2. Produce residential plans and pictorial drawings using hand drafting techniques.
3. Produce residential building plans using industry standard CAD and BIM software.
4. Use and interpret architectural and civil graphic standards
5. Use CAD software to produce civil drawings.
6. Identify the influences of art, history, sociology, and human perception in site and building design.

Degrees and Certificates

- Use and document a systematic design process to identify, analyze, and solve simple residential building and site design problems, including conceptual, visual, and practical requirements.
- Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
- Identify materials and processes commonly used in residential construction.
- Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.
- Effectively communicate technical information in written, sketched, and digitized form.
- Effectively use typical office software for routine office purposes.
- Produce residential plans and pictorial drawings using hand drafting techniques.
- Produce residential building plans using industry standard CAD and BIM software.
- Use and interpret architectural and civil graphic standards
- Use CAD software to produce civil drawings.
- Identify the influences of art, history, sociology, and human perception in site and building design.
- Use and document a systematic design process to identify, analyze, and solve simple residential building and site design problems, including conceptual, visual, and practical requirements.
- Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
- Identify materials and processes commonly used in residential construction.
- Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.

Required Courses

Credits

Choose one of the following two courses:

ART	110	Design I	5
GEOG	260	Earth From Space	5
CIS	150	Survey of Computing	4
ENGL&	235	Technical Writing*	5
OLRM	220	Human Relations in the Workplace	3
TEC-D	107	Technical Drawing*	4
TEC-D	116	Computational Techniques/Technicians	4
TEC-D	121	Plane Surveying*	4
TEC-D	122	Introduction to Legal Descriptions	2
TEC-D	123	Introduction to Construction Staking	2
TEC-D	127	Residential Architectural Drawing*	4
TEC-D	128	Adv Residential Architectural Drawing*	4
TEC-D	150	Introduction to GIS*	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	231	Introduction to Civil Drafting*	4

Total Credits Required 57

Architectural/Civil Technician

Certificate of Completion

This certificate is designed for students wishing to supplement or advance their careers in civil, residential building design and/or construction. This program may also be appropriate for those students wishing to improve their graphic communication skills to supplement an education in architecture or engineering.

Program Learning Outcomes

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

- Work as a team member involving multiple disciplines and responsibilities.

Required Courses

Credits

Choose one of the following two courses:

ART&	100	Art Appreciation	5
GEOG&	100	Introduction to Geography	5
OLRM	220	Human Relations in the Workplace	3
TEC-D	107	Technical Drawing*	4
TEC-D	121	Plane Surveying*	4
TEC-D	122	Introduction to Legal Descriptions	2
TEC-D	123	Introduction to Construction Staking	2
TEC-D	127	Residential Architectural Drawing*	4
TEC-D	128	Adv Residential Architectural Drawing*	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	231	Introduction to Civil Drafting*	4

Total Credits Required 40

GIS Technology

Certificate of Proficiency

This program will introduce students to the process and procedures and software used with Geographic Information Systems. Students will learn to identify and collect data from a variety of sources including public data bases and field surveys, as well as paper, and digitized raster and vector documents, filter and isolate appropriate information, and produce graphic information applicable for a specific purpose. This program also includes exposure to database manipulation for a variety of purposes and disciplines.

Program Learning Outcomes

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

- Perform entry level work as a GIS Technician.
- Identify and apply basic GIS techniques and methods as required in the workplace.
- Design and create geospatial maps using GIS software.
- Perform basic database analysis using GIS software.
- Devise database schema required for addressing geospatial problems.
- Develop customized user interfaces appropriate for geospatial investigations.
- Appropriately incorporate GPS, CAD, and historical paper-based record data into a GIS framework.
- Identify geospatial problems and the requisite method, or set of procedures needed to address the issue.
- To construct a clear, presentable cartographic product that addresses a geospatial issue. Understand the software/hardware requirements for implementing a scalable GIS.
- Manipulate data bases from a variety of disciplines using GIS software.

