Peninsula College   2015-2016

# Course Catalog

EDUCATION . OPPORTUNITY . ENRICHMENT

PENINSULA COLLEGE

pencol.edu

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Peninsula College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war.

*Coordination of compliance is the responsibility of the following:*

Bonnie Cauffman, Director of Human Resources
1502 E. Lauridsen Boulevard
Port Angeles, WA 98362
Phone number: (360) 452-9277

Peninsula College tiene un compromiso con el concepto y la práctica de la igualdad de oportunidades en educación y empleo  y no discrimina por motivos de raza, color, nacionalidad, edad, presencia de alguna discapacidad, sexo, orientación sexual, estado civil, credo, religión, o condición de veterano de guerra.

*La coordinacion de cumplimiento  ha sido designada  a la persona que se menciona a continuación:*

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To receive the following information in an alternative format, contact Services for Students with Disabilities (SSD) Office at: ssd@pencol.edu, or (360) 417-6323; tool free in Washington at 1 (877) 452-9277, Ext. 6323; or TDD (360) 417-6339.

# Our Mission

Peninsula College provides educational opportunities in the areas of academic transfer, professional/technical, basic skills, and continuing education. The College also contributes to the cultural and economic enrichment of Clallam and Jefferson Counties.

Statement of Mission
Peninsula College Board of Trustees
June 14, 2011

# Core Themes

### EDUCATION

- Provide an Academic Transfer program that positions students to continue their education at the baccalaureate level.
- Provide Professional and Technical programs that enable students to enter or re-enter the workforce, enhance their current skills, or pursue advanced educational opportunities.
- Provide a Basic Skills program to help undereducated adults and adults with limited English proficiency to become more successful.
- Provide Continuing Education classes with a focus on business training.

### OPPORTUNITY

- Achieve an enrollment distribution that is representative of State expectations and the district profile.
- Provide financial assistance that facilitates student access.
- Provide a college environment that places teaching and learning at the center of institutional practice, provides quality services to students, and demonstrates sound and planful stewardship of public resources.

### ENRICHMENT

- Promote community connections through the exchange of knowledge, resources and community service.
- Provide and promote fine arts.
- Contribute to the economic vitality of Clallam and Jefferson Counties.
- Model pluralism, a culture of mutual respect and acceptance.

# Guiding Principles

**The college community is guided by the following principles:**

- The teaching/learning process is at the center of the mission of Peninsula College.
- Members of the campus community will treat each other with mutual respect and dignity.
- Members of the campus community will be open and honest in their communications.
- Members of the campus community shall promote a positive work environment and avoid adversarial relationships.
- Each member of the campus community shall act ethically and with integrity.
- The campus will engage in collaborative decision-making processes.

# About Peninsula College

At Peninsula College, our unique environment encourages you to explore new possibilities. The college is innovative and student-centered with excellent faculty and small classes. Our learning facilities feature striking architecture and classrooms with advanced instructional technology and equipment. We offer international learning experiences and are actively involved in our local community. What's more, we provide many extra-curricular opportunities: championship athletic teams, student clubs and activities, and an array of cultural and fine arts events throughout the year.

## The World Is Your Classroom

At Peninsula College, learning is not confined to enclosed classrooms or the lecture hall. Instead, the entire campus and the Olympic Peninsula become teaching laboratories as students and faculty move outdoors to take full advantage of all that our unique area has to offer.

Anyone familiar with the college would not be surprised to find a language, philosophy, or literature class meeting in the middle of the college plaza on a bright sunny day, or to see our incredible PC Jazz Ensemble performing in front of the Pirate Union Building (PUB) Student Center. Nor is it unusual to find small groups of students and their teachers embarking for field trips to the nearby ocean, Olympic National Park, or the rain forests to discover and study native marine life, fauna, and flora in their natural habitats.

You can even spend one or more quarters studying in another country if you choose or take language and cultural classes from visiting professors from other countries.

Indeed, to not do so would be to miss much of what education is all about. That's why, at Peninsula College, we have developed a special educational habitat for students that allows you time—and room—to discover who you are and what you want to do.

## Our Setting

The Olympic Peninsula provides an extraordinary setting for Peninsula College. Our close proximity to mountains, forests, and the ocean provides you with opportunities to participate in outdoor learning and recreational experiences that are unequalled at other college locations in Washington's community and technical college system.

The services and activities of Port Angeles, the largest city on the North Olympic Peninsula, are easily accessible, and students and community members alike enjoy the opportunity to work together on projects and special festivals that involve both groups.

Major cities, such as Seattle and Victoria, British Columbia, are only a few hours away, while major Native American museums and a United Nations World Heritage Site—Olympic National Park—are practically on our doorstep.

## Port Angeles Campus

Peninsula College's main campus is located in the city of Port Angeles on 75 acres in the foothills of the Olympic Mountains. Our expanding campus—including Maier Hall, our Arts and Humanities Building; Keegan Hall, our Science and Technology Building; our Longhouse/House of Learning; and the Library/Media Center—provides facilities for students who attend the college from all over the United States and several international countries.

## PC at Forks

The Forks Extension Site is located in Forks, Washington, 57 miles west of Port Angeles. The site offers academic transfer, Basic Education, English as a Second Language (ESL) and GED classes, as well as professional development seminars intended for local business and professionals. Distance-learning courses coordinated through the Port Angeles campus provide additional enhanced learning opportunities for residents. In the summer of 2014, the site moved into a newly remodeled 12,452 square-foot facility that houses five classrooms, a learning center with study space, a student gathering space, reception, and advising and faculty office spaces. The site also includes a multiuse space available as a resource for community and cultural events for the region.

## PC at Port Townsend

Peninsula College has two locations in East Jefferson County—the main Extension Site is located at Fort Worden in Port Townsend, Washington, with a second site located in Port Hadlock. Residents in East Jefferson County can complete their Associate of Arts Degree, Associate of Applied Science Degree, or a number of technical certificates without leaving home. Basic Education, English as a Second Language, and GED classes; a variety of Community Enrichment classes; and Professional Development and Business Training round out the local offerings. A full range of student services is available.

# Our History

Peninsula College celebrated its 50th Anniversary during the 2011-2012 academic year. The college was founded in 1961 because a group of local citizens wanted to be able to continue their educations without having to travel great distances to college centers in Bremerton or across Puget Sound. The first classes were held in a small building on the Port Angeles High School campus, but the number of students who enrolled in the college quickly became more than the available facilities could accommodate, and plans were soon underway to build a permanent campus elsewhere in the city.

Construction of the new campus began in 1964, and a year later the first classes were held on the present site of Peninsula College with additional classes being offered all across our district. Today, the main campus spreads out over 75 acres of land in the foothills of the Olympic Mountains, overlooking the city of Port Angeles and its busy, international harbor.

Our facilities include a Student Services Center; Maier Hall, our Arts and Humanities Building, completed in 2011; Keegan Hall, our Science and Technology Building and a Longhouse, both completed in 2007; a Library, completed in 2008; a Microsoft training center; computer labs; a lecture hall; and a student union building, known as the Pirate Union Building or PUB. The PUB houses a theater, art gallery, food services, a campus store, lounge area, Internet café, performance areas, and student government offices.

Maier Hall is the largest building on campus, at 62,950 square feet. The intimate 130-seat performance hall is the centerpiece of the facility. Outfitted with the latest in sound and lighting equipment, it has been physically shaped to provide superb acoustics and ideal conditions for music, lectures, or poetry readings. Completely equipped art and ceramic studios and spacious music practice and rehearsal rooms allow students to completely explore all of the arts and discover talents they may not be aware they have. Rounding out the facility are classrooms, a Basic Education Center, faculty offices, and a learning lab area that includes com- puter, math, English, and foreign language labs.

The 56,000 square-foot Keegan Hall Science and Technology Building contains a lecture hall, 13 labs, five classrooms, faculty offices, and two conference rooms in two separate wings—a Science Wing and a Technology Wing.

Situated between Maier Hall and Keegan Hall is a signature art and water sculpture that invites students and visitors alike to sit for a moment or an hour in a calm, relaxing atmosphere that echoes the natural environment of the Olympic Peninsula. Seven of the most prominent mountain peaks in the Olympic Mountain range have been recreated in aluminum and mounted on basalt columns that are situated in water pools. The effect is an oasis of calm and reflection in the middle of a busy campus.

Standing in a grove of cedar trees, the Peninsula College Longhouse was the first longhouse in the nation built on a community college campus. The vision of a Longhouse as a center for cultural expression and educational achievement for all students and community members has collaboratively been woven together by Peninsula College and the six local tribes: Hoh, Quileute, Makah, Port Gamble S'Klallam, Jamestown S'Klallam, and Lower Elwha Klallam.

In 2007, leaders from the six local tribes and the College opened ʔaʔk̓ʷustəŋáw̓t x̌ʷ, "House of Learning", Longhouse with a cedar bark ribbon-cutting ceremony. This ceremony was the culmination of more than two years of planning and construction and honored important tribal and community relationships.

In fall 2010, tribal leaders, elders and youth from all six tribal nations and community members joined Peninsula College to witness and celebrate the historic raising of a 20-foot Welcome Pole at the entrance to the Longhouse. The Welcome Pole was carved on campus by Jamestown S'Klallam master carver, Jeff Monson, from a pole graciously donated by the Lower Elwha Tribe.

The 26,680 square-foot Library is a central teaching-learning resource with a smart classroom, individual and group study areas, conference rooms, print and electronic collections, and research workstations. Students are able to engage in reading, studying, and collaborative learning processes.

# Our Student Body

At Peninsula College there is no "typical" student. Our vibrant, diverse student body comes from all over the United States and 16 different countries. And like you, they come for a variety of educational purposes. Some are recent high school graduates who want to pursue a transfer degree, some are returning to school to earn their Bachelor in Applied Science at Peninsula College, some are Running Start students. Still others are returning for career retraining, to brush up on their job skills, to get their GED, to take ESL courses, to learn how to work with computers, or to take personal enrichment courses. But no matter why they are here, they all want the same thing—a quality education at a price they can afford.

Once our students arrive at Peninsula College, they quickly discover that college is more than just books. It's also a time to explore, to experiment with new interests, and even to discover hidden talents, such as writing or drama. In fact, once our students venture into unfamiliar areas, they often discover their own passion for learning.

# PC Pirate Athletics

The Peninsula College athletic program is among the strongest in the Northwest Athletic Conference (NWAC). With just four teams, the Pirates are a program to be reckoned with, winning three conference championships and one NWAC title in 2014-15. The women's basketball team won the NWAC championship, the women's soccer team finished second in the NWAC, the men's basketball team captured third, and the men's soccer team reached the quarterfinals.

The Pirates' men's soccer team has established itself as an NWAC soccer superpower with 10 straight trips to the playoffs, six Final Four appearances, seven West Division championships – and, in 2010, 2012 and 2013, NWAC championships! After getting knocked out in the NWAC quarterfinal playoffs in 2014, new head coach Cale Rodriguez and his staff have assembled a recruiting class that has the potential to blend with a talented returning squad to get back to the Final Four in 2015.

Peninsula College launched women's soccer in 2010, and the Pirates made an immediate impact on NWAC. Head coach Kanyon Anderson directed a squad of 15 freshmen women to a second-place finish in the West Division and a spot in the NWAC playoffs and then, in only their second year, took the team all the way to the NWAC championship game, finishing the year with a West Division championship and a second place trophy. He was named NWAC Coach of the Year. By year three, the Pirates were ranked No. 10 in the nation, repeated as West Division champions and won Peninsula's first-ever women's NWAC championship. The Pirates then repeated as West Division Champions and NWAC Champions in 2013. Peninsula College became the first college in NWAC history to win back-to-back men's and women's soccer championships. In 2014, the Pirate women's team placed second, missing out on a three-peat by one goal in a 1-0 setback to Everett in the NWAC championship. The Pirates were ranked as high as No. 4 in the nation.

The soccer teams play on Sigmar Field, arguably the best field in the NWAC. With the extraordinary artificial turf field, the reputation of our coaching staff, and the quality of education, Peninsula College has become a destination college for high school soccer standouts.

The Peninsula College basketball program also has an excellent reputation across the region. The men's team is a perennial North Division powerhouse. The Pirates broke through in 2011 to claim Peninsula's first NWAC Championship since 1970. The Pirates were on their way to a repeat of that season in 2012, but had to settle for fourth place. They qualified for the tournament again in 2013, but again fell short of the title, despite being ranked

in the top 10 most of the season. The Pirates began a new era under Head Basketball Coach Mitch Freeman in 2013-14 and just missed the playoffs, placing fifth in the North Division. In 2014-15, Coach Freeman helped guide his team back into the playoffs with a fourth-place finish in conference play and then surprised the NWAC by capturing a third-place trophy at the 2015 NWAC Basketball Tournament.

The Peninsula College women's basketball team just keeps getting better and better. The Pirates have qualified for the NWAC Championship Basketball Tournament four straight years and this year (2014-2015) head coach Alison Crumb led the Pirate women's basketball team to their first NWAC Championship in the history of PC women's basketball. Coach Crumb was named NWAC Coach of the Year. In her sixth year as head coach, Crumb has established herself as one of the young professionals to watch in the intercollegiate basketball community and is quietly building a program that, like soccer, is becoming a destination program for high school basketball standouts from up and down the west coast.

Off the field, Peninsula College athletes participate in community service projects and play a significant role in the development of young players through the Peninsula Soccer Academy and Peninsula Basketball Camps, as well as engagement in elementary, middle school and high school mentorship programs and school clinics.

# Opportunities in the Arts and Sciences

Students seeking transfer degrees will find many exciting opportunities to explore and develop passions for the full range of academic and artistic pursuits. Each year their talents are celebrated in a very special way through a week-long Spring Festival of Student Arts, which showcases student talent and craftsmanship in a variety of areas, from acting to music to art and more! Included in the events are concerts by the PC Jazz and Vocal Ensembles, poetry and prose readings, a special Student Art show, a Junk Art Welding show, and an End-of-Term Concert by the Music Department.

Our journalism students work on a prize-winning student newspaper, The Buccaneer. They also regularly attend conferences to learn more about the art of newspapering.

All of our students can contribute original writing, photographs, music, and works of art to Peninsula College's award-winning literary arts magazine, *Tidepools*, which observed its 50th Anniversary in 2014 with the printing of a double issue. Volume One featured works by several North Olympic Peninsula residents, and Volume Two combined the best of the last 50 years

of publication with new works by regional writers and artists. In 2014, *Tidepools* also introduced a Kindle version of the magazine. In 2015, *Tidepools* was published as a boxed set. Cash prizes are awarded to first, second, and third place winners. All of the contributors are honored with a reception in the spring and give several readings in our local communities.

Numerous research and travel opportunities are available to our science students, who study and work in Keegan Hall, our Science and Technology Building. Research opportunities abound on the Peninsula. Outstanding outdoor facilities, such as Olympic National Park and state and national forests, encourage scientific inquiry and lead to exciting projects. But this is only the start; many more opportunities exist and are waiting to be explored.

# Honors Program

The Peninsula College Honors Program is a one-of-a-kind experience designed for highly motivated students who seek to be engaged in an intensive learning process where they make connections among ideas while developing critical thinking skills as they pursue an Associate of Arts or Associate of Science degree. If you are excited about learning, want to study with classmates who share your enthusiasm, and desire an opportunity to work with faculty mentors to explore your intellectual interests, the Peninsula College Honors Program is for you. Students apply their mastery of knowledge to the design and completion of a comprehensive capstone project.

# Commitment to Diversity

At Peninsula College, a public institution committed to lifelong learning, we recognize the changing communities we serve. Our goal is to seek, involve, and value diverse peoples—their contributions, perspectives, and potentials—and to nurture those threads of common experience and desire that unify differences. To this end, we are committed to cultural and personal diversity and to valuing individual differences. Through positive effort and attention, we work to integrate diversity throughout the college.

# Accreditation

Peninsula College (PC) is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the Department of Education. PC's accreditation was reaffirmed in 2012. The next full scale accreditation evaluation for Peninsula College will take place in fall 2018.

Accreditation by NWCCU indicates that Peninsula College meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.

Accreditation by NWCCU applies to the institution as a whole. It provides reasonable assurance about the quality of opportunities available to students who attend the institution. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates.

Inquiries regarding PC's accredited status should be directed to PC's administrative staff or by contacting:

Northwest Commission on Colleges and Universities
8060 165th Avenue NE, Ste. 100
(425) 558-4224
www.nwccu.org

# Educational Opportunities

An emphasis on quality instruction is the common denominator for our instructional offerings. Classes are small with a student to teacher ratio that is usually no more than 35 students, and often fewer. Instructors are selected for their teaching abilities as well as their expertise in subject specialties.

Peninsula College students have an impressive record of success in continued college studies and in careers. Reports from Washington's public universities show that students from Peninsula College often perform better at university than other students. Annual studies show that most students who have completed Peninsula College's professional and technical educational programs are now working in their chosen career fields.

## Degree Programs

Peninsula College offers degrees in Arts and Sciences Transfer, Professional and Technical Education, and a Bachelor of Applied Science in Applied Management.

### Arts & Sciences Transfer Education

Peninsula College awards six associate degrees designed for transfer to baccalaureate institutions awarding the Bachelor of Arts or Bachelor of Science degrees. They are the Associate in Arts, the Associate in Arts Honors, the Associate in Science, the Associate in Business Education, the Associate in Math Education, and Associate in Nursing.

An individual holding an associate transfer degree who is admitted to a Washington state public baccalaureate institution is considered to have completed the lower division or general education requirements for that institution.

### Professional & Technical Education

The Associate in Applied Science and the Associate in Applied Science−Transfer degrees are awarded to students completing an instructional program designed to prepare them for entry into a specific occupation. Professional and technical education programs in which associate degrees and certificates are offered are listed below. See specific programs for degree options.

- Addiction Studies
- Administrative Office Systems
- Advanced Manufacturing / Composites Technology
- Automotive Technology
- Business Administration
- Commercial Driver's License
- Computer Applications Technology
- Criminal Justice
- Cybersecurity & Computer Forensics

- Early Childhood Education
- Emergency Medical Technician
- Energy and Innovation Entrepreneurship
- Family Life Education
- Food Service Management
- Green Building
- Green Building/Sustainable Agriculture
- Health Information Management-Medical Billing and Coding
- Homeland Security / Emergency Management
- Hospitality and Ecotourism
- Information Technology
- Medical Assisting
- Multimedia Communications
- Nursing
- Physical Therapy Assistant Cooperative
- Radiology Technology Cooperative
- Welding

## Bachelor of Applied Science

The Bachelor of Applied Science in Applied Management (BAS-AM) program at Peninsula College is designed to enable applicants with AAS, AAS-T, AA, and AS degrees to combine their lower-division technical or transfer preparation with upper-division credits in business management, resulting in a practical, application-oriented, four-year degree. The BAS-AM Program has been developed to meet the employment needs of the Olympic Peninsula and to prepare its graduates for entry-level management positions and career advancement in the wide range of fields found on the Peninsula and elsewhere.

In addition to meeting the employment needs of the Olympic Peninsula, Peninsula College's BAS-AM degree is designed with the academic rigor that enables graduates to apply directly to the University of Washington, Washington State, and other university MBA Programs.

## Certificates

Several one-year-or-less certificate programs are offered in Addiction Studies, Administrative Office Systems, Advanced Mftg/Composites Technology, Automotive Technology, Business Administration, Carpentry, Computer Applications Technology, Criminal Justice, Early Childhood Education, Energy and Innovation Entrepreneurship, Food Service Management, Green Building, Hospitality & Event Planning, Multimedia Communications, Medical Assisting, Sustainable Agriculture and Welding.

# Community and Business Education

## Community Education

Community education courses are offered on the main campus, extension sites, and other locations throughout the region as well as online. These courses provide lifelong learning and self-enrichment opportunities in many areas of study, including professional development and job training.

Community Education courses and career training programs are offered online through the ED2GO Program. Through this program, a wide range of highly interactive six-week courses are available that a student can take entirely online. Visit www.pencol.edu/ce/online-courses-and-career-programs for more information on online class options.

A quarterly schedule describing Community Education courses offered throughout the region is available on the website prior to each quarter. Limited summer courses are also offered. For additional information, visit: www.pencol.edu/ce or contact lhopie@pencol.edu or (360) 417-6504.

## Entrepreneur Institute

The Entrepreneur Institute is a training program that provides timely and relevant entrepreneurial education to help people and businesses grow. Through education, we promote the awareness of entrepreneurship as a career, help new and existing businesses to prosper, and contribute to economic growth on the North Olympic Peninsula. For more information, visit www.pencol.edu/pcei or contact: (360) 417-6504.

## Customized Training Programs

Customized training and education are available in a wide variety of topics serving business, governmental, and nonprofit groups. Training can include development in basic education and skills, technical skills, job-related instruction, skills assessment and evaluation, as well as training equipment, materials, facilities and supplies. All of the training is customized to meet specific training needs.

Customized training also includes our Leadership and Management Series that provides professional management training for incumbent managers as well as new managers or supervisors.

For additional information, contact lhopie@pencol.edu or (360) 417-6504.

# Distance eLearning

Distance eLearning at Peninsula College provides expanded learning opportunities through the use of interactive television (ITV) and online instruction. These methods allow you to customize a flexible schedule that will meet your individual needs and open educational opportunities to those who are unable to attend all classes in person. The Distance eLearning department supports all Peninsula College classes with online technology as well as other emerging technologies as they become available. These emerging technologies support learning for everyone – not just those separated by distance.

For additional information and current course offerings visit: www.pencol.edu.

# Basic Education for Adults

Adults, with or without a high school diploma, may enroll in a variety of classes designed to upgrade basic education in reading, writing, and mathematics. They may work individually or in small groups to acquire skills needed to reach their educational and occupational goals, including skills brush up for transition to college classes.

Adults 21 and over may complete coursework and competency-based activities to complete a high school diploma from Peninsula College.

Adults 16 years of age or older who have not completed high school may attend basic skills classes to prepare for the General Educational Development (GED) test. Instruction focuses on the subject areas covered on this high school equivalency exam. Students between the ages of 16-18 must have a signed release from a Washington State high school before they take the official GED test.

Classes in English Language Acquisition are offered to indiviudals who want to improve their career and college readiness. Instruction is designed to help them acquire academic skills in understanding, speaking, reading, and writing English. For information and class locations, call (360) 417-6380.

Integrated Basic Education and Skills Training (I-BEST) allows students to begin a workforce education career pathway program while improving their basic English, reading, writing, or math skills. Peninsula College offers a variety of I-BEST programs including Medical Assistant, Automotive Technology, Welding, Early Childhood Education, and others. Call (360) 417-6381 for more information.

# Complete Your High School Education

Peninsula College offers adults 19 years of age or older who did not complete high school the opportunity to acquire a valid diploma which meets State of Washington requirements. An individual (21 years or older) who completes an Associate degree, or a Running Start student who completes an Associate degree, may be awarded a state high school diploma from the college upon written request from the student. For information, contact: Student Services at (360) 417-6341.

Peninsula College also offers the HS21+ program which is designed for adult learners, 21 years of age and older, who are interested in acquiring their high school diploma.  HS21+ classes prepare students for college and career pathways while fulfilling the high school diploma requirements of Washington State.  Credits earned in HS21+ courses count toward a high school diploma only and cannot be used as dual high school/college credits.  Students have the potential to use life experience to earn high school credit and credit is awarded based on competency rather than seat-time.  For more information, contact the Transition Center at (360) 417-6380.

# High School Programs (Dual Credit)

## Running Start

Created by the Washington State Legislature, Running Start is a program providing academically qualified students with the opportunity to simultaneously earn high school and college credits.

To qualify for Running Start, students must be a high school junior or senior, under the age of 21, and qualify at college-level in English and/or math on the placement test.

Those who qualify may choose to take a combination of high school and college courses or enroll exclusively in college courses. All college-level courses (numbered 100 or above) successfully completed may be applied toward degrees at Peninsula College. Therefore, it is possible for high school students who begin Running Start as juniors to graduate from high school with two years of college already completed.

College credits earned through Running Start are usually transferable to colleges and universities in and out of the State of Washington. Information on the transferability of credits is available from an educational planner in the Student Development Center as well as from the respective college or university to which a student wishes to transfer.

Running Start students will be responsible for the cost of books, supplies, transportation, and fees. Tuition is covered up to 15 credits per quarter as long as the combined course load between the college and high school stays below 1.2 FTE (full-time equivalency). Students with combined high school and college schedules that exceed 1.2 FTE during any college quarter must pay college tuition on the additional credits. Please note, waivers may be available for students who qualify for the free or reduced lunch program through their school district.

For more information regarding Running Start, contact: RunningStart@pencol.edu or (360) 417-6341, toll-free in Washington at 1 (877) 452-9277, ext. 6341.

## Professional Technical Education Program

The Professional Technical Education Program is a dual credit opportunity for high school students to gain Peninsula College credit for specially designed courses taken at their high school. To find out if your school participates in the program, contact: Student Services at Peninsula College.

# College Preparation

## Upward Bound

Upward Bound is an educational program designed to develop the knowledge, skills and motivation necessary for students' to earn a two or four-year college or technical degree. High school students from low income and first generation families may be eligible for services. The goal of Upward Bound is to increase the rate at which participants complete secondary education, enroll in, and graduate from institutions of postsecondary education.

**Upward Bound services include the following:**

- Academic instruction and tutoring in reading, writing, math, study skills, and other subjects necessary for success in education beyond high school.

- FREE six-week summer program which includes:
    - 4 weeks of academic courses with the opportunity to earn college and/or high school credit
    - 1-week residential field science trip
    - A tour of Washington State Colleges

- Academic, financial, and personal counseling.

- Exposure to academic programs and cultural events.

- Leadership development.

- Early career assessments, planning and exploration.

- Mentoring programs.

- Information on postsecondary educational opportunities.

- Assistance in completing financial aid applications.

- Researching and applying for scholarships.

- Assistance in preparing for college entrance exams (PSAT, SAT, ACT) and completing college applications.

Peninsula College's Upward Bound program is 100% funded through a U.S. Department of Education five-year, $1,248,440 grant. For information, contact: Upward Bound Office at (360) 417-5693 or toll-free at 1 (877) 452-9277, ext. 5693.

## Requirements to Attend

All degree-seeking or certificate-seeking students must make application to the college. Peninsula College operates under an open door admissions policy and shall accept for admission any applicant who:

1. Is competent to profit from the curricular offering of the college; and

2. Would not, by presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the college; and

3. Who is eighteen years of age or older, or

    a. is a high school graduate, or

    b. has applied for admission under the provisions of a student enrollment options program, such as Running Start, a successor program, or other local enrollment options programs.

This general admission policy complies with WAC 131-12-010.

The college administers an assessment test to all individuals who have not satisfactorily completed one or more quarters of college-level work, which includes English and math with a 2.0 or above GPA.

You must meet minimum-established English and mathematics achievement level requirements before entry into associate degree programs. The attainment of minimum levels of achievement is a prerequisite to registration in some programs, is established by program, and varies according to particular program requirements. The College follows the Washington State CTC Approved Placement Reciprocity Agreement Policy. The college reserves the right to deny individuals entrance to specific programs if they do not meet established achievement level requirements.

Admission to Peninsula College does not guarantee admission into all courses or all professional and technical education programs. You should consult this catalog for any specific admission requirements in your major field.

## Nonmatriculated Enrollments

Non degree-seeking students are not required to apply for admission to the college but must provide required documentation and meet any prerequisite requirements for courses by qualifying through a placement test or by providing an official transcript from a prior institution.

Peninsula College may enroll a student who:

1. Is competent to profit from the curricular offering of the college.

2. Would not by presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution.

3. Is eighteen years of age or older, or:

    a. Is aged 16 years or older and meets the provisions of the Adult Education and Family Literacy Act, Title II of the Workforce Investment Act. Individuals admitted in such classes will be allowed to continue as long as they are able to demonstrate, through measurable academic progress, an ability to benefit.

    b. Is enrolled in a Peninsula College sponsored youth program.

    c. Is enrolled in a basic education or noncredit class with approval from the appropriate dean.

    d. Has approval from the Enrollment Exception Committee or designee(s).

Peninsula College may accept for exceptional admissions students who are under age 18 who are approved by the Enrollment Exception Committee or designee(s). Contact: Student Services at (360) 417-6340 for more information.

## Admission Procedures

Procedures for admission are published on the Peninsula College website at www.pencol.edu, and are provided by Student Services at (360) 417-6340.

Official transcripts from each college you have attended must be mailed to the Student Services Office at Peninsula College for consideration of transfer credit. It is your responsibility to contact other institutions and request that transcripts and testing scores be forwarded in a timely manner. You must complete a Transcript Evaluation form to have your previous college credits apply toward your degree. This form is located on the College website, www.pencol.edu. All transcripts become the property of the college.

Prior to the quarter applied for, the Student Services Office will notify each new applicant who has completed the admissions process about times scheduled for placement testing, orientation, advising, and registration. Call (360) 417-6340 for information.

# Registration Procedures

Individuals should check the College website at www.pencol.edu for the quarterly schedule of courses and for details on registration procedures.

Our registration process gives precedence to veterans and continuing degree-seeking students with the most credits. This system is designed to allow those most in need of specific courses required for graduation or program completion) to have a first-opportunity registration position. You may register at the time assigned or any time thereafter within the constraints of the period offered for registration. You are not guaranteed the unrestricted right to enroll in any specific course or program.

Continuing students who indicate they wish to enroll the next quarter are notified by email regarding their registration appointments. A designated period is set aside each quarter for advising purposes before registration begins.

You must be officially enrolled by the first day of the course to attend.

Under the Washington Administration Code (WAC) and the policies of the State Board for Community Colleges, we reserve the right to deny admission to, or cancel the registration of, any individual whose enrollment is inconsistent with the best interests of the student, other students, or the established policies of Peninsula College.

# Financial Resources

## Financial Aid—Grants, Work Study, and Loans

Peninsula College participates in a variety of federal and state grant, work-study, and loan programs. These programs are designed to assist you in paying for your educational expenses. For more information, visit: www.pencol.edu.

Eligibility for the following aid programs will be evaluated for all individuals who complete the financial aid application process:

- Federal Pell Grant
- SEOG (Supplemental Educational Opportunity Grant)
- Washington State Need Grant
- College Bound Scholarship
- Passport to College Grant
- Peninsula College Grant
- Need-Based Tuition-Waiver
- Work Study
- Subsidized Stafford Loan
- Unsubsidized Stafford Loan
- PLUS (Parent Loan for Undergraduate Students)

For more information on financial aid opportunities, contact: financialaid@pencol.edu.

## Scholarships

Information about scholarship opportunities is posted in the Financial Aid Office and at www.pencol.edu. There are also many other websites with scholarship information. Unfortunately, some of these sites are less precise than others. One of the free sites recommended by financial aid administrators in Washington is www.theWashBoard.org.

## Opportunity Grant

The Opportunity Grant Program can provide funding for tuition and fees, books, and supplies for qualified adults for up to 45 credits in selected programs. For more information and the application process, visit www.pencol.edu.

## Worker Retraining Aid

If you have experienced a major change in your employment circumstances in the last 24 months, including displaced homemaker status, you may qualify for Worker Retraining assistance. Worker Retraining applications are available in the Financial Aid Office. You may also visit the Worker Retraining web site by going to the college website, www.pencol.edu.

## Basic Food Employment and Training (BFET)

The BFET Program can provide assistance with tuition, books, and other support services for eligible students who are receiving Basic Food through the Department of Social and Health Services. For more information, contact the BFET Program Coordinator at (360) 417-6505 or toll free 1 (877) 452-9277, ext. 6505.

## WorkFirst

The WorkFirst program pays tuition and book costs for eligible parents who are current recipients of the Temporary Assistance for Needy Parents (TANF) program through the State Department of Social and Health Services and who are taking classes to improve their work skills and increase their wage earning capacity. WorkFirst Financial Aid helps parents who are not receiving other financial aid. For information and eligibility requirements, please contact the WorkFirst Coordinator at (360) 417-6351 or toll free 1 (877) 452-9277, ext. 6351.

## Tuition and Fees

Current tuition and fee information is published on the college website at www.pencol.edu and in the Student Services Office, (360) 417-6340.

# Admission to the College

## International Student Applications

Contact the Peninsula College International Student & Faculty Services Office for more information at:

Phone: (360) 417-6491
Fax: (360) 417-6482
E-Mail: international@pencol.edu

Address:
Peninsula College
1502 E. Lauridsen Blvd. #C-2
Port Angeles, WA 98362 U.S.A.

### All international students must submit the following:

- A completed International Student Application Form and Payment Authorization Form
- Translated official copies of all applicable scholastic records (transcripts from high school, previous college, or language schools).
- Proof of finance (notarized Affidavit of Support, or an official bank letter, government or sponsor's statement confirming the availability of sufficient funds for at least one year of study and living costs at Peninsula College).
- A nonrefundable application fee paid in U.S. Dollars.

**For complete application/fee requirements visit: www.pencol.edu.**

### Proof of English-language proficiency demonstrated in one of the following ways:

- 500 or higher in TOEFL.
- IELTS 5.5 (no band lower than 5.0)
- 92 or higher on the Peninsula College ESL Compass Placement Test.
- Two years of U.S. high school study, with a minimum GPA of 2.0.
- Successful completion of the Advanced Level of the IELS Program at Peninsula College or any accredited ESL pro- gram in the United States.
- Transferring from the academic program of an accredited U.S. college or university with a minimum GPA of 2.0.

*Note: If your TOEFL scores are lower than 500, you will be accepted conditionally, and you will be required to take IELS classes. If your TOEFL scores are between 450 and 499, you may be allowed to take a college class, such as Music, Physical Education, or Math, that do not require heavy reading or writing assignments along with your IESL courses.*

### English Requirements for IELS (Intensive English Language Studies) Program

- There is no English proficiency requirement.
- Note: Students who apply without TOEFL scores will be automatically accepted into the IESL program.
- Students transferring from another institution within the United States will need to submit the following documents in addition to the regular admission requirements:
  - A copy of I-94 and visa.
  - A copy of passport (pages containing photo and demographic information).
  - Copies of all previous I-20s International Student Transfer Form (signed by current foreign student advisor).
  - An official copy of institution's transcript if you wish to transfer credit.

### Please send your application to:

International Student & Faculty Services (ISFS)
Peninsula College
1502 E. Lauridsen Blvd.
Port Angeles, WA 98362 U.S.A.

# Notes

# Academic Policies & Procedures

## Enrollment Requirements

### Enrollment

You must be officially enrolled by the first day of the course to attend.

### Credits & Credit Load

The academic year is divided into three quarters of approximately 11 weeks each. There is also a summer quarter of approximately seven weeks. The normal course load per quarter is 15 credit hours; however, Peninsula College considers 12 credits to be full-time.

### Registration Changes

Peninsula College requires all students to register for classes prior to the start of each quarter.  Changes to your courses (adding or dropping) should be made before the start of the quarter. This can be done on the college website at www.pencol.edu or by filling out the student add/drop form, which is available in the Student Services Office.

### Withdrawal from Courses

You may withdraw from courses up to one month (30 calendar days, with the exception of summer quarter) prior to the last instructional day of the quarter. For regular scheduled classes, if a class is dropped during the first two weeks of the quarter, a grade will not appear on the transcript. After the first two weeks, a grade of "W," which is not used in computing grade point averages, will be entered on the official transcript. Individuals must officially drop a class in person at Student Services, on the College website www.pencol.edu, or by calling (360) 417-6340. Informing the instructor does not constitute a withdrawal.

## Grading

The following grading policy and procedures were implemented beginning winter quarter 2012.

College instructors are responsible for evaluating individual performance in the courses they teach. Instructors may report decimal grades from 0.7 to 4.0 in 0.1 increments. The number 0.0 is assigned for failing work, which includes grades reported in the 0.1 to 0.6 range. At the end of each quarter, a copy of grades and credits earned is available on the college website. Students must use individual logons to access grades.

A grade point average (GPA) is determined by dividing the total number of grade points earned for the quarter by the total number of credit hours in which an individual was registered.

The following symbols can be used to designate a grade for coursework, but are not assigned grade points:

- P - Passing
- S - Satisfactory (For use in English or English as a Second Language courses below 100 level only)
- W - Withdrawal
- I - Incomplete
- N - Audit
- U - Unsatisfactory
- V - Discontinued Attendance
- R - Repeated course
- Z - Continuous Enrollment
- * - No grade reported/invalid grade

Individuals who withdraw officially from a course prior to the last 30 calendar days of the quarter will receive a "W."

### Discontinued Attendance

Peninsula College views student attendance and participation as crucial to academic success. Therefore, an instructor may assign a V grade for a student who discontinues attendance. When a V grade is issued, no grade points are calculated, the grade is not computed in the student's GPA and no credits are issued. An instructor is not obligated to assign a grade of V for discontinued attendance. Note: the V is a discontinued grade given at the end of the quarter.

In order to accommodate students waiting to register for a course, instructors may initiate a withdrawal for nonattendance. A student who fails to attend at least 50% of a face-to-face class or fails to login for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course. Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should therefore contact their instructors immediately to request an exception to this procedure.

### Passing/Unsatisfactory Grades

You may request to enroll in certain courses on a pass or no-pass basis. If you select the option of having a Passing (P), Satisfactory (S), or Unsatisfactory (U) grade for specific course work, you should request this from your instructor at the beginning of the quarter. You should remember that U grades do not earn credit.

While the number of P/S grades is not limited at Peninsula College, transfer students are cautioned that many baccalaureate institutions impose limits or restrictions on acceptance of P/S-graded credit. If you plan to transfer to a baccalaureate institution you should determine that school's policy regarding the acceptance of P/S courses before electing this option.

## Audit

You may, with the consent of the instructor, enroll to audit a course. You are expected to attend classes regularly but you will not take examinations, receive grades, or earn credit. Tuition is the same as that charged for credit.

After the tenth day of instruction an individual who is a Washington State resident, and who has or will have attained 60 years of age by the first day of instruction of the quarter during which enrollment is desired, may enroll for audit in certain courses on a space-available basis. Students enrolling under this waiver shall register for no more than two courses per quarter. No tuition will be charged, although some fees may be assessed. Written approval of the instructor is required. (WAC 131-28-080).

## Incomplete Grades

The grade of "I," designating incomplete, must be initiated by the student. It requires the agreement of the instructor that you have completed a sufficient amount of course work but cannot complete course requirements during the quarter due to circumstances beyond your control.

The instructor must fill out an electronic contract form that contains the specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract is retained by the instructor, one is given to the student, and one is filed with Student Services at the time grades are recorded.

An incomplete grade remains permanently on your transcript if the course work is not made up within a maximum of one year.

An individual receiving veteran's benefits and/or federal financial aid who fails to make up an incomplete grade within a designated time may risk partial loss or termination of benefits.

## Repeated Courses, Grade Petition

A course may be repeated two times. The original grade will remain on the transcript; however, the higher grade earned in the repeated course will be used in computing grade point averages. Individuals must complete the Repeated Course form (available in the Student Services Office) for a recalculation of their GPA to be processed.

A returning student who has not been enrolled for a period of two or more years at Peninsula College may petition to have previously earned Peninsula College grades of less than 1.4 disregarded in computing grade point averages; however, all grades will remain on the transcript. These forms may be obtained in Student Services or on the College website at www.pencol.edu.

## Academic Progress & Performance

Peninsula College is committed to facilitating the academic success of students. The primary purpose of the Academic Progress and Performance Policy is to quickly identify and alert students with low academic achievement and to provide those students with assistance to improve their academic performance.

- Students must earn a GPA of 2.0 or above. If not, the college will place the student progressively on alert, probation, or suspension.
- A student whose cumulative grade point average falls below 2.0 or above will be placed on academic alert.
- A student on academic alert who fails to earn a cumulative grade point average of at least 2.0 at the end of the subsequent quarter of enrollment will be placed on academic probation.
- A student on academic probation who fails to earn a quarterly grade point average of at least 2.0 in the next quarter of enrollment will be placed on academic suspension. A suspended student may petition for readmission to the college after waiting a period of 12 months.
- Students placed on Academic Suspension may exercise the right to appeal for Immediate Academic Reinstatement.
- Certain vocational programs, international students, veterans, and students receiving financial aid may have different and/or additional academic standard requirements and appeal processes.

## Plagiarism/Cheating

Plagiarism and/or cheating are not tolerated by Peninsula College. An individual who cheats or plagiarizes the works of others is at risk of receiving a failing grade for the course in which such action takes place.

## President's List, Honor Roll, & President's Medalists

An individual who is enrolled in and completes at least 12 quarter hours of credit in courses numbered 100 or above for which grade points are assigned, receives no incomplete grades, and earns a quarterly grade point average of not less than 3.9, will be named to the President's List.

An individual who meets the criteria listed above, but who earns a quarterly grade point average for the quarter of not less than 3.6 will be named to the Honor Roll.

At graduation, an individual who completes a degree having earned 45 college-level credits at Peninsula College, with a college-level cumulative grade point average of 3.85 or higher, will be awarded the President's Medal for Scholarly Excellence.

# Academic Transfer

## Transfering *From* PC

Peninsula College has set its general education requirements for the Associate degrees (Direct Transfer Agreement/ Major Related Programs) to conform with guidelines of the Washington Inter-College Relations Commission (ICRC) for direct transfer of these degree credits. Washington baccalaureate colleges and universities also accept these guidelines or have separate agreements with Peninsula College. Students entering with AA degrees from Peninsula College are considered to be in their junior year and to have completed the general education requirements at these baccalaureate institutions.

Individuals who plan to transfer from Peninsula College to a baccalaureate college or university are expected to meet the entrance requirements of that institution at the time they transfer. You should obtain current catalogs from the institution to which you plan to transfer and study entrance requirements as well as suggested freshman- and sophomore-level courses in your major field of interest. Institutions differ in treatment of credits received with a pass grade for courses in a major field and may compute a pass grade as a "C" or "D" grade.

Last-minute changes in your major field of study or in your choice of baccalaureate institution may create problems in transferring. Such changes should be made only after consultation with advisors.

Peninsula College courses numbered below 100 are not transferable. Courses with titles containing the word "technical" or "technology" are not transferable to all baccalaureate institutions, but they may transfer to some of these colleges. You should work closely with faculty advisors before attempting to transfer courses that are specialized components of professional and technical education programs or listed by the Inter-College Relations Commission (ICRC) as "restricted subject area" courses. Associate in Applied Science–Transfer degrees transfer to some colleges. Work with your advisor for transferring options.

You may earn more than 90 academic hours of credit at Peninsula College, but the total number of credits accepted for transfer will be determined by the institution to which you transfer.

Students who have completed the Washington 45 requirements may be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state. For more information about Washington 45, see the College website, www.pencol.edu. The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

## Transferring Previous Credits *to* Peninsula College

In general, Peninsula College routinely accepts credits for college-level courses completed at regionally accredited institutions of higher education. Authority for acceptance of credits is delegated to the Credentials Evaluator.

The decision to grant transfer credit is based upon several factors, chief among them is accreditation. For transfer purposes, Peninsula College recognizes as fully accredited only those institutions that have received accreditation by one of the following associations: (1) New England Association of Schools, (2) Middle States Association of Colleges and Schools, (3) North Central Association of Colleges and Schools, (4) Northwest Commission on Colleges and Universities, (5) Southern Association of Colleges and Schools, and (6) Western Association of Schools and Colleges.

Regardless of institutional accreditation, Peninsula College does not grant credit for religion or theology courses that are sectarian in nature.

In order to have credits transferred, previous college official transcripts must be sent to Peninsula College and an official evaluation must be requested. Transcript evaluation requests can be made on the College website at www.pencol.edu.

In accordance with the Community and Technical College (CTC) Inter-College Reciprocity Policy, Peninsula College offers reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree.

# Military Credits

When military courses are directly related to your course of study or program at Peninsula College, it is possible for credit to be awarded for use toward a specific degree or certificate. It should be noted, however, that many such courses may not be applicable and, therefore, no credit will be awarded. Procedures for requesting a formal evaluation of credit may be obtained from Student Services (360) 417-6340.

# Credit by Examination

Peninsula College grants credits to entering students based upon certain levels of performance in the Advanced Placement Program of the College Entrance Examination Program.

In addition to standardized tests for specific course credits, in special cases you may obtain college credit for courses listed in the current catalog by passing an examination in that course, satisfying the department concerned that both content and method have been mastered adequately. This privilege is intended to evaluate informal and/or comparable education experiences that may be the equivalent of organized class work.

Peninsula College also recognizes the value of prior experiential learning and has established procedures for accrediting prior-life experience in appropriate academic disciplines. You may obtain information on this process from Student Services. This process will ensure that you will receive a meaningful educational experience in the program selected and maintain the integrity of this alternative mode for earning college credit.

# Graduation

**Requirements for graduation from Peninsula College specify:**

- A 2.0 or above cumulative grade point average.
  NOTE: The cumulative grade point average will be calculated from college-level courses only (numbered 100 or above).

- A minimum of 90 credits meeting requirements for a specific degree.

- Completion of the Residency Credit Requirement.
  NOTE: To meet the residency requirement for a certificate or degree, 30 credits or one-third of the required credits, whichever is less, must be earned at Peninsula College. However, a specific program may require a capstone sequence, or that more credits be earned in residence. Credits earned through articulation agreements and advanced placements do not satisfy residency requirements.

- The minimum requirement for a high school diploma is that the final course must be completed at Peninsula College.

- You must apply for a degree before you register for your last quarter of study.

- Individuals who are within 10 credits of completing graduation requirements at the conclusion of the spring quarter may take part in commencement exercises; however, degrees will not be awarded until all requirements have been completed.

## Transcripts

A transcript is a report of grades and credits earned in courses during the quarters an individual has been enrolled. An official transcript is signed by a certified school official, with the college seal placed over the signature. A transcript is not released without a request from the individual. A fee of $6.00 is charged for each official transcript. Transcripts will not be released for individuals who have unpaid college debts.

Unofficial transcripts are available on the College website at www.pencol.edu.

## Graduation Checklists

Current graduation checklists for degrees or certificates are available on the College website at www.pencol.edu or in Student Services. The checklist determines the course requirements necessary to complete the degree or certificate at the time the individual enters the program. Checklists can change annually.

Continuing students can graduate under the checklist with which they began or under a newer one if they so choose. If college studies are interrupted for more than two consecutive quarters (summer quarter not included), you must meet the degree requirements in effect at the time of readmission.

## Application for Graduation

Individuals should apply for graduation one quarter in advance of the quarter they anticipate graduating. Degree applications are available from Student Services or on the College website at www.pencol.edu. The Application for Graduation, with any approved substitutions signed by a program advisor, should be returned to Student Services as soon as possible in the quarter. Student Services will perform a final review authorizing graduation or pointing out any deficiencies that must be overcome.

