Degrees and Certificates

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.

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.

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

General

Business

Pre-Nursing

Associate in Science – Transfer (AS)

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 III: 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:

- 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.

- 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

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.

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

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 7 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 7 for information on GED® Prep courses or taking the GED® test.

High School + (HS+)

HS+ is an adult education program for adults 18 and older without a high school diploma or GED®. High school diplomas are awarded to adults 18 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/HS+) 360.475.7530

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: olympic.edu/programs-classes/community-education.

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
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
College level 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. For certificates, at least 20 percent of the certificate’s credits must be earned at OC.

Advising Notes and Recommendations
Not all courses listed are offered every quarter. 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.

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.

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
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
1. Graduates demonstrate an understanding of their own cultures and the framework upon which their society has been built.
2. Graduates demonstrate an understanding of how cultural differences (e.g. beliefs, traditions, communication, norms) shape human interactions and perceptions of others.
3. 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.
4. 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.
5. 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.
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.

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

Courses meeting Graduation Requirements in Associate Degrees (2020-2021)

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 as noted below. Continuing Education credits may not be used. Courses which were on these lists when taken may also be applied.

<table>
<thead>
<tr>
<th>Humanities Distribution (H, H/SP)</th>
<th>Natural Sciences Distribution (NS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Courses meeting Graduation Requirements in Associate Degrees (2020-2021)</strong></td>
<td><strong>Lab Courses:</strong> Minimum one course required</td>
</tr>
<tr>
<td></td>
<td><strong>Biology – 101, 114, 115, 120, 130, 131, 132, 140, &amp;160, 170, &amp;175, &amp;211, &amp;212, &amp;213, &amp;241, &amp;242, &amp;260</strong></td>
</tr>
<tr>
<td><strong>Group A: Humanities (H)</strong></td>
<td><strong>Chemistry – &amp;110, &amp;121, &amp;131, 137, &amp;151, &amp;152, &amp;153, &amp;251, &amp;252, &amp;253</strong></td>
</tr>
<tr>
<td><strong>No restriction</strong></td>
<td><strong>Geography – 150</strong></td>
</tr>
<tr>
<td>American Culture &amp; Equity Studies – all</td>
<td><strong>Geology – &amp;101, &amp;103, &amp;110, &amp;208</strong></td>
</tr>
<tr>
<td>American Sign Language – &amp;121, &amp;122, &amp;123</td>
<td><strong>Oceanography – &amp;101</strong></td>
</tr>
<tr>
<td>Anthropology – &amp;207, 325, 335</td>
<td><strong>Physics – 110, 114-116, 254, 255, 256</strong></td>
</tr>
<tr>
<td>Art – &amp;100, 102, 103, 104, 106, 107, 110, 111, 117, 173</td>
<td><strong>Non-lab courses:</strong></td>
</tr>
<tr>
<td>Communication Studies – all</td>
<td><strong>Anthropology – &amp;205</strong></td>
</tr>
<tr>
<td>Dramatic Arts – all</td>
<td><strong>Astronomy – 101, 102, 105</strong></td>
</tr>
<tr>
<td>English – all except &amp;101, &amp;102, &amp;235, 301</td>
<td><strong>Biology – 104, 351</strong></td>
</tr>
<tr>
<td>History – 230</td>
<td><strong>Chemistry – &amp;139, &amp;141, &amp;142, &amp;143, &amp;241, &amp;242, &amp;243</strong></td>
</tr>
<tr>
<td>Humanities – all</td>
<td><strong>Geography – &amp;100, 260</strong></td>
</tr>
<tr>
<td>Music – 101, 102, &amp;105, &amp;141, &amp;142, &amp;143, 185, 188, 189, 239, 240, &amp;241, &amp;242, &amp;243**</td>
<td><strong>Geology – &amp;100, 155</strong></td>
</tr>
<tr>
<td>Philosophy – &amp;101, &amp;115, 240</td>
<td><strong>Meteorology – 101</strong></td>
</tr>
<tr>
<td>Political Science – 175, &amp;201, 235, 255</td>
<td><strong>Nutrition – &amp;101</strong></td>
</tr>
<tr>
<td><strong>World Languages</strong></td>
<td><strong>Science – 100</strong></td>
</tr>
<tr>
<td><strong>No more than 5 credits at the 100 level</strong></td>
<td><strong>Other than physical, biological, and earth sciences:</strong> No more than five credits from the following in Natural Sciences distribution:**</td>
</tr>
<tr>
<td>American Sign Language – &amp;121, &amp;122, &amp;123</td>
<td><strong>Business – 215</strong></td>
</tr>
<tr>
<td>French – &amp;121, &amp;122, &amp;123</td>
<td><strong>Computer Science – &amp;141, 143, 170, 210, 240</strong></td>
</tr>
<tr>
<td>German – &amp;121, &amp;122, &amp;123</td>
<td><strong>Engineering – 240</strong></td>
</tr>
<tr>
<td>Korean – &amp;121, &amp;122, &amp;123</td>
<td><strong>Philosophy – &amp;120</strong></td>
</tr>
<tr>
<td>Spanish – &amp;121, &amp;122, &amp;123, &amp;221</td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td><strong>Group B: Skills Performance (H/SP)</strong></td>
<td><strong>There are two types of electives:</strong> Fully Transferrable and Restricted. No more than 15 credits of Restricted electives may be used in an AA/DTA degree.**</td>
</tr>
<tr>
<td><strong>No more than 5 credits</strong></td>
<td><strong>Fully Transferrable:</strong> ALL courses listed in the Communication and Symbolic Reasoning Skill Areas; and the Humanities, Social Sciences, Natural Sciences distributions; plus the following:**</td>
</tr>
<tr>
<td>Dramatic Arts – &amp;120</td>
<td>Baccalaureate Nursing – 320</td>
</tr>
</tbody>
</table>

**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
- Cosmetology – all
- Culinary Arts – all
- Digital Media Arts – all
- Early Childhood Education – all except &105
- Education – 110, 120, 123, &130, 132, &136, &150
- Electronics – all
- Engineering – 100
- Fashion – all
- Filmmaking – all
- General Studies – all
- Hospitality Management – all
- Human Services – all except 107
- Information Systems – all
- Intensive English – 100, 101
- Library Research – all
- Manufacturing – all
- Mathematics – 100, 103
- Medical Assisting – all
- Nursing – all
- Nursing Assistant – all
- Organizational Leadership/Resource Management – all
- Organizational Leadership/Technical Management – all
- Parent Education – all
- Physical Education – Education – all except 104
- Physical Therapist Assistant – all
- Practical Nursing – all
- Technical Design – all
- Transition to Associate Degree Nursing – all
- Welding – all

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*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
### Degrees and Certificates

<table>
<thead>
<tr>
<th>Program Subject Area</th>
<th>Degrees</th>
<th>Certificate of Specialization 61-89 credits</th>
<th>Certificate of Proficiency 45-60 credits</th>
<th>Certificate of Completion 20-44 credits</th>
<th>Certificate of Recognition 10-19 credits</th>
<th>Page</th>
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<td><strong>General Degrees</strong></td>
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<tr>
<td>Associate in Arts</td>
<td>AA-DTA</td>
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<tr>
<td>Associate in General Studies</td>
<td>AGS</td>
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<tr>
<td>Associate of Science-Track 1</td>
<td>AS-Track 1</td>
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<tr>
<td>Associate of Science-Track 2</td>
<td>AS-Track 2</td>
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<tr>
<td>Associate in Technical Arts (Option 2)</td>
<td>ATA Option 2</td>
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<td><strong>Program-Specific Degrees and Certificates</strong></td>
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<tr>
<td>Business</td>
<td>AB-DTA/MPR</td>
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<tr>
<td>Business Management</td>
<td>ATA</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>47-48</td>
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<tr>
<td>Business Technology</td>
<td>ATA</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>49-52</td>
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<tr>
<td>Computer Info Systems</td>
<td>BAS-IS, AAS-T</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Cosmetology</td>
<td>ATA</td>
<td>X</td>
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<td>X</td>
<td>59-61</td>
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<td>Culinary Arts Institute</td>
<td>ATA</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>61</td>
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<td>Early Childhood Education</td>
<td>AAS-T, ATA</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>62-64</td>
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<tr>
<td>Electronics</td>
<td>ATA</td>
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<td>X</td>
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<td>Engineering</td>
<td>AS-Track 2/MPR</td>
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<td>Engineering Technology</td>
<td>AAS</td>
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<tr>
<td>Fashion Marketing</td>
<td></td>
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<td>X</td>
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<tr>
<td>Filmmaking</td>
<td>BAS-DF, AAS-T</td>
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<tr>
<td>Homeland Security/Emergency Management</td>
<td>AAS-T</td>
<td>X</td>
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<tr>
<td>Human Services</td>
<td>AAS</td>
<td>X</td>
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<td></td>
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<td>71-73</td>
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<tr>
<td>Medical Assisting</td>
<td>AAS-T</td>
<td>X</td>
<td></td>
<td>X</td>
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<td>73-75</td>
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<tr>
<td>Nursing/Healthcare</td>
<td>BSN, ATA</td>
<td>X</td>
<td></td>
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<td>76-82</td>
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<tr>
<td>Organizational Leadership</td>
<td>BAS-OLTM, AAS-T</td>
<td>X</td>
<td></td>
<td>X</td>
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<td>83-85</td>
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<tr>
<td>Physical Therapist Assistant</td>
<td>AAS</td>
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<td>Pre-Nursing</td>
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<tr>
<td>Precision Machining</td>
<td></td>
<td>X</td>
<td>X</td>
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<tr>
<td>Technical Design</td>
<td>ATA</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>87-90</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>ATA</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>90-92</td>
</tr>
</tbody>
</table>

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

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
Degrees and Certificates

General Degrees

Associate in Arts – 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 that should be tailored to the future major.

Non-course requirements:
- 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 that 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 (90 credits)

Skill Areas:

Communication Skills (10 credits)
- ENGL& 101 English Composition I
- ENGL& 102 Composition II
- ENGL& 235 Technical Writing

Quantitative or Symbolic Reasoning Skills (5 credits)
- 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
- Precalculus or higher: Business Precalculus/Finite Mathematics or Business Calculus: MATH 147, MATH&148
- Statistics: MATH 136, MATH&146
- Math in Society: OC Course: MATH&107
- Symbolic Reasoning Skills: OC Course: PHIL& 120

Distribution Course Requirements:

Humanities (15 credits)
- 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 credits)
- 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 credits)
- From at least two different disciplines
- No more than 10 credits in any one discipline

Electives (30 credits)
- No more than 15 credits from Restricted list
- No more than 3 credits of Physical Education-Activity (PE-RD or PEFSP)

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.

Non-course requirements:
- 15 credits at the 200 level or higher
- 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.

Course Requirements (90 credits)

Communication (10 credits)
- 5 cr. Written English
  - BSTEC 145, BSTEC 150, or ENGL& 101
- 5 cr. Verbal
  - Any Communication Studies (CMST) Organizational Leadership/Resource Management (OLRM 225)

Quantitative/Symbolic Reasoning (5 credits)
- 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
- Humanities (5 credits) from Distribution list
- Information Literacy (5 credits)
- Computer Information Systems (CIS) OR
- Computer Science (CS)
- Natural Sciences (5 credits) from Distribution list
- Social Sciences (5 credits) from Distribution list
- Personal wellness, career and life planning (5 credits) selected from:
  - Physical Education (PE-ED)
  - Physical Education – Fitness and Sports (PEFSP)
- General Studies
- Electives (50 credits) selected from any college level classes at the 100 level or higher

Associate in Technical Arts–Option 2 (Non-Transfer)

For individuals who have journey status in a trade. Credit is awarded for the following work experiences:
- 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 (90 credits)

Communication (5 credits)
- ENGL& 101

Computation (5 credits) from:
- MATH 100 or above
- BMGMT 140, BMGMT 138, or BMGMT 139
- TEC-D 145

Social Sciences and Humanities (15 credits)
- At least one course from each list.

Work Experience (5-20 credits)

Electives (45-60 credits)

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

Associate of Science Degrees

Associate of Science – Track 1 (AST-1/MRP)

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.

Communication (10 credits) chosen from
ENGL 101 English Composition I
and one of
ENGL 102 Composition II
ENGL 235 Technical Writing

Mathematics (15 credits) chosen from
MATH 151 Calculus I
MATH 152 Calculus II
MATH 163 Calculus 3
MATH 146 Intro to Statistics

Humanities and Social Sciences (15 credits)
5 credits in Humanities
5 credits in Social Sciences
an additional 5 credits in either one

Primary Science (34-37 credits)
General Chemistry CHEM 141/151, CHEM 142/152, CHEM 143/153
(In consultation with an advisor, choose at least one of the following complete sequences). See Note 1.
- Majors Biology BIOL 211, 212, 213 OR
- General Physics PHYS 114, 115, 116 OR
- Engineering Physics PHYS 254, 255, 256

Additional Science and Mathematics (10 credits or more, as required for the transfer program)
Future Biology majors should select organic chemistry or physics as required by their future program.

After completion of the Primary Science Requirement, other courses from the Primary Science list may be used toward Additional Science Requirements. See Note 1.
- BIOL 241 Human a & P 1
- BIOL 242 Human a & P 2
- BIOL 260 Microbiology
- CHEM 241/251 Organic Chem & Lab I
- CHEM 242/252 Organic Chem & Lab II
- CHEM 243/253 Organic Chem & Lab III
- GEOL 101 Intro Physical Geology
- GEOL 103 Historical Geology
- GEOL 110 Environmental Geology
- CS 141 Computer Science I Java
- MATH 221 Differential Equations I
- MATH 250 Linear Algebra
- MATH 264 Calculus 4

Total: (Minimum 90 credits, see Note 2)
No more than 5 credits may be from the Restricted Elective list.
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 (AST-2/MRP)

Engineering, Physics, Computer Science, and Atmospheric Science

Olympic College offers four engineering pathways for the AST-2/MRP. In consultation with their advisor, students should select the pathway most appropriate to their planned major and transfer institution. If transferring to an engineering school within Washington State, see the three pathways listed under the Engineering category. For engineering to be transferred out of Washington, or for physics, computer science, or atmospheric science, you may wish to choose this degree.

Note that the Associate in Arts degree is best suited for transfer to certain baccalaureate institutions.

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.

More than 90 credits may be required to achieve junior standing, depending on major and transfer university.

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.

Prior to starting the degree courses, students should prepare as follows:
- Place into ENGL 101
- Complete 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

Required Courses (64.5 CREDITS)

Communication (10 credits) from
ENGL 101 English Composition I
ENGL 235 Technical Writing
ENGL 102 Composition II may be acceptable for some out-of-state transfers. Verify with transfer school.

Mathematics (15 credits)
MATH 151 Calculus I
MATH 152 Calculus II
MATH 163 Calculus 3

Humanities and Social Sciences (15 credits)
5 credits in Humanities
5 credits in Social Sciences
5 credits in either one

Required Science (24.5 credits)
CHEM 141/151 General Chemistry & Lab I
PHYS 254, 255, 256 Engineering Physics

Optional Courses to be selected by planned major

The remaining 25.5 or more 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)
**Program-Specific Degrees and Certificates**

### **Associate in Business Direct Transfer Agreement (AB-DTA/MPR)**

The mission of the Associate in Business Direct Transfer Agreement/Major Related Program (DTA/MPR) 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.

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**

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 (90 credits)**

### **Communication** (10 credits)

- ENGL 101 English Composition 1
- ENGL 102 Composition II

### **Quantitative or Symbolic Reasoning** (10 credits)

- Algebra or Precalculus (5 credits) from
  - MATH 147 Business Algebra
  - MATH 141 Precalculus I: Algebra
  - MATH 142 Precalculus II: Trig
- Calculus (5 credits) from
  - MATH & 148 Business Calculus
  - MATH 151 Calculus I

### **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.

### **Social Science** (15 credits)

- ECON 101 Micro Economics
- ECON 202 Macro Economics
- Non-Economics Social Science Course

### **Natural Science** (15 credits). See Note 2.

- Statistics (5 credits)
  - BUS 215 Business Statistics (preferred)
  - MATH & 146 Intro to Statistics

### **Lab Science Course**

Other Natural Science Course

### **Business Transfer** (20 credits) See Notes 3, 4, and 5

- ACCT 201 Principles of Accounting I
- ACCT 202 Principles of Accounting II
- ACCT 203 Principles of Accounting III
- BUS & 201 Business Law

### **Electives** (5 credits)

See Note 6 when selecting

**Advising Notes**

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

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**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.
Degrees and Certificates

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.