Required Courses

Credits

BSTEC	154	Access for Professionals	4
ENGL&	235	Technical Writing*	5
GEOG	260	Earth from Space	5
OLRM	220	Human Relations in the Workplace	3
TEC-D	121	Plane Surveying*	4
TEC-D	122	Introduction to Legal Descriptions	2
TEC-D	150	Introduction to GIS*	4
TEC-D	151	Intermediate GIS with ArcView*	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	231	Introduction to Civil Drafting*	4
TEC-D	270	3D Analyst*	2
TEC-D	271	Geodatabases for GIS*	2
TEC-D	272	Geoprocessing with GIS*	2
TEC-D	273	Map Projections in GIS*	2
TEC-D	274	Natural Resource GIS*	2
TEC-D	275	Spatial Analyst*	2

Total Credits Required 55

GIS Technology

Certificate of Completion

This program will introduce students to the process and procedures and software used with Geographic Information Systems. Students will learn to identify and collect data from a variety of sources including public data bases and field surveys, as well as paper, and digitized raster and vector documents, filter and isolate appropriate information, and produce graphic information applicable for a specific purpose.

Program Learning Outcomes

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

1. Perform entry level work as a GIS Technician.
2. Identify and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.
4. Perform basic database analysis using GIS software.
5. Devise database schema required for addressing geospatial problems.
6. Develop customized user interfaces appropriate for geospatial investigations.
7. Appropriately incorporate GPS, CAD, and historical paper-based record data into a GIS framework.
8. Identify geospatial problems and the requisite method, or set of procedures needed to address the issue.
9. Construct a clear, presentable cartographic product that addresses a geospatial issue. Understand the software/hardware requirements for implementing a scalable GIS.

Required Courses		Credits
BSTEC 154	Access for Professionals	4
GEOG 260	Earth from Space	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 121	Plane Surveying*	4
TEC-D 122	Introduction to Legal Descriptions	2
TEC-D 150	Introduction to GIS*	4
TEC-D 151	Intermediate GIS with ArcView*	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 270	3D Analyst*	2
TEC-D 275	Spatial Analyst*	2
Total Credits Required		38

Mechanical Technology

Certificate of Proficiency

This certificate focuses on the design, coordination and documentation of mechanical devices, with enhanced graphic communication skills, as well as written and verbal communication skills. It is designed for students or professionals in mechanical engineering or manufacturing wishing to expand or advance their careers by improving their graphic communication skills, or for those seeking entry level employment as a mechanical technician.

Program Learning Outcomes

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

1. Create a set of manufacturing documents based on engineering sketches and calculations, including drawings and specifications.
2. Identify and use sources of common industry standards, including ANSI, ASME, SAE, and ISO.
3. Visualize the interaction of 3-dimensional objects, based on 2-dimensional drawings.
4. Work as a team member involving multiple disciplines and responsibilities.
5. Use CAD software to computer model mechanical components, and produce a physical prototype of that model.
6. Analyze, test, and correct computer models and prototypes as required for function, precision, and tolerance.
7. Assist an engineer in the complete design process, and therefore know that process.
8. Effectively communicate technical information in written, sketched, and digitized form.
9. Effectively use typical office software for routine office purposes.

Required Courses		Credits
CIS 150	Survey of Computing	4
ENGL& 235	Technical Writing*	5
OLRM 220	Human Relations in the Workplace	3
TEC-D 107	Technical Drawing*	4
TEC-D 109	Descriptive Geometry*	4
TEC-D 112	Blueprint Reading	4
TEC-D 116	Computational Techniques/Technicians	4
TEC-D 130	Construction Materials and Methods	3
TEC-D 175	Introduction to Solid Edge	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 205	Engineering Tech Project Planning	4
TEC-D 211	Geometric Dimensioning & Tolerancing*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 221	2D Production Drawing*	4
Total Credits Required		55

Mechanical Technology

Certificate of Completion

This certificate focuses on the design, coordination and documentation of mechanical devices. It is designed for students wishing to expand or advance their careers by improving their graphic communication skills, or for those seeking entry level employment as a mechanical technician.

Program Learning Outcomes

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

1. Create a set of manufacturing documents based on engineering sketches and calculations, including drawings and specifications.
2. Identify and use sources of common industry standards, including ANSI, ASME, SAE, and ISO.
3. Visualize the interaction of 3-dimensional objects, based on 2-dimensional drawings.
4. Work as a team member involving multiple disciplines and responsibilities.
5. Use CAD software to computer model mechanical components, and produce a physical prototype of that model.
6. Analyze, test, and correct computer models and prototypes as required for function, precision, and tolerance.
7. Assist an engineer in the complete design process, and therefore know that process.