# Student Services

The Student Services Center is open throughout the year to assist new and returning students with admissions, financial aid, educational planning and registration. The Student Services Center is located in Building D and may be contacted at student-services@pencol.edu or (360) 417-6340, toll- free in Washington at 1 (877) 452-9277, ext. 6340. TDD may be reached at (360) 417-6339.

## Educational Planning and Counseling Services

Educational Planners are available to provide academic advising for college programs and educational opportunities. Educational Planners guide students through the admission and enrollment process, help with course selection, provide campus and community referrals, and assist with transfer planning.

Mental Health Counselors provide short-term personal and crisis counseling and assist with referrals to college services, community agencies, and other professionals.

Appointments to meet with an Educational Planner or Mental Health Counselor are made by contacting the Student Services Center at studentservices@pencol.edu or at (360) 417- 6340; toll-free in Washington at 1 (877) 452-9277, ext. 6340; TDD at (360) 417-6339.

## Multicultural Student Services

Multicultural Services provides assistance to ethnically and culturally diverse student populations attending Peninsula College. Our staff offers academic advising, programming, and general support, as well as assistance with financial aid forms and information regarding grants and tribal-contracted funding. Staff is available for community outreach opportunities. Contact Diversity@pencol.edu or (360) 417-7987 or toll free in Washington 1 (877) 452-9277, ext. 7987 for information.

## International Student & Faculty Services (ISFS)

International Student and Faculty Services at Peninsula College provides services to international students attending the college. Our multilingual staff is always ready to provide information and help on academic concerns, immigration procedures, transcript evaluation, housing, student life, and transferring. The ISFS office also provides assistance to U.S. students who wish to study abroad. Contact ISFS at (360) 417-6491or international@pencol.edu for information or assistance.

## Services for Students with Disabilities

Peninsula College is committed to providing reasonable accommodations to qualified students with disabilities. The College upholds and values the law regarding Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act Amendments Act of 2008 (ADAAA), prohibiting discrimination on the basis of disability in education.

A variety of classroom accommodations are available upon student request. To arrange accommodations, students are responsible for providing comprehensive documentation of their disability and making an accommodation request each quarter with the Services for Students with Disabilities (SSD) office.

Accommodations may include, but are not limited to:

- Sign language interpreter
- Extended time, reader, scribe for testing
- Note-taker
- Alternative format
- Tape recorder for lecture
- Ergonomic chair

For more information contact SSD at ssd@pencol.edu or at (360) 417-6323; toll free in Washington at 1 (877) 452-9277, ext. 6323; or TDD (360) 417-6339.

## Career Development

Peninsula College offers courses, workshops, assessments, and advising to assist students who are interested in exploring a career pathway, major, or degree. In addition, the College website lists links that provide students with more information on career or major exploration, as well as tools and resources for job seekers and students. Contact us at exploring@pencol.edu or (360) 417-6340 for more information.

## Testing Services

The College conducts placement tests to help individuals identify skill levels in reading, writing, and math. Test scores are used to help ensure accurate placement in English and math courses. Placement testing is waived for those who have satisfactorily completed one or more quarters of college-level work, which includes English and math with a 2.0 or above GPA. For information on the tests and applicable fees, visit www.pencol.edu/testing-center.

# Veterans' Services

Peninsula College recognizes and appreciates all who have served in the United States Armed Forces. If you are a veteran, or a survivor or dependent of a veteran working toward a degree or certificate, you may be eligible for veterans' educational benefits. To determine eligibility and apply for benefits, visit: http://www.benefits.va.gov/gibill/

The Veterans' Services Office (VSO) provides guidance to veterans, their dependents, active military, and reservists regarding education benefits. In preparation for entering Peninsula College, all veterans and other eligible individuals can get information on the college website at www.pencol.edu or meet with the VSO advisor who can assist with the new student process, educational planning questions, and provide referrals to campus, local, regional, and state resources.

Check with the VSO to obtain information about a possible tuition waiver. Veterans as well as children and spouses of totally disabled or POW/MIA or deceased eligible veterans or National Guard members may apply.

If you have any questions, contact the VSO at veterans@pencol.edu or (360) 417-6340, toll free in Washington 1 (877) 452-9277, ext. 6340; or TDD (360) 417-6339.

# Service Members Opportunity Colleges

Peninsula College is an institutional member of Service Members Opportunity Colleges (SOC), a group of more than 1,900 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, we recognize the unique nature of the military lifestyle and have committed to assessing the transfer of relevant course credits and crediting learning from appropriate military training and experiences. This includes a partnership with Army Recruiting Command Program ConAP that links new soldiers to college at the time of enlistment.

SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of 15 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities and the American Association of Community Colleges.

# Student Government

The Associated Students are governed by the Associated Student Council (ASC), which is comprised of 12 officers. This group plans activities for all students and allocates funds for campus student activities and organizations. For more information about Student government and the ASC Constitution visit: www.pencol.edu.

# Student Handbook

For handbook information visit: www.pencol.edu. It describes available services, where to find them, and how to become involved in campus life. Information about college policies and procedures, including policies relating to discipline and due process, is also included.

Peninsula College serves a population diverse in age, geographical origin, and cultural background. In recognition of this diversity, an effort is made to offer and assist with a broad range of activities outside the classroom to encourage the greatest possible personal development. Some activities are provided through the efforts of student government; others are encouraged by interest groups.

# Student Activities

## Clubs and Organizations

Individuals can participate in a number of clubs and organizations on campus and in the community. Assistance in joining or forming clubs is available by calling the Director of Student Programs at (360) 417-6533.

## Honor Society

Peninsula College has a chapter of Phi Theta Kappa, the international honor society for students of two-year colleges. The local chapter, Beta Delta Nu, inducts new members and sponsors a student club. To become a member, individuals must have earned at least 15 credits with a cumulative GPA of 3.7. For more information, contact ptk@pencol.edu.

## Recreation Programs

The College has designed a wide range of activities to meet the diverse physical interests of the campus population. Included are intramural sports, group recreation activities, special events, and open recreation. Intramural activities are provided for individual and team competition. Activities include basketball, bowling, soccer, and volleyball.

Open recreation is scheduled during mid-day in the gymnasium and throughout the day for personal fitness in the College's Fitness Center.

## Intercollegiate Athletics

Peninsula College offers men's and women's varsity basketball and men's and women's varsity soccer. The Peninsula College Pirates play in the Northwest Athletic Conference (NWAC). Prospective players are encouraged to contact the respective coach or the Athletic Director at (360) 417-6533.

## College Publications

Journalism students gain experience and credit while providing the college with the award-winning newspaper, The Buccaneer. Students contribute to stories and photos published online at the college website.

Individuals may also gain publication experience by producing the college literary magazine, *Tidepools*, which is published annually. Anyone may submit materials to *Tidepools* in the fall of each year.

## Public Service Presentations

College staff members organize a wide variety of programs that are open to the general public as well as to students. They include:

Studium Generale—Lectures, forums, performances, and discussions are presented at 12:35 Thursdays in the Little Theater. Topics represent a variety of interests in the Humanities, Social Sciences, Natural Sciences, and Global Issues and are designed to contribute to a liberal arts education.

Foothills Writers Series—Readings are presented by poets and writers of local, regional, and national note. Each quarter an "Open Mic" program gives students and other area writers an opportunity to share their poetry and prose.

The College also features a Writer-in-Residence program in the spring. Past writers include James Welch, Tim McNulty, Tess Gallagher, Robert Pyle, Debra Magpie Earling, Rick Bass, Mary Clearman Blew, Dan O'Brien, Jacqui Banaszynski, Anna Castillo, Nancy Rawles, Carol Cassella, Lucia Perello, Jane Mead, and Cristina Garcia.

## Cultural Enrichment Drama/Music

Dramatic and musical productions performed in the College's Little Theater and Maier Performance Hall are a natural outgrowth of college courses. Additional opportunities for participation are available to students through Community Players, Port Angeles Symphony, Community Chorus, Olympic Theatre Arts, and numerous instrumental and vocal ensembles in the community.

## Longhouse & Art Gallery

Built in 2007, the Peninsula College Longhouse "House of Learning" builds bridges of understanding and knowledge among local tribes, students, educators and visitors by establishing a special place for all students and community members to meet, study, and interact. The Longhouse creates a space on campus to experience and study art, culture, and history and serves as a place to gather for cultural ceremonies, campus programming, and community events that embrace the spirit of the "House of Learning." The Longhouse Art Gallery features exhibits by regional Native artists, creating a space where artists can share their work and culture with Peninsula College students, faculty, staff, community members and visitors.

# Student Resources

## Student Union Building

The Pirate Union Building (PUB) is an important campus gathering place and the destination point for student interaction, involvement, entertainment, and social and cultural activities. It is also the venue for student leadership opportunities in the College and community. In the PUB you will be able to connect with other students in a relaxed, informal setting and access a variety of student services, including student government offices, dining and lounge areas, the Bookaneer Campus Store, Campus Safety, and an Internet café. The facility also houses a small performance stage, a theater seating 250 people, and an Art Gallery. The PUB dining area is serviced by the Pirate Cove Café, which offers an extensive variety of healthy food options, as well as an espresso bar. The offices of the Associated Students (360) 417-6432 and the Director of Student Programs (360) 417-6533 are located adjacent to the main dining and lounge areas of the PUB, making them convenient to visit and easy for one to become involved in campus life. The Associated Students sponsor a wide variety of activities for enjoyment and enrichment in the PUB throughout the year, ranging from concerts to student talent shows, dances, barbecues, and ice cream socials.

## Child Care

The Educare Center offers a preschool and child care program for children, ages 3 to 5, of parents or guardians who are students, staff, or faculty at Peninsula College. (This program is also open to the general community if space is available.) The Educare Center is located on the west side of the campus behind the gymnasium (Room N19).

For information regarding hours of operation, eligibility, curriculum, fees, or other aspects of the program contact the Educare Center at (360) 417-6532 or visit: www.pencol.edu/educare.

## Bookstore

The Bookaneer Campus Store is an essential component of campus life, providing materials and services designed to help students achieve academic success while promoting college ac- tivities to both students and our community. It offers course ma- terials, including new and used textbooks, E-books, and textbook rentals. Computer software at academic prices, student supplies, Peninsula College pirate gear, and a large assortment of food and beverage items are also available. The Bookaneer also operates an e-commerce website for all your textbook and pirate gear needs.

The Bookaneer is conveniently located in the Pirate Union Building (PUB). Regular store hours are Monday 9:00 am - 2:00 pm, and Tuesday through Friday from 9:00 am - 4:00 pm, with extended evening hours at the beginning of each quarter. You may also browse and/or order merchandise at the Bookaneer online at http://bookaneer.pencol.edu or (360) 417- 6440.

## Library

The John D. Glann Library plays a central role in the academic life of students and faculty. It provides a variety of resources to support the curriculum and to introduce students to the expanding fields of information access and technology.

- A fully automated catalog provides rapid access to both print and electronic resources. The Library catalog is web-based and can be accessed from off-campus.
- The Library website also provides access to full-text periodical and specialized resources. An information commons enables students to access the expansive resources of the web.
- The Library's collection of local resources includes more than 160,000 print and electronic books, and 20,000 journal and e-journal subscriptions. Interlibrary loan services enable students to acquire resources from libraries throughout the United States and Canada.
- Individual research assistance is provided by faculty librarians to help students develop research techniques while providing immediate assistance with specific assignments.
- Media services include access to media programming and equipment. Interactive video provides access to instructional programming and video conferences.
- The Library is open Monday through Friday during the academic year, except for holidays and quarter breaks. For current hours visit: www.pencol.edu/library.

You are encouraged to use the many resources of the Library, whether for research, class-related projects, independent learning, or leisure. Library staff are available to assist you.

## Learning Assistance
### Maier Hall Learning Center

Peninsula College's Maier Hall Learning Center is open to students at all levels and abilities working on projects for any class (including online courses) in any discipline. The Maier Hall Learning Center is located on the first floor of Maier Hall (Building E). The Learning Center includes these free services: Writing Response, Research and Writing, Math and Computer Labs, and Tutoring/e-Tutoring.

# Student Resources

## Writing Lab

At the Writing Lab students can make individual appointments for writing help or use the lab's computers to work on essays and research. The Writing Lab is open weekdays to all students engaged in writing projects in any discipline. Writing instructors staff the lab and respond to student writing. Students sign up for 30 or 60 minute response sessions. During these sessions responders will discuss the paper's strengths and weaknesses, focusing first on larger issues such as clarifying ideas, developing and supporting those ideas, structuring them for readability and coherence, and using mechanics (grammar and punctuation) for clarity. The lab can also help students understand an assignment's expectations and generate ideas before they begin their writing. The computers in the Writing Lab are also open to students who would like a place to work independently on research and writing assignments. The computers have Microsoft Office and internet access, and a number of writing handbooks are available. Students also have access to a printer in the nearby Computer Lab.

## Math Lab

The Math Lab is a drop-in tutoring center for math students.

## Computer Lab

The Computer Lab is available for students working on computer-based classes or for general use in any course.

## Tutoring

Tutoring is available to students at any level and ability free of charge. The following types of tutoring are available:

- One-on-one peer tutoring
- Writing response
- E-Tutoring  (online tutoring assistance)
- Math assistance and computer help also are available in the math and computer labs (see above).

# Notes

## General Education Competencies

Since1990, general education competencies define the basic academic skills all graduating students should possess upon completion of their studies. Arts and Sciences students achieve these skills as they move through their required and distribution courses. Professional and Technical students achieve them in the required courses. Students learn the core knowledge of each program and discipline as they take courses in these areas.

### I. Communications Competencies

- Comprehend, identify, and distinguish among the following when reading: main ideas, opinions, facts, inferences, ambiguities, assertions, conclusions, supporting materials.
- Communicate in writing for a variety of purposes and audiences.
- Speak effectively.
- Listen actively and respond to different audiences.

### II. Quantitative Reasoning Competencies

- Manipulate numbers (large and small), use common measurement systems, and solve simple linear algebraic problems.
- Apply basic computational skills to practical applications.
- Recognize functional relationships between and among measurable phenomena.
- Apply systematic approaches and logic to solving quantitative problems.
- Translate mathematical symbols into words and words into mathematical symbols.

### III. Information Competencies

- Recognize and formulate an information need.
- Find, access, and retrieve information.
- Select and reject information within the context of a specific information need.
- Evaluate the credibility of information and information sources.
- Synthesize and apply information to meet an identified need.
- Use basic computer applications.

### IV. Critical Thinking Competencies

- Identify and troubleshoot problems.
- Collect and apply data to solve problems.
- Formulate, test, and evaluate potential solutions.
- Recognize how individual perspectives and values influence critical thinking.

### V. Personal & Interpersonal Competencies

- Recognize the importance of accepting ownership for one's own learning.
- Work cooperatively and collaboratively with others.
- Function under conditions of ambiguity, uncertainty, and conflict.
- Recognize that humans influence, are influenced by, and are dependent upon larger environmental systems: physical, biological, and social.

## Arts & Sciences Degrees *(AA or AS)*

Associate in Arts
Associate in Arts-Honors
Associate in Science
Associate in Business
Associate in Mathematics Education
Associate in Nursing

## Bachelor's Degree

Bachelor of Applied Science in Applied Management

## Professional Technical Programs

*(AAS, AAS-T, CERT)*

Addiction Studies
Administrative Office Systems
Advanced Manufacturing / Composites Technology
Automotive Technology
Business Administration
Commercial Driver's License
Computer Applications Technology
Criminal Justice
Cybersecurity & Computer Forensics
Early Childhood Education
Emergency Medical Technician
Energy and Innovation Entrepreneurship
Family Life Education
Food Service Management
Green Building / Sustainable Agriculture
Health Information Management - Medical Billing & Coding
Homeland Security / Emergency Management
Hospitality and Ecotourism
Information Technology
Medical Assisting
Multimedia Communications
Nursing
Nursing Assistant
Physical Therapy Assistant
Radiology Technology Cooperative
Welding

## Certificates

Administrative Office Systems
Alternative Fuels – Automotive Technology
Composite Structures
Computer Applications Technology
Criminal Justice
Early Childhood Education
Food Service Management
Green Building
Green Building: Carpentry
Green Building: Sustainable Agriculture
Health Information Management: Medical Billing & Coding
Hospitality and Ecotourism
Medical Assisting
Welding Technology

## Short-Term Certificates of Completion

For more detailed information on Certificates and on Short-Term Certificates specific to Professional Technical Programs, visit www.pencol.edu/proftech.

# Associate Degrees

Peninsula College's general education requirements for the Direct Transfer Agreement (DTA) Associate degrees conform to the guidelines of the Washington Intercollege Relations Commission (ICRC) for direct transfer of Associate degree credits. Washington colleges and universities also accept these guidelines or have separate agreements with Peninsula College to grant junior status and waive their own general education requirements for students entering with the Associate in Arts degree. Major Related Programs based on the direct transfer agreement (DTA) follow the statewide agreement called the DTA and share the same benefits.

To meet requirements for these degrees at Peninsula College you must complete a minimum of 90 credits, with a specified number of credits distributed among communications, distribution, and quantitative skills courses.

The distribution requirement is based upon the premise that a significant portion of undergraduate education should be characterized by a broad survey of human knowledge. Distribution requirements consist of a minimum of 45cr, with 15cr earned in each of the broad areas of Humanities, Social Sciences, and Natural Sciences. Communications and quantitative skills requirements are met with the completion of English Composition 101 and 102 and a mathematics course numbered 107 or above or PHIL& 120.

# Associate in Arts– DTA Degree

## Degree Requirements

Ninety credits, to include 60 credits chosen from the courses listed as approved for the Associate in Arts degree on the Distribution List of Approved Courses (pages 36-37).

## Student Learning Outcomes

**Upon completion of an Associate in Arts-DTA degree, Peninsula College graduates will be able to:**

- Demonstrate academic skills at the college level, e.g., literacy, quantitative and critical thinking, composition, and the acquisition of information.
- Employ modes of inquiry basic to philosophical, scientific, mathematical, social, historical, and literary studies.
- Demonstrate knowledge in the humanities and arts, natural and physical sciences, mathematics, and the social sciences.
- Integrate knowledge drawn from diverse areas of study.

*CREDITS ARE TO BE DISTRIBUTED AS FOLLOWS:*

- **English Composition 101 and 102:** Five credits each.
- **Mathematics:** Five credits from courses designated 107 or above or PHIL& 120.
- **Humanities:** Fifteen credits from the distribution list, with one course from at least three of the subject areas listed.
- **Social Sciences:** Fifteen credits from the distribution list, including one course from at least three of the subject areas listed.
- **Natural Sciences:** Fifteen credits from the distribution list, including one course from at least three of the subject areas listed. (One of these courses must be a laboratory course as designated by an "L" following the course number.)
- **Electives:** Additional credits numbered 100 or above to total 90 credits. A maximum of 15 of these credits may be professional and technical courses. A maximum of three credits may be private music instruction. A maximum of three credits may be physical education.

*A cumulative grade point average of 2.0 or above in college-level courses. Note: Universities do not accept grades lower than 1.0.*

# Associate in Arts–Honors– DTA Degree

## Degree Requirements

Ninety credits, including courses which meet the requirements of the Honors Program, as described on pages 86-87 .

*CREDITS ARE TO BE DISTRIBUTED AS FOLLOWS:*

In addition to completing the normal distribution requirements for an AA or AS degree, Honors students complete the following course of study as part of their degree. Honors courses other than honors section of Math and English Composition count as elective credit in the DTA.

As students pursue their AA transfer degree, they also enroll in a series of Honors courses as electives that apply to their degree requirement. As all Honors students take these courses, they move towards completion of their degree as a group – cohort – sharing in a common collaborative educational experience.

### *The First Year of Study*

- **Fall Quarter**
  - **ENGL& 101:** Honors Composition.  5 credit hours.
  - **MATH& 146:**  Honors Statistics or MATH& 141 (Pre-Calculus). 5 credit hours.
  - **Honors 120:**  Citizenship in the American Polity *. Students read seminal ideas that have shaped the evolution of American civil society.  Bi-weekly meetings for two hours.  1 credit hour.

- **Winter Quarter**
  - **ENGL& 102:**  Honors Composition II.  5 credit hours.
  - **Honors 150:**  Foundations of Knowledge.  Student learn how knowledge is pursued in different academic disciplines and how to integrate that knowledge using multiple perspectives of understanding.  Course meets twice weekly. 5 credit hours.
  - **Honors 121:**  Citizenship in the American Polity +, continued.  Students read seminal ideas that have shaped the evolution of American civil society.  Bi-weekly meetings for two hours. 1 credit hour.

- **Spring Quarter**
  - **Honors 160:**  Introduction to Honors Projects.  Students are introduced to ongoing project work sponsored by Peninsula College faculty, and representatives of groups associated with Peninsula College, that can provide the focal point for student projects.  Course meets twice weekly.  5 credit hours.

### *The Second Year of Study*

- **Fall Quarter**
  - **Honors 220:**  Honors Projects Seminar.  In this bi-weekly seminar students share advancements in their project work and provide critical feedback to classmates.  1 credit hour.
  - **Project work.**  Students enroll in a 290 projects course in the academic discipline within which they are pursuing completion of their project for 1 to 5 credits.

- **Winter Quarter**
  - **Honors 221:**  Honors Projects Seminar.  In this bi-weekly seminar students share advancements in their project work and provide critical feedback to classmates.  1 credit hour.
  - **Project work.**  Students enroll in a 290 projects course in the academic discipline within which they are pursuing completion of their project for 1 to 5 credits.

- **Spring Quarter**
  - **Honors 250:** The Honors Capstone.  Students complete their project work, including a public presentation in an appropriate venue, an essay using integrated knowledge to assess their project and a video production where they reflect upon their general education experience.  5 credit hours.

*\* Continuing students who enter the Honors Program do not take this course if they have already completed ENGL101.*

*+ Continuing students who enter the Honors Program do not take either of these math courses if they have already completed either.*

# Associate in Science Transfer Degree

## Degree Requirements

The Associate in Science Transfer degree is designed to fulfill the requirements of baccalaureate institutions for transfer with junior standing. The requirement of the degree is completion of a minimum of 90 credits with a specific number in each of English/Hu- manities distribution, Social Sciences distribution, Science, and Quantitative Skills courses.

Students completing this Associate in Science Transfer degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate degree and will be eligible for junior status by the receiving institution.

## Student Learning Outcomes

Upon completion of an Associate in Science Transfer degree, Peninsula College graduates will be able to:

- Demonstrate academic skills at the college level, e.g., literacy, quantitative and critical thinking, composition, and the acquisition of information.

- Employ modes of inquiry basic to philosophical, scientific, mathematical, social, historical, and literary studies.

- Demonstrate knowledge in the humanities and arts, natural and physical sciences, mathematics, and the social sciences.

- Integrate knowledge drawn from diverse areas of study.

- Demonstrate mastery of field-specific knowledge in prepa- ration for successful transfer to an upper-division science program.

- Advising is a critical element in implementation of the Associate in Science Transfer degree. Sequences should not be broken up between institutions (e.g., the typical three- quarter physics sequence should be taken entirely at one institution).

## Track 1 Degree requirements

**Biological Sciences | Environmental/Resource Sciences | Chemistry | Geology | Earth Science:**

- **Communications:** Minimum five quarter credits in college-level composition course.

- **Mathematics:** Two courses (10 quarter credits) required at or above introductory calculus level.

- **Humanities and Social Science:** Minimum 15 quarter cred- its. Minimum of five quarter credits in Humanities, minimum of five quarter credits in Social Science, plus an additional five quarter credits in either Humanities or Social Science for a total of 15 quarter credits. Courses taken must come from the current Intercollege Relations Commission (ICRC) distribution list in order to count as General Education or General University Requirements (GER/GUR) at the receiv- ing institution.

- **Additional credits** in general education, cultural diversity, and foreign language may be required by the transfer institution, which must be met prior to the completion of a baccalaureate degree.

### *PREMAJOR REQUIREMENTS:*

*In a premajor program for biological sciences, environmental/ resource sciences, chemistry, geology, and earth sciences, students should take:*

- **Chemistry** (for science majors) sequence: 15 quarter cred- its.

- **Third-quarter calculus** or approved statistics course: five quarter credits.

- **Biology or physics** (calculus-based or noncalculus-based) sequence: 15 quarter credits. Some baccalaureate institu- tions require physics with calculus.

- **Additional requirements:** Ten to 15 quarter credits in phys- ics, geology, organic chemistry, biology, or mathematics, consisting of courses normally taken for science majors (not for general education), preferably in a two-or-three quarter sequence. Biology majors should select organic chemistry or physics.

- **A maximum of five quarter credits** of "gray area" courses will be accepted in the remaining credits category. Precal- culus cannot be used to satisfy the mathematics require- ment. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

- Remaining Credits (10-15 quarter credits): Sufficient additional college-level credits so that total credits earned are at least 90 quarter credits. These remaining credits may include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring. A maximum of five credits of nonacademic electives, a maximum of five credits of theater arts/music instruction, a maximum of three credits private music instruction, and a maximum three credits physical education will be accepted.A cumulative grade point average of 2.0 or above in college-level courses. (This is a minimum requirement for the AS degree. A lower grade point average may affect a student's chances of admission to a specific science program or bachelor-degree track.)

## Track 2 Degree requirements

**Engineering | Computer Science | Physics | Atmospheric Science:**

- **Communications:** Minimum five quarter credits in college-level composition course.

- **Mathematics:** Two courses (10 quarter credits) required at or above introductory calculus level.

- **Humanities and Social Science:** Minimum 15 quarter credits. Minimum of five quarter credits in Humanities, minimum of five quarter credits in Social Science, plus an additional five quarter credits in either Humanities or Social Science for a total of 15 quarter credits. CMST& 220 and PSYC& 100 required. Courses taken must come from the current ICRC distribution list in order to count as GER or GUR at the receiving institution. No more than 5 credits of performance classes are allowed.

- **Additional credits** in general education, cultural diversity, and foreign language may be required by the transfer institution, which must be met prior to the completion of a baccalaureate degree.

*SPECIFIC PREMAJOR REQUIREMENTS:*

***25 credits*** *based on the requirements of the specific discipline at the baccalaureate institution the student plans to attend.*

- PHYS& 114L, 115L, 116L or PHYS& 221L, 222L, 223L

- CHEM& 121L required for Engineering majors. Other majors should select 5 credits of science based on advising.

- MATH& 163 or MATH& 146.

- The remaining 35 credits should be planned with the help of an advisor based on the requirements of the specific discipline at the baccalaureate institution the student selects to at- tend.

- For engineering disciplines, these remaining 35 credits should include a design component consistent with ABET accreditation standards.

- A maximum of five credits of nonacademic electives may be accepted.

# Associate in Business

## Degree Requirements

The Associate in Business degree is designed as a Direct Transfer Agreement (DTA)/Major Related Program (MRP) for transfer with junior standing to baccalaureate institutions. It is generally pursued by students who plan to transfer to a four-year university as a business major after completing their first two years at Peninsula College. The degree indicates that a student has completed a two-year business program, which may be of value in career or lifetime goals. Students should check specific requirements of their intended transfer institution.

To qualify for an Associate in Business Degree you must complete a minimum of 90 credits in courses numbered 100 or above, with a cumulative grade point average (GPA) of 2.0 or better.

### BASIC REQUIREMENTS:

- **Communication Skills (10 credits):**
  - ENGL& 101          5cr
  - ENGL& 102          5cr
- **Mathematics Skills (10 credits):**
  - MATH 111          5cr
  - MATH& 148          5cr

### DISTRIBUTION REQUIREMENTS:

- **Humanities (15 credits):**
  - CMST& 220          5cr (required)
  - PHIL 130          5cr (required)

  *Additional 5cr from the following disciplines:*

  - ART& 100; ART 101, 102, 103, 104, 105, 106, 110, 112, 126, 127, 128
  - CHIN& 123
  - CMST& 102; CMST 207, 208, 209
  - DRMA& 101; DRMA 124P
  - ENGL& 112, 113, 114, 220, 226, 227, 244, 245, 254, 255: ENGL 240, 250
  - FRCH& 123
  - FILM 100, 101, 102, 110, 120
  - GERM& 123, 223
  - IS 100 series (Distribution may vary—some courses may be elective only. Check with Instructional Services or Registrar.)
  - MUSC& 105, 141; MUSC 110, 115, 116, 117, 130P, 131P, 132P, 184P, 185P, 186P, 230P, 231P, 232P, 284P, 285P, 286P
  - SPAN& 123, 223; SPAN 240

- **Social Sciences (15 credits)**
  - ECON& 201          5cr (required)
  - ECON& 202          5cr (required)
  - PSYC& 100          5cr (required)

- **Natural Sciences (15 credits)**
  - MATH& 146          5cr (required)

  *Additional 10 credits selected from at least two disciplines, including one laboratory ("L") course:*

  - ANTH& 205
  - BIOL& 100L, 221L-223L, 241L, 260L; BIOL 150L, 161L, 162L, 282L
  - BOT 101L
  - CHEM& 110L, 121L, 122L, 123L, 131L, 161L
  - ENVS& 100, 101L; ENVS 201L, 230L
  - GEOG 120
  - GEOL 124L; GEOL& 101L
  - OCEA& 101
  - PHYS& 121L, PHYS& 221L; ASTR& 100
  - ZOOL 101L

- **Accounting/Business (20 credits) (required):**
  - ACCT& 201, 202, 203; BUS& 201

- **Electives (5 credits)**

# Associate in Math Education

## Degree Requirements

The Associate in Math Education degree is designed as a Direct Transfer Agreement (DTA)/Major Related Program (MRP) for transfer with junior standing to baccalaureate institutions. It was created to aid students interested in careers as secondary math teachers. Successful completion of this degree satisfies lower-division general education and math and science requirements at Washington's teacher certification institutions. Future high school teachers must pursue a major in mathematics and qualify for admission to a school of education when they transfer to their chosen teacher certification institution. Students should check specific requirements of their intended transfer school.

To qualify for an Associate in Math Education degree you must complete a minimum of 90 credits in courses numbered 100 or above, with a cumulative grade point average (GPA) of 2.0 or better.

*BASIC REQUIREMENTS:*

- **Communication Skills (10 credits):**
    - ENGL& 101      5cr
    - ENGL& 102      5cr
- **Mathematics Skills (5 credits):**
    - MATH& 151
- **Humanities (15 credits):**
    - CMST& 220      5cr (required)

    *No more than 5 credits allowed from any one discipline. (No more than 5 credits in foreign languages at the 100 level.) No more than 5 credits in performance/skills courses ("P") are allowed.*

    ***A minimum of 10 credits from the following disciplines:***

    - ART& 100; ART 101, 102, 103, 104, 105, 106, 110, 112, 126, 127, 128
    - CHIN& 123
    - CMST& 102; CMST 207, 208, 209
    - DRMA& 101: DRMA 124P
    - ENGL& 112, 113, 114, 220, 226, 227, 244, 245, 246, 254, 255; ENGL 240, 250
    - FILM 100, 101, 102, 110, 120
    - FRCH& 123
    - GERM& 123, 223
    - IS 100 Series (Distribution may vary. Some courses may be elective only. Check with Instructional Services or Registrar.)

- MUSC& 105, 141; MUSC 110, 115, 116, 117, 130P, 131P, 132P, 184P, 185P, 186P, 230P, 231P, 232P, 284P, 285P, 286P
- PHIL& 101 PHIL& 115; 130
- SPAN& 123, 223; SPAN 240

- **Social Sciences (15 credits):**

    *No more than 5 credits allowed from any one discipline. A minimum of 10 credits from the following disciplines:*

    - ANTH& 100, 104, 206
    - ECON 101; ECON& 201, 202
    - HIST& 126, 127, 128, 146, 147, 148; HIST 220
    - POLS& 101, 202, 203; POLS 125
    - SOC SC 101
    - SOC& 101; SOC 115

- **Natural Sciences (15 credits):**
    - MATH& 152

    *A minimum of 10 credits selected from at least two disciplines from the following list, including one laboratory "L" science course.*

    - ANTH& 205
    - BIOL& 100L, 221L-223L, 241L, 260L; BIOL 150L, 161L, 162L, 282L
    - BOT 101L
    - CHEM& 110L, 121L, 122L, 123L, 131L, 161L
    - ENVS& 100, 101L; ENVS 201L, 230L
    - GEOL 124L; GEOL& 101L
    - OCEA& 101
    - PHYS& 121L, 221L; ASTR& 100
    - ZOOL 101L

- **Additional Courses (30 credits):**
    - MATH& 163      5cr
    - MATH 210       5cr
    - MATH 224       5cr
    - MATH 238       5cr
    - EDUC& 205      5cr

    *Additional 5 credits from the distribution area where appropriate preparation courses for the major, minor, or professional certification should ideally be included in this course work.*

    - PHYS&  121L      5cr
    - ASTR&  100       5cr
    - ZOOL   101L      5cr

# Associate in Nursing DTA

The Washington State Nursing Care Quality Assurance Commission approves the Nursing program and the Accredidation Commission for Education in Nursing (http://acenursing.org). Students who complete the two-year associate degree program are eligible to take state board exams for registered nurses. The curriculum provides a strong foundation in applied and social sciences and an understanding of the fundamentals of patient care in a variety of settings. Throughout the program students integrate experience caring for patients in acute care hospitals, long-term care facilities, and community agencies. Successful completion of this program leads to an Associate in Nursing DTA/MRP. Students with the Nursing DTA/MRP need only to complete senior level courses at select universities in the state of Washington to achieve a Bachelor's of Science in Nursing. Courses transfer as defined by the Associate in Nursing DTA/MRP agreement. Students who plan to transfer to a four-year program should review the universities' requirements for senior-year standing in the Bachelor of Applied Nursing program.

**Important Note: Individuals who would like to study nursing at Peninsula College must complete non-nursing academic requirements and prerequisite courses <u>prior to entering the program or be in the final quarter of their completion.</u>** Only the 10 credits of humanities may be completed after application and prior to the second year of the Nursing Program. Nursing courses may be started only in the fall quarter and only after making application to, and being accepted into, the nursing program. Application to the nursing program can be made only during the spring quarter prior to enrolling in nursing courses. Applications are available on the Nursing Program web page at www.pencol.edu/proftech/nursing and at the college admissions office.

## Student Learning Outcomes:

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

- Receive DTA/MRP Degree in Nursing.
- Obtain a registered nurse license.
- Function in the role of the registered nurse.

## Degree & Certificate Options:

- DTA/MRP Degree in Nursing

*The nursing program is accredited by the National League for Accreditation Commission for Education Nursing (ACEN - 3343 Peachtree Road NE, Suite 500 Atlanta, Georgia 30326).*

# Notes

# Distribution List of Approved Courses (AA & AA-Honors):

### *Communication Skills:*

| | |
|---|---|
| ENGL& 101 | 5cr |
| ENGL& 102 | 5cr |

### *Quantitative Skills:*

Does not also count in Natural Sciences below.

| | |
|---|---|
| MATH& 107 or above | 5cr |
| PHIL& 120 | 5cr |

### *Humanities (15 credits):* 15 credits from at least three areas (areas separated by dotted lines)

| | | |
|---|---|---|
| ART& | 100;  ART 101-106, 109, 110, 112, 126-128 | 5cr |
| CHIN& | 123 | 5cr |
| CMST& | 102; CMST 207-209 | 5cr |
| CMST& | 210, 220 | 5cr |
| DRMA& | 101, DRMA 124P | 5cr |
| ENGL& | 112-114, 220, 226, 227, 244, 245, 250, 254, 255; ENGL 250 | 5cr |
| ENGL | 240 | 3 or 5cr |
| FILM | 100, 101, 102, 110, 120 | 5cr |
| FRCH& | 123 | 5cr |
| GERM& | 123 | 5cr |
| IS | 101, 102, 103, 104, 105, 107 | 5cr |
| MUSC& | 105, 141; MUSC 110, 115, 116, 117, 120 | 5cr |
| MUSC | 130P, 131P, 132P, 184P, 185P, 186P, 230P, 231P, 232P, 284P, 285P, 286P | 1-2cr each |
| PHIL& | 101,  115 | 5cr |
| PHIL | 130 | 5cr |
| SPAN& | 123, 223; SPAN 240 | 5cr |

### *Social Sciences (15 credits):* 15 credits from at least three areas (areas separated by dotted lines)

| | | |
|---|---|---|
| ANTH& | 100, 104, 206 | 5cr |
| ECON& | 201, 202; ECON 101 | 5cr |
| HIST& | 126, 127, 128, 146, 147, 148; HIST 220 | 5cr |
| GEOG& | 280 | 5cr |
| POLS& | 101, 202, 203; POLS 125 | 5cr |
| PSYC& | 100 | 5cr |
| SOCSI | 101 | 5cr |
| SOC& | 101; SOC 115 | 5cr |
| SOC | 230 | 5cr |

*Natural Sciences (15 credits):* 15 credits from at least three areas (areas separated by dotted lines) including one laboratory science course ("L"=Lab course)

| | | |
|---|---|---|
| ANTH& | 205 | 5cr |
| BIOL& | 100L, 160L, 221L, 222L, 223L, 241L, 260L; BIOL 150L, 161L, 162L, 282L | 5cr |
| BIOL | 105, | 3cr |
| | 105L | 2cr |
| BOT | 101L | 5cr |
| CHEM& | 110L, 121L, 122L, 123L, 131L, 161L | 5cr |
| C SC | 100 | 5cr |
| PHIL& | 120 | 5cr |
| ENVS& | 100, 101L; ENVS 201L, 230L | 5cr |
| GEOG | 120, 200L | 5cr |
| GEOL& | 101L; GEOL 124L | 5cr |
| MATH& | 107, 141, 142, 146, 148, 151, 152, 163 | 5cr |
| MATH | 108, 110, 111 | 5cr |
| OCEA& | 101 | 5cr |
| PHYS& | 114L, 221L | 5cr |
| ASTR& | 100 | 5cr |
| ZOOL | 101L | 5cr |

## Associate of Applied Science

**Associate of Applied Science (AAS) degrees and certificates** are awarded for completion of one of 24 professional and technical programs offered at Peninsula College. The programs are designed to prepare students for entry into specific occupations.

## Associate of Applied Science– Transfer (AAS-T) Degree

**The AAS-T degree** combines the competencies earned in a professional and technical program with college-level general education courses to create a degree that will transfer to four-year colleges and universities that have special bachelor's degree programs that will accept the AAS-T degree.

Students who wish to transfer to four-year colleges, universities, or technical institutions in professional or technical programs should obtain the institution's catalog and review its requirements for junior-year standing in the program to which they would like to transfer. Faculty advisors will work with you to develop an educational plan to meet requirements for transfer to the institution of your choice.

## Degree Requirements

1. Completion of the courses required for each professional and technical program.
2. Communications, computation, and human relations courses as required by each program.
3. A minimum of 90 credits.
4. A cumulative grade point average of 2.0 or above.

## Certificate Requirements

*See individual program listings for specifics.*

VISIT www.pencol.edu/proftech for additional information and detailed degree/certificate requirements.

# Professional Technical Programs & Degrees

# Addiction Studies

Addiction Studies program competencies can be attained through an extensive array of educational courses offered. The program contains classes suggested to begin internships in chemical dependency agencies in the public and private sectors and fulfill chemical dependency professional status in accordance with current certification requirements. Course content includes counseling, case management, psychology, sociology, ethics, law, and physiology as well as internships in a variety of work environments. Students are encouraged to begin the program in either fall or winter quarter. An Associate of Applied Science degree in Addiction Studies is awarded to students who successfully complete all the necessary coursework.

## Student Learning Outcomes:

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

- Identify basic facts on addiction and effect on individual, family, and society; chemical dependency theory and therapy models; dynamics of teenage substance abuse.

- Maintain accurate case management records.

- Utilize knowledge of state laws and court procedures regarding alcohol/drug offenses.

- Apply basic counseling skills in a therapeutic setting.

- Explore dynamics of chemically dependent family.

- Recognize the relapse process and its impact on recovery and family-of-origin issues.

- Examine ethical principles and rules of conduct for the chemical dependency counselor.

- Address cultural awareness as it relates to working with others.

## Degree & Certificate Options:

- **Addiction Studies AAS Degree**
- **Addiction Studies AAS-T Degree**

## Short-Term Proficiency Certificates:

- Addiction Counseling and Case Management Certificate
- Addiction Counseling and Wellness Certificate
- Addiction Studies Certificate
- Addictive Drugs Studies Certificate
- Youth Addiction Studies Certificate

# Administrative Office Systems

Administrative assistant jobs are in high demand and exist in every type of business, industry, or non-profit organization. The Administrative Office Systems program is focused on developing the skills necessary to work in a contemporary office setting. Proficiency in personal computer skills and operating systems applications as well as learning the latest digital tools are combined with a solid foundation of administrative, business, and personal communication skills.

Five Associate of Applied Science degree options (generally six quarters) include one-year courses as well as advanced skills in word processing, spreadsheet, presentation, database, and information technology software. Office applications are integrated into all classes to add realism to future employment opportunities. A transferable degree option (AAS-T) degree is also offered; continuation to the Bachelor of Applied Science in Applied Management degree is an option for those seeking a career as an administrative manager.

## Student Learning Outcomes:

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

- Demonstrate appropriate workplace behaviors and competencies.

- Integrate software products to complete administrative projects at the level of industry standards.

- Communicate effectively through both written and verbal communication methods.

- Use Web 2 technologies for collaboration, cloud storage, Web apps, and professional networking.

- Solve problems utilizing creative approaches.

## Degree & Certificate Options:

- **Associate of Applied Science (AAS)** degree options include one-year courses, as well as advanced skills in digital literacy, word processing, spreadsheets, presentation techniques, database management, and Web 2 interactive technologies. Office software applications and soft skills are integrated into all classes.

- **A transferable degree option (AAS-T) and the Bachelor of Applied Science in Applied Management** four-year degree (offered at Peninsula College) are options for those seeking a career as an administrative manager.

- **One-year certificate**
Requires three quarters of college-level work to complete. Focuses on foundational skills in word processing, spreadsheets, databases, Web 2 technologies, electronic communications, writing essentials, and business communications.

- **Accounting Option (AAS and AAS-T)**
  Focuses on principles of accounting and computerized accounting as well as introduction to business, principles of management, management of information systems, and global issues.

- **Administrative Option (AAS and AAS-T)**
  Focuses on computer software programs, writing, business communication, and personal communications as well as introduction to business, principles of management, management of information systems, and global issues.

- **Computer Applications Software Support Specialist (AAS and AAS-T)**
  Focuses on supporting employees (help desk) with a variety of software applications and networking/hardware issues as well as introduction to business, principles of management, management of information systems, and global issues.

- **Legal Option (AAS)**
  Focuses on legal terminology, legal office projects, criminal law, and business law, as well as introduction to business, principles of management, management of information systems, and global issues.

- **Medical option (AAS and AAS-T)**
  Focuses on medical terminology, medical transcription in a clinical setting, and billing as well as introduction to business, principles of management, management of information systems, and global issues.

- **Associate of Applied Science—Transfer (AAS-T)** can be earned by modifying your program of study to include:
  - MATH 146, Introduction to Statistics
  - ENGL& 101, English Composition I
  - Social Science, Humanities, or Science Elective (100 level or above)
  - Economics, History, Political Science, Psychology, Social Science, or Sociology Elective (100 level or above)
  - Elective (100 level or above, Advisor Approved)

## Short-Term Proficiency Certificates:

- Administrative Software Specialist
- Medical Transcription I and II
- Legal Assistant I and II
- Office Assistant I and II
- Medical Coordinator Specialist
- Receptionist

# Advanced Manufacturing / Composites Technology

The Advanced Manufacturing / Composites Technology Program prepares students for the wide ranging field of composite structure fabrication and repair. Composites training is coupled with an Advanced Manufacturing core curriculum that includes instruction in non-destructive testing, metrology, computer aided design, and machining. Occupational fields include aerospace part manufacturing and repair, yacht and boat construction and repair, sport-related equipment fabrication, the construction of specialized automobile parts, the fabrication of construction materials, and many others. Students are prepared for these fields by learning the physical properties of advanced materials and becoming proficient in composite processing skills that include vacuum bagging, resin infusion, composite oven curing, material use data entry, material resource procurement, and clean room techniques.

## Student Learning Outcomes:

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

- Operate tools and equipment safely.
- Handle, store, and use advanced composite materials safely.
- Understand physical properties of various composite materials.
- Produce various types of composite structures.
- Demonstrate ability to critically assess damage and successfully repair composite structures.
- Machine composite parts and core materials.
- Non-destructively test composite parts.
- Precisely measure and document quality and fabrication process of finished composite parts.

## Degree & Certificate Options:

- **Advanced Manufacturing-Composite Technology AAS Degree**
- **Advanced Manufacturing-Composite Technology AAS-T Degree**
- **Composite Structures Certificate**
- **Advanced Composite Materials Certificate**

## Short-Term Proficiency Certificates:

- Entry-Level Manufacturing Certificate
- CNC Machining and Programming
- Composites-Entry Level Manufacturing
- Composites-Entry Level Training Module l
- Composites-Entry Level Training Module ll
- Composites-Entry Level Training Module lll

# Automotive Technology

Peninsula College's Automotive Technology program is designed, in consultation with the College's Automotive Technology Advisory Committee, to meet the needs of the modern-day workplace. Curriculum combines theory and hands-on experiences in the technical and interpersonal skills necessary to be a productive member of the automotive workforce. Emphasis is on the use of sophisticated equipment to keep automobiles operating in an environmentally sound and physically safe condition. Successful completion of this program leads to an Associate of Applied Science Transfer degree in Automotive Technology. The AAS-T option may improve the transferability of Associate of Applied Science degrees to some four-year programs.

## Student Learning Outcomes:

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

- Recognize unsafe situations that may occur in an automotive repair shop; identify the safety precautions that should be taken; relate the proper application of safety procedures; demonstrate safe operation of available equipment.
- Demonstrate use of appropriate hand tools and a broad understanding of basic test equipment.
- Apply a systematic approach; communicate effectively with owner/operators; project proper company image; demonstrate integrity/sound judgment; exhibit positive attitude/self-esteem; exhibit initiative (self-starter);  demonstrate good housekeeping, planning, and organizational skills; show attention to details.
- Perform necessary technical adjustments; verify actual symptoms; demonstrate knowledge of subassembly and components; use appropriate manuals and diagnostic tools; evaluate cost of corrective actions; demonstrate ability to interpret results, apply math to solve technical problems, and use specialized equipment.
- Demonstrate manual dexterity, resourcefulness, creativity, and mechanical skills; use sensory perceptions and logical approach to problem solving/troubleshooting.
- Interpret and understand manuals, drawings, specifications, and procedures; demonstrate proper reading and application of technical literature; use correct terminology; complete industry ASE testing.