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.

7. WSU (all campuses): Management Information Systems MIS 250 equivalent to OC's CIS 101, CIS 110


9. PLU: Computer Applications CSCE 120, will accept either equivalent course or skills test. No OC equivalent course.


Olympic College Catalog 2020–2021

Business Management

Business Management Associate in Technical Arts

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

1. Use basic accounting information and quantitative analysis to suggest effective solutions to business problems.
2. Analyze legal and ethical implications of business conduct.
3. Effectively use oral and written communication skills as they relate to business environments.
4. Effectively use technology to research, analyze, and present information for decision-making.
5. Demonstrate cross-cultural competency in working collaboratively with diverse individuals or teams.
6. Develop strategies that foster personal and professional growth.

Required Courses (90 Credits)

Communication (5 credits)
ENGL& 101 English Composition I

Computation (5 credits) from
BMGMT 140 Business and Personal Mathematics
BMGMT 138 Business Mathematics I
BMGMT 139 Business Mathematics II
MATH& 107 Math in Society

Human Relations (6 credits)
BMGMT 123 Discover Business & Leadership
BMGMT 282 Principles of Leadership/Management

Management Core (12 credits)
BMGMT 102 Introduction—International Business
BMGMT 145 Business Ethics
BMGMT 180 Marketing

Business Management Electives (24 credits)
BMGMT 105 Introduction to Financial Planning
BMGMT 145 Business Ethics
BMGMT 146 Entrepreneurship—Financial Analysis
BMGMT 147 H.R. Interviewing/Risk Management
BMGMT 148 Deadline and Project Management
BMGMT 149 Entrepreneurship-Marketing for Growth
BMGMT 170 Client/Customer Relations
BMGMT 181 Principles of Sales
BMGMT 182 Retail Management Essentials
BMGMT 183 Negotiations
BMGMT 185 E-Business Strategies
BMGMT 203 Small Business Planning/Management
BMGMT 247 H.R. Performance Reviews

Other Electives (10 credits) from
CO-OP 111 Cooperative Education Seminar I
CO-OP 121 Cooperative Work Experience
CO-OP 122 Cooperative Work Experience
CO-OP 123 Cooperative Work Experience
Any other college level courses

Business Management Certificate of Proficiency

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

Program Learning Outcomes

1. Use basic accounting information, and quantitative analysis, to support business decision making.
2. Effectively use oral and written communication skills as they relate to business environments.
3. Effectively use technology to support basic business information systems.
4. Work collaboratively with diverse individuals.
5. Develop strategies that foster personal and professional growth.

Required Courses (48 Credits)

Communication (5 credits)
ENGL& 101 English Composition I

Computation (5 credits) from
BMGMT 140 Business and Personal Mathematics
BMGMT 138 Business Mathematics I
BMGMT 139 Business Mathematics II
MATH& 107 Math in Society

Human Relations (6 credits)
BMGMT 123 Discover Business & Leadership
BMGMT 282 Principles of Leadership/Management

Other Support Courses (14 credits)
ACCT& 201 Principles of Accounting I
CIS 150 Survey of Computing
CMST& 220 Public Speaking

Business Management Electives (18 credits)
BMGMT 102 Introduction—International Business
BMGMT 145 Business Ethics
BMGMT 146 Entrepreneurship—Financial Analysis
BMGMT 147 H.R. Interviewing/Risk Management
BMGMT 148 Deadline and Project Management
BMGMT 149 Entrepreneurship-Marketing for Growth
BMGMT 170 Client/Customer Relations
BMGMT 180 Marketing
BMGMT 181 Principles of Sales
BMGMT 182 Retail Management Essentials
BMGMT 183 Negotiations
BMGMT 185 E-Business Strategies
BMGMT 203 Small Business Planning/Management
BMGMT 247 H.R. Performance Reviews

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
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 (retailmanagementcertificate.com). All courses in this certificate are accepted by Western Governors University and Brandman University.

Program Learning Outcomes
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 (38 credits)

- **Human Relations (3 credits)**
  - OLRM 220 Human Relations in the Workplace
- **Accounting (5 credits)**
  - ACCT 201 Principles of Accounting I
  - BSTEC 130 Practical Accounting
- **Business Management (21 credits)**
  - BMGMT 145 Business Ethics
  - BMGMT 147 H.R. Interviewing/Risk Management
  - BMGMT 180 Marketing
  - BMGMT 182 Retail Management Essentials
  - BMGMT 247 H.R. Performance Reviews
  - BMGMT 282 Principles of Leadership/Management
- **Support Courses (9 credits)**
  - CIS 150 Survey of Computing
  - CMST 242 Intro to Communication in Organizations

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

Required Courses (19 credits)

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

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
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 (19 credits)

- BMGMT 102 Introduction to International Business
- BMGMT 146 Entrepreneurship-Financial Analysis
- BMGMT 149 Entrepreneurship-Marketing for Growth

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
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 (19 credits)

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
Degrees and Certificates

Business Technology - Accounting Technology

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.

Program Learning Outcomes. Upon successful completion of this program, students will be able to:

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

Non-course Requirements

- Keyboarding proficiency of 30+ words per 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.

Required Courses (90 Credits)

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<thead>
<tr>
<th>Course Type</th>
<th>Course Code</th>
<th>Title</th>
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<td>Communication</td>
<td>ENGL 101</td>
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<td>Computation</td>
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<td>Human Relations</td>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
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<td>Business Transfer Courses</td>
<td>ACCT 201</td>
<td>Principles of Accounting I</td>
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<td>ACCT 202</td>
<td>Principles of Accounting II</td>
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<td>ACCT 203</td>
<td>Principles of Accounting III</td>
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<td>BUS 201</td>
<td>Business Law</td>
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Business Technology Courses (52 credits)

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<tr>
<td>BSTEC 123</td>
<td>MS Word Specialist</td>
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<tr>
<td>BSTEC 124</td>
<td>MS Excel Specialist</td>
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<tr>
<td>BSTEC 130</td>
<td>Practical Accounting</td>
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<td>BSTEC 133</td>
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<td>BSTEC 134</td>
<td>Payroll Accounting</td>
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<tr>
<td>BSTEC 135</td>
<td>Accounting Simulation/Service Business</td>
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<td>BSTEC 136</td>
<td>Accounting Simulation/Merchant Business</td>
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<td>BSTEC 137</td>
<td>Accounting Simulation/Corporation</td>
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<td>BSTEC 138</td>
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<td>BSTEC 150</td>
<td>Business English</td>
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<td>BSTEC 229</td>
<td>Individual Taxation</td>
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<td>BSTEC 231</td>
<td>Practical Fund Accounting</td>
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<td>BSTEC 239</td>
<td>Taxation for Business</td>
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<td>BSTEC 240</td>
<td>Taxation Simulations</td>
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<td>BSTEC 250</td>
<td>Business Correspondence</td>
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<td>CMST 210</td>
<td>Interpersonal Communication</td>
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<td>CMST 220</td>
<td>Public Speaking</td>
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<td>CMST 242</td>
<td>Intro to Communication in Organizations</td>
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Oral Communication (5 credits)

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

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

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

1. Apply a practical understanding of the theoretical principals of accounting, pertinent to the automation processes used with accounting software.
2. Automate accounting transaction analysis and classification, record keeping, and reporting using current workplace software, including:
3. Microsoft Excel,
4. General Ledger-based programs
5. Intuit QuickBooks
6. Sage 50 Accounting
7. Identify systematic “checks and balances” to assist in validating the accuracy of the automated record keeping and reporting for audit compliance.

Required Courses (49 Credits)

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<td>Business and Personal Mathematics</td>
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<td>Human Relations</td>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
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<tr>
<td>Business Technology Courses</td>
<td>BSTEC 110</td>
<td>Beginning Keyboarding (or other course if pass proficiency test)</td>
</tr>
<tr>
<td></td>
<td>BSTEC 123</td>
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<td>BSTEC 136</td>
<td>Accounting Simulation/Merchant Business</td>
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<td>BSTEC 137</td>
<td>Accounting Simulation/Corporation</td>
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<td>BSTEC 229</td>
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<td>BSTEC 231</td>
<td>Practical Fund Accounting</td>
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<td>BSTEC 239</td>
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<td>BSTEC 240</td>
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<td>BSTEC 250</td>
<td>Business Correspondence</td>
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<td>CMST 210</td>
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<td>Public Speaking</td>
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<td>CMST 242</td>
<td>Intro to Communication in Organizations</td>
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AAS: Associate in Applied Science = 90+ cr
AAST: Associate in Applied Science – Transfer = 90+ cr
ATA: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr
CC: Certificate of Completion = 20-44 cr
CP: Certificate of Proficiency = 45-60 cr
CS: Certificate of Specialization = 61+ cr

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
8. Determine needed measures to maintain the integrity of the automated record keeping and reporting systems.
9. Research library and Internet resources to identify new automation programs.

**Required Courses (36 Credits)**

**Accounting (15 credits)**
- ACCT 201: Principles of Accounting I
- ACCT 202: Principles of Accounting II
- ACCT 203: Principles of Accounting III

**Business Technology** (21 credits)
- BSTEC 124: MS Excel Specialist
- BSTEC 130: Practical Accounting
- BSTEC 133: Computerized Accounting
- BSTEC 141: QuickBooks
- BSTEC 142: Sage 50 Accounting

**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 employment. 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 successful completion of this program, students will be able to:**

1. Effectively process general tax office tasks and tax filings, with understanding of both manual and automated procedures.
2. Apply mathematical concepts to typical tax situations.
3. Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and tax information.
4. Maintain internal control procedures.

**Required Courses (19 credits)**
- BSTEC 124: MS Excel Specialist
- BSTEC 130: Practical Accounting
- BSTEC 133: Computerized Accounting
- BSTEC 134: Payroll Accounting
- BSTEC 138: Payroll Simulation

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

**Business Technology - 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 college or university with an Upside Down Transfer Program.

**Program Learning Outcomes**
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.

**Required Courses (46 credits)**
- BSTEC 123: MS Word Specialist
- BSTEC 124: MS Excel Specialist
- BSTEC 130: Practical Accounting
- BSTEC 134: Computerized Accounting
- BSTEC 138: Payroll Accounting
- BSTEC 139: Accounting Simulation
- BSTEC 237: Business Correspondence
- BSTEC 238: Business Communication
- BSTEC 260: Administrative Office Management
- CMST 242: Intro to Communication in Organizations
- CIS 150: Survey of Computing
- OLRM 220: Human Relations in the Workplace
- ORAL COMM 209: Public Speaking

**Oral Communication (5 credits) from**
- CMST 210: Interpersonal Communication
- CMST 220: Public Speaking
- CMST 242: Intro to Communication in Organizations

**Electives (21 credits) from the following**
- Co-op 111, 121, 122, 123

**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**
1. Effectively use a variety of computer software to accomplish office tasks.
2. Apply math concepts to typical business situations.

**Required Courses (6 credits)**
- BMGMT 140: Business and Personal Mathematics
- BMGMT 138: Business Mathematics I
- BMGMT 139: Business Mathematics II

**Communication (5 credits)**
- BSTEC 110: Beginning Keyboarding
- BSTEC 111: Intermediate Keyboarding
- BSTEC 112: Advanced Keyboarding

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
Degrees and Certificates

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 (24 credits)

Keyboarding (3 credits) from
BSTEC 110  Beginning Keyboarding
BSTEC 111  Intermediate Keyboarding
Another course if or pass proficiency test to achieve 35 NWAM keyboarding and 35 KPM 10-key calculator

Business Technology Core (17 credits)
BSTEC 124  MS Excel Specialist
BSTEC 130  Practical Accounting
BSTEC 132  Electronic Printing Calculators
BSTEC 133  Computerized Accounting
BSTEC 135  Accounting Simulation/Service Business
BSTEC 136  Accounting Simulation/Merchant Business

Bookkeeping software applications (4 credits) from
BSTEC 141  QuickBooks
BSTEC 142  Sage 50 Accounting

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
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 office systems (paper flow, mail procedures, records management).
4. Work as a team member in an office environment to accomplish the goals of the organization.
5. Define, explain, correctly spell, and effectively use business terminology.

Bookkeeping Clerk Certificate of Completion

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

Program Learning Outcomes
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.

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
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.

Gain effective strategies to actively participate and succeed in a learning environment.

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 (36 Credits)

Keyboarding (3 credits) from
BSTEC 110  Beginning Keyboarding
BSTEC 111  Intermediate Keyboarding
Another course if proficiency by voice recognition (45 NWAM keyboarding requirement):

Business Technology Core (33 credits)
BSTEC 124  MS Excel Specialist
BSTEC 125  Intro to MS Office PowerPoint
BSTEC 126  Integration of Software Applications
BSTEC 127  Microsoft Publisher Basics
BSTEC 154  MS Access Specialist
BSTEC 155  Customer Service Information Age
BSTEC 160  General Office Procedures
CIS  150  Survey of Computing

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Customer Service Specialist Certificate of Recognition

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

Program Learning Outcomes
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 (16 credits)

Keyboarding (3 credits) from
BSTEC 110 Beginning Keyboarding
BSTEC 111 Intermediate Keyboarding
BSTEC 112 Advanced Keyboarding
Or another course if pass proficiency of 40 NWAM

Business Technology Core (13 credits)
BSTEC 114 MS Outlook
BSTEC 115 Electronic Communication
BSTEC 155 Customer Service Information Age
BSTEC 160 General Office Procedures
CIS 150 Survey of Computing

Computer Information Systems

Bachelor of Applied Science in Information Systems

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.

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 associate 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.

Program Learning Outcomes
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.
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 (90 Credits)

Course Preparation Needed by Students Transferring with a Technical Associates Degree
IT-related technical degree or equivalent credits from a regionally accredited institution with a minimum 2.0 overall GPA. Minimum 2.0 GPA in prerequisite courses and minimum 2.0 GPA in IT-related courses used for program entry.

Communication (10 credits)
ENGL 101 English Composition I
ENGL 235 Technical Writing

Quantitative/Symbolic Reasoning (5 credits)
MATH 141 Pre-calculus I: Algebra

Humanities (5 credits)
CMST 210 Interpersonal Communication

Social Sciences (10 credits)
BUS 101 Intro to Business
SOC 101 Intro to Sociology

IT courses (28 credits)
CIS 110 Information Systems Concepts
CIS 111 Introduction to Operating Systems
CIS 141 Programming Concepts
CIS 155 Web Development I
CIS 182 Networking Concepts

Additional IT related degree or equivalent credits (37 credits)


*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

**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.

**CIS 110 Information Systems Concepts.**
Subject: Broad knowledge of Information Technology. Industry Relevance: Core concepts.

**CIS 111 Introduction to Operating Systems.**
Subject: Operating systems. Industry Relevance: Microsoft and Open Source technologies.

**CIS 141 Programming Concepts.**
Subject: Programming skills. Industry Relevance: Open source PHP standards and programming practices.

**CIS 55 Web Development I.**

**CIS 182 Networking Concepts.**
Subject: Networking knowledge. Industry Relevance: CompTIA™ Network+.

**CIS 236 Information System Security I.**

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

**Required Courses (180 credits – 90 at entry + 90 in program)**

**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 (KSA’s) necessary to succeed in the IT industry. These KSA’s 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 in 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.

Program progression is contingent on a 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.