Required Courses		Credits
OLRM 220	Human Relations in the Workplace	3
TEC-D 107	Technical Drawing*	4
TEC-D 112	Blueprint Reading	4
TEC-D 130	Construction Materials and Methods	3
TEC-D 145	Applied Problem Solving*	5
TEC-D 175	Introduction to Solid Edge	4
TEC-D 200	Computer-Aided Design I*	4
TEC-D 217	Computer-Aided Design II*	4
TEC-D 221	2D Production Drawing*	4

Total Credits Required **35**

Technical Design

Certificate of Recognition

This certificate includes an introduction to the core skills necessary for those wishing to advance an existing technical career with basic graphic communication skills. The certificate is designed to provide basic drafting skills as well as provide improved blue print reading skills and to enhance 3-dimensional visualization.

Degrees and Certificates

Upon completion of this program, students may choose to work in drafting or in the field of choice, or pursue further training in a trade.

Program Learning Outcomes

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

1. Produce basic orthographic drawings either by hand drafting or by using Computer Aided Design software.
2. Interpret multi-view orthographic drawings and visualize the 3-dimensional equivalent.
3. Use common graphic standards to communicate technical designs.
4. Properly select tools for a specific purpose, and use the tools in a precise and accurate manner.
5. Follow processes that lead to consistent and precise results.

Required Courses	Credits
TEC-D 107 Technical Drawing* _____	4
Choose one of the following three courses:	
TEC-D 109 Descriptive Geometry* _____	4
TEC-D 175 Introduction to Solid Edge _____	4
TEC-D 222 AutoCAD 3D* _____	4
TEC-D 200 Computer-Aided Design I* _____	4

Total Credits Required **12**

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design Advisors.

Welding Technology

Advisor	Contact	Office
Keeling, Ron	rkeeling@olympic.edu 360.432.5419	OCS 101
Kitchens, Al	akitchens@olympic.edu 360.475.7312	Shop 203
Snell, Kevin	ksnell@olympic.edu 360.475.7395	Shop 204

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 Learning Outcomes

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

1. Safely and accurately use a variety of electric arc processes, basic hand tools, mathematical skills and shop equipment to fabricate durable goods holding required tolerances in various manufacturing environments.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods in various manufacturing environments.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures.
6. Communicate effectively through verbal and written methods.
7. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW and FCAW processes.
8. Be able to take a pipe welder certification test in the 6G position utilizing both a 6010 and GTAW root pass with 7018 fill and cover passes.
9. Have the ability to manually draft Orthographic drawings and to open, create, change, save and print AUTO CAD Data Files.

Required Courses Credits

Choose one of the following two classes:

BSTEC 145 Bus Writing/Grammar for the Wkplce*	5
ENGL& 101 English Composition I* _____	5
CIS 150 Survey of Computing _____	4
GEN-S 121 Success for Student Cohorts _____	2
MANU 101 Orientation to Manufacturing _____	2
MANU 120 Manufacturing Methodologies _____	5
OLRM 225 Human Relations in Organizations _____	5
PE-ED 109 Basic CPR _____	1
PE-ED 110 Basic First Aid _____	1
TEC-D 107 Technical Drawing* _____	4
TEC-D 200 Computer-Aided Design I* _____	4
WELD 100 Oxyacetylene Welding* _____	6
WELD 101 Arc Welding I* _____	6
WELD 102 Arc Welding II* _____	6
WELD 103 Arc Welding III* _____	6
WELD 104 Gas Tungsten Arc Welding* _____	6
WELD 105 Gas Metal Arc/Flux Cored Arc Welding* _____	6
WELD 106 Welding Technical Orientation I _____	5
WELD 107 Welding Technical Orientation II* _____	5
WELD 108 Welding Metallurgy _____	5
WELD 111 Pipe Welding I* _____	6
WELD 112 Pipe Welding II* _____	6
WELD 145 Applied Problem Solving* _____	5
Successful completion of additional courses numbered 100 and above _____	6

Total Credits Required **107**

Welding Technology

Certificate of Specialization

This four to five quarter program builds upon the Certificate of Proficiency to further prepare the student for employment in the Welding Industry. Students continue to practice their mechanical and manipulative skills in accordance with industry standards. They prove their skills through standardized welding tests.