## Alternative Fuels Program

Peninsula College's Automotive Technology program is designed, in consultation with the college's automotive technology advisory committee, to meet the needs of the modern-day workplace. The Alternative Fuels Certificate program is the first of its kind on Washington's North Olympic Peninsula. Emphasis is on the use of sophisticated equipment to keep automobiles operating in an environmentally sound and physically safe condition. Successful completion of this program leads to an Associate of Applied Science degree in Automotive Technology.

## Student Learning Outcomes:

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

- Recognize unsafe situations that may occur in an automotive repair shop; identify the safety precautions that should be taken; relate the proper application of safety procedures; demonstrate safe operation of available equipment.
- Demonstrate use of appropriate hand tools and a broad understanding of basic test equipment.
- Apply a systematic approach; communicate effectively with owner/operators; project proper company image; demonstrate integrity/sound judgment; exhibit positive attitude/self-esteem; exhibit initiative (self-starter);  demonstrate good housekeeping, planning, and organizational skills; show attention to details.
- Perform necessary technical adjustments; verify actual symptoms; demonstrate knowledge of subassembly and components; use appropriate manuals and diagnostic tools; evaluate cost of corrective actions; demonstrate ability to interpret results, apply math to solve technical problems, and use specialized equipment.
- Demonstrate manual dexterity, resourcefulness, creativity, and mechanical skills; use sensory perceptions and logical approach to problem solving/troubleshooting.
- Interpret and understand manuals, drawings, specifications, and procedures; demonstrate proper reading and application of technical literature; use correct terminology; complete industry ASE testing.

## Degree & Certificate Options:
- **Automotive Technology AAS Degree**
- **Automotive Technology AAS-T Degree**
- **Alternative Fuels Certificate**

# Professional Technical Programs & Degrees

VISIT www.pencol.edu/proftech for additional information and detailed degree/certificate requirements.

## Short-Term Proficiency Certificates:

- Electrical/Electronics Systems
- Manual Drivetrains and Axles
- Automatic Transmissions and Transaxles
- Brakes
- Engine Performance
- Engines
- Automotive Heating & Air Conditioning
- Automotive Suspension & Steering

*Students must have a 2.0 or higher in each course associated with a short-term certificate.*

# Business Administration

The Business Administration program is designed to allow students to pursue three different career options: Accounting, Management, and Entrepreneurship. The Washington State Workforce Training & Education Coordinating Board reports a skill gap in accounting jobs where the accounting jobs exceed worker supply. Jobs in business administration exist in a wide variety of career paths. Students develop a foundation of knowledge in accounting, management, business, entrepreneurship and application software related to business and communication.

Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management. The AAS-T option may improve the transferability of Associate in Applied Science degrees to some four-year programs. Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

## Student Learning Outcomes

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

- Prepare and analyze company financial statements.
- Prepare budgets for a company using Microsoft Excel.
- Apply quantitative methods for critical thinking and problem solving.
- Formulate a personal code of ethical behavior as it relates to a modern business environment.
- Utilize electronic technology, including accessing information from various sources.

- Recognize and analyze how general and specific economic forces shape the environment of business and decision making.
- Demonstrate competency in written and oral communication.
- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management.
- Apply the skills needed to maintain effective working relationships in diverse groups.
- Identify and apply management skills and concepts that can be applied in a wide variety of situations.
- Demonstrate proficiency in Quickbooks.
- Prepare payroll and business tax reports in compliance with state and federal laws.

Previous graduates have found employment in education, government, private industry, and self-employment. The accounting-related occupation has been identified as a high demand field in Washington State. Many of the new accounting positions will be created in small, rapidly growing businesses. The demand for persons trained in this field should remain strong over the next several years.

## Degree & Certificate Options:

- **Business Administration - Accounting AAS Degree**
- **Business Administration - Accounting AAS-T Degree**
- **Business Administration - Management AAS Degree**
- **Business Administration - Management AAS-T Degree**
- **Business Administration - Entrepreneurship Foundations AAS Degree**
- **Business Administration - Entrepreneurship Foundations AAS-T Degree**
- **Business Foundations Certificate**

## Short-Term Proficiency Certificates:

- Business Administration
- Business Administration - Economics and Finance
- Business Administration - Business Entrepreneurship
- Business Administration - Business Environment
- Business Administration - Business Management
- Business Administration - Business Technology
- Accounting

VISIT www.pencol.edu/proftech for additional information and detailed degree/certificate requirements.

# Professional Technical Programs & Degrees

# Commercial Driver's License

**CDL 100** - The Commercial Driver's License certificate program consists of a 10 credit course which prepares you to take the written and driving portion of the Washington State commercial Driving Class A test. Preparation includes 40 hours of lecture, hands-on demonstrations, video, and computerized practice tests as well as 120 hours of driver training.

**CDL 101 -** The Class B training will help you obtain the necessary knowledge and skills to pursue employment as a Class B truck driver. You will be given the necessary defensive driving techniques and education to meet and exceed the requirements for the CDL Examination with the primary emphasis on safety. Preparation includes 20 hours of classroom instruction and 28 hours of driver training.

The course is offered when labor market data supports the need for trained drivers.

## Student Learning Outcomes:

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

- Safely operate a commercial vehicle.
- Inspect a commercial vehicle.
- Take the Washington State Commercial Driving Class A or Class B test.

# Composites Technology

*(See Advanced Manufacturing / Composites Technology)*

# Computer Applications Technology

The Associate of Applied Science-Transfer (AAS-T) degree program provides an avenue for developing a person's skills in the use of the Microsoft Office Suite of business software applications—Word, Excel, PowerPoint, and Outlook and, in addition, also includes 45 credits of transfer classes so that a student can transfer into a baccalaureate institution. Upon completion of this two-year program, an AAS-T degree is awarded.

## Student Learning Outcomes:

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

- Communicate effectively through written, verbal, and visual methods.
- Work collaboratively and independently to achieve a defined goal.
- Demonstrate use of Word, Excel, Access, PowerPoint and the Windows Operating System.
- Distinguish between hardware and software; determine the type of software necessary to complete an objective; understand the functions of an operating system.
- Access information from a hard or removable drive; locate information in subdirectories.
- Access a variety of Windows ribbons and icons.
- Use spreadsheet software to solve mathematical/quantitative problems.
- Format and edit documents using word processing software.
- Manage, organize, and store related sets of information using database software.
- Create and modify slide show presentations
- Perform file management and use the web.
- Solve problems using the appropriate software; apply systematic approaches and logic to solving problems; troubleshoot problems; collect and apply data to solve problems.
- Communicate findings in the form of printed documents, create and interpret graphs and charts using appropriate software, and synthesize and apply information to meet an identified need.
- Ask questions and give answers using discipline-specific vocabulary.
- Translate math symbols into words and words into math symbols.
- Utilize electronic technology, including accessing information from various sources.

## Degree & Certificate Options:

- **Computer Applications AAS-T degree**
- **Computer Applications one-year certificate**
- **Two proficiency certificates:**
    - **Computer Applications Fundamentals Certificate**
    - **Computer Applications Certificate**

# Criminal Justice

The Criminal Justice program is comprised of professional and general education courses and is designed to provide the student with a broad exposure to criminal justice theory and process as well as contemporary issues and problems. The curriculum provides a balanced approach to both law enforcement and corrections, with supporting courses that enhance both perspectives. The program has been developed in conjunction with active professionals in the field of criminal justice who serve as members of an advisory committee. Successful completion of the two-year program described on this guide leads to an Associate of Applied Science-Transfer degree in Criminal Justice. The AAS-T option may improve the transferability of Associate of Applied Science degrees to some four-year programs.

## Student Learning Outcomes:

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

- Correctly identify the major steps of the criminal justice process.

- Develop an understanding of the function of each step of the criminal justice system and the key decisions that are made at each step.

- Define each step and critically analyze how a case proceeds through the criminal justice system.

- Articulate the functions of policing in the United States in terms of its historical roots, structure, and contemporary issues.

- Develop an understanding of the court system in the United States in terms of constitutional issues and historical precedents.

- Identify and understand correctional practices in the United States in relation to philosophies of punishment, sentencing practices, victim's rights and institutional limitations.

- Demonstrate knowledge of the purpose, function, and historical evolution of the American criminal justice system in terms of the three major branches of criminal justice: police, courts, and corrections.

- Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior.

- Apply individual criminological theories to specific types of offending and criminal behaviors.

- Demonstrate an understanding of the steps in the research process as it relates to the scientific method.

## Degree & Certificate Options:

- **Criminal Justice AAS Degree**

- **Criminal Justice AAS-T Degree**

- **Criminal Justice One-year Certificate**

# Cybersecurity & Computer Forensics

Increased cybersecurity threats and new homeland security policies have produced a growing national demand for cybersecurity professionals with knowledge of cybersecurity, ethical hacking, intrusion testing, vulnerability assessment, and computer forensics. In addition, the growth of universal and mobile computing require new approaches to information security and the protection of information systems from unauthorized access, modification, or destruction. The Cybersecurity and Computer Forensics program prepares students for entry level employment in cybersecurity and computer forensics careers including cyber incident and response, vulnerability detection and assessment analyst, computer forensic analyst, and computer forensics investigator. Foundation courses introduce students to the legal, ethical, and theoretical issues in cybersecurity and computer forensics technology. Core courses expand student depth and skills in ethical hacking, criminal justice, evidentiary analysis, and the development of a forensically sound environment. Capstone courses provide practicum experience and opportunity to participate in the Collegiate Cyber Defense Competition (CCDC). Successful completion of this program leads to an Associate of Applied Science degree Cybersecurity and Computer Forensics. Students are required to have access to computer, internet, and browser. This degree can be completed online.

## Student Learning Outcomes:

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

- Demonstrate an understanding of the core concepts, tools, and methods used to secure computer systems.

- Identify and present indicators that a cybersecurity incident has occurred.

- Apply criminal justice methods to cybersecurity and computer forensic investigations.

- Plan, implement, and evaluate penetration testing and ethical hacking of computer systems.

- Identify, analyze, and mitigate threats to internal computer systems.

- Collect, process, analyze, and present computer forensic evidence.

VISIT www.pencol.edu/proftech for additional information and detailed degree/certificate requirements.

# Professional Technical Programs & Degrees

- Work in teams to analyze and resolve cybersecurity issues.
- Apply critical thinking skills to risk analysis of computer systems.

## Degree & Certificate Options:

- **Cybersecurity and Computer Forensics AAS-T degree**

# Early Childhood Education

Course work in the Early Childhood Education (ECE) program combines theory and practical experience for work with young children and their families. Courses include child development, child behavior and guidance, children with special needs, planning early childhood learning environments, planning developmentally appropriate curriculum, and working with families. Practicum courses provide opportunities to apply theoretical knowledge to planning and presenting curriculum, and for working with children and staff in early childhood centers. Successful completion of this program leads to an Associate of Applied Science degree in Early Childhood Education. Prospective ECE students should be aware of the fact that they will have to complete a background check.

## Peninsula College offers several educational options to those who are enrolled in the ECE Program, including:

- A 90 credit Associate of Applied Science (AAS) Degree.
- A 55 credit certificate in Early Childhood Education.
- A 90 credit Associate of Applied Science-Transfer (AAS-T) Degree in Early Childhood Education.
- A customized transfer degree with an emphasis in Early Childhood Education.

Individuals may earn Short-Term Proficiency Certificates: in Curriculum for Young Children, Infants and Toddlers; Working with School-Agers; and Children with Special Needs.

Individuals who earn a 55 credit certificate in ECE may find opportunities as nannies, family child-care providers, or respite-care providers for children with special needs. Others may become education assistants in preschools.

To earn the Early Childhood Education Certificate, 45 ECE credits from the AAS degree checklist are required, as are 10 credit in General Education (to include ENGL& 101, AMATH 121 or MATH above 100, and HUMDV 101 and/or CAT 100 or above).

Graduates with a 90 credit AAS Degree in Early Childhood Education find employment as child-care specialists, curriculum- program managers, or teachers in child-care centers serving infants and children up to age 12. Graduates may also qualify for positions in Head Start/ECEAP as Early Head Start specialists for infants/toddlers, preschool teachers, home visitors, or family-educators, and as para-educators in grades K-5. In addition, opportunities are increasing for family-support paraprofessionals in human services and mental health agencies.

The Associate of Arts Transfer Degree with an emphasis in Early Childhood Education may be used as preparation for full transfer to a university in such related fields as education, speech pathology, child psychology, social services, and human services. You should consult an ECED advisor and the four-year college of your choice to determine transfer requirements.

## Student Learning Outcomes:

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

- Create and maintain a developmentally appropriate safe, healthy learning environment for children.
- Support the growth, development and diverse individual needs of each child.
- Plan, provide and evaluate developmentally appropriate programming and curriculum to meet diverse group needs.
- Provide support to meet the diverse needs of families and build family partnerships.
- Build community partnerships and advocate for early learning and child care issues.
- Participate in on-going professional development and contribute to a professional team environment.

## Degree & Certificate Options:

- **Early Childhood Education AAS Degree**
- **Early Childhood Education AAS-T Degree**
- **Early Childhood Education Certificate**

## Short-Term Proficiency Certificates:

- State Initial Early Childhood Education
- State Short Early Childhood Education Certificate of Specialization-General
- State Short Early Childhood Education Certificate of Specialization-Infants and Toddlers

# Professional Technical Programs & Degrees

VISIT www.pencol.edu/proftech for additional information and detailed degree/certificate requirements.

# Emergency Medical Technician (EMT)

The Emergency Medical Technician program prepares individuals to assist EMT Paramedics, under the supervision of a physician, to prepare and transport ill or injured patients, and to operate emergency vehicles and equipment such as life support units. Includes instruction in first aid and emergency medicine field techniques; patient stabilization and care; medical field communications; equipment operation and maintenance; and applicable standards and regulations.

## Short-Term Proficiency Certificates:

- Emergency Medical Technician

# Energy and Innovation Entrepreneurship

The Energy and Innovation Entrepreneurship Certificate program prepares students for new venture planning, entrepreneurial start-up, social media marketing, and entrepreneurial finance. The program teaches students how to build a successful entrepreneurial venture from the ground up including analysis of an entrepreneurial mind set, market assessment, how to write a business plan, and innovative social media marketing strategies. This program is designed to allow students in Energy Technology and other innovation programs the opportunity to gain the knowledge and understanding of entrepreneurship.

## Student Learning Outcomes:

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

- Write and present a business plan.
- Identify business start-up funding sources.
- Demonstrate an entrepreneurial mindset and the skills required to be a successful entrepreneur.
- Analyze market trends and innovation for new opportunities.
- Work in teams to cultivate ideas into a working plan for an entrepreneurial venture.
- Apply critical thinking skills to entrepreneurial and new venture processes.
- Develop and market a business presence and webpage on the Internet.

## Short-Term Proficiency Certificates:

- Energy & Innovation Entrepreneurship Certificate

# Family Life Education

Peninsula College offers Parent Education Programs for families with young children in Clallam and Jefferson Counties. Each program offers developmentally appropriate learning activities for young children ranging in age from birth to five years of age. Parents become active partners in their children's education by assisting teachers in the classroom on a scheduled rotating basis. Because these are parent-run organizations, parents are also actively involved in the day-to-day operation of the preschool programs.

Parent Education instructors from Peninsula College facilitate parenting discussions on topics appropriate for each age group. These programs support parents in an environment where they can enhance and develop effective parenting and leadership skills. Parents receive college credits for attendance and participation in the program and have the opportunity to earn short-term certificates. Parents/students who complete a combination of 12 credits of Family Life Education courses can apply for a Parenting and Family Management Skills Certificate. Parents/students who complete a combination of 18 credits of Family Life Education courses can apply for a Leadership Skills Certificate.

## Student Learning Outcomes:

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

- Discuss and identify developmentally appropriate environments for children that encourage learning through active exploration and self discovery.
- Use positive age-appropriate guidance techniques when assisting the teacher and parents in the classroom.
- Recognize safe, healthy, and quality environments and practices that minimize the risks and meet the needs of the developing child.
- Recognize skills of decision making and problem solving.
- Demonstrate effective participation in group organization and leadership
- Advocate for and support appropriate environments for the physical, social/emotional, and cognitive development of children.
- Recognize and advocate for parent involvement in the best interest of children.
- Access and advocate for community resources and programs that serve the needs of children.
- Evaluate and support the cooperative program and parents' participation to continue providing a quality program.

VISIT www.pencol.edu/proftech for additional information and detailed degree/certificate requirements.

## Professional Technical Programs & Degrees

## Short-Term Proficiency Certificates:

- Parenting and Family Management Skills
- Leadership Skils

# Food Service Management

The Food Service Management certificate allows college students who are enrolled in the North Olympic Skills Center's Culinary Arts program to take additional courses in Business Administration at Peninsula College to advance their skills in business operation. The six courses of the Culinary Arts program are taken at Lincoln Center in Port Angeles, WA, site of the North Olympic Skills Center and five courses are taken at Peninsula College.

## Student Learning Outcomes:

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

- Apply foodservice sanitation principals.
- Write standardized recipes.
- Use proper serving utensils and kitchen equipment.
- Perform basic cooking tasks.
- Demonstrate the proper application of dry, moist, and combination cooking methods to a variety of food products (understand standard cooking methods).
- Produce a variety of bakery products using standard baking procedures and evaluate the products based on method, timing, appearance, texture and overall eating quality.
- Explain the flow of food within the purchasing and production cycle.
- Perform cost analysis of menu items.
- Calculate costs and apply procedures in order to run a cost effective food service establishment.
- Perform yield tests and recipe costing.
- Design and market a menu that incorporates menu planning principle that maximize sales and profits.
- Presentation techniques.
- Purchase and manage inventory.
- Create and maintain good customer and employee relationships.
- Plan, prepare and serve banquet style.
- Design room layouts for various service functions.

- Set up a basic bookkeeping system.
- Manage personnel.

## Degree & Certificate Options:

- **Food Services One-Year Certificate**

# Green Building

Peninsula College offers an Associate of Applied Science degree in the Green Building Trades. As noted in the Partnership for Sound Energy Efficiency Development (SEED) Narrative, "It (the built environment) offers one of the richest opportunities to affect climate change and reap the rewards of reduced energy consumption1 this program provides students with sufficient skills to construct, retrofit, manage and maintain buildings for the greatest energy efficiency. Instruction consists of classroom presentations and hands on training in lab settings and in the building of a residential home.

## Student Learning Outcomes:

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

- Use hand tools and power machinery safely.
- Perform all aspects of basic carpentry.
- Perform energy efficient tasks on a new residential structure.
- Perform an energy analysis on an existing structure.
- Research, plan, design and implement an energy efficient retrofit plan.
- Research and demonstrate knowledge of alternative energy and resource conversation.

## Degree & Certificate Options:

- **Green Building AAS Degree**
- **Green Building One-Year Certificate**
- **Green Building-Carpentry One-Year Certificate**

## Short-Term Proficiency Certificates:

- Carpentry: Basic Carpentry & Concrete Foundations
- Carpentry: Exterior & Interior Finish
- Carpentry: Framing

# Green Building / Sustainable Agriculture

Peninsula College's Sustainable Agriculture short-term program prepares students for jobs related to sustainable agriculture and small food production systems. Students will learn the principles of sustainable agriculture for small farms, animal, crop and garden production. Industries that utilize these occupations include agriculture and food producing businesses. Students who successfully complete the certificate will be equipped with basic skills related to sustainable agriculture and small scale food production.

## Student Learning Outcomes:

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

- **Plan for small scale food production.**
- **Compare and contrast organic and non-organic food production.**
- **Analyze food production resources cycles and the movement of food from seed to table.**
- **Apply principles of sustainable agriculture for small farms, animal, crop and garden production.**

## Short-Term Proficiency Certificate:

- **Sustainable Agriculture Food Systems Certificate**

# Health Information Management: Medical Billing & Coding

Health information systems and technology are transforming healthcare billing and coding processes creating an increased demand for efficient and credentialed electronic medical coding specialists. These coders are essential to the financial success of health care practices. The Peninsula College Medical Billing and Coding Certificate prepares students for employment in medical records departments in a variety of healthcare office settings including medical clinics, physician practices, hospitals, insurance companies, and managed care organizations. Students will learn medical coding, insurance reimbursement, health information systems and compliance. The curriculum integrates national credentialing competencies and prepares students for the AAPC Certified Professional Coder and Certified Professional Coder-Hospital Outpatient exams. Graduates of this program will have a thorough understanding of coding and managing medical records as well as human relations, law for health information, anatomy and physiology.

## Student Learning Outcomes:

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

- Maintain filing and retrieval systems for health records.
- Code diagnoses and procedures in patient records for reimbursement and research.
- Accurately report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.
- Use current coding guidelines and assign diagnostic and procedure codes based on health record documentation.
- Apply ethical, legal, and regulatory requirements of healthcare records.
- Ensure patient record documentation complies with state and federal regulations.
- Maintain integrity of legal health record according to organizational bylaws, rules and regulations.
- Audit health records for content, completeness, accuracy, and timeliness.
- Describe the normal function of each body system.

## Degree & Certificate Options:

- **Health Information Management: Medical Billing & Coding Certificate**

# Homeland Security / Emergency Management

The Homeland Security Emergency Management (HSEM) associate degree program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The 96 credit online degree program includes 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 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 (HSEM) degree will prepare students with the competencies to work in an all-hazards preparedness environment, including an understanding of socio-economic and cultural diversity issues. Students are required to have access to computer, internet, and browser. This degree can be completed online.

## Student Learning Outcomes:

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

- Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.

- Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.

- 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.

- Interpret ethical and legal issues that impact emergency management and homeland security.

- Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.

- Define the interdisciplinary nature of Homeland Security/ Emergency Management functions and be able to assess and integrate various functional areas.

- Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.

- Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.

- Participate in employer-directed training for performance enhancement and career advancement.

## Degree & Certificate Options:

- **Homeland Security Emergency Management AAS Degree**

# Hospitality and Ecotourism

The Hospitality and Event Planning certificate is designed to prepare students for entry level work in fields that serve visitors on the Olympic Peninsula. Foundation courses introduce students to hospitality, event management and budget spreadsheets. Core courses expand student knowledge and skills in marketing, tourism policy and planning. Students are required to have access to computer, internet, and browser. This degree can be completed online. Students entering this program should have good familiarity with computer software and hardware in the Windows or MAC environment. College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English, math, or applied math courses in this program.

Students may need to complete prerequisite coursework. The ASSET or COMPASS test will help determine placement level if not known. Previous coursework may also indicate placement level.

## Student Learning Outcomes:

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

- Demonstrate an understanding of the concepts related to hospitality services.

- Plan, organize and facilitate events.

- Apply customer service skills in a business setting.

- Develop an operational and marketing plan for an event.

- Apply critical thinking skills to solve problems related to hospitality and event planning.

## Degree & Certificate Options:

- **Hospitality and Ecotourism - AAS degree**

- **Hospitality and Event Planning Certificate**

# Information Technology

Successful completion of the two-year program described in this guide leads to an Associate of Applied Science-Transfer degree in Information Technology – IT Administrator - Business. The Associate of Applied Science- Transfer (AAS-T) degree will train and educate students, using industry-based skill standards. Students will learn to design, implement and support network technology on various operating systems. Additionally, students will receive the training necessary to take some Microsoft certification and Comp TIA exams. The AAS-T option may improve the transferability of Associate of Applied Science degrees to some four-year programs.

Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles of network management and basic philosophies of business.

## Student Learning Outcomes:

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

- Determine the type of software or hardware necessary to complete an objective; understand the functions of different operating systems.

- Access information from various storage mediums to locate and provide access to information in subdirectories.

- Use an operating system to access a variety of software.

- Solve problems using the appropriate operating system utilities; apply systematic approaches and logic to solving problems.

- Synthesize and apply information to meet an identified need.

- Ask questions and give answers using discipline-specific vocabulary.

- Respond to a heterogeneous technology climate.

- Plan, install, configure and manage resources. Connect and run applications. Monitor, optimize and troubleshoot network software and hardware.

- Prepare and present departmental budget information in accordance with generally accepted accounting principles.

- Provide management with departmental financial information that assists in the business decision making process.

- Provide organizations a safe, secure, and redundant information system.

## Degree & Certificate Options:

- **Information Technology - IT Administrator Business AAS Degree**

- **Information Technology - IT Administrator Business AAS-T Degree**

# Medical Assisting

The Peninsula College Associate of Applied Science Medical Assisting program provides training for employment in medical offices, clinics, hospitals, home health, extended care facilities, and other healthcare settings. Graduates are likely to find employment in these areas, while advanced degrees may provide access to a wider range of career opportunities in Healthcare. The Medical Assisting AAS degree includes transfer coursework in math, English, psychology, aociology, and chemistry. Courses include medical terminology, anatomy and physiology, general accounting, medical office administration, electronic medical records, and medical billing and coding. Medical ethics, patient safety, and patient care are taught throughout the program, as well as the rules and regulations mandated by HIPAA and OSHA. Technology skills are integrated to prepare students for medical office employment, including electronic billing and coding, bookkeeping and accounting, and charting in patient records. Graduates are eligible to take the National Certified Medical Assistant exam administered by the National Center for Competency Testing at http://www.ncctinc.com.

Application to the program is required. Applicants who plan to begin the program fall quarter must submit their application packet by 5:00 pm on June 1st of the preceding spring quarter. Visit www.pencol.edu for the application packet. Prospective Medical Assisting students should be aware of the fact that they will have to complete a background check and provide documentation of required immunizations prior to enrolling in medical assisting courses. Students must earn a 2.0 or higher in all MED classes.

## Student Learning Outcomes

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

- Function professionally in a legal and ethical manner as a medical assistant.

- Use medical terminology correctly.

- Effectively communicate with other healthcare team members, patients, and physicians.

- Procure and distribute both office and medical supplies.

- Manage documents, both paper and electronic, in a medical office.

- Demonstrate proficiency with basic medical testing procedures.

- Display knowledge and use of techniques for asepsis, workplace safety, and risk management.

- Demonstrate knowledge and competency in ICD-9 and ICD-10 coding and electronic medical billing of multiple insurances.

- Follow laws and regulations regarding patient privacy and confidentiality.

- Demonstrate knowledge of ICD-10 coding for medical billing.

- Demonstrate competency in electronic medical billing of multiple insurances.

- Format and generate various documents required in a medical office setting.

- Integrate the cognitive, psychomotor, and affective domain objectives into daily practice.

## Degree & Certificate Options:

- **Medical Assisting AAS Degree**

- **Medical Assisting One-Year Certificate**

## Short-Term Proficiency Certificates:

- Electronic Medical Billing Certificate

VISIT www.pencol.edu/proftech for additional information and detailed degree/certificate requirements.

# Professional Technical Programs & Degrees

# Multimedia Communications

The multimedia communications graphics program prepares students for entry level employment in a variety of digital media careers including graphic design, digital photography, e-book design and publishing, content development for websites, and design for print publications. Foundation courses provide individuals with hands-on experience using a number of multimedia and graphic software applications. Core courses teach students an understanding of visual communications and provide a strong foundation of multimedia concepts and skills. Capstone courses offer a unique opportunity for students to interact with local businesses, entrepreneurs, and clients while creating a collective portfolio of student work. Successful completion of this program leads to an Associate of Applied Science Transfer degree in Multimedia Communications. Some courses in this degree concentration are not offered online. Students are required to have access to Adobe Design Premium software and supply their own digital camera for this degree option.

## Student Learning Outcomes

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

- Demonstrate an understanding of the core concepts, terms, tools, and methods used to create digital illustrations, page layout documents, web sites, and web based digital media content.
- Digitize, manipulate, and prepare photographic files for print and web publication.
- Plan, create, implement, test, and manage digital media tasks.
- Work as a team to apply multimedia competencies and plan, develop, and publish a web site for a client.
- Produce a website portfolio that showcases individual digital media competencies.

## Degree & Certificate Options:

- **Multimedia Communications AAS Degree**
- **Multimedia Communications - Graphics AAS-T Degree**
- **Multimedia Communications - Web Design and E-Commerce Technologies AAS-T Degree**

## Short-Term Proficiency Certificates:

- Digital Photography Certificate
- Digital Video Certificate
- Web Design Certificate
- Advanced Web Design Certificate
- Digital Image Editing Certificate
- Digital Layout Design Certificate
- Journalism Foundations Certificate

By the time you finish the program, you will have produced an electronic portfolio that demonstrates to employers your ability to develop multimedia content for business, professional, and educational purposes.

# Nursing

The Washington State Nursing Care Quality Assurance Commission approves the Nursing program and the Accredidation Commission for Education in Nursing (http://acenursing.org). Students who complete the two-year associate degree program are eligible to take state board exams for registered nurses. The curriculum provides a strong foundation in applied and social sciences and an understanding of the fundamentals of patient care in a variety of settings. Throughout the program students integrate experience caring for patients in acute care hospitals, long-term care facilities, and community agencies. Succesful completion of this program leads to an Associate of Applied Science - Transfer (AAS-T) degree in Nursing. The AAS-T option may improve the transferability of Associate of Applied Science degrees to some four-year programs.

Important Note: Individuals who would like to study nursing at Peninsula College must complete non-nursing academic requirements and prerequisite courses prior to entering the program or be in the final quarter of their completion. Nursing courses may be started only in the fall quarter and only after making application to, and being accepted into, the Nursing program. Application to the Nursing program can be made only during the spring quarter prior to enrolling in nursing courses. Applications are available on the Nursing Program web page at www.pencol.edu/proftech/nursing and at the college admission office.

To be considered for admission, you must have completed required prerequisites with a minimum grade of 2.5 in each course, and achieve the minimum required score on the TEAS as well as meet other admission requirements (see details on the nursing website).

## Student Learning Outcomes:

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

- Receive an AAS-T degree in nursing.
- Obtain a registered nurse license.
- Function in the role of the registered nurse.

## Degree & Certificate Options:

- Nursing AAS-T Degree

The nursing program is accredited by the National League for Accreditation Commission for Education Nursing (ACEN - 3343 Peachtree Road NE, Suite 500 Atlanta, Georgia 30326).

# Nursing Assistant Certificate

This course studies the role of the nursing assistant, which includes basic nursing skills, emergency procedures, and laws and regulations affecting nursing assistants. The course consists of classroom, laboratory and clinical experiences needed to become a nursing assistant. After completing this course, students are eligible  to take the Washington State Certificate Exam, making them employable in many settings such as hospitals, clinics, skilled nursing facilities (long term care and rehab), and assisted living facilities. The courses include seven hours of HIV/AIDS healthcare certificate. To meet the hours of education required by the state, attendance for all classes and clinicals is mandatory.

## Student Learning Outcomes

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

- Receive a certification of completion.
- Receive a certification in Healthcare provider American Heart CPR and in seven hour HIV/AIDS
- Eligibility to take the National Nursing Assistant Certification Exam (NACES). Students who receive their certification and successfully pass the NACES exam are eligible for licensure in the state of Washington as an NAC and employment in various health care facilities.

## Short-Term Proficiency Certificates:

- Nursing Assistant Certificate

# Physical Therapy Assistant Cooperative Program

Peninsula College and Olympic College have partnered to deliver a two-year Physical Therapy Assistant program to students from Peninsula College. You will attend via a combination of face-to-face and on-line distance education classes and gain hands-on experience in clinical classes.

You can apply for admission to the program through Olympic College after completing your prerequisite courses at Peninsula College. The program application deadline is April 30.

Program information is available through the Student Development Office at Peninsula College. For additional information visit: www.olympic.edu/ocpta.

# Radiology Technology Cooperative Program

Peninsula College has partnered with five other Washington State community colleges to help prepare students who are interested in pursuing a career in Radiology Technology. You can take most of your prerequisite courses at Peninsula College before applying to a program at Bellevue College, Bellingham Technical, Tacoma Community College, Wenatchee Valley College, or Yakima Valley College.

You should check the admission procedures, GPA requirements, and application deadlines for Radiology Technology Programs at your schools of interest and be prepared for a competitive application process.

For additional information contact the Student Development Office at (360) 417-6340.

# Welding

This two-year competency-based program leads to an Associate of Applied Science (AAS) degree in Welding Technology and provides training for skills and related technical knowledge necessary for advancement in the metals industry. Instruction includes classroom study as well as extensive practice in the welding lab. Peninsula College provides American Welding Society (AWS) certification testing for students in an approved facility on the campus.

## Student Learning Outcomes

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

- Weld all types of joints.
- Perform oxyacetylene cutting.
- Perform shielded metal arc, gas metal arc, and gas tungsten arc welding.
- Apply workplace safety guidelines.

VISIT www.pencol.edu/proftech for additional information and detailed degree/certificate requirements.

## Professional Technical Programs & Degrees

- Use and apply welding terminology.
- Read basic blueprints.

## Degree & Certificate Options:

- **Welding AAS Degree**
- **Welding One-Year Certificate**

## Short-Term Proficiency Certificates:

- Beginning Welding
- Intermediate Welding
- Arc Welding
- TIG Welding
- Wire-Feed Welding

# Bachelor of Applied Science in Applied Management

Peninsula College's Bachelor of Applied Science in Applied Management Degree builds on an existing AAS, AAS-T, AA, or AS Degree, adding upper division coursework to complete a four-year degree. Applicants are accepted year round. The program can be completed in a two- or three-year track and online. The core courses sequence begins in the fall. Accepted students may take some courses winter or spring terms prior to the sequence.

The Bachelor's degree is designed to meet the employment needs of the Olympic Peninsula and to provide program graduates with the knowledge and skills needed to move into management or supervisory positions with your current employer or create new employment opportunities and entrepreneurial ventures in a rapid changing global economy. Program classes are held weekday evenings and online to accommodate the schedule needs of working adults. Face-to-face classes meet on the main Peninsula College campus in Port Angeles.

The Bachelor's curriculum includes a mix of required core management and integrated studies courses. During the program, each student also completes one internship which is developed by the student and internship instructor, in consultation with the employer.

## Student Learning Outcomes

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

- Demonstrate the ability to communicate effectively and use the language, tools, concepts and models of management applicable to the professional/technical discipline.
- Demonstrate the ability to apply critical thinking and knowledge in a field-specific context.
- Demonstrate an understanding of management roles and the nature of leadership.
- Apply the principles and philosophy of management systems.
- Analyze systems for planning and decision-making.
- Prepare and complete cost control processes including the ability to establish a budget, prepare cost reports, and forecast expenditures.
- Employ new and developing information technologies.
- Acquire, organize, analyze, and interpret information and data to make informed, reasoned, equitable decisions.
- Identify and describe human behavior in an organizational setting.
- Identify and analyze human resource systems for employment, compensation and training.
- Institute and facilitate team-based problem-solving environments.
- Develop and articulate a statement of values or code of ethics.
- Demonstrate a knowledge of the community and an understanding of issues related to diversity.

## *REQUIRED DEGREES & CLASSES:*

**1) Bachelor applicants must have completed one of the following:**

- AAS or AAS-T Degree (GPA of 2.0 or better).
- AA or AS Degree (GPA of 2.0 or better)

*Note: If you have completed 90 or more college level credits without a degree please contact us to determine eligibility*

**2) All Applicants must also have completed the following courses:**

- Any Math class at the 100 level with Math 91, or MATH 99 as a prerequisite. ( 5 credits with a minimum GPA of 2.0)
- ENGL 101, English Composition I (5 credits with a minimum GPA of 2.0).
- Humanities. 100 or 200 level (e.g., Art, Spanish, Music, Philosophy, Communications) (5 credits).
- Natural Science. 100 or 200 level (e.g., Biology, Chemistry, Environmental Science, Physics) (5 credits).

## *RECOMMENDED:*

- The face-to-face classes are enhanced with an online component, and the classes are also offered totally online. Because of this, accepted students who are new to web-based learning should consider taking Peninsula College's one credit course, "HUMDV 101—Online Classroom Success," before they begin their studies.
- Excel, Word, PowerPoint and the use of email are tools BAS-AM students use in the completion of their academic work. Those who are not familiar with or comfortable in using those programs should locate online, self-study resources or consider enrolling in courses offered by the College.

## *CORE CURRICULUM REQUIREMENTS:*

| | | |
|---|---|---|
| BAS 301 | Managerial Accounting | 5 credits |
| BAS 310 | Foundations of Management Theory & Practice | 5 credits |
| BAS 320 | Organizational & Interpersonal Behavior | 5 credits |
| BAS 325 | Legal Environments in Business | 5 credits |
| BAS 340 | Applied Financial Management | 5 credits |
| BAS 353 | Global Political Economy | 5 credits |

| BAS 358 | Social Media Management | 5 credits |
|---|---|---|
| BAS 380 | Project Management | 5 credits |
| BAS 390 | Human Resources Management | 5 credits |
| BAS 435 | Operations Management | 5 credits |
| BAS 485 | Decision-Making, Ethics and Leadership | 5 credits |
| BAS 490 | Strategic Management and Policy | 5 credits |
| ENGL 3255 | Professional & Organizational Communication | 5 credits |
| MATH 146 | Statistics | 5 credits |
| Integrated Studies | | 15 credits |

**Students are required to complete one course in each of the following areas.**

Integrated Studies – Humanities Seminar
Integrated Studies – Social Science Seminar
Integrated Studies – Natural Science Seminar

*INTERNSHIP (5 Credits):*

**Students must complete one, 5-credit internship.**

BAS 460, 461 – Internship – Private Sector
BAS 462, 463 – Internship – Public Sector
BAS 464, 465 – Internship – Tribal Sector

# Admissions

Instructions and application forms and materials are located at the College website at www.pencol.edu/bas.

# Registration

Students in the Bachelor program meet with their academic advisor each quarter. Information regarding the registration process, course offerings, and academic progress is provided at that time. Matriculated Bachelor students receive preference for enrollment in program courses. Non-Bachelor students, with appropriate prerequisites, may enroll in these courses on a space-available basis and by approval of the Program Director.

# Financial Aid

Financial aid is available to all Bachelor students who qualify. To learn more about these opportunities, visit: www.pencol.edu/financial.

# Tuition and Fees

Current tuition and fee information is published in the quarterly Preview PC. It is also available on the College website at www.pencol.edu or by calling the Student Services Office at (360) 417-6340.

**Advisor and Program Director: Dr. Ed Jaramillo**
*Bachelor of Applied Science Degree in Applied Management*

ejaramillo@pencol.edu, (360) 417-6404

# Bachelor of Applied Science Course Descriptions

**BAS 301**      **5cr**
**MANAGERIAL ACCOUNTING**

This course is intended for students in the Bachelor of Applied Science (BAS) in Applied Management program where understanding the basic principles of financial and managerial accounting is essential in the successful execution of management responsibilities. The course defines financial statement interrelationships, financial analysis, product costing, budgetary control systems, and information reporting for the planning, coordinating, and monitoring of the performance of a business.

*Prerequisite: concurrent enrollment in ENGL 325 and BAS 310, or permission of instructor.*

**BAS 310**      **5cr**
**FOUNDATIONS OF MANAGEMENT, THEORY & PRACTICE**

An exploration of the organization theory literature focusing on major theoretical perspectives and content area. Includes design of organizational structure and control systems; analysis of organization-environment relations, including inter-organizational relationships; managing organizational technology and innovation; information processing and decision making; and organizational culture, conflict, and power.

**BAS 320**      **5cr**
**ORGANIZATIONAL & INTERPERSONAL BEHAVIOR**

Provides the tools for understanding the organizational actions of individuals, groups, and organizations; relates theory and research to organizational problems by reviewing advanced concepts in motivation and perception, decision making, communication and influence, group behavior, conflict and cooperation, politics, corporate culture, organizational structure, and environmental influences.

*Prerequisite: BAS 310 or permission of instructor.*

**BAS 325**      **5cr**
**LEGAL ENVIRONMENTS IN BUSINESS**

An introduction to the traditional and emerging legal principles and theory involved in business management. Focus on how to manage employees and other relationships without stepping on legal landmines. Emphasis placed on preventative law as well as strategies to resolve workplace conflict without protracted litigation.

*Prerequisite: BAS 310 or permission of instructor.*

**BAS 340**      **5cr**
**APPLIED FINANCIAL MANAGEMENT**

An introduction to the application of financial management principles. Includes the analysis of financial statements for planning and control, cash and capital budgeting, risk and return, capital structure, and financing the short- and long-term requirements of the firm. Students will apply basic tools and techniques used to value a firm and evaluate and fund prospective investment opportunities.

*Prerequisite: BAS 301 and BAS 310 or permission of instructor.*

**BAS 353**      **5cr**
**GLOBAL POLITICAL ECONOMY**

Examines the politics of global economic relations. The interplay of both economic and political forces shapes outcomes in global affairs. The importance of understanding the interactive nature of these forces is particularly important in this current era of unprecedented global economic integration. Topics explored include globalization, international trade, the international monetary system, multinational corporations, and global institutions, such as WTO, etc.

*Prerequisite: BAS 310 or permission of instructor.*

**BAS 358**      **5cr**
**SOCIAL MEDIA MANAGEMENT**

Social media is how business is conducted today. As the number of social platforms increases, there is a greater need to establish an internal and external business strategy, policy, and culture to keep pace and build a competitive advantage. This course will connect business objectives with social media strategy, platforms and tactics.

**BAS 380**      **5cr**
**PROJECT MANAGEMENT**

In management, projects are major undertakings that have a limited duration (i.e., finite completion point) and, as such, require a unique approach for administration. Course covers the theory and practice of project management in the context of technical and human resource constraints. Students learn to apply the knowledge, skills, tools, and techniques for project activities necessary to meet project requirements through the use of software and the approaches prescribed by the PMBOK.

*Prerequisites: BAS 310 or permission of instructor.*

**BAS 390**      **5cr**
**HUMAN RESOURCES MANAGEMENT**

This course explores human resource management as a way to achieve high levels of organizational performance. In this class, we will evaluate the strategic importance, ethical issues, and organizational impact related to the following areas of human resources: talent acquisition and talent management; organizational development; the legal environment of business; global HR; training and development; diversity; and total rewards (compensation and benefits).

*Prerequisite: BAS 310*

**BAS 435**      **5cr**
**OPERATIONS MANAGEMENT**

Unique aspects of managing and growing small- to medium-sized businesses, including strategic and operational planning, ethical issues, organizational controls and tools, marketing management and techniques, financial analysis and accounting, risk management, human resource management, and international opportunities.

*Prerequisites: BAS 301, BAS 310 and MATH& 146 or permission of instructor.*

**BAS 460**          **1-5cr**
**BAS INTERNSHIP IN THE PRIVATE SECTOR**

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management; time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills.

*Prerequisite: BAS 301, 310, 320, 340, 435, ENGL 325, and MATH& 146.*

**BAS 462**          **1-5cr**
**BAS INTERNSHIP IN THE PUBLIC SECTOR**

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management; time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills.

*Prerequisite: BAS 301, 310, 320, 340, 435, ENGL 325, and MATH& 146.*

**BAS 464**          **1-5cr**
**BAS INTERNSHIP IN THE TRIBAL SECTOR**

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management; time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills.

*Prerequisite: BAS 301, 310, 320, 340, 435, ENGL 325, and MATH& 146.*

**BAS 475**          **5cr**
**RETAIL MANAGEMENT**

Covers the main management functions of a retail business. Topics include retail strategy, location (web or brick and mortar), web presence, buying merchandise, assortment planning, inventory management, retail selling, customer service, and store/web layout. Emphasis is placed on the application of theory to real retail management problems.

*Prerequisites: MATH& 146 and BAS 310 or permission of instructor.*

**BAS 485**          **5cr**
**DECISION-MAKING, ETHICS & LEADERSHIP**

Managers will face many important and far-reaching decision situations in their professional life. This course provides a systematic way to  approach decision situations. It analyzes complex decision problems by breaking them into manageable pieces and by providing important insights that will lead to clarity of thought and commitment to action. Ethical, organizational, and leadership decision situations are analyzed throughout the quarter. Students will immediately implement conceptual and analytical tools using cutting-edge decision software.

*Prerequisites: BAS 310 and BAS 435 or permission of instructor.*

**BAS 490**          **5cr**
**STRATEGIC MANAGEMENT & POLICY**

Course explores strategic issues facing organizations, including top management decision making and social responsibility; environmental and industry analysis; establishing organizational mission and objectives; corporate, business and functional level strategy formulation; global and multi-domestic strategies; strategic implementation and control; and integrating operations, finance, marketing and human resource strategies. Computer modeling to solve strategic problems is used throughout the class.

*Prerequisites: BAS 310, BAS 310, BAS 435 and BAS 475 or permission of instructor.*

# Course Descriptions

## Course Numbers

### 011-99

Courses with these numbers are used to strengthen basic academic skills and to prepare students for entry into college-level courses.

### 100-299

The 100 series is ordinarily for freshmen and the 200 series for sophomores.

### 300-499

The 300 and 400 series pertain to courses in the Bachelor of Applied Science Program.

## Common Course Numbering

ACCT & ⟵_____ 202   5cr
PRINCIPLES OF ACCOUNTING II

Courses that are common to most Washington community colleges have been given common course numbers to help students transfer more easily between community colleges in the state. Common courses are identified by an "&" following the Department/Class name. Transfer courses that are not listed as "common" will still transfer under the Direct Transfer Agreement as in the past. Link to www.pencol.edu for a full listing of common course numbering. If you have any questions, contact the Student Services Office at (360) 417-6596.

## Symbols used in course descriptions

**CC**  Courses meeting Composition Communications Skills requirement.

**QS**  Courses meeting Quantitative Skills requirement.

**H**  Courses meeting distribution credit in Humanities.

**SS**  Courses meeting distribution credit in Social Sciences.

**NS**  Courses meeting distribution credit in Natural Sciences.

**E**  Courses meeting Elective credit.

**P**  Performance courses. A minimum of three (3) credits and a maximum of five (5) credits in one area meet distribution credit in Humanities.

The college reserves the right to add or delete courses or change the quarter in which a course is offered.

# Accounting

### ACCT 101     5cr
### INTRODUCTION TO ACCOUNTING AND FINANCE

Establish a foundation in accounting procedures within the traditional framework of a sole-proprietorship and explore the financial use of accounting information. Coverage of basic principles expanded by presenting partnership, corporation, and managerial accounting concepts.

### ACCT& 201     5cr
### PRINCIPLES OF ACCOUNTING I

Emphasis on nature of accounting as a system of information for decision making. Specific topics include basic financial statements, the accounting cycle, forms of business organization, financial assets, inventories, and depreciation.

*Prerequisite: MATH 91 or AMATH 121 or concurrent enrollment. (E)*

### ACCT& 202     5cr
### PRINCIPLES OF ACCOUNTING II

Study of accounting is continued through specific topics, including liabilities, stockholder's equity, statement of cash flows, financial-statement analysis, and global and management accounting.

*Prerequisite: 2.0 or higher in ACCT& 201. (E)*

### ACCT& 203     5cr
### PRINCIPLES OF ACCOUNTING III

Managerial concepts are explored through accounting systems, management reports, and special analysis for decision making; cost-volume-profit analysis; incremental analysis; responsibilities accounting; operational and capital budgeting; and standard cost systems.

*Prerequisite: 2.0 or higher in ACCT& 202. (E)*

### ACCT 215     5cr
### QUICKBOOKS

Learn the fundamentals of Quickbooks Pro, a popular general ledger software package for small and medium sized businesses. Coverage of tracking vendors and customers, inventory activities, bank reconciliations, end of period procedures, payroll and other key accounting procedures.

# Addiction Studies

### HSSA& 101     5cr
### INTRO TO ADDICTIVE DRUGS

Definitions of alcohol and other drug use and abuse; alcoholism and other addictions; history and types of chemical dependency; impact on individual, family, and society. (E)

### HSSA 105     5cr
### PHYS/PHARM OF ALCOHOL AND DRUGS

Physical effects of alcohol and other drugs on the body. Designed to meet primary certification requirements for chemical dependency counseling.

### HSSA 115     4cr
### COUNSELING I

Familiarization with skills commonly used for individual and family counseling. Includes attending, paraphrasing, reflecting feelings, summarizing, probing, self-disclosure, interpreting, and confrontation.

*Recommended: HSSA 101& and 105 or permission of instructor.*

### HSSA 116     2cr
### INTERVENTION IN CHEMICAL DEPENDENCY

Introduction of objective team approach to confronting denial and presenting reality to chemically dependent, emphasizing skills commonly used for Johnson model intervention. Offered for continuing professional education. Required for on-going counselor certification.

### HSSA 130     2cr
### INTRODUCTION TO ART THERAPY

An introduction to the basic elements of art therapy, including its history and contributors. How art making can be used to affect behavioral, emotional and psychological changes will be explored; experience art therapy theoretical approaches and interventions.

### HSSA 135     3cr
### FAMILY TREATMENT/CD I

Exploration of dynamics of chemically dependent family during addiction and recovery. Includes therapy models useful in supporting individuals through recovery process and for restoring relationships within family.

### HSSA 136     3cr
### RELAPSE PREVENTION

Familiarization with symptoms, warning signs, and high-risk factors involved in relapse process, with emphasis on recovery, family-of-origin issues, relationships, self-care, and interdependence.

### HSSA 140     5cr
### GROUP COUNSELING

Theory and therapy models common to rehabilitation of chemically dependent through group process.

*Recommended: HSSA& 101, HSSA 105 AND HSSA 115.*

### HSSA 145     3cr
### TEACHING SKILLS FOR COUNSELORS

Facts about alcohol and other drug use and abuse and skills to impart these facts in a counseling environment. Includes physical effects and behavioral attitudes, family systems, health and safety, drinking and driving, treatment resources, and responsible decision-making. Offered for continuing professional education; highly recommended as an elective.

*Recommended: HSSA& 101 and HSSA 105.*

### HSSA 150     3cr
### CASE MANAGEMENT

Chemical dependency case management and record keeping. Provides working knowledge of a system for up-to-date, accurate, and usable case files and records.

### HSSA 155     3cr
### YOUTH CD COUNSELING AND ASSESSMENT

Learn identifying signs and symptoms of teenage substance abuse, appropriate intervention, family dynamics, defense mechanisms and emotional honesty, treatment facilities, aftercare, and family's progress toward health.

### HSSA 160     3cr
### CHEMICAL DEPENDENCY AND THE LAW

Understand State of Washington court procedures and laws pertaining to alcohol- and drug-related offenses, domestic violence, incapacitated persons and involuntary commitment, and deferred prosecution.

**HSSA 165** **3cr**
**CHEMICAL DEPENDENCY COUNSELING & ETHICS**

Principles and rules of conduct of ethical standards essential for CD profession, including nondiscrimination, responsibility, competence, legal and moral standards, client welfare, confidentiality, client relationships, and inter-professional conduct.

*Prerequisite: Permission of instructor.*

**HSSA 172** **3cr**
**CULTURAL DIVERSITY**

Knowledge and strategies needed to become more culturally sensitive. Focuses on integration of cultural competence in an AOD curriculum and development of effective prevention messages and treatment modalities within a cultural context while identifying ethnically challenging issues.

*Prerequisite: HSSA& 101 or permission of instructor.*

**HSSA 190** **1cr**
**DBHR HIV/AIDS; BRIEF RISK, AIRBORNE PATHOGENS**

Education about HIV/AIDS, focusing on prevention, transmission of virus, health, community, and self-awareness.

*Prerequisite: Permission of instructor.*

**HSSA 200** **1-5cr**
**INTERNSHIP**

Five credits awarded to students presenting documentation of 250 hours of supervised counseling training with agency approved by Division of Alcohol and Substance Abuse. (Students must complete 2,500 total hours of supervised counseling training to obtain professional qualifications to practice as chemical dependency counselors.)

*Prerequisites: HSSA& 101, HSSA 105 and 115. Permission of instructor required.*

**HSSA 201** **3cr**
**PATHOLOGICAL GAMBLING & OTHER ADDICTIONS**

A comprehensive overview of assessment and treatment of the pathological gambler. Gambling specialist awareness addressed; also a focus on other addictions and compulsive behaviors.

**HSSA 215** **3cr**
**COUNSELING II**

Emphasis on learning to deal with issues specific to the counselor's personal challenges. Offered for continuing professional education. Recommended for on-going counselor certification.

*Prerequisite: HSSA 115.*

**HSSA 216** **3cr**
**CURRENT TREATMENT TRENDS**

Review of treatment models and processes currently showing efficacy in chemical dependency treatment to include: Motivational Interviewing, Action-Commitment Therapy, and ASAM assessment procedures.

*Prerequisite: HSSA& 101 or instructor permission.*

**HSSA 232** **3cr**
**MENTAL HEALTH ISSUES--CDP**

Familiarizes chemical dependency counselors with language and basic concepts of mental health disorders as they present in the dually diagnosed patient. Provides opportunity to assess and plan interventions for such patients involving introduction to motivational interviewing.

*Prerequisites: HSSA& 101 and HSSA 150.*

**HSSA 250** **3cr**
**CASE MANAGEMENT FOR PROFESSIONALS**

Exploration/emphasis on the application of the ASAM criteria in chemical dependency case management and record-keeping.

*Prerequisite: HSSA 150 and permission of instructor.*

# Administrative Office Systems

**AOS 101** **5cr**
**DIGITAL LITERACY**

Computer concepts content focuses on what skills are needed to be successful digital citizens in college and beyond. Introduction to word processing, spreadsheets, presentations and databases. Additional topics: the Internet, computers and mobile devices, programs and web apps, digital safety and security. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations.

*Recommended: Touch keyboarding skills.*

**AOS 105** **5cr**
**WORD PROCESSING APPLICATIONS I**

Develop beginning through intermediate word processing skills in Microsoft Word and associated technologies. Create, edit, format documents and tables; use themes and building blocks, illustrate documents with graphics, merge data sources and documents. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing.

*Recommended: Touch keyboarding skills.*

**AOS 106** **5cr**
**SPREADSHEET APPLICATIONS I**

Develop beginning through intermediate spreadsheet skills in Microsoft Excel and associated technologies. Create, edit, and format spreadsheets; analyze data using formulas, manage workbook data, create and analyze table data. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing.

*Recommended: Touch keyboarding skills.*

**AOS 107** **5cr**
**DATABASE APPLICATIONS I**

Develop beginning through intermediate relational database management skills in Microsoft Access and associated technologies. Create tables, relationships, forms, and reports. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing.

*Recommended: Touch keyboarding skills.*

**AOS 110** **5cr**
**MEDICAL TERMINOLOGY I**

Systems approach to the study of selected roots, prefixes, and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of body systems. Emphasis on accurate spelling and pronunciation of all medical terms. Strong component of the course is related to common medical abbreviations, selected eponyms, clinical laboratory procedures, and radiology procedures with associated terminology for each body system.

**AOS 111** **3cr**
**MEDICAL TERMINOLOGY II**

Continued medical terminology on body systems emphasizing clinical applications. Investigation of diagnostic and therapeutic procedures, advanced abbreviations and symbology, and systemic diseases and treatment modalities. Ability to read, understand, and interpret various types of medical reports and physician-generated documentation will be stressed and required.

**AOS 112** **5cr**
**E-COMMUNICATIONS**

Create mixed-media presentations using Microsoft PowerPoint and associated technologies. Create and share interactive presentations online with voice, video, inking and screen recording. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing.

*Recommended: Touch keyboarding skills.*

**AOS 135** **5cr**
**WRITING ESSENTIALS**

Develop writing skills with a step-by-step approach to identify and use parts of speech, punctuation, capitalization, and numbers correctly; write effective sentences and paragraphs. Results of digital self-diagnostic exercises create individualized study plans and learning paths.

*Recommended: Touch keyboarding skills.*

**AOS 170** **5cr**
**BUSINESS COMMUNICATIONS**

Apply writing skills to a variety of technical and business applications. Exercises and activities introduce the latest business communication practices. Digital coverage of social media and communication; self-recorded videos demonstrate student verbal communication skills.

*Recommended: Touch keyboarding skills.*

**AOS 205** **5cr**
**WORD PROCESSING APPLICATIONS II**

Develop advanced word processing skills in Microsoft Word and associated technologies. Create multipage and research papers; apply automated functions; collaborate and share documents, build electronic forms, apply advanced graphical tools. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing.

*Prerequisite: AOS 105 or CAT 130*

**AOS 206** **5cr**
**SPREADSHEET APPLICATIONS II**

Develop advanced spreadsheet skills in Microsoft Excel and associated technologies. Use advanced functions and formulas; enhance charts, use what-if-analysis, analyze data with PivotTables, exchange data with other programs, share files and incorporate web content, and program with XML. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing.

*Prerequisite: AOS 106 or CAT 140.*

**AOS 210** **5cr**
**STUDENT TO CAREER SUCCESS**

Integrate written and verbal skills with technological resources; develop a self-directed, flexible plan to launch and manage a career. After completion of self-assessment, career research, and plans of analyses, skills, interest, and values are applied to a variety of possible careers. Create a comprehensive digital portfolio web site and a social media profile for self-promotion and networking.

**AOS 211** **5cr**
**LEGAL TERMINOLOGY**

Legal terminology as used in legal documentation and the legal systems with correlating modules of specialized law. Terminology includes definitions of law, spelling, pronunciation, and usage.

**AOS 212** **5cr**
**INTEGRATED BUSINESS PROJECTS**

Advanced applications of word processing, spreadsheets, presentations, and databases. Project-based application of advanced skills in an integrated, comprehensive business practice set of problems. Apply concepts and skills to create solutions to problems using Word, PowerPoint, Excel and Access. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing.

*Prerequisites: AOS 105, 106, and 107 or CAT 130, 140, and 145*

**AOS 213** **5cr**
**LEGAL OFFICE PROJECTS**

Develops professional skills used to complete a variety of legal projects using current computer hardware technology and application software. Students translate project instructions into an electronic format and accurately transcribe and complete legal forms. Problem-based learning methods are employed to complete realistic consultative and administrative tasks.

*Prerequisite: AOS 211*

**AOS 260** **1-4cr**
**INTERNSHIP**

Practical application of skills learned in workplace setting of your choice. Fifty-five hours per credit.

*Instructor permission required.*

**AOS 285** **5cr**
**HEALTHCARE DOCUMENTATION I**

Beginning healthcare documentation course designed to develop skills in transcribing and/or editing of authentic healthcare documents, incorporating basic-level skills in English language, technology, medical knowledge, proofreading, editing, and research. Taught in online format; ability to download and play digitized reports required.

*Prerequisites: AOS 110 and AOS 111 (or MED 110 and MED 115)*

**AOS 286** **5cr**
**HEALTHCARE DOCUMENTATION II**

A second healthcare documentation course designed to refine dictation and/or editing skills in proofreading, medical terminology, and speech recognition while progressively increasing accuracy and productivity standards. Taught in an online format; ability to download and play digitized reports required.

*Prerequisite: AOS 285*

**AOS    299                                2cr**
**INTEGRATED STUDY-HONORS**

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two Business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project.

*Prerequisite: Completion of 60 credits in the BUS/IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.*

# Advanced Manufacturing / Composites Technology

**ADMFG  111                              5cr**
**INTRODUCTION TO COMPUTER AIDED DESIGN**

This course is intended to familiarize students with drafting and technical drawings for use in industry with an emphasis in advanced manufacturing. Students will learn to determine the types of technical drawings used by different disciplines, the use of Drafting standards, 2D and 3D design work while using SolidWORKS software. Students will also learn how design can affect manufacturing.

*Prerequisite: ADMFG 101 or instructor permission.*

**ADMFG  121                              5cr**
**CNC OPERATIONS**

This course is intended to provide students with the skills required to complete basic CNC machine set-ups and operations. Students will learn to use CNC set-up sheets, precision measuring tools, and working drawings and prints to verify parts. Students will also use G-Code to program CNC machines and become familiar with the use of canned cycles and parametric Macros to increase programming efficiency and speed. Basic fixture design will be discussed.

*Prerequisite: COMP 115C or instructor permission.*

**ADMFG  140                              3cr**
**INTRODUCTION TO CNC**

This course is an introductory overview of the use of CNC in manufacturing, covering basic shop safety, CNC operations, CNC programming, and quality assurance.

**ADMFG  141                              3cr**
**INTRODUCTION TO CNC PROGRAMMING**

This course introduces students to programming related to the operation of CNC (computer numerically controlled) equipment. Students will learn to plan programs, verify programs, prepare commands, control spindle and feed rates, and tool functions.

*Prerequisites: MATH 064 and ADMFG 101/COMP 100 or instructor permission.*

**ADMFG  142                              3cr**
**ADVANCED CNC PROGRAMMING**

Students will learn advanced CNC programming techniques such as programming with canned cycles, use sub programs, troubleshoot programming problems and use parametric macro programming and features.

*Prerequisite: ADMFG 141 or instructor permission.*

**ADMFG  143                              3cr**
**ADVANCED MATERIALS MACHINING**

This course includes advanced CNC programming and machining techniques. Students will learn fixturing, cutting and tooling options for difficult to cut materials and challenging part geometries. Emphasis on cycle time reduction methods.

*Prerequisite: ADMFG 142 or instructor permission.*

**COMP    100                              1cr**
**COMPOSITES SAFETY**

This course will establish a culture of safe practices consistent with composites laboratory and/or industry standards. Upon successful completion, students will be able to demonstrate the use of safe shop practices in a composites lab environment consistent with academic and industry standards.

**COMP    101                              1cr**
**SURVEY OF COMPOSITES**

This survey course provides an introduction to the field of Composites Technologies including historic development, composition of materials, methods of fabrication, variation in products and applications, considerations in manufacture, and future trends.

**COMP    113                              2cr**
**COMPOSITES MEASUREMENT**

Learn to use semi-and precision measurement concepts and tools. Topics include imperial and metric systems, tool care and calibration, gage blocks, different types of rules/scales, gages, Vernier tools, and micrometers.

**COMP    121                              5cr**
**COMPOSITES I**

Introductory course in composite materials and processes, exploring fiber reinforced polymers and fabrication methods.

**COMP    122                              5cr**
**COMPOSITES II**

This intermediate course in composite materials and processes is an in-depth exploration of fiber reinforced polymers (FRP) and fabrication methods.

*Prerequisite: COMP 100, 101, 121*

**COMP    124                              3cr**
**COMPOSITES MOLDING**

Survey course of the common methods used to shape, consolidate, and cure (mold) composite materials for use in multiple industries.

**COMP    125                              2cr**
**COMPOSITES DRAWINGS**

Learn basic blueprint reading and interpretation of engineering drawings with application to the composites industry.

**COMP    127                              5cr**
**COMPOSITES TOOLING**

This course covers the theory, application, and fabrication of tooling for manufacturing and assembly of composite products.

*Prerequisite: COMP 101, COMP 100, and COMP 121.*

**COMP    133                              2cr**
**BONDING AND FASTENING**

This course covers composite materials in manufacturing and provides knowledge and hands-on experience in the use of adhesives and fasteners for the assembly and repair of laminated composite material components.

*Prerequisite: COMP 100, COMP 101, and COMP 121.*

**COMP    135                                4cr**
**COMPOSITES NDT & REPAIR**

This composite materials manufacturing course provides knowledge and hands-on experience in the inspection and repair techniques of Advanced and Fiber Reinforced Polymer (FRP).

*Prerequisite: COMP 100, COMP 101, and COMP 121.*

**COMP    140                                4cr**
**COMPOSITES CAREER PREP**

This course is designed to equip students with the tools necessary to become marketable graduates ready to enter the workforce.

**COMP    217                               11cr**
**ADVANCED COMPOSITES TECHNOLOGY III**

This course is a combination of classroom and laboratory experience.  Introduction will include a brief history of composites. Emphasis will be on composite terminology, adherence to laboratory safety rule, and strict conformance to directions.  While this course is intended to form the foundation for advanced composite courses, it will have direct ties to industry-required skills.

*Prerequisites: COMP 216 or instructor permission.*

**COMP    220                                5cr**
**INTRODUCTION TO COMPOSITES RECYCLING**

Learn about reclamation and recycling of advanced composite materials including terminology, composite materials, thermoplastics and thermoset, and the challenges involved in recycling composites life cycle - from raw material manufacturing to product end-of-life. Students will view case studies and have complementary lab time, in order to explore hands-on reclamation and recycling opportunities.

# Anthropology

**ANTH&  100                                5cr**
**SURVEY OF ANTHROPOLOGY**

Introduction for non-majors to study of humans as biological and cultural beings. Includes surveys of archaeology and physical, cultural, and linguistic anthropology to examine human biological and cultural evolution, culture, and cultural systems.

*Prerequisite: Eligibility for or completion of ENGL& 101. (SS)*

**ANTH&  104                                5cr**
**WORLD PREHISTORY**

A survey of human prehistory from the earliest appearance of culture among hominids through the emergence of civilization as a culture type.  Includes general concepts, methods of archaeological recovery and interpretation, and culture histories of specific areas and peoples.

*Prerequisite: ENGL& 101 or permission of instructor. (SS)*

**ANTH&  204                                5cr**
**ARCHAEOLOGY**

Explores the history, field practices, and objectives of archaeology, with an effort to understand how archaeologists do what they do, and why they do what they do.  You will become familiar with the general terminology, principles and methods of archaeology, including excavation, site survey, laboratory analysis, ethno archaeology, archaeological experimentation, and the theoretical reconstruction of past societies.   You will examine the controversies and political issues within the field of archaeology, and be able to develop your own opinions on these issues based upon your personal, cultural, and educational backgrounds.  (E)

**ANTH&  205                                5cr**
**BIOLOGICAL ANTHROPOLOGY**

A survey of humankind from a biological perspective. Includes human evolution and variation, hominid phylogeny and taxonomic theory, and the interaction between human biology, behavior, and culture.

*Prerequisite: ENGL& 101 or permission of instructor. (NS)*

**ANTH&  206                                5cr**
**CULTURAL ANTHROPOLOGY**

Introduction to study of recent cultures and societies. Focus on development of anthropological thought, language, culture, and broad patterns of cultural behavior. Includes cross-cultural perspectives on belief systems, economic behavior, family, kinship, and sociopolitical structures.

*Prerequisite: Eligibility for or completion of ENGL& 101. (SS)*

**ANTH&  210                                5cr**
**INDIANS OF NORTH AMERICA**

Provides a general view of the variations in the lifeways of the Native Americans up to current times.  Major Native American culture areas are visited and discussed in a broad comparative context.  We examine current indigenous and scientific thoughts about the origins, development and variation of North American Native culture areas.  We also examine current issues and legal contexts, with a particular focus on cultural resource management (CRM) and the laws applied throughout North   American and their continuing applications in attempts to protect cultural resources.  (E)

**ANTH    220                                5cr**
**PACIFIC NORTHWEST COAST PEOPLES - PAST & PRESENT**

Examines current indigenous and scientific thoughts about the origins, development and variation of Pacific Northwest cultures. We consider at least 12,000 years of cultural history in the Northwest Coast region, leading to one of the culturally most complex maritime societies to have existed into the contemporary times.  Pacific Northwest Coast Peoples, rich in culture, tradition and with an extensive knowledge of the environment they occupy, are recorded with mile-long villages containing as many as 1,000 inhabitants, monumental construction in both homes, canoes and art, and highly complex societies, consisting of nobles, commoners and slaves. We will discuss how these cultures shape modern life throughout this region today. (E)

**ANTH    230                                5cr**
**RESEARCH MENTORSHIP IN ANTHROPOLOGY**

Involves students in the anthropological research process, from definition of a problem or topic, through the preparation for publication of results. This process may result in an actual publication.

*Prerequisite: Permission of instructor required. (E)*

**ANTH    290                              1-5cr**
**DIRECTED RESEARCH**

Directed research in cultural anthropology and/or archaeology.

*Prerequisite:  Instructor permission required. (E)*

# Art

### ART& 100      5cr
**ART APPRECIATION**

Study of two- and three-dimensional art concepts. Lectures and selected art projects. (H)

### ART 101      5cr
**TWO-DIMENSIONAL DESIGN CONCEPTS**

Applies principles of art, combining theories of creative thinking and modern design. Problems in organization of compositional elements and two-dimensional space concepts. (H)

### ART 102      5cr
**INTERACTION OF COLOR IN DESIGN**

Color theory based on traditional and contemporary color theories. Study of painting, materials, and techniques. (H)

### ART 103      5cr
**THREE-DIMENSIONAL FORM IN DESIGN**

Form course on three-dimensional design utilizing diverse art materials and techniques. (H)

### ART 104      5cr
**DRAWING: METHODS/MATERIAL**

Intensive study of line, value, perspective, and form, using various drawing mediums that offer a new way of seeing through investigation of visual language of drawing. (H)

### ART 105      5cr
**COLOR AND FORM IN DRAWING**

Intensive study of color and drawn forms offers new approach for seeing. Time divided between traditional and contemporary drawing techniques. (H)

### ART 106      5cr
**EXPLORATION IN DRAWING**

Experimental drawing, experience of drawing and seeing and possibilities of extending traditional concepts about drawing.

*Prerequisite: ART 104 or permission of instructor. (H)*

### ART 109      5cr
**INTRODUCTION TO PRINTMAKING**

Printmaking from past through present. Study and application of basic printmaking techniques, concepts, and media. Covers linocuts, woodcuts, multicolor prints, and experimental monotypes. Introduces relief and intaglio techniques, with an emphasis on small editions. (H)

### ART 110      5cr
**INTRODUCTION TO PAINTING**

Painting from past through present. Exploration of beginning painting techniques, concepts, composition problems. (H)

### ART 112      5cr
**LIFE DRAWING**

The course is an introduction to creating drawings based on in-class observations of a range of posed models. The class also provides an overview of the drawing process as a form of visual thinking in relation to rendering the human figure through a variety of techniques and art-making materials ranging from charcoal and graphite to color pastels and acrylic paint. (H)

### ART 126      5cr
**HISTORY OF ART I**

The art of ancient civilizations, beginning with Paleolithic cave painting and megalithic monuments. Indian, Chinese, Japanese, Mesopotamian, Egyptian, Minoan, Greek, Etruscan, Roman, Early Christian, and Byzantine artistic traditions are studied in light of their cultural origins. Illustrated lectures. (H)

### ART 127      5cr
**HISTORY OF ART II**

The art of western civilization from the early middle ages through the French revolution is considered. Periods explored include the Islamic, Carolingian, Celtic, Romanesque, Gothic, Renaissance, Mannerist, Baroque, and Rococo. Illustrated lectures. (H)

### ART 128      5cr
**HISTORY OF ART III**

The art of the modern age is explored. Developments studied include Neoclassicism, Romanticism, Realism, Impressionism, the Fauves, Art Nouveau, Cubism, Surrealism, Regionalism, Abstraction, Pop Art, and Post Modernism. Illustrated lectures. (H)

### ART 205      5cr
**INTERMEDIATE PAINTING**

Painting from past through present. Exploration of intermediate painting techniques, concepts, composition problems.

*Prerequisite: ART 110 or permission of instructor. (E)*

### ART 206      5cr
**ADVANCED PAINTING**

Continues technical, formal and critical aspects of painting, with an emphasis on more personal point of view in aesthetic presentation. Encourages more freedom and responsibility in work.

*Prerequisite: ART 205 or permission of instructor. (E)*

### ART 224      5cr
**THE HAND-BUILT FORM IN CLAY**

Basic hand-forming techniques, using coil, slab, press-mold, and extrusion techniques. Clay mixing, firing, and glazing are integral. (E)

### ART 225      5cr
**CLAY: THE WHEEL EXPERIENCE**

Wheel throwing as a means for producing ceramic forms. Clay mixing, firing, and glazing techniques are in integral part of study. (E)

### ART 226      5cr
**EXPLORATION IN CLAY**

Continues technical, formal, and critical aspects of ceramics. Encourages formulation of a personal point of view in aesthetic presentation as well as freedom and responsibility in work. Explores advanced glazing, firing, and forming techniques. (E)

# Astronomy

### ASTR& 100      5cr
**SURVEY OF ASTRONOMY**

Introduction to the universe, with emphasis on conceptual, as contrasted with mathematical, comprehension. Modern theories and observations; ideas concerning nature and evolution of galaxies; quasars, stars, black holes, planets, and solar system. (NS)

# Automotive Technology

**ATEC 100**    **2cr**
**BASIC AUTOMOTIVE**

Study of the automotive industry and shop safety. Through class discussion, guest speakers, and audio-visual aids, students learn about such automotive careers as service technicians, service advisors, and parts personnel. Students also learn safety regulations and methods for safe operation of shop equipment and work areas.

**ATEC 105**    **10cr**
**BASIC AUTOMOTIVE ENGINES**

An ASE/NATEF course designed to familiarize the student with methods, construction, working principles, theory, and aspects used in reconditioning and servicing the internal combustion engine. Classroom theory, along with hands-on experiences utilizing precision measuring tools, torque wrenches, and machining equipment and special tools will be discussed. The theories of levers, pressure/volume, expansion, momentum, inertia, leverage, and the operation of cams are stressed.

*Prerequisite: HumDv 120 or concurrent enrollment.*

**ATEC 110**    **6cr**
**AUTO STEERING AND SUSPENSION**

Provides instruction in principles of automotive wheel, steering, and suspension systems. Study of front-and-rear suspension alignment, theory of suspension operation, wheel service and balance, and application of accepted repair procedures on automotive suspension included.

*Prerequisite: 2.0 or higher or concurrent enrollment in ATEC 100; completion of or concurrent enrollment in HUMDV 120.*

**ATEC 115**    **6cr**
**AUTOMOTIVE BRAKE SYSTEMS**

Provides instruction on principles of automotive brake systems, theory, service, and repair of disc-and-drum brakes, manual-and-power brakes, and brake-system control, including ABS operation and indicating devices.

*Prerequisite: 2.0 or higher or currently enrolled in ATEC 100; completion of or concurrent enrollment in HUMDV 120.*

**ATEC 200**    **6cr**
**ENGINE PERFORMANCE I, BASIC FUEL SYSTEMS**

Overview of carburetion and carburetor circuits and fuel injection systems, including fuel-pump testing and inspection. Introduction to computer controls relating to fuel delivery and emission control.

*Prerequisite: 2.0 or higher in ATEC 100 and ATEC 201.*

**ATEC 201**    **6cr**
**AUTOMOTIVE ELECTRICAL SYSTEMS I**

Fundamentals of DC electricity pertaining to the automotive trade. Basic electrical fundamentals, batteries, starters, charging systems, modern ignition systems, body wiring, and diagnosis of electrical components.

*Prerequisite: 2.0 or higher in ATEC 100 or concurrent enrollment.*

**ATEC 202**    **6cr**
**AUTOMOTIVE ELECTRICAL SYSTEMS II**

Continuation of ATEC 201, with review and a more in-depth study of the fundamentals of DC electricity: Electrical fundamentals review, batteries, starters, charging systems, modern ignition systems, body wiring, and an introduction to automotive computer-control systems are included.

*Prerequisite: 2.0 or higher in ATEC 100 and ATEC 201.*

**ATEC 203**    **6cr**
**AUTOMOTIVE ELECTRICAL SYSTEMS III**

Continuation of ATEC 202 with emphasis on computer-controlled systems in modern automobiles and light-duty trucks. Review of electricity theory; advanced wiring diagnosis; modern ignitions systems; theory and diagnosis of modern computer-controlled systems, such as antilock brakes, safety restraint systems, ride control and air suspension; climate control, electronic four-wheel drive; OBD I and OBD II engine-control computers; and GEM modules.

*Prerequisite: 2.0 or higher in ATEC 100, 201, and 202.*

**ATEC 205**    **6cr**
**ENGINE PERFORMANCE II, ADVANCED FUELS**

Continuation of ATEC 200. Emphasis on modern fuel-injection systems. Includes diagnosing fuel-related drivability; emission testing; computerized inputs and outputs relating to fuel delivery and emission control; and an introduction to alternative fuels.

*Prerequisite: 2.0 or higher in ATEC 203.*

**ATEC 206**    **6cr**
**ENGINE PERFORMANCE III, DRIVEABILITY**

Covers all aspects of drivability diagnosis in modern passenger vehicles, including modern fuel injection, ignition systems, on-board computers, mechanical failures, and emission failures. Extensive use of modern diagnostic equipment.

*Prerequisite: 2.0 or higher in ATEC 203 and ATEC 205.*

**ATEC 210**    **6cr**
**AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

Fundamentals of automatic transmission operation, including methods of gear change, power flows, and basic hydraulic principles used in automatic transmissions.

*Prerequisite: 2.0 or higher in ATEC 100 and ATEC 201.*

**ATEC 212**    **6cr**
**AUTOMOTIVE HEATING AND AIR CONDITIONING**

Theory and operation of automotive heating and air-conditioning systems. Methods for service and repair of heating and air conditioning and troubleshooting techniques.

*Prerequisite: 2.0 or higher in ATEC 100 and be in the second year of the program, or instructor permission.*

**ATEC 215**    **8cr**
**MANUAL DRIVETRAINS AND AXLES**

Theory and diagnosis of automotive power-train components on vehicles in the lab. Practical application of diagnosis, service, and repair on clutches, drive shafts, universal joints, front-wheel drive axles, manual transmissions, manual transaxles, real axles, differentials, and four-wheel drive transfer cases.

**ATEC 225**    **5cr**
**AUTOMOTIVE REPAIR**

Hands-on experience on prescribed automobile repairs. Synthesizes prior training in a laboratory that is an operational shop. Speed and accuracy stressed. Laboratory time dedicated to repair and service of automatic transmission, automatic transaxle, and internal combustion engines.

*Prerequisite: Final quarter standing in Automotive Technology Program or consent of program instructor.*

# Course Descriptions

**ATEC 230** **10cr**
**HYBRID & ELECTRIC VEHICLE PROPULSION SYSTEMS**

An ASE/NATEF course designed to familiarize the student with construction, working principals, theory, and aspects used in Hybrid and electric vehicle propulsion systems. Includes high voltage safety, engines, electric machines, power invertors, dc to dc converters, battery construction and technologies, braking systems, and HVAC. Mathematical formulas and conversions for horsepower and torque relationship, converting Watts to kilowatts, calculating horsepower and Watts.

*Prerequisites: ATEC 200, 201, 202, 203, 204 and 205.*

**ATEC 231** **5cr**
**HYBRID ELECTIRIC VEHICLE I**

An ASE/NATEF course designed to familiarize the student with safety, electrical and electronic theories related to hybrid vehicles, high voltage analysis tools used in hybrid and electric vehicle systems, high voltage vehicle safety systems, AC induction electric machines, and permanent magnet electric motors theory and construction. Mathematical calculations include horsepower, torque, rpm, electrical power, maximum electrical motor speed, and electrical conversions.

*Prerequisites: ATEC 200, 201, 202, 203, 204, 205 or instructor permission. AMATH 121 or concurrent enrollment.*

**ATEC 232** **6cr**
**HYBRID ELECTIRIC VEHICLE II**

An ASE/NATEF course designed to familiarize the student with hybrid safety, hybrid internal combustion engines (ICE), power inverter system, electric propulsion sensing systems, energy management hardware system, hybrid vehicle braking systems, hybrid climate control, high voltage analysis tools used in hybrid and electric vehicle systems, and high voltage vehicle safety systems. Review AC induction electric machines and permanent magnet electric motors theory and construction.

*Prerequisite: ATEC 231.*

**ATEC 233** **5cr**
**HYBRID ELECTIRIC VEHICLE III**

An ASE/NATEF course designed to familiarize the student with hybrid safety, hybrid transmissions, parallel/series, electric motor failure diagnosis, battery failure diagnosis, control failure diagnosis, battery reconditioning and rebuilding review, hybrid internal combustion engines (ICE), power inverter system, AC induction electric machines, and permanent magnet electric motors theory and construction. Mathematical calculations include horsepower, torque, rpm, electrical power, maximum electrical motor speed and electrical conversions.

*Prerequisite: ATEC 232.*

**ATEC 241** **10cr**
**ALTERNATIVE FUELS I**

An ASE/NATEF course designed to familiarize the student with safety in working with biofuels and alcohol fuels, biofuel and ethanol production, sources, performance, efficiency and emission properties, and scientific principles needed to understand energy and environmental processes.

*Prerequisites: ATEC 200, 201, 202, 203, 204, 205 or instructor permission, AMATH 121 or concurrent enrollment.*

**ATEC 242** **5cr**
**ALTERNATIVE FUELS II**

An ASE/NATEF course designed to familiarize the student with safety concerns when working with compressed natural gas (CNG), liquefied natural gas (LNG), and propane (LPG). This course will also cover aspects related to CNG/LNG/LPG production, sources, performance, efficiency and emission properties, and policies and regulations pertaining to CNG/LNG/LPG fuel vehicles.

*Prerequisite: ATEC 241.*

**ATEC 243** **4 Credits**
**ALTERNATIVE FUELS III - HYDROGEN FUEL CELLS**

An ASE/NATEF course designed to familiarize the student with safety when working with hydrogen, properties of hydrogen, components of hydrogen internal combustion engine, fuel, and ignition systems, hydrogen fuel cell theories, fuel cell development, fuel cell designs, and policies and regulations pertaining to the maintenance, fueling and facilities for fuel cell vehicles.

*Prerequisite: AMATH 121 with at least a 2.0 GPA or completion of higher level math course and 2.0 GPA or better in ATEC 200, ATEC 201, ATEC 202, ATEC 203, ATEC 204 and ATEC 205 or instructor permission.*

**ATEC 251** **4cr**
**ALTERNATIVE FUELS RESEARCH AND APPLICATIONS**

*An ASE/NATEF course designed to encourage students to apply theories and findings related to the manufacture and use of various alternative fuels. Examine research and development relating to emerging alternative fuel technologies. Investigate and install alternative fuel systems, test current models such as dual fuel, hydrogen fuel, ethanol, methanol, CNG, and LPG vehicles. Note: Training for CNG fuel testing inspector may be completed based on interest (additional fee required).*

*Prerequisite: AMATH 121 with at least a 2.0 GPA or completion of higher level math course and 2.0 GPA or better in ATEC 231 and ATEC 241 or instructor permission.*

**ATEC 252** **5cr**
**ALTERNATIVE FUELS/ELECTRIC VEHICLE RESEARCH/APPL**

A continuation of ATEC 251. An ASE/NATEF course designed to enable students to analyze and synthesize theories and findings related to the manufacture and use of various alternative fuels. Investigate, install, and evaluate conversions from internal combustion driven vehicles to all-electric driven vehicles, and hybrid electric (HEV). Investigate conversions of hybrid electric vehicles to plug-in hybrid electric vehicles (PHEV). The course will also cover analysis of Extended Range Electric Vehicles (EREV).

*Prerequisite: AMATH 121 with at least a 2.0 GPA or completion of higher level Math course and 2.0 GPA or better in ATEC 232, ATEC 233 and ATEC 251 or instructor permission.*

**ATEC 291** **1-5cr**
**AUTOMOTIVE INTERNSHIP**

Students will learn from and be mentored by professionals in the automotive industry. Employability skills will be stressed; mentor evaluations will be part of the learning process. Students will complete weekly work journals. Fifty-five hours per credit.

*Prerequisite: Students must be in their sixth quarter. Instructor permission required.*

# Basic Education for Adults

**BASED 001-009**          **1-20 cr (variable)**
**ADULT BASIC EDUC I-IV**

Small groups, individualized instruction, tutoring, and hands-on learning experiences to provide basic skills in reading, writing, mathematics, work-and-study skills, and basic computer skills leading to high school equivalency and/or college readiness. This course is open entry.

# Biology

**BIOL&   100L**          **5cr**
**SURVEY OF BIOLOGY**

Introduction to the structural and functional characteristics of life. Surveys the evolutionary, ecological, cellular, and genetic biology of living organisms.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (NS)*

**BIOL 105**          **3cr**
**INTRO TO CELL BIOLOGY**

Introduction to biomolecules, cell structure, and cell physiology. BIO105 with a grade of 2.0 or higher (or similar knowledge demonstrated by exam) is the prerequisite for Human Anatomy and Physiology I (BIOL& 241L) and Microbiology (BIOL& 260L.)

*Prerequisites:  Eligibility for ENGL& 101 and MATH 091. (NS)  This course has been replaced by BIOL& 160L.*

**BIOL 105L**          **2cr**
**INTRO TO CELL BIOL/ LAB**

For students accepted into the nursing program who have taken BIOL 105 (3 credits). BIOL 105L (2 credits) contains all the additional content (all the labs and the new lecture topics) that is now included in the 5-credit BIOL& 160L.

*The combination of BIOL 105 and BIOL 105L is identical to BIOL& 160L.*

**BIOL   150L**          **5cr**
**INTRODUCTION TO MARINE BIOLOGY**

Hands-on approach utilizing facilities at local marine laboratory, field trips, and group projects to learn biological concepts relevant to marine biology. Emphasis on local organisms and ecology.

*Prerequisites:  Eligibility for both ENGL& 101 and MATH 091. (NS)*

**BIOL&   160L**          **5cr**
**GENERAL BIOLOGY WITH LAB, CELL BIOLOGY EMPHASIS**

BIOL& 160L includes: process of science, overview of central ideas of   biology (unity, diversity, interdependence, evolution), basic chemistry concepts, biomolecules, cell structure, cell physiology (including enzyme function, energetics, synthesis of DNA, RNA and protein), cell reproduction, introduction to genetics.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (NS)*

**BIOL   161L**          **5cr**
**GENERAL BIOLOGY I**

First course in the two-quarter sequence of introductory biology for forestry students. Topics include cell structure and function, cellular energy metabolism, photosynthesis, genetics, and various facets of zoology, including anatomy and physiology, physiological ecology, and development. Current research will be used to illustrate the scientific and social importance of these topics.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (NS)*

**BIOL   162L**          **5cr**
**GENERAL BIOLOGY II**

Second course in the two-quarter sequence of introductory biology for forestry students. Topics include plant growth and survival, photosynthesis, and plant/environmental interactions, evolution and diversity of living plants and animals, fundamentals of ecology, and conservation biology.  Current research will be used to illustrate the scientific and social importance of these topics.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (NS)*

**BIOL&   221L**          **5cr**
**ECOLOGY AND EVOLUTION**

First course in the three-quarter sequence of introductory biology for science students. An introduction to evolutionary and ecological processes involved in the generation of our planet's biodiversity, including a review of patterns and processes that influence the origin, evolution, distribution, and abundance of living things.

*Prerequisites: placement into college-level English (ENGL& 101) and pre or concurrent MATH 99 or higher. (NS)*

**BIOL&   222L**          **5cr**
**MOLECULAR AND CELLULAR BIOLOGY**
*Second course in the three-quarter sequence of introductory biology for science students. Introduction to structure and function of biomolecules, cells, and membranes; photosynthesis and respiration; molecular origin of life; phylogenetic and metabolic diversity of prokaryotes; and molecular genetics and genomics.*

*Prerequisites: BIOL& 221L (minimum 2.0), and CHEM& 121L or CHEM& 161L. (NS)*

**BIOL&   223L**          **5cr**
**ORGANISMAL BIOLOGY**

Third course in the three-quarter sequence of introductory biology for science students. Introduction to the study of the structure and function of plants and animals and how they cope with varying environmental conditions.

*Prerequisite: BIOL& 222L (minimum 2.0). (NS)*

**BIOL&   241L**          **5cr**
**HUMAN ANATOMY AND PHYSIOLOGY I**

Structure and function of the human body. Homeostasis; tissues; integumentary, skeletal, nervous, and muscular systems.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091; 2.0 or higher in BIOL& 160L (BIOL& 221L or BIOL 105 and 105L may substitute for BIOL& 160L.) (NS)*

**BIOL&   242L**          **5cr**
**HUMAN ANATOMY AND PHYSIOLOGY II**

Cardiovascular system; lymphatic system; immunology; respiratory system; digestive system; metabolism; urinary system; endocrine system; reproductive system; and genetics.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091; 2.0 or higher in BIOL& 241L. (E)*

# Course Descriptions

**BIOL& 260L**     **5cr**
**MICROBIOLOGY**

Introduction to bacteria, viruses, and other microorganisms. Includes microbial structure, metabolism, genetics, ecology, technological applications, microbial diseases of humans, immunology, public health, and medical control strategies.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091; 2.0 or higher in BIOL& 160L (BIOL& 222L or BIOL 105 and 105L may substitute for BIOL& 160L.) (NS)*

**BIOL 265**     **1-3cr**
**SPECIAL TOPICS IN BIOLOGY**

This course fulfills the missing credit from transferring semester credits to quarter credits for prerequisite coursework for the Nursing DTA only.

*Prerequisite: Permission of instructor.*

**BIOL 281L**     **5cr**
**ECOLOGY**

Introduction to the study of organismal-environmental relationships in marine, freshwater, and terrestrial habitats. Includes aspects of physiology, behavior, genetics, biochemistry, geology, atmospheric science, and hydrology.

*Prerequisite: BIOL& 223L. (E)*

**BIOL 282L**     **5cr**
**TROPICAL ECOLOGY RESEARCH**

Introduction to the study of organismal-environmental relationships in tropical terrestrial habitats through a group research project and individual research projects. Soil structure and nutrients, microbial communities, forest analysis, and leaf-litter arthropod and amphibian surveys are conducted. Each student will prepare and deliver several natural history presentations and a written or verbal final report of findings.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (NS)*

**BIOL 290-294**     **1-5cr**
**UNDERGRADUATE RESEARCH IN BIOLOGY**

Students serve as active members on research teams working to advance knowledge in biological science. Dependent upon the project, students will participate in hypothesis formation, experimental design, data collection, analysis, and determination of conclusions.

*Prerequisites determined by instructor. (E)*

**BIOL 323**     **5cr**
**CONSERVATION BIOLOGY**

Study the major themes of the conservation of biodiversity: ecosystem diversity and distribution; ecological processes; and human impacts. Case studies will be used to examine natural resource conservation in the context of socio-economic values.

*Prerequisites: General knowledge of biology and college-level skills in math and English. MATH& 146 and BAS 310 or permission of instructor.*

# Botany

**BOT 100L**     **3cr**
**PLANTS OF THE PACIFIC NORTHWEST**

Introduction to flowering plants, conifers, ferns, and mosses of the Pacific Northwest, with emphasis on identification, life history, ecological relationships, and distribution. Two Saturday field trips required.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (E)*

**BOT 101L**     **5cr**
**INTRODUCTION TO BOTANY**

Introduction to general plant biology. Anatomy, physiology, and diversity of common protists, fungi, and plants, with emphasis on plants of the Pacific Northwest.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (NS)*

# Business

**BUS& 101**     **5cr**
**INTRODUCTION TO BUSINESS**

Introduction to local, national, and global business systems and the external and internal environmental forces affecting these systems. Conceptually defines marketing, management, finance, accounting, business law, information technology, human resources, and entrepreneurship. (E)

**BUS 110**     **5cr**
**SMALL BUSINESS PLANNING**

Designed for those who are thinking about starting their own business or who wish to expand an existing small business. Focus is on the basics of how to run a business. Students will create a business plan for a business of their choice that includes sections on business form, production, management, marketing, and financials.

**BUS 130**     **4cr**
**FUNDAMENTALS OF PURCHASING I**

An introduction to the basic principles of the procurement-and-sourcing process, including approaches for managing it. Key modules include purchasing, organization, policies and procedures, linkages and relationships, tools and techniques, price-and-cost analysis, and negotiations.

**BUS 131**     **4cr**
**FUNDAMENTALS OF PURCHASING II**

An in-depth review of strategic supply management concepts, issues, and activities that support the procurement and sourcing process. Key modules are strategies, insourcing/outsourcing, supplier management and development, global sourcing, supplier quality, legal issues, and contract creation and management.

**BUS& 201**     **5cr**
**BUSINESS LAW**

Introduction to fundamentals of criminal, tort, and business law, including contracts, sales, Uniform Commercial Code, and employment. Familiarity with Washington's RCWs (Revised Codes of Washington) and WACs (Washington Administrative Codes) emphasized through researching regional business law cases. (E)

**BUS 205**     **5cr**
**PRINCIPLES OF MANAGEMENT**

Focuses on dynamics of management and how to manage people and activities to achieve organizational and ethical goals. Lectures, analysis of case studies, videos, guest speakers, and group projects.

**BUS 210**     **3cr**
**BUSINESS PLAN INTENSIVE**

This course is designed for aspiring and existing entrepreneurs. Participants must bring a defined business idea and will develop a comprehensive business plan that works as a road map for future growth. No prerequisites.

**BUS     220                               5cr**
**INTERNATIONAL BUSINESS**

National/international business environments are explored through examinations of business relationships between nations, corporations, and economic institutions. Students examine the global marketplace with an entrepreneurial and small business focus. Aspects of the cultural, political, legal, and economic issues in international business and their role in the business strategic plan are explored. Planning and organizing international operations are integrated with the study of analyzing international business opportunities.

**BUS     247                               5cr**
**PAYROLL AND BUSINESS TAXES**

A study of current payroll and Washington State excise tax laws, record-keeping requirements, preparing payrolls, payroll reporting, and accounting procedures. Addresses such issues as excise tax and business taxes, employee vs independent contractor, Fair Labor Standards Act, and statutory federal- and state-reporting requirements. Uses computer-simulation software.

**BUS     250                               5cr**
**OPERATIONS MANAGEMENT**

Designed to present operations management tools that can be used to develop a competitive advantage in commercial environments. Topics will be studied using an operations management framework: Introduction to operations management thinking, strategic and operational planning, ethical issues, organizational controls and tools, risk management, and the role of technology in operations management.

*Prerequisite: BUS& 101.*

**BUS     270                               5cr**
**MANAGEMENT INFORMATION SYSTEMS**

Introduces the fundamental concepts about management information systems and the integral role they play in a successful business. Course objectives embrace the notion that management of a modern organization requires knowledge of information systems to gain a competitive advantage, defining what they are, how they affect the organization and its employees, their strategic importance, and the role of emerging technologies in business processes. Students will develop and demonstrate proficiency in the use of key business application technologies.

**BUS     280                               5cr**
**MANAGERIAL FINANCE**

Focuses on maximizing economic value or wealth for business owners: a study of how to allocate scarce resources over time under conditions of uncertainty. Students will consider such financial decisions as when to introduce a new product, when to invest in new assets, when to replace existing assets, when to borrow from banks, when to issue stocks or bonds, and how much cash to maintain. Concepts of cash flow analysis and financial planning, time value of money, net present value of cash flows, valuation of stocks and bonds, capital budgeting, and ratio analysis will be explored.

*Prerequisites: ACCT& 202, ECON& 201 and 202 or concurrent enrollment, and ENGL& 101 or ENGL 100.*

**BUS     281                               1cr**
**BUSINESS FINANCE TOOLS**

Students develop an understanding of the criteria lenders and investors use to make decisions regarding credit facilities. Topics include personal financial readiness, business financial statement structure, cash flow management, and principals of lending.

**BUS     282                               5cr**
**PRINCIPLES OF MARKETING**

Examines role of marketing in the general mix of business activities and the marketing processes that develop products and services. Describes consumer and organizational decision making and discusses methods and techniques for market research, target markets, market segmentation, product planning, distribution, promotion, and pricing.

**BUS     283                               5cr**
**HUMAN RESOURCES MANAGEMENT**

A broad introduction to Human Resources Management (HRM.) HRM is the implementation of organizational behavior knowledge to effectively manage people at work. Specific topics include legal issues, job analysis, recruiting and selection, performance appraisal, compensation, benefits, training and development, and career planning.

**BUS     290                               1-5cr**
**INTERNSHIP IN BUSINESS**

Provides opportunities to assume the role of employees in a business and gain practical experience prior to paid employment.

*Prerequisite: Permission of instructor.*

**BUS     291                               1-5cr**
**RESEARCH PROJECT**

Choose a topic in the business area you wish to investigate and complete the project in some depth.

*Prerequisite: Permission of instructor.*

**BUS     299                               2cr**
**INTEGRATED STUDY-HONORS**

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two Business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia Communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project.

*Prerequisite:  Completion of 60 credits in the BUS/IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.*

# Chemistry

**CHEM&  110L                               5cr**
**CHEMICAL CONCEPTS WITH LAB**

Introduction to chemistry covering selected principles and their effect on ourselves and our environment. Intended for non-science majors wishing to improve their science literacy and develop a long-term interest in science. Includes online lab.

*Prerequisites: MATH 072 or MATH 091 or higher; eligibility for ENGL& 101. (NS)*

**CHEM&  121L                               5cr**
**INTRODUCTION TO CHEMISTRY**

For individuals with little or no chemistry background. Atomic nature of matter, chemical bonding, periodic table, chemical reactions, phases of matter, solutions, equilibrium, reaction rates, and nuclear reactions. Includes laboratory.

*Prerequisites: MATH 099, MATH& 141, MATH& 142, OR MATH 151; eligibility for ENGL& 101. (NS)*

# Course Descriptions

**CHEM& 122L**      **5cr**
**INTRODUCTION TO ORGANIC CHEMISTRY**

Structure and properties of organic compounds: hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, esters, amines, amides, and carbohydrates. Three hours of lecture and four hours laboratory.

*Prerequisite: CHEM& 121L, or permission of instructor. (NS)*

**CHEM& 123L**      **5cr**
**INTRODUCTION TO BIOCHEMISTRY**

Lipids, proteins, enzymes, bioenergetics, carbohydrate, lipid, and protein metabolism; biosynthetic pathways; nucleic acids and protein synthesis; chemical communication; body fluids; nutrition; and digestion.Three hours of lecture and four hours laboratory.

*Prerequisite: CHEM& 122L, or permission of instructor. (NS)*

**CHEM& 131L**      **6**
**INTRODUCTION TO ORGANIC/BIOCHEMISTRY**

Presents organic chemistry and biochemistry, with emphasis on functional groups, synthesis, and biochemical applications.

*Prerequisites: Eligibility for ENGL& 101; MATH 099 or higher; 2.0 or higher in high school chemistry or CHEM& 121; or permission of instructor. (NS)*

**CHEM& 161L**      **5cr**
**GENERAL CHEMISTRY WITH LAB I**

For science and engineering majors. Atomic nature of matter, stoichiometry, chemical reactions, periodic table, gas laws, thermo-chemistry, and quantum concepts. Three hours of lecture and 4 hours laboratory.

*Prerequisites: Eligibility for ENGL& 101; MATH 099 or higher; 2.0 or higher in high school chemistry or CHEM& 121; or permission of instructor. (NS)*

**CHEM& 162L**      **5cr**
**GENERAL CHEMISTRY WITH LAB II**

Chemical periodicity, chemical bonding and structure, elementary organic chemistry, intermolecular forces, properties of mixtures, and kinetics. Three hours of lecture and four hours laboratory.

*Prerequisite: 2.0 or higher in CHEM& 161L, or permission of instructor. (E)*

**CHEM& 163L**      **5cr**
**GENERAL CHEMISTRY WITH LAB III**

Introduction to equilibrium, acid-base equilibria, ionic equilibria, chemical thermodynamics (first and second laws), electrochemistry, and nuclear reactions. Three hours of lecture and four hours laboratory.

*Prerequisite: 2.0 or higher in CHEM& 162L or permission of instructor. (E)*

**CHEM 203L**      **5cr**
**CHEMISTRY AND THE ENVIRONMENT**

More detailed discussions of roles of certain chemicals in our bodies and the environment. Includes acid rain, smog, ozone hole, drugs, fertilizers, water and air quality, and scientific measurements.

*Prerequisite: CHEM& 110L, CHEM& 121L, or CHEM& 161L, or permission of instructor. (E)*

**CHEM& 241**      **4cr**
**ORGANIC CHEMISTRY I**

First course for students planning to take three quarters of organic chemistry. Structure, nomenclature, reactions, and synthesis of the main types of organic compounds. No organic laboratory accompanies this course.

*Prerequisite: 2.0 or higher in CHEM& 163L. (E)*

**CHEM& 242**      **4cr**
**ORGANIC CHEMISTRY II**

Second course for individuals planning to take three quarters of organic chemistry. Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds.

*Prerequisite: 2.0 or higher in CHEM& 241, or permission of instructor. (E)*

**CHEM& 243**      **3cr**
**ORGANIC CHEMISTRY III**

Third course for individuals planning to take three quarters of organic chemistry. Polyfunctional compounds, lipids, carbohydrates, amino acids, proteins, and nucleic acids.

*Prerequisite: 2.0 or higher in CHEM& 242, or permission of instructor. (E)*

**CHEM& 252L**      **3cr**
**ORGANIC CHEM LAB II**

Introduction to organic laboratory techniques and preparation of representative organic compounds.

*Prerequisites: 2.0 or higher in CHEM& 241 and concurrent registration in CHEM& 242 or permission of instructor. (E)*

**CHEM& 253L**      **3cr**
**ORGANIC CHEM LAB III**

Preparation of representative organic compounds and qualitative organic analysis.

*Prerequisites: 2.0 or higher in CHEM& 242, concurrent registration in CHEM& 243, or permission of instructor. (E)*

**CHEM 299**      **1-6cr**
**INTRODUCTION TO UNDERGRADUATE RESEARCH**

*Research in chemistry and/or study in chemical literature. Requires writing a scientific report.*

*Prerequisite: Permission of instructor.*

# Chinese

**CHIN 105**      **3cr**
**CHINESE HISTORY AND CULTURE**

History and culture of China, including major dynasties such as Quin and Sung emperors. Contributions of China to culture and world progress. In-depth study of more recent history and China's place on the world stage.

**CHIN& 121**      **5cr**
**CHINESE I**

Chinese language as spoken in Mandarin Chinese. Aural/oral class covers first-year studies in language, with emphasis on functioning within daily life of Chinese people. Covers pronunciation, four tones of language, written practice, and dictation in English and Chinese. Overview of culture and history of China included. (E)

**CHIN& 122**      **5cr**
**CHINESE II**

Continuation of CHINESE I. Mandarin Chinese with aural/oral drills covering daily life and objects in China as well as an overview of the culture and history. (E)

**CHIN& 123**      **5cr**
**CHINESE III**

Continuation of CHINESE II. Mandarin Chinese with aural/oral drills covering daily life and objects in China as well as an overview of the culture and history. (H)

# Commercial Driver's License

**C D L 100**      **10cr**
**COMMERCIAL DRIVER'S LICENSE A**

This intensive 160 hour course will assist

students with preparation for the written portion of the Commercial Driver's License at the Department of Licensing and prepare students for the driving test with a third-party Washington State tester.

**C D L     101     3cr**
**COMMERCIAL DRIVER'S LICENSE B**

This 48 hour high quality training is designed to help each student obtain the necessary knowledge and skills to pursue employment as a Class B Bus Endorsement.

**C D L     102     11cr**
**COMMERCIAL DRIVER'S LICENSE A&B**

This intensive 188 hour course will combine the lecture and lab portions of Commercial Driver's License A and B and prepare students for both driving tests with a third-party Washington state tester.

# Communication Study

**CMST&  102     5cr**
**INTRO TO MASS MEDIA**

Examines vital issues for people who use mass media or are affected by it. Emphasis on freedom of expression, censorship, fair trial, privacy, ethics, law, media economics, technology, effectiveness in communicating to audiences, and relationships to social, cultural, and political values in the United States and throughout the world. (H)

**CMST     121     5cr**
**PHOTOJOURNALISM I**

Foundation class in use of digital and film cameras, lenses, light, composition, timing, and digital techniques. Emphasis on still news and feature photography principles applicable to all photo communications, including video. Provide own still-camera equipment and USB drive for photo storage and safeguarding. (E)

**CMST     122     3cr**
**ADVANCED PHOTOJOURNALISM II**

Intermediate/advanced class applying professional standards of journalistic photography to practical field experience and digital imagery. Produce photos for the college student newspaper and online publications. Provide own still camera equipment, film, photo paper, negative sleeves, and MAC zip disks for photo storage and safeguarding.

*Prerequisites: Completion of CMST 121, and/or instructor permission. (E)*

**CMST     123     3cr**
**ADV PHOTOJOURNALISM III**

Continuation of CMST 122.

*Prerequisite: Instructor's permission required. (E)*

**CMST     197     1-5cr**
**INTERNSHIP I**

Opportunities to gain experience and insights in communications careers through internships supervised by media professionals.

*Prerequisites: Instructor's permission and CMST& 102 and CMST 121. (E)*

**CMST     201     5cr**
**SOCIAL MEDIA & SOCIETY**

An in-depth look at storytelling practices and civic engagement using emerging Web tools. The tools of mobile technology, cloud computing, emerging nanotechnology and the Digital Revolution will be explored as they affect civic engagement and community.

*Prerequisites: CMST& 102 or Media 110  (E)*

**CMST     207     5 Credits**
**NEWSWRITING IN THE INFORMATION AGE**

Learn the basics of reporting, editing, and writing news and feature stories, for print, broadcast and the web. News reports and feature stories are fundamental tools for passing useful information and knowledge to an engaged citizenry. Stories are the primary tools of information, entertainment and persuasion. These stories impart universal themes and knowledge whereby people learn how to navigate potential hazards and gain survival skills. (H)

**CMST     208     5cr**
**REPORTING IN THE DIGITAL REVOLUTION**

Learn in incremental stages to gather information through direct observation, interviewing, document searches, web searches, and database mining with software, such as Access and Excel, and to build a report. Use the tools of reporting to increase the accuracy and depth of news stories with an emphasis on public affairs. Learn the philosophy and anatomy of a narrative story, drawn from short story fiction and creative news stories. These tools will be applied in the pursuit of reporting basic news and to exploring trends, creating profiles, and dissecting organizations in more advanced stories.

*Prerequisite: ENGL& 101. (H)*

**CMST     209     5 Credits**
**EDITING STORIES & IMAGES**

The editing class will engage students in the discipline of editing text and images for publication. News copy desk operations will be introduced, including headline writing, dummying, page design, pagination, creating news graphics, photo cropping, photo editing, and photo packaging.

*Prerequisites: ENGL& 101 and either CMST 207 or CMST 208 or permission of instructor. (H)*

**CMST&  210     5cr**
**INTERPERSONAL COMMUNICATION**

Interpersonal communication theory and practice is explored in this class in regards to both dyad and group settings. Communication-as-process is explored through analysis of several areas, including: perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships.

*Prerequisite:  ENGL& 101 or permission of instructor.  (H)*

**CMST&  220     5cr**
**PUBLIC SPEAKING**

Explores classic and modern elements of persuasion and applies that understanding to assemble, deliver, and evaluate extemporaneous speeches.

*Eligibility for or concurrent enrollment in ENGL& 101 recommended.(H)*

**CMST     221     3cr**
**COLOR PHOTOJOURNALISM I**

Use of light composition, timing, and darkroom techniques to create color images that communicate clearly and creatively. Students produce photos for the college's award-winning student newspaper. Students provide own camera equipment as well as film and paper for making prints. (E)

**CMST 265     1-3cr**
**SPECIAL TOPICS IN COMMUNICATION STUDY**

This course fulfills the missing credit from transferring semester credits to quarter credits for prerequisite coursework for the Nursing DTA only.

Prerequisite: Permission of instructor.

## Course Descriptions

**CMST    286-288              3cr**
**INTRODUCTION TO NEWSPAPER PRODUCTION I, II, III**

Theory and application of principles for supervising a publication, from planning to preparation for printer. Emphasis on effective collaboration, management, news judgment, ethical decision making, editing, design, and use of computers to produce student newspaper. More advanced students fill staff management roles on the newspaper.

*Prerequisite: Permission of instructor.*

**CMST    291-293              3cr**
**ADVANCED NEWSPAPER PRODUCTION IV, V, VI**

Theory and application of principles for supervising a publication, from planning to preparation for printer. Emphasis on effective collaboration, management, news judgment, ethical decision making, editing, design, and use of computers to produce student newspaper. More advanced students fill staff management roles on the newspaper.

*Prerequisite: Permission of instructor.*

# Computer Application

**CAT    100              4cr**
**INTRODUCTION TO MICROCOMPUTER APPLICATIONS**

Introduction to mouse techniques, Windows operating system, file management, word processing, electronic spreadsheets, and databases. Hands-on class using business-oriented exercises and projects.

*Recommended: Keyboarding and file management skills. CAT 100 and CAT 116, 117, 118, 119 series are the same. Credit for both CAT 100 and any of the CAT 116-119 series will not be used for graduation requirements or financial aid.*

**CAT    111              5cr**
**INTRODUCTION TO MICROSOFT WINDOWS**

Keyboarding skills recommended. Manipulate windows; multitask; customize; manage disks, drives, files, folders; help and support; multimedia; graphics; conferencing; instant messaging; blogging; scanning; sharing; and maintenance.

**CAT    114              2cr**
**INTRODUCTION TO MICROSOFT POWERPOINT**

Basics of Microsoft PowerPoint, including creating and delivering a presentation, design templates, text layout styles, master slides, using clip art, drawing objects, animation to enhance presentations, working with delivery options, toolbar options, and editing tools.

*Recommended: Keyboarding and file management skills.*

**CAT    116              1cr**
**WINDOWS FILE MANAGEMENT**

An introduction to Windows operating systems and file management.

*Recommended: Keyboarding skills.*

**CAT    117              1cr**
**WORD BASICS**

A short introduction to Microsoft Word (word processing) basics. Prerequisite: CAT 116 or permission of instructor.

*Recommended: Keyboarding skills.*

**CAT    118              1cr**
**EXCEL BASICS**

A short introduction to Microsoft Excel (spreadsheet) basics. Prerequisite: CAT 116 or permission of instructor.

*Recommended: Keyboarding skills.*

**CAT    119              1cr**
**ACCESS BASICS**

A short introduction to Microsoft Access (database) basics. Prerequisite: CAT 116 or instructor permission.

*Recommended: Keyboarding skills.*

**CAT    130              5cr**
**INTRODUCTION TO MICROSOFT WORD**

*Introduction to word processing covering basic concepts and terminology. Hands-on application including working with text, working with paragraphs, working with documents, managing files, and formatting.*

*Recommended: Keyboarding and file management skills.*

**CAT    140              5cr**
**INTRODUCTION TO MICROSOFT EXCEL**

Introduction to spreadsheets. Create, format, edit, and print worksheets; formula and function capabilities; analyze, link, and summarize data; create charts and tables; images and diagrams; work with multiple worksheets; use templates and galleries.

*Recommended: Keyboarding and file management skills.*

**CAT    145              5cr**
**INTRODUCTION TO MICROSOFT ACCESS**

Introduction to electronic databases; specify keys, joins, relationships, queries; create database tables, forms, and reports manually and with Wizards; link and embed filters, sorts, validation rules, input masks; build indexes; design advanced queries. Recommended: knowledge of file management (CAT 116) and touch typing skills (CBT 104), and basic knowledge of Word and Excel.

*Prerequisite:  CAT 116 or equivalent and keyboarding skills*

**CAT    260              2cr**
**BAS EXCEL PREPARATION**

Course is designed to prepare BAS students for Excel work they will encounter during their program.

**CAT    270              1-5cr**
**COMPUTER APPLICATIONS TECHNOLOGY INTERNSHIP**

Internship in a workplace setting of the student's choice, based on needs and interests.

*Prerequisites: CAT 111, CAT 114, CAT 130, CAT 140.*

# Computer-Based Training

**C B T    104              1cr**
**INTRODUCTION TO KEYBOARDING SKILLS**

This self-paced course is designed for the student with no previous typing experience. Through the use of keyboarding software the student learns the basic techniques of keying alphabet and number keys in modern computer keyboards. Emphasis is on good technique and the development of speed and accuracy. Students must purchase the keyboarding software to work at home, or can use Peninsula College's computer labs to complete all work. A maximum of 2 credits of CBT 104 and/or CBT 105 or combination thereof will count towards a degree or certificate.

**C B T  105**                                          **1cr**
**KEYBOARDING SPEED/ACCURACY**

This self-paced class is a continuation of CBT 104 and is designed to build keyboarding speed and accuracy. The software program has special diagnosis capabilities for speed and accuracy development, with the starting goal of 28 words-per-minute for 3 minutes with 4 errors or less. The program also helps those with higher-level typing skills. (CBT 104 must be completed before starting CBT 105.) A maximum of 2 credits of CBT 104 and/or CBT 105 or combination thereof will count towards a degree or certificate.

# Computer Science

**C SC  100**                                          **5cr**
**INTRODUCTION TO COMPUTER SCIENCE**

An introduction to fundamentals of computer science. Topics covered include algorithmic design; problem-solving techniques for computer programming; fundamentals of digital logic and computer organization; the role of the operating system; introductory programming methodology, including variables, assignment statements, control statements and subroutines (methods); programming paradigms; the compilation process; theoretical limits of computation; database structures; and social and ethical issues.

*Prerequisite: MATH 099 or equivalent.  (NS)*

# Criminal Justice

**CJ&  101**                                          **5cr**
**INTRO TO CRIMINAL JUSTICE**

Traces historical development of courts, corrections, and law enforcement to understand structure and process of the criminal justice system. Examines roles, responsibilities, and perspectives of its participants.

*Prerequisite: Concurrent enrollment in or completion of ENGL& 101. (E)*

**CJ&  105**                                          **5cr**
**INTRO TO CORRECTIONS**

Examines institutional and community correction applications, focusing on correctional facility operations, probation, parole, and intermediate sanctions within the American criminal justice system.

*Prerequisite: CJ& 101, 110, and CJ 121. (E)*

**CJ&  106**                                          **5cr**
**JUVENILE JUSTICE**

Overview of the juvenile justice system covering due process requirements of each phase of the process. Also examines theories behind delinquency causation and discusses treatment modalities and programs.

*Prerequisite: CJ& 101, 110, and CJ 121. (E)*

**CJ&  110**                                          **5cr**
**CRIMINAL LAW**

Substantive criminal law applied to crime prevention and control activities in criminal justice. Examines definitions, classifications, grades, prohibitions, and punishments ascribed to criminal law through statutes and case law.

*Prerequisite: Concurrent enrollment in or completion of CJ& 101 or permission of instructor. (E)*

**CJ  115**                                          **5cr**
**CONSTITUTIONAL ISSUES IN CRIMINAL JUSTICE**

Comprehensive study and analysis of constitutional law applying to administration of justice (criminal law procedure), specifically constitutional guidelines guaranteeing due process of law, equal protection, and fundamental fairness in application of the law.

*Prerequisites: CJ& 101 and CJ& 110, or permission of instructor.*

**CJ  121**                                          **5cr**
**CRIMINAL EVIDENCE**

Rules of criminal evidence regulating the burden of proof, admissibility, relevancy, materiality, weight, and sufficiency of evidence in criminal legal proceedings.

*Prerequisite: CJ& 110.*

**CJ  165**                                          **5cr**
**SPECIAL TOPICS IN CRIMINAL JUSTICE**

Special topics on selected subjects in criminal justice and related fields expanding beyond coverage in core courses and electives in the Criminal Justice Program. Offered when necessitated by student interest.

*Prerequisite: Permission of instructor.*

**CJ  211**                                          **5cr**
**CRIMINAL INVESTIGATION**

Criminal investigation case management, interview/interrogation techniques and methods for reconstructing past events. Provides basic skills for conducting criminal investigations.

*Prerequisites: CJ& 101, CJ& 110 and CJ 121.*

**CJ  221**                                          **5cr**
**SUBSTANTIVE ISSUES IN CRIMINAL JUSTICE**

Specialized topics in criminal justice that narrowly focus on a particular subject matter beyond the scope of introductory-level courses. Subject-matter content will change over subsequent years.

*Prerequisites: Completion of all 100-level CJ course work and ENGL& 101.*

**CJ  231**                                          **5cr**
**RESEARCH AND WRITING IN CRIMINAL JUSTICE**

Basic research methodologies and report-writing techniques for creating written documents reflecting high standards required for legal and professional report writing.

*Prerequisites: Completion of all 100-level CRJ course work and ENGL& 101.*

**CJ  236**                                          **5cr**
**INTRO TO PATROL PROCEDURES**

Provides an overview of the types and purposes of police patrol, including vehicle patrol and routing patrol procedures, mediation, and management of crisis situations. Emphasis is placed on citizen protection, crime prevention, and identification and apprehension of suspects.

**CJ  241**                                          **5cr**
**ETHICS IN CRIMINAL JUSTICE**

Philosophical foundations of moral and ethical theory, doctrines, and controversies for understanding the necessity for practicing good moral and ethical judgment when performing criminal justice duties.

*Prerequisite: Completion of all 100-level CJ coursework.*

**CJ  242**                                          **5cr**
**INTRODUCTION TO POLICE MANAGEMENT**

Introduces selected issues and practices associated with midlevel police management. Emphasizes the changing police environment and the shift that has been occurring in police organizational structures.

# Course Descriptions

## CJ 250 5cr
### SUPERVISION FOR LAW ENFORCEMENT

Introduction to selected issues and practices associated with police supervision. This course focuses on strength based leadership, ethics, communications, empowerment, self-control, and teamwork. Students will learn how to apply basic leadership theory and practice of police supervision to improve performance and accountability.

*Prerequisites: CJ& 101 and ENGL& 101.*

## CJ 299 1-10cr
### SEMINAR/PRACTICUM IN CRIMINAL JUSTICE

Capstone course. Two options: (1) Seminar in Criminal Justice, an advanced study requiring a 20-30 page research paper on topic assigned or (2) Practicum in Criminal Justice, experiential participation at an approved criminal justice agency.

*Prerequisite: Completion of all previous CRJ coursework or instructor's permission.*

# Cybersecurity & Computer Forensics

## CSIA 110 5cr
### INTRODUCTION TO CYBERSECURITY AND CYBERCRIME

Provides an introduction to the field of Cyber Security through the analysis of technology and concepts in the field of cyber security and cybercrime. This course provides a complete introduction to the protection of business information and systems that support business process. The objective is to identify common threats and attacks, analyze the role of security techniques and architectures, explain the role of cryptography, and analyze issues related to managing security.

## CSIA 185 5cr
### CYBERSECURITY I: RISKS, CONTROL AND ENCRYPTION

This course explores the basic security landscape through the topics of risks, threats, control and encryption. Learn how to assess and prioritize risks with computer system, implement authentication controls and the functions of encryption/cryptography.

## CSIA 190 5cr
### CYBERSECURITY II: SECURING THE MODERN ENTERPRISE

From securing networked computers to securing the web this course provides and in-depth look at the challenges and opportunities with securing the modern enterprise.

## CSIA 195 5cr
### CYBERSECURITY III: ETHICAL HACKING

This course serves as an introduction into the skills, steps and concepts related to the field of penetration testing and ethical hacking. The modern penetration tester or "pen tester" relies on a specific set of skills to help secure IT infrastructure by testing defenses. This course places a heavy emphasis on the ethical issues and practices required by all professional penetration testers.

## CSIA 280 5cr
### COMPUTER FORENSICS I: INTRO TO COMPUTER FORENSIC

Explore the role and skillset required of the computer forensics professional investigator including an introduction to the computer investigation process, data acquisition process, crime scenes and forensics tools.

## CSIA 285 5cr
### COMPUTER FORENSICS II: INVESTIGATIONS & ANALYSIS

This course takes the students through techniques involved in conducting high-tech investigations. Students will explore analysis and validation, mobile device forensics, network forensics, graphics file, virtual machines, recovery and email investigations.

## CSIA 290 5cr
### CYBERSECURITY CAPSTONE: COMPETITIONS

The capstone course is focused on competing in cybersecurity national competitions including the CCDC or National Cyber Defense League competitions or national computer forensics competitions including SANS challenge or DC3 digital forensics challenges.

## CSIA 295 1-5cr
### CYBERSECURITY INTERNSHIP

Internship in a workplace setting of the student's choice, based on needs and interests. Fifty-five hours per credit.

*Prerequisite: Instructor permission.*

## CSIA 299 2cr
### INTEGRATED STUDY-HONORS

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two Business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia Communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project.

*Prerequisite: Completion of 60 credits in the BUS/IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.*

# Directed Studies

## DS 290 1-5cr
### DIRECTED RESEARCH

Directed Research is an in-depth learning opportunity offered to students where their abilities and interests indicate they would benefit from a highly focused task under the direction of an individual faculty member. The student is responsible for finding a sponsoring faculty member.

*Prerequisite: All arrangements must be made with the instructor prior to enrollment. (E)*

## DS 295 1-5cr
### SPECIAL TOPICS

Special Topics courses are offered from time to time for groups of students where an opportunity for specialized study exists. Examples might include lectures by a visiting expert, study of a timely topical development, a local conference, an on-going faculty research project, or other exceptional educational experience.

*Prerequisite: Approval of sponsoring instructor. (E)*

# Drama

## DRMA& 101 5cr
### INTRO TO THEATRE

Introduction to history, art, and craft of theater. Plays are read and discussed. Play production is studied from the viewpoints of the playwright, actor, director, and theater technicians. Attendance at current community theater production is desirable.

*Recommended: ENGL& 101.*

**DRMA    107                                    5cr**
**THEATRE PRODUCTION AND DESIGN**

This course provides instruction and experience in technical theatre through lecture, readings, and practical experience. Students will work together as a production team to assist in the design and production of the play being performed within the quarter.

**DRMA    124                                    5cr**
**ACTING I**

Acting I is an introduction to craft: the balance of external technique and internal elements in order to create a flexible but consistent process that can be used to create believable characters in a variety of settings. The class is a combination of theory and practice.  Students are exposed to major post-Stanislavkian acting theories that are applied in scene and partner work. (P,H)

**DRMA    125                                    5cr**
**ACTING II**

Acting II is a continuation of the craft-based study of acting.  Students will continue to engage with theory and practice, implementing the ideas of Stanford Meisner to apply one particular theoretical approach in the Stanislavskian tradition of realistic theatre. Students will dissect two plays over the course of the quarter, performing scenes from both in front of an audience. (P)

**DRMA    126                                    5cr**
**ACTING III**

Acting III is a continuation of the craft-based study of acting.  Students will continue to engage with theory and practice, learning to read as an actor.  Students will engage in an extended rehearsal process, producing a one-act play that will be open to the public. (P)

**DRMA    175                                    5cr**
**INTRODUCTION TO PLAYWRITING**

Students will develop a critical vocabulary to talk about scripts as artifacts.  Students will develop original one-act plays and compete for possible production spots in the spring Festival of Student-Directed One-Act Plays. (E)

**DRMA    211                                    1-5cr**
**THEATER PRACTICUM I**

Development of theater production basics, with practical application of this knowledge in the development of a staged play on campus. Classic theater is often emphasized.  After the general overview, class members will

select areas of concentration, such as acting, stagecraft, lighting, makeup, costuming, publicity, and house or state management. Participants commit to evening rehearsal and production hours. (E)

**DRMA    212                                    1-5cr**
**THEATER PRACTICUM II**

Development of theater production basics, with practical application of this knowledge in the development of a staged play on campus. Classic theater is often emphasized.  After the general overview, class members will select areas of concentration, such as acting, stagecraft, lighting, makeup, costuming, publicity, and house or state management. Participants commit to evening rehearsal and production hours. (E)

**DRMA    230                                    5cr**
**DIRECTING I**

Students will develop a critical vocabulary and be introduced to a variety of contemporary perspectives about play direction.  Students will work practically to develop their own ideas and style by directing three short, two-person scenes with outside actors.  Students will compete for spots in the spring Festival of Student-Directed One-Act Plays. (E)

# Early Childhood Education

**ECED&    105                                    5cr**
**INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals in action.

**ECED&    107                                    5cr**
**HEALTH, NUTRITION, AND SAFETY**

Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources.

**ECED&    120                                    2cr**
**PRACTICUM**

In an early learning setting apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy

and safe while promoting growth and development.

**ECED&    132                                    3cr**
**INFANTS AND TODDLERS**

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers and culturally relevant care.

**ECED    146                                    3cr**
**PRACTICUM II**

Participation with children and staff in an approved early childhood center. Practice applying guidance procedures, implementing curriculum, and working cooperatively with staff. Lab assignments, six hours per week; seminar, one hour per week.

*Prerequisites: Minimum of 10 ECED credits which includes ECED& 120 and ECED& 190. STARS approved.*

**ECED    147                                    3cr**
**PRACTICUM II**

Participation with children and staff in an approved early childhood center. Practice applying guidance procedures, implementing curriculum, and working cooperatively with staff. Lab assignments, six hours per week; seminar, one hour per week.

*Prerequisites: Minimum of 10 ECED credits which includes ECED& 120 and ECED& 190. STARS approved.*

**ECED&    160                                    5cr**
**CURRICULUM DEVELOPMENT**

Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth-age 8).

**ECED&    170                                    3cr**
**ENVIRONMENTS**

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

**ECED&    180                                    3cr**
**LANGUAGE AND LITERACY DEVELOPMENT**

Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading.

# Course Descriptions

**ECED& 190**     **3cr**
**OBSERVATION AND ASSESSMENT**

Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group and the community. Practice reflection techniques, summarizing conclusions and communicating findings.

*Prerequisite: ECED& 120.*

**ECED 201**     **1-3cr**
**INTERNSHIP**

Individually designed field experience and seminar to work with children and/or adults (parents, staff, community) in schools, child-care, or human service agencies.

*Prerequisite: 15 credits of ECED. STARS approved.*

**ECED 260**     **5cr**
**PRACTICUM III**

Advanced practicum experience based on skill standards in a developmentally appropriate setting with qualified master teacher. Individualized opportunities for students to practice advanced teaching competencies and professional interactions with site staff and parents.

*Prerequisites: Completion of ECED 146, 147, 30 ECED credits, and permission of advisor.*

# Economics

**ECON 101**     **5cr**
**INTRODUCTION TO ECONOMICS**

Introduction to fundamental economic concepts through contemporary social issues. Examine how societies deal with limited resources and social, cultural, and political responses to changing economic conditions. Recommended for those seeking a greater understanding of economics and contemporary issues.

*Prerequisite: MATH 091 or AMATH 121 or concurrent enrollment; and eligibility for ENGL& 101.*

**ECON& 201**     **5cr**
**MICROECONOMICS**

Promotes use of critical thinking to explore an individual's relationship to the supply-and-demand of goods and services. Tools of economic analysis are used to investigate management of environmental systems.

*Prerequisite: AMATH 121 OR MATH 091 and ENGL& 101. (SS)*

**ECON& 202**     **5cr**
**MACROECONOMICS**

Presents economic theories used as tools for critical thinking to show how the U.S. economy operates. Emphasis on causes and consequences of unemployment and inflation and how they affect the well-being of Americans. The use of government spending, taxation, and the monetary system to promote full employment and stable prices will be examined. Explores role of energy and natural resources in shaping our economic future.

*Prerequisites: AMATH 121 or MATH 091 and ENGL& 101. (SS)*

**ECON 260**     **1-5cr**
**SOPHOMORE SEMINARS IN ECONOMICS**

Provides opportunity to explore a wide variety of specialized topics in economics. Courses offered by topic. Individuals may take more than one seminar for credit, provided additional credits are taken in different topics.

*Prerequisite: Permission of instructor. (E)*

**ECON 350**     **5cr**
**POLITICAL ECONOMY**

Theories of political economy are used to critically examine the laws governing the distribution of income between classes. This analysis is informed by the historical transformation of capitalism from feudalism and involves a study of original texts, including works by Smith, Mill, Marx and Veblen.

*Prerequisite: ENGL& 102 or ENGL 325 and BAS 310 or permission of instructor. This course fulfills one of the INT requirements of the BAS program.*

**ECON 352**     **5cr**
**MANAGERIAL ECONOMICS**

Use of quantitative methods in economic decision making. Topics include application of demand theory, cost, theory, and strategic pricing; capital budgeting and risk; use of sampling theory and inferential statistics as an estimation technique.

*Prerequisite: MATH& 146, ENGL& 102 or ENGL 325, and BAS 310 or permission of instructor.*

# Education

**EDUC& 115**     **5cr**
**CHILD DEVELOPMENT**

Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives. (Formerly EDUC& 114)

**EDUC 122**     **3cr**
**TECHNIQUES OF TEACHER TRAINING**

Techniques of teaching (comparable to Vocational Certification Unit #1). Development of performance-based objectives for vocational program units of instruction and lesson plans. Development of techniques of evaluated student progress in consideration of performance-based objectives. Study of ways in which instructional materials may be presented. Individuals are encouraged to develop performance-based units of instruction in a vocational program.

**EDUC 123**     **3cr**
**OCCUPATIONAL ANALYSIS**

Complete a task analysis of the occupation you are or will be teaching (comparable to Vocational Certification Unit #2). Analysis will form the foundation for curriculum development for each occupational program.

**EDUC 124**     **3cr**
**COURSE ORGANIZATION**

Use task analysis to establish curriculum and units of instruction for occupational programs (comparable to Vocational Certification Unit #3). Performance-based objectives will be encouraged.

**EDUC& 130**     **3cr**
**GUIDING BEHAVIOR**

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences.

**EDUC& 150**     **3cr**
**CHILD, FAMILY, AND COMMUNITY**

Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

**EDUC& 203**     **3cr**
**EXCEPTIONAL CHILD**

An introductory course in understanding educational programs, and state and federal

laws regarding the education of children with special needs. An overview of current issues, trends, and resources affecting services and programs for children with special needs.

*Prerequisite: EDUC& 114 or 115 or permission of instructor/advisor. STARS approved. (E)*

**EDUC& 205**     **1-5cr**
**INTRODUCTION TO EDUCATION WITH FIELD EXPERIENCE**

Introduction to the field of education with an overview of education n America; the historical, philosophical, and social foundations of education; current issues and trends in curriculum, instructional strategies, law and ethics; teaching as a profession; and the future of education. Includes classroom observations in public school.

*Prerequisite: Completion of 45 or more college credits, including English 101, or permission of instructor.*

**EDUC 206**     **2cr**
**ISSUES OF CHILD ABUSE AND NEGLECT**

Insights into child abuse and neglect within a family system. Identify types of abuse and signs and symptoms of victims. Mandated reporting requirements consistent with WAC 180-78-165 for educators, caregivers, and youth workers. STARS approved.

**EDUC 212**     **1-3cr**
**DEVELOPMENTAL APPROACH TO TUTORING/MENTORING**

An introduction to the principles of tutoring and mentoring children in language arts and mathematics. Includes communication skills, attitudes, and expectations of the tutor; building relationships with the child/student; and providing positive behavioral support. Designed for Americorps members, Para educators, and students interested in working with children.

**EDUC 213**     **1cr**
**INTRO TO PEER TUTORING PRINCIPLES**

An introduction to peer-tutoring principles, strategies, and techniques with an emphasis on application to peer-tutoring sessions.

**EDUC 220**     **3cr**
**THE ADULT LEARNER**

By understanding the adult learner and how one learns, the instructor can teach more effectively and can motivate and improve retention rates. In this course, instructor-learners will identify learning principles and adult characteristics, learning styles, demographics and motivation.

They will also learn to modify curriculum and instruction based on the needs of the adult learners in their classrooms.

**EDUC 227**     **3cr**
**MANAGING CHALLENGING BEHAVIORS**

Factors that contribute to challenging behaviors in children. Positive behavior support strategies for children who persist in challenging behavior and do not respond to general child guidance procedures. Effective and individualized interventions for severe challenging behaviors. STARS approved.

*Prerequisite: ECE 130 or permission of instructor.*

**EDUC 250**     **2cr**
**STUDENT ADVISING: STRATEGIES FOR SUCCESS**

Training for Advisors. Advisors participate in four in-person sessions and a continual on-line forum for discussion and activities. Subsequent annual sessions for follow-up and updates will be facilitated by peer mentors and class facilitators.

# English as a Second Language

**ESL 001**     **0cr**
**ENGLISH AS SECOND LANGUAGE**

For adults for whom English is a non-native language. Includes practice in reading, writing, speaking, listening, pronunciation, and interaction skills. Course is open entry.

# English

**ENGL 054**     **3cr**
**READING II**

Practice of basic comprehension and critical thinking skills. Classroom or lab format. Includes use of computer software.

**ENGL 057**     **3cr**
**READING III**

Practice of basic comprehension and critical thinking skills. Classroom or lab format. Includes use of computer software.

**ENGL 089L**     **1-2cr**
**GRAMMAR LAB**

Improvement of English sentence structure, grammar, usage, and mechanics. Lab format with use of computer software.

**ENGL 090 / 091 / 092**     **5cr**
**FUNDAMENTALS OF ENGLISH**

Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on ASSET or COMPASS scores.

**ENGL& 101**     **5cr**
**ENGLISH COMPOSITION I**

Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques.

*Prerequisite: Score of 45 or more on ASSET Placement test with writing skills, 77 or more on COMPASS placement test, or Pass in ENGL 090, 091 or 092. (CC)*

**ENGL& 102**     **5cr**
**COMPOSITION II**

Reading and writing using analytical and critical approaches. One or more research papers. Builds on concepts introduced in ENGL& 101.

*Prerequisite: 2.0 or better in ENGL& 101. (CC)*

**ENGL& 112**     **5cr**
**INTRODUCTION TO FICTION**

Discover successful ways of exploring fiction. Study of form and structure, as well as major novelists and short-story writers, past and modern.

*Prerequisite: Eligibility for or concurrent enrollment in ENGL& 101. (H)*

**ENGL& 113**     **5cr**
**INTRODUCTION TO POETRY**

Approach poetry successfully. Study of poetic form and structure, as well as major poets and poems, past and present, American and world-wide.

*Prerequisite: Eligibility for or concurrent enrollment in ENGL& 101. (H)*

**ENGL& 114**     **5cr**
**INTRODUCTION TO DRAMA**

Helps to understand and experience a diversity of dramatic literature, from the Greeks through the Renaissance to modern and contemporary playwrights.

*Prerequisite: Eligibility for or concurrent enrollment in ENGL& 101. (H)*

# Course Descriptions

**ENGL    180 / 280 - 282        1-3cr**
**LITERARY MAGAZINE PRODUCTION I**

Planning and production of college literary magazine, Tidepools. Fall quarter (ENGL 180, 280): soliciting student contributions, conducting a community-wide contest, designing the magazine. Winter quarter (ENGL 181, 281): judging material and producing camera-ready copy for printing. Spring quarter (ENGL 182, 282): marketing finished product and organizing a reading by contest winners and contributors. Co-listed with MEDIA 181-183.   (E)

**ENGL&   220        5cr**
**INTRODUCTION TO SHAKESPEARE**

General introduction to the works of Shakespeare, emphasizing the plays: tragedies, comedies, histories, and romances. Approaches Shakespeare both as poetry and as drama, concerning itself with language and with staging.

*Prerequisite: ENGL& 101 or permission of instructor. (H)*

**ENGL&   226        5cr**
**BRITISH LITERATURE I**

Survey of British literature from diverse periods. Selections will vary by quarter but will include classic and influential texts.

*Prerequisite: ENGL& 101 or permission of instructor. (H)*

**ENGL&   227        5cr**
**BRITISH LITERATURE II**

Theme-based study of selected masterpieces of British literature in context.

*Prerequisite: ENGL& 101 or permission of instructor. (H)*

**ENGL&   236        5cr**
**CREATIVE WRITING I**

Beginning writing in fiction and poetry, other modes by request.  Workshop approach, with discussion of work by class members and instructor.  Reading of contemporary fiction, poetry, and theory.

*Prerequisite: ENGL& 101 or permission of instructor. (E)*

**ENGL&   237        5cr**
**CREATIVE WRITING II**

Advanced creative writing using workshop approach.  Genres offered vary by quarter and instructor.

*Prerequisite: ENGL& 236 or permission of instructor.   (E)*

**ENGL    240        1-5cr**
**CHILDREN'S LITERATURE**

An examination of the variety and diversity of literature that forms a part of the imaginative experience of children and adolescents, as well as a part of a larger literary heritage, viewed in the light of their social, psychological, political, and moral implications.  Exploration of book format, major genres, and works by notable authors and illustrators.

*Prerequisite: ENGL& 101 or permission of instructor. (H)*

**ENGL&   244        5cr**
**AMERICAN LITERATURE I**

Survey of classic works as well as new voices from the beginning of American literature to the present.

*Prerequisite: ENGL& 101 or permission of instructor. (H)*

**ENGL&   245        5cr**
**AMERICAN LITERATURE II**

Theme-based study of selected masterpieces of American literature in context.

*Prerequisite: ENGL& 101 or permission of instructor. (H)*

**ENGL    250        5cr**
**INTERCULTURAL LITERATURE**

An examination of literary works from a variety of cultural perspectives. Contemporary texts and local guest speakers from different cultures increase students' awareness and understanding of the values, beliefs, stories, interests, and experiences of those cultures. Students define their own cultural identity and participate in service learning.

*Prerequisites: ENGL& 101. (H)*

**ENGL&   254        5cr**
**WORLD LITERATURE I**

Survey of world literature from diverse cultures and periods, including historical contexts. Selections will vary by quarter but will include translations from African, Eastern, Latin, and Western literatures.

*Prerequisite: ENGL& 101 or instructor permission. (H)*

**ENGL&   255        5 Credits**
**WORLD LITERATURE II**

Theme-based study of selected masterpieces of African, Asian, European, and American literature in context.

*Prerequisite: ENGL& 101 or permission of instructor. (H)*

**ENGL    260        1-5cr**
**SPECIAL TOPICS OR SEMINARS**

Specific topics and authors as proposed by faculty.

*Prerequisite: ENGL& 101.   (E)*

**ENGL 265        1-3cr**
**SPECIAL TOPICS IN ENGLISH**

This course fulfills the missing credit from transferring semester credits to quarter credits for prerequisite coursework for the Nursing DTA only.

*Prerequisite: Permission of instructor.*

**ENGL    290        1-5cr**
**SPECIAL TOPICS IN LITERATURE**

Directed research is an in-depth learning opportunity offered to students where their abilities and interests indicate they would benefit from a highly focused task under the direction of an individual faculty member. The student is responsible for finding a sponsoring faculty member.

*Prerequisite: All arrangements must be made with the instructor prior to enrollment.   (E)*

**ENGL    325        5cr**
**PROFESSIONAL AND ORGANIZATION COMMUNICATIONS**

Business writing course required for students seeking the four-year Bachelor of Applied Science, Applied Management(BAS) Degree. Production of business documents, including reports, proposals, letters, memos, essays, emails, and performance evaluations.  Group projects and oral presentations.  Review of business writing style, paragraphing, grammar, and document formatting.

*Prerequisite: ENGL& 101 and concurrent enrollment in BAS 301 and BAS 310 or permission of instructor.*

# Energy and Innovation Entrepreneurship

**ENT    205        5cr**
**ENERGY AND INNOVATION ENTREPRENEURSHIP**

This course introduces future entrepreneurs to key opportunities in the energy and innovation market place. Students will learn effective techniques to assess market opportunities,

align with a market segment and develop a business model canvas that results in competitive advantage for a start-up business venture. The business entrepreneurship instruction also includes an overview of energy revenue streams, concepts of supply and demand, pricing and marketing, federal regulatory and localized rate case impacts and the changing role of customers in the energy economy.

**ENT    208    1cr**
**RIGHT PATH TO BUSINESS**

This course provides a hands-on opportunity to understand what it takes to launch and operate a successful business. Students learn to use self-assessment tools to determine the ability of the business to make money, how much money will be needed to launch the business, and where to find it.

**ENT    209    2cr**
**FROM EMPLOYEE TO ENTREPRENEUR**

This class will focus on the shift from seeing oneself as an employee to developing the entrepreneurial attitude. Students will examine the vital process for making this change and the path of transition from being an employee to becoming an effective and successful entrepreneur.

*Prerequisite: ENT 208 or instructor permission.*

**ENT    275    5cr**
**SOCIAL MEDIA MARKETING**

Develop and market a business presence and webpage on the Internet with social media and open source web applications. Explore online consumer behavior and Internet marketing campaigns.

*Prerequisite: ENT 208.*

**ENT    280    5cr**
**ENTREPRENEURIAL FINANCE**

Course focuses on how entrepreneurs and small businesses can make intelligent financing and investing decisions. Emphasis is placed on cash flow analysis, pro forma development, personal finances, retirement, and risk/reward analysis for entrepreneurs.

# Environmental Science

**ENVS&  100    5cr**
**SURVEY OF ENVIRONMENTAL SCIENCE**

Scientific approach to understanding nature and scope of contemporary problems in our environment.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (NS)*

**ENVS&  101L    5cr**
**INTRODUCTION TO ENVIRONMENTAL SCIENCE**

An interdisciplinary science course for both non-science majors and science students. Topics include the practice of environmental science, ecological principles, demographics, forest and wildlife resources, energy, planning, climate change, and pollution. Underlying scientific principles and practices, including the exploration and presentation of scientific uncertainty, are identified and related to societal issues.

*Prerequisites: MATH 099 and placement into ENGL& 101. (NS)*

**ENVS    141L    5cr**
**FRESHWATER ECOLOGY**

General principles of limnology and ecology in the context of common freshwater environments of the Pacific Northwest.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091; fieldwork involving moderately strenuous walking and wading of streams required. (E)*

**ENVS    201L    5cr**
**INTRO TO FOREST ECOLOGY**

Introduction to forest ecosystems, including tree anatomy, growth dynamics, and role of disturbances in shaping forest succession. Examination of old growth forest ecosystems and their role in sustaining biodiversity. Management strategies to promote aesthetics, biodiversity, recreation and mitigate climate change presented and analyzed.

*Prerequisite: ENGL& 101, MATH 091, and the ability to move through and work in dense forest over steep terrain for long periods of time under challenging climatic conditions. (NS)*

**ENVS    202L    5cr**
**FIELD METHODS IN OLD GROWTH ECOLOGY**

Introduction to the compositional, structural and functional elements of Old Growth Forest Ecosystems and field methods. Students work with scientists collecting old growth field data in pristine forests.

*Prerequisite: ENGL& 101 and the ability to work in rugged field conditions, under a challenging climate, all day.(E)*

**ENVS    230L    5cr**
**FISHERIES ECOLOGY**

Examines the interactions between fish, their habitats, and human harvest. Includes an overview of aquatic ecology and an introduction to fisheries management. Involves moderately strenuous field activities, such as hiking and wading in streams.

*Prerequisites: ENGL& 101, MATH& 146, and ZOOL 216L. (NS)*

**ENVS    260    1-5cr**
**TOPICS IN ENVIRONMENTAL SCIENCE**

Provides opportunity to explore a wide variety of specialized topics in environmental science. Courses offered by topic. Participants may take more than one topic for credit, provided additional credits are taken in different topics.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (E)*

**ENVS    262    5cr**
**ENVIRONMENTAL & RESOURCE ASSESSMENT**

Students learn and apply a variety of field techniques used to scientifically monitor and assess changes in forested ecosystems as part of the Rainy Creek Biodiversity Project in Olympic National Forest. Course transfers as ESRM304 into the School of Environmental and Forest Sciences at the University of Washington.

*Prerequisite: The ability to work cooperatively in rugged field conditions for prolonged periods of time. (E)*

**ENVS    270L    5cr**
**MARINE ECOLOGY**

Ecological interactions between specific marine habitats and their biological communities. Includes field trips to local marine environments.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (E)*

# Course Descriptions

**ENVS    274L**      **5cr**
**INTRO TO ECOSYSTEM RESTORATION**

Introduction to ecological restoration of damaged ecosystems. Examines current techniques of restoration and the complex ecological interactions that must be addressed. Explores the social, philosophical, biological, political, and regulatory forces that impact the success of restoration projects.

*Prerequisities: MATH 099; BIOL& 221L or BIOL& 100L; eligibility for ENGL& 101; MATH 099. (E)*

**ENVS    282L**      **5cr**
**FIELD METHODS IN ECOLOGICAL RESEARCH**

Introduction to ecological research through direct experience with established field and lab methods in the natural resource sciences. Explores scientific method, hypothesis testing, sampling, experimental design, the role of questionnaires, remote sensing, GIS, and population measures.

*Prerequisite: MATH& 146 (may be enrolled concurrently), one of BIOL& 221L, BIOL& 100L, or BOT 101L and eligibility for ENGL& 101. (E)*

**ENVS    290**      **1-5cr**
**RESEARCH TOPICS IN ENVIRONMENTAL SCIENCE**

Students serve as active members on research teams working to advance knowledge in environmental science. Depending upon the project, students will participate in hypothesis formation, experimental design, data collection, analysis, and determination of conclusions.

*Prerequisites determined by instructor. (E)*

**ENVS    321**      **5cr**
**NATURE OF SCIENCE: GOING GREEN**

Project-based course explores process and nature of scientific discovery, environmental challenges and possible solutions, and the realities of making a business "green". Topics will integrate Biology, Chemistry, Atmospheric Science and Statistics.

*Prerequisites: MATH& 146 or concurrent enrollment.*

# Family Life Education

**F L E    010**      **1-2cr**
**FAMILY LITERACY**

Information, discussion, and individualized activities for parents on how children develop literacy. Parents observe and participate

with their child in the child's school, in their child-care setting, and/or in a family setting. Develops parents' organizational and communication skills.

**F L E    151**      **1cr**
**PARENTING SKILLS**

For parents who have a child enrolled in an early childhood cooperative laboratory program. Develops and/or enhances positive parenting skills. Parent seminars, observation, and participation in children's program.

**F L E    152**      **1cr**
**PARENTING SKILLS**

For parents who have a child enrolled in an early childhood cooperative laboratory program. Develops and/or enhances positive parenting skills. Parent seminars, observation, and participation in children's program.

**F L E    153**      **1cr**
**PARENTING SKILLS**

For parents who have a child enrolled in an early childhood cooperative laboratory program. Develops and/or enhances positive parenting skills. Parent seminars, observation, and participation in children's program.

**F L E    155**      **1cr**
**PARENT CO-OP LEADERSHIP SKILL**

Participate in planning activities and events that support and enhance programs for children, parents, and staff. Includes problem solving, collaborative processes, business management, group organization, and communication.

**F L E    156**      **1cr**
**PARENT CO-OP LEADERSHIP SKILL**

Participate in planning activities and events that support and enhance programs for children, parents, and staff. Includes problem solving, collaborative processes, business management, group organization, and communication.

**F L E    157**      **1cr**
**PARENT CO-OP LEADERSHIP SKILL**

Participate in planning activities and events that support and enhance programs for children, parents, and staff. Includes problem solving, collaborative processes, business management, group organization, and communication.

**F L E    161**      **1cr**
**CHILD GUIDANCE & DISCIPLINE**

Parents and children from birth to age eight meet in a child-development laboratory. Developmentally appropriate activities are planned for children and combined with parent participation and parent education discussions.

**F L E    162**      **1cr**
**FAMILY EVENING PRESCHOOL**

Parents and children from birth to age eight meet in a child-development laboratory. Developmentally appropriate activities are planned for children and combined with parent participation and parent education discussions.

**F L E    163**      **1cr**
**FAMILY PROGRAMS**

Parents and children from birth to age eight meet in a child-development laboratory. Developmentally appropriate activities are planned for children and combined with parent participation and parent education discussions.

**F L E    171**      **2cr**
**TODDLER-PARENT CO-OP**

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues.

**F L E    172**      **2cr**
**TODDLER - PARENT CO-OP**

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues.

**F L E    173**      **2cr**
**TODDLER - PARENT CO-OP**

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues.

**F L E    175                    2cr**
**TODDLER-PARENT LAB/LEADERSHIP**

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues. Includes group organization and leadership training.

**F L E    176                    2cr**
**TODDLER - PARENT LAB/LEADERSHIP**

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues. Includes group organization and leadership training.

**F L E    177                    2cr**
**TODDLER/PARENT LEADERSHP**

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues. Includes group organization and leadership training.

**F L E    181                    2cr**
**PRE-SCHOOL PARENT CO-OP**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance.

**F L E    182                    2cr**
**PRE-SCHOOL PARENT CO-OP**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance.

**F L E    183                    2cr**
**PRE-SCHOOL PARENT CO-OP**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance.

**F L E    185                    2cr**
**PRE-SCHOOL PARENT LAB/LEADERSHIP**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance. Also, group organization and business management of the children's school.

**F L E    186                    2cr**
**PRE-SCHOOL PARENT LAB/LEADERSHIP**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance. Also, group organization and business management of the children's school.

**F L E    187                    2cr**
**PRE-SCHOOL PARENT LAB/LEADERSHIP**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance. Also, group organization and business management of the children's school.

# Film

**FILM    100                    5cr**
**ART OF FILM**

Study of film as visual text, including key terms, primary practitioners, and major developments. Examination of film as transmitter of themes and values.

*Prerequisite: eligibility for or completion of ENGL& 101. (H)*

**FILM    101                    5cr**
**GREAT DIRECTORS IN FILM**

Introduction to authorship in the cinema. Examination of the work of a major director or directors. Exploration of the director's life, film style, and themes.

*Prerequisite: Eligibility for or completion of ENGL 101. (H)*

**FILM    102                    5cr**
**FILM GENRE**

Introduction to study of film genre through looking at either one or several film genres, including literary, mythic, historic, and

theoretical aspects.

*Prerequisite: Eligibility for or completion of ENGL& 101. (H)*

**FILM    110                    5cr**
**LITERATURE AND FILM**

Exploration of connected works of literature and film. The films and texts may be direct adaptations of each other or may be connected thematically. The course will focus on a specific overall theme, genre, historical period, and/or author.

*Prerequisite: Eligibility for or completion of ENGL& 101. (H)*

**FILM    120                    5cr**
**INTRODUCTION TO SCREENWRITING**

Beginning script-writing for film and television. Combination small lecture/workshop approach focusing on techniques, formats, and structure of scripts; plot and character development. Co-listed with MEDIA 140. (H)

# First Aid

**F A    100                    1cr**
**INDUSTRIAL FIRST AID**

Prepares individuals to perform basic first-aid procedures in cases of emergencies. Learn how to prevent accidents in the home and on the job. Adult CPR. Provides two-year certification.

**F A    105                    1cr**
**BASIC INDUSTRIAL FIRST AID**

Prepares students to perform basic first-aid procedures in cases of emergencies. Learn how to prevent accidents in the home and on the job. Adult and infant CPR. Provides three-year certification.

**F A    120                    9cr**
**EMERGENCY MEDICAL TECH**

This course will focus on: EMT roles and responsibilities, airway management, patient assessment, medical and trauma emergencies, anatomy and physiology, documentation, lifting and moving, and communications. Course includes practical labs and a total of 10 hours of clinical experience in the Emergency Department to provide direct hands-on experience. Special application is required before registration.

*Prerequisite: Current Health Care Provider CPR certification.*

**F A      180                                 1cr**
**FIRST AID FOR HEALTHCARE PROVIDERS**

This course provides two year American Heart Association (AHA) Healthcare Provider certification in basic first aid and CPR. Students will be instructed in adult and pediatric CPR, foreign body airway obstruction, automatic external defibrillation and the basic skills necessary to provide first aid assistance in emergency situations. Class is based on nationally recognized standards from AHA and National Safety Council. Students will perform chest compressions and rescue maneuvers and should be prepared for extended stretches of time spent on the floor practicing CPR and first aid procedures.

# Food Service Management

**CUL      101                                 1cr**
**BEGINNING CULINARY ARTS**

Introduction to the basics of Culinary Arts, including introduction, customer relations, preparing and serving safe food, kitchen basics, foodservice equipment, and nutrition. Class is taught in commercial kitchen at the Lincoln Center.

**CUL      102                                 1cr**
**BEGINNING CULINARY ARTS**

Introduction to the basics of Culinary Arts, including breakfast foods, sandwiches, salads and garnishes, and working with people. Class is taught in commercial kitchen at the Lincoln Center.

**CUL      103                                 1cr**
**BEGINNING CULINARY ARTS**

Introduction to the basics of Culinary Arts, including business math, fruits and vegetables, and controlling food service costs. Class is taught in commercial kitchen at the Lincoln Center.

**CUL      104                                 1cr**
**ADVANCED CULINARY ARTS - 1**

Advanced class in Culinary Arts, including introduction, preparing for a successful career, the history of food services, potatoes and grains, the lodging industry, the art of service, desserts and baked goods, marketing, and the menu. Class is taught in commercial kitchen at the Lincoln Center.

**CUL      105                                 1cr**
**ADVANCED CULINARY ARTS - 2**

Advanced class in Culinary Arts, including purchasing and inventory control; meat, poultry, and seafood; and standard accounting practices.Class is taught in commercial kitchen at the Lincoln Center.

**CUL      106                                 1cr**
**ADVANCED CULINARY ARTS - 3**

Advanced class in Culinary Arts, including stocks, soups, and sauces; tourism and the retail industry; and communicating with customers. Class is taught in commercial kitchen at the Lincoln Center.

**CUL      295                               1-3cr**
**SPECIAL PROJECT**

Students will complete 165 hours of project work per quarter. Project will be designed and supervised by the Culinary Arts instructor. Class is taught in a commercial kitchen at the Lincoln Center.

# French

**FRCH&   121                                 5cr**
**FRENCH I**

Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills. (E)

**FRCH&   122                                 5cr**
**FRENCH II**

Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills. (E)

**FRCH&   123                                 5cr**
**FRENCH III**

Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills.  (H)

# GED Prep

**GED      001                                 0cr**
**GED PREPARATION**

Individualized computer and small-group instruction to assist persons in preparing for the General Educational Development (GED) test.  Course is open entry.

# General Studies

**G S      090                                 2cr**
**TRANSITION TO COLLEGE**

Designed for adults who struggled in school and are planning to enroll in college classes the next quarter. This preparation for College Learning Skills assists with handling tough readings, higher math, formal communication, and accessing computer resources. Course is open entry.

**G S      100                                 2cr**
**COLLEGE LEARNING SKILLS**

Introduces study techniques and principles, including learning styles, time management, resources, concept mapping, note taking, listening, memory, concentration, goal setting, and test preparation.

**G S      103                                 3cr**
**FRESHMAN SEMINAR**

Academic course to improve success of first-year students. Stresses importance of academic learning while creating sense of belonging. Taught by faculty from a variety of disciplines. Examines factors known to improve likelihood of success among first-year students. Individuals participate in either group or individual service-learning projects. (E)

**G S      110                                 2cr**
**CROSS-CULTURAL COMMUNICATION**

This course is designed to facilitate cross-cultural communication between domestic and international students. Students with different language and cultural backgrounds will meet in small groups or pairs on a weekly basis to discuss topics of interest and to enhance intercultural, interpersonal, and intrapersonal understanding. In so doing, students will act as conversation and cultural mentors to each other. Prerequisite for international students: IELS 084 or permission of instructor. (E)

**G S      111                                 3cr**
**INFORMATION ACCESS AND APPLICATION**

Hands-on experience with wide range of information resources. Acquire skills necessary to access, evaluate, organize, and use information effectively.

**G S      112                                 5cr**
**LEARNING FOR THE 21ST CENTURY**

Develop information competency using the tools and context of an online-learning environment. Explore various strategies for locating, evaluating, and applying information resources in the research process; examine information policy issues; and publish work on the Web. Prerequisite: ENGL& 101.   (E)

**G S      121 - 126                       1cr**
**STUDIUM GENERALE**

Series of programs from the Humanities, Social Sciences, Natural Sciences, Vocations, and Global Issues.   (E)

**G S      185 -187                       2cr**
**STUDENT LEADERSHIP**

Development of leadership skills and experiences through lecture, lab and group activities. Examines personal leadership styles, ethics, conflict resolution, communication and related topics.

*Prerequisite:  Instructor permission.*

# Geographic Info Science

**GIS      160                       4cr**
**INTRO TO GEOGRAPHIC INFORMATION SYSTEMS I**

An introduction to Geographic Information systems (GIS). Students learn general GIS and spatial assessment concepts using GIS software to analyze, interpret, and display spatial data for a variety of disciplines.

**GIS      161                       3cr**
**COMPUTER-AIDED DRAWING I**

An introduction to AutoCAD computer-aided drafting software.  Course provides the basic skills to design in 2D.

*Prerequisite: CAT 100 or CAT 116-119 or permission of instructor.*

**GIS      260                       5cr**
**APPLIED GEOGRAPHIC INFORMATION SCIENCE**

Data collection, management, analysis, and presentation using GPS/GIS data loggers and ArcGIS software to design projects, import, collect, rectify, and analyze data and present results in cartographic form. Students receive instruction in field and computer procedures using commercial grade GPS/GIS hardware and software.

*Prerequisite: CAT 118 or instructor permission.*

# Geography

**GEOG      120                       5cr**
**INTRODUCTION TO PHYSICAL GEOGRAPHY**

Geodesy and mapping; introduction to atmospheric science, weather, climate, the oceans, hydrology, and the earth's heat budget.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (NS)*

**GEOG      200L                       5cr**
**INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS**

Introduction to geographic science through the use and application of Geographic Information Systems (GIS) and geospatial technologies. Applies geographic concepts and both qualitative and quantitative GIS applications in a variety of fields.

*Prerequisites: MATH 099, computer literacy, and eligibility for ENGL& 101. (NS)*

**GEOG      280                       5cr**
**MEDICAL AND HEALTH GEOGRAPHY**

This course examines concepts of health, globalization, disease, and illness from the perspective of how environment, biology, and society interact to produce and address states of health and disease. Geographic theories and tools, including GIS, will be used to explore course concepts.

*Prerequisites: eligible for ENGL101 and MATH 072 or MATH 091; computer literacy. (SS)*

**GEOG      325                       5cr**
**GEOSCIENCE & BUSINESS INTELLIGENCE**

Explores the role of geographic science in business decision making. Applies geoscience tools, such as GIS, data mining, and quantitative visualization techniques to issues like competitive analysis, site selection, customer profiling, sales management, and market segmentation. Students will learn to perform integrated business geo-sci research for client organizations.

*Prerequisite:  MATH& 146 and BAS 310 or permission of instructor.*

# Geology

**GEOL&   101L                       5cr**
**INTRODUCTION TO PHYSICAL GEOLOGY**

Introduction to geology for those intending to major in geology, geophysics, or related earth sciences. Tectonics, volcanism, earthquakes, introductory concepts of mineralogy and petrology, and survey of processes that shape the surface of the earth, including water, wind, ice, and gravity. Four hours lecture, two hours laboratory per week.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091; high school or college chemistry. (NS)*

**GEOL      124L                       5cr**
**EARTH SYSTEMS SCIENCE**

Explores processes that form and shape the earth. The processes comprise a series of integrated systems that interact to produce the earth's continents, oceans, atmosphere, and life.

*Prerequisite: Eligibility for both ENGL& 101 and MATH 091. (NS)*

# Green Building and Sustainable Agriculture

**GRBD      105                       3cr**
**BLUEPRINT READING**

Introduction on how to read and use blueprints to construct residential and commercial structures. Course emphasis will be on learning to read blueprints and how to apply different types of foundations, framing, and interior and exterior finishes. Learn how building codes apply to various stages of construction. This is one of the required courses for the Carpentry one-year certificate.

**GRBD      110                       10cr**
**CARPENTRY I**

Introduction to carpentry basics, including safety and use of various hand and power tools; knowledge of woods and wood grain, lumber, and other basic materials; project planning; shop management; blueprint reading; and hardware and other materials used in residential home construction, site preparation, project layout, concrete form building, and foundation construction.

*Prerequisite: HumDv 120 or concurrent enrollment.*

# Course Descriptions

### GRBD 115     10cr
### CARPENTRY II

Continues materials estimation; floor, wall, and ceiling framing; roof framing and trusses; and special framing, such as soffits, stairways, and built-ins. Rough-in of utilities, such as electrical, water, sewer, and telecommunications.

*Prerequisite: GRBD 110 or permission of instructor, and HumDv 120 or concurrent enrollment.*

### GRBD 120     10cr
### CARPENTRY III

Emphasis on roofing, interior and exterior sheathing/siding, door-and-window installation, interior and exterior trim, flooring and floor finishes, cabinet installation, and special construction features.

*Prerequisites: GRBD 110 and GRBD 115 or permission of instructor, and HumDv 120 or concurrent enrollment.*

### GRBD 150     5cr
### SUSTAINABLE AGRICULTURE

Course focuses on the principles of sustainable agriculture for animal, crop, and garden production. Students will learn to make a farm, homestead, or garden a reality or to make current agricultural endeavors more sustainable, efficient, and profitable. Students will learn sustainable theory and be able to apply this to the nuts and bolts of market gardens, food forests, livestock management, and small farm operations.

### GRBD 151     5cr
### INTRODUCTION TO FOOD SYSTEMS

This course examines food production and consumption by analyzing the resource cycles and movement of food from seed to table. Students will discuss the economic and political decisions that frame our food sheds such as industrial agriculture, food justice, policy, health, school food systems, Community Supported Agriculture, and small scale farming. Students will also explore the opportunities and challenges in building community food projects that create lasting systems change.

### GRBD 152     5cr
### COMMUNITY AND BACKYARD FARMING SYSTEMS

This course investigates community and home-scale food production with a focus on farm design, intensive mini-farming, permaculture, and urban homesteading. Through research and practical applications, students will learn how to create small-scale food systems that mimic natural ecosystems. Students will explore the resiliency and diversity of garden farming via edible forests, ecosystem design, animal husbandry, mini orchards, season extensions, food self-reliance, and intensive planting strategies.

### GRBD 160     3cr
### SMALL FARM AND BACKYARD CARPENTRY

Students will learn the necessary skills required to research, design, and build backyard farm and garden structures that promote efficiency of urban sustainable living.

### GRBD 165     5cr
### INTRODUCTION TO ALTERNATIVE ENERGY

Students will learn about sustainable alternative energy and examine, in detail, solar, wind, and mini-hydro electricity. Perform an energy audit and analyze current energy usage. Explore components, efficiency, and requirements of each type of system and design a grid tied or an off grid sustainable alternative energy system for a single family residence.

### GRBD 170     10cr
### GREEN BUILDING I

This course focuses on the basics of green construction and design used in residential and other small-scale construction. Land development, architectural design, building placement, and landscape will be discussed. Tool and jobsite safety will be taught and practiced throughout the class.

*Prerequisites: Basic knowledge of construction terminology and practices, and HumDv 120 or concurrent enrollment.*

### GRBD 175     10cr
### GREEN BUILDING II

This course focuses on the green materials for residential and other small-scale construction while keeping the impact on the environment in mind. Everything from lumber to light bulbs will be covered in depth. Tool and jobsite safety will be taught and practiced throughout the class.

*Prerequisites: Basic knowledge of construction terminology and practices, and HumDv 120 or concurrent enrollment.*

### GRBD 180     10cr
### GREEN BUILDING III

This course focuses on the alternative design and construction methods of residential and other small-scale construction while keeping the impact on the environment in mind. Tool and jobsite safety will be taught and practiced throughout the class.

*Prerequisites: Basic knowledge of construction terminology and practices, and HumDv 120 or concurrent enrollment.*

# Health Education

### H ED 090     0cr
### HIV/AIDS LICENSURE 4 HOURS

Selections from etiology and epidemiology of HIV; transmission and infection control; legal and ethical issues; psychosocial issues.

*Confirm requirement for licensing (H ED 090 4 hour or H ED 095 7 hour)at: www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewRenewUpdate*

### H ED 095     0cr
### HIV/AIDS LICENSURE 7 HOURS

Selections from etiology and epidemiology of HIV; transmission and infection control; testing and counseling; clinical manifestations and treatment; legal and ethical issues; psychosocial issues.

*Confirm requirement for licensing (H ED 090 4 hour or H ED 095 7 hour)at: www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewRenewUpdate*

### H ED 180     5cr
### HEALTH AND WELLNESS

An introduction to personal health. Understanding drug and alcohol use, sexuality and reproductive issues, diseases, nutrition, diet and weight management, stress management, safety, and environmental concerns. Students will analyze their own attitudes, behaviors, and decisions that affect individual health and develop strategies for healthful living. (E)

### H ED 210     5cr
### HUMAN SEXUALITY

An introduction to contemporary aspects of human sexuality, including development of sexuality over the lifespan, beginning with prenatal gender differentiation and proceeding through adulthood and aging. We will also cover related topics, such as interpersonal aspects of sexual relationships, sexual orientation, pregnancy, parenting choices, and STDs, including HIV/AIDS. ENGL& 101 strongly recommended. (E)

# History

### HIST& 126     5cr
**WORLD CIVILIZATIONS I**

Comparative study of the evolution of the world's major civilizations (African, Asian, European, and the Americas to the Middle Ages). Emphasis on understanding value systems and how they are expressed in different political, social, economic, and cultural-religious systems as well as literature, architecture, and art. (SS)

### HIST& 127     5cr
**WORLD CIVILIZATIONS II**

Comparative study of the evolution of the world's major civilizations (African, Asian, European, the Americas) from the Middle Ages to the French Revolution, including different political, social, economic, cultural-religious systems, and nation building, as well as literature, architecture, and art. (SS)

### HIST& 128     5cr
**WORLD CIVILIZATIONS III**

Comparative study of the evolution of the world's major civilizations (African, Asian, European, the Americas) from the French Revolution to the present, including different political, social, economic, and cultural-religious systems. Introduction of often conflicting ideologies and forces in contemporary life. (SS)

### HIST& 146     5cr
**U.S. HISTORY I**

Political, economic, and cultural history of the United States, from its founding to the Jeffersonian Revolution.

*Prerequisite: Eligibility for or completion of ENGL& 101. (SS)*

### HIST& 147     5cr
**U.S. HISTORY II**

Political, economic, and cultural history of United States, from early 19th century to the beginning of the 20th century.

*Prerequisite: Eligibility for or completion of ENGL& 101. (SS)*

### HIST& 148     5cr
**U.S. HISTORY III**

Political, economic, social, and cultural history of United States from Spanish-American War

to building the modern state, world power, and current issues.

*Prerequisite: Eligibility for or completion of ENGL& 101. (SS)*

### HIST& 214     5cr
**PACIFIC NW HISTORY**

Course concentrates on the region of the Pacific Northwest, but is situated within the larger history of American and world history. The course proceeds through five main periods: indigenous peoples, European discovery, colonialism, industrial development, and regional control. Emphasis is placed on understanding social (ethnicity, race, and gender) differences, economic and political organization, and cultural values of the different historical periods. ENGL& 101 strongly recommended. (E)

### HIST 220     5cr
**HISTORY OF MODERN LATIN AMERICA**

Survey of Latin American history from pre-Columbian civilizations to present. Emphasis on contemporary topics (Cuban relations, economic inequities, and U.S.-Latin American relations). (SS)

### HIST 360A     5cr
**LABOR MOVEMENTS**

This course explores ideas of work, class, and labor movements in American history from the early 19th century to the present. Issues to be addressed in the pursuit of understanding labor are: stages of American industrialization and class formation; changes in carial, ethnic, and gender relations; and changes in values of work, leisure, and consumerism. Prerequisite: BAS 310 or permission of instructor.

# Homeland Security / Emergency Management

### HSEM 102     5cr
**INTRODUCTION TO EMERGENCY MANAGEMENT**

Provides groundwork on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, policies, questions, best practices, and lessons learned through recent years; requirements of NFPA® 1600, Standard

on Emergency Management and exposure to new and developing theories, practices, and technology in emergency management.

### HSEM 110     2cr
**BASIC INCIDENT COMMAND SYSTEM/ NAT'L MANAGMNT SYS**

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (Course will meet ICS 100/200/700/800 requirements).

### HSEM 120     3cr
**ALL HAZARDS EMERGENCY PLANNING**

This course is designed to introduce students to developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/ risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), Emergency Support Functions, National Response Plan, Washington State Comprehensive Emergency Management Plan and contingency planning for areas such as Special Needs (Vulnerable Populations) or Animal Sheltering are included.

### HSEM 130     3cr
**TECHNOLOGY IN EMERGENCY MANAGEMENT**

This class provides a detailed overview of the technology used, and also clearly explains how the technology is applied in the field of emergency management. Students will learn how to utilize technology in emergency planning, response, recovery and mitigation efforts and they'll uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include: Web Emergency Operations Center (EOC), using technology with training and exercises, reverse 911 notification systems, video conferencing/ downlinks and Geographic Information System (GIS)/ Global Positioning System (GPS) capabilities.

*Prerequisite: HSEM 102*

# Course Descriptions

**HSEM    157**                                    **2cr**
**PUBLIC INFORMATION OFFICER**

The course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events. After completing this course the student will have met the sections required for Public Information Officer as outlined by NFPA 1035.

**HSEM    160**                                    **5cr**
**EMERGENCY RESPONSE AWARENESS TO TERRORISM**

Provides current and relevant information about terrorism, terrorist behavior, homeland security policies and dilemmas, and how to deal effectively with threats and the consequences of attacks. Student will gain insight into the key players involved in emergency management, local and state issues, particularly as they need to interact and work with FEMA and other federal agencies.  Course components include identifying terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoidance in communication and leadership collapse.

**HSEM    180**                                    **3cr**
**PUBLIC ADMINISTRATION**

This course provides an overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic   politics and power, and the various theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as Hurricane Katrina efforts and Homeland Security.

**HSEM    190**                                    **3cr**
**HSEM SPECIAL TOPIC CITIZEN PREPAREDNESS TRAINING**

This special topics train-the-trainer program is designed to prepare students to deliver community preparedness awareness information classes on emergencies and disasters.

*Prerequisites: HSEM 102 and must have completed 12 HSEM credits or HSEM Program Coordinator approval.*

**HSEM    200**                                    **2cr**
**EMERGENCY OPERATIONS CENTER**

This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing and operating, jurisdictional setting, and the critical link between Incident Management Systems and emergency management operations.

*Prerequisite: HSEM 102 and HSEM 110.*

**HSEM    210**                                    **3cr**
**EXERCISE DESIGN AND EVALUATION**

This course provides participants with the knowledge and skills to develop, conduct, evaluate and report effective exercises that test a community's operations plan and operational response capability.  Throughout the course, participants will learn about topics including exercise program management, design and development, evaluation, and improvement planning. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC).

*Prerequisites: HSEM 102 and HSEM 120 or coordinator approval.*

**HSEM    220**                                    **2cr**
**DEVELOPING AND MANAGING VOLUNTEER RESOURCES**

This course will focus on methods and procedures for involving private-sector organizations and volunteers in emergency management programs in ways which benefit both parties. The focus of the course is on maximizing the effectiveness of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting volunteers, training individuals who volunteer and motivation and maintenance of a successful program. Participants will acquire skills and knowledge to make appropriate volunteer assignments that enhance the effectiveness of an integrated emergency management system.

*Prerequisite: HSEM 102.*

**HSEM    230**                                    **2cr**
**DISASTER RECOVERY AND RESPONSE**

The purpose of this course is to enable students to understand and think critically about response and recovery operations in the profession of emergency management. Students will utilize problem based learning by analyzing actual disaster events and applying the theories, principals, and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery.

*Prerequisites: HSEM 102 and HSEM 120, or Program Coordinator approval.*

**HSEM    240**                                    **5cr**
**WORKBASED LEARNING EXPERIENCE**

The purpose of the Homeland Security Emergency Management (HSEM) Internship is to give students who are well advanced in their undergraduate program the opportunity to experience the links between theory and practice through application in the work setting of the knowledge and skills gained in the classroom.

*Prerequisite: Preapproval of HSEM Internship Coordinator and Advisor.*

**HSEM    250**                                    **3cr**
**HOMELAND SECURITY LAW AND ETHICS**

This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security. This course examines important laws and government frameworks relevant in emergencies including the Stafford Act, the Posse Comitatus Act, the Federal Volunteer Protection Act, and the National Incident Management System. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

*Prerequisites: HSEM 102 and HSEM 120 or Program Coordinator approval.*

# Honors Program

**HONOR    120**                                    **1cr**
**IRST YEAR INTERDISCIPLINARY SEMINAR I**

In two-hour bi-weekly seminars students will discuss ideas central to civilization using a Great Books approach. Students read seminal ideas that have stood the test of time prior to seminars and actively participate by listening, thinking, speaking.

*Prerequisite: Acceptance into the Honors Program. HONOR 120 and 121 are non-sequential.*

**HONOR 121**      **1cr**
**FIRST YEAR INTERDISCIPLINARY SEMINAR II**

In two hour bi-weekly seminars students will discuss ideas central to civilization using a Great Books approach. Students read seminal ideas that have stood the test of time prior to seminars and actively participate by listening, thinking, speaking.

*Prerequisite: Acceptance into the Honors Program. HONOR 120 and 121 are non-sequential.*

**HONOR 150**      **3cr**
**FOUNDATIONS OF KNOWLEDGE**

*An introductory course that explores the nature of knowledge and its pursuit from the primary academic disciplines of mathematics, humanities, natural sciences and social sciences. An emphasis is placed on establishing linkages across these disciplines to expand the realm of possible discourse. Students will develop and apply critical thinking, communication, and self-assessment skills, along with the ability to integrate multiple perspectives.*

*Prerequisites: Admission to the Honors Program and completion of fall quarter honors coursework (includes ENGL& 101, MATH& 141 or 146, and HONOR 120) or permission of Honors Program Director.*

**HONOR 160**      **2cr**
**INTRODUCTION TO HONORS PROJECTS**

Students are introduced to faculty directed projects from a variety of academic fields. Student will use one of these projects, or identify a self-directed project, to complete the project component of the honors program.

*Prerequisite: Acceptance in the Honors Program.*

**HONOR 220**      **1cr**
**SECOND YEAR INTERDISCIPLINARY PROJECTS SEMINAR I**

In these two-hour bi-weekly seminars students will make brief presentations on the nature of their individual projects and provide status updates. Students will contribute to the process of project development by evaluating the methods used to achieve a project's objective and probing the nature and outcomes of the project using an integrative knowledge approach to critical inquiry.

*Prerequisite: Acceptance in Honors Program.*

**HONOR 221**      **1cr**
**SECOND YEAR INTERDISCIPLINARY PROJECT SEMINAR II**

In these two-hour bi-weekly seminars students will make brief presentations on the nature of their individual projects and provide status updates. Students will contribute to the process of project development by evaluating the methods used to achieve a project's objective and probing the nature and outcomes of the project using an integrative knowledge approach to critical inquiry.

*Prerequisite: Acceptance in Honors Program.*

**HONOR 250**      **2cr**
**HONORS CAPSTONE PROJECTS**

Students complete all aspects of their individual project, including background research activities, submission of a final product and its public dissemination; a critical examination of the project using integrative knowledge; and lastly, a self-reflective video on the project's value to their undergraduate experience.

*Prerequisite: Acceptance in the Honors Program.*

**HONOR 290**      **1-2cr**
**HONORS PROJECT**

This course is for students completing the projects requirement of the Honors Program degree.

*Prerequisite: Faculty permission for students in the Honors Program.*

# Hospitality and Ecotourism

**HOSP 100**      **5cr**
**INTRODUCTION TO HOSPITALITY**

Explore the hospitality and tourism industry including lodging, restaurants, managed services, recreation, theme parks, clubs, and gaming entertainment; and assemblies. Learn universal service standards, customer service for guests and key elements of professional service delivery.

**HOSP 110**      **5cr**
**HOTEL MANAGEMENT**

This class offers a comprehensive foundation of hospitality management, the world's largest industry. Explore the role of strategy in creating firm value and growth and stresses the relationship between leadership theory, strategic thinking and financial management for hospitality and tourism. Students will discuss structure and implementation, performance and environmental scanning.

**HOSP 120**      **5cr**
**ECOTOURISM**

Overview of the socio-cultural, ecological, economic and community impacts of ecotourism. Explore Eco guide certification and sustainable dimensions of ecotourism from the perspective of conservation. Students will examine ecotourism governance and policy and create an ecotourism program plan.

**HOSP 130**      **5cr**
**HOSPITALITY AND TOURISM MARKETING**

Learn an integrative approach to hospitality sales from a team perspective. Analyze consumer behavior, promotion and sales for the hospitality and tourism industry. Develop a hospitality focused marketing distribution channel and promotional plan.

**HOSP 140**      **2cr**
**DINING ROOM MANAGEMENT**

Learn dining room management including operations, budget, cost control, inventory, staffing, layout, and styles of service.

**HOSP 150**      **3cr**
**SUSTAINABLE TOURISM POLICY AND PLANNING**

Overview of sustainable tourism policy and planning. Students will learn key concepts of tourism and the leisure industry including the development of tourism, tourism supply and demand, transport, accommodation, governance and sustainability in the tourism industry. Explore the future of regional, global, and heritage tourism.

**HOSP 210**      **5cr**
**SUSTAINABLE HOSPITALITY FACILITIES MANAGEMENT**

Learn to manage the physical plant of a hotel or restaurant and work effectively with the engineering and maintenance department. Students will explore sustainability, green lodging standards, green path assessment, OSHA standards, and facilities management for hospitality and tourism businesses.

**HOSP 220**      **5cr**
**TECHNOLOGY IN THE HOSPITALITY INDUSTRY**

Learn the basics of purchasing, implementing, maintaining, and effectively managing a variety of technology systems such as reservations systems, room management, guest accounting, property management, catering software, point-of-sale, food and beverage management, and security maintenance for technology.

**HOSP   230**                           **5cr**
**EVENT PLANNING**

Overview of event planning, coordination and catering. Students will explore professional event coordination and develop a comprehensive event plan that focuses on guest experience. Learn catering operations including menu planning and design, pricing, equipment, and staffing.

**HOSP   290**                         **1-5cr**
**HOSPITALITY INTERNSHIP**

This class will provide opportunities for Hospitality and Ecotourism students to participate in internships with local businesses.

*Prerequisite: HOSP 100 and instructor permission.*

# Human Development

**HUMDV  033**                         **1-2cr**
**DEVELOPMENTAL EDUCATION I**

Supervised study in specific courses and/ or assistance in learning specific academic skills. Lab format with individualized learning contracts.

**HUMDV 101**                           **1cr**
**SUCCESS IN THE ONLINE CLASSROOM**

Overview of what to expect in an online course and how to make web-based learning more productive and rewarding. Meet in an online classroom that simulates a typical web-based learning environment. Students will learn how to use online courseware, navigate threaded discussions, locate articles and research materials, create an electronic presentation, and save electronic documents for presentation on the internet.

**HUMDV 103**                           **1cr**
**STUDENT SUCCESS SKILLS**

Develop the essential skills necessary to achieve student success through this fun and informative class. Students will learn effective communication skills, creative problem-solving techniques, helpful decision-making skills, how to establish a support network with other students, and how to set and achieve realistic goals. Class includes time on the outdoor stationary Challenge Course.

**HUMDV 110**                         **1-3cr**
**CAREER/LIFE PLANNING**

Explores career and life options that fit individual interests, needs, and skills through an informative, interactive process. Start with what you know about yourself and create a path for the future. Includes interest inventories, informational interviewing, job market information, and how to create effective resumes.

**HUMDV 111**                           **2cr**
**LEADERSHIP FOR SUPERVISORS**

Research a career path based on individual skills, values, interests, and aptitudes. Use software available in the Career Services Office, along with textbook material, handouts, and personal conferences.

**HUMDV 112**                         **1-2cr**
**OCCUPATIONAL EXPLORATION**

Emphasis on informed choices relating to careers. Self-assessment, occupational information, and current labor market trends stressed. Assess individual skills, values, interests, attitudes, and approaches to decision-making.

**HUMDV 114**                         **1-2cr**
**RESUME WRITING**

Create general and/or targeted employment resumes, using functional and chronological formats. Includes information about effective resume presentation style and approaches to use for a particular employment objective.

**HUMDV 115**                         **1-2cr**
**INTERVIEWING SKILLS**

Utilize software and materials available in the Career Services Office to increase skills in interviewing. Participate in a mock interview at the conclusion of the course and receive feedback from the instructor.

**HUMDV 120**                           **3cr**
**HUMAN RELATIONS**

Survey of workplace skills, including communication, team building, problem solving, and leadership. Emphasis on concepts of perception, attitude, motivation, and ethics.

# Humanities

**HUM   131**                           **1cr**
**POLICY AND ETHICS IN HEALTHCARE I**

Policy and Ethics in Healthcare I is the first in a series of three courses. The foundational principles of ethics and legalities/policies are covered in the profession of nursing and health care. Explores values and values clarification, begins utilization of the Jonsen model and practice application.

*Prerequisite: Enrollment in the Nursing Program.*

**HUM   232**                           **2cr**
**POLICY AND ETHICS IN HEALTHCARE II**

Policy and Ethics in Healthcare II is the second in a series of three courses. Focus is on policies related to management and leadership principles in health care, including but limited to: disparity of healthcare, resources and the Affordable Care Act. Also focuses on policies and ethics in health care related to the care of the critically ill patient across the lifespan.

*Prerequisite: Enrollment in the Nursing Program.*

**HUM   233**                           **2cr**
**POLICY AND ETHICS IN HEALTHCARE III**

Policy and Ethics in Healthcare III is the third in a series of three courses. Focus is on policies, ethics, and legal issues related to overall practice in healthcare professions. Includes local, state, national, and global perspectives of policies, legalities and ethics in healthcare.

*Concurrent enrollment in NURS 203 and NURS 213 required.*

**HUM 265**                           **1-3cr**
**SPECIAL TOPICS IN HUMANITIES**

This course fulfills the missing credit from transferring semester credits to quarter credits for prerequisite coursework for the Nursing DTA only.

*Prerequisite: Permission of instructor.*

# Information Studies

**INFO    101**                           **1cr**
**INFORMATION ACCESS IN HEALTH SCIENCES**

Introduction to finding information in the allied health fields (nursing, radiology, technologist, dental hygienist, healthcare assistant) covering how research is produced and organized, how

to analyze a clinical question, how to conduct a search strategy using print and Web-based sources, and how to evaluate information found.

### INFO 120 2cr
### INTRODUCTION TO RESEARCH

An online introduction to college-level research. Students will learn how to develop topics into strong research questions that guide their research. They will also learn how to access, evaluate, and ethically engage a wide variety of information sources (e.g. popular, scholarly, print, and multimedia).

*Recommended: Eligibility for ENGL& 101.*

### INFO 130 3cr
### RESEARCH ACROSS THE CURRICULUM

A 3-credit, 8-week online course that builds on the knowledge and skills developed in INFO 120. Students will apply and adapt information literacy competencies in subject-specific contexts. We will also explore the concepts of intellectual property, freedom of information, and copyright.

*Prerequisite: INFO 120*

# Information Technology

### IT 106 5cr
### COMMAND LANGUAGE

Overview of microcomputer operating systems, including Microsoft Windows command language. Includes command syntax, command options, redirection, appending, piping, operating system fundamentals, wildcards, disk formatting, printer control features, batch file and scripts, and directories.

### IT 107 5cr
### INTRODUCTION TO NETWORKING

Understand basic networking and communication services, identify essential networking components, understand peer-to-peer and server-based networks, and describe benefits of networking. Topics include OSI model, cabling, network devices, topologies, network operating systems, and network planning.

### IT 155 5cr
### TROUBLESHOOTING THE WINDOWS CLIENT

Topics covered include planning, installation, active directory structure, and topics related to Windows Client operating systems

### IT 156 5cr
### MANAGING AND MAINTAINING WINDOWS CLIENTS

Learn how to manage and maintain Windows 8 clients in network environments. This course prepares students to develop the skills needed to design and manage Windows 8 at an advanced level. Students will learn about advanced topics including installation strategy, application strategy for desktop and cloud applications, user settings, network connectivity, remote access, authentication, authorization, data storage, data security, hardware, printers, mobile devices, recovery solutions, endpoint security, Windows Intune, public cloud services and Microsoft Desktop Optimization pack. Prepare for Microsoft certification exams. (Completion of this course does not guarantee successful completion of the exams. Additional training and/or experience may be necessary.) Course administered in lecture/lab setting, includes significant hands-on exercises.

*Prerequisite: IT 155 or IT 225.*

### IT 162 5cr
### UPGRADING AND MAINTAINING YOUR PC

Hands-on experience in building and maintaining a PC. Covers topics from the A+ essentials exam. Each student will build at least three computers and adjust hardware and software for best performance. Each student will load a variety of operating systems and applications during the class.

### IT 163 5cr
### A+ CERTIFICATION

The student will study additional topics required for the A+ exam and utilize the lab to troubleshoot and repair a variety of computers that are in failed mode. The class stresses problem solving and troubleshooting skills required by the IT industry.

*Prerequisite: IT 162 or permission of instructor.*

### IT 185 5cr
### VIRTUAL COMPUTING

Virtual computing is a course designed to provide Information Technology students with the ability to describe, install, configure and secure software and hardware technology used

in computer virtualization. Multiple vendor platforms will be introduced in this course using real-world situations to build the skills necessary for a successful understanding of virtualization.

*Prerequisite: Permission of instructor.*

### IT 225 8cr
### WINDOWS SERVER ADMINISTRATION

Learn how to implement, administer, and troubleshoot Windows Servers in network environments. Other topics include Windows Server participation in an Active Directory environment. Prepare for Microsoft Certification exams. (Completion of this course does not guarantee successful completion of the exams. Additional training and/or experience may be necessary.) Provides prerequisite knowledge and skills required for IT 245. Course administered in lecture/lab setting, includes significant hands-on exercises.

*Prerequisite: Permission of instructor. (E)*

### IT 233 5cr
### INTRO TO FIBER OPTICS AHD NETWORKING MEDIA

Study of wiring, including copper and fiber optic cabling, topologies, industry standards, and hands-on labs that deal with practical installation of network cabling. Includes connectors, panels, splicing, installation, testing, and safety.

### IT 245 6cr
### WINDOWS DIRECTORY SERVICES

Learn to install, configure, and troubleshoot Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. Provides prerequisite knowledge and skills required for IT 255. Course administered in lecture/lab setting. Provides knowledge and skills necessary to prepare for Microsoft certification exams. (Completion of this course does not guarantee successful completion of exams. Additional training and/or experience may be necessary.) Includes significant hands-on exercises.

*Prerequisite: Permission of instructor. (E)*

### IT 255 8cr
### DESIGN SECURITY/NETWORK

Examines topics related to network infrastructure and design that meet business requirements and specific security solutions that meet organizational objectives. Course administered in a lecture/lab setting. Includes

significant hands-on exercises. Provides knowledge and skills necessary to prepare for Microsoft certification exams. (Completion of this course does not guarantee successful completion of the exams. Additional training and/or experience may be necessary.)

*Prerequisite: Permission of instructor. (E)*

### IT 294     5cr
### NETWORK SECURITY AND FIREWALLS

In-depth look at network security concepts and techniques. Student will examine the methods that are used to penetrate computers and computer systems. Also, this course will adopt a practical, hands-on approach when examining networking security techniques.

*Prerequisite: Permission of instructor.*

### IT 299     2cr
### INTEGRATED STUDY-HONORS

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two Business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia Communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project.

*Prerequisite: Completion of 60 credits in the BUS/IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.*

# Integrated Studies

### I S 101     5cr
### CROSSCURRENTS: UNDERSTANDING THE ARTS

Surveys ways people through the ages, from around the world, have given expression to humanity through the arts. Overview of visual arts, dance, theater, film, literature, music, and architecture provides a framework for comparing unique qualities of various art forms. Serves as introduction to more specialized courses in the arts.

*Prerequisite: ENGL& 101. (H)*

### I S 102     5cr
### CROSSCURRENTS: POETRY AND PAINTING

Poetry and painting have been closely connected since early times: poets have been continually inspired to write about painting, and painters have wanted to put their color into words. The class will address this close relationship while providing a thorough introduction to poetry.

*Prerequisite: ENGL& 101. (H)*

### I S 103     5cr
### CROSSCURRENTS: WOMEN'S VOICES IN 20TH CENTURY

A glimpse into the poetry and prose of 20th Century's outrageous women. Examine the changing roles of women in the 20th century, and how women have given language to those changing roles. Authors include Carolyn Heilbrun, Camille Paglia, Simone deBouvier, Adrienne Rich, Sylvia Plath, Anne Sexton, Diane Wakoski, Marge Piercy, Carolyn Forche, Jane Hirschfield, and others. (H)

### I S 104     5cr
### CROSSCURRENTS: CREATIVE WRITING AND THE ARTS

In addition to writing in poetry, fiction, and other selected genres, students will explore creation in another chosen art form, such as dance, music, photography, drawing, painting, architecture, or journalism. The class will be conducted as a writing workshop and provide speakers in a variety of areas. (H)

### I S 105     5cr
### POPULAR CULTURE

Historical as well as cross-cultural study of popular literary and nonliterary texts, novels, magazines, comic books, films, and television. Focus on popular myths, icons, heroes, and rituals that have affected people's lives and attitudes.

*Prerequisite: ENGL& 101 or permission of instructor. (H)*

### I S 107     5cr
### HISTORY OF SCIENCE: THE MODERN ERA

Throughout history mankind's destiny has often been realigned by major intellectual advances made in science. Through readings, demonstrations, and discussions, participants will explore this process using the contributions of Newton, Lavoisier, Faraday, Darwin, Poincare, Freud, Curie, Einstein, Watson, and Crick. (H)

### I S 108     2cr
### ORAL HISTORY I

Use of current media technologies, including video, desktop publishing, and web technology to research and document the oral history of specific aspects of the local community. Focus on research, writing, video production, and bringing anthropological perspectives to the gathering of oral history. Final products will be video interviews, short documentaries, a website, and a printed newsletter. (E)

### I S 302     5cr
### VISIONS OF UTOPIA

If some forms of social life are better than others, which form would be best? This course will investigate this question in a cross-disciplinary manner by examining conceptions of the ideal utopian society as expressed in classic writings from philosophy and literature. Potential authors include Plato, More, Marx, Nietzsche, Hawthorne, Thoreau, Skinner, Burgess, and Nozick.

*Prerequisites: ENGL& 102 or ENGL 325, and BAS 310 or permission of instructor.*

### I S 330     5cr
### EXPLORATIONS IN THE HUMANITIES

Explorations in the Humanities approaches the humanities by focusing on the arts -- painting, sculpture, architecture, literature, drama, music, dance, film, television and video art, and photography --forms which provide people with a variety of ways to examine and express their insights and questions about what it means to be human. In the context of this arts-centered approach, engagement with all disciplines in the humanities, as well as with the natural social sciences will be made.

*Prerequisite: BAS 310 or permission of instructor.*

# Intensive English Language Studies

### IELS 084L/084R/084W     5cr
### INTENSIVE ENGLISH - BASIC LEVEL

A fully correlated ESL program, including a lab component for those who have completed a beginner level. Emphasis on pronunciation, speaking, listening comprehension, grammar, reading, and writing.

*Prerequisite: On-campus assessment in all skill areas. Nontransferable.*

### IELS 085L/085R/085W     5cr
### INTENSIVE ENGLISH - INTERMEDIATE LEVEL

A fully correlated ESL program, including a lab component that further develops and refines pronunciation, speaking, listening

comprehension, grammar, reading, and writing skills.

*Prerequisite: On-campus assessment in all skill areas or successful completion of INTL 084 series. Nontransferable.*

### IELS 086L/086R/086W 5cr
### INTENSIVE ENGLISH - HIGH INTERMEDIATE LEVEL

Continues development and refinement of English pronunciation, speaking, listening comprehension, grammar, reading, and writing, while focusing on skills necessary for success in a college-level academic environment.

*Prerequisite: On-campus assessment in all skill areas or instructor verification of completion of INTL 085 series. Nontransferable.*

# Math - Applied

### AMATH 121 5cr
### PPLIED MATH FOR PROFESSIONAL & TECH PROGRAMS I

College mathematics used in professional and technical programs. Content includes mathematical modeling and applications employing numerical operations; measurements; geometry; linear and nonlinear equations; exponent, radical, and polynomial operations; functions; formulas; plane analytical geometry with graphing; and an introduction to trigonometry.

*Prerequisite: MATH 064 or acceptable placement test score.*

# Mathematics

### MATH 063 / 064 5cr
### INTRODUCTION TO ALGEBRA

Fundamentals of arithmetic using integers, fractions, decimals, exponents, and square roots; solving basic linear equations; solving problems using percents, proportions, and basic geometry.

*Prerequisite: Placement exam.*

### MATH 090 / 091 5cr
### ESSENTIALS OF INTERMEDIATE ALGEBRA

This course develops proficiency with solving linear equations and inequalities, simplifying expressions using the rules of exponents, adding/subtracting/multiplying polynomials,

graphing various types of equations and linear inequalities, solving systems of linear equations and inequalities, and finding the equations of lines.

*Prerequisite: 2.0 or higher in Math 064 or equivalent.*

### MATH 098 / 099 5cr
### INTERMEDIATE ALGEBRA FOR CALCULUS

This course will expose students to a variety of algebraic techniques that will prepare them for precalculus and calculus. Focus will be placed on quadratic, rational, radical, exponential, and logarithmic expressions and equations. Techniques will include factoring, simplifying (adding/subtracting/multiplying/dividing) polynomials, rational, radical, exponential and logarithmic expressions.

*Prerequisite: 2.0 or higher in Math 091 or equivalent.*

### MATH 106 5cr
### MATH FOR ELEMENTARY TEACHERS I

Designed for future K-6 teachers. Focus is on mathematical concepts, including counting, number sense, operations, algorithms, fractions, ratio, and proportion. Method topics include teaching strategies, assessment methods, and processes of doing mathematics as related to elementary mathematics. This course does not fulfill the quantitative skills requirement for the AA degree. (E)

### MATH& 107 5cr
### MATH IN SOCIETY

A study of a variety of mathematical topics for non-science majors. The topics covered may differ between sections, but may include problem-solving strategies, logic, set theory, number theory, mathematics of finance, probability and statistics, or geometry.

*Prerequisite: 2.0 or higher in MATH 091 or equivalent. (QS,NS)*

### MATH 108 5cr
### MATH FOR ELEMENTARY TEACHERS II

Methods topics include teaching the usage of technology. Math topics include algebra, geometry, measurement, and statistics. This course satisfies the quantitative skills requirement for the AA degree, provided that Math for Elementary Teachers I has also been completed satisfactorily.

*Prerequisite: MATH 106 and 2.0 or better in MATH 091 or equivalent. (QS,NS)*

### MATH 111 5cr
### FINITE MATHEMATICS

A study of linear functions and modeling, systems of linear equations, matrices, linear programming, the mathematics of finance, sets, counting techniques, and probability.

*Prerequisite: 2.0 or higher in MATH 091 or equivalent. (QS, NS)*

### MATH& 141 5cr
### PRECALCULUS I

Analysis of linear, quadratic, polynomial, exponential, logarithmic, rational, and radical functions and their graphs; linear and nonlinear inequalities; systems of equations; and matrices.

*Prerequisite: 2.0 or higher in MATH 099 or MATH& 148 or equivalent. (QS,NS)*

### MATH& 142 5cr
### PRECALCULUS II

Conic sections; trigonometric functions; identities, inverse trigonometric functions; trigonometric equations; solutions of right triangles, laws of sines and cosines; vectors, polar coordinates, and complex numbers, sequences, series, binomial theorem.

*Prerequisite: 2.0 or higher in MATH& 141 or equivalent. (QS,NS)*

### MATH& 146 5cr
### INTRODUCTION TO STATS

Introduction to methods and applications of elementary descriptive and inferential statistics; summarizing data graphically and numerically, probability, confidence intervals, hypothesis testing, correlation and linear regression.

*Prerequisite: 2.0 or higher in MATH 091 or equivalent.(QS,NS)*

### MATH& 148 5cr
### BUSINESS CALCULUS

Limits, rates of change, graphing, differentiating, optimizing, polynomials, integration, logarithmic and exponential functions, implicit differentiation, business applications.

*Prerequisite: 2.0 or better in MATH& 141 or MATH 111. (QS,NS)*

**MATH& 151**      **5cr**
**CALCULUS I: ANALYTIC GEOMETRY**

Limits and continuity; derivatives of algebraic and trig functions; chain rule, implicit differentiation and applications, an introduction to antiderivatives.

*Prerequisite: 2.0 or higher in MATH& 142 or equivalent. (QS,NS)*

**MATH& 152**      **5cr**
**CALCULUS II: ANALYTIC GEOMETRY**

*Calculus of exponential, log, and inverse trig functions; methods of integration; applications of integration; introduction to differential equations; and mathematical modeling.*

*Prerequisite: 2.0 or higher in MATH& 151 or equivalent. (QS,NS)*

**MATH& 163**      **5cr**
**CALCULUS 3: ANALYTIC GEOMETRY**

Sequences, series, Taylor expansions. Vectors, vector functions, space curves. Functions of several variables, partial derivatives, tangent planes.

*Prerequisite: 2.0 or higher in MATH& 152 or equivalent. (QS,NS)*

**MATH 210**      **3cr**
**LINEAR ALGEBRA**

Matrices, systems of linear equations, matrix inversion, vector spaces, subspaces, dependence, independence, bases, orthogonality, linear transformations, determinants, eigenvalues and eigenvectors, applications.

*Prerequisite: 2.0 or higher in MATH& 152.*

**MATH 224**      **3cr**
**INTERMEDIATE ANALYSIS**

Review of double integrals in Cartesian and polar coordinates; triple integrals in Cartesian, cylindrical, and spherical coordinates; vector fields; surface integrals; Green's theorem; divergence theorem; Stokes' theorem; sequences and series; Taylor's theorem.

*Prerequisite: 2.0 or higher in MATH& 163 or equivalent.*

**MATH 238**      **3cr**
**DIFFERENTIAL EQUATIONS**

Solutions of ordinary differential equations (ODE) using graphical, numerical, and analytical methods; applications of first-order ODE; methods for solving higher-order linear ODE and second-order linear ODE with constant coefficients; Laplace transforms; introduction to solving ODE using computer algebra systems.

*Prerequisite: 2.0 or higher in MATH& 152 or equivalent.*

**MATH 265**      **1-3cr**
**SPECIAL TOPICS IN MATH**

This course fulfills the missing credit from transferring semester credits to quarter credits for prerequisite coursework for the Nursing DTA only.

*Prerequisite: Permission of instructor.*

# Medical Assistant

**MED 101**      **5cr**
**INTRODUCTION TO CLINICAL MEDICAL ASSISTING**

Introduction to the medical assisting profession. A virtual clinic is built by students, expanding their knowledge of the healthcare industry. Students explore areas where they might find employment as medical assistants and begin developing employment related skills and documents.

*Prerequisite: Acceptance into the Medical Assistant Program.*

**MED 102**      **5cr**
**MEDICAL TERMINOLOGY FOR MEDICAL ASSISTANTS**

Study of medical terminology using a body systems approach, relating terms to the anatomy and physiology of the human body. Word parts are used to build, analyze, define, spell, and pronounce medical terms, including abbreviations. Structural, directional, disease and disorder, surgical, and diagnostic terms will be covered for body structures, body systems, and specialized areas of medicine such as oncology.

**MED 105**      **1cr**
**HIV/AIDS TRAINING FOR HEALTHCARE PROVIDERS**

Course offers training in the etiology, epidemiology, transmission, testing, and treatment of HIV/AIDS. Students will review infection control, counseling and confidential interviews with patients, and the legal, ethical, and psychosocial issues related to HIV/AIDS. Outcomes per WAC 246-12-270.

**MED 110**      **5cr**
**ANATOMY & PATHOPHYSIOLOGY FOR MED. ASSISTANTS I**

Students are introduced to pathophysiology, the study of processes that disturb normal body function. Instruction in both basic disease processes and major organ-related diseases are incorporated into the study of the form (anatomy) and function (physiology) of the human body. This course has a laboratory component.

*Prerequisite: 2.0 or higher in MED 102.*

**MED 115**      **5cr**
**ANATOMY & PATHOPHYSIOLOGY FOR MED. ASSISTANTS I**

This course continues to instruct students in the anatomy and pathophysiology of the human body using a body systems approach. Emphasis is placed on the study of multiple organ system diseases, infectious diseases, and microbiology. This course has a laboratory component.

*Prerequisite: 2.0 or higher in MED 110.*

**MED 135**      **4cr**
**MEDICAL OFFICE PROCEDURES**

This course provides instruction in the general office administration duties of a medical assistant. Topics to be covered include telecommunications, scheduling, filing, interpersonal communications, and professional correspondence. Review and discuss various machines and equipment used in the business office, as well as exercises in the maintenance of office equipment, procurement of supplies, and maintenance of inventory. Students will be instructed in the use of an educational electronic medical record (EMR) system.

*Prerequisites: 2.0 or higher in MED 101 and MED 102.*

**MED 140**      **4cr**
**MEDICAL, ETHICAL, LEGAL COMMUNICATIONS**

This course teaches medical assisting students how to incorporate cognitive knowledge in the performance of psychomotor and affective domains in their practice as medical assistants, and in providing patient care in accordance with regulations, policies, laws, and patient rights. Students will be instructed in the legal implications and ethical considerations of the medical assisting profession.

**MED     150                                5cr**
**MEDICAL BILLING AND CODING I**

Introduces medical assisting students to managed care and insurance coverage. Students will learn medical billing practices including electronic submission and computerized billing techniques and includes ICD-9, ICD-10, and CPT coding. Students will be instructed in the use of an educational electronic medical record (EMR) system.

*Prerequisities: Concurrent enrollment in MED 102.*

**MED     151                                5cr**
**MEDICAL BILLING CONCEPTS II**

Medical assisting students receive advanced training in procedural and diagnostic coding and medical billing practices. Topics covered include ICD-9, ICD-10, and CPT coding, and hospital billing and coding procedures. Students will be instructed in the use of an educational electronic medical record (EMR) system.

*Prerequisite: 2.0 or higher in MED 150.*

**MED     153                                5cr**
**ADVANCED CODING AND REIMBURSEMENT**

Overview of the evolution of hospitals and the structure and function of the hospital organization as well as the regulatory environment. Students will learn advanced coding and reimbursement for healthcare providers through the study of complex medical coding & documentation including ICD-10-CM codes, CPT modifiers, UB-04 claims, CMS guidelines, HIPPA, flow of hospital patient data and Prospective Payment Systems. Both inpatient coding, outpatient ambulatory surgery coding, and revenue coding will be covered.

*Prerequisite: MED 150 and MED 151.*

**MED     160                                5cr**
**CLINICAL SKILLS SEMINAR FOR MEDICAL ASSISTANTS I**

Introduces the medical assisting student to basic clinical procedures and patient care. Subjects to be covered include, but are not limited to: infection control and asepsis, preparing the examination room, body measurements and vital signs, obtaining the medical history, assisting with the physical examination, electrocardiography, and therapeutic procedures. Some needle invasive procedures will be performed. This course includes a skills laboratory component. Students will be instructed in the use of an educational electronic medical record (EMR) system.

*Prerequisites: 2.0 or higher in MED 101 and MED 102.*

**MED     161                                5cr**
**CLINICAL SKILLS SEMINAR FOR MEDICAL ASSISTNTS II**

Continued instruction for medical assisting students in the clinical skills necessary to the medical assisting profession. Subjects to be covered include, but are not limited to: specialty diagnostic testing, phlebotomy, laboratory and microbiological testing in the physician's office, introduction to the concepts of pharmacology and medication administration, minor office surgery, and basic first aid in regard to medical office emergencies. Some needle invasive procedures will be performed. This course includes a skills laboratory component. Students will be instructed in the use of an educational electronic medical record (EMR) system.

*Prerequisite: 2.0 or higher in MED 160.*

**MED     165                                6cr**
**CLINICAL PRACTICUM FOR MEDICAL ASSISTANTS**

Provides students with at least 160 clock hours of externship experience in ambulatory care facilities. Students will be required to maintain and submit documentation of the psychomotor and affective domain competencies they experience at practicum sites. Students will also submit assignments online that demonstrate how they incorporate cognitive domain competencies and critical thinking skills into their daily practice as medical assistants.

*Prerequisites: 2.0 or higher in all other 100 level MED courses. Students may be concurrently enrolled in MED 200 and/or MED 201. Current immunizations and AHA CPR/First Aid for Health Care Providers required for enrollment in MED 165.*

**MED     170                                5cr**
**PRINCIPLES OF PHARMACOLOGY FOR MEDICAL ASSISTANT**

Course offers instruction in the principles of pharmacology for medical assistants. Students will: use applied mathematics to prepare proper dosages of medication for administration and verify those doses/dosages prior to administration; learn to update medication lists utilizing an electronic medical record system; learn techniques to help them explain medication treatment plans to patients to ensure patient understanding and compliance.

*Prerequisites: 2.0 or higher in MED 115 and MED 161.*

**MED     192                                5cr**
**HEALTH INFORMATION MANAGEMENT**

Introduction to health information management and healthcare delivery systems.The course will focus on the roles of health professionals, types of healthcare organizations, types and levels of healthcare delivery systems, and healthcare governing bodies.

**MED     193                                1cr**
**PHARMACOLOGY FOR HEALTH INFORMATION TECH PROFESSIONALS**

Introduction to various forms of medications, drug classifications, indications, side effects and drug interactions, administration routes and how they work. Students will also learn the terminology associated with each, for those medications commonly prescribed in the medical office setting. Knowledge about the Controlled Substance Act and legal requirements for storing, using, and prescribing these drugs will also be discussed. DEA and FDA functions will be described. This course is intended for non-clinical students. Students will not be qualified to dispense of give medication advice to any patient.

**MED     194                                3cr**
**MEDICAL BILLING AND CODING CAPSTONE**

This class will prepare students to seek employment in their chosen field medical billing and coding and prepare for credentialing examinations provided by such organizations as AAPC, AHIMA, and NCCT. A student course portfolio will be required along with a professional resume and job seeking plan. Students will participate in mock interviews with feedback provided. Utilization of online employment applications, access and requirements of CEUS will be addressed.

*Prerequisite: MED 153 or concurrent enrollment.*

**MED     200                                3cr**
**MEDICAL ASSISTANT CAPSTONE**

Overview of job readiness, medical assisting certification exam preparation, credentialing application preparation, portfolio development, and networking in the medical assisting field. Students should be enrolled in this course their last quarter of the program, either concurrently with MED 165 or after its completion. Former students seeking a 'refresher' on professional development or credentialing test preparation may register.

*Prerequisite: 2.0 or higher or concurrent enrollment in MED 165 or permission of program coordinator.*

# Course Descriptions

**MED 201**      **5cr**
**INTRODUCTION TO PATIENT ADVOCACY**

Course is designed to offer insights into patient advocacy and the patient healthcare facilitation process. Students will be instructed in how to translate medical records and physician orders to make them more patient-friendly and easier to follow in order to ensure patient compliance and positive care outcomes. Students will learn how to facilitate communication among patients, caregivers, and physicians and how to develop care plans for patients. Emphasis is placed on methods of patient education and communication in regard to special populations such as pediatric and geriatric patients.

*Prerequisite: Completion of or concurrent enrollment in MED 165 or permission of program coordinator.*

# Multimedia Communications

**MEDIA 110**      **5cr**
**INTRODUCTION TO MULTIMEDIA GRAPHICS**

This course concentrates on the creative and practical exploration of computer graphics and page layout design. Students will explore basic concepts of digital media, terminology and acquire hands-on experience working with industry standard page layout and illustration software.

*Prerequisite: Good computer file management and typing skills.*

**MEDIA 111**      **5cr**
**INTRODUCTION TO MULTIMEDIA WEB**

Learn fundamental concepts and skills of multimedia content development and website design. Students will create multimedia elements with Flash, Photoshop, Dreamweaver, and open-source applications. Manipulate photographs, design animated web banners and graphic rollover buttons. Explore interface design and embed multimedia presentations in a webpage.

*Prerequisites: Good computer file management and typing skills.*

**MEDIA 112**      **5cr**
**E-COMMUNICATIONS**

Introduces electronic communication skills widely used in professional office settings. Students produce electronic presentations (MS PowerPoint 2007), use web authoring tools (MS Expressions Web 2007), and convert presentations into web format.

*Prerequisite: AOS 101 or equivalent. Co-listed with AOS 112.*

**MEDIA 113**      **5cr**
**PRINCIPLES OF DATABASE MANAGEMENT FOR THE WEB**

This course introduces students to common database structures used on the web including aspects of data models, database languages, database design, and the standard Structured Query Language (SQL). In addition, students will learn the basic principles of using PHP as the gateway language to web databases.

**MEDIA 115**      **5cr**
**INTRODUCTION TO DIGITAL VIDEO**

This course introduces students to digital video, audio, motion graphics, and digital filming techniques. Students will plan, film, edit, and stream short digital videos on the internet. Students enrolling in this class must supply their own digital video camera and have good computer skills.

**MEDIA 140**      **5cr**
**INTRODUCTION TO SCREENWRITING**

Beginning script-writing for film and television. Combination small lecture/workshop approach focusing on techniques, formats, and structures of scripts; plot and character development. Co-listed with FILM 120.

**MEDIA 145**      **5cr**
**DIRECTING & PRODUCTION**

Introduction to documentary styles, filmmaking, directing, and production management, web promotion, broadcast, and screening. Students will learn the critical production decisions involved in documentary digital video production while producing short films. An overview of production methods such as idea development, research, proposal and scriptwriting, budgeting, and working with cast and crew with innovative collaborative tools. Students will discuss rights clearances, common challenges, and ethical issues.

**MEDIA 155**      **5cr**
**E-BOOK DESIGN AND PUBLISHING**

Design, publish and promote e-books and interactive publications for multiple devices on the web. Use digital publishing software to create and implement effects such as page rotation, scrolling text, and interactive images. Learn how to distribute an e-book or e-publication to an app store.

*Prerequisite: Good computer and typing skills.*

**MEDIA 170**      **5cr**
**INTRODUCTION TO GRAPHIC DESIGN**

Introduction to the formal elements of graphic design. Explore contemporary design issues and examine the history and psychology behind design communications. Use page layout software to create materials for publication and produce a final printed portfolio of student work.

*Prerequisite: MEDIA 110 or concurrent enrollment.*

**MEDIA 175**      **4cr**
**PRINCIPLES OF DIGITAL PHOTOGRAPHY**

Introduction to digital photography, studio lighting, portraiture and computer photo imaging. Emphasis on the discovery of solutions for artistic challenges to composition, lighting, color balance, white balance, exposure methods, and photographic technology. Create an interactive web gallery of photographs for web presentation. Explore the cultural influences of visual communication and the evolution of traditional photography into the digital age.

*Prerequisites: Good computer and file management skills.*

**MEDIA 180**      **5cr**
**WEB ANIMATION**

Learn to draw and manipulate animated web graphics with Flash. Students will create shape and motion tweens, design Flash ads and web content with dynamic text and action script.

**MEDIA 181**      **1-3cr**
**LITERARY MAGAZINE PRODUCTION I**

Planning and production of college literary magazine, Tidepools. Quarterly activities include: soliciting student contributions, conducting a community-wide contest, designing the magazine; judging material and producing camera-ready copy for printing; marketing finished product, and organizing a reading by contest winners and contributors. Co-listed with ENGL 180-182.

**MEDIA 186**      **5cr**
**MOBILE APPLICATION DEVELOPMENT**

Learn to create interactive applications with Flash. Students will learn how to integrate GPS, multi-touch events, motion sensor, and accelerometer in mobile applications. Students will be guided on how to install their app on their phone and given steps on submitting the app to the App Store or Android Marketplace.

**MEDIA 190**     **5cr**
**WEB AUTHORING**

Learn how to plan, create, and publish a website from start to finish. Use HTML and cascading style sheets (CSS) to format accessible site navigation and web content layout. Learn information mapping and effective user interface design methods. Add multimedia and graphic elements to interactive web pages. Use search engine optimization strategies to improve website visibility.

**MEDIA 191**     **5cr**
**ADVANCED WEB AUTHORING**

Learn advanced web design with HTML and CSS including search engine optimization, and usability standards. Explore the web graphic design processes with graphics software and create fully functioning websites.

*Prerequisites: Media 190 or permission of instructor.*

**MEDIA 192**     **5cr**
**WEB CONTENT MANAGEMENT SYSTEMS**

Plan, design, and deploy websites with an industry standard content management system (Wordpress). Implement hand-coded HTML and CSS to create powerful, efficient, and dynamic websites with industry standard web content management systems. Integrate social media content through a dynamic web portal engine.

*Prerequisite: Media 190 or permission of instructor.*

**MEDIA 195**     **5cr**
**INFOGRAPHIC AND DATA VISUALIZATION**

Learn the foundational elements of digital storytelling and infographics in various media for education, training, information and promotion. Create immersive, interactive, and engaging narratives that deliver moving and enduring messages through multimedia techniques. Develop persuasive and visually attractive graphics that communicate information more effectively in various digital media that deliver data audiences remember.

*Prerequisite: Good computer file management skills.*

**MEDIA 196**     **5cr**
**INTRODUCTION TO 3D DESIGN**

Explore the fundamental techniques of 3D creation, capturing, and rendering. Create objects and characters that can be used for 3D environments, interfaces and printing.

*Prerequisite: Good computer file management skills.*

**MEDIA 201**     **5cr**
**DIGITAL IMAGE EDITING I**

Provides fundamental digital imaging skills. Learn to scan, optimize, enhance, colorize, and combine photographs. Emphasis will be placed on editing photographs, color management, and acquiring a basic understanding of Adobe Photoshop.

*Prerequisites: Good computer and file management skills.*

**MEDIA 202**     **5cr**
**ADVANCED IMAGE EDITING**

Use practical techniques to professionally manipulate photographs and automate digital image production tasks. Create special effects for type, photos, and web graphics with industry standard software (Photoshop). Students will produce an informational multimedia presentation on the topic of a global issue, and design a webpage portfolio to showcase course projects.

*Prerequisite: MEDIA 201.*

**MEDIA 203**     **5cr**
**ADVANCED DIGITAL PHOTOGRAPHY**

Course takes students beyond the basics of digital photography as they increase the depth of their aesthetic expression and photographic technique. Students will complete a series of directed projects designed to stimulate creative ideas, expand visual communication skills, improve composition, and develop their own unique body of work using digital cameras and photographic technologies. Students supply their own camera.

*Prerequisite: MEDIA 175.*

**MEDIA 204**     **5cr**
**DIGITAL ILLUSTRATION**

Introduction to computer illustration with Adobe Illustrator. Learn basic through intermediate computer drawing skills, and use precision digital art production tools. Create professional quality vector graphics for printed materials, multimedia projects, and web presentation.

**MEDIA 206**     **5cr**
**DATABASE DRIVEN WEBSITES**

Introduces the fundamentals of database-driven website development using the MySql relational database platform and PHP programming language. Students will build and maintain a relational database, develop PHP web applications, and deploy data-driven website features, such as forms and surveys.

*Prerequisite: MEDIA 190 or instructor permission. Additional fees required for database webserver account.*

**MEDIA 210**     **5cr**
**MULTIMEDIA WEB PRODUCTION**

Learn advanced web design, interface architecture, usability, and the integration of open-source web applications. Students will work individually and in groups to create interactive websites, taking them from concept to completion.

*Prerequisite: MEDIA 190.*

**MEDIA 212**     **5cr**
**GRAPHIC DESIGN PORTFOLIO**

Students will produce a website portfolio of digital media and artwork that showcases creative and technical skills.

*Prerequisites: MEDIA 110 and web design skills.*

**MEDIA 215**     **5cr**
**ADVANCED DIGITAL VIDEO**

Learn advanced digital video production, editing, filming, and lighting in field situations. Explore multiple documentary genres, community outreach, video logging, and video podcasting. Work in teams to produce and edit video documentary shorts that capture a story to achieve informational or emotional ends.

*Prerequisite: Basic digital video editing skills.*

**MEDIA 224**     **5cr**
**IMMERSIVE ENGAGEMENT**

Emerging technologies and new digital literacies require content creation that is retentive, absorbing, interactive, and social. Learn about media such as augmented reality that includes digital input overlapping the real-world environment, virtual worlds, and experiential projection spaces.

*Prerequisite: Good computer file management skills.*

**MEDIA 260**     **1-5cr**
**INTERNSHIP**

Fifty-five hours per credit. Internship in a workplace setting of the student's choice, based on needs and interests.

## Course Descriptions

**MEDIA   299**                                   **2cr**
**INTEGRATED STUDY-HONORS**

In this capstone honors course, students will complete a project relevant to their career pathway and program. The project will integrate at least two Business and IT programs (Business Administration, Administrative Office Systems, Computer Applications Technology, Multimedia Communications, Cybersecurity & Computer Forensics, or Information Technology) to provide breadth and relevance to the project.

*Prerequisite: Completion of 60 credits in the BUS/IT program of study with a GPA of 3.5 or higher; and completion of the English course required in the BUS/IT program of study.*

# Music

**MUSC&  105**                                   **5cr**
**MUSIC APPRECIATION: WORLD OF SOUND**

Exploration of how and why we listen to music. Examination of the many roles that music plays in various world cultures. Musical examples drawn from Asia, Africa, Indonesia, North and South America (including Native American tribal groups), jazz, blues, and the Western classical tradition. No prior musical experience is necessary. (H)

**MUSC   110**                                   **5cr**
**HISTORY OF ROCK N ROLL**

A cultural/sociological history of pop music in the USA.  Musical antecedents (blues, country, rhythm and blues) and outside influences (African drumming, Latin rhythms, folksingers) will be included, but the focus will be on the pop music of this period.  The music will be addressed within the context of societal issues such as racism, conformity, generational conflict, governmental repression and censorship. (H)

**MUSC   115**                                   **5cr**
**HISTORY AND APPRECIATION**

Musical elements, orchestral instruments, and historical styles. Stress development of critical listening skills.   (H)

**MUSC   120**                                   **5cr**
**NO FEAR: CONFRONTING MODERN MUSIC**

Exploration of our relationship to classical music of the 20th Century.  Examination through listening, lectures, discussion and reading of twenty major compositions of this era. Pertinent relations of these works to popular music, jazz, world music styles, film music, art, poetry and architecture will be explored.  No prior musical experience necessary.

*Prerequisite: Concurrent enrollment in ENG 90 or higher. (H)*

**MUSC   130**                                   **1-2cr**
**CHAMBER CHOIR**

Study of historical styles and performances in diverse languages. Public performances required.

*Prerequisite: Permission of instructor. (P,E)*

**MUSC   133**                                   **1cr**
**CHAMBER MUSIC ENSEMBLE**

Designed for string, keyboard, wind, and brass players; provides opportunity for playing chamber music in both sight reading and performance contexts.

*Prerequisite: Permission of instructor. (P,E)*

**MUSC   136 - 138**                              **1-3cr**
**JAZZ ENSEMBLE I, II, III**

Study jazz styles through performance of jazz literature. Emphasis on development of improvisational techniques. Course is contingent upon availability of qualified students.

*Prerequisite: Instructor permission.  (P, E)*

**MUSC   139**                                   **2cr**
**JAZZ IMPROVISATION SEMINAR**

Seminar focusing on development of skills and techniques in jazz improvisation. Students should be able to read notes and chord symbols and should be acquainted with basic music theory principles. Concurrent enrollment in Jazz Ensemble is suggested but not mandatory.

*Prerequisites: At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument (E.)*

**MUSC&  141**                                   **5cr**
**MUSIC THEORY I**

Develops musicianship through study and application of compositional elements. Emphasis on musical notation, aural skills, and aesthetic musical values.

*Prerequisite: Each quarter prerequisite to the next or by permission of instructor. (H)*

**MUSC   146 - 148**                              **2cr**
**VOCAL ENSEMBLE I, II, III**

The study and performance of specialized contemporary and jazz vocal music suitable for beginning and advanced students.

*Prerequisite: Permission of instructor. (P, E)*

**MUSC   153**                                   **2cr**
**SYMPHONY ORCHESTRA**

Performance in a community symphony orchestra.

*Prerequisite: Permission of instructor.  (P, E)*

**MUSC   158**                                   **2cr**
**BEGINNING PIANO**

This course is designed for the beginning student with little or no keyboard experience. Students will become proficient in note reading by interval and note name, rhythm/rest values, and use of chords in C, G and F. Maximum enrollment, 8 students.  (E)

**MUSC   161**                                   **2cr**
**BEGINNING INSTRUCTION - VOICE/INSTRUMENTS**

This course will focus on basic and intermediate music performance instruction (instrumental or vocal). (E)

**MUSC   184**                                   **2cr**
**PENINSULA COLLEGE CHOIR**

Experiences in performance of choral literature, with required public   concert at end of each quarter. Emphasis on singing techniques and diverse languages. (P, E)

**MUSC   239**                                   **2cr**
**JAZZ IMPROVISATION SEMINAR**

Seminar focusing on development of skills and techniques in jazz improvisation. Students should be able to read notes and chord symbols and should be acquainted with basic music theory principles. Concurrent enrollment in Jazz Ensemble is suggested but not mandatory.

*Prerequisites: At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument (E.)*

**MUSC   246 - 248**                              **2cr**
**VOCAL ENSEMBLE IV, V, VI**

Continuation of Music 148. (P,E)

**MUSC   260**   1-5cr
**SPECIAL TOPICS OR SEMINARS**

Specific topics as proposed by faculty.

*Prerequisite: Permission from instructor. (E)*

# Nursing

**NURS   101**   5cr
**NURSING I**

Nursing 101 is the first in a series of six courses. Concepts basic to the practice of nursing are introduced as a foundation for the achievement of the program goals and competencies. These concepts are demonstrated and practiced in the campus lab. Students apply theoretical content and basic skills in the campus laboratory setting. Concurrent enrollment in NUTR 121, PSYC 141 and HUM 131 required. These courses are integrated together and transcripted separately as required by the DTA. N111 is also a concurrent enrollment requirement, unless met by equivalency testing.

**NURS   102**   6cr
**NURSING II - THEORY**

Nursing 102 is part of the second nursing course in the six course series. The nursing process, critical thinking, the health illness continuum, evidence based practice, safety, age across the lifespan, caring, helping, teaching/learning, teamwork, leadership, delegation, holistic care, pharmacology, nutrition, communication, and nursing management are integrated concepts. Students apply theoretical content from Nursing 101 as they begin practice in the long-term care setting. Concurrent enrollment in N112 and NUTR 122 required. These courses are integrated together and transcripted separately as required by the DTA.

**NURS   103**   6cr
**NURSING III - THEORY**

Nursing 103 is part of the third nursing course in the six course series. The nursing process, critical thinking, the health illness continuum, evidence based practice, safety, age across the lifespan, caring, helping, teaching/learning, teamwork, leadership, delegation, holistic care, pharmacology, nutrition, communication, and nursing management are integrated concepts. Students apply theoretical content in the acute care setting. Concurrent enrollment in N113 and NUTR 123 required. These courses are integrated together and transcripted separately as required by the DTA.

**NURS   111**   1cr
**FUNDAMENTAL CLINICAL NURSING SKILLS**

This course is a basic skills competency course. It is designed to learn basic clinical skills and meet the current standards of practice. Students who have a CNA or other related background may challenge some or all of the skills. Unsuccessful completion of this course will result in ineligibility to progress in the nursing program.

**NURS   112**   5cr
**NURSING II - LAB**

Nursing 112 is part of the second nursing course in the six course series. The nursing process, critical thinking, the health illness continuum, evidence based practice, safety, age across the lifespan, caring, helping, teaching/learning, teamwork, leadership, delegation, holistic care, pharmacology, nutrition, communication, and nursing management are integrated concepts.

**NURS   113**   5cr
**NURSING III - LAB**

Apply theoretical content in acute-care setting.

*Prerequisite:  NURS 102 and concurrent enrollment in NURS 103.*

**NURS   199**   1-5cr
**LPN-RN TRANSITION**

Transition course for LPNs desiring to enter into second year of RN program.

*Prerequisite: Instructor permission, LPN licensure and transcripts, as well as verification of all pre-nursing prerequisites.*

**NURS   201**   6cr
**NURSING IV - THEORY**

Apply concepts associated with nursing management as a basis for decision making in the care of clients with health care needs associated with the following disorders: GI/hepatobiliary, normal OB, substance abuse/violence, and sexuality/gynecologic. Students apply theoretical content in the acute care setting. Concurrent enrollment in PSYC 242 and NURS 112 required. These courses are integrated together and transcripted separately as required by the DTA.

**NURS   202**   5cr
**NURSING V - THEORY**

Nursing 202 is part of the fifth nursing course in the six course series. The curricular concepts continue to be integrated. The focus of the course is nursing management of the renal patient, as well as advanced patient care for the critically ill obstetric, medical/surgical, cardiac, and pediatric patient. Concurrent enrollment in HUM 232 and NURS 212 required. These courses are integrated together and transcripted separately as required by the DTA.

**NURS   203**   3cr
**NURSING VI - THEORY**

Nursing 203 is the final nursing course in the six course series. The curricular concepts continue to be integrated into the care of the patient requiring emergency care, principles of disaster management, and acute neurological events. Another component is nursing in diverse settings. This is also considered a capstone course. Concurrent enrollment in HUM 233 and NURS 213. These courses are integrated together and transcripted separately a required by the DTA.

**NURS   211**   5cr
**NURSING IV - LAB**

Apply theoretical content in acute-care setting.

*Prerequisite:  Completion of first-year nursing curriculum and concurrent enrollment in NURS 201.*

**NURS   212**   6cr
**NURSING V - LAB**

Clinical practice extended to include supervision of first-year nursing students in a long-term and acute care settings.

*Prerequisite:  NURS 201. Concurrent enrollment in NURS 202 and HUM 232 required. These courses are integrated together and transcripted separately as required by the DTA.*

**NURS   213**   7cr
**NURSING VI - LAB**

Nursing 213 is the final clinical nursing course in the six course series. The curricular concepts continue to be integrated. The process of transition from student to graduate nurse is facilitated in a seven week intensive clinical experience. Concurrent enrollment in NURS 203 and HUM 233 required.

**NURS   255**   1-5cr
**SERVICE LEARNING FOR NURSING STUDENTS**

This variable 1-5 credit service learning elective course allows nursing students to volunteer for health care based experiences in a variety of traditional or non-traditional settings. Students may select their own activities, and/or work with other health care providers or faculty, as approved by the

nursing faculty.

*Prerequisite: Current enrollment in Peninsula College's nursing program or other accredited nursing program.*

**NURS    260**                                    **1-5cr**
**SPECIAL TOPICS IN GLOBAL HEALTH**

Students will prepare for travel/study in Costa Rica by completing a short course in survival and medical Spanish and complete readings and activities to explore community health concepts, develop an awareness of Costa Rican culture, the country and its people. Once in Costa Rica, students will participate in community health activities and learn about the Costa Rican health system and may have the opportunity to learn about traditional medicine.

*Prerequisite: Instructor permission. (E)*

# Nursing Assistant

**NAC    105**                                    **6cr**
**NURSING ASSISTANT CERTIFIED**

Course studies the role of the nursing assistant, including basic nursing skills, emergency procedures, and laws and regulations affecting nursing assistants. Course consists of classroom, laboratory, and clinical experiences needed to become a nursing assistant. On completion, students are eligible to take the Washington State Certificate Exam, making them employable in many settings such as hospitals, clinics, skilled nursing facilities (long term care and rehab), and assisted living facilities. Includes 7 hours of HIV/AIDS healthcare certificate. To meet the hours of education required by the state, attendance for all classes and clinicals is mandatory. Students must complete application process, including a Washington State Patrol background check, and be accepted into the course.

# Nutrition

**NUTRITION 121**                                    **3cr**
**NUTRITION IN HEALTHCARE I**

Nutrition in Healthcare I is the first in a series of three courses. Concepts basic to the knowledge and application of nutrition are covered. Basic nutritional needs of the adult and various cultures are included with an emphasis on health and wellness. These foundational concepts will be applied during the assessment of clients.

*Prerequisite: Enrollment in the Nursing Program.*

**NUTRITION 122**                                    **1cr**
**NUTRITION IN HEALTHCARE II**

Nutrition in Healthcare II is the second in a series of three courses. In this course, nutrition is applied to well children, to include infants to late teens. Topics also include fluid and electrolyte balance, drug and nutrient interactions, wound healing and hematology/immunology and respiratory illness nutritional needs.

*Prerequisite: Enrollment in the Nursing Program.*

**NUTRITION 123**                                    **1cr**
**NUTRITION IN HEALTHCARE III**

Nutrition in Healthcare III is the third in a series of three courses. In this course nutrition is applied to children and adults experiencing illness or disorders, with the focus on wellness and comfort. Topics include enteral and parenteral nutrition, as well as nutrition applied to diabetes, musculoskeletal disorders, cancer, and the cardiac patient.

*Prerequisite: Enrollment in the Nursing Program.*

# Oceanography

**OCEA&    101**                                    **5cr**
**INTRODUCTION TO OCEANOGRAPHY**

General survey of geological, physical, chemical, and biological oceanography. Includes history of oceanography, origin of ocean basins, plate tectonics, sea floor, waves, tides, currents, properties of water, composition of seawater, ocean productivity, pelagic environment, benthic environment, coastal processes, marine resources, and pollution. Eligibility for both ENGL& 101 and MATH 091. (NS)

# PE Professional

**PEPRO    101**                                    **2cr**
**COACHING YOUTH SOCCER**

The Washington State E coaching course is an introduction to the methodology of coaching and the four components of coaching soccer. Technique, Tactics, Fitness, and Psychology. This course provides elementary information in the management and preparation of coaching youth soccer. (E)

**PEPRO    102**                                    **5cr**
**ADVANCED COACHING FOR YOUTH SOCCER**

The D coaching course prepares students by expanding their knowledge and understanding of the technical and tactical demands of soccer and the developmental process necessary for players. It also provides an understanding of practical coaching methodology and the framework necessary to prepare players and a team for competition.

*Prerequisite:  PEPRO 101 (E)*

**PEPRO    108**                                    **2cr**
**LIFEGUARD TRAINING**

Learn to supervise the safety and rescue of swimmers, surfers, and other water sports participants.  Will be trained and certified in water rescue using a variety of aids and equipment depending on requirements of their particular venue.

*Need to be a strong swimmer and First Aid/CPR trained.*

**PEPRO    110**                                    **3cr**
**SPORTS OFFICIATING**

Weekend seminar covering rules, mechanics, and procedures for competitive sports officiating; enforcement of rules; use of signals; personal appearance and conduct; and qualifications for officials' ratings.

**PEPRO    115**                                    **3cr**
**PRINCIPLES OF ATHLETIC TRAINING**

Weekend seminar.  Introduces sports training. Emphasis on injury treatment.

**PEPRO    125**                                    **3cr**
**SPORT IN SOCIETY**

Introduction to sociology of sport.  Encourages questions and critical thinking about sports as a part of social life.  Emphasis on sports and sport-related behaviors as they occur in social and cultural contexts.

# Philosophy

**PHIL&    101**                                    **5cr**
**INTRODUCTION TO PHILOSOPHY**

Examination of central issues from each major branch of philosophy. Emphasis on understanding and evaluating diverse answers

to philosophical questions about human knowledge, existence, and moral values. (H)

**PHIL& 115** **5cr**
**CRITICAL THINKING**

Study of informal logic. Emphasis on methods for identifying arguments, detecting common fallacies, and applying principles of correct inductive reasoning. Designed to improve rational thinking skills as applied to both belief and action. (H)

**PHIL& 120** **5cr**
**SYMBOLIC LOGIC**

Introduction to first-order symbolic logic. Topics include symbolizing, truth tables, truth trees, proofs for sentence and predicate logic with identity, conditional and indirect proof, and invalidating interpretations.

*Prerequisite: 2.0 or higher in MATH 091 or equivalent. (QS, NS)*

**PHIL 130** **5cr**
**ETHICS**

Introduction to moral theory and its application to contemporary moral issues. Potential topics include nihilism, relativism, utilitarianism, Kant, legal punishment, distributive justice, terrorism, abortion, animal rights, and euthanasia. (H)

# Physical Education

**PE 106 / 107** **1cr**
**BADMINTON I**

Fundamentals of footwork, grip, rules, serving, and shot selection.

**PE 108-109** **1cr**
**CONDITIONING & WELLNESS I, II**

Applies health-and-wellness principles, cardiovascular fitness, and strength training for a comprehensive fitness program. Emphasis on circuit training. (E)

**PE 117** **1cr**
**HIKING**

Four one-day hikes, one overnight hike. Transportation provided to hiking destinations. Emphasis on equipment, preparation, and techniques.

*Some equipment provided. (E)*

**PE 128** **1cr**
**SEA KAYAKING**

Basics of sea kayaking. Introduction to various kayaks and equipment; on-water instruction on paddling techniques, rescue techniques, and other basics. (E)

**PE 130** **1cr**
**WATER AEROBICS**

Understanding, developing and maintaining fitness with emphasis on cardiovascular development through water aerobic exercise. No swimming skill required.

*Prerequisite: Meet with instructor for health history report to assess preexisting injuries or risk factors. (E)*

**PE 131-132** **1cr**
**BASKETBALL I, II**

Fundamentals of dribbling, passing, shooting, and rebounding. Emphasis on playing. (E)

**PE 133-134** **1cr**
**VOLLEYBALL I, II**

Fundamentals of passing, setting, hitting, serving, and defense. Emphasis on playing. (E)

**PE 136** **3cr**
**SCUBA DIVING**

Scuba certification "Open Water". Learn the basics of scuba diving in a safe and fun setting. Pool/lecture and ocean, NAUI certification.(E)

**PE 137** **3cr**
**SCUBA DIVING II**

Advanced NAUI SCUBA certification. Learn the skills of night diving, deep diving, navigation, rescue, oxygen administration and more. Prerequisite: Must have an "Open Water" certification and own set of SCUBA gear.

**PE 138** **5cr**
**ADVANCED RESEARCH DIVING & SAFETY**

Students are introduced to diving techniques for working underwater, safety guidelines, research and dive planning, physics and physiology of diving, and the marine environment. Upon successful completion, students can obtain NAUI master diver certification, NAUI rescue certification, DAN oxygen administration, CPA/First Aid certification, and AAUS verification of training.

*Prerequisite: SCUBA certification. (E)*

**PE 142** **1cr**
**YOGA**

Introduction to the practice of Hatha Yoga, including the physical postures (asanas), breathing exercises (pranayama), meditation, and deep relaxation. Yoga improves strength, flexibility, balance, concentration, stress management, and overall health. (E)

**PE 149-150** **1cr**
**TENNIS I, II**

Fundamentals of footwork, grip, rules, service, various strokes. Emphasis on doubles play. (E)

**PE 151-156** **1cr**
**TAE KWON DO LEVEL 1-6**

Self-defense, self-discipline, and physical development. Safe and controlled use of kicks, punches, and blocks. (E)

**PE 162-164** **1cr**
**WEIGHT TRAINING I, II, III**

Fundamentals of strength training with emphasis on proper lifting techniques, development of individualized workout programs, knowledge of muscles in the body, and proper use of machines and equipment. (E)

**PE 170-171** **1cr**
**INDOOR SOCCER I, II**

Fundamentals of dribbling, passing, shooting, and defense. Emphasis on play. (E)

**PE 175-176** **1cr**
**OUTDOOR SOCCER I, II**

Fundamentals of dribbling, passing, shooting, and defense for outdoor soccer. Emphasis on play. (E)

**PE 192-193** **1cr**
**AEROBIC FITNESS I, II**

Focuses on increasing individual fitness levels using aerobic dance and bench stepping. Emphasis on safety and enjoyment. (E)

**PE 195-196** **1cr**
**SOFTBALL I, II**

Fundamentals of batting, throwing, fielding, and other basic softball skills. Emphasis on play. Equipment provided. (E)

# Course Descriptions

**PE        210-212                   1cr**
**ADVANCED BASKETBALL FOR MEN I, II, III**

Prepares for competition in basketball at the community college level.

*Prerequisite: Instructor's signature.   (E)*

**PE        220-222                   1cr**
**ADVANCED BASKETBALL FOR WOMEN I, II, III**

Prepares for competition in basketball at the community college level.

*Prerequisite: Instructor's signature.   (E)*

**PE        230-232                   1cr**
**ADVANCED SOCCER FOR MEN I, II, III**

Prepares for competition in soccer at the community college level.

*Prerequisite: Instructor's signature.   (E)*

**PE        243-245                   1cr**
**ADVANCED SOCCER FOR WOMEN I, II, III**

Prepare for competition in soccer at the community college level.

*Prerequisite:  Instructor signature   (E)*

# Physics

**PHYS&  114L                   5cr**
**GENERAL PHYSICS I WITH LAB**

Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Mechanics.

*Prerequisite: Eligibility for ENGL& 101; MATH 099 or equivalent high school mathematics. Recommended: Working knowledge of algebra and trigonometry; one year high school physics. (NS)*

**PHYS&  115L                   5cr**
**GENERAL PHYSICS II WITH LAB**

Basic principles of physics presented without use of calculus.  Suitable for students majoring in technically oriented fields other than engineering or the physical sciences.  Heat and electromagnetism.

*Prerequisite: PHYS& 114L or 121L or instructor's permission. (E)*

**PHYS&  116L                   5cr**
**GENERAL PHYSICS III WITH LAB**

Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Sound, light, and modern physics.

*Prerequisites: CHEM& 121L or higher; PHYS& 115L or 122L or instructor's permission. (E)*

**PHYS&  221L                   5cr**
**ENGINEERING PHYSICS I**

Basic principles of mechanics and experiments in mechanics for physical science and engineering majors. Prerequisites: Eligibility for ENGL& 101; MATH& 151 or taken concurrently.

*Recommended: One year high school physics.  (NS)*

**PHYS&  222L                   5cr**
**ENGINEERING PHYSICS II**

Basic principles of electromagnetism, the mechanics of oscillatory motion, and experiments in these topics for physical science and engineering majors.

*Prerequisite: MATH& 152, which may be taken concurrently; PHYS& 221L.  (E)*

**PHYS&  223L                   5cr**
**ENGINEERING PHYSICS III**

Electromagnetic waves, optics, waves in matter, and experiments in these topics for physical science and engineering majors.

*Prerequisite: concurrent enrollment or successful completion of MATH& 163; PHYS& 221L, or permission of instructor.*

# Political Science

**POLS&  101                   5cr**
**INTRO POLITICAL SCIENCE**

Nature and function of political institutions in major national systems.

*Recommended: Completion of ENGL& 102 or concurrent enrollment. (SS)*

**POLS    125                   5cr**
**POLITICAL IDEAS AND IDEOLOGIES**

Introductory course aimed at familiarizing the student with important ideas and ideologies that have shaped the contemporary world. Ideologies to be explored include Liberalism, Conservatism, Socialism, Nationalism, Fascism, etc. We will explore the philosophical foundations that undergird different political and economic systems in the world. To promote a deeper understanding, we will also read a selection of original works of major contributors within the ideological traditions.

*Recommended: ENGL& 101. (SS)*

**POLS&  202                   5cr**
**AMERICAN GOVERNMENT**

Popular government in United States; theory and practice of national institutions. (SS)

**POLS&  203                   5cr**
**INTERNATIONAL RELATIONS**

Introduction to the core issues and approaches used to understand the international system. The study of international relations broadly encompasses the fields of political economy and international security, both of which will be covered in this course, along with increasingly prominent cross-border issues that require global governance (countries working together to resolve problems). (SS)

**POLS    205                   5cr**
**AMERICAN STATE AND LOCAL GOVERNMENT**

Institutions, processes, and problems of local and state governments.

*Recommended: POLS& 202.  (E)*

# Psychology

**PSYC&  100                   5cr**
**GENERAL PSYCHOLOGY**

Introduction to science of behavior. Emphasis on biological foundations of behavior, cognition, learning, intelligence, motivation, memory, personality, and psychological disorders.

*Prerequisite: Completion of ENGL& 101 or concurrent enrollment. (SS)*

**PSYC    141                   3cr**
**PSYCHOSOCIAL ISSUES IN HEALTHCARE I**

Psychosocial Issues in Healthcare I is the first in a series of two courses. Begins to examine determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care.

*Concurrent enrollment in NURS 101, NUTR 121, and HUM 131 required.*

**PSYC&  200                   5cr**
**LIFESPAN PSYCHOLOGY**

Scientific study of human growth, development, and change throughout life cycle. Physical, cognitive, social, personality, and other aspects of the individual examined through successive stages, from prenatal development until death.

*Prerequisite: PSYC& 100. (E)*

**PSYC 205**      **5cr**
**HUMAN GROWTH AND DEVELOPMENT**

Survey of human development, focusing on sequences and concepts of physiological, cognitive, social, and emotional development from conception through adolescence.

*Prerequisite: PSYC& 100 or instructor permission. (E)*

**PSYC 210**      **5cr**
**COGNITIVE PSYCHOLOGY**

Cognitive Psychology explores the mind and brain as information processing systems. We will explore how the brain and mind are designed to collect and interpret data from the environment and then use that data to perceive the world, create memories, make decisions, plan actions, and act in the environment in such a way as to accomplish a required goal. This course explores the cognitive approach to psychology as it studies the topics of memory, attention, perception, problem solving, decision making, and language, among others.

*Prerequisite: PSYC& 100.*

**PSYC& 220**      **5cr**
**ABNORMAL PSYCHOLOGY**

Applies principles of science to study of abnormal behavior. Develop broad understanding of origin, characteristics, and classification of mental disorders from perspectives of psychological theory and research. Introduction to applied areas of diagnosis and assessment incorporated.

*Prerequisite: PSYC& 100. (E)*

**PSYC 242**      **2cr**
**PSYCHOSOCIAL ISSUES IN HEALTHCARE II**

*Psychosocial Issues in Healthcare II is the second in a series of two courses. Focus is on advanced determinants of mental health and illness, including social, psychological, environmental, spiritual and cultural dimensions across the lifespan. Topics include violence and substance abuse.*

*Concurrent enrollment in NURS 202 and NURS 211 required.*

**PSYC 250**      **5cr**
**SOCIAL PSYCHOLOGY**

Study of impact of social situations on individual thought processes, emotions, and behavior. Experimental investigation of interpersonal attraction, attitude formation, conformity, aggression, social perception, helping behavior, and prejudice.

*Prerequisite: PSYC& 100 or SOC& 101. (E)*

**PSYC 260**      **5cr**
**INTRODUCTION TO PERSONALITY**

Analysis of selected eminent theories of personality, with emphasis on fundamental principles. Students apply personality research tools to enliven learning experience. Discovery of influences of personal factors and life events of theorists on creation of theories.

*Prerequisite: PSYC& 100. (E)*

**PSYC 265**      **1-3cr**
**SPECIAL TOPICS IN PSYCHOLOGY**

This course fulfills the missing credit from transferring semester credits to quarter credits for prerequisite coursework for the Nursing DTA only.

*Prerequisite: Permission of instructor.*

**PSYC 294**      **1-2cr**
**RESEARCH TOPICS IN PSYCHOLOGY**

Students will engage in guided individual study of original, seminal psychology sources and will submit formal written summary and analysis paper (or papers) as primary assessment of learning outcome at terminus of academic quarter. They will meet weekly with course instructor to monitor progress and discuss theoretical principles being covered in their research.

# Reservation-Based Integrating Seminar

**RBIS 100**      **1cr**
**RB-FIRST YEAR ORIENTATION**

Introduction to Reservation-Based Study degree, focusing on proven strategies for creating greater academic, professional, and personal success.(E)

**RBIS 101**      **2cr**
**RB-INTEGRATING SEMINAR: SPEECH I**

Students will develop the public speaking skills central to success in academic, civic, business and professional life. Students who complete Speech 101 and 102 will have performed informative, persuasive and demonstrative speeches that demonstrate competence in academic research, technological literacy, ethical reasoning, critical thinking, organization and extemporaneous delivery. (E)

**RBIS 102**      **2cr**
**RB-INTEGRATING SEMINAR: SPEECH II**

Students will develop the public speaking skills central to success in academic, civic, business and professional life. Students who complete Speech 101 and 102 will have performed informative, persuasive and demonstrative speeches that demonstrate competence in academic research, technological literacy, ethical reasoning, critical thinking, organization and extemporaneous delivery. (E)

**RBIS 103**      **2cr**
**RB-INTEGRATING SEMINAR: WRITING**

This two-credit interdisciplinary writing course is required for second year students in the Reservation- Based AA degree program. The topical focus varies. The course maintains a consistent focus on student development around course learning objectives. (E)

**RBIS 104**      **2cr**
**RB-INTEGRATING SEMINAR: EPORTFOLIO**

This two-credit course is required for second year students in the Reservation- Based AA degree program. The topical focus varies. The course maintains a consistent focus on student development around course learning objectives. (E)

**RBIS 105**      **2cr**
**RB-INTEGRATING SEMINAR: FILM**

This two-credit film course is required for second year students in the Reservation- Based AA degree program. The topical focus varies. The course maintains a consistent focus on student development around course learning objectives. (E)

**RBIS 107**      **1cr**
**RB-INTEGRATING SEMINAR: BATTLEGROUNDS**

This one-credit interdisciplinary course covers significant contemporary issues in Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

**RBIS 108**      **1cr**
**RB-INTEGRATING SEMINAR: BATTLEGROUNDS**

This one-credit interdisciplinary course covers significant contemporary issues in

# Course Descriptions

Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

### RBIS 109 1cr
### RB-INTEGRATING SEMINAR: BATTLEGROUNDS

This one-credit interdisciplinary course covers significant contemporary issues in Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

### RBIS 110 1cr
### RB-INTEGRATING SEMINAR: BATTLEGROUNDS

This one-credit interdisciplinary course covers significant contemporary issues in Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

### RBIS 111 1cr
### RB-INTEGRATING SEMINAR: BATTLEGROUNDS

This one-credit interdisciplinary course covers significant contemporary issues in Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

## Social Sciences

### SOCSI 101 5cr
### CONTEMPORARY GLOBAL ISSUES

Introductory course to develop the analytical skills necessary to understand major developments in the contemporary world and to provide the basis for more advanced study in the field of world politics. The course deepens students' understanding of globalization and the need for common solutions to global problems that transcend borders. Topics explored include human rights, terrorism, global inequality, the environment, population and migration, global crime and disease. (SS)

## Sociology

### SOC& 101 5cr
### INTRODUCTION TO SOCIOLOGY

Human social behavior, social institutions, and society from sociological perspective. Includes introduction to sociological theory and research and application to topics such as social structure, socialization, deviance, inequality, and stratification.

*Recommended: Completion of ENGL& 101 or concurrent enrollment. (SS)*

### SOC 115 5cr
### UNDERSTANDING DIVERSITY

Examines elements that create differences within society and exposes learners to a variety of cultural ideas that will lead to a better understanding of people who are different. Culture, ethnicity, lifestyle, religion, disabilities, age, and gender issues will be examined. (SS)

### SOC 120 5cr
### SOCIOLOGY OF DEVIANCE

Study of social deviance, including sociological perspectives on the definition, nature, and control of deviance in society, with a focus on selected problems associated with social deviance.

*Prerequisite: SOC& 101 or permission of instructor. (E)*

### SOC& 201 5cr
### SOCIAL PROBLEMS

Application of sociological method and theory to current social problems and issues, with focus on description, causes, and resolution.

*Prerequisite: SOC& 101. (E)*

### SOC 205 3cr
### THE CONTEMPORARY FAMILY

Exploration of social and historical development of American family. Includes cross-cultural perspectives on family structures, sex and marriage, changing gender roles, impact of changing work-place on families at risk for violence, and substance abuse. Co-listed with ECE 205.

*Prerequisite: SOC& 101, or 10 credits of ECE, or permission of instructor. (E)*

### SOC 230 5cr
### SOCIOLOGY OF GENDER AND SEXUALITY

This class is an exploration of the role gender and sexuality play in major institutions such as the media, economy, family, education, and politics in American society today. The class will lay particular emphasis on the intersection of gender, sexuality, race, class, and age in shaping contemporary inequalities. Major theoretical approaches to gender and sexuality will also be introduced.

*Prerequisite: SOC& 101 or instructor permission.*

### SOC 350 5cr
### SOCIAL STRATIFICATION

A survey of the nature of social inequality in America, including its causes and consequences to the individual and society. Key issues include the social distribution of wealth, power and status; dimensions of inequality and their measurement; and explanations of stratification and inequality.

*Prerequisite: BAS 310 or permission of instructor.*

## Spanish

### SPAN& 121 5cr
### SPANISH I

Begins the four skills of mastering a second language - listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. (E)

### SPAN& 122 5cr
### SPANISH II

Continues from SPANISH I the four skills of mastering a second language - listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction.

*Prerequisite: SPAN& 121, one year of high school Spanish, the equivalent, or permission of instructor. (E)*

### SPAN& 123 5cr
### SPANISH III

Continues SPANISH I and II emphasis on the four skills of mastering a second language, listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction.

*Prerequisite: SPAN& 122, two years high school Spanish, the equivalent, or permission of instructor. (H)*

**SPAN& 221**                                  **5cr**
**SPANISH IV**

Continuation of SPANISH III. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction.

*Prerequisite: SPAN& 123, two years of high school Spanish, the equivalent, or permission of instructor. (E)*

**SPAN& 222**                                  **5cr**
**SPANISH V**

Continuation of SPANISH V. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction.

*Prerequisite: SPAN& 221, or permission of instructor. (E)*

**SPAN& 223**                                  **5cr**
**SPANISH VI**

Continuation of SPANISH V. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction.

*Prerequisite: SPAN& 222, or permission of instructor. (H)*

**SPAN 240**                                   **5cr**
**INTRODUCTION TO LATIN AMERICAN LITERATURE**

SPAN 240 introduces students to a variety of short stories and songs from Latin America. The course emphasizes the four communicative skills of listening, reading, speaking, and writing. Basic grammar skills are reviewed. This course is entirely in Spanish.

*Prerequisite: SPAN& 123, two years of high school Spanish, or instructor permission. (H)*

# Welding

**WELD 102**                                   **5cr**
**BASIC WELDING I**

Students will perform oxyfuel and plasma arc cutting techniques; use shield and metal arc welding equipment to join metals together; learn safety considerations that apply to welding and metal cutting.

**WELD 103**                                   **5cr**
**BASIC WELDING II**

Introduction to the carbon arc cutting process electrode characteristics. Students will make stringer beads, weaves, overlapping beads, and fillet welds using the shielded metal arc welding process.

*Prerequisite: WELD 102.*

**WELD 104**                                   **5cr**
**BASIC WELDING III**

Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. Identify electrodes characteristics and fabricate joint welds and fillet welds.

*Prerequisite: WELD 103.*

**WELD 110**                                  **15cr**
**BEGINNING WELDING AND METAL FABRICATION I**

First quarter of three-quarter series to produce trade welders qualified to enter the job market. Introduction to ARC welding, flame cutting, welding symbols, joint design, and welding terminology. Learn to lay out, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

*Prerequisite: HumDv 120 or concurrent enrollment.*

**WELD 120**                                  **15cr**
**BEGINNING WELDING AND METAL FABRICATION II**

Continuation of WELD 110. Includes arc welding in all positions, using E-6010 and E7018 electrodes, machine flame cutting, and plasma and air carbon arc cutting and gouging. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

*Prerequisite: WELD 110 and HumDv 120 or concurrent enrollment.*

**WELD 130**                                  **15cr**
**BEGINNING WELDING AND METAL FABRICATION III**

Continuation of WELD 110/120. Includes preparation for American Welding Society (AWS) certification and introduction to gas-metal arc, flux-cored arc, and gas-tungsten arc welding processes. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

*Prerequisites: WELD 110 and 120.*

**WELD 140**                                  **10cr**
**ALUMINUM WELDING I**

Introduction to hand and stationary power and pneumatic tool common to aluminum fabrication and application of those tools. Job-specific focus on blueprint reading. Standard layout, cutting and fitting techniques. Intermediate to advanced aluminum GMAW and GTAW procedures. Plate weld in 2G, 3G and 4G positions for USCG hull certification using GMqW and optionally GTAW.

**WELD 141**                                   **9cr**
**ALUMINUM WELDING II**

Intermediate level focus on hand and stationary power and pneumatic tools common to aluminum fabrication and application of those tools. Job-specific focus on blueprint reading. Standard layout, cutting and fitting techniques. Intermediate to advanced aluminum GMAW and GTAW procedures. Plate weld in 2G, 3G, and 4G positions for USCG hull certification using GMAW and optionally GTAW.

*Prerequisite: WELD 140 or instructor permission.*

**WELD 210**                                  **15cr**
**ADVANCED WELDING AND METAL FABRICATION I**

Continuation of entry-level welding program designed to increase skills and prepare for certification. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

*Prerequisite: WELD 130. Enrollment on space-available basis.*

**WELD 220**                                  **15cr**
**ADVANCED WELDING AND METAL FABRICATION II**

Continuation of welding program designed to increase skills and provide preparation for the American Welding Society (AWS) certification. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

*Prerequisite: WELD 210. Enrollment on space-available basis.*

# Course Descriptions

**WELD    230                                    15cr**
**ADVANCED WELDING AND METAL**
**FABRICATION III**

Continuation of welding program designed to increase skills and provide preparation for AWS Pipe Welding certification in the SMAWl, GMAW, FCAW, and GTAW processes.  Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

*Prerequisite: WELD 220. Enrollment on space-available basis.*

**WELD    265                                     3cr**
**ADVANCED METAL FABRICATION I**

Hands-on experience using skills gained in the welding class to repair parts and fabricate projects.

**WELD    270                                     3cr**
**ADVANCED METAL FABRICATION II**

Students will be required to make sketches, create material lists, plan and construct projects.

*Prerequisite: WELD 220.*

**WELD    275                                     3cr**
**ADVANCED METAL FABRICATION III**

Continuation of WELD 270.

**WELD    290                                    1-6cr**
**WELDING CERTIFICATION PREP**

One credit provides 22 hours of practice time for experienced welders to prepare for American Welding Society (AWS) Certification. Instructor will target skills needed to pass certification.

*Prerequisite: Instructor permission required.  Entry is on a space-available basis.*

# Zoology

**ZOOL    101L                                    5cr**
**INTRODUCTION TO ZOOLOGY**

Introduction to the animal phyla. Studies of animal anatomy, physiology, behavior, ecology, and evolution illustrate the diversity and unity of animal life. Emphasis on animals of the Pacific Northwest.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (NS)*

**ZOOL    115L                                    5cr**
**BIOL, TAXONOMY, LIFE HIST AQUATIC**
**INVERTEBRATES**

Survey course on classification, physiology, and life history of ecologically and commercially important invertebrates. Emphasis on mollusks and arthropods. Field and laboratory exercises emphasize collection methods, identification using dichotomous keys, and dissection.

*Prerequisites: Eligibility for both ENGL& 101 and MATH 091. (E)*

**ZOOL    216L                                    5cr**
**FISH BIOLOGY**

Survey course on fish classification, anatomy, physiology, genetics, and life history. Laboratory portion emphasizes identification using dichotomous keys, dissections, and student participation in research projects.

*Prerequisites: BIOL& 100L or equivalent, ENGL& 101; eligibility for MATH 091.(E)*

**ZOOL    281L                                    5cr**
**VERTEBRATE ZOOLOGY**

Examination of vertebrate origins and phylogenices; analyses of biographic distribution of many vertebrate groups; examinations of principle adaptive features that uniquely define each major vertebrate taxon.

*Prerequisites: BIOL& 223L, BIOL 281L, or written permission of instructor.   (E)*

# Notes

# Administrators, Faculty & Emeriti

## President's Administrative Cabinet

**Luke P. Robins (2012)**

*President*
B.A., Wheaton College; M.S., Illinois State University; Ph.D., The University of Texas

**Brinton Sprague (2015)**

Interim Vice President, Instruction
B.A., University of Washington M.A., Western Washington University; Ph.D., University of Washington

**Deborah J. Frazier (2007)**

*Vice President, Finance and Administration*
B.A., Drury College; M.B.A., Western Governors University

**Jack R. Huls (2003)**

*Vice President, Student Services*
A.A., Highline Community College; B.S., Seattle Pacific University; M.Ed., Western Washington University

## Faculty

*\* Indicates an Associate Faculty member.*

**Randal D. Anderson (2001), Mathematics**

B.S., University of Texas; M.S., Northern Arizona University

**Reina Barreto (2005), Spanish**

B.A., Agnes Scott College; M.A., University of South Florida; Ph.D., Florida State University

**Stacie L. Bell\* (1996), Chemical Dependency**

B.A., Central Washington University

**Michael Cassella-Blackburn (2004), History**

B.A., University of Oregon; M.A., University of Kansas; Ph.D., Syracuse University

**Wes Cecil\* (2004), English**

B.A., California State, Fresno; M.A., Ph.D., Indiana University

**Yvette D. Cline\* (1997), Early Childhood Education**

B.S., Central Missouri State University; M.Ed., Lesley College

**Jackson J. Ganzhorn (1990), Biology**

B.S., New Mexico State University; M.Ag., Oregon State University

**Janice A. Gardner (1991), Developmental Education**

B.A., M.A.T., Washington State University; Ed.D., Seattle University

**Sean S. Gomez (2008), English as Second Language**

B.A., University of California, Los Angeles; M.S., Shenandoah University

**Thomas R. Grimes\* (2002), Philosophy**

A.B., Brown University; M.A., Ph.D., University of Arizona

**Mike Hansen\* (2008), Automotive**

Peninsula College

**Karen I. Hart (1981), Biology/Zoology**

B.S., M.S., University of Washington

**J. Brian Hauge (2004), Terrestrial Field Biology**

B.S., M.S., South Dakota State University; Ph.D., Auburn University

**Eduardo Jaramillo (2003), Bachelor of Applied Science**

B.A., University of San Diego; M.B.A., University of California, Irvine

**David P. Jones (2008), Music**

B.M., University of Washington; M.M., New England Conservatory; D.M., Indiana University

**Tom K. Kim (2008), Mathematics**

B.A., M.A., California State University, Fullerton; Ph.D., University of California, Davis.

**Ritu S. Lauer (2008), International Studies**

B.A., University of Delhi; M.A., Ph.D., University of Denver

**Helen Lovejoy (2011), English**

B.A., Scrips College; M.A., Ph.D. University of California, Riverside

**Janet Lucas (2010), English**

B.A., M.A., Eastern Washington University, Ph.D. Indiana University of Pennsylvania

**Tara Martin Lopez (2014), Sociology**

B.A., University of New Mexico; M.A. University of California, San Diego; Ph.D. University of Manchester

**Vici McLaughlin (1996), Information Technology**

B.A., University of Washington; M.S., Central Washington University

**Paul S. Mattson (2013), Psychology**

B.A.,University of Kansas; M.S., Ph.D., Washington State University

**Michael Paul Miller (2008), Art**

B.F.A., University of Wisconsin, Oshkosh; M.F.A., University of Wisconsin, Madison

**Michael Mills* (2014), English/Art**

A.A. College of the Redwoods; B.A. and M.A., University of Arkansas

**Andrea L. Motyka (2004), Mathematics**

B.S., State University College of NY; M.Ed., Ph.D., State University of New York

**Erin Kate Murphy* (2008), International English**

B.A., Wesleyan University; M.A., Northern Arizona University

**Jeramie O'Dell* (2007), Welding**

A.A.S., Peninsula College

**Rachel Pairsh* (2013), Medical Assisting**

A.A.S., Peninsula College

**Richard J. Riski* (2000), Journalism**

B.S., Ohio State University; M.A., University of Memphis

**Marina Shipova* (2014) Art/Multimedia Communications**

M.F.A., Vladimir State University for the Humanities

**Lawrence W. Smith (1998), Mathematics**

B.S., M.S., Purdue University

**Jill M. Snyder (1998), Business/Accounting**

B.A., Pacific Lutheran University; M.Ed., Western Washington University; C.P.A., State of Washington; Ed.D., Walden University

**Steven N. Snyder (1977), Information Technology**

B.A., Central Washington University; M.B.A., City University; C.P.A., State of Washington

**Sherry B. Sparrowk (1997), Administrative Office Systems**

B.S., Walla Walla College; M.A., Pacific Lutheran University

**Lara E. Starcevich (2008), Speech/Theater**

B.A., Vassar College; M.A., Wimbledon School of Art; Ph.D., University of Colorado

**Daniel Stengel (1994), Political Science**

B.A., Humboldt State University; M.A., Ph.D., Michigan State University

**Matthew Teorey (2005), English**

B.A., Northwestern University; M.A., Central Washington University; Ph.D. University of New Mexico

**Daniel A. Underwood (1992), Economics**

A.A., Fullerton College; B.A., California State University, Fullerton; Ph.D.,

University of Utah

**Eric Waterkotte* (2012), I. T. -Cyber Security**

B.S., B.A., Northern Arizona University; M.S. University of Washington

**Benjamin Weintraub (2011), Chemistry**

B.A., University of California, Berkeley; Ph.D. Georgia Institute of Technology

**Tim Williams (2012), Librarian**

B.S., B.A., Northern Arizona University; M.S. University of Washington

# Emeriti

Retired Peninsula College faculty and administrators who have worked for the college for at least 10 years are eligible for recommendation for inclusion on the college emeriti list.

Phillip D. Adams, Counseling (1974-2010)

Marjorie Avalon, English (1961-1979)

Thelma Barnes, Nursing (1963-1975)

Karl Baumwell, Criminal Justice (1984-1997)

Leonard W. Beil, Director of Vocational Education (1970-1981)

Ruth A. Bopp, Secretarial Science (1969-1985)

Richard Brauninger, Mathematics (1968-2000)

Gary Brown, Computer Electronics (1980-2001)

Allan A. Carr, Vice President (1980-2001)

Philip L. Churchley, Chemistry (1961-1996)

Barbara Clampett, Family Life Education (1973-2006)

Stan Compton, Computer Science (1989-2003)

Paul G. Cornaby, President (1975-1992)

William Cozzolino, Corrections Training (1997-2011)

Dennis Crabb, Music (1988-2011)

Grace Crawford, English/Literature (1988-2006)

Ronald Crawford, Physics/Physical Science (1965-2004)

J. Michael Daniel, Math (1995-2014)

Marca Davies, Nursing (1998-2013)

Alice Derry, English/German (1980-2009)

Dorothy Drain, History (1996-2003)

L. Jane Emmenegger, Director of Library Services (1969-1982)

Jack Estes, English (1967-1991)

David Estrem (1992-2008)

Joan Ethier, Vice President (1993-2003)

John Evans, Mathematics (1964-2000)

Helen Farrington, Nursing (1972-1989)

Arthur Feiro, Dean of Students (1961-1982)

Richard Fisch, History (1961-1987)

George Galles, Accounting (1961-1977)

William D. Garrison, Computer Technology (1983-2002)

Carmen Germain, English (1987-2011)

Douglas Gilleland, Automotive Technology (1972-1992)

Jenny T. Gouge, Medical Assistant (1996-2013)

Thomas Hanley, Adult Basic Education (1995-2013)

Richard Hendry, Counseling (1970-1998)

Thomas Hostetler, Speech (1968-1997)

Bev Hott, Basic Skills (1986-2014)

Ken Jacobsen, Computer Technology (1978-2009)

Diane Johnson, Family Life Education (1978-1997)

Fred Johnson, Fisheries, posthumous (1998-2008)

Thomas Keegan, President (2001-2012)

Jonathan Koehler, Bookstore Manager, posthumous (1997-2007)

Robert Lawrence-Markarian, Workforce Director (1993-2013)

Gary Ledbetter, Corrections Education (1987-2013)

Marjorie Lindberg, Mathematics (1981-1997)

Jon J. Livingston, Physical Education (1969-1994)

William E. Lucas, English (1965-1981)

H. James Lunt, Associate Dean, Financial Aid, Athletics (1969-2001)

Matthew J. Lyons, Director Higher Ed, Jefferson County (1999-2013)

E. John Maier, President (1961-1975)

N. Ross Maloney, Economics, Business Administration (1962-1989)

Roberta T. Mantooth, Journalism (1975-2000)

Jeff Mauger, Anthropology/Sociology (1994-2014)

Paul D. McCarrell, Associate Dean, Vocational Education and Counseling (1981-1993)

Lucile C. Mealey, Executive Assistant to President/Personnel Director (1975-1988)

George (Bill) E. Merrill, Art (1970-2014)

James Shawn Moore, Spanish (1968-2002)

Wilfred J. Morrish, Business, Mid-Management (1968-1988)

Carolyn Muir, Administration (1995-2007)

Kathy Murphy-Carey, Counseling (1975-2013)

Linda Nutter, Information Technology (1985-2008)

Steven Olson, English (1991-2009)

M. Frances Prindle, Dean of Instruction (1975-1990)

Jon Purnell, Surveying/Geomatics (1997-2007)

Werner C. Quast, Political Science/Philosophy/German (1962-1993)

Dolores Reher, Nursing (1975-1989)

Thomasine L. Schwent, Nursing (1974-2001)

H. Joy Sheedy, Director, Educare Center (1982-2001)

Evelyn M. Short, Dean of Basic Skills (1988-2014)

Dona Smasal, Administrative Assistant (1982-2012)

Margaret Holm Spillane, English (1962-1986)

William Spring, Psychology (1991-2012)

Gary Stocker, Automotive Technology (1985-1988 and 1992-1999)

Craig S. Switzer, Technical Engineering (1972-1993)

Frank H. Thayer, Dean of Administrative Services (1965-1992)

Frederick S. Thompson, English/Humanities (1979-2010)

Edward Tisch, Biology/Botany, posthumous (1966-2007)

George Van Deusen, Engineering (1969-2000)

James Walton, Vice President (1980-2001)

W. Laurence Welch, Education, Reading (1968-1990)

Thomas Wells, Diesel Technology (1971-1999)

Bob Willicut, Counseling (1972-2001)

John M. Willits, Jr., Technical Engineering (1968-1995)

Cheryl B. Young, DOC Curriculum Designer (1988-2014)

Floyd F. Young, Dean of Instruction (1961-1987)

Philip Young, Corrections Training (1987-2013)

# Notes

## Catalog Information

This catalog is designed to provide information for persons who are planning to attend Peninsula College. Although the college staff has attempted to make it as comprehensive and accurate as possible, the catalog may contain errors, and program changes may occur during the one year the current catalog is used. Peninsula College reserves the right to cancel courses. While each individual may work with a Peninsula College advisor, you retain personal responsibility for meeting requirements in this catalog and for being aware of any changes in provisions and requirements.

## Nondiscrimination and Anti-Harassment  Policy

*Board Procedure Number: 501 Date Adopted: June 13, 2005*
*Date Revised: June 12, 2007;*
*December 9, 2008; June 14, 2011;*
*January10, 2012; June 11, 2013; June 11, 2015*

### A. Introduction

Peninsula College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. Employees are also protected from discrimination for filing a whistleblower complaint with the Washington State Auditor.

### B. Definitions

1. **Harassment**: a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward individuals because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so substantially interferes with the individual's employment, education, or access to College programs, activities and opportunities.

2. **Sexual Harassment:** a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic, and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment:

   a. Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs.

   b. Quid Pro Quo Sexual Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

3. **Sexual Violence.** "Sexual Violence" is a type of sexual discrimination and harassment.  Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence

   a. Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force.  Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

   b. Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force.  Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

   c. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

   d. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

   e. Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person.  Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

   f. Consent:  knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity.  Each party has the responsibility to make certain that the other has consented before engaging in the activity.  For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs.  An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

## C. Designees

The following College officials are designated to handle\inquiries regarding this policy:

Title: Director of Human Resources, Title IX / EEO Coordinator
Contact: titleixcrd@pencol.edu
Address:  1502 E. Lauridsen Blvd., Port Angeles, WA  98362
Phone:  (360) 417-6212

Title: Director of Financial Aid and Enrollment Services, Title IX / EEO Deputy Coordinator
Contact:  titleixdcrd@pencol.edu
Address:  1502 E. Lauridsen Blvd., Port Angeles, WA  98362
Phone: (360) 417-6393

# Discrimination and Harassment Complaint Procedure

## A. Introduction

Peninsula College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, or honorably discharged veteran or military status, or use of trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.  Employees are also protected from discrimination for filing a whistleblower complaint with the Washington State Auditor. To this end, Peninsula College has enacted policies prohibiting discrimination against any harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and

including dismissal from the College or from employment. Any employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX / EEO Coordinator/Deputy identified below.  If the complaint is against that Coordinator/Deputy, the complainant should report the matter to the president's office for referral to an alternate designee.

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or verbally.  For complainants who wish to submit a written complaint, a formal complaint form is available online at http://www.pencol.edu/student-rights-and-policies/informational-stop-discrimination. Hardcopies of the complaint form are available In the Human Resource Office, C34.

## B. Role of the Title IX / EE Coordinator and/or Deputy Coordinator

Title: Director of Human Resources, Title IX / EEO Coordinator
Contact: titleixcrd@pencol.edu
Address:  1502 E. Lauridsen Blvd., Port Angeles, WA  98362
Phone: (360) 417-6212

Title: Director of Financial Aid and Enrollment Services, Title IX / EEO Deputy Coordinator
Contact:  titleixdcrd@pencol.edu
Address:  1502 E. Lauridsen Blvd., Port Angeles, WA  98362
Phone: (360) 417-6393

The Title IX / EEO Coordinator/Deputy Coordinator or designee:

- will accept all complaints and referrals from College employees, applicants, students, and visitors;
- will make determinations regarding how to handle requests by complainants for confidentiality;
- will keep accurate records of all complaints and referrals for the required time period;
- may conduct investigations or delegate and oversee investigations conducted by a designee;
- may impose interim remedial measures to protect parties during investigations of discrimination or harassment;
- will issue written findings and recommendations upon completion of an investigation; and
- may recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

## C. Definitions

1. **Complainant**:  employee(s), applicant(s), student(s), or visitors(s) of Peninsula College who alleges that she or he has been subjected to discrimination or harassment due to his or her membership in a protected class.

2. **Complaint**: a description of facts that allege violation of the College's policy against discrimination or harassment.

3. **Consent**:  knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity.  Each party has the responsibility to make certain that the other has consented before engaging in the activity.  For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs.  An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

4. **Discrimination**:  conduct that harms or adversely affects any member of the College community because of her/his race; color; national origin; sensory, mental or physical disability, use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.  Harassment is a form of discrimination.

5. **Harassment**: a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward individuals because of their membership in a protected class or their perceived membership in a protected class.  Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs.  Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

- Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.

- Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.

- Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

6. **Protected Class:**  persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

7. **Resolution**:  the means by which the complaint is finally addressed.  This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.

8. **Respondent**:  person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

9. **Sexual Harassment**:  a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic, and/or physical conduct.  Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender.  There are two types of sexual harassment.

a. Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs.

b. Quid Pro Quo Sexual Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

10. **Sexual Violence:**  incorporates  the definition of "sexual harassment" and means a physical sexual act perpetrated without clear,  knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender- or sex-based stalking. The term further includes acts of violence in a dating and/or domestic relationship. A person may be incapable of giving consent by reason of age, threat, or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other causes.

## D. Who May File a Complaint

Any employee, applicant, student, or visitor of Peninsula College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint

form is available online at http://www.pencol.edu/student-rights-and-policies/informational-stop-discrimination. Hardcopies of the complaint form are available at the Human Resource Office, C34. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

## E. Confidentiality and Right to Privacy

Peninsula College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Peninsula College policies and procedures. Although Peninsula College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator/designee.

1. **Confidentiality Requests and Sexual Violence Complaints:** The Title IX / EEO Coordinator/Designee will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the College not investigate the allegation, the Title IX / EEO Coordinator/Designee will inform the complainant that maintaining confidentiality may limit the College's ability to respond fully to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the College not investigate, the Title IX /EEO Coordinator/designee will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the College community, including the complainant.

2. Factors to be weighed during this determination may include, but are not limited to:

    a. the seriousness of the alleged sexual violence;

    b. the age of the complainant;

    c. whether the sexual violence was perpetrated with a weapon;

    d. whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;

    e. whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and

    f. whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator/Designee will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator/Designee will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

## F. Investigation Procedure

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX / EEO Coordinator/Designee shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or his or her designee. If the investigation is assigned to someone other than the Title IX /EEO Coordinator, the Title IX / EEO Coordinator/Designee shall inform the complainant and respondent(s) of the appointment of an investigator.

1. **Interim Measures:** The Title IX / EEO Coordinator/Designee may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the College's student conduct code or the College's employment policies and collective bargaining agreements.

2. **Investigation:** Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days barring exigent circumstances. At the conclusion of the investigation, the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX / EEO Coordinator/designee. The Title IX / EEO Coordinator/Designee shall consider the findings and recommendations and determine, based on a preponderance of

the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence.  Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action.  Referrals for disciplinary action will be consistent with the student conduct code or College employment policies and collective bargaining agreements.

3. **Written Notice of Decision:**  The Title IX / EEO Coordinator/Designee will provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations.  The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions, or recommendations directly relate to the complainant, such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant.  The complainant may be notified generally that the matter has been referred for disciplinary action.  The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action.  Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

4. **Informal Dispute Resolution:** Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate.  Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent.  If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time.  In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

5. **Final Decision and/or Reconsideration:** Either the complainant or the respondent may seek reconsideration of the decision by the Title IX / EEO Coordinator/designee.  Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator/Designee within seven calendar days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration.  If no request for reconsideration is received within seven calendar days, the decision becomes final. If a request for reconsideration is received, the College President or designee shall respond within fourteen calendar days.  The President or designee shall either deny the request or, if the President or designee determines that the request for reconsideration has merit, issue an amended decision.  Any amended decision is final and no further reconsideration is available.

## G. Publication of Anti-Discrimination Policies and Procedures

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee.  Any person who believes he or she has been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

## H. Limits to Authority

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Peninsula College policies and procedures, and federal, state, and municipal rules and regulations.

## I. Non-Retaliation, Intimidation, and Coercion

Retaliation by, for, or against any participant (including complainant, respondent, witness, Title IX / EEO Coordinator/designee, or investigator) is expressly prohibited.  Retaliatory action of any kind taken against individual(s) as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline.  Any person who thinks he/she has been the victim of retaliation should contact the Title IX / EEO Coordinator/Designee immediately.

## J. Criminal Complaints

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

**City of Port Angeles Police Department**
321 East 5th Street, Port Angeles WA 98362
P (360) 452-4545
W http://wa-portangeles.civicplus.com/288/Police-Department

**City of Forks Police Department**
500 East Division Street, Forks WA 98331
P (360) 374-2223
http://forkswashington.org/police-and-corrections

**City of Port Townsend Police Department**
1925 Blain Suite 100, Port Townsend WA 98368
P (360) 385-2322
http://cityofpt.us/police.htm

**Clallam County Sheriff Department**
223 East 4th Street, Port Angeles WA 98362
P (360) 417-2459
http://www.clallam.net/sheriff/

**Jefferson County Sheriff Department**
79 Elkins Road, Port Hadlock WA 98339
P (360) 385-3831
http://www.jeffersonsheriff.org/

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil criminal prosecution.

## K. Other Discrimination Complaint Options

Discrimination complaints may also be filed with the following federal and state agencies:

**Washington State Human Rights Commission**:
http://www.hum.wa.gov/index.html

**U.S. Dept. of Education Office for Civil Rights:**
http://www2.ed.gov/about/offices/list/ocr/index.html

**Equal Employment Opportunity Commission:**
http://www.eeoc.gov/

# Drug and Alcohol Abuse Prevention

Peninsula College is concerned about the safety and welfare of students, employees, and members of the community while they utilize college facilities and grounds. In the interest of providing and maintaining an environment free from crime, illicit drug use, and the abuse of alcohol and in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 we have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol by students and employees.

# Confidentiality of Student Records

Peninsula College complies with the Buckley Family Educational Rights and Privacy Act of 1974 (FERPA) regarding confidentiality of student records and release of personally identifiable information.

In order to respect the privacy rights of individuals, only limited information about students can be released to individuals off campus without the express written permission of the student. Federal laws concerning the privacy rights of students and college policy provide the basis for these procedures.

See the College website at www.pencol.edu for detailed information.

# Limitation of Liability

The College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the College for those classes or programs. In no event shall the College be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

# Campus Contacts:

**Peninsula College Port Angeles**
1502 East Lauridsen Blvd.
Port Angeles, Washington 98362

Phone:  (360) 452-9277
Toll free:  (877) 452-9277
Fax:  (360) 457-8100

**PC at Forks**
*Mailing Address:*
P.O. Box 330
Forks, Washington 98331

*Physical Address:*
71 South Forks Avenue
Forks, WA

Phone:  (360) 374-3223 or (360) 374-9881
Fax:  (360) 374-9738
Email:  dscannell@pencol.edu

**PC at Port Townsend**
Fort Worden State Park
298 Battery Way
Port Townsend, Washington 98368

Phone:  (360) 385-4605
Fax:  (360) 385-4570
Email:  pt@pencol.edu

**Sequim Education Center**
124 W. Spruce Street (corner of Sequim Ave &
Spruce St.)
Sequim, WA 98382

# Departments:

**Admissions**
Phone:  (360) 417-6340
Toll-free:  (877) 452-9277
Email:  admissions@pencol.edu

**Basic Education for Adults**
Laura Brogden
Phone:  (360) 417-6381
Email:  lbrogden@pencol.edu

**Athletics/Student Programs**
Rick Ross
Phone:  (360) 417-6533
Fax:  (360) 417-6547
Email:  rross@pencol.edu

**Bookaneer Campus Store**
Camilla Rico
Phone:  (360) 417-6440
Email:  crico@pencol.edu
Web:  http://bookaneer.pencol.edu

**Business Services**
Phone:  (360) 417-6232
Email:  businessoffice@pencol.edu

**Campus Safety**
Marty Martinez
Phone:  (360) 417-6559
Email:  mmartinez@pencol.edu
for an emergency dial 911

**Cashiering Services**
Phone:  (360) 417-6340
Email:  cashier@pencol.edu

**Community Job Postings Contact**
Jean Carmack
Phone:  (360) 417-6346
Email:  jcarmack@pencol.edu

**Child Care / Educare**
Mary Lou Melly
Phone:  (360) 417-6532
Email:  mlmelly@pencol.edu

**Community Education**
Linty Hopie
Phone:  (360) 417-6504
Email:  lhopie@pencol.edu

**Distance Learning**
Vicki Sievert
Phone:  (360) 417-6272
Email:  vsievert@pencol.edu

**Financial Aid**
Phone:  (360) 417-6390
Fax:  (360) 417-6395
Email:  financialaid@pencol.edu

**Foundation Office**
Getta Rogers
Phone:  (360) 417-6400
Email:  grogers@pencol.edu

**International Services**
Sophia Iliakas-Doherty
USA Country Code:  1
Phone:  (360) 417-6491
Email:  sdoherty@pencol.edu

**Library / Media Center**
Phone:  (360) 417-6280
Fax:  (360) 417-6295
Email:  pclibrary@pencol.edu

**Maintenance**
Rick Croot
Phone:(360) 417-6551
Fax:  (360) 417-6560
Email:  rcroot@pencol.edu

**Public Information Office**
Kari Desser
Phone:  (360) 417-6291
Email:  kdesser@pencol.edu

**President's Office**
Pattie Fischer
Phone:  (360) 417-6201
Fax:  (360) 417-6220
Email:  pfischer@pencol.edu

**Registration**
Phone:  (360) 417-6340
Toll-free:  (877) 452-9277
Email:  admissions@pencol.edu

**Student Development Center (Student Services)**
Phone:  (360) 417-6340
Email:  studentservices@pencol.edu
Toll-free:  (877) 452-9277, Ext. 6340
TDD:  (360) 417-6339

**Professional Technical Education (Tech Prep)**
Cindy Lauderback
Phone:  (360) 417-6341
Email:  clauderback@pencol.edu

**Veterans Services**
Phone:  (360) 417-6340
Email:  veterans@pencol.edu

**Web Manager**
Emma Janssen
Phone:  (360) 417-6503
Email:  ejanssen@pencol.edu

**Workfirst**
Jennifer Dellinger
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**Request a printed copy from CatalogRequest@pencol.edu**

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# Course Catalog