**Human Relations (5 credits)**
OLTM 320 Business/Leadership-Digital Economy

**Humanities (5 credits)**
CMST& 230 Small Group Communication

**Natural Science (10 credits)**
BUS 215 Business Statistics
A Physical, Biological, or Earth Science course w/lab (not included above)

**Social Sciences (5 credits)**
SOC 319 Sociology of the Digital World

**Information Systems Core (65 credits)**

IS 300 IS Foundations (5 credits)
IS 302 Information Systems Integration (5 credits)
IS 305 Scripting for Automation (5 credits)
IS 330 Database & Data Analysis (5 credits)
IS 337 Information Assurance I (5 credits)
IS 346 LAN Administration IV (5 credits)
IS 350 Project Management I (5 credits)
IS 390 IS Reading and Research (5 credits)
IS 415 Informatics and Analytics (5 credits)
IS 438 Information Assurance II (5 credits)
IS 450 Project Management II (5 credits)
IS 470 Enterprise Systems (5 credits)
IS 490 Senior Project (5 credits)

**Information Technology – Networking Associate in Applied Science—Transfer**

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. Effectively analyze, design, and build application solutions to support business needs.
3. Effectively design, analyze, and build Web solutions to support business needs.
4. Effectively analyze, design, and build network solutions to support business needs.
5. Effectively analyze, design, and deploy IT security solutions to support business needs.
6. Effectively fulfill business needs with IT solutions.
7. Effectively communicate in the context of common business practices.
8. Work as a team member in a business information system environment to accomplish the goals of a global organization.
9. 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 (107 Credits)**

**Communication (10 credits)**
ENGL& 101 English Composition I
ENGL& 205 Technical Writing

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

Science, Social Science or Humanities (15 credits)
CMST& 210 Interpersonal Communication

Two of the following three courses depending on your planned transfer institution:
(Old Dominion University (ODU); BUS& 101 and PSYC& 101; OC’s BAS-IS program: BUS& 101 and SOC& 101; Western Washington University (WWU)
Cybersecurity program: PSYC& 100 and SOC& 101)
- BUS& 101 Intro to Business
- PSYC& 100 General Psychology
- SOC& 101 Intro to Sociology

Core CIS (27 credits)
CIS 110 Information Systems Concepts
CIS 111 Introduction to Operating Systems
CIS 141 Programming Concepts
CIS 155 Web Development I
CIS 182 Networking Concepts
CIS 236 Information System Security I

Networking (50 credits)
CIS 124 Logic and Pattern Matching

Choose one of the following two courses:
CIS 212 Windows for Professionals
CIS 213 Mac OS X for Professionals
CIS 240 Microsoft LAN Administration I
CIS 242 Microsoft LAN Administration II
CIS 265 Microsoft LAN Administration III
CIS 261 Linux I
CIS 262 Linux II
CIS 270 Cisco I
CIS 271 Cisco II
CIS 272 Cisco III
CIS 273 Cisco IV

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

Network Support Technician Certificate of Proficiency

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 successful completion of this program, students will be able to:
1. Explain and demonstrate basic network 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 (56 Credits)
Communication (5 credits)
ENGL 101 English Composition I

Computation (5 credits)
CIS 124 Logic and Pattern Matching

Human Relations (3 credits)
CIS 176 PC Technical Support Essentials

CIS Courses (43 credits)
CIS 141 Programming Concepts
CIS 110 Information Systems Concepts
CIS 182 Networking Concepts
CIS 205 Introduction to XML

Choose one of the following two courses:
- CIS 212 Windows for Professionals
- CIS 213 Mac OS X for Professionals
CIS 236 Information System Security I
CIS 240 Microsoft LAN Administration I
CIS 270 Cisco I
CIS 271 Cisco II
CIS 276 PC Technical Support Practical Skills

Cisco Certified Network Associate (CCNA) Certificate of Completion

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 CCNAM™ (Cisco Certified Network Associate) programs.

Program Learning Outcomes. Upon successful completion of this program, students will be able to:
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 (112 Credits)
Communication (10 credits)
ENGL 101 English Composition I
ENGL 235 Technical Writing

Mathematics (15 credits)
MATH 151 Calculus I

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

Science, Social Science or Humanities (15 credits)
CMST& 210 Interpersonal Communication

Two of the following three courses depending on your planned transfer institution:
[Old Dominion University (ODU): BUS& 101 and PSYC& 101; OC's BAS-IS program: BUS& 101 and SOC& 101; Western Washington University (WWU) Cybersecurity program: PSYC& 100 and SOC& 101]

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

CIS Specialization (35 credits)
CIS 142 Java I Introduction to OOP
CIS 143 Java II Fundamentals of OOP
CIS 200 Programming Laboratory (Required with CIS 142/143)
CIS 261 Linux I
CIS 262 Linux II
CIS 270 Cisco I
CIS 271 Cisco II
CIS 274 CCNA Security

Choose two of the following four courses:
CIS 240 Microsoft LAN Administration I
CIS 242 Microsoft LAN Administration II
CIS 247 Certified Ethical Hacker
CIS 249 Computer Hacking Forensics Investigator

Program Learning Outcomes. Upon successful completion of this program, students will be able to:
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), Intrantex, 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 (43 Credits)
CIS 182 Networking Concepts
CIS 240 Microsoft LAN Administration I
CIS 247 Certified Ethical Hacker
CIS 249 Computer Hacking Forensics Investigator
CIS 261 Linux I
CIS 262 Linux II
CIS 270 Cisco I
CIS 271 Cisco II
CIS 274 CCNA Security

Cyber-Security Certificate of Completion

This Certificate of Completion documents 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:
- Cisco Certified Entry-Level Network Technician (CCENT)
- CompTIA Network+
- CompTIA Linux+
- CompTIA Security+
- EC-Council Certified Ethical Hacker (CEH)
- 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

Information Technology – Software Development Associate in Applied Science–Transfer

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. Effectively analyze, design, and build application solutions to support business needs.
3. Effectively analyze, design, and build Web solutions to support business needs.
4. Effectively fulfill business needs with IT solutions.
5. Effectively communicate orally and in writing in the context of common business practices.
6. 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 (101 Credits)

Communication (10 credits)
ENGL& 101 English Composition I
ENGL& 235 Technical Writing

Mathematics (15 credits)
MATH& 141 Precalculus I: Algebra
MATH& 142 Precalculus II: Trigonometry
MATH& 151 Calculus I

Science, Social Science or Humanities (15 credits)
CMST& 210 Interpersonal Communication

Two of the following three courses depending on your planned transfer institution:
[Old Dominion University (ODU): BUS& 101 and PSYC& 101; OC's BAS-IS program: BUS& 101 and SOC& 101; Western Washington University (WWU) Cybersecurity program: PSYC& 100 and SOC& 101]

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Applications Server Support Certificate of Recognition

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

Program Learning Outcomes
1. Explain how to manage and integrate networked services that run on a server;
2. Install and maintain server applications, such as a web server;
3. Install and maintain enterprise servers; list the steps involved in managing an IT-related project involving system rollouts.

Required Courses (18 credits)
Choose one of the following two courses:

- CIS 212 Windows for Professionals
- CIS 213 Mac OS X for Professionals
- CIS 240 Microsoft LAN Administration I
- CIS 242 Microsoft LAN Administration II
- CIS 245 Microsoft LAN Administration III

Software Development Essentials Certificate of Recognition

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
1. Identify major elements in the software development life cycle;
2. Gather user requirements, convert them into a logical design, and implement them into a software-based solution;
3. Document a system development project with user requirements, 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 (15 credits)

- CIS 205 Introduction to XML
- CIS 210 SQL
- CIS 219 Introduction to ASP.NET
- CIS 255 Web Scripting

Information Technology – Interactive Web Design Associate in Applied Science – Transfer

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
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 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 (93 credits)

Communication (10 credits)

ENGL& 101 English Composition I
ENGL& 235 Technical Writing

Mathematics (15 credits)

MATH& 141 Precalculus I: Algebra
MATH& 142 Precalculus II: Trigonometry
MATH& 151 Calculus I

Science, Social Science or Humanities (15 credits)

CMST& 210 Interpersonal Communication

Two of the following three courses depending on your planned transfer institution:
[Old Dominion University (ODU): BUS& 101 and PSYC& 101; OC’s BAS-IS program: BUS& 101 and SOC& 101; Western Washington University (WWU) Cybersecurity program: PSYC& 100 and SOC& 101]

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

CIS Core (27 credits)

- CIS 110 Information Systems Concepts
- CIS 111 Introduction to Operating Systems
- CIS 141 Programming Concepts
- CIS 155 Web Development I
- CIS 182 Networking Concepts
- CIS 236 Information System Security I
Degrees and Certificates

Completion

Web Page Development Essentials Certificate of Completion

This two to three quarter certificate can enable students to gain core client-side web development skills, including web page scripting, which help make them employable in web page creation and programming entry-level positions.

Program Learning Outcomes

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.
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.

Required Courses (23 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 116</td>
<td>Intro to MS Visio</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Programming Concepts</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Web Development I</td>
</tr>
<tr>
<td>CIS 156</td>
<td>Multimedia for the Web</td>
</tr>
<tr>
<td>CIS 160</td>
<td>User Interface Design</td>
</tr>
<tr>
<td>CIS 205</td>
<td>Introduction to XML</td>
</tr>
<tr>
<td>CIS 255</td>
<td>Web Scripting</td>
</tr>
</tbody>
</table>

Digital Communications Certificate of Completion

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, storyboarding, 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 "techies" and "non-techies" 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

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, problemmatic 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 (42 Credits)

Core Courses (37 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CIS 155</td>
<td>Web Development I</td>
</tr>
<tr>
<td>CIS 156</td>
<td>Multimedia for the Web</td>
</tr>
<tr>
<td>CIS 160</td>
<td>User Interface Design</td>
</tr>
<tr>
<td>CIS 258</td>
<td>Web 2.0</td>
</tr>
<tr>
<td>CIS 298</td>
<td>CIS Practicum</td>
</tr>
<tr>
<td>DMA 120</td>
<td>Beginning Photoshop</td>
</tr>
<tr>
<td>DMA 136</td>
<td>Beginning Digital Photography</td>
</tr>
<tr>
<td>DMA 236</td>
<td>Intermediate Digital Photography</td>
</tr>
<tr>
<td>FILM 285</td>
<td>Digital Filmmaking I</td>
</tr>
</tbody>
</table>

Additional Course(s) (5 credits) from

CMST 105 | Photograp |  
CMST 220 | Public Speaking |  
CMST 242 | Intro to Communication in Organizations |  
CMST 253 | Intercultural Communications |  
CMST 273 | Digital Cultures |  
DMA 220 | Intermediate Photoshop |  
DRMA 201 | Introduction to the Art of Film |  
FILM 280 | Film Directing |

Digital Photography Certificate of Recognition

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

& 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
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 (17 credits)

DMA 120 Beginning Photoshop
DMA 136 Beginning Digital Photography
DMA 236 Intermediate Digital Photography
CIS 290 CIS Practicum

Information Technology – Support Specialist Associate in Applied Science—Transfer

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
1. Effectively use computers to automate business information systems.
2. Effectively analyze, design, and build application solutions to support business needs.
3. Effectively analyze, design, and build Web solutions to support business needs.

IT Courses (30 credits)

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

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

Technical Support Certificate of Proficiency

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 successful completion of this program, students will be able to:
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 (58 Credits)

Communication (5 credits)
ENGL 101 English Composition I
ENGL 235 Technical Writing

Mathematics (15 credits)
MATH 141 Precalculus I: Algebra
MATH 142 Precalculus II: Trigonometry
MATH 151 Calculus I

Science, Social Science or Humanities (15 credits)
CMST 210 Interpersonal Communication

CIS Core (27 credits)
CIS 110 Information Systems Concepts
CIS 111 Introduction to Operating Systems
CIS 141 Programming Concepts
CIS 155 Web Development I
CIS 182 Networking Concepts
CIS 236 Information System Security I

Network and Security (8-10 credits)
Choose one of the following three course pairs (8-10 credits)
- CIS 240 Microsoft LAN Administration I
- CIS 242 Microsoft LAN Administration II
- CIS 261 Linux I
- CIS 262 Linux II
- CIS 247 Certified Ethical Hacker
- CIS 249 Computer Hacking Forensic Investigator
Degrees and Certificates

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. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.

Technical Support Certificate of Recognition

A one to two quarter certificate can enable students to gain basic IT skills complementing employable skills in PC installation, computer help desks, and other entry-level positions. This certificate will also serve as the core for our 1-year certificate program that 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:

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

Required Courses (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>Information Systems Concepts</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Introduction to Operating Systems</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Programming Concepts</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Survey of Computing</td>
</tr>
<tr>
<td>CIS 176</td>
<td>PC Technical Support Essentials</td>
</tr>
<tr>
<td>CIS 182</td>
<td>Networking Concepts</td>
</tr>
<tr>
<td>CIS 190</td>
<td>Information System Project Management</td>
</tr>
</tbody>
</table>

Choose one of the following two courses:
- CIS 212 Windows for Professionals
- CIS 213 Mac OS X for Professionals

Linux Operating Systems Support Certificate of Recognition

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:

1. 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;
2. Demonstrate skills required to install, configure, administer, and maintain UNIX- and Linux-based applications
3. Demonstrate skills required to install and maintain both client-side and server-side UNIX- and Linux-based applications
4. Configure open source operating systems to inter-operate in a heterogeneous environment consisting of both closed- and open-source operating systems
5. Perform simple form verification using pattern matching and regular expressions.

Required Courses (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CIS 124</td>
<td>Logic and Pattern Matching</td>
</tr>
<tr>
<td>CIS 182</td>
<td>Networking Concepts</td>
</tr>
<tr>
<td>CIS 261</td>
<td>Linux I</td>
</tr>
<tr>
<td>CIS 262</td>
<td>Linux II</td>
</tr>
</tbody>
</table>

IT Project Management Essentials Certificate of Recognition

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

Program Learning Outcomes. Completers of the IT Project Management Essentials Certificate will

1. Know, apply, analyze and evaluate the technical and administrative aspects of information technology projects; communicate effectively verbally and in writing;
2. Apply problem-solving skills using known methods and approaches; apply leadership qualities that promote strong teams;
3. Develop project charts; use reporting tools, such as Gantt charts and work breakdown structures;

Required Courses (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGMT 148</td>
<td>Deadline and Project Management</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Intro to MS Visio</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Survey of Computing</td>
</tr>
<tr>
<td>CIS 182</td>
<td>Networking Concepts</td>
</tr>
<tr>
<td>CIS 190</td>
<td>Information System Project Management</td>
</tr>
<tr>
<td>CIS 236</td>
<td>Information System Security I</td>
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</tbody>
</table>

Cosmetology

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

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.
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.
Degrees and Certificates

6. Observe state safety, sanitation laws, regulations, and use of appropriate protective measures to provide a safe working environment.

Required Courses (109 credits)

Communication (5 credits) from
BSTEC 145  Bus Writing/Grammar for the Workplace
ENGL 101  English Composition I

Computation (5 credits) from
BMGMT 138  Business Mathematics I
BMGMT 139  Business Mathematics II
BMGMT 140  Business and Personal Mathematics

Human Relations (3 credits)
OLRM 220  Human Relations in the Workplace

Quarter One (21 credits)
COS 101  Professional Career
COS 102  Cosmetology General Sciences
COS 103  Hair Care, Hairstyling, & Haircutting
COS 104  Chemical Texture Services
COS 151  Cosmetology Lab Clinic I

Quarter Two (21 credits)
COS 105  Hair Color
COS 113  Intermediate Haircutting
COS 114  Advanced Chemical Texture Services
COS 120  Cosmetology Skin Care
COS 152  Cosmetology Lab Clinic II

Quarter Three (19 credits)
COS 115  Intermediate Hair Color
COS 123  Advanced Haircutting
COS 130  Nail Care
COS 135  Wigs, Braiding/Extensions
COS 153  Cosmetology Lab Clinic III

Quarter Four (17 credits)
COS 121  Facial Makeup
COS 154  Cosmetology Lab Clinic IV
COS 225  Advanced Hair Coloring
COS 231  Business Skills I

Quarter Five (18 credits)
COS 155  Cosmetology Lab Clinic V
COS 232  Business Skills II
COS 240  State Board Preparation

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
1. Demonstrate written skills required for the application process to obtain state licensure.

Cosmetology 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
1. Demonstrate written skills required for the application process to obtain state licensure.

Cosmetology 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

Required Courses (45 Credits)

Communication (5 credits) from
BSTEC 145  Bus Writing/Grammar for the Workplace
ENGL 101  English Composition I

Computation (5 credits) from
BMGMT 138  Business Mathematics I
BMGMT 139  Business Mathematics II
BMGMT 140  Business and Personal Mathematics

Human Relations (3 credits)
OLRM 220  Human Relations in the Workplace

Program Core Courses (45 credits)
COS 200  Methods of Teaching and Learning
COS 201  Classroom Management & Supervision
COS 202  Program Development & Lesson Planning
COS 203  Basic Teaching Skills
COS 204  Professional Development
COS 251  Cadet Clinic Lab I
COS 252  Cadet Clinic Lab II
COS 253  Cadet Clinic Lab III
COS 254  Cadet Clinic Lab IV

Cosmetology 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...
Degrees and Certificates

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

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

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Program Learning Outcomes

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 (16 credits)

COS 200 Methods of Teaching & Learning
COS 201 Classroom Management & Supervision
COS 203 Basic Teaching Skills
COS 204 Professional Development
COS 251 Cadet Clinic Lab I

Required Courses (79 credits)

Communication (5 credits) from
ENGL 101 English Composition I
BSTEC 145 Bus Writing/Grammar for the Workplace
Computation (5 credits)
BMGMT 140 Business and Personal Mathematics
Human Relations (5 credits)
OLRM 225 Human Relations in Organizations
Other Support Courses (4 credits)
CIS 150 Survey of Computing
Core Courses (78 credits)
CULIN 101 Culinary Techniques
CULIN 103 Food Production I
CULIN 104 Dining Room Service
CULIN 105 ServSafe® Food Safety Training
CULIN 120 Sustainable Food Sys, Kitsap County
CULIN 121 Food Production II
CULIN 122 Garde Manger
CULIN 123 International Cuisine
CULIN 125 Applied Food Service Computation
CULIN 126 Commercial Baking I
CULIN 131 Food Production III
CULIN 132 Quantity Food Purchasing
CULIN 134 Nutrition for Culinary Professionals
CULIN 200 Food Production IV
CULIN 210 Culinary Management
CULIN 220 Culinary Internship
CULIN 225 Human Relations in Organizations
HMGMT 102 Intro to Hospitality Industry
HMGMT 124 Dining Room Supervision
HMGMT 133 Elements of Hospitality Management
HMGMT 135 Beverage Management

Culinary Arts Institute – Lead Cook Certificate of Specialization

The Culinary Arts Institute – Lead Cook Certificate of Specialization is an Accredited Program, American Culinary Federation, Inc., and prepares students for careers in commercial cooking, dining room service and kitchen work.

Program Learning Outcomes

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 (21 Credits)

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

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 starchy as used in the commercial food service industry.

Program Learning Outcomes

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 (39 Credits)

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

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

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, childcare, parent cooperatives, private preschools, etc. The Olympic College Education Program is based on the Washington State Department of Children, Youth, and Families Core Competencies. 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 successful completion of this program, students will be able to:

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 (90 Credits)

Communication (5 credits)

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

Computation (5 credits)

MATH& 107 Math in Society
MATH& 141 Pre-calculus I: Algebra

Core Courses (40 credits)

SOC 135 The Family
ECED 105 Introduction to Early Childhood Ed
ECED 121 Child Development I: Birth to 8

Recommended Courses (10 credits) from

ECED& 150 Child, Family and Community
ECED 166 Environmental Evaluation
ECED 170 Environments-Young Child
ECED 177 Science for Young Children
ECED 180 Lang/Literacy Develop
ECED 201 Practicum III
ECED& 122 Child Development II: 8 to 19

Recommended Electives (18 credits) from

ART 173 Art for Teachers
ASL& 121 Am Sign Language I

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, childcare, parent cooperatives and private preschools as well as paraeducators in some school districts.

Program Learning Outcomes

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 (90 Credits)

Communication (5 credits)

ENGL 101 English Composition I

Computation (5 credits)

MATH& 107 Math in Society
MATH& 141 Pre-calculus I: Algebra

Core Courses (62 credits)

ECED 101 Professionalism and Ethics in ECE
ECED& 105 Intro Early Child Ed
ECED& 107 Health/Safety/Nutrition
ECED& 120 Practicum-Nurturing Relationships
ECED& 139 Admin Early Learning Programs
ECED 151 Practicum II
ECED 160 Curriculum Development
ECED& 190 Observation/Assessment
EDUC& 130 Guiding Behavior
EDUC& 204 Introduction to Inclusive Education
EDUC& 240 Diversity in Education
ECED 150 Child Development I: Birth to 8
ECED& 130 Guiding Behavior
ECED& 150 Child/Family/Community
EDUC& 204 Introduction to Inclusive Education
EDUC& 240 Diversity in Education
ECED 225 Issues and Trends in ECE
ECED 121 Child Development I: Birth to 8
ECED& 130 Guiding Behavior
ECED& 150 Child/Family/Community
ECED& 204 Introduction to Inclusive Education
EDUC& 240 Diversity in Education

Recommended Electives (18 credits) from

ART 173 Art for Teachers
ASL& 121 Am Sign Language I

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

**Early Childhood Education—State Short Certificates**

**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.

**Required Courses (20 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105</td>
<td>Intro Early Child Ed</td>
</tr>
<tr>
<td>ECED&amp; 107</td>
<td>Health/Safety/Nutrition</td>
</tr>
<tr>
<td>ECED&amp; 120</td>
<td>Practicum – Nurturing Relationships</td>
</tr>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
</tr>
<tr>
<td>EDUC&amp; 130</td>
<td>Guiding Behavior</td>
</tr>
</tbody>
</table>

**Family Child Care 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. 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**

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.”
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.

**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, 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.

**Required Courses (12 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105</td>
<td>Intro Early Child Ed</td>
</tr>
<tr>
<td>ECED&amp; 107</td>
<td>Health/Safety/Nutrition</td>
</tr>
<tr>
<td>ECED&amp; 120</td>
<td>Practicum – Nurturing Relationships</td>
</tr>
</tbody>
</table>

**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.

**Program Learning Outcomes. Upon successful completion of this program, students will be able to:**

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 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 (20 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105</td>
<td>Intro Early Child Ed</td>
</tr>
<tr>
<td>ECED&amp; 107</td>
<td>Health/Safety/Nutrition</td>
</tr>
<tr>
<td>ECED&amp; 120</td>
<td>Practicum – Nurturing Relationships</td>
</tr>
<tr>
<td>ECED&amp; 132</td>
<td>Infants/Toddlers Care</td>
</tr>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
</tr>
</tbody>
</table>
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 successful completion of this program, students will be able to:
1. Implement appropriate health, safety, and nutrition practices in programs serving children ages 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 (20 credits)
- ECED & 105 Intro Early Child Ed
- ECED & 107 Health/Safety/Nutrition
- ECED & 120 Practicum – Nurturing Relationships
- EDUC & 115 Child Development
- EDUC & 136 School Age Care

Home Visitor/Family Engagement Certificate of Completion

The Home Visitor/Family Engagement certificate provides necessary skills to plan and provide home visits and group activities that promote secure parent-child relationships and support families to provide high-quality early learning experiences that are embedded in everyday routines and experiences. This certificate includes the following courses:

Program Learning Outcomes. Upon successful completion of this program, students will be able to:
1. Describe developmental milestones from birth to 36 months articulating the influences of individual development, temperament, and cultural norms.
2. Articulate a plan that creates reciprocal, culturally sensitive partnerships with families.
3. Plan an effective home visit that includes awareness of family and home visitor safety.
4. Create a plan for effective communication with families to develop shared goals and understanding of school readiness skills.
5. Demonstrate Reflective Practice techniques and develop an action plan for implementation and evaluation.
6. Construct a plan grounded in research-based curriculum that delivers developmentally, linguistically, and culturally home visits and group socialization activities that support children's cognitive, social, and emotional growth for later success in school.

Required Courses (20 credits)
- ECED & 120 Practicum-Nurturing Relationships
- ECED & 105 Intro Early Child Ed
- ECED & 107 Health/Safety/Nutrition
- ECED & 138 Home Visitor/Parent Engagement
- EDUC & 115 Child Development

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
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 (20 credits)
- ECED & 105 Intro Early Child Ed
- ECED & 107 Health/Safety/Nutrition
- ECED & 120 Practicum – Nurturing Relationships
- ECED & 139 Admin Early Learning Program
- EDUC & 118 Child Development

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
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.

Required Courses (47 credits)

Communication (5 credits)
- ENGL & 101 English Composition I

Computation (5 credits)
- ECED & 164 Mathematics for Early Childhood Ed

Core Courses (31 credits)
- ECED & 105 Intro Early Child Ed
- ECED & 107 Health/Safety/Nutrition
- ECED & 120 Practicum – Nurturing Relationships
- EDUC & 115 Child Development
- ECED & 180 Long/Literacy Development
- ECED & 190 Observation/Assessment
- EDUC & 150 Child/Family/Community
- EDUC & 160 Curriculum Development

Program Administration course (3 credits) from
- ECED & 132 Infants/Toddlers Care
- ECED & 134 Family Child Care
- ECED & 139 Admin Early Learning Program
- EDUC & 136 School Age Care

Environments or Guiding Behavior (3 credits) from
- ECED & 170 Environments—Young Child
- EDUC & 130 Guiding Behavior

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

Electronics

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. Studies include industrial control circuits using linear integrated circuits and other solid-state devices, digital circuits, microcomputer operation and languages, microprocessors, as well as studies in general industrial electronics. 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 some four-year institutions. The ATA program is accepted at Evergreen State University in its upside down transfer option.

Program Learning Outcomes

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.

Required Courses (99-101 Credits)

Communication (5 credits) from
- ENGL& 102 Composition II
- ENGL& 235 Technical Writing
Note that ENGL& 101 is a prerequisite for either

Computation (5 credits)
- MATH& 141 Precalculus I: Algebra

Human Relations (3-5 credits) from
- OLRM 220 Human Relations in the Workplace
- OLRM 225 Human Relations in Organizations

Electronics Core (86 credits)

First Year (35 credits)
- ELECT 101 Direct Current
- ELECT 102 Alternating Current
- ELECT 103 Introduction to Solid-State
- ELECT 106 Electronic Fabrication
- ELECT 111 Direct Current Circuit Laboratory
- ELECT 112 Alternating Current Circuit Lab
- ELECT 113 Basic Solid-State Laboratory
- ELECT 160 Computer Applications I
- ELECT 165 Introduction to Digital Logic
- ELECT 166 Introduction to Digital Logic Lab
- ELECT 170 Computer Applications II
- ELECT 200 Human Relations in Organizations

Second Year (41 credits)
- ELECT 201 Solid-State Devices
- ELECT 202 Advanced Solid-State Devices
- ELECT 203 Special Circuits
- ELECT 211 Solid-State Laboratory
- ELECT 212 Advanced Solid-State Circuit Lab
- ELECT 213 Special Circuits Laboratory
- ELECT 225 Advanced Digital Circuits
- ELECT 227 Microcomputers
- ELECT 228 Advanced Microprocessors
- ELECT 235 Advanced Digital Circuits Laboratory
- ELECT 237 Microcomputer Laboratory
- ELECT 238 Advanced Microprocessor Lab

Elective (5 credits)
- Any course 100 and above

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

1. Select and operate electronic test equipment during troubleshooting and repair operations with an emphasis on safety in use and accuracy in results.
2. Successfully replace circuit board components using industrial standard soldering/fabrication techniques.

Required Courses (19 credits)

- ELECT 101 Direct Current
- ELECT 106 Electronic Fabrication
- ELECT 111 Direct Current Circuit Laboratory
- ELECT 160 Computer Applications I
- MATH& 141 Precalculus I: Algebra
- OLRM 220 Human Relations in the Workplace

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

Engineering (Transfer)

Engineering Associate of Science – Track 2 (AST-2/MRP)

Olympic College offers four pathways for the AST-2/MRP. One is for Engineering to be transferred outside the state of Washington, and for Physics, Computer Science, and Atmospheric Science. See that degree under General Degrees/Associate of Science. If planning to transfer to an engineering school within Washington, students should select one of the following pathways in consultation with their advisor:

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

2. Biological or Chemical Pre-Engineering transferring to an engineering school in the State of Washington.

3. Computer or Electrical Pre-Engineering transferring to an engineering school in the State of Washington.

Note that the Associate in Arts degree is best suited for transfer to certain baccalaureate institutions.

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.

More than 90 credits may be required to achieve junior standing, depending on major and transfer university.

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.

Prior to starting the degree courses, students should prepare as follows:

- Place into ENGL&101
- Complete MATH&142 or MATH 143, or place into MATH&151
- Complete PHY110 or a rigorous high school physics class
- Complete CHEM&139 or place into CHEM&141

Core Required Courses for all pathways (64.5 credits)

<table>
<thead>
<tr>
<th>Communication (10 credits) from</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 English Composition I</td>
</tr>
<tr>
<td>ENGL 235 Technical Writing</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics (15 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 151 Calculus I</td>
</tr>
<tr>
<td>MATH&amp; 152 Calculus II</td>
</tr>
<tr>
<td>MATH&amp; 163 Calculus 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities and Social Sciences (15 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 credits in Humanities,</td>
</tr>
<tr>
<td>5 credits in Social Sciences,</td>
</tr>
<tr>
<td>Additional 3 credits in either one.</td>
</tr>
</tbody>
</table>

Required Science (24.5 credits)

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

Option 1: Mechanical, Civil, Aeronautical, Industrial, Materials Science Pre-Engineering

Additional Required Science (36.5 credits)

| CHEM& 142/152 General Chemistry & Lab II |
| CS& 141 Computer Science I Java |
| ENGR& 214 Statics |
| ENGR& 215 Dynamics |
| ENGR& 225 Mechanics of Materials |
| MATH 221 Differential Equations I |
| MATH 250 Linear Algebra |

Individualized Plan. Additional courses as needed to prepare for transfer program. These should be selected only in consultation with the appropriate advisor and approved academic plan.

| ENGR& 104 Intro to Design |
| ENGR& 114 Engineering Graphic |
| ENGR& 204 Electrical Circuits |
| ENGR& 216 CAD Applications for Engineering Design |
| ENGR& 224 Thermodynamics |
| ENGR& 240 Applied Numerical Methods for Engineers |
| ENGR 270/271 Fundamentals of Materials Science & Lab |
| MATH 222 Differential Equations II |
| MATH 204 Calculus 4 |

Additional 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 approved academic plan.

| BIOL& 211 Majors Cellular |
| CHEM& 142/152 General Chemistry & Lab II |
| ENGR& 104 Intro to Design |
| ENGR& 214 Statics |
| ENGR& 224 Thermodynamics |
| ENGR 240 Applied Numerical Methods for Engineers |
| MATH 222 Differential Equations II |
| MATH 204 Calculus 4 |

Minimum 90 credits required. More may be required depending on transfer program. See Note 2.

Minimum cumulative college GPA of 2.0, see Note 3.

| BIOL& 211 Majors Cellular |
| CHEM& 142/152 General Chemistry & Lab II |
| ENGR& 104 Intro to Design |
| ENGR& 214 Statics |
| ENGR& 224 Thermodynamics |
| ENGR 240 Applied Numerical Methods for Engineers |
| MATH 222 Differential Equations II |
| MATH 204 Calculus 4 |

Minimum 90 credits required. More may be required depending on transfer program. See Note 2.

Minimum cumulative college GPA of 2.0, see Note 3.

| BIOL& 211 Majors Cellular |
| CHEM& 142/152 General Chemistry & Lab II |
| ENGR& 104 Intro to Design |
| ENGR& 214 Statics |
| ENGR& 224 Thermodynamics |
| ENGR 240 Applied Numerical Methods for Engineers |
| MATH 222 Differential Equations II |
| MATH 204 Calculus 4 |

Minimum 90 credits required. More may be required depending on transfer program. See Note 2.

Minimum cumulative college GPA of 2.0, see Note 3.

| BIOL& 211 Majors Cellular |
| CHEM& 142/152 General Chemistry & Lab II |
| ENGR& 104 Intro to Design |
| ENGR& 214 Statics |
| ENGR& 224 Thermodynamics |
| ENGR 240 Applied Numerical Methods for Engineers |
| MATH 222 Differential Equations II |
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Minimum 90 credits required. More may be required depending on transfer program. See Note 2.

Minimum cumulative college GPA of 2.0, see Note 3.

| BIOL& 211 Majors Cellular |
| CHEM& 142/152 General Chemistry & Lab II |
| ENGR& 104 Intro to Design |
| ENGR& 214 Statics |
| ENGR& 224 Thermodynamics |
| ENGR 240 Applied Numerical Methods for Engineers |
| MATH 222 Differential Equations II |
| MATH 204 Calculus 4 |

Minimum 90 credits required. More may be required depending on transfer program. See Note 2.

Minimum cumulative college GPA of 2.0, see Note 3.
Degrees and Certificates

**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.

### Engineering Technology

**Also see Precision Machining and Technical Design**

**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**

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 (92-98 Credits)**

**Engineering Technology Common Core (40 Credits)**

**Communication (5 credits)**

**English Composition I**

**Computation (5 credits)**

**Applied Problem Solving**

**Pre-calculus I: Algebra**

**Human Relations (5 credits)**

**Human Relations in Organizations**

**Support Courses (20 credits)**

**Orientation to Manufacturing**

**Machine Tools/Precision Measurement**

**Manufacturing Materials Fundamentals**

**Technical Drawing**

**Engineering Tech Project Planning**

**Capstone (5 credits)**

**Co-operative Work Experience**

**Casting Project (Manufacturing)**

**Capstone Project (Design)**

**Engineering Technology: Manufacturing Machining (94 Credits Total)**

**Machining Core (54 credits)**

**Survey of Computing**

**Intro to Design**

**Machining Operations and Procedures**

**Computer Numerical Control**

**Advanced Computer Numerical Control**

**Computer Aided Manufacturing I**

**Composites I**

**Composites I Lab**

**Blueprint Reading**

**Welding Technical Orientation I**

**Computer Aided Design – one of the following:**

- **Introduction to Solid Edge**
- **Introduction to CATIA**
- **Introduction to Solid Works**

**Advanced GIS (6 credits)**

**Technical Design – GIS (28 credits)**

**Introduction to CAD/CAM**

**Design of Machine Elements**

**Engineering Graphics**

**Advanced CAD/CAM**

**Advanced GIS**

**Technical Design – GIS core (9 credits)**

**Additional Communication (5 credits)**

**Technical Writing**

**Additional Computation (4 credits)**

**Computational Techniques/Technicians**

**Pre-calculus II: Trig**

**Support Courses (9 credits)**

**MS Access Specialist**

**Earth from Space**

**Technical Design GIS core (28 credits)**

**Introduction to GIS**

**Intermediate GIS with ArcView**

**Computer Aided Design I**

**Computer Aided Design II**

**Introduction to Civil Drafting**

**Advanced GIS (6 credits)**

**3D Analyst**

**Geodatabases for GIS**

**Geoprocessing with GIS**

**Map Projections in GIS**

**Natural Resource GIS**

**Spatial Analyst**

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*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
**Fashion Marketing**

**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**

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 (30 Credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASH 101</td>
<td>Introduction to the Fashion Industry</td>
</tr>
<tr>
<td>FASH 102</td>
<td>Visual Merchandising and Promotion</td>
</tr>
<tr>
<td>FASH 103</td>
<td>History of Fashion</td>
</tr>
<tr>
<td>FASH 104</td>
<td>Fashion Styling</td>
</tr>
<tr>
<td>FASH 105</td>
<td>Store Operations</td>
</tr>
<tr>
<td>FASH 106</td>
<td>Fashion Trends and Forecasting</td>
</tr>
<tr>
<td>FASH 107</td>
<td>Event Planning</td>
</tr>
<tr>
<td>FASH 108</td>
<td>Fashion Merchandising in NYC</td>
</tr>
</tbody>
</table>

All Fashion Courses (except FASH 108, Fashion Merchandising in NYC) transfer into Central Washington University’s Apparel, Textiles, & Merchandising program.

**Filmmmaking**

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.

**Bachelor of Applied Science in Filmmaking (90 + 90 = 180 credits)**

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.

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*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
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:

1. Consciously develop a responsible, socially, culturally, and historically relevant aesthetic and apply it to filmmaking disciplines such as producing, directing, acting, script-writing, editing, cinematography, and post-production.
2. Demonstrate competency as a practitioner in a range of filmmaking disciplines.
3. Assess productions for quality control, ethical compliance, and sound business practices.
4. Demonstrate leadership, project management, and effective collaboration on filmmaking teams.
5. Evaluate emerging technologies in filmmaking and industry trends to maintain currency and drive innovation.
6. Integrate specialization in two or more filmmaking disciplines in an advanced film project.

Program Entry Requirements (90 credits)

Associate level preparation.
One of the following with a 2.5 college level GPA or higher

- Filmmaking-related associate degree from a regionally accredited institution
- 90+ quarter hours of college-level credits from a regionally accredited institution including 25 credits of filmmaking courses
- 90+ quarter hours of college-level credits from a regionally accredited submission of portfolio

Prior coursework must include the following:

Communication (5 credits)
ENGL 101 with a grade of 2.0 or higher

Mathematics (5 credits)
MATH 107 or higher numbered math with a grade of 2.0 or higher

Humanities (15 credits)
CMST 220 Public Speaking
Two other courses from OC Humanities Distribution (not from Communications subject)

Social Sciences (5 credits)
One course from OC Social Sciences Distribution

BAS Course requirements (90 credits)

BAS DF Core Courses (55 credits)

FILM 301 Directing Actors in a Film Performance
FILM 310 Advanced Cinematography
FILM 320 Advanced Film Directing
FILM 330 Advanced Scene Study for Film Actors 1
FILM 340 Advanced Film Producing
FILM 350 Advanced Post Production Techniques
FILM 360 Master Storytelling Workshop
FILM 420 Emerging Technologies in Filmmaking
FILM 430 Advanced Scene Study for Film Actors 2
FILM 440 Production Workshop 1
FILM 450 Production Workshop 2

Support Course (5 credits)

OLTM 400 Leading & Facilitating High Performance Teams

Social Sciences (5 credits)

ANTH 350 Applied Anthropology or other approved social science

Natural science (10 credits)

Two courses. At least one must have a lab component.

Humanities (15 credits)

CMST 250 Intro to Popular Communication or other approved communications
HUMAN 202 Literature and Film or other approved humanities
HUMAN 250 Major Film Directors and Works or other approved humanities

Digital 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 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.

Program Learning Outcomes.

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

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 (97 Credits)

Communications (10 credits)

ENGL 101 English Composition I
CMST 220 Public Speaking

Mathematics (5 credits)

MATH 107 Math in Society

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
This degree transfers to the Bachelor of Applied Science in Homeland Security Emergency Management program at Pierce College.

**Program Learning Outcomes. Upon successful completion of this program, students will be able to:**

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 (98 credits)**

### Communications (10 credits)
- ENGL 101 English Composition I
- ENGL 235 Technical Writing

### Computation (5 credits) from
- MATH 107 Math in Society
- MATH 146 Intro to Statistics (preferred)

### Human Relations (5 credits) from
- CMST& 210 Interpersonal Communication
- CMST& 230 Small Group Communication

### Political Science (5 credits) from
- POLS 115 State/Local Government
- POLS& 202 American Government

### Additional Social Sciences (5 credits) from
- PSYC& 100 General Psychology
- SOC& 101 Intro to Sociology
- SOC& 201 Social Problems

### Oral Communications (5 credits)
- CMST 253 Intercultural Communication

### Natural Sciences (10 credits) from
- GEOG 150 Physical Geography w/Lab
- GEOG 260 Earth From Space
- GEOFL& 101 Intro Physical Geology
- GEOFL& 110 Environmental Geology
- GEO& 155 Geologic Hazards

### HSEM Core Requirements (43 credits)
- HSEM 102 Introduction to Emergency Management
- HSEM 110 Basic Incident Command System/NIMS
- HSEM 120 All Hazards Emergency Planning
- HSEM 130 Technology in Emergency Management
- HSEM 157 Public Information Officer
- HSEM 160 Emergency Response Awareness to Terrorism
- HSEM 180 Public Administration
- HSEM 190 Special Topics in HSEM (See Note 1)
- HSEM 200 Emergency Operations Center
- HSEM 210 Exercise Design and Evaluation
- HSEM 220 Developing & Managing Volunteer Resources
- HSEM 230 Disaster Response and Recovery
- HSEM 240 HSEM Work-Based Learning
- HSEM 250 Homeland Security Law and Ethics

### Electives (10 credits) from
- ANTH& 206 Cultural Anthropology
- ANTH 212 Environmental Anthropology
- CIS 150 Survey of Computing
- CMST& 220 Public Speaking
- OLBM 220 Human Relations in the Workplace
- PE-ED 109 Basic CPR
- PE-ED 110 Basic First Aid

Note 1: HSEM 190 Special Topics: a different topic each quarter. May be repeated an unlimited number of times. The first topic applies toward the Core Requirements, and additional HSEM 190 courses apply toward Electives.

Note 2: Students should be aware that certain criminal behavior and having a criminal record might 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 successful completion of this program, students will be able to:

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 (26 credits)

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HSEM 102</td>
<td>Introduction to Emergency Management</td>
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<tr>
<td>HSEM 110</td>
<td>Basic Incident Command System/NIMS</td>
</tr>
<tr>
<td>HSEM 120</td>
<td>All Hazards Emergency Planning</td>
</tr>
<tr>
<td>HSEM 130</td>
<td>Technology in Emergency Management</td>
</tr>
<tr>
<td>HSEM 157</td>
<td>Public Information Officer</td>
</tr>
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<td>HSEM 160</td>
<td>Emergency Response Awareness to Terrorism</td>
</tr>
<tr>
<td>HSEM 180</td>
<td>Public Administration</td>
</tr>
<tr>
<td>HSEM 190</td>
<td>Special Topics in HSEM (See Note 1)</td>
</tr>
</tbody>
</table>

Note 1: HSEM 190 Special Topics: a different topic each quarter. May be repeated an unlimited number of times. The first topic applies toward the Core Requirements, and additional HSEM 190 courses apply toward Electives.

Note 2: Students should be aware that certain criminal behavior and having a criminal record might 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

Substance Use Disorder Professional Counseling Associate in Applied Science

This Degree is designed for students who wish to fulfill the education requirements for certification as Substance Use Disorder 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 4-hour HIV/AIDS risk-intervention training 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 (90 Credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5 credits</td>
</tr>
<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics</td>
<td>13 credits</td>
</tr>
<tr>
<td>ECEED 164</td>
<td>Mathematics for Early Childhood Ed</td>
<td>12 credits</td>
</tr>
<tr>
<td>CULIN 125</td>
<td>Applied Food Service Computation</td>
<td>15 credits</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Business Statistics</td>
<td>15 credits</td>
</tr>
<tr>
<td>BMGMT 138</td>
<td>Business Mathematics I</td>
<td>13 credits</td>
</tr>
<tr>
<td>BMGMT 139</td>
<td>Business Mathematics II</td>
<td>13 credits</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Applied Math</td>
<td>10 credits</td>
</tr>
<tr>
<td>MATH 103</td>
<td>Applied Trigonometry</td>
<td>10 credits</td>
</tr>
<tr>
<td>MATH 106</td>
<td>Health Care Calculations</td>
<td>8 credits</td>
</tr>
<tr>
<td>NURSE 151</td>
<td>Dosage Calculations</td>
<td>5 credits</td>
</tr>
<tr>
<td>TEC-D 109</td>
<td>Descriptive Geometry</td>
<td>5 credits</td>
</tr>
<tr>
<td>TEC-D 116</td>
<td>Computational Techniques/Technicians</td>
<td>6 credits</td>
</tr>
<tr>
<td>TEC-D 121</td>
<td>Plane Surveying</td>
<td>7 credits</td>
</tr>
<tr>
<td>TEC-D 145</td>
<td>Applied Problem Solving</td>
<td>15 credits</td>
</tr>
<tr>
<td>WELD 145</td>
<td>Applied Problem Solving</td>
<td>15 credits</td>
</tr>
<tr>
<td>MATH 107</td>
<td>Math in Society</td>
<td>8 credits</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Intro to Statistics</td>
<td>6 credits</td>
</tr>
<tr>
<td>PHIL&amp; 120</td>
<td>Symbolic Logic</td>
<td>6 credits</td>
</tr>
<tr>
<td>TEC-D 116</td>
<td>Computational Techniques/Technicians</td>
<td>6 credits</td>
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<td>Plane Surveying</td>
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<td>Applied Problem Solving</td>
<td>15 credits</td>
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<td>WELD 145</td>
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<td>15 credits</td>
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<tr>
<td>ANS 107</td>
<td>Math in Society</td>
<td>8 credits</td>
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<tr>
<td>MATH&amp; 146</td>
<td>Intro to Statistics</td>
<td>6 credits</td>
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<td>PHIL&amp; 120</td>
<td>Symbolic Logic</td>
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<td>TEC-D 145</td>
<td>Applied Problem Solving</td>
<td>15 credits</td>
</tr>
<tr>
<td>WELD 145</td>
<td>Applied Problem Solving</td>
<td>15 credits</td>
</tr>
</tbody>
</table>

An applied arithmetic or algebra-based computation-intensive course numbered 100 or above. One Quantitative/Symbolic Reasoning course generally accepted as transferable.

**Computing (4 credits required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 150</td>
<td>Survey of Computing</td>
<td>5 credits</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Intergovernmental Communication</td>
<td>5 credits</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>5 credits</td>
</tr>
<tr>
<td>CMST 242</td>
<td>Intro to Communication in Organizations</td>
<td>5 credits</td>
</tr>
<tr>
<td>CMST 253</td>
<td>Intercultural Communication</td>
<td>5 credits</td>
</tr>
</tbody>
</table>

**Natural Science (5 credits required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BIO&amp; 175</td>
<td>Human Biology w/Lab</td>
<td>5 credits</td>
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</table>

**Social Sciences (20 credits required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PSY&amp; 100</td>
<td>General Psychology</td>
<td>5 credits</td>
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<tr>
<td>PSY&amp; 200</td>
<td>Lifespan Psychology</td>
<td>5 credits</td>
</tr>
<tr>
<td>PSY&amp; 220</td>
<td>Abnormal Psychology</td>
<td>5 credits</td>
</tr>
<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
<td>5 credits</td>
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**Required Courses:**

**Human Services (46 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 107</td>
<td>Intro to Human Services</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 110</td>
<td>Diversity, Ethics &amp; the Law</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 112</td>
<td>Case Management for SUDP</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 113</td>
<td>SUDP Individual Counseling</td>
<td>6 credits</td>
</tr>
<tr>
<td>HS 114</td>
<td>SUDP Group Counseling</td>
<td>6 credits</td>
</tr>
<tr>
<td>HS 115</td>
<td>Adolescent Addiction Treatment &amp; Prevention</td>
<td>6 credits</td>
</tr>
<tr>
<td>HS 120</td>
<td>Relapse Prevention/Family Counseling</td>
<td>6 credits</td>
</tr>
<tr>
<td>HS 122</td>
<td>Suicide Risk Assessment &amp; Management</td>
<td>6 credits</td>
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<tr>
<td>HS 123</td>
<td>Co-Occurring Disorders</td>
<td>6 credits</td>
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<tr>
<td>HS 275</td>
<td>Human Services &amp; SUDP Practicum 1</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 276</td>
<td>Human Services &amp; SUDP Practicum 2</td>
<td>5 credits</td>
</tr>
<tr>
<td>HSS&amp; 101</td>
<td>Intro to Addictive Drugs</td>
<td>5 credits</td>
</tr>
</tbody>
</table>

**Electives (0-4 credits)**

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

### Substance Use Disorder Professional Certificate of Proficiency

This program is designed for students who wish to fulfill the education requirements for certification as Substance Use Disorder 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 (51-55 Credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5 credits</td>
</tr>
<tr>
<td>BMGMT 138</td>
<td>Business Mathematics I</td>
<td>6 credits</td>
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<tr>
<td>BMGMT 139</td>
<td>Business Mathematics II</td>
<td>6 credits</td>
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<tr>
<td>BMGMT 140</td>
<td>Business and Personal Mathematics</td>
<td>6 credits</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Business Statistics</td>
<td>6 credits</td>
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<tr>
<td>CULIN 125</td>
<td>Applied Service Computation</td>
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<td>ECEED 164</td>
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<tr>
<td>MATH 100</td>
<td>Applied Math</td>
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<td>MATH 103</td>
<td>Applied Trigonometry</td>
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<td>MATH&amp; 107</td>
<td>Math in Society</td>
<td>6 credits</td>
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<td>MATH&amp; 114</td>
<td>Intro to Statistics</td>
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<tr>
<td>PHIL&amp; 120</td>
<td>Symbolic Logic</td>
<td>6 credits</td>
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<tr>
<td>TEC-D 109</td>
<td>Descriptive Geometry</td>
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<td>TEC-D 116</td>
<td>Computational Techniques/Technicians</td>
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<td>TEC-D 121</td>
<td>Plane Surveying</td>
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<tr>
<td>TEC-D 145</td>
<td>Applied Problem Solving</td>
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<td>WELD 145</td>
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<tr>
<td>NURSE 151</td>
<td>Dosage Calculations</td>
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<td>Symbolic Logic</td>
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<tr>
<td>WELD 145</td>
<td>Applied Problem Solving</td>
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</table>

An applied arithmetic or algebra-based computation-intensive course numbered 100 or above. A Quantitative/Symbolic Reasoning course generally accepted as transferable may also be used to satisfy this requirement.

**Human Services Core (45 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>Intro to Addictive Drugs</td>
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<td>HS 107</td>
<td>Intro to Human Services</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 110</td>
<td>Diversity, Ethics &amp; the Law</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 112</td>
<td>Case Management for SUDP</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 113</td>
<td>SUDP Individual Counseling</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 114</td>
<td>SUDP Group Counseling</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 115</td>
<td>Adolescent Addiction Treatment and Prevention</td>
<td>5 credits</td>
</tr>
<tr>
<td>HS 120</td>
<td>Relapse Prevention/Family Counseling</td>
<td>6 credits</td>
</tr>
<tr>
<td>HS 275</td>
<td>Human Services &amp; SUDP Practicum 1</td>
<td>6 credits</td>
</tr>
<tr>
<td>PSY&amp; 200</td>
<td>Lifespan Psychology</td>
<td>6 credits</td>
</tr>
<tr>
<td>PSY&amp; 220</td>
<td>Abnormal Psychology</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

**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. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
Degrees and Certificates

Human Services–Case Aide Certificate of Completion

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 successful completion of this program, students will be able to:
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 (21 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSSA&amp; 101</td>
<td>Intro to Addictive Drugs</td>
</tr>
<tr>
<td>HS</td>
<td>Diversity, Ethics &amp; the Law</td>
</tr>
<tr>
<td>HS</td>
<td>Case Management for SUDP</td>
</tr>
<tr>
<td>HS</td>
<td>SUDP Individual Counseling</td>
</tr>
<tr>
<td>HS</td>
<td>SUDP Group Counseling</td>
</tr>
<tr>
<td>HS</td>
<td>Relapse Prevention Family Counseling</td>
</tr>
</tbody>
</table>

Substance Use Disorder Professional 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 Substance Use Disorder Professionals through the Department of Health in Washington State (WAC 246811077). Only professionals listed in WAC 246811076 are eligible for certification through 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.

Required Courses (22 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSSA&amp; 101</td>
<td>Intro to Addictive Drugs</td>
</tr>
<tr>
<td>HS</td>
<td>Diversity, Ethics &amp; the Law</td>
</tr>
<tr>
<td>HS</td>
<td>Case Management for SUDP</td>
</tr>
<tr>
<td>HS</td>
<td>SUDP Individual Counseling</td>
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<tr>
<td>HS</td>
<td>SUDP Group Counseling</td>
</tr>
<tr>
<td>HS</td>
<td>Relapse Prevention Family Counseling</td>
</tr>
</tbody>
</table>

Medical Assisting

Medical Assisting Associate in Applied Science–Transfer

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

Required Courses (91–93 Credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>10</td>
</tr>
<tr>
<td>CMST&amp; 210 (Interpersonal Commun.)</td>
<td></td>
</tr>
<tr>
<td>ENGL 101 (English Composition I)</td>
<td></td>
</tr>
<tr>
<td>Computation</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107 (Math in Society)</td>
<td></td>
</tr>
<tr>
<td>Human Relations</td>
<td>3 or 5</td>
</tr>
<tr>
<td>OLRM 205 (Managing Diversity)</td>
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</tr>
<tr>
<td>OLRM 220 (Human Relations in the Workplace)</td>
<td></td>
</tr>
<tr>
<td>OLRM 260 (Conflict Resolution)</td>
<td></td>
</tr>
<tr>
<td>Support Course</td>
<td>4</td>
</tr>
<tr>
<td>CIS 150 (Survey of Computing)</td>
<td></td>
</tr>
</tbody>
</table>

Medical Assisting Core (59 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERA 109</td>
<td>Healthcare Calculations</td>
</tr>
<tr>
<td>MERA 112</td>
<td>Med Law, Ethics &amp; Bioethics</td>
</tr>
<tr>
<td>MERA 113</td>
<td>Pharmacology for Medical Assisting</td>
</tr>
<tr>
<td>MERA 120</td>
<td>Medical Office Procedures I</td>
</tr>
<tr>
<td>MERA 121</td>
<td>Medical Office Procedures II</td>
</tr>
<tr>
<td>MERA 130</td>
<td>Anatomy/Physiology &amp; Pathology I</td>
</tr>
<tr>
<td>MERA 131</td>
<td>Anatomy/Physiology &amp; Pathology II</td>
</tr>
<tr>
<td>MERA 136</td>
<td>Examination Room Techniques</td>
</tr>
<tr>
<td>MERA 137</td>
<td>Lab Procedures for Medical Assisting</td>
</tr>
<tr>
<td>MERA 151</td>
<td>MERA Professional Preparation I</td>
</tr>
<tr>
<td>MERA 152</td>
<td>MERA Professional Preparation II</td>
</tr>
<tr>
<td>MERA 153</td>
<td>MERA Professional Preparation III</td>
</tr>
<tr>
<td>MERA 162</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MERA 163</td>
<td>Medical Insurance Billing</td>
</tr>
<tr>
<td>MERA 168</td>
<td>Medical Assisting Invasive Procedures</td>
</tr>
<tr>
<td>MERA 205</td>
<td>Medical Claims and Coding</td>
</tr>
<tr>
<td>MERA 208</td>
<td>Exit Testing for MERA</td>
</tr>
<tr>
<td>MERA 209</td>
<td>Medical Office Emergencies</td>
</tr>
<tr>
<td>MERA 210</td>
<td>Practicum for Medical Assistants</td>
</tr>
<tr>
<td>MERA 211</td>
<td>Human Relations/MERA</td>
</tr>
</tbody>
</table>

Science, Social Science, or Humanities. Choose 10 credits from at least two different distribution areas below

- ASL& 121 Am Sign Language I
- CMST 253 Intercultural Communication
- SPAN& 121 Spanish I

Social Sciences
- ANTH& 100 Survey of Anthropology
- PSYC& 100 General Psychology
- PSYC 102 Psychology of Adjustment
- PSYCA 200 Lifespan Psychology
- PSYCA 220 Abnormal Psychology

Natural Sciences
- BIOL 140 Environmental Issues
- BIOL& 160 General Biology w/Lab
- BIOL& 260 Microbiology
- CHEM& 110 Chemical Concepts w/Lab
- CHEM& 121 Intro to Chemistry
- MATH& 146 Intro to Statistics

Olympic College has an agreement with The Evergreen State College to accept the Medical Assisting AAS-T.

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:

- Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
- The completed application for the MEDA program.
- Signed Statement of Responsibility.
- Signed Confidentiality Statement.
- Copies of placement test scores and/or transcripts to verify appropriate placement for Math and English.
- Any applicable course transcripts needed for consideration for transfer students.
- 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.
- 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 costs: Students will incur the same fees as other Olympic College students, plus:

- Computer lab and clinical lab fees
- Purchase of scrubs and appropriate shoes
- Purchase of wristwatch with sweep second hand
- Purchase of a stethoscope
- Vaccinations as needed to meet program requirements
- Cost of Criminal History Information Background Check
- National exam practice testing fee
- Cost of malpractice and liability insurance coverage
- 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 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.

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...
Degrees and Certificates

Degrees and Certificates

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

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 094 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:

- Completed application.
- Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
- Purchase of malpractice insurance, which is available from the cashier in the HSS Building.
- Signed Confidentiality Statement.
- 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.
- Additional requirements including titers for chicken pox and/or measles may be compelled by certain extern sites.

Program Learning Outcomes. Upon successful completion of this program, students will be able to:

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

Required Courses (62 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSTEC 110</td>
<td>Beginning Keyboarding</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Survey of Computing</td>
</tr>
<tr>
<td>MEDA 112</td>
<td>Med Law, Ethics and Bioethics</td>
</tr>
<tr>
<td>MEDA 114</td>
<td>Coding/Alternative Health Settings</td>
</tr>
<tr>
<td>MEDA 115</td>
<td>Computers in the Medical Office</td>
</tr>
<tr>
<td>MEDA 116</td>
<td>Pharmacology for Reimbursement</td>
</tr>
<tr>
<td>MEDA 117</td>
<td>Healthcare Customer Service</td>
</tr>
<tr>
<td>MEDA 118</td>
<td>Ten-Key Skills</td>
</tr>
<tr>
<td>MEDA 120</td>
<td>Medical Office Procedures I</td>
</tr>
<tr>
<td>MEDA 130</td>
<td>Anatomy/Physiology &amp; Pathology I</td>
</tr>
<tr>
<td>MEDA 131</td>
<td>Anatomy/Physiology &amp; Pathology II</td>
</tr>
<tr>
<td>MEDA 162</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MEDA 163</td>
<td>Medical Insurance Billing</td>
</tr>
<tr>
<td>MEDA 164</td>
<td>Coding in Outpatient Settings</td>
</tr>
<tr>
<td>MEDA 180</td>
<td>AIDS/HIV/Blood Borne Pathogens</td>
</tr>
<tr>
<td>MEDA 205</td>
<td>Medical Claims and Coding</td>
</tr>
<tr>
<td>MEDA 213</td>
<td>Externship for Billing and Coding</td>
</tr>
<tr>
<td>MEDA 214</td>
<td>Human Relations for Billing/Coding</td>
</tr>
<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
</tr>
<tr>
<td>PE-ED 109</td>
<td>Basic CPR</td>
</tr>
</tbody>
</table>

Medical Receptionist Certificate of Completion

In this program, students will learn to greet patients and other visitors, make appointments, and verify insurance information using a computer, prepare and maintain patient charts, 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. MATH 099, or alternatively complete MATH 094 with a 2.0 or higher.

All students will be required to complete an application packet prior to placement in MEDA 141. Medical Receptionist Externship.

Required courses include a comprehensive background check, various vaccinations, and purchase of medical malpractice insurance. Students who cannot 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 successful completion of this program, students will be able to:

1. Use effective verbal, listening, and written communication skills to interact personally and professionally in a healthcare setting.
2. Use appropriate interpersonal skills to provide excellent service to patients, clients, and coworkers.
3. Promote tolerance and equal treatment of all patients and coworkers.
4. Access, evaluate, and organize information successfully using a variety of resources.
5. Use technology effectively to successfully accomplish office tasks.
6. Prioritize and appropriately multitask in a variety of healthcare setting situations based on customer service principles and organizational values.
7. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
8. Work effectively as a healthcare team member.

Required Courses (35 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BSTEC 110</td>
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<td>CIS 150</td>
<td>Survey of Computing</td>
</tr>
<tr>
<td>MEDA 112</td>
<td>Med Law, Ethics and Bioethics</td>
</tr>
<tr>
<td>MEDA 117</td>
<td>Healthcare Customer Service</td>
</tr>
<tr>
<td>MEDA 120</td>
<td>Medical Office Procedures I</td>
</tr>
<tr>
<td>MEDA 140</td>
<td>Medical Receptionist Skills</td>
</tr>
<tr>
<td>MEDA 141</td>
<td>Medical Receptionist Externship</td>
</tr>
<tr>
<td>MEDA 162</td>
<td>Medical Terminology</td>
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<tr>
<td>MEDA 163</td>
<td>Medical Insurance Billing</td>
</tr>
<tr>
<td>MEDA 180</td>
<td>AIDS/HIV/Blood Borne Pathogens</td>
</tr>
<tr>
<td>OLRM 220</td>
<td>Human Relations in the Workplace</td>
</tr>
<tr>
<td>PE-ED 109</td>
<td>Basic CPR</td>
</tr>
</tbody>
</table>

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
Degrees and Certificates

Nursing/Healthcare

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 are offered in a hybrid format, blending online learning and in-person interaction. 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
202.897.6791
http://www.aacnursing.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.
• 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.

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:
1. Communicate effectively in writing and speech.
2. Promote communication between clients from diverse backgrounds.
3. 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.
4. Demonstrate critical thinking, competent clinical reasoning, and analytical skills necessary for safe quality nursing practice.
5. Demonstrate cultural sensitivity in delivery of care.
6. Empower individuals, families, and the community to develop positive health behaviors through health promotion and health education.
7. Integrate methods of research process and findings in planning, implementing, and evaluating care, and in support of evidence-based practice.
8. Demonstrate the ability to positively adapt to the dynamic of change present in health care settings.
9. Provide holistic health care that enhances a client’s dignity and reflects a commitment to caring.
10. 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:
1. Leadership
2. Analytic Reasoning
3. Community, Health and Wellness
4. Professional Values/Role Development
5. Scholarly Inquiry
6. Communication

Required Courses (180 Credits)

General Education credits required (65 credits)
Nursing Associate Degree credits required (35 credits)
Nursing Credits applied for RN Licensure (35 credits)
Upper Division General Electives (10 credits)
Core Courses required (35 credits)

BNURS 340 Advanced Clinical Reasoning
BNURS 350 Professional Writing for Nurses
BNURS 402 Families in the Community
BNURS 403 Connecting Research to Nursing
BNURS 407 Perspectives on Diversity
BNURS 408 Health & Wellness Promotion Clinical

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

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

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

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.

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 clinically applied 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](http://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:
- Current immunizations
- Basic Life Support for Health Care Providers Certification
- Non-refundable liability insurance (available through OC Cashier)
- Proof of personal health insurance
- Criminal History Information Background Inquiry Check
- Completion of the Conviction/Criminal History Form

**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:
- Washington Community College Application Form;
- 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);
- Olympic College Nursing Program Application, submitted when currently enrolled in the final prerequisite course(s);
- Achievement of a 96 (Classic Version) or 276 (Next Generation) 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, BIOLOGY 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).

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.

Proof of the following is required after provisional acceptance into the Nursing Program:
- Current immunizations
- Basic Life Support for Health Care Providers Certification
- Non-refundable liability insurance
- Personal health insurance
- 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 into 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: 360.236.4738
Email address: nursing@doh.wa.gov
www.doh.wa.gov

Associate Degree Nursing Program
Olympic College offers a two-year curriculum designed to prepare qualified candidates to become Registered Nurses. The two-year curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsoap/ProfessionsNursing), 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 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:
- Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets.
- Wristwatch with sweep second hand and stethoscope.
- Nursing student general liability insurance.
- Malpractice insurance.
- Personal health insurance.
- Student Nurse Association dues (optional).
- State license application fee.
- NCLEX-RN fee.
- Transportation to and from clinical facilities.
- Nurse Legislative Day.
- 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, and 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. Interpreting 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
- Program completion rates: number of students who complete the program within 150% of the time of the stated program length.
- Job placement rates: number of graduates, one year after graduation, employed in a position for which the program prepared them.
- Licensure pass rates: performance on the licensure examination for first time writers.
- Program satisfaction: perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Required Courses (115 Credits)

Prerequisites (23 credits)

BIOLOGY 241 Human & P 1
BIOLOGY 242 Human & P 2
CHEMISTRY 121 Intro to Chemistry
ENGLISH 101 English Composition I

First Year Fall Quarter (14 credits)

NURSE 110 Professional Role Development I
NURSE 114 Nursing Communications
NURSE 140 Clinical Applications Lab I
NURSE 144 Physical Assessment in Nursing Lab
NURSE 146 Nursing Care of the Older Adult
NURSE 151 Dosage Calculations*
NURSE 152 Introduction to Pharmacology*
NURSE 154 Nursing Foundations
NURSE 156 Clinical Nursing Practice I

Strongly advise taking NURSE 152 and 152 prior to entry.

First Year Winter Quarter (16 credits)

NURSE 112 Professional Role Development II
NURSE 116 Nursing Ethics I
NURSE 118 Nutrition for Professional Nursing
NURSE 142 Clinical Applications Lab II
NURSE 158 Clinical Nursing Therapeutics
NURSE 160 Clinical Nursing Practice II
NURSE 182 Chronic Health Problems in Elderly


*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
First Year Spring Quarter
(or Second Year Fall Quarter) (14 credits)
NURSE 172 Mental Health Theory
NURSE 174 Mental Health Clinical
NURSE 180 Medical Surgical Nursing I
NURSE 181 Medical Surgical Clinical
NURSE 202 Clinical Applications Lab III

Second Year Fall Quarter
(or First Year Spring Quarter) (12 credits)
NURSE 176 Nursing Care of Pediatric Clients
NURSE 177 Pediatric Clinical
NURSE 178 Maternal-Newborn Nursing
NURSE 179 Maternal-Newborn Clinical

Second Year Winter Quarter (11 credits)
NURSE 200 Professional Role Development III
NURSE 204 Nursing Ethics II
NURSE 208 Medical Surgical Nursing II
NURSE 210 Clinical Nursing Practice III

Second Year Spring Quarter (10 credits)
NURSE 211 Professional Role Development Seminar
NURSE 212 Professional Role Development/Mentor
NURSE 252 Pharmacology Review (Optional 2 cr)

Required Support Courses (15 credits)
BIOL & 260 Microbiology
PSYC & 100 General Psychology
or PSYC 102 Psychology of Adjustment

Choose one 5 credit course from the following disciplines:
Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, Sociology

Transition to Associate Degree Nursing (LPN to RN) Associate in Technical Arts

Admission to the Transition to Associate Degree Nursing Program

Application to the Transition to Associate Degree Nursing Program requires a separate application in addition to the application to Olympic College. Admission to Olympic College does not guarantee admission to the TADN Nursing Program. Admission to the Program is based on a factoring system. Students are admitted to the Program for entrance in Spring Quarter to the Associate Degree of Nursing (ADN) program. Students admitted to the program will take a LPN-RN Transitions course prior to Spring Quarter. Students will be admitted on a space available basis. To be considered for admission to the TADN Program, all of the following must be complete and submitted to the Office of Admissions by August 31st:

- Proof of an unencumbered license as a Practical Nurse (LPN) in the State of Washington.
- Washington Community College Application Form.
- 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).
- Olympic College Nursing Program application.
- Achievement of a 96 (Classic Version) or 276 (Next Generation) or above on the Accuplacer Reading Comprehension Test.
- 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 transcripts. 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:

- Current immunizations
- Basic Life Support for Health Care Providers Certification
- Non-refundable liability insurance
- Non-refundable malpractice insurance
- Personal health insurance
- 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 (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 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):

- Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills Laboratory packets.
- Wristwatch with sweep second hand and stethoscope.
- Nursing student general liability insurance.
- Personal health insurance.
- Student Nurse Association dues (optional).
- State license application fee.
- NCLEX-RN fee.
- Lab fee
- Clinical placement fee
- Simulation fee

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 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):

- Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills Laboratory packets.
- Wristwatch with sweep second hand and stethoscope.
- Nursing student general liability insurance.
- Personal health insurance.
- Student Nurse Association dues (optional).
- State license application fee.
- NCLEX-RN fee.
- Lab fee
- Clinical placement fee
- Simulation fee

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

- Transportation to and from clinical facilities.
- Nurse Legislative Day.
- Criminal background check and Immunization Tracker.
- 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, and 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
- Program completion rates: number of students who complete the program within 150% of the time of the stated program length.
- Job placement rates: number of graduates, one year after graduation, employed in a position for which the program prepared them.
- Licensure pass rates: performance on the licensure examination for first time writers.
- Program satisfaction: perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Required Courses (90 Credits)

Prerequisite Courses (38 credits)

| BIOL & 241 | Human a & P 1 |
| BIOL & 242 | Human a & P 2 |
| BIOL & 260 | Microbiology |
| CHEM & 121 | Intro to Chemistry |
| ENGL & 101 | English Composition I |
| PSYC & 100 | General Psychology |
| PSYC & 102 | Psychology of Adjustment |

5 credits from Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, or Sociology

First Year Winter Quarter (3 credits)

TADN 181 LPN to ADN Transition—Theory

First Year Spring Quarter (14 credits)

NURSE 172 Mental Health Theory
NURSE 174 Mental Health Clinical
NURSE 180 Medical Surgical Nursing I
NURSE 181 Medical Surgical Clinical
NURSE 202 Clinical Applications Lab III

Second Year Fall Quarter (12 credits)

NURSE 176 Nursing Care of Pediatric Clients
NURSE 177 Pediatric Clinical
NURSE 178 Maternal-Newborn Nursing
NURSE 179 Maternal-Newborn Clinical

Second Year Winter Quarter (11 credits)

NURSE 200 Professional Role Development III
NURSE 204 Nursing Ethics II
NURSE 208 Medical Surgical Nursing II
NURSE 210 Clinical Nursing Practice III

Second Year Spring Quarter (12 credits)

NURSE 211 Professional Role Development Seminar
NURSE 212 Professional Role Development/Mentor
NURSE 252 Pharmacology Review

Practical Nursing

Practical Nursing Certificate of Specialization

Admission to the Practical Nursing Program

Application to the Practical Nursing Program is a separate procedure in addition to the application to Olympic College. Because enrollment in the Practical Nursing Program is limited, admission to Olympic College does not guarantee admission to the Practical Nursing Program.

Admission to the Practical Nursing Program is based on a factoring system. Students are admitted to the Practical Nursing Program for a Winter Quarter start. An admission score is determined for each applicant based on the following criteria:

1. Cumulative GPA of prerequisite courses (excluding NURSE 151 or 152)
2. Support course(s) completion
3. Current Nursing Assistant Certification (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 the following must be submitted to the Admissions Office:

1. Practical Nursing Program application when all prerequisite courses will be complete by the application deadline with the exception of NURSE 151 and NURSE 152
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, and PSYC & 100. Completion of the prerequisite course NURSE 151 with a minimum grade of 3.7 (94%), and completion of the prerequisite course NURSE 152 with a minimum grade of 2.2 (80%).
5. Completion of the prerequisite course NURSE 151 with a minimum grade of 3.7 (94%), and completion of the prerequisite course NURSE 152 with a minimum grade of 2.2 (80%) before starting the program.

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

6. Achievement of 80 on the Classic Accuplacer Reading Comprehension Test or 260 on the Next Generation Accuplacer Reading Comprehension Test.

7. Copy off current Nursing Assistant Certification if applicable

It is the student's responsibility to request all transcripts. 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 the 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 specific quarter and year as noted in their letter of acceptance must reapply for admission to the Practical Nursing Program.

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

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

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

The Olympic College Licensed Practical Nursing Program is approved by:
Washington State Nursing Care Quality Assurance Commission
P.O. Box 47865, Olympia, WA 98504-7865
www.doh.wa.gov/hspa/Professions/Nursing

Practical Nursing Program

The Olympic College Practical Nursing Program is a one-year program that prepares graduates to provide safe direct patient care as licensed practical nurses (LPN) in acute care, long-term care, home health, and ambulatory care settings. The program includes both classroom study and supervised clinical practice (patient care). The curriculum includes diverse learning experiences consistent with the Practical Nursing Program outcomes. Varied clinical experiences provide opportunities to learn and provide care to clients from diverse ethnic and cultural backgrounds. Concepts of social, behavioral, and biological foundations are integrated throughout the curriculum. The role of the LPN in relation to client needs; safe, effective care environment; health promotion and maintenance; and psychosocial and physiological integrity are integrated throughout the curriculum. A Certificate of Specialization is awarded upon completion of the Practical Nursing Program requirements.

A minimum grade of 2.0 (75%) or above must be earned in each Practical Nursing course for program progression. NURSE 118, which can be taken prior to admission in the Practical Nursing Program, and NURSE 152 require a grade of 2.2 (80%) or above. NURSE 151, Dosage Calculations, requires a 3.7 (94%) for continuation to the program and graduation. Certified nursing assistants and military medics may receive credit by examination for PNRUS 104 and 105. Students are encouraged to take support course prior to entry into the program. Support course registration is based on space availability.

Pending satisfactory completion of the program, graduates are eligible to take the National Council Licensure Examination (NCLEX-PN). The license permits the practical nurse to use the legal title of Licensed Practical Nurse in the State of Washington.

Additional costs:
1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch (2)
2. Nursing Skills course lab fees ($15/course)
3. Wristwatch with sweep hand and stethoscope
4. Nursing student liability insurance
5. State licensure application fee
6. NCLEX-PN fee
7. Immunizations
8. Transportation to and from clinical facilities;
9. Criminal background check and Immunization Tracker.

Student Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Professional Values/Lifelong Learner/Global Perspectives Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one’s practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one’s knowledge limitations and formulating a plan to meet those needs in order to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions, and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.

2. Communication (Member of Profession, Manager of Care, Provider of Care) Definition: Communication is an interactive sharing of information (verbal, nonverbal &written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance, and restoration of health that has clarity, purpose, and sensitivity.

3. Clinical Reasoning (Provider of Care, Manager of Care) Definition: Clinical reasoning uses the skills of clinical judgment and decision making, to provide nursing care for clients experiencing common, well-defined health problems in structured health care settings. It includes the ability in collaboration with appropriate licensed professionals, 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)

Program Learning Outcomes

- Program completion rates: number of students who complete the program within 150% of the stated program length.
- Job placement rates: number of graduates, one year after graduation, employed in a position for which the program prepared them.
- Licensure pass rates: performance on the licensure examination for first time writers.
- Program satisfaction: perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

<table>
<thead>
<tr>
<th>AAS: Associate in Applied Science = 90+ cr</th>
<th>AAST: Associate in Applied Science – Transfer = 90+ cr</th>
<th>ATA: Associate in Technical Arts = 90+ cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR: Certificate of Recognition = 10-19 cr</td>
<td>CC: Certificate of Completion = 20-44 cr</td>
<td>CP: Certificate of Proficiency = 45-60 cr</td>
</tr>
<tr>
<td>CS: Certificate of Specialization = 61+ cr</td>
<td>81 Olympic College Catalog 2020–2021</td>
<td>*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.</td>
</tr>
</tbody>
</table>
**Degrees and Certificates**

### Prerequisite Courses (25 credits)
- BIOL& 241 Anatomy and Physiology I
- BIOL& 242 Anatomy and Physiology II
- ENGL& 101 English Composition I
- PSYC& 100 General Psychology
- NURSE 151 Dosage Calculations
- NURSE 152 Introduction to Pharmacology

**Required Courses (82 credits)**

### Prerequisite Courses (25 credits)
- BIOL& 241 Anatomy and Physiology I
- BIOL& 242 Anatomy and Physiology II
- ENGL& 101 English Composition I
- PSYC& 100 General Psychology
- NURSE 151 Dosage Calculations
- NURSE 152 Introduction to Pharmacology

### Optional Support Course
- ENGL& 102 Composition I

### Winter Quarter (17 credits):
- NURSE 118 Nutrition for Professional Nursing
- PNURS 102 Physical Assessment Lecture
- PNURS 103 Physical Assessment Application Lab
- PNURS 104 Lab I, Lecture
- PNURS 105 Lab I, Application
- PNURS 112 Personal and Professional Roles
- PNURS 114 Fundamentals I
- PNURS 122 Long Term Care Clinical

**Nursing Assistant**

**Nursing Assistant Certificate of Recognition**

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 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 (13 credits)
- NA 105 Nursing Assistant – Certified
- NA 115 Nursing Assistant Lab
- NA 120 Nursing Assistant Practicum

### Pre-Nursing

**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 (90 Credits)

**Communication (10 credits)** See Note 1.
- ENGL& 101 English Composition I
- ENGL& 102 Composition II
- ENGL& 235 Technical Writing

**Quantitative/Symbolic Reasoning (5 credits)**
- See Note 2
- MATH& 146 Intro to Statistics

**Humanities (15 credits):**
- CMST& 220 Public Speaking
- Additional Humanities from at least one other subject, no more than 5 credits languages at the 100 level, no more than 5 credits performance

**Social Sciences (15 credits):**
- PSYC& 100 General Psychology
- PSYC& 200 Lifespan Psychology
- Any Sociology course

**Natural Sciences (39 credits):**
- BIOL& 241 Human & P I
- BIOL& 242 Human & P II
- BIOL& 260 Microbiology
- CHEM& 121 Intro to Chemistry
- CHEM& 131 Intro to Organic/Biochemistry
- NUTR& 101 Human Nutrition
- Additional Biology (BIOL&160, BIOL&175, or BIOL&211 recommended)

**Electives (6 credits):** No more than 5 credits may be from the restricted elective list

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 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.
**Organizational Leadership and Resource Management**

**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)**

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 (12 credits)**
- OLRM 150 Improving Human Effectiveness
- OLRM 201 Introduction to Organizational Leadership
- OLRM 225 Human Relations in Organizations

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**Step 2:**
**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 and 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 (25 Credits)**
- **from Certificate of Recognition (12 credits)**
  - OLRM 150 Improving Human Effectiveness
  - OLRM 201 Introduction to Organizational Leadership
  - OLRM 225 Human Relations in Organizations
- **Common Core (8 credits)**
  - OLRM 205 Working in a Diverse and Inclusive Workplace
  - OLRM 260 Conflict Resolution
- **Focus area (5 credits)**
  - **Organizational Leadership Focus**
    - OLRM 202 Introduction to Organizational Ethics
  - **Leadership Communication Focus**
    - OLRM 250 Organizational Communication

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**Step 3:**
**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 (40 Credits)**

**From Certificate of Recognition (12 credits)**
- OLRM 150 Improving Human Effectiveness
- OLRM 201 Intro to Organizational Leadership
- OLRM 225 Human Relations in Organizations

**From Organizational Performance Improvement (13 credits)**
- OLRM 205 Working in a Diverse and Inclusive Workplace
- OLRM 260 Conflict Resolution
- OLRM 202 Intro to Organizational Ethics or OLRM 250 Organizational Communication

**Additional Courses (15 credits)**
- BUS& 101 Introduction to Business
- OLRM 210 Introduction to Servant Leadership
- OLRM 202 Introduction to Organizational Ethics or OLRM 250 Organizational Communication

(Both are required – one would have been taken as part of the Organizational Improvement certificate)
Step 4:
Associate of Applied Science-Transfer (AAS-T) –
One of the following two Associate Degrees.

Leadership and 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 (90 Credits)

Communication (10 credits)
ENGL 101 English Composition I
ENGL 102 Composition II
or ENGL 235 Technical Writing

Mathematics (5 credits)
MATH& 107 Math in Society (or equivalent)

OLRM Core (25 credits)
OLRM 201 Intro to Organizational Leadership
OLRM 202 Introduction to Organizational Ethics
OLRM 225 Human Relations in Organizations
OLRM 250 Organizational Communication
OLRM 299 Practicum

Humanities (5 credits)
— any course. (ART& 100, ENGL 111, HUMAN 284, any World Language recommended)

Natural Science (5 credits)
— any course. (ASTRO 101, BIOL& 160, CHEM& 121, GEOL 155 recommended)

Electives (10 credits) from
ACCT& 201, BUS& 101, BUS& 201, HIST& 137, POLS& 202,
PSYC 100, SOCA 101. (Students transferring to ODU must take BUS 101 and PSYC 100)

Professional-Technical Studies (30 credits)
— 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. - Requires BOTH 30 credits concentrated in one professional-technical discipline AND prior faculty approval.

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 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 successful completion of this program, students will be able to:
1. Explain basic theories and approaches to leadership.
2. Identify leadership skills that support collaboration and group effort.
3. Demonstrate verbal and written communication skills.
4. Identify actions that promote ethical conduct.
5. Apply leadership practices to interpersonal and organizational challenges.
6. Identify, interpret, and apply leadership practices that promote an environment of inclusion.

Required Courses (93 Credits)

Written Communication (10 credits)
ENGL 101 English Composition I
ENGL 235 Technical Writing

Mathematics (5 credits) from
MATH& 107 Math in Society
MATH& 141 Pre-calculus I: Algebra
MATH& 147 Business Algebra

Business (10 credits)
ACCT& 201 Principles of Accounting I
BUS& 101 Intro to Business

OLRM Core (38 credits)
OLRM 201 Intro to Organizational Leadership
OLRM 202 Introduction to Organizational Ethics
OLRM 205 Working in a Diverse and Inclusive Workforce
OLRM 210 Intro to Servant Leadership
OLRM 225 Human Relations in Organizations
OLRM 250 Organizational Communication
OLRM 260 Conflict Resolution
OLRM 299 Capstone Leadership Project

Humanities (10 credits) from
ART& 100 Art Appreciation
ENGL 111 Intro to Literature
HIST 230 Films in American Culture
Any world language

Social Science (10 credits) from
ECON& 201 Micro Economics
ECON& 202 Macro Economics
HIST& 136 US History 1
HIST& 137 US History 2
PSYC 100 General Psychology
SOC& 101 Intro to Sociology

Natural Sciences (10 credits) from
ASTRO 101 Introduction to Astronomy
BIOL 101 Introduction to Marine Science
BIOL& 160 General Biology w/Lab
GEOL 101 Intro Physical Geology
SCI 100 Introduction to Science

Step 5:
Bachelor of Applied Science in Organizational Leadership and Technical Management

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
1. Upon successful completion of this program, students will be able to:
2. Construct a philosophy of leadership to guide action
3. Identify intrapersonal and interpersonal skills necessary to lead with personal and relational competence

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
4. Design strategies to build and sustain an ethical organizational culture
5. Describe methodologies and tools to facilitate operational excellence
6. Utilize reflection and research skills to analyze problems and formulate solutions

**Entrance requirements (90 credits)**

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, Math&107 or above, Humanities course from OC Associate degree distribution list, Social Science course from OC Associate degree distribution list.

**Support Courses (30 Credits)**

- ART 266 or 300/400 level
- ANTH 300/400 level
- BUS 201 Business Law
- BUS 215 Business Statistics
- any Natural Science class from Distribution List
- CMST& 230 Small Group Communications
- Natural Science/Lab — Physical, Biological or Earth Science Course

**OLTM core (60 credits)**

- OLTM 301 Leading and Managing Tech Prof & Org
- OLTM 310 Workplace and Environmental Safety
- OLTM 320 Business/Leadership — Digital Economy
- OLTM 330 Business Ethics and Policy
- OLTM 340 Negotiation, mediation, Conflict Res.
- OLTM 400 Leading/Facilitating High Perf. Teams
- OLTM 410 Quality Management/Process Improvement Tech Org
- OLTM 420 Plan, Lead & Execute Strategic Change
- OLTM 490 Senior Capstone Leadership./Technical Management
- BUS 330 Business Finance
- IS 350 Project Management I
- PSYC 300 Industrial/Organizational Psychology

**Total Credits Required 180**

Program progression is contingent on a 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 introduce newcomers to the non-profit organization and allow seasoned non-profit leaders to increase and enhance their knowledge and expertise.

**Program Learning Outcomes**

1. Recognize the philosophy, social significance, and organizational design of non-profit organizations.
2. Identify the fundamental elements of grant proposals and fundraising plans.
3. Examine ethical issues that arise in organizations and formulate a framework that promotes ethical behavior.

**Required Courses (11 credits)**

- OLRM 202 Introduction to Organizational Ethics
- OLRM 231 Introduction to Non-Profit Leadership
- OLRM 233 Introduction to Grant Writing

**Servant Leadership Certificate of Recognition**

The certificate in Servant Leadership is designed for those individuals who are interested in becoming engaged leaders within their community, and strengthen, educate, prepare and connect with other community leaders.

**Program Learning Outcomes. Upon successful completion of this program, students will be able to:**

1. Understanding of how to serve their community,
2. build positive relationships through community networking,
3. strengthen their leadership skills and
4. Explore opportunities for involvement in collaborative efforts with peers.

**Required Courses (15 credits)**

- OLRM 201 Intro to Organizational Leadership
- OLRM 210 Introduction to Servant Leadership
- OLRM 299 Capstone Leadership Project

**Physical Therapist Assistant**

**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 560 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 outpatient 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;
- Accuplacer Next Generation test prior to admission ($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

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*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
Degrees and Certificates

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

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 observation in at least two different physical therapy facilities. Hours must be documented on the Observation/Work Verification form.

*To meet graduation requirements, all prerequisite science courses must have been completed no more than ten years prior to admission to 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.

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

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 (111.5 – 118.5 credits)**

Prerequisites: Students must choose one of the two designated prerequisite pathways.

### Biology and Physics (26 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 175</td>
<td>Human Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 110</td>
<td>Introduction to Physics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 099</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>3</td>
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</table>

### Biology and Chemistry (33 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 241</td>
<td>Human &amp; A &amp; P 1</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 242</td>
<td>Human &amp; A &amp; P 2</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>Intro to Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 099</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
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</table>

### Program Courses (85.5 credits)

#### First Year Fall Quarter (16 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 101</td>
<td>Introduction to Physical Therapy</td>
<td>6</td>
</tr>
<tr>
<td>PTA 102</td>
<td>Medical Terminology for PTA</td>
<td>3</td>
</tr>
<tr>
<td>PTA 106</td>
<td>Kinesiology and Functional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>PTA 120</td>
<td>PTA Procedures I – Basic Skills</td>
<td>4</td>
</tr>
</tbody>
</table>

#### First Year Winter Quarter (15 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 107</td>
<td>Pathology</td>
<td>4</td>
</tr>
<tr>
<td>PTA 108</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>PTA 121</td>
<td>PTA Procedures II – Gait Assessment</td>
<td>3</td>
</tr>
<tr>
<td>PTA 125</td>
<td>PTA Procedures VI – Tests and Measures</td>
<td>3</td>
</tr>
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</table>

#### First Year Spring Quarter (14 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PTA 103</td>
<td>Documentation for the PTA</td>
<td>4</td>
</tr>
<tr>
<td>PTA 110</td>
<td>Orthopedic Conditions</td>
<td>3</td>
</tr>
<tr>
<td>PTA 123</td>
<td>PTA Procedures IV – Physical Agents</td>
<td>3</td>
</tr>
<tr>
<td>PTA 126</td>
<td>PTA Procedures VII – Therapeutic Exercise</td>
<td>3</td>
</tr>
<tr>
<td>PTA 151</td>
<td>Clinical Experience I</td>
<td>3</td>
</tr>
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**First Year Summer Quarter (10 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PTA 105</td>
<td>Current PT Trends &amp; Issues</td>
<td>3</td>
</tr>
<tr>
<td>PTA 111</td>
<td>Neuroscience for the PTA</td>
<td>3</td>
</tr>
<tr>
<td>PTA 122</td>
<td>PTA Procedures III – Orthopedics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Second Year Fall Quarter (16.5 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 204</td>
<td>Ethics and Administration</td>
<td>4</td>
</tr>
<tr>
<td>PTA 224</td>
<td>PTA Procedures V – Neuromuscular</td>
<td>4</td>
</tr>
<tr>
<td>PTA 227</td>
<td>PTA Procedures VIII – Functional Rehab</td>
<td>4</td>
</tr>
<tr>
<td>PTA 251</td>
<td>Clinical Experience II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Second Year Winter Quarter (14 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 252</td>
<td>Clinical Affiliation II</td>
<td>4</td>
</tr>
<tr>
<td>PTA 260</td>
<td>Professional Integration Seminar</td>
<td>5</td>
</tr>
</tbody>
</table>

**Precision Machining**

**Also see Engineering Technology**

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

1. Demonstrate an understanding of safety rules for equipment, personal protective equipment; interpret Safety Data Sheets (SDS), 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, utilize, and explain CNC terminology.
4. Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, troubleshoot, 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.
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.
10. Gather, interpret, and use data consistently and accurately to make decisions and take action.
11. Contribute to the maintenance of a safe and healthy work environment.
12. Apply technology to operate and contribute to business and manufacturing systems.
13. Take responsibility for his/her actions and decisions, adapt to change, and update his/her skills, knowledge, and attitudes to meet new challenges.

### Required Courses (39 Credits)
- MANU 101 Orientation to Manufacturing
- MANU 130 Machine Tools/Precision Measurement
- MANU 140 Machining Operations and Procedures
- MANU 150 Intro to Computer Numerical Control
- MANU 160 Advanced Computer Numerical Control
- TEC-D 107 Technical Drawing
- TEC-D 145 Applied Problem Solving
- CO-OP 111 Cooperative Education Seminar I
- CO-OP 121-124 Cooperative Work Experience

### Manufacturing Technology Certificate of Completion
This certificate is designed to provide students with entry level manufacturing skills in Computer Numerical Control (CNC).

### Program Learning Outcomes
- 1. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilize, and explain CNC terminology.
- 2. 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.
- 3. Demonstrate an understanding/ability to program and complete student milling and turning projects during the quarter.
- 4. Program, run, edit, and troubleshoot NC codes.
- 5. Perform surface modeling techniques.
- 6. Perform various methods to create solids.

### 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
- 1. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilize, and explain CNC terminology.
- 2. 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.
- 3. Demonstrate an understanding/ability to program and complete student milling and turning projects during the quarter.
- 4. Program, run, edit, and troubleshoot NC codes.
- 5. Perform surface modeling techniques.
- 6. Perform various methods to create solids.

### Required Courses (26 Credits)
- MANU 101 Orientation to Manufacturing
- MANU 130 Machine Tools/Precision Measurement
- MANU 140 Machining Operations and Procedures
- MANU 150 Intro to Computer Numerical Control
- MANU 160 Advanced Computer Numerical Control

### Technical Design

#### 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 successful completion of this program, students will be able to:
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 (95-96 Credits)

#### Communication (10 credits)
- ENGL& 101 English Composition I
- ENGL& 235 Technical Writing

#### Computation (9-10 credits)
- MATH& 141 Precalculus I: Algebra
- MATH& 142 Precalculus II: Trig (10 credits)
- CIS 225 Advanced C Language
- CIS 230 Object-Oriented Programming

#### Technical Design Core (50 credits)
- CHEM& 110 Chemical Concepts w/Lab
- CHEM& 141/151 General Chemistry & Lab I
- CIS 141 Programming Concepts
- CIS 145 Introduction to C Language
- CIS 200 Programming Laboratory
- CIS 225 Advanced C Language
- CIS 285 Object Oriented Programming with C++

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*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

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

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 (45-46 Credits)

Communication (5 credits)
ENGL 101 English Composition I

Computation (4-5 credits) from
TEC-D 116 Computational Techniques/Technicians
MATH 141 Precalculus I: Algebra

Human Relations (5 credits)
OLRM 225 Human Relations in Organizations

Computing (4 credits) from
BSTEC 124 MS Excel Specialist
BSTEC 154 MS Access Specialist
CIS 150 Survey of Computing

TEC-D core courses (27 credits) from
TEC-D 107 Technical Drawing
TEC-D 109 Descriptive Geometry
TEC-D 127 Residential Architectural Drawing
TEC-D 130 Construction Materials and Methods
TEC-D 175 Introduction to Solid Edge
TEC-D 200 Computer-Aided Design I
TEC-D 217 Computer-Aided Design II

Newly created TEC-D courses

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.

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

1. Produce basic orthogonal 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 (12 credits)

Basic TEC-D courses (8 credits)
TEC-D 107 Technical Drawing
TEC-D 200 Computer-Aided Design I

Additional TEC-D course (4 credits) from the following
TEC-D 109 Descriptive Geometry
TEC-D 175 Introduction to Solid Edge
TEC-D 222 AutoCAD 3D

Elective and newly created courses with permission of a Technical Design Advisor.

Architectural/Civil

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

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.
7. 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.
8. Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
9. Identify materials and processes commonly used in residential construction.
10. Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.
11. Effectively communicate technical information in written, sketched, and digitized form.
12. Effectively use typical office software for routine office purposes.

Required Courses (57 Credits)

Communication (5 credits)
ENGL 235 Technical Writing

Computation (4 credit)
TEC-D 116 Computational Techniques/Technicians

Human Relations (3 credits)
OLRM 220 Human Relations in the Workplace

Support Course (5 credits) from
ART 110 Design I
GEOG 260 Earth From Space

*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.
Degrees and Certificates

Computing (4 credits)
- CIS 150 Survey of Computing

TEC-D Core (40 credits)
- TEC-D 101 Technical Drawing
- TEC-D 121 Plane Surveying
- TEC-D 122 Introduction to Legal Descriptions
- TEC-D 123 Introduction to Construction Staking
- TEC-D 127 Residential Architectural Drafting
- TEC-D 128 Advanced Residential Architectural Drawing
- TEC-D 150 Introduction to GIS
- TEC-D 200 Computer-Aided Design I
- TEC-D 217 Computer-Aided Design II
- TEC-D 231 Introduction to Civil Drafting

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 successful completion of this program, students will be able to:
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.
7. 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.
8. Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
9. Identify materials and processes commonly used in residential construction.
10. Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.

GIS Technology

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

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 databases 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 successful completion of this program, students will be able to:
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.
10. Understand the software/hardware requirements for implementing a scalable GIS.

**Degrees and Certificates**

**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**

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**Mechanical Technology**

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

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.

**Required Courses (38 Credits)**

**BSTEM** 154 MS Access Specialist
**GEOG** 260 Earth From Space
**OLRM** 220 Human Relations in the Workplace
**TEC-D** 121 Plane Surveying
**TEC-D** 122 Introduction to Legal Descriptions
**TEC-D** 150 Introduction to GIS
**TEC-D** 151 Intermediate GIS with ArcView
**TEC-D** 200 Computer-Aided Design I
**TEC-D** 217 Computer-Aided Design II
**TEC-D** 270 3D Analyst
**TEC-D** 275 Spatial Analyst

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**Welding Technology**

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

1. 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.
2. Read, interpret, and use shop drawings and specifications in the fabrication and making of durable goods.
3. Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.

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*ASee course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
## Degrees and Certificates

### 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

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### Required Courses (107 Credits)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
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<td><strong>Communication</strong> (5 credits)</td>
<td>BSTE 145</td>
<td>Bus Writing/Grammar for the Workplace</td>
</tr>
<tr>
<td><strong>ENGL 101</strong></td>
<td>English Composition I</td>
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</tr>
<tr>
<td><strong>Computation</strong> (5 credits)</td>
<td>WELD 145</td>
<td>Applied Problem Solving</td>
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<tr>
<td><strong>Human Relations</strong> (5 credits)</td>
<td>OLRM 225</td>
<td>Human Relations in Organizations</td>
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<tr>
<td><strong>Support Courses</strong> (23 credits)</td>
<td>CIS 150</td>
<td>Survey of Computing</td>
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<tr>
<td>MANU 101</td>
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<td>Basic CPR</td>
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<td>TEC-D 107</td>
<td>Basic First Aid</td>
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<td>TEC-D 200</td>
<td>Computer-Aided Design</td>
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<tr>
<td><strong>Welding Courses</strong> (63 credits)</td>
<td>WELD 100</td>
<td>Oxyacetylene Welding</td>
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<tr>
<td>WELD 101</td>
<td>Arc Welding I</td>
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<td>Arc Welding II</td>
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<td>WELD 111</td>
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<td>WELD 112</td>
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</tbody>
</table>

*Additional college level courses (6 credits)*

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

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 and 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. 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 (81 Credits)

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<td>OLRM 225</td>
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<td><strong>Support Courses</strong> (15 credits)</td>
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<tr>
<td><strong>Welding Courses</strong> (51 credits)</td>
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<td>Oxyacetylene Welding</td>
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</table>

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

1. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
2. Safely and accurately use select electric arc processes, basic hand tools, and shop equipment to fabricate durable goods.
3. Safely and accurately use select torches and fuel gases to produce parts that are used to fabricate durable goods.
4. Read, interpret, and use shop drawings and specifications in the fabrication and making of durable goods.
5. Demonstrate teamwork and responsible/dependable behavior in decision-making and task performance.
6. Apply and practice workplace safety policies and procedures.
7. Use effective reading, thinking, mathematical, and written communication skills in workplace environments.
8. Take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW process.

### Required Courses (59 Credits)

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<td>MATH 091</td>
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*See course description for prerequisite. Unless otherwise specified, a minimum of 2.0 is required in the prerequisite.*
Degrees and Certificates

Welding Courses (29 credits)

WELD 100  Oxyacetylene Welding
WELD 101  Arc Welding I
WELD 102  Arc Welding II
WELD 103  Arc Welding III
WELD 106  Welding Technical Orientation I

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

1. Use 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 equipment, 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 (19 credits)

MANU 101  Orientation to Manufacturing
WELD 104  Gas Tungsten Arc Welding
WELD 105  Gas Metal Arc/Flux Cored Arc Welding
WELD 107  Welding Technical Orientation II

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

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 (15 credits)

GEN-S 121  Success for Student Cohorts
MANU 101  Orientation to Manufacturing
WELD 100  Oxyacetylene Welding
WELD 106  Welding Technical Orientation