Program Learning 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.

Required Courses Credits

Choose one of the following two classes:

BSTEC 145 Bus Writing/Grammar for the Wkplce*	5
ENGL& 101 English Composition I* _____	5
CIS 150 Survey of Computing _____	4
GEN-S 121 Success for Student Cohorts _____	2
MANU 101 Orientation to Manufacturing _____	2
MANU 120 Manufacturing Methodologies _____	5
OLRM 225 Human Relations in Organizations _____	5
PE-ED 109 Basic CPR _____	1
PE-ED 110 Basic First Aid _____	1
WELD 100 Oxyacetylene Welding* _____	6
WELD 101 Arc Welding I* _____	6
WELD 102 Arc Welding II* _____	6
WELD 103 Arc Welding III* _____	6

WELD 104	Gas Tungsten Arc Welding*	6
WELD 105	Gas Metal Arc/Flux Cored Arc Welding*	6
WELD 106	Welding Technical Orientation I	5
WELD 107	Welding Technical Orientation II*	5
WELD 108	Welding Metallurgy	5
WELD 145	Applied Problem Solving*	5

Total Credits Required **81**

Welding Technology

Certificate of Proficiency

This three to four quarter program prepares the student for entry-level employment in the Welding Industry. Students develop and practice mechanical and manipulative skills to meet industry standards. They receive the opportunity to prove their skills through standardized tests. The program also develops employability through support courses in human relations, computing, manufacturing, composition, and first aid.

Program Learning 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.
1. Safely and accurately use select electric arc processes, basic hand tools, and shop equipment to fabricate durable goods.
2. Safely and accurately use select torches and fuel gases to produce parts that are used to fabricate durable goods.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork and responsible/dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures.
6. Use effective reading, thinking, mathematical and written communication skills in workplace environments.
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 process.

Required Courses Credits

Choose one of the following two classes:

BSTEC 145	Bus Writing/Grammar for the Wkplce*	5
ENGL& 101	English Composition I*	5
CIS 150	Survey of Computing	4
GEN-S 121	Success for Student Cohorts	2
MANU 101	Orientation to Manufacturing	2
MANU 120	Manufacturing Methodologies	5
MATH 090B	Prealgebra*	5
OLRM 225	Human Relations in Organizations	5
PE-ED 109	Basic CPR	1
PE-ED 110	Basic First Aid	1
WELD 100	Oxyacetylene Welding*	6
WELD 101	Arc Welding I*	6
WELD 102	Arc Welding II*	6
WELD 103	Arc Welding III*	6
WELD 106	Welding Technical Orientation I	5

Total Credits Required **59**

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 Learning Outcomes

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

1. Entry level skills for welding carbon, stainless and aluminum alloys welded with the Gas Metal and Gas Tungsten Arc Welding processes.
2. Understand the set-up, running and maintenance of GMAW and GTAW equipment and how to operate the equipment safely.
3. Understand safety requirements associated with the welding industry; including welding gear, welding equipments, gasses, tools, and welding environment.
4. Understand blue print reading by interpreting AWS welding symbols in order to fabricate an assembly to engineering drawing requirements.
5. An overview of the manufacturing sector, including career exploration.

Required Courses Credits

MANU 101	Orientation to Manufacturing	2
WELD 104	Gas Tungsten Arc Welding*	6
WELD 105	Gas Metal Arc/Flux Cored Arc Welding*	6
WELD 107	Welding Technical Orientation II*	5

Total Credits Required **19**

Precision Metal Cutting

Certificate of Recognition

This program is designed to prepare students for entry-level metal cutting positions in the welding industry.

Program Learning 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.

Required Courses Credits

GEN-S 121	Success for Student Cohorts	2
MANU 101	Orientation to Manufacturing	2
WELD 100	Oxyacetylene Welding*	6
WELD 106	Welding Technical Orientation I	5

Total Credits Required **15**