



PENINSULA COLLEGE

2019–2020

COLLEGE CATALOG

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:

Krista Francis, Director of Human Resources
1502 E. Lauridsen Boulevard
Port Angeles, WA 98362
(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 coordinación de cumplimiento ha sido designada a la persona que se menciona a continuación:

Krista Francis, Director de Recursos Humanos
1502 E. Lauridsen Boulevard
Port Angeles, WA 98362
(360) 452-9277

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; toll 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.

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 well-planned 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 will promote a positive work environment and avoid adversarial relationships.
- Each member of the campus community will act ethically and with integrity.
- The campus will engage in collaborative decision-making processes.

PENINSULA COLLEGE BOARD OF TRUSTEES

Mike Maxwell, *Chair*

Mike Glenn, *Vice Chair*

Dwayne Johnson, *Member*

Julie McCulloch, *Member*

Erik Rohrer, *Member*

pencol.edu/aboutpc/board

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.

Guided Pathways

Students who have a clear college plan are more likely to achieve their academic goals and will save themselves time and money in the process. With this in mind, Peninsula College is adopting a Guided Pathways approach to help our students complete programs faster.

By grouping courses together in a clear path, students are able to make the most efficient use of their time, whether they are working toward a career immediately after graduation, or transferring to a university to continue their education. Advisors work closely with students to identify their path, keep them on it, and help them graduate sooner.

With a particular focus on low-income, first-generation students and students of color, our state-wide Guided Pathways efforts aim to help more of our students earn credentials to prepare them to enter careers in higher-paying, high-demand fields.

Under Guided Pathways students choose a program from within seven Areas of Study: Arts & Communications, Business & Management, Healthcare, Information Technology, Math & Science, Skilled Trades, and Social Sciences & Education.

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 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). Nor is it unusual to find small groups of students and their teachers embarking on field trips to the nearby ocean, Olympic National Park, or the rain forest to

discover and study native marine life, fauna, and flora in their natural habitats.

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 at 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 campus has expanded in the last 15 years and includes new, beautiful buildings and facilities, including our Arts and Humanities building Maier Hall, our Science and Technology building Keegan Hall, our Longhouse/House of Learning, our Allied Health and Early Childhood Education building, and our Library Media Center.

PC Forks

Our West End location is in Forks, Washington, 57 miles west of Port Angeles. The site offers academic transfer, Basic Education, English as a Second Language (ESL) and General Educational Development (GED®) classes, as well as professional development seminars intended for local businesses 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 class-rooms, a learning center with study space, a student gathering space, reception, and advising and faculty office spaces. The site also includes a multi-use

space. At Peninsula College, we have an educational habitat that allows you time and room to discover who you are and what you want to do.

PC Port Townsend

In Fall 2016, Peninsula College moved to its newly renovated home—Building 202—on the campus of historic Fort Worden in Port Townsend. Building 202 offers state of the art classrooms and easy access to the beautiful grounds and diverse cultural and learning opportunities available at the fort. At Fort Worden, East Jefferson County residents 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, GED® 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; the Learning Center, which includes a computer lab, a math lab, and a writing lab; a ceramics studio, art studio, and the 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 fully 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 computer, 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 ṽaṽk' wustəṽáw' xw, 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 college celebrated the tenth anniversary of the ṽaṽk' wustəṽáw' xw, House of Learning, Longhouse in 2017 and 2018 with an artist retrospective and a celebration honoring the tribes and those instrumental in its construction.

The 26,680 square-foot library is a central teaching-learning resource with a smart classroom, individual and

About Peninsula College

group study areas, conference rooms, print and electronic collections, and research workstations. Students are able to engage in reading, studying, and collaborative learning processes.

In August, 2015 Peninsula College celebrated the grand reopening of our Forks location in a new, state of the art facility.

In 2016, the college opened a newly renovated building on the Fort Worden campus in Port Townsend. In 2017, the new Allied Health and Early Childhood Development Building opened on the Port Angeles campus.

The Allied Health and Early Childhood Education Building was completed in spring 2017. It is the College's newest technologically advanced building that houses the instructional programs of Nursing, Medical Assisting, Medical Office Assisting, Nursing Assistant, and Early Childhood Education that educate and serve nearly 300 students and families each year. Enrollments in all three programs have shown significant growth over the past decade, with more and more students applying to the accredited programs. As the College adds new cohorts in the future, the new building will support and enhance continued growth.

The building features state-of-the-art smart classrooms and clinical lab spaces designed to provide a learning environment that mirrors the earning environment. The building's Community Demand Lab is a flexible space that can accommodate rotational instructional programs to meet immediate and future community demand, such as Massage Therapy, Physical Therapy, Pharmacy Technician, and Radiology Technician.

The Childcare Center is also housed in the building as part of the Early Childhood Education program and includes four classrooms, a full kitchen and an outdoor playground. The Center is designed to serve up to 28 infants and toddlers and 40 preschoolers.

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, and to learn how to work with computers. 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, winners of 10 Northwest Athletic Conference (NWAC) championships and 18 league championships over the last eight years, has expanded to a fifth team with the addition of Pirate Esports.

The women's soccer team has been nationally ranked for five straight years and won its' fourth NWAC championship and eighth straight league title in 2018. Head coach Kanyon Anderson, the winningest coach in NWAC women's soccer history, was named NWAC Coach of the Year for the third time.

The men's soccer team is also a dynasty, also with four NWAC titles since 2010 and winners of nine league titles in the past 12 years. Head coach Jake Hughes, a former Pirate and NWAC champion himself, has reached the playoffs in all three years as head coach.

As a program, Peninsula became the first college in NWAC history to win back-to-back men's and women's NWAC championships in 2012 and 2013.

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

The Peninsula College men's basketball program also has an excellent reputation across the region as a perennial North Division contender. The Pirates broke through in 2011 to claim Peninsula's first NWAC Championship since 1970. They have reached the post season every year for six straight years, capturing a second-place trophy in 2018, a third in 2015 and a league championship trophy in 2016. The Pirates returned to the playoffs in 2018 under first-year head coach Donald Rollman, who is committed to continue to build on Peninsula's reputation as a premier men's basketball program in the NWAC.

The Peninsula College women's basketball team is every bit as strong under head coach Alison Crumb, a Port Angeles product who played for Peninsula before coming back to coach the Pirates. The PC women have qualified or the NWAC Championship Basketball Tournament nine straight years and in 2015 win their first NWAC Championship in the history of women's basketball.

Coach Crumb was named NWAC Coach of the Year. Entering her tenth 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.

With the 2019-2020 addition of the fastest-growing sport in college athletics, esports, Peninsula College has a fifth athletic program that will strive to provide the same student athlete experience as soccer and basketball.

Head Coach Charlie Morrow is assembling the teams for their inaugural season and will recruit domestic and international students to grow the program for years to come. Featured games are planned to be Overwatch, League of Legends, Super Smash Bros., and possibly other competitive intercollegiate games. The Pirate Esports team also plans to contribute to the community, not only with gaming camps and clinics for our youth, but through community service. Some of the student athletes will receive scholarships and all esports athletes will be held to the same standards as the basketball and soccer players.

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 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.

Peninsula College Honors students work independently with faculty mentors on capstone projects which the students present each spring to the campus and community at the spring Honors Symposium. In addition, Honors students sponsor events and activities through Lyceum, the Honors Club.

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

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. 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 resources, 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.

Under Guided Pathways, students interested in pursuing an Arts and Sciences transfer degree can choose an Area of Study in Arts & Communications, Social Science & Education, or Math & Science.

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 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.

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
Redmond, WA 98052
(425) 558-4224
nwccu.org

An emphasis on quality instruction is the common denominator for our course offerings. Classes are small with a student to teacher ratio that is usually no more than 1:35 students; 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 five associate degrees designed for transfer to baccalaureate institutions awarding Bachelor of Arts or Bachelor of Science degrees. These include the Associate in Arts, the Associate in Business, the Associate in Computer Science, the Associate in Math Education, the Associate in Nursing, the Associate in Science. In addition students may receive an Honors degree in the Associate of Arts, the Associate of Science, or the Associate in Business.

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, the Associate in Applied Science–Transfer, and Nursing Direct Transfer Agreement (DTA) 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
- Automotive Technology
- Business Administration

- Commercial Driver's License
- Computer Applications Technology
- Construction Technology (formerly Green Building)
- Criminal Justice
- Cybersecurity & Computer Forensics
- Early Childhood Education
- Emergency Medical Technician
- Entrepreneurship
- Family Life Education
- Homeland Security / Emergency Management
- Hospitality and Ecotourism
- Information Technology - Systems Administration
- Medical Assisting
- Medical Office Assisting
- Multimedia Communications
- Nursing
- Nursing Assistant
- Sustainable Agriculture
- Welding

Bachelor of Applied Science

The Bachelor of Applied Science in Applied Management (BAS) program at Peninsula College enables applicants with AAS, AAS-T, AA, and AS degrees to combine lower-division technical or transfer coursework with upper-division credits in applied management, resulting in a practical, application oriented, four-year degree. The BAS program prepares its graduates for management positions and career advancement in a wide range of fields found on the Olympic Peninsula and elsewhere. This program can be completed 100% online.

Peninsula College's BAS degree also prepares graduates to continue their education in Master's programs, such as the University of Washington, Washington State, and other university Master of Business Administration (MBA) Programs.

Certificates

One-year-or-less certificate programs are offered in Addiction Studies, Administrative Office Systems, Advanced Manufacturing, Automotive Technology, Business Administration, Construction Technology, Computer Applications Technology, Criminal Justice, Early Childhood Education, Entrepreneurship, Hospitality & Event Planning, Medical Assisting, Medical Office Assisting, Multimedia Communications, Sustainable Agriculture, and Welding.

Distance Learning

Distance Learning at Peninsula College provides expanded learning opportunities through the use of online instruction and web conferencing. 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 and not just those separated by distance. Some can be completed entirely online.

For additional information and current course offerings visit 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 to brush up for transition to college classes.

Adults 18 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 individuals 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, Automotive Technology, Construction Technology, Early Childhood Education, Medical Assisting, Medical Office Assisting, Welding, and others. Call (360) 417-6380 for more information.

Complete Your High School Education

Peninsula College offers Adult High School Diplomas where students can earn college credit while completing a Peninsula College High School Diploma. This program is for adults 19 years of age or older who did not complete high school. They will earn a valid diploma which meets State of Washington requirements. For information, contact Pirate Central at (360) 417-6340.

An individual 21 years or older who completes an associate degree (AA, AS, AAS, or AAS-T) may ask for a state high school diploma from the college upon written request. Individuals under this category are not eligible for funding provided for K-12 students. These students are not required to complete the State Board of Education's graduation requirements. For information, contact Pirate Central at (360) 417-6340.

A student enrolled through Running Start who completes an associate degree (AA, AS, AAS, or AAS-T) may be awarded a state high school diploma from the college upon written request from the student. These students are not required to complete the State Board of Education's graduation requirements. For information, contact Pirate Central at (360) 417-6340.

Peninsula College also offers the HS 21+ 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 may 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. Opportunities through this program are also available for students aged 18 years and older. For more information, contact the Basic Education Department 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 or through an approved alternative placement.

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.

Career and Technical Education (CTE) Dual Credit Program

Our CTE Dual Credit 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 Pirate Central at (360) 417-6340.

College Preparation

Upward Bound

Upward Bound is a federally-funded educational program designed to develop the knowledge and skills 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 high school, enroll in, and graduate from college.

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
- Running Start early preparation
- Access to professional college and transfer advising
- FREE six-week summer program which includes:
 - 4-5 weeks of academic courses with the opportunity to earn college and/or high school credit
 - Tours of Washington State colleges
 - Career development experiences
 - One to One assistance in college and scholarship applications
- Academic, financial, and personal counseling
- Exposure to academic programs and cultural events
- Leadership development
- Early career assessments, planning, and exploration
- Information on postsecondary educational opportunities
- Assistance in completing financial aid, college, and scholarship applications
- Assistance in preparing for college entrance exams (PSAT, SAT, ACT, Accuplacer)

Peninsula College's Upward Bound program is 100% funded through a U.S. Department of Education five-year grant. For information, contact: Upward Bound Office at (360) 417-6376 or toll free at 1 (877) 452-9277, ext. 7971.

Admission to the College

Requirements to Attend

All degree-seeking or certificate-seeking students must submit an 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 institution; and
3. Is eighteen years of age or older, or:
 - a. is a high school graduate, or equivalent
 - 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.

Additional restricted admissions criteria shall apply to those applicants under the age of 18. All incoming degree seeking students must be evaluated for English and mathematics achievement except:

- a. Students who have completed multiple courses of college-level work at a regionally accredited institution of higher education, including English and math with a GPA of at least 2.00, or
- b. Students who have an approved placement reciprocity through another Washington State Community or Technical College, or
- c. Students who are pursuing short-term certificates that do not require Math or English prerequisites.

All incoming degree seeking students must be evaluated for English and mathematics course placement prior to course registration. This evaluation may be completed through multiple measures. A complete list of options can be obtained from the Assessment and Placement Center.

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.

Non-Degree Enrollments

Non degree-seeking students are not required to apply for admission 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. Non-degree seeking students who only want to take courses for personal or professional enrichment are not required to take a placement test for classes that do not have prerequisites.

Peninsula College may enroll a student who:

1. Is competent to profit from the curricular offering of the College.
2. Would not by his or her 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. Who is aged 16 years or older and meets the provisions of the "Title II of the Workforce Innovation and Opportunity 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. Who is enrolled in a Peninsula College sponsored youth program.
 - c. Who is enrolled in a basic education or noncredit class with approval from the appropriate dean.
 - d. Who 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). Those who do not have a high school diploma or equivalent will be admitted as non-degree seeking students only. Enrolling as an underage student does not constitute admission to the College or a program of study and does not assure future quarter registration. It is not Peninsula College's intent to replace or duplicate the functions of the local public schools.

The Enrollment Exception Committee or designee(s) will be appointed by the Vice President for Student Services. Students must supply all required documentation in consideration for approval to the Enrollment Exception Committee. Contact Pirate Central at (360) 417-6340 for more information.

Admission Procedures

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

Official transcripts from each college you have attended must be mailed to Pirate Central 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. 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 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 pencol.edu/financial.

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

- Federal Pell Grant
- Federal SEOG (Supplemental Educational Opportunity Grant)
- Washington College Grant (formerly Washington State Need Grant)
- Opportunity Grant
- WA College Bound Scholarship
- WA Passport to Careers for Foster and Homeless Youth Program
- Peninsula College Grant
- Need-Based Tuition-Waiver
- Work Study
- Federal Subsidized Direct Loan
- Federal Unsubsidized Direct Loan
- PLUS (Parent Loan for Undergraduate Students)

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

Peninsula College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. This paragraph shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

Federal and State Financial Aid Eligibility Requirements

In order to be eligible for financial aid, you must meet the following requirements:

- You have a high school diploma, GED® certificate, enrolled in an eligible pathway program, or meet the Ability to Benefit guidelines
- You have been admitted to the college
- You plan to complete a college degree or certificate program at Peninsula College and enroll in required classes for that degree or certificate

Admission to the College

- Be enrolled in at least 6 credits in order to be eligible for Direct Loan Program, PC Grant, Tuition Waiver, and work-study funds
- Demonstrate financial need (for most programs)
- You are making Satisfactory Academic Progress in your studies and are meeting the minimum Pace of Progression requirements
- You are not currently in default on a student loan received at any school
- You do not owe a repayment of grant funds at any college attended
- You are a citizen or a permanent resident of the United States (certain exceptions if you are not a US Citizen but are a WA resident)
- Be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25)
- You have not been convicted of an illegal drug offense while receiving federal student aid
- Submit your FAFSA or WASFA and turn in any required documents, following the Peninsula College Application Process and Deadlines

Scholarships

Information about scholarship opportunities is posted in the Financial Aid Office and at 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 the [WashBoard.org](http://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 pencol.edu/additional-financial-resources/opportunity-grant.

Worker Retraining

If you have experienced a major change in your employment circumstances in the last 48 months, including displaced homemaker, military separation, and unemployed status, you may qualify for Worker Retraining assistance. Worker Retraining applications are available on the college website, pencol.edu/worker-retraining or by calling (360) 417-6263.

Basic Food Employment and Training (BFET)

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

WorkFirst

The WorkFirst program supports students who are current recipients of the Temporary Assistance for Needy Families (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. For information and eligibility requirements, please contact the DSHS Programs 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 pencol.edu and at Pirate Central, (360) 417-6340.

International Student Applications

Contact the Peninsula College International Student Programs Office for more information:

(360) 417-6491
international@pencol.edu

Peninsula College
1502 E. Lauridsen Blvd. #J46a
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 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 IELTS Program at Peninsula College or any accredited ESL program 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 IELTS 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 Intensive English Language Studies (IELS) 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 Programs
Peninsula College
1502 E. Lauridsen Blvd.
Port Angeles, WA 98362 U.S.A.

Academic Policies & Procedures

Enrollment Requirements

You must be officially enrolled by the first day of the course except for open enrollment programs such as Adult Basic Education.

Credits & Credit Load

The academic year is divided into three quarters of approximately eleven weeks each. There is also a summer quarter of approximately seven weeks. Peninsula College uses the following schedule to determine credit load status for students:

- Full Time: 12 or more credits
- Three Quarter Time: 9-11 Credits
- Half Time: 6-8 credits
- Less than Half Time: 1-5 credits

Students who plan on completing their pathway within two years should enroll in 15 credits per quarter. Please consult with your program advisor to determine the best way to meet your specific academic and career goals.

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 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, pencol.edu, or by calling (360) 417-6340. Informing the instructor does not create a withdrawal.

Refund of Tuition and Course Fees

A full refund of tuition and course fees will be made to a student:

1. Who withdraws from the college prior to the sixth instructional day of the quarter for which registration and course fees were applied.

2. Who withdraws prior to the first seminar or class session of self-support courses.

3. For any class canceled by the college.

Fifty percent of tuition only will be made to a student who withdraws from the college on or after the sixth day of instruction, but within twenty calendar days including the first scheduled day of the quarter.

Note: Refund policy may differ for condensed quarters and/or early or late starting classes. Contact Pirate Central at studentservices@pencol.edu or (360) 417-6340 for more information.

Grading

The following grading policy and procedures were implemented beginning winter quarter 2012 and revised fall quarter 2018. College instructors are responsible for evaluating individual performance in the courses they teach. Instructors may report decimal grades from 1.0 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 0.9 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

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."

Nonattendance

Peninsula College views student attendance and participation as crucial to academic success. Therefore, an instructor may assign a “V” grade for a student who stops attending or fails to attend courses. 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 nonattendance. Note: The V is a nonattendance 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 passing/satisfactory (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 fifth 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 for a total of three enrollments. 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 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

Academic Policies & Procedures

- 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. In addition, plagiarism and/or cheating are violations of the Student Code of Conduct and such actions may result in an official sanction by the Conduct Officer.

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

Transferring from Peninsula College

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 Intercollege 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.

Meet with a Transfer Advisor as soon as possible to begin transfer planning. Visit pencol.edu/transfer to begin that process.

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 of their 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. Transfer Advising appointments are available through Student Services.

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 Intercollege 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, 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. Higher Learning Commission
2. Middle States Association of Colleges and Schools
3. New England Association of Schools
4. New York State Board of Regents
5. Northwest Commission on Colleges and Universities
6. Oklahoma Board of Career and Technology Education
7. Pennsylvania State Board of Vocational Education
8. Puerto Rico State Agency
9. Southern Association of Colleges and Schools
10. Western Association of Schools and College

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.

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. Official documentation needs to be

submitted to the Student Services office. Procedures for requesting a formal evaluation of credit and to obtain a crosswalk of accepted coursework, may be obtained from Student Services, (360) 417-6340.

Academic Credit for Prior Learning

Peninsula College accepts equivalency credit awarded by approved testing methods which reflect previous training, private study, work completed at other institutions, or other bona fide qualifications that indicate the student has knowledge or abilities equivalent to course completers. Methods of assessment include but are not limited to: Credit by Testing (CAPE, CLEP, DSST), Credit by Extra-institutional learning (Military and Industry Training), Credit by Challenge Exam, and credit by Prior Experiential Learning (Portfolio). No more than 25% of required credits for a degree or certificate may be satisfied by prior experiential learning. Credits in all equivalency situations are transcribed as a Pass (P) and will receive no numeric grade points. For more information regarding Academic Credit for Prior Learning, please contact Pirate Central at (360) 417-6340.

Advanced Placement

Peninsula College awards advanced standing to entering students based upon levels of performance on the advanced placement (AP) examinations administered by the College Entrance Examination Board. An official transcript from College Board must be submitted to receive credit. For more information regarding advanced placement please contact Pirate Central at (360) 417-6340.

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 of the required credits, whichever is less, must be earned at Peninsula College. However, a specific program may require a capstone sequence, requiring more credits be earned in residence. Credits earned through articulation agreements and advanced placements do not satisfy residency requirements

Academic Policies & Procedures

- 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 \$7.00 is charged for each official transcript. Other fees may apply.

Contact Pirate Central at studentservices@pencol.edu or (360) 417-6340 for more information. Transcripts will not be released for individuals who have unpaid college debts.

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

Graduation Checklists

Current graduation checklists for degrees or certificates are available on the College website at pencol.edu or Pirate Central. 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.

Advising Services

Student Services Advisors are available to provide academic advising to all new, International, Athlete, and Running Start students. They are also available to advise continuing students when their faculty advisor is not available.

Advisors help with creating class schedules to meet the career and academic goals of the student, the creation of a degree plan, referrals to on and off campus resources, and assist with transfer planning.

Appointments to meet with Student Services Advisors are made by contacting Pirate Central at studentservices@pencol.edu or (360) 417-6340; toll free in Washington (877) 452-9277, ext. 6340; video phone (360) 406-4759.

Counseling Services

Mental Health Counselors provide short-term personal counseling and assist with referrals to college services, community agencies, and other professionals. Students may request an appointment by contacting Pirate Central at studentservices@pencol.edu or (360) 417-6340; toll free in Washington (877) 452-9277, ext. 6340; video phone at (360) 406-4759.

Multicultural and Inclusion Student Services

Multicultural Services provides support to diverse student populations attending Peninsula College. Our staff offers academic advising and transfer planning, referrals to on and off campus resources, and assistance with financial aid forms. Contact Diversity@pencol.edu or (360) 417-6345 or toll free in Washington (877) 452-9277, ext. 6345 for information.

International Student Programs

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) 417-6491 or international@pencol.edu for information or assistance.

Services for Students with Disabilities (SSD)

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 accommodations are available to students that qualify for SSD services.

Visit pencol.edu/SSD for information on how to qualify for accommodations, or email SSD at ssd@pencol.edu or (360) 417-6323; toll free in Washington (877) 452-9277, ext.6323; or video phone (360) 406-4759.

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. If you would like to meet with an advisor to discuss career exploration call (360) 417-6340 to make an appointment.

Assessment & Placement Services

The College offers a variety of certification exams, test proctoring, and math/English placement options. Placement scores are used to help ensure accurate placement in courses. Previous educational experience, ACT/SAT scores, some high school transcripts, Smarter Balance test scores, Advanced Placement (AP) exams, college transcripts from a regionally accredited institution are some possible alternative placement options. Placement testing may be waived for those who have satisfactorily completed one or more quarters of college-level work, which includes English and math with a grade of 2.0 or above.

Visit the Assessment and Placement webpage for more details pencol.edu/admissions/testing-center or email testing@pencol.edu or call or (360) 417-6345 or toll free in Washington (877) 452-9277, ext. 6345.

Other Testing Services include:

- Accommodated Testing
- Automotive Service Excellence (ASE) exam
- GED® exam and other Pearson Vue certification exams
- National Center for Competency Testing (NCCT)
- CASTLE exams
- Correspondence test proctoring

Student Services

- TEAS exam (students applying to the Nursing Program)

For information on the tests, placement options, and applicable fees visit pencol.edu/admissions/testing-center, call (360) 417-6346, toll free in Washington (877) 452-9277, ext. 6346 or email testing@pencol.edu.

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 benefits.va.gov/gibill.

Veterans Services 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 pencol.edu or meet with the veteran advisor who can assist with the new student process, educational planning questions, and provide referrals to campus, local, regional, and state resources.

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

If you have any questions, contact Veterans Services at veterans@pencol.edu or (360) 417-6224; toll free in Washington (877) 452-9277, ext. 6224; or video phone (360) 406-4759.

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 11 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 pencol.edu.

Student Life

For information about Student Life, visit pencol.edu/student-life. 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.

Clubs and Organizations

Students are encouraged to participate in student clubs and organizations. Information about joining clubs, or forming new clubs, is available at pencol.edu under Student Life. 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 Associate Dean for Athletics and Student Life 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). In 2019-2020, the college athletic program is expanding to a fifth team with the addition of Pirate Esports. 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 passthebuc.com.

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 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 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.

Writer-in-Residence—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 ʔaʔkʷustəŋáwtxʷ House of Learning Peninsula College Longhouse was the first longhouse in the nation built on a community college campus. The Longhouse was created in collaboration with the six area tribal nations: Hoh River Chalatl', Quileute, Makah, Port Gamble S'Klallam, Jamestown S'Klallam, and Lower Elwha Klallam. The House of Learning builds bridges of understanding and knowledge among tribes, students, educators, and visitors by establishing a special place on campus to gather for cultural ceremonies, community events, classes, workshops, study groups, and individual study. The Longhouse serves as a cultural and educational resource for understanding, honoring, and sharing our cultural heritages.

The Longhouse Art Gallery features exhibits by Native artists and provides a space for artists to share their work and culture with Peninsula College students, faculty, staff, community members, and visitors. Tribal artwork is featured throughout the Peninsula College campus. For more information, contact longhouse@pencol.edu or (360) 417-7992.

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 Bookaneer Market & Deli, 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 Associate Dean for Athletics and Student Life (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, and barbecues.

Child Care

The Early Childhood Development Center offers a quality 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 community children if space is available.

The Early Childhood Development Center is located in Building K on the Peninsula College campus.

For information regarding hours of operation, eligibility, curriculum, fees, or other aspects of the program please visit our website at pencol.edu/ECDC.

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 activities to both students and our community. It offers course materials, 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 through Friday with extended evening hours at the beginning of each quarter. Visit the Bookaneer online at bookaneer.pencol.edu for hours and to browse and/or order merchandise, or call (360) 417-6440.

Library

The John D. Glann Library connects members of the College and our communities to a variety of high-quality learning resources. The Library advances the College mission with research instruction, collections, learning spaces, and services that support courses and programs offered. Librarians and staff help all users find and use materials suited to their learning needs.

The online catalog shows our print holdings and connects to some of our electronic resources. The Library catalog is web-based and can be accessed from off-campus.

Our website provides access to subject-specific research and citation guides, streaming academic video content, full-text databases, and other specialized resources.

Collections include thousands of print and electronic titles, including books, e-books, magazines, journals, and newspapers. If we do not provide access to what you need, interlibrary loan services allow students, faculty, and staff to borrow from other libraries.

One-on-one research assistance is provided by a faculty librarian to help students develop research techniques while providing immediate assistance with specific assignments.

The Library is open Monday through Friday during the academic year, except for holidays and quarter breaks. For current hours visit pencol.edu/library.

You are encouraged to use our many resources for research, class-related projects, or independent learning. Faculty and staff are available to assist you.

Learning Assistance

Maier Hall Learning Center

Tutoring and learning assistance is open to students at all levels and abilities working on projects for any class, including online courses, in any discipline. The Math Lab and Computer Lab are located on the first floor of Maier Hall (Building E). The Writing Lab and Tutoring Services, located in the Library, include these free services: Writing Response, Research and Writing, and Tutoring/e-Tutoring.

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, and the library's study rooms and research help is just outside the door.

Math Lab

The Math Lab is a drop-in tutoring center for math students. STEM (Science, Technology, Engineering and Math) program office hours are also sometimes held in the Math Lab.

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)

General Education Competencies

Since 1990, 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

Degrees, Programs, Certificates List

Arts & Sciences Degrees *(AA or AS)*

- Associate in Arts
- Associate in Arts, Science, or Business - *Honors*
- Associate in Arts - Bridge to Native Pathways
- Associate in Business
- Associate in Computer Science
- Associates in Mathematics Education
- Associate in Nursing
- Associate in Science

Bachelor's Degree

- Bachelor of Applied Science in Applied Management

Professional Technical Programs

(AAS, AAS-T, CERT)

- Addiction Studies
- Administrative Office Systems
- Advanced Manufacturing
- Automotive Technology
- Business Administration
- Commercial Driver's License
- Computer Applications Technology
- Construction Technology (formerly Green Building)
- Criminal Justice
- Cybersecurity & Computer Forensics
- Early Childhood Education
- Emergency Medical Technician
- Entrepreneurship
- Family Life Education
- Homeland Security/Emergency Management
- Hospitality and Ecotourism
- Information Technology
- Medical Assisting
- Medical Office Assisting
- Multimedia Communications
- Nursing Assistant
- Sustainable Agriculture
- Welding

Certificates

- Administrative Office Systems
- Business Administration
- Business Administration: Foundations
- Computer Applications Technology
- Construction Technology
- Criminal Justice
- Early Childhood Education
- Hospitality and Event Planning
- Medical Assisting
- Medical Office Assisting
- Welding

Short-Term Certificates of Completion

For more detailed information on Certificates and on Short-Term Certificates specific to Professional Technical Programs, visit 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 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 45 credits, with 15 credits 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.

A specific course may not be credited toward more than one distribution area.

Associate in Arts–DTA Degree

Degree Requirements

90 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 on pages 38-39.

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:** 15 credits from the distribution list, with one course from at least three of the subject areas listed
Students wishing to use a foreign language as humanities distribution must take the third course in the sequence; additional credits will count as electives.
A minimum of 3 credits and a maximum of 5 credits in one area meet distribution credit in Humanities.
- **Social Sciences:** 15 from the distribution list, including one course from at least three of the subject areas listed
- **Natural Sciences:** 15 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

Students who are pursuing the Associate in Arts-DTA through the Bridge to Native Pathways program take 15 of the required 90 credits at the Evergreen State College Longhouse in Olympia, WA. These credits are considered academic electives.

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, Associate in Science, or Associate in Business–Honors–DTA

Degree Requirements

90 credits, including at least 13 credits of honors courses, which count as electives

CREDITS ARE TO BE DISTRIBUTED AS FOLLOWS

- **Mathematics:** MATH& 141 or the Honors section of MATH& 146
- **Communications:** Determined by the degree the student is pursuing; Honors sections of ENGL& 101 and ENGL& 102 are offered each year, but Honors students may take non-Honors sections of these courses as substitutes, if needed

In addition to completing the normal distribution requirements for an AA, AS, or AB degree, Honors students complete the following elective courses in the honors program:

- HONOR 120: FIRST YEAR INTERDISCIPLINARY SEMINAR I (1 credit)
- HONOR 121: FIRST YEAR INTERDISCIPLINARY SEMINAR II (1 credit)
- HONOR 150: FOUNDATIONS OF KNOWLEDGE (3 credits)
- HONOR 160: INTRODUCTION TO HONORS PROJECTS (2 credits)
- HONOR 220: SECOND YEAR INTERDISCIPLINARY PROJECTS SEMINAR I (1 credit)
- HONOR 221: SECOND YEAR INTERDISCIPLINARY PROJECTS SEMINAR II (1 credit)
- HONOR 250: HONORS CAPSTONE PROJECTS (2 credits)
- HONOR 290: HONORS PROJECT (Minimum of 2 credits)

Associate in Business DTA/MRP

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, including overall minimum GPA, a higher GPA in a selected subset of courses or a specific minimum grade in one or more courses such as math or English.

To qualify for an Associate in Business Degree you must complete a minimum of 90 credits in courses numbered 100 or 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 attend.
- For engineering disciplines, these remaining 35 credits should include a design component consistent with ABET above, with a cumulative grade point average (GPA) of 2.0 or better.

BASIC REQUIREMENTS

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

DISTRIBUTION REQUIREMENTS

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

Additional 5 credits in Humanities. See Distribution List on pages 38-39.

- **Social Sciences (15 credits)**
 - ECON& 201 (required)
 - ECON& 202 (required)
 - PSYC& 100 (required)
- **Natural Sciences (15 credits)**
 - MATH& 146 (required)

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

Associate Degrees

Associate in Computer Science–DTA/MRP

Degree Requirements

The Associate in Computer Science Transfer degree is applicable to students planning to prepare for computer science and related majors at universities and colleges in Washington. This pathway meets all of the requirements of the Direct Transfer Agreement (DTA). Computer science programs are competitive and this pathway intends to provide students with the needed information to optimize their coursework.

Students should check specific requirements of their intended transfer institution, including overall minimum GPA, a higher GPA in a selected subset of courses or a specific minimum grade in one or more courses such as math or English.

To qualify for an Associate in Computer Science 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 (required)
 - ENGL& 235 (required)
- **Mathematics Skills (5 credits)**
 - MATH& 151
- **Social Sciences (15 credits)**
 - 15 credits from the distribution list, including one course from at least three of the subject areas listed
- **Humanities (15 credits)**
 - 15 credits from the distribution list, including one course from at least three of the subject areas listed
- **Natural Science (15 credits)**
 - PHYS& 221L (required)
 - PHYS& 222L (required)
 - MATH& 152 (required)

PRE-MAJOR REQUIREMENTS (10 CREDITS)

- CS& 141 (required)
- CS 142 (required)

REMAINING CREDITS (20 CREDITS)

- MATH& 141
- MATH& 142

- PHYS& 223L
- Elective Credit or University Specific Requirement

MATH& 141 and 142 may be used if taken as a prerequisite for MATH& 151

Electives selected with the help of an advisor based on student interests, intended major, and preferences of the most likely baccalaureate institution

Associate in Math Education DTA/MRP

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 for 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 (required)
 - ENGL& 102 (required)
- **Mathematics Skills (5 credits)**
 - MATH& 151 (required)
- **Humanities (15 credits)**
 - CMST& 220 (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 in Humanities. See Distribution List on pages 38-39.

- **Social Sciences (15 credits)**

No more than 5 credits allowed from any one discipline. See Distribution List on pages 38-39.

- PSYC& 100 (required)

- **Natural Sciences (15 credits)**

- MATH& 152 (required)

A minimum of 10 credits selected from at least two disciplines from the Distribution List on pages 38-39, including one laboratory “L” science course.

- **Additional Courses (30 credits)**

- MATH& 163 (required)
- MATH 210 (required)
- MATH 2 (required)
- MATH 238 (required)
- EDUC& 205 (required)

An 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.

Associate in Nursing DTA/MRP

The Washington State Nursing Care Quality Assurance Commission approves the Nursing program and the National League for Nursing Commission for Nursing Education. 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 university’s requirements for senior-year standing in the Bachelor of Science in Nursing program.

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.

Only 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.

Application information is available on the Nursing Program web page at pencil.edu/proftech/nursing.

Student Learning Outcomes

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

- Receive DTA/MRP Degree in Nursing
- Function in the role of a novice registered nurse

Degree & Certificate Options

- DTA/MRP Degree in Nursing

The nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA, The Watergate, 2600 Virginia Ave, NW, 8th Floor, Washington, DC 20037).

PREREQUISITES

Courses with prerequisites, and the placement level of the student, may extend the Length of Program listed on this page.

- **Natural Sciences (20 credits) (Required)**

- BIOL& 160L
- BIOL& 241L
- BIOL& 260L
- **CHEM& 121L

- **Mathematics Skills (5 credits)**

- MATH& 146 (required)

- **Elective (5 credits):**

- BIOL& 242L (required)

- Additional Required Prerequisites (30 credits)

- PSYC& 100
- ENGL& 101
- ENGL& 102 or CMST& 220 or CMST& 210
- PSYC& 200
- 10 Credits of Humanities from distribution list must be taken prior to Quarter 8

Associate Degrees

NURSING – YEAR ONE

Fall Quarter

- NURS 101
- NURS 111
- HUM 131
- PSYC 141
- NUTR 121

Winter Quarter

- NURS 102
- NURS 112
- NUTR 122

Spring Quarter

- NURS 103
- NURS 113
- NUTR 123

NURSING – YEAR TWO

Fall Quarter

- NURS 201
- NURS 211
- PSYC 242

Winter Quarter

- NURS 202
- NURS 212
- HUM 232

Spring Quarter

- NURS 203
- NURS 213
- HUM 233

Total Credits Required is 135

*** Chemistry 121L has a prerequisite of intermediate algebra skills from either coursework or instructor testing.*

Important notes

Students planning to transfer to a BSN program should check with the transfer institution to confirm Humanities class requirements.

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/Humanities 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 preparation 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 | Geology | Earth Science Environmental/Resource Sciences Chemistry

- **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; 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 receiving 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 credits
- **Third-quarter calculus** or approved statistics course: 5 quarter credits
- **Biology or physics** (calculus-based or non-calculus-based) sequence: 15 quarter credits; some baccalaureate institutions require physics with calculus
- **Additional requirements:** 10-15 quarter credits in physics, 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. Precalculus cannot be used to satisfy the mathematics requirement. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring

Note: Sequence of courses should not be broken up between institutions. Some majors may require calculus-based Physics.

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& 169 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 attend.
- For engineering disciplines, the 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 Degrees

- 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 chance of admission to a specific science program or bachelor degree track).

To meet requirements for this degree at Peninsula College you must complete a minimum of 90 college level credits. Some baccalaureate institutions require physics with calculus to meet program prerequisite requirements.

Note: Sequence of courses should not be broken up between institutions. Some majors may require calculus-based Physics.

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

Communication Skills

ENGL& 101	5 credits
ENGL& 102	5 credits

Quantitative Skills

Does not also count in Natural Sciences below

MATH& 107 or above	5 credits
PHIL& 120	5 credits

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, 224, 225	5 credits
CHIN&	123	5 credits
CMST&	102; CMST 180-182, 201, 207-209	5 credits
CMST&	210, 220	5 credits
DRMA&	101, DRMA 124	5 credits
ENGL&	111-114, 220, 226, 227, 244, 245, 254, 255; ENGL 240	5 credits
ENGL	250	5 credits
FILM	100, 101, 102, 110, 120	5 credits
FRCH&	123	5 credits
GERM&	123	5 credits
I S	101, 102, 103, 104, 105, 107, 109	5 credits
MUSC&	105, 141; MUSC 110, 115, 120	5 credits
PHIL&	101	5 credits
PHIL	115, 130	5 credits
SPAN&	123, 223; SPAN 240	5 credits

Social Sciences (15 credits) 15 credits from at least three areas - areas separated by dotted line

ANTH&	100, 104, 206	5 credits
ECON&	201, 202; ECON 101	5 credits
GEOG	280	5 credits
HIST&	126, 127, 128, 146, 147, 148; HIST 220	5 credits
POLS&	101, 202, 203, 204; POLS 125	5 credits
PSYC&	100	5 credits
SOCSI	101	5 credits
SOC&	101; SOC 115, 230	5 credits

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

Professional Technical Programs & Degrees

Associate of Applied Science

Associate of Applied Science (AAS) degrees and certificates are awarded for completion of one of 26 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. The Associate in Applied Science–Transfer (AAS-T) degree is designed for transfer to specific four-year colleges and universities for students pursuing specific professional/technical programs. The AAS-T degree is not designed for general transfer.

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.

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
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Interpret human interaction with others
- Recognize and formulate an information need
- Report the actions of drugs on the body
- Identify aids and hepatitis C as diseases
- Summarize assessment and treatment issues specific to individuals with co-occurring disorders

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

The Administrative Office Systems (AOS) program provides up-to-date curriculum that adapts to the rapidly changing workplace.

In an interactive online learning environment, students master Microsoft Office and computer concepts. They observe, practice, and train, then apply their skills in a real-world business environment. Technology skills are combined with writing and specialty courses.

The program is designed to prepare students to work in a wide variety of office settings: Accounting, Administrative Support, Computer Applications Support, Legal, and Medical.

Student Learning Outcome

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

- Demonstrate advanced skills in cloud-based Office 365
- Demonstrate ability to create, format, and modify word processing documents
- Communicate information and ideas (verbal & written) for a variety of business purposes and audiences
- Create workbooks, analyze data, and use mathematical functions
- Create tables, relationships, forms, and reports in a relational database
- Demonstrate an ability to organize and present information in visual presentations
- Demonstrate competencies to succeed in an administrative office career
- Exhibit effective interpersonal skills

The above outcomes are for the Administrative Office AAS degree in Accounting. For other Administrative Office degree program option specific outcomes, go to: pencol.edu/proftech/administrative-office-systems.

Degree & Certificate Options

- **Accounting (AAS and AAS-T)**
- **Administrative Assistant (AAS and AAS-T)**
- **Computer Applications Support (AAS)**
- **Legal Office Assistant (AAS)**
- **Medical Office Assistant (AAS and AAS-T)**
- **Administrative Office Systems (One Year Certificate)**

Short-Term Proficiency Certificates

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

Advanced Manufacturing

The Advanced Manufacturing Technology program is designed to prepare students for a variety of manufacturing jobs including composites technician, Computer Numerically Controlled (CNC) operator and programmer, and carbon fiber recycling technician. Core curriculum includes nondestructive testing, metrology, computer aided design, CNC, composites recycling, machining and welding. 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, CNC programming/operating, 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
- Describe physical properties of various composite materials and metals

- Use 2D and 3D drawings/models to build/modify parts and assemblies
- Produce composite structures in both production and prototype environments
- Demonstrate ability to critically assess damage and successfully repair composite structures
- Machine composites, cores, metals, and advanced materials using CNC technology
- Non-destructively test composite parts and metal parts
- Accurately measure and document parts and assemblies using 3D modeling and CMM
- Produce 3D part models, analyze them, generate tool paths, and cut them on CNC machines
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

Degree & Certificate Options

- **Advanced Manufacturing AAS Degree**

Short-Term Proficiency Certificates

- CNC Machining and Programming
- Composites Recycling

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 today's 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
- Demonstrate competencies to succeed in the selected career pathway workplace
- Demonstrate workplace specific skills, teamwork and customer service

Degree & Certificate Options

- **Automotive Technology AAS Degree**
- **Automotive Technology AAS-T Degree**

Short-Term Proficiency Certificates

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

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.

The learning environment incorporates instruction relevant to workplace scenarios. Technology, interactive training, skills-based assessments, and online digital learning solutions provide timely feedback to enhance learning and degree completion. Students can continue their academic studies at Peninsula College in the Bachelor of Applied Science in 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 and qualitative 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 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
- Identify and apply management skills and concepts that can be applied in a wide variety of situations
- Demonstrate proficiency in Quickbooks
- Demonstrate required payroll and business record keeping procedures and prepare federal and state tax reports

- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace
- Demonstrate an understanding of marketing principles to promote a company

The above outcomes are for the Business AAS degree in Accounting. For other Business degree program option specific outcomes, go to: pencol.edu/proftech/business-administration.

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

Short-Term Proficiency Certificates

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

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

Computer Applications Technology

The Computer Applications Technology program provides an avenue for developing skills in the use of the Microsoft Office Suite of business software applications—Word, Excel, PowerPoint, and Outlook. The AAS-T option includes 45 credits of transfer classes so that students can transfer into a baccalaureate institution.

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 tabs and icons
- Use spreadsheet software to solve mathematical/quantitative problems
- Format and edit documents using word processing software
- 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
- Apply basic computational skills to practical applications
- Work cooperatively and collaboratively with others
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

Degree & Certificate Options

- **Computer Applications AAS Degree**
- **Computer Applications AAS-T Degree**
- **Computer Applications One-Year Certificate**

Short-Term Proficiency Certificates

- Computer Applications I Certificate
- Computer Applications Fundamentals Certificate
- Excel Proficiency Certificate
- Help Desk Support Specialist Certificate

Construction Technology (Formerly Green Building)

The Construction Technology 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. This program partners with the North Olympic Peninsula Builder Association, the Future

Builders Program, the Construction Center of Excellence, and the Clallam Historical Society.

The Construction Technology program offers courses in carpentry, woodworking, green building, construction leadership, and alternative building materials that prepare students 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
- Develop and design a building retrofit that meets Leadership in Energy Environmental Design (LEED) and International Living Building Institute (ILBI) standards

Degree & Certificate Options

- **Construction Technology AAS Degree**
- **Construction Technology-Carpentry One-Year Certificate**

Short-Term Proficiency Certificates

- Urban Homestead Carpentry
- Leadership
- Construction Technology
- Cabinetry and Finish Carpentry
- Engineered Building Materials and Methods

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 in Criminal Justice or 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
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace

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 cyber-security professionals with knowledge of cybersecurity, ethical hacking, intrusion testing, vulnerability assessment, and computer forensics. In addition, the growth of universal and mobile computing requires 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 information security careers including cyber incident and response, vulnerability detection and assessment analyst, information security 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 in 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
- 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 Degree**
- **Cybersecurity and Computer Forensics AAS-T Degree**

Short-Term Proficiency Certificate

- Cybersecurity and Computer Forensics Certificate

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.

As of fall 2019, this program requires students to achieve a grade of 2.0 or above in all classes including ECED and EDUC to progress through and complete the program.

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

- 90 credit Associate of Applied Science (AAS) Degree
- 55 credit certificate in Early Childhood Education
- Customized transfer degree with an emphasis in Early Childhood Education

Individuals may earn the State Initial ECE certificate, the State Short Early Childhood Education Certificate of Specialization—General or Infant and Toddlers, and the Early Childhood Education State Certificate

Students who earn the Initial Certificate meet the licensing requirement to be a child care center lead or

assistant teacher. A lead teacher will need to complete a short certificate within two years of receiving the Initial Certificate.

Individuals who earn the State Certificate meet the licensing requirement to be a child care center director, assistant director, or a center program supervisor.

Graduates with a 90 credit AAS Degree in Early Childhood Education find employment as childcare staff, family home childcare owner, Head Start teachers, or para-educators in the public schools.

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. 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:

- Promote child development and learning
- Build family and community relationships
- Observe, document, and assess to support young children and families
- Use developmentally effective approaches
- Use content knowledge to build meaningful curriculum
- Become a professional

Degree & Certificate Options

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

Short-Term Proficiency Certificates

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

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

Entrepreneurship

The Entrepreneurship Certificate program prepares students for new venture planning, entrepreneurial startup, 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 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

- 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
- Implement healthy, safe practices for young children

- Explain and apply early childhood development and developmentally appropriate practices/ environments for young children within a context of social and cultural influences
- Apply strategies for working with children, within a culturally relevant, anti-bias approach in order to promote social-emotional competence
- Determine and utilize appropriate resources for family support, within a social, cultural and anti-bias framework

Short-Term Proficiency Certificates

- Leadership Skills
- Parenting and Family Management Skills

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 socioeconomic 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 placement 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 recreational and business related events
- Apply customer service skills in a business setting
- Develop an operational plan for hospitality services, tourist accommodations, green lodging, facilities, technology, and sustainable ecotourism
- Evaluate technology utilized in the Hospitality industry
- Apply critical thinking skills to solve problems related to hospitality and event planning
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Work cooperatively and collaboratively with others
- Demonstrate competencies to succeed in the selected career pathway workplace

Degree & Certificate Options

- **Hospitality and Ecotourism-AAS degree**
- **Hospitality and Event Planning Certificate**

Short-Term Proficiency Certificates

- Ecotourism and Adventure Travel Leadership

Information Technology

The Associate of Applied Science (AAS) degree in Information Technology–IT Systems Administration, trains students, using industry-based skill standards. Students will design, implement, secure, and support Microsoft, Unix/Linux, and other industry standard network, client, and server systems. Students will learn about the fundamental business context were IT systems function including business communication skills.

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 a basic understanding of the current information technology business environment.

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
- Provide organizations a safe, secure, and redundant information system
- Consider ideas that conflict with individual value systems
- Design, configure, troubleshoot, and deploy computer networks

Degree & Certificate Options

- **Information Technology-Systems Administration AAS Degree**
- **Information Technology-Systems Administration AAS-T Degree**

Medical Assisting

The goals of the Medical Assisting Program are to:

- Prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
- Ensure students are prepared for their national credentialing exam(s) and the realities of workplace responsibilities they may encounter
- Assure employers that our graduates are ready to be employed and can be trusted to provide high-quality patient care

- Assure patients that the medical assistants caring for them are well-versed in the latest techniques and will provide them with respectful care

Graduates can expect to practice their profession in medical offices, clinics, and other ambulatory healthcare settings and are eligible for the Medical Assistant–Certified credential from the Washington State Department of Health.

Application to the program is required. Applicants who plan to begin the program fall quarter must submit their application packet the preceding spring quarter. Visit 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 and general education 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, work-place safety, and risk management
- Demonstrate knowledge and competency in procedural and diagnostic coding for medical billing and performing electronic billing of multiple insurances
- Follow laws and regulations regarding patient privacy and confidentiality
- Demonstrate knowledge of ICD-10 coding for medical billing
- Integrate the cognitive objectives, psychomotor, and affective domain objectives into daily practice

Degree & Certificate Options

- **Medical Assisting Certificate**
- **Medical Assisting AAS Degree**

Medical Office Assisting

The Peninsula College Associate of Applied Science Medical Office Assisting Program provides training for those seeking employment in the administrative areas of 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. Technology skills are integrated to prepare students for medical office employment, including electronic medical billing and coding, bookkeeping and accounting, and charting in patient records. Graduates are eligible for one or more national credentialing exams, and will choose one to challenge and pass as part of their capstone course project. Immunizations and background checks must be completed prior to the student being placed into a local healthcare facility for their required externship/practicum experience(s).

Student Learning Outcomes

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

- Function professionally in a legal and ethical manner as a medical office assistant/specialist
- Use medical terminology correctly
- Effectively communicate with other healthcare team members, patients, and physicians
- Procure and distribute office supplies
- Manage documents, both paper and electronic, in a medical office
- Demonstrate knowledge and competency in 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
- Format and generate various documents required in a medical office setting

Degree & Certificate Options

- **Medical Office Assisting Certificate**
- **Medical Office Assisting AAS Degree**

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. 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.

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
- Plan, film, edit, and publish digital videos on the internet
- Digitize, manipulate, and prepare photographic files for print and web publication
- Plan, create, implement, test, and manage digital media tasks
- Produce a website portfolio that showcases individual digital media competencies

The above outcomes are for the Multimedia AAS degree. For other Multimedia degree program option specific outcomes, go to: pencol.edu/proftech/multimedia-communications.

Degree & Certificate Options

- **Multimedia Communications AAS Degree**

- **Multimedia Communications-Graphics AAS Degree**
- **Multimedia Communications-Graphics AAS-T Degree**
- **Multimedia Communications-Web and Interactive Design AAS Degree**
- **Multimedia Communications-Web and Interactive Design AAS-T Degree**

Short-Term Proficiency Certificates

- Digital Image Editing Certificate
- Digital Layout Design Certificate
- Digital Photography Certificate
- Digital Storytelling 3D Design
- Digital Video Certificate
- Journalism Foundations Certificate
- Web Design Certificate

Nursing

The Washington State Nursing Care Quality Assurance Commission approves the Nursing Program and the National League for Nursing Commission for Nursing Education Accreditation. 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 Degree. 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 university's requirements for senior-year standing in the Bachelor of Science in Nursing program.

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. Application information is available on the Nursing Program web page at pencol.edu/proftech/nursing.

Student Learning Outcomes

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

- Holistically assess the biopsychosocial-spiritual-cultural dynamic needs of the client
- Use evidence based information and the nursing process to critically think and make clinical judgments and management decisions to ensure accurate and safe care
- Demonstrate holistic caring behavior towards the client, significant support person(s), peers, and other members of the health care team
- Provide accurate and safe nursing care in diverse settings
- Provide teaching based on individualized teaching plan
- Organizes and manages the holistic care of clients
- Work cooperatively with others in the decision-making process to achieve client and organizational outcomes
- Utilize appropriate verbal and written channels of communication to achieve positive client outcomes
- Practice within the ethical, legal, and regulatory frameworks of nursing and standards and scope of nursing practice

Degree & Certificate Options

- **Associate in Nursing DTA/MRP**

The Nursing Program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA, The Watergate, 2600 Virginia Ave, NW, 8th Floor, Washington, DC, 20037).

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:

- Apply skills and knowledge of high quality nursing assistant care as a member of a long term care professional team
- Articulate accurate objective medical information verbally and in writing to other professional team members
- Demonstrate proficient assistance to a wide variety of residents in a safe, clean environment
- Create a care environment that encourages independence, while maintaining dignity, for each resident in their care
- Demonstrate competence with care assistance, and decision making
- Identify potential hazards and infectious agents to help with facility safety
- Demonstrate an understanding of the health care system
- Identify the facility policies and procedures and adhere with high self-expectations and standards
- Identify healthy care practices for themselves and their families, using the new skills learned in care giving

Short-Term Proficiency Certificates

- Nursing Assistant Certificate

Physical Therapy Assistant Cooperative Program

Peninsula College and Olympic College have partnered to deliver a Therapy Assistant program. Peninsula College students can complete their prerequisites at Peninsula College via a combination of face-to-face and on-line distance education classes then transfer to Olympic College. You can apply for admission to the Physical Therapist Assistant program through Olympic College after completing your prerequisite courses at Peninsula College. The program application deadline is April 30. Program information is available through Student Development Office at Peninsula College. For additional information visit olympic.edu/ocpta.

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

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
- Use and apply welding terminology

- Read basic blueprints
- Apply basic computational skills to practical applications
- Communicate in writing for a variety of purposes and audiences
- Work cooperatively and collaboratively with others
- Demonstrate competencies to succeed in the selected career pathway workplace

Degree & Certificate Options

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

Short-Term Proficiency Certificates

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

Bachelor of Applied Science in Applied Management

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 100% online. Students can enter the program fall, winter, spring, or summer.

The Bachelor of Applied Management degree is designed to provide program graduates with the knowledge and skills needed to move into management or supervisory positions or create new employment opportunities and entrepreneurial ventures in a rapidly changing global economy. Some classes are held weekday evenings, and all classes are available online to accommodate the schedule needs of working adults. When available, 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 general studies courses. After completing the first year of the program (45 credits), each student also completes a five-credit internship which is developed by the student and employer partner.

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

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)

All Applicants must also have completed the following courses:

- 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 students will use throughout the program. Those who are not familiar with or comfortable 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 315	Mngmnt, Leadership, & Organizations	5 credits

Bachelor of Applied Science in Applied Management

BAS 325	Legal Environments in Business	5 credits
BAS 330	Management Information Systems	5 credits
BAS 340	Applied Financial Management	5 credits
BAS 358	Marketing for Managers	5 credits
BAS 380	Project Management	5 credits
BAS 390	Human Resources Management	5 credits
BAS 435	Operations Management	5 credits
BAS 485	Ethics for Managers	5 credits
BAS 490	Strategic Management and Policy	5 credits
ENGL 325	Professional & Organizational Comm.	5 credits
MATH 146	Statistics	5 credits

Students are required to complete additional humanities, social science, and natural science coursework.

INTERNSHIP (5 CREDITS)

Students must complete a 5 credit internship

BAS 461-465	Internship	1-5 credits
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Admissions

This program requires a separate admissions application. Instructions and application forms are located at the College website at pencol.edu/bas.

Registration

Students in the Bachelor program meet with their academic advisor each quarter. The registration process, course offerings, and academic progress information is provided during advising. Current 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 students who qualify. To learn more about these opportunities, visit pencol.edu/financial.

Tuition and Fees

Current tuition and fee information is published on the College website at pencol.edu or by calling the Student Services Office at (360) 417-6340.

BAS Applied Management

BAS 301 **5 CREDITS** **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 cost, budgetary control systems, and information reporting for the planning, coordinating, and monitoring of the performance of a business.

BAS 315 **5 CREDITS** **MANAGEMENT, LEADERSHIP, AND ORGANIZATIONS** *(Formerly BAS 310)*

People no longer work for a single organization for the duration of their career. With access to social media and the increased transparency into the quality of management and leadership in organizations, people can be more selective in the organizations they choose to work for. Additionally, society is placing an increasing value on work/life balance, diversity, and organizational justice. Entrepreneurs are experimenting with a variety of organizational structures that differ from the dominant pyramid structure with a single focus on shareholder value. In this course, students will learn management, leadership, and problem-solving techniques and be exposed to a variety of organizational cultures and structures. Learning about the variety of management and leadership styles and organizations allows students to determine what type of manager or leader they want to be or work for and what type of organization they want to work in.

BAS 325 **5 CREDITS** **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.

BAS 330 **5 CREDITS** **MANAGEMENT INFORMATION SYSTEMS**

The discipline of Management Information Systems (MIS) bridges the gap between computer science disciplines and business disciplines such as marketing, strategic management, and finance among others. The term Management Information Systems encompasses a multitude of definitions depending on the source. The definition applied in this course is that MIS consists of technologies and processes that are used to collect and analyze data, convert it into information, on which a decision can be made, and then disseminate the information to the appropriate people in an organization. This course will focus on such topics as information technology (IT) infrastructure, Enterprise Applications, databases as decision support systems, and others.

BAS 340 **5 CREDITS** **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. This class will include students from multiple sections.

BAS 358 **5 CREDITS** **MARKETING FOR MANAGERS**

The preeminent business visionary, Peter Drucker, described marketing as one of the two most important elements of an organization's success. This is true for both nonprofit and for-profit organizations. Although social media is a new and highly valuable marketing tool, social media needs to augment, as opposed to replace, marketers' foundational tools of TV, radio, and print media. Additionally, with the bombardment of marketing messages combined with the elimination of commercials, it's more difficult than ever for marketers to construct engaging messages and get them to the right audience. In this course, students will learn about and assess the benefits and disadvantages of traditional marketing tools as well as social media. Students will also compose stories that will generate both long-term brand loyalty and short-term sales.

BAS 380 **5 CREDITS** **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.

BAS 390 **5 CREDITS** **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

Bachelor of Applied Science Course Descriptions

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).

BAS 435 **5 CREDITS** **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 315 and MATH& 146 or permission of instructor.

BAS 461-465 **1-5 CREDITS** **BAS INTERNSHIP**

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. This class will include students from multiple sections.

BAS 485 **5 CREDITS** **ETHICS FOR MANAGERS**

Managers will face many important and far-reaching decision making, ethical, and leadership situations in their professional lives. This course provides a systematic way to approach decisions, ethics, and leadership. It analyzes complex decision, ethical, and leadership problems by breaking them into manageable pieces and by providing

important insights that will lead to clarity of thought and commitment to action.

BAS 490 **5 CREDITS** **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. This class will include students from multiple sections.

Prerequisites: BAS 435, BAS 485 and MATH& 146

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
PRINCIPLES OF ACCOUNTING II

5 CREDITS

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 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.

Course Descriptions

Accounting

ACCT& 201 **5 CREDITS** **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. (E)

Prerequisite: MATH 090/091 or AMATH 121 or concurrent enrollment.

ACCT& 202 **5 CREDITS** **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. (E)

Prerequisite: 2.0 or higher in ACCT& 201.

ACCT& 203 **5 CREDITS** **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. (E)

Prerequisite: 2.0 or higher in ACCT& 202.

ACCT 215 **5 CREDITS** **QUICKBOOKS**

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

Addiction Studies

HSSA& 101 **5 CREDITS** **INTRODUCTION 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 **5 CREDITS** **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 **4 CREDITS** **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 HSSA 105 or permission of instructor.

HSSA 116 **2 CREDITS** **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 ongoing counselor certification.

HSSA 135 **3 CREDITS** **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 **3 CREDITS** **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 **5 CREDITS** **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 **3 CREDITS** **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 **3 CREDITS** **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 **3 CREDITS** **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 **3 CREDITS**
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 **3 CREDITS**
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 interprofessional conduct.

Prerequisite: Permission of instructor.

HSSA 172 **3 CREDITS**
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 **1 CREDIT**
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 **5 CREDITS**
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.

HSSA 201 **3 CREDITS**
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 **3 CREDITS**
COUNSELING II

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

Prerequisite: HSSA 115

HSSA 232 **3 CREDITS**
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 **3 CREDITS**
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.

HSSA 290 **5 CREDITS**
MEDICAL ASPECTS OF ADDICTION

This class teaches students about medical complications of substance abuse including alcohol, tobacco,

cocaine, amphetamines, opiates, cannabis and benzodiazepines. Class emphasizes addiction, overdose and withdrawal and how chemicals affect the body.

Administrative Office Systems

AOS 101 **5 CREDITS**
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 **5 CREDITS**
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 **5 CREDITS**
SPREADSHEET APPLICATIONS I

Develop beginning through intermediate spreadsheet skills in Microsoft Excel and associated technologies. Create, edit, and

Course Descriptions

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 **5 CREDITS** **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. This class will include students from multiple sections.

AOS 110 **5 CREDITS** **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 **3 CREDITS** **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 **5 CREDITS** **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. This class will include students from multiple sections.

Recommended: Touch keyboarding skills.

AOS 135 **5 CREDITS** **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 **5 CREDITS** **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 **5 CREDITS** **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 **5 CREDITS** **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 212 **5 CREDITS** **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. Recommended: AOS 205 and 206.

Prerequisites: AOS 105, 106, and 107

AOS 214 **5 CREDITS**
OFFICE PROCEDURES AND TECHNOLOGY

(Formerly AOS 210)

Use current technologies to complete administrative tasks in a professional office environment. Plan and write effective business correspondence. Plan and present oral office communications. Create and process reports; apply records management procedures; plan onsite and online business meetings; make business travel arrangement. Research career options, market trends, job duties and earnings. Write targeted and focused employment documents. Recommended: AOS 205 and 206.

Prerequisite: AOS 105, 106, and 107

AOS 260 **1-5 CREDITS**
INTERNSHIP

This class will provide opportunities for Administrative Office students to participate in internships with local businesses.

Prerequisite: AOS 107, 112, 205, and 206, or instructor approval

AOS 285 **5 CREDITS**
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. This class will include students from multiple sections.

Prerequisites: AOS 110 and AOS 111 (or MED 102)

AOS 286 **5 CREDITS**
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. This class will include students from multiple sections.

Prerequisite: AOS 285.

AOS 299 **2 CREDITS**
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 **5 CREDITS**
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.

ADMFG 121 **5 CREDITS**
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: ADMFG 140 or instructor permission

ADMFG 140 **3 CREDITS**
INTRODUCTION TO CNC

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

ADMFG 141 **3 CREDITS**
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: ADMFG 140 or concurrent enrollment, or instructor permission

ADMFG 142 **3 CREDITS**
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 **3 CREDITS**
ADV 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

Course Descriptions

COMP 100 **1 CREDIT**
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 113 **2 CREDITS**
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 **5 CREDITS**
COMPOSITES I

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

COMP 124 **3 CREDITS**
COMPOSITES MOLDING

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

COMP 125 **2 CREDITS**
COMPOSITES DRAWINGS

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

COMP 140 **1 CREDIT**
COMPOSITES CAREER PREP

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

COMP 215 **11 CREDITS**
ADV COMPOSITES TECHNOLOGY I

This course is a combination of classroom and laboratory experience. Introduction will include a brief history of composites. Emphasis will be placed on composite terminology, adherence to laboratory safety rules, 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.

COMP 216 **11 CREDITS**
ADV COMPOSITES TECHNOLOGY II

This course is a combination of classroom and laboratory experience. It builds on the skills learned in COMP 215. Advanced terminology will be included in a course long project that will demonstrate industry work environment and quality standards.

Prerequisite: COMP 215 or instructor permission

COMP 217 **11 CREDITS**
ADV 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 122 or instructor permission

COMP 220 **5 CREDITS**
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 **5 CREDITS**
SURVEY OF ANTHROPOLOGY

Introduction for nonmajors 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. (SS)

Prerequisite: Eligibility for or completion of ENGL& 101

ANTH& 104 **5 CREDITS**
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. (SS)

Prerequisite: ENGL& 101 or permission of instructor

ANTH& 204 **5 CREDITS**
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, ethnoarchaeology, 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 **5 CREDITS**
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. (NS)

Prerequisite: ENGL& 101 or permission of instructor

ANTH& 206 **5 CREDITS**
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. (SS)

Prerequisite: Eligibility for or completion of ENGL& 101.

ANTH& 210 **5 CREDITS**
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 **5 CREDITS**
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 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 **5 CREDITS**
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. (E)

Permission of instructor required.

ANTH& 234 **5 CREDITS**
RELIGION & CULTURE

A global introduction to the religions of the world from a broad comparative perspective. Students examine the development and aspects of various religions (indigenous, Islam, Judaism, Buddhism, Hinduism, Christianity, and others). The relationship between religion and the social and cultural context are explored, especially in relation to nationalism, politics and globalization. (E)

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

Directed research in cultural anthropology and/or archaeology. Prerequisite: Instructor permission required. (E, SS)

Instructor permission required.

Art

ART& 100 **5 CREDITS**
ART APPRECIATION

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

ART 101 **5 CREDITS**
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 **5 CREDITS**
INTERACTION OF COLOR IN DESIGN

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

ART 103 **5 CREDITS**
THREE DIMENSIONAL FORM IN DESIGN

This course is an introduction to the elements and principles of three dimensional design. We will work with diverse materials to create sculptural forms that develop each student's personal expression and critical thinking skills. (H)

ART 104 **5 CREDITS**
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 **5 CREDITS**
COLOR & FORM IN DRAWING

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

Course Descriptions

ART 106 **5 CREDITS**
EXPLORATION IN DRAWING

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

Prerequisite: ART 104 or permission of instructor

ART 109 **5 CREDITS**
INTRO 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 **5 CREDITS**
INTRODUCTION TO PAINTING

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

ART 112 **5 CREDITS**
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 **5 CREDITS**
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 **5 CREDITS**
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. This class will include students from multiple sections. (H)

ART 128 **5 CREDITS**
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 **5 CREDITS**
INTERMEDIATE PAINTING

Painting from past through present. Exploration of intermediate painting techniques, concepts, composition problems. This class will include students from multiple sections. (E)

Prerequisite: ART 110 or permission of instructor.

ART 206 **5 CREDITS**
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. This class will include students from multiple sections. (E)

Prerequisite: ART 205 or permission of instructor.

ART 224 **5 CREDITS**
INTRODUCTION TO CERAMICS: HAND BUILDING

This course is an introduction to ceramics based materials and creative process, with emphasis on personal expression through diverse practices. Students create a series of projects utilizing a

variety of traditional and innovative handbuilding techniques and processes to create three dimensional sculptural forms. This class will include students from multiple sections. (H)

ART 225 **5 CREDITS**
INTRODUCTION TO CERAMICS: WHEEL THROWING

This course is an introduction to ceramics materials and creative processes, using the potter's wheel. Students create a series of projects utilizing a variety of traditional and innovative throwing techniques and firing processes to create functional forms. This class will include students from multiple sections. (H)

ART 226 **5 CREDITS**
INTERMEDIATE CERAMICS: HAND BUILDING

This course helps students advance their ceramic based techniques and concepts through studio work, art theory, processes, and personal expression. The focus of the course is determined by student interests and will include a diverse offering of sculptural and functional theories and approaches to making. This class will include students from multiple sections. (E)

Prerequisite: ART 224 or permission of the instructor.

ART 227 **5 CREDITS**
INTERMEDIATE CERAMICS: WHEEL THROWING

This course helps students advance their ceramic-based techniques and concepts through studio work, art theory, processes, and personal expression. Though the majority of the artwork in this course will be made utilizing the potter's wheel, the focus of course is determined by the functional theories and approaches to making. This class will include students from multiple sections. (E)

Prerequisite: ART 225 or permission of the instructor.

ART 260 **1-5 CREDITS**
SPECIAL TOPICS IN STUDIO ART I

The focus of the course is determined by student interests and will include a diverse offering of special topics in the advanced study of ceramics. This course helps students advance techniques and concepts through studio work, art theory, processes and personal expression. (E)

Prerequisite: Permission of the instructor.

ART 261 **1-5 CREDITS**
SPECIAL TOPICS IN STUDIO II

The focus of the course is determined by student interests and will include a diverse offering of special topics in the advanced study of ceramics. This course helps students advance techniques and concepts through studio work, art theory, processes and personal expression. (E)

Prerequisite: Permission of the instructor.

ART 262 **1-5 CREDITS**
SPECIAL TOPICS IN STUDIO III

The focus of the course is determined by student interests and will include a diverse offering of special topics in the advanced study of ceramics. This course helps students advance techniques and concepts through studio work, art theory, processes and personal expression. (E)

Prerequisite: Permission of the instructor.

Astronomy

ASTR& 100 **5 CREDITS**
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

A TEC 100 **2 CREDITS**
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.

A TEC 105 **10 CREDITS**
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.

A TEC 110 **6 CREDITS**
AUTOMOTIVE STEERING AND SUSPENSION

An ASE/NATEF course designed to familiarize the student with methods, construction, working principals, theory, and aspects used in the reconditioning and servicing the internal combustion engine. Students will learn classroom theory along with hands on experiences utilizing precision measuring tools, torque wrenches, and machining equipment. Theories include levers, pressure/volume, expansion, momentum, inertia, leverage and the operation of cams.

Prerequisite: 2.0 or higher in ATEC 100 or concurrent enrollment.

A TEC 115 **6 CREDITS**
AUTOMOTIVE BRAKE SYSTEMS

An ASE/NATEF course designed to familiarize the student with methods, construction, working principals, theory, and aspects used in provide instruction in the principles of automotive brake systems. Included are theory, service and repair of disc and drum brakes, manual and power brakes, and brake system control and indicating devices.

Prerequisite: 2.0 or higher in ATEC 100 or concurrent enrollment.

A TEC 200 **6 CREDITS**
ENGINE PERFORMANCE I, BASIC FUEL SYSTEMS

An ASE/NATEF Engine Performance course with a brief overview of automotive fuel chemistry. The main emphasis of the class will be an introductory overview of fuel injection systems including fuel pump testing and inspection. Also covered will be an introduction to computer controls that relate to fuel delivery and emission control.

Prerequisite: 2.0 or higher in ATEC 100 and ATEC 201.

A TEC 201 **6 CREDITS**
AUTOMOTIVE ELECTRICAL SYSTEMS I

An ASE/NATEF course designed to familiarize the student with fundamentals of DC electricity pertaining to the automotive trade. Included in the course of study will be instruction in basic electrical fundamentals, batteries, starters, charging systems, body wiring, and diagnosis of electrical components.

Prerequisite: 2.0 or higher in ATEC 100 or concurrent enrollment.

A TEC 202 **6 CREDITS**
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,

Course Descriptions

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 6 CREDITS 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 6 CREDITS 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.

Prerequisites: 2.0 or higher in ATEC 200 and ATEC 202.

ATEC 206 6 CREDITS ENGINE PERFORMANCE III, DRIVEABILITY

An ASE/NATEF Engine Performance course covering all aspects of drivability diagnosis in modern passenger vehicles including modern fuel injection, modern ignition systems, on board computers, mechanical failures and emission failures. There is also extensive use of modern diagnostic equipment.

Prerequisite: 2.0 or higher in ATEC 203 AND ATEC 205.

ATEC 210 6 CREDITS AUTOMATIC TRANSMISSION & 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 6 CREDITS 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 8 CREDITS 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 5 CREDITS 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.

ATEC 291 1-5 CREDITS 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. 55 hours per credit.

Prerequisite: Students must be in their sixth quarter. Instructor permission required.

Basic Education for Adults

BASED 001-054 0 CREDITS ADULT BASIC EDUCATION LEVELS 1-6

Courses designed to improve basic reading, writing and math skills that meet requirements for a Washington State high school diploma. Preparation for GED® testing is also available.

Biology

BIOL& 100L 5 CREDITS SURVEY OF BIOLOGY

Introduction to the structural and functional characteristics of life. Surveys the evolutionary, ecological, cellular, and genetic biology of living organisms. This class will include students from multiple sections. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

BIOL 150L 5 CREDITS 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. This class will include students from multiple sections. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091

BIOL& 160L 5 CREDITS 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. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

BIOL 161L **5 CREDITS**
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. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

BIOL 162L **5 CREDITS**
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. (NS)

Prerequisite: Eligibility for both ENGL& 101 and MATH 090/091.

BIOL& 221L **5 CREDITS**
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. (NS)

Prerequisites: placement into college-level English (ENGL& 101) and prerequisite or concurrent MATH 098/099 or higher.

BIOL& 222L **5 CREDITS**
MOLECULAR & 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. (NS)

Prerequisites: BIOL& 221L (minimum 2.0), and CHEM& 121L or CHEM& 161L.

BIOL& 223L **5 CREDITS**
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. (NS)

Prerequisite: BIOL& 222L (minimum 2.0).

BIOL& 241L **5 CREDITS**
HUMAN ANATOMY & PHYSIOLOGY I

Structure and function of the human body. Homeostasis; tissues; integumentary, skeletal, nervous, and muscular systems. This class will include students from multiple sections. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091; 2.0 or higher in BIOL& 160L (BIOL& 222L may substitute for BIOL& 160L.)

BIOL& 242L **5 CREDITS**
HUMAN ANATOMY & PHYSIOLOGY II

Cardiovascular system; lymphatic system; immunology; respiratory system; digestive system; metabolism; urinary system; endocrine system; reproductive system; and genetics. This class will include students from multiple sections. (E)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091; 2.0 or higher in BIOL& 241L.

BIOL& 260L **5 CREDITS**
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. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091; 2.0 or higher in BIOL& 160L (BIOL& 222L may substitute for BIOL& 160L.)

BIOL 265 **1-3 CREDITS**
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.

BIOL 281L **5 CREDITS**
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. (E)

Prerequisite: BIOL& 223L.

BIOL 282L **5 CREDITS**
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. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

Course Descriptions

BIOL 283 **2-3 CREDITS**
NATIVE PLANT PROPAGATION: FALL

Learn how to propagate native plants for local restoration projects. Through hands on training, students will propagate native plants from seed and live cuttings. Plants produced for this class will be used for various revegetation projects in the Olympic National Park and other Olympic Peninsula restoration projects. The fall session will focus on seed ecology, seed collection, seed cleaning and methods for breaking seed dormancies. BOT 101L recommended but not required. (E)

Prerequisite: Eligibility for both ENGL& 101 and MATH 090/091

BIOL 284 **2-3 CREDITS**
NATIVE PLANT PROPAGATION: WINTER

Learn how to propagate native plants for local restoration projects. Through hands on training, students will propagate native plants from seed and live cuttings. Plants produced for this class will be used for various revegetation projects in the Olympic National Park and other Olympic Peninsula restoration projects. The winter session will focus on softwood cutting propagation, live-staking, seed germination and establishment in a greenhouse and propagation planning for restoration projects. BOT 101L and BOT260 recommended but not required. (E)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091

BIOL 285 **2-3 CREDITS**
NATIVE PLANT PROPAGATION: SPRING

Learn how to propagate native plants for local restoration projects. Through hands on training, students will propagate native plants from seed and live cuttings. Plants produced for this class will be used for various revegetation projects in the Olympic National Park and other Olympic Peninsula restoration projects. BOT 101L, BOT 260 and BOT261 recommended but not required. (E)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091

BIOL 286 **3 CREDITS**
ELWHA RESTORATION RESEARCH

Elwha Ecosystem Restoration, the second largest restoration project ever undertaken by the National Park Service, presents unique opportunities to learn about forest development and restoration assessment techniques in the Pacific Northwest. Olympic National Park implemented an unprecedented revegetation program in conjunction with dam removal, planting over 300,000 trees and shrubs to accelerate forest development in the former reservoirs. Understanding how planting efforts influence forest succession is critical to future dam removal and other salmon restoration projects. Learn how to conduct scientific surveys of restoration sites, identify native and non-native trees and shrubs in the winter, organize and manage data and identify factors driving forest development. BOT 101L and BIOL 291C recommended but not required. (E)

Prerequisites: Eligible to enroll in 100 level MATH with MATH 090/091 or MATH 098/099 as a prerequisite.

BIOL 290-294 **1-5 CREDITS**
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. (E)

Prerequisites determined by instructor.

Botany

BOT 100L **3 CREDITS**
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. (E)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

BOT 101L **5 CREDITS**
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. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

Business

BUS& 101 **5 CREDITS**
INTRODUCTION TO BUSINESS

Introduction to business systems, processes, and the general business environment. Students explore marketing, management, finance, accounting, business law, information technology, human resources, entrepreneurship, and emerging business topics. (E)

BUS 110 **5 CREDITS**
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 **4 CREDITS**
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 **4 CREDITS**
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 **5 CREDITS**
BUSINESS LAW

Introduction to the fundamentals of business law and the principles of the American legal system including criminal, tort, and business law, 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 **5 CREDITS**
PRINCIPLES OF MANAGEMENT

An introduction to management concepts, including topics of planning, organizing, leading, managing, and motivating available human resources and business assets to optimally and ethically accomplish performance goals.

BUS 210 **3 CREDITS**
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. This class will include students from multiple sections.

BUS 220 **5 CREDITS**
INTERNATIONAL BUSINESS

This course examines the basics of international business through

social, economic, political, and cultural systems perspectives. Topics include foundation concepts, the international business environment, ethics in international business, theories of international trade, emerging markets, and international business strategy. Planning and organizing international operations are integrated with the study of analyzing international business opportunities.

BUS 247 **5 CREDITS**
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 **5 CREDITS**
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.

BUS 270 **5 CREDITS**
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 **5 CREDITS**
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.

BUS 281 **1 CREDIT**
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. No prerequisites.

BUS 282 **5 CREDITS**
PRINCIPLES OF MARKETING

Examines the role of marketing in general business activities. Students will learn the marketing process that develops products and services, methods and techniques of market research, target markets, market segmentation, product planning, distribution, pricing, and promotion.

Course Descriptions

BUS 283 **5 CREDITS** **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 **1-5 CREDITS** **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 **1-5 CREDITS** **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 **2 CREDITS** **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 **5 CREDITS** **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. (NS)

Prerequisites: MATH 090/091 or higher; eligibility for ENGL& 101.

CHEM& 121L **5 CREDITS** **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. (NS)

Prerequisites: MATH 098/099, MATH& 141, MATH& 142, OR MATH 151; eligibility for ENGL& 101.

CHEM& 122L **5 CREDITS** **INTRODUCTION TO ORGANIC CHEM**

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. (NS)

Prerequisite: CHEM& 121L, or permission of instructor.

CHEM& 123L **5 CREDITS** **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. (NS)

Prerequisite: CHEM& 122L, or permission of instructor.

CHEM& 131L **6 CREDITS** **INTRO TO ORGANIC/BIOCHEMISTRY**

Presents organic chemistry and biochemistry, with emphasis on functional groups, synthesis, and

biochemical applications. (NS)

Prerequisites: Eligibility for ENGL& 101; MATH 098/099 or higher; 2.0 or higher in high school chemistry or CHEM& 121; or permission of instructor.

CHEM& 161L **5 CREDITS** **GENERAL CHEMISTRY WITH LAB I**

For science and engineering majors. Atomic nature of matter, stoichiometry, chemical reactions, periodic table, gas laws, thermochemistry, and quantum concepts. Three hours of lecture and four hours laboratory. (NS)

Prerequisites: Eligibility for ENGL& 101; MATH 098/099 or higher; 2.0 or higher in high school chemistry or CHEM& 121; or permission of instructor.

CHEM& 162L **5 CREDITS** **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. (E)

CHEM& 163L **5 CREDITS** **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. (E)

Prerequisite: 2.0 or higher in CHEM& 162L or permission of instructor.

CHEM 203L **5 CREDITS** **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. (E)

Prerequisites: CHEM& 110L, CHEM& 121L, or CHEM& 161L, or permission of instructor.

CHEM& 241 **4 CREDITS** **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. (E)

Prerequisite: 2.0 or higher in CHEM& 163L.

CHEM& 242 4 CREDITS
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. (E)

Prerequisite: 2.0 or higher in CHEM& 241, or permission of instructor.

CHEM& 243 3 CREDITS
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. (E)

Prerequisite: 2.0 or higher in CHEM& 242, or permission of instructor.

CHEM& 252L 3 CREDITS
ORGANIC CHEM LAB II

Introduction to organic laboratory techniques and preparation of representative organic compounds. (E)

Prerequisites: 2.0 or higher in CHEM& 241 and concurrent registration in CHEM& 242 or permission of instructor.

CHEM& 253L 3 CREDITS
ORGANIC CHEM LAB III

Preparation of representative organic compounds and qualitative organic analysis. (E)

Prerequisites: 2.0 or higher in CHEM& 242, concurrent registration in CHEM& 243, or permission of instructor.

CHEM 265 1-3 CREDITS
SPECIAL TOPICS IN CHEMISTRY

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.

CHEM 299 1-6 CREDITS
INTRODUCTION TO UNDERGRADUATE RESEARCH

Research in chemistry and/or study in chemical literature. Requires writing a scientific report. (E)

Prerequisite: Permission of instructor.

Chinese

CHIN 105 3 CREDITS
CHINESE HISTORY AND CULTURE

History and culture of China, including major dynasties such as Qin 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 5 CREDITS
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 5 CREDITS
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 5 CREDITS
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)

College Success

COLL 101 5 CREDITS
COLLEGE SUCCESS

In this course, you will get your college career off to a strong start by exploring how to turn your interests and talents into an exciting plan for your future career and academic success. Together we will look at the latest research on how learning works and on the habits and strategies of successful people. You will apply this knowledge toward developing your own personalized plan for success in college and in life. If you aren't sure of the direction you want to take this course will help you explore and choose a path. Get ready for challenging readings, great discussions, and time to reflect on what you really want out of your college career. (E)

Commercial Driver's License

(Program suspended April 2019)

C D L 100 10 CREDITS
COMMERCIAL DRIVER'S LICENCE 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 3 CREDITS
COMMERCIAL DRIVER'S LICENCE 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 11 CREDITS
COMMERCIAL DRIVER'S LICENCE A&B

This intensive 188 hour course will combine the lecture and lab portions of Commercial Driver's License

Course Descriptions

A and B and prepare students for both driving tests with a third-party Washington state tester.

Communication Study

CMST& 102 **5 CREDITS**
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 **5 CREDITS**
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 122-123 **3 CREDITS**
ADVANCED PHOTOJOURNALISM II, III

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. (E)

Prerequisites: Completion of CMST 121, and/or instructor permission.

CMST 180-182 **5 CREDITS**
LITERARY MAGAZINE PRODUCTION

Editing and publication of the campus literary and arts magazine, Tidepools. Student editors will learn

practical, historical, and technical aspects of magazine and literary magazine production while serving as editors: designing, publishing, and marketing a community oriented print magazine. This class will include students from multiple sections. (H)

CMST 197 **1-5 CREDITS**
INTERNSHIP I

Opportunities to gain experience and insights in communications careers through internships supervised by media professionals. (E)

Prerequisites: Instructor's permission and CMST& 102 and CMST 121.

CMST 201 **5 CREDITS**
SOCIAL MEDIA & SOCIETY

Social media weaves a comforting security net for some and a withering web for others. An in-depth look at storytelling practices and civic engagement using emerging web tools. The tools of mobile technology in social media will be explored as they effect civic engagement, cultures, and communities around the world. Explore the phenomena of Twitter, Reddit, and the rise of information empires in the ascent of Facebook, our chosen family and fate. (H)

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 **5 CREDITS**
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. (H)

Prerequisite: ENGL& 101

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, dummyming, page design, pagination, creating news graphics, photo cropping, photo editing, and photo packaging. (H)

Prerequisites: ENGL& 101 and either CMST 207 or CMST 208 or permission of instructor.

CMST& 210 **5 CREDITS**
INTERPERSONAL COMMUNICATION

Interpersonal communication theory and practice is explored in this class in regards to both dyad and group settings.

Communications process is explored through analysis of several areas, including: perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. This class will include students from multiple sections. (H)

Prerequisite: ENGL& 101 or permission of instructor.

CMST& 220 **5 CREDITS**
PUBLIC SPEAKING

Explores classic and modern elements of persuasion and applies that understanding to assemble, deliver, and evaluate extemporaneous speeches. (H)
Eligibility for or concurrent enrollment in ENGL& 101 recommended.

CMST 221 **3 CREDITS**
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 **1-3 CREDITS**
SPECIAL TOPICS IN COMMUNICATION STUDIES

This course fulfills the missing credit from transferring semester credits to quarter credits for prerequisite coursework for the Nursing DTA only.

CMST 286-288 **3 CREDITS**
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. This class will include students from multiple sections.

Prerequisite: Permission of instructor.

CMST 291-293 **3 CREDITS**
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. This class will include students from multiple sections.

Prerequisite: Permission of instructor.

Computer Application

CAT 100 **4 CREDITS**
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 **5 CREDITS**
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 **2 CREDITS**
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 **1 CREDIT**
WINDOWS COMPUTING OVERVIEW

Introduces the basic elements and functions of computer hardware and operating systems, including information on managing files, updating your PC, online personal safety and security, and an introduction to common office application features. This class will include students from multiple sections.

CAT 117 **1 CREDIT**
WORD BASICS

A short introduction to Microsoft Word (word processing) basics. This class will include students from multiple sections.
Keyboarding skills recommended.

CAT 118 **1 CREDIT**
EXCEL BASICS

A short introduction to Microsoft Excel (spreadsheet) basics. This class will include students from multiple sections.
Keyboarding skills recommended.

CAT 119 **1 CREDIT**
ACCESS BASICS

A short introduction to Microsoft Access (database) basics. This class will include students from multiple sections.
Keyboarding skills recommended.

CAT 130 **5 CREDITS**
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 **5 CREDITS**
INTRODUCTION TO MICROSOFT EXCEL

Introduction to spreadsheets. Create, format, edit, and print

Course Descriptions

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 **5 CREDITS** **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 (CBT104), and basic knowledge of Word and Excel. Keyboarding skills recommended.

CAT 212 **5 CREDITS** **HELP DESK AND SUPPORT SPECIALIST**

This course introduces the student to a broad range of topics about what an entry-level user support specialist is expected to know, including knowledge, skills and abilities they need to find employment in the support industry. It is recommended that students have familiarity with Microsoft Office Suite and good keyboarding skills. Colisted with IT 212.

CAT 242 **5 CREDITS** **INTERMEDIATE MICROSOFT EXCEL**

This course will cover advanced Microsoft Excel concepts and practices that will be beneficial in math, science and business settings.

Prerequisite: 2.0 or higher in CAT 140 or instructor permission.

CAT 260 **2 CREDITS** **BAS EXCEL PREPARATION**

Course is designed to prepare BAS students for Excel work they will encounter during their program.

CAT 270 **1-5 CREDITS** **CAT 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 or instructor permission.

Computer-Based Training

C B T 104 **1 CREDIT** **INTRODUCTION TO KEYBOARDING**

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. This class will include students from multiple sections.

C B T 105 **1 CREDIT** **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 three minutes with four 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 **5 CREDITS** **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. (NS)

CS& 141 **5 CREDITS** **COMPUTER SCIENCE I WITH JAVA**

Provides students with an introduction to algorithmic thinking and design for the purpose of managing complexity and solving difficult problems. Students will be introduced to programming languages through Java and programming language constructs, standard programming tools and techniques such as debugging, compilation and execution. Covers how computer programs and software manage complexity through abstraction, encapsulation and inheritance. This course pulls from the Association for Computing and Machinery (ACM) computer science knowledge unit areas including "Algorithms and complexity, Computational science, Programming languages, Software development fundamentals, Social issues and professional practice". C SC 100 is strongly recommended for students with no programming experience. (E)

Prerequisite: P (2.0 or higher) in MATH 098/099 or above OR concurrent enrollment.

CS 142 5 CREDITS

COMPUTER SCIENCE II WITH JAVA

A continuation of CS& 141. Includes implementation of interfaces modularity, data structures, file I/O algorithms and analysis, searching, sorting and recursion using the Java programming language. Emphasis on learning to develop algorithms using the principles of top-down design and step-wise refinement and modularity in object-oriented programming paradigm. Includes an introduction to the functional programming paradigm, and emphasis on professional software development practices and techniques. This course pulls from the Association for Computing and Machinery (ACM) computer science knowledge unit areas including “Algorithms and complexity, Discrete structures, Programming languages, Software development fundamentals, Software engineering, Social issues and professional practice. (E)

Prerequisite: CS& 141 and currently enrolled in MATH& 141 OR 2.0 or higher in MATH& 141 with instructor permission.

Criminal Justice

CJ& 101 5 CREDITS

INTRODUCTION TO CRIMINAL JUSTICE

Traces historical development of courts, corrections, and law enforcement to understand structure and process of the criminal justice system. Examine roles, responsibilities, and perspectives of its participants. (E)

CJ& 105 5 CREDITS

INTRODUCTION TO CORRECTIONS

Examines institutional and community correction applications, focusing on correctional facility operations, probation, parole, and intermediate sanctions within the American criminal justice system.

CJ& 106 5 CREDITS

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.

CJ& 110 5 CREDITS

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.

CJ 115 5 CREDITS

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.

CJ 121 5 CREDITS

CRIMINAL EVIDENCE

Rules of criminal evidence regulating the burden of proof, admissibility, relevancy, materiality, weight, and sufficiency of evidence in criminal legal proceedings.

CJ 165 5 CREDITS

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 5 CREDITS

CRIMINAL INVESTIGATION

Criminal investigation case management, interview/interrogation techniques and methods for reconstructing past events. Provides basic skills for conducting criminal investigations.

CJ 221 5 CREDITS

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 5 CREDITS

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 CJ course work and ENGL& 101.

CJ 236 5 CREDITS

INTRODUCTION 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 5 CREDITS

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.

Course Descriptions

CJ 242 **5 CREDITS**
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.

CJ 250 **5 CREDITS**
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.

CJ 299 **1-10 CREDITS**
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 CJ coursework or instructor's permission.

Cybersecurity & Computer Forensics

CSIA 110 **5 CREDITS**
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 **5 CREDITS**
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. Course may prepare students to complete Security + certification. Course maps to CTCITC 117 Security +.

CSIA 190 **5 CREDITS**
CYBERSECURITY II: SECURING THE MODERN ENTERPRISE

From securing networked computers to securing the web this course provides an in-depth look at the challenges and opportunities with securing the modern enterprise. This class will include students from multiple sections.

CSIA 195 **5 CREDITS**
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 **5 CREDITS**
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. This class will include students from multiple sections.

CSIA 290 **5 CREDITS**
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. This class will include students from multiple sections.

CSIA 295 **1-5 CREDITS**
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 **2 CREDITS**
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 **1-5 CREDITS**
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. (E)

Prerequisite: All arrangements must be made with the instructor prior to enrollment.

DS 295 **1-5 CREDITS**
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.

Drama

DRMA& 101 **5 CREDITS**
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. (H)
ENGL& 101 highly recommended.

DRMA 107 **5 CREDITS**
THEATRE PRODUCTION AND DESIGN

This course provides instruction and experience in technical theater 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. This class will include students from multiple sections. (E)

DRMA 124 **5 CREDITS**
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. This class will include students from multiple sections. (P,H)

DRMA 125 **5 CREDITS**
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. This class will include students from multiple sections. (P)

DRMA 126 **5 CREDITS**
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 **5 CREDITS**
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 **1-5 CREDITS**
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 stage management. Participants commit to evening rehearsal and production hours. (E)

DRMA 212 **1-5 CREDITS**
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 stage management. Participants commit to evening rehearsal and production hours. (E)

DRMA 230 **5 CREDITS**
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 **5 CREDITS**
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. This class will include students from multiple sections. STARS approved.

Course Descriptions

ECED& 107 **5 CREDITS**
HEALTH, NUTRITION, AND SAFETY

Introduces basic concepts of equitable health, safety, and nutrition standards for the growing child in group care and education programs. Requirements as outlined in Chare Care Block Grant funding (CCDF) and state licensing standards for child care providers will be covered including the knowledge and skills to ensure appropriate health, nutritional, and safety practices. In addition, the course will emphasize the skills necessary to recognize signs of child maltreatment, the educator's role as a mandated reporter and the process of identifying and referring families to available community resources. STARS approved.

ECED& 120 **2 CREDITS**
PRACTICUM

This course will provide students an opportunity to focus on, develop and apply best practice for engaging in nurturing, supportive relationships with children, families, and professional peers in an early learning setting. Students will apply and additional focus of children's health and safety while promoting growth and development to relationship building with children and families. This class will include students from multiple sections. STARS approved.

ECED& 132 **3 CREDITS**
INFANTS AND TODDLERS

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. STARS approved.

ECED& 134 **3 CREDITS**
FAMILY CHILDCARE MANAGEMENT

Learn how to manage a family childcare program. Topics include: licensing requirements, record-

keeping, relationship building, communication strategies, guiding behavior, and promoting growth and development.

ECED& 136 **3 CREDITS**
SCHOOL AGE CARE

The basics of quality child care programs for children age 5-12, including developmental profiles of the school-age child, planning, budgeting, program set-up, curriculum, and resources.

ECED& 139 **3 CREDITS**
ADMINISTRATION OF ECE PROGRAMS

This course will help students develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Students will explore techniques and resources available to Washington State licensing and NAEYC standard compliance.

ECED 146 **3 CREDITS**
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. This class will include students from multiple sections.

Prerequisites: 2.0 or higher in ECED& 120 and ECED& 190. STARS approved.

ECED 147 **3 CREDITS**
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. This class will include students from multiple sections.

Prerequisites: 2.0 or higher in ECED 146. STARS approved.

ECED& 160 **5 CREDITS**
CURRICULUM DEVELOPMENT

Investigate learning theory, program planning, and methods for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children birth through age 8 utilizing developmentally appropriate practice. STARS approved.

ECED 161 **2 CREDITS**
MATH FOR YOUNG CHILDREN

Provides an overview of appropriate math concepts for preschool age children and techniques to facilitate young children's math learning. Course also provides techniques adults may use to eliminate math anxiety and improve their basic math skills. STARS approved.

ECED& 170 **3 CREDITS**
ENVIRONMENTS

This class focuses on the adult's role in designing, evaluating, and improving indoor and outdoor environments that ensure quality learning, nurturing experiences, and optimize the development of young children. STARS approved.

ECED& 180 **3 CREDITS**
LANGUAGE AND LITERACY DEVELOPMENT

Teaching strategies for language acquisition and literacy skill development are examined at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading. This class will include students from multiple sections. STARS approved.

ECED& 190 **3 CREDITS**
OBSERVATION AND ASSESSMENT

Collect and record observation and assessment data in order to plan for and support the child, the family, the group, and the community. Practice reflection techniques, summarizing conclusions, and communicating findings. STARS approved.

ECED 201 **1-3 CREDITS**
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. This class will include students from multiple sections.

Prerequisite: 15 credits of ECED. STARS approved.

ECED 260 **5 CREDITS**
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. This class will include students from multiple sections. STARS approved.

Prerequisites: Completion of ECED& 120 and ECED& 190 (or ECE 101-103), ECED 146 and 147, and at least 30 credits in ECE courses. Grade of 2.0 or higher in ECED& 120, ECED& 190, ECED 146, and ECED 147.

Economics

ECON 101 **5 CREDITS**
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. (SS)

Prerequisite: MATH 090/091 or AMATH 121 or concurrent enrollment; and eligibility for ENGL& 101.

ECON& 201 **5 CREDITS**
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. (SS)

Prerequisite: AMATH 121 OR MATH 090/091 and ENGL&101.

ECON& 202 **5 CREDITS**
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. (SS)

Prerequisites: AMATH 121 or MATH 090/091 and ENGL&101.

ECON 260 **1-5 CREDITS**
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. (E)

Prerequisite: Permission of instructor.

ECON 350 **5 CREDITS**
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 315 or permission of instructor. This course fulfills one of the INT requirements of the BAS program.

ECON 352 **5 CREDITS**
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 315 or permission of instructor.

Education

EDUC& 115 **5 CREDITS**
CHILD DEVELOPMENT

(Formerly EDUC& 114)

Build a functional understanding of the foundation of child development from conception through early adolescence in all domains of development as seen through various developmental theories. The impact of culture, race, gender identity, socioeconomic status, family status, and exceptionalities on overall development will be examined as well as current research regarding brain development. Methods of observing and documenting developmental growth will be examined. STARS approved.

EDUC 122 **3 CREDITS**
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 **3 CREDITS**
OCCUPATIONAL ANALYSIS

Complete a task analysis of the occupation you are or will be teaching (comparable to Vocational Certification Unit #2). Analysis will form foundation for curriculum development for each occupational program.

Course Descriptions

EDUC 124 **3 CREDITS**
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 **3 CREDITS**
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. STARS approved.

EDUC& 150 **3 CREDITS**
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. This class will include students from multiple sections.

EDUC& 203 **3 CREDITS**
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. (E)

Prerequisite: EDUC& 114 or 115 or permission of instructor/advisor. STARS approved.

EDUC& 205 **5 CREDITS**
INTRODUCTION TO EDUCATION WITH FIELD EXPERIENCE

Introduction to the field of education with an overview of education in 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 **2 CREDITS**
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 **1-3 CREDITS**
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, paraeducators, and students interested in working with children.

EDUC 213 **1 CREDIT**
PEER TUTORING

An introduction to peer-tutoring principles, strategies, and techniques with an emphasis on application to peer tutoring sessions.

EDUC 220 **3 CREDITS**
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 **3 CREDITS**
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 **2 CREDITS**
STUDENT ADVISING: STRATEGIES FOR SUCCESS

Training for advisors. Advisors participate in four in-person sessions and a continual online 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/English Language Acquisition

BASED 001-018 **0 CREDITS**
ENGLISH AS A SECOND LANGUAGE LEVELS 1-6

Courses designed to improve reading, writing, and speaking the English language in order to become college and/or career ready.

English

ENGL 054 **3 CREDITS**
READING II

Practice of basic comprehension and critical thinking skills. Classroom or lab format. Includes use of computer software.

ENGL 057 **3 CREDITS**
READING III

Practice of basic comprehension and critical thinking skills. Classroom or lab format. Includes use of computer software.

ENGL 089L **1-2 CREDITS**
GRAMMAR LAB

Improvement of English sentence structure, grammar, usage, and mechanics. Lab format with use of computer software.

ENGL 090/091/092 **5 CREDITS**
FUNDAMENTALS OF ENGLISH

Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on Accuplacer score. This class will include students from multiple sections.

ENGL& 101 **5 CREDITS**
ENGLISH COMPOSITION I

Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques. This class will include students from multiple sections. (CC)

Prerequisite: Score of 92 or more on Accuplacer placement test, or passing ENGL 090, 091, or 092.

ENGL& 102 **5 CREDITS**
COMPOSITION II

Reading and writing using analytical and critical approaches. One or more research papers. Builds on concepts introduced in ENGL& 101. This class will include students from multiple sections. (CC)

Prerequisite: 2.0 or better in ENGL& 101.

ENGL& 111 **5 CREDITS**
INTRODUCTION TO LITERATURE

Study of the major genres of multicultural literature, including fiction, poetry, and drama. Focus on understanding key concepts to increase appreciation and knowledge. (H)

Prerequisite: ENGL& 101 or concurrent enrollment in ENGL& 101.

ENGL& 112 **5 CREDITS**
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. (H)

Prerequisite: Eligibility for or concurrent enrollment in ENGL& 101.

ENGL& 113 **5 CREDITS**
INTRODUCTION TO POETRY

Approach poetry successfully. Study of poetic form and structure, as well as major poets and poems, past and present, American and worldwide. (H)

Prerequisite: Eligibility for or concurrent enrollment in ENGL& 101.

ENGL& 114 **5 CREDITS**
INTRODUCTION TO DRAMA

Helps to understand and experience a diversity of dramatic literature, from the Greeks through the Renaissance to modern and contemporary playwrights. (H)

Prerequisite: Eligibility for or concurrent enrollment in ENGL& 101.

ENGL& 220 **5 CREDITS**
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. (H)

Prerequisite: ENGL& 101 or permission of instructor.

ENGL& 226 **5 CREDITS**
BRITISH LITERATURE I

Survey of British literature from diverse periods. Selections will vary by quarter but will include classic and influential texts. (H)

Prerequisite: ENGL& 101 or permission from instructor.

ENGL& 227 **5 CREDITS**
BRITISH LITERATURE II

Theme-based study of selected masterpieces of British literature in context. (H)

Prerequisite: ENGL& 101 or permission of instructor.

ENGL& 235 **5 CREDITS**
TECHNICAL WRITING

Develop professional skills in research, design, and communication of technical information. Emphasis on audience analysis, clear and effective writing style, and use of visual elements. Composition of documents in a variety of professional formats such as memos, proposals, progress reports, completion reports, lab reports, and instruction manuals. (Formerly ENGL 150). (E)

Prerequisite: ENGL& 101 or permission of instructor.

ENGL& 236 **5 CREDITS**
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. (E)

Prerequisite: ENGL& 101 or permission of instructor.

ENGL& 237 **5 CREDITS**
CREATIVE WRITING II

Advanced creative writing using workshop approach. Genres offered vary by quarter and instructor. (E)

Prerequisite: ENGL& 236 or permission of instructor.

ENGL 240 **5 CREDITS**
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. (H)

Prerequisite: ENGL& 101 or permission of instructor.

ENGL& 244 **5 CREDITS**
AMERICAN LITERATURE I

Survey of classic works as well as new voices from the beginning of

Course Descriptions

American literature to the present.
(H)

Prerequisite: ENGL& 101 or permission of instructor.

ENGL& 245 **5 CREDITS**
AMERICAN LITERATURE II

Theme-based study of selected masterpieces of American literature in context. (H)

Prerequisite: ENGL& 101 or permission of instructor.

ENGL 250 **5 CREDITS**
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. (H)

Prerequisites: ENGL& 101.

ENGL& 254 **5 CREDITS**
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. (H)

Prerequisite: ENGL& 101 or instructor permission.

ENGL& 255 **5 CREDITS**
WORLD LITERATURE II

Theme-based study of selected masterpieces of African, Asian, European, and American literature in context. (H)

Prerequisite: ENGL& 101 or permission of instructor.

ENGL 260 **1-5 CREDITS**
SPECIAL TOPICS OR SEMINARS

Specific topics and authors as proposed by faculty. (E)

Prerequisite: ENGL& 101.

ENGL 265 **1-3 CREDITS**
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.

ENGL 290 **1-5 CREDITS**
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. (E)

Prerequisite: All arrangements must be made with the instructor prior to enrollment.

ENGL 325 **5 CREDITS**
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.

Entrepreneurship

ENT 205 **5 CREDITS**
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 **1 CREDIT**
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 **2 CREDITS**
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 **5 CREDITS**
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. This class will include students from multiple sections. Co-listed with MEDIA 275.

ENT 280 **5 CREDITS**
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 **5 CREDITS**
SURVEY OF ENVIRONMENTAL SCIENCE

Scientific approach to understanding nature and scope of contemporary problems in our environment. This class will include students from multiple sections. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

ENVS& 101L **5 CREDITS**
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. (NS)

Prerequisites: MATH 098/099 and placement into ENGL& 101.

ENVS 141L **5 CREDITS**
FRESHWATER ECOLOGY

General principles of limnology and ecology in the context of common freshwater environments of the Pacific Northwest. (E)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091; fieldwork involving moderately strenuous walking and wading of streams required.

ENVS 201L **5 CREDITS**
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. (NS)

Prerequisite: ENGL& 101, MATH 090/091, and the ability to move through and work in dense forest over steep terrain over long periods of time under challenging climatic conditions.

ENVS 202L **5 CREDITS**
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. (E)

Prerequisite: ENGL& 101 and the ability to work in rugged field conditions, under a challenging climate, all day.

ENVS 230L **5 CREDITS**
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. (NS)

Prerequisites: ENGL& 101, MATH& 146, and ZOO 216L.

ENVS 260 **1-5 CREDITS**
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. (E)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

ENVS 262 **5 CREDITS**
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. (E)

Prerequisite: The ability to work cooperatively in rugged field conditions for prolonged periods of time.

ENVS 270L **5 CREDITS**
MARINE ECOLOGY

Ecological interactions between specific marine habitats and their biological communities. Includes field trips to local marine environments. (E)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091

ENVS 274L **5 CREDITS**
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. (E)

Prerequisites: BIOL& 221L or BIOL& 100L; eligibility for ENGL& 101 and MATH 098/099.

ENVS 282L **5 CREDITS**
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. (E)

Prerequisites: MATH& 146 (may be enrolled concurrently), one of BIOL& 221L, BIOL& 100L, or BOT 101L and eligibility for ENGL& 101.

ENVS 290 **1-5 CREDITS**
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

Course Descriptions

design, data collection, analysis, and determination of conclusions. (E)

Prerequisites determined by instructor.

Family Life Education

F L E 151-153 **1 CREDIT** **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. Fall, Winter, Spring sequence.

F L E 155-157 **1 CREDIT** **PARENT CO-OP LEADERSHIP**

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. Fall, Winter, Spring sequence.

F L E 161-163 **1 CREDIT** **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. Fall, Winter, Spring sequence.

F L E 171-173 **2 CREDITS** **TODDLER-PARENT CO-OP**

For parents with one to three year old children 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. Fall, Winter, Spring sequence.

F L E 175-177 **2 CREDITS** **TODDLER-PARENT LAB/LEADERSHIP**

For parents with one to three year old children 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. Fall, Winter, Spring sequence.

F L E 181-183 **2 CREDITS** **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. Fall, Winter, Spring sequence.

Film

FILM 100 **5 CREDITS** **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. (H)

Prerequisite: Eligibility for or completion of ENGL& 101.

FILM 101 **5 CREDITS** **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. (H)

Prerequisite: Eligibility for or completion of ENGL& 101.

FILM 102 **5 CREDITS** **FILM GENRE**

Introduction to study of film genre through looking at either one or several film genres, including literary,

mythic, historic, and theoretical aspects. (H)

Prerequisite: Eligibility for or completion of ENGL& 101.

FILM 110 **5 CREDITS** **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. (H)

Prerequisite: Eligibility for or completion of ENGL& 101.

FILM 120 **5 CREDITS** **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. This class will include students from multiple sections. (H)

First Aid

F A 100 **1 CREDIT** **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 **1 CREDIT** **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 **9 CREDITS**
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 **1 CREDIT**
FIRST AID FOR HEALTHCARE PROVIDERS

This course provides two year American Heart Association (AHA) Health care 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.

French

FRCH 104 **1 CREDIT**
BEGINNING FRENCH CONVERSATION I

A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the French language. (E)

FRCH 105 **1 CREDIT**
BEGINNING FRENCH CONVERSATION II

A mixture of grammar, culture, pronunciation, listening and

speaking at a beginner level. For beginning and ongoing students of the French language. A continuation from French 104. French 104, equivalent or instructor permission recommended. (E)

FRCH 106 **1 CREDIT**
BEGINNING FRENCH CONVERSATION III

A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the French language. A continuation from French 105. French 105, equivalent or instructor permission recommended. (E)

FRCH 107 **1 CREDIT**
INTERMEDIATE FRENCH CONVERSATION I

A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the French language. A continuation from French 106. French 106, equivalent or instructor permission recommended. (E)

FRCH 108 **1 CREDIT**
INTERMEDIATE FRENCH CONVERSATION II

A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the French language. A continuation from French 107. French 107, equivalent or instructor permission recommended. (E)

FRCH 109 **1 CREDIT**
INTERMEDIATE FRENCH CONVERSATION III

A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the French language. A continuation from French 108. French 108, equivalent or instructor permission recommended. (E)

FRCH 110 **1 CREDIT**
ADVANCED FRENCH CONVERSATION I

Continue your knowledge of the French language at an advanced level. Class is conducted completely in French. A continuation from French 109. French 109, equivalent or instructor permission recommended. (E)

FRCH 111 **1 CREDIT**
ADVANCED FRENCH CONVERSATION II

Continue your knowledge of the French language at an advanced level. Class is conducted completely in French. A continuation from French 110. French 110, equivalent or instructor permission recommended. (E)

FRCH 112 **1 CREDIT**
ADVANCED FRENCH CONVERSATION III

Continue your knowledge of the French language at an advanced level. Class is conducted completely in French. A continuation from French 111. French 111, equivalent or instructor permission recommended. (E)

FRCH& 121 **5 CREDITS**
FRENCH I

Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills. (E)

FRCH& 122 **5 CREDITS**
FRENCH II

Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills. (E)

FRCH& 123 **5 CREDITS**
FRENCH III

Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews and language drills. (H)

Course Descriptions

General Studies

G S 090 **2 CREDITS** **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 **2 CREDITS** **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 **3 CREDITS** **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 **2 CREDITS** **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, intrapersonal understanding. In doing so, students will act as conversation and cultural mentors to each other. (E)

Prerequisite: for international students: IELTS 081 or 082 or 083 or permission of instructor.

G S 111 **3 CREDITS** **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 **5 CREDITS** **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. (E)

Prerequisite: ENGL& 101.

G S 121-126 **1-2 CREDITS** **STUDIUM GENERALE**

Series of programs from the Humanities, Social Sciences, Natural Sciences, Vocations, and Global Issues. This class will include students from multiple sections. (E)

G S 185-187 **2 CREDITS** **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 **4 CREDITS** **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 **3 CREDITS** **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 **5 CREDITS** **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 **5 CREDITS** **INTRODUCTION TO PHYSICAL GEOGRAPHY**

Geodesy and mapping; introduction to atmospheric science, weather, climate, the oceans, hydrology, and the earth's heat budget. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

GEOG 200L **5 CREDITS** **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. (NS)

Prerequisites: MATH 098/099, computer literacy, and eligibility for ENGL& 101.

GEOG 280 **5 CREDITS**
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. (SS).

Prerequisites: Eligible for ENGL&101 and MATH090/091; computer literacy.

GEOG 325 **5 CREDITS**
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.

Prerequisites: MATH& 146 and BAS 315 or permission of instructor.

Geology

GEOL& 100 **5 CREDITS**
SURVEY OF EARTH SCIENCE

A survey of earth science including topics on rock and mineral characteristics, natural hazards, surface and groundwater environments, marine and continental environments, resources and landforms. This class will include students from multiple sections. (NS)

Prerequisite: Eligibility for both ENGL& 101 and MATH 090/091; CHEM& 110L or equivalent recommended.

GEOL& 101L **5 CREDITS**
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. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091; CHEM&110L or equivalent recommended.

GEOL 124L **5 CREDITS**
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. (NS)

Prerequisite: Eligibility for both ENGL& 101 and MATH 090/091.

Construction Technology (formerly Green Building)

GRBD 101 **3 CREDITS**
INTRODUCTION TO WOODWORKING

Introduction to woodworking tools, materials, hand and power tools used in residential and commercial jobsites. Overview of the woodworking industry, safety and building materials.

GRBD 102 **5 CREDITS**
WOODWORKING II

Students will explore the art of creating finished pieces and establishing a career in the woodworking industry. This class covers advanced woodworking, cabinet making, and Labor and Industry guidelines for shop floor plans and walkways. Students will construct using jogs and templates.

GRBD 103 **5 CREDITS**
FINISH CARPENTRY

Students will learn finish carpentry techniques, craftsmanship finishing touches on construction project. Learn about traditional, colonial and modern construction styles including interior and exterior trim.

GRBD 105 **3 CREDITS**
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 106 **5 CREDITS**
FOUNDATIONS AND FRAMING

This class introduces students to the beginning carpentry phases of conventional stick frame residential and light commercial construction. Learn International Building Codes as they apply to foundations and framing.

GRBD 107 **5 CREDITS**
SIDING, DECKS AND STAIRS

This class will focus on three of the most functional and visible elements of any residential construction or light commercial project: siding, decks, and stairs. Code compliance will be a major focus of deck and stair system construction.

GRBD 108 **5 CREDITS**
ROOF SYSTEMS AND ROOFING

This class will focus on the proper and safe construction of both rafter and truss roof systems. Students will learn about various roofing material, practice flashing and installing multiple roofing products.

GRBD 153 **5 CREDITS**
RESIDENTIAL HOMEBUILDING

Hands on residential construction at an actual home building site. Students will learn safety, OSHA competent person, how to operate power tools, building codes, construction standards, blueprint reading, and how to build walls, floors and various components of a home.

Course Descriptions

GRBD 160 **3 CREDITS**
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 **5 CREDITS**
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

GRBD 206 **5 CREDITS**
CONSTRUCTION TECHNOLOGY, CONCEPTS AND DESIGN

Learn Construction Technology techniques and processes and how they apply modern stick framed residential and light commercial building.

Design and orient a house plan. Practice advanced framing, insulation, air infiltration and material selection. Learn the United States Construction Technology Council LEED process. Explore eligibility requirements from Energy Star and Clallam Built Green.

GRBD 210 **3 CREDITS**
JOB SITE MANAGEMENT

This class will introduce the students to construction jobsite management. Learn OSHA and Washington State Department of Labor and Industries requirements for job site safety. Control of resources and materials on the jobsite as well as the proper order and flow of jobs on the worksite. Negotiate with labor and subcontractors. This class will teach students leadership skills to work as a foreman or contractor on a construction site.

GRBD 212 **5 CREDITS**
ENGINEERED BUILDING MATERIALS & METHODS

This class focuses on the role and use of engineered wood, steel, and fast growing plants in the construction world. Starting with Glulams, finger-jointed studs, and manufactured trusses. Learn about cutting edge engineered building materials like mass timbers, cross laminated timbers, and thermally modified wood and their impact on the Construction Technology Movement.

GRBD 215 **3 CREDITS**
CARPENTRY ESTIMATION

This class will cover practices for successful cost estimation of residential and light commercial construction. Students will conduct material 'take offs' then put their skill to use, estimating materials such as lumber, roofing, windows, doors, permits applications, professional fees for architects and engineers, waste, time, and overhead.

GRBD 220 **5 CREDITS**
ALTERNATIVE BUILDING METHODS

Class focuses on building engineered wood products into traditional stick framing as well as construction using Structurally Insulated Panels (SIPS), Insulated Concrete Forms (ICF), and other nontraditional, yet existing and allowable building methods for today's construction industry.

GRBD 225 **3 CREDITS**
CONSTRUCTION MANAGEMENT

Learn leadership and ethics for construction management and the business of being a contractor. Explore legal requirements and risk analysis for a construction project. Analyze cost and project budgets.

Health Education

H ED 090 **0 CREDITS**
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 doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewRenewUpdate

H ED 095 **0 CREDITS**
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 doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewRenewUpdate

H ED 180 **5 CREDITS**
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 **5 CREDITS**
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 **5 CREDITS** **WORLD CIVILIZATIONS I**

Historical comparative study of the world's major civilizations (African, Asian, Middle East, European, and American) from prehistory to ca.1200 CE. There will be an emphasis on material existence and understanding value systems. We will delve into how these are expressed in different political, social, economic, cultural, and religious systems as well as in literature and art. (SS)

HIST& 127 **5 CREDITS** **WORLD CIVILIZATIONS II**

Comparative study of the world's major civilizations (African, Asian, Middle East, European, and American) from roughly 1200 CE to 1815. There will be an emphasis on material existence and understanding value systems. We will delve into how these are expressed in different political, social, economic, cultural and religious systems as well as in literature and art. (SS)

HIST& 128 **5 CREDITS** **WORLD CIVILIZATIONS III**

Comparative historical study of the world's major civilizations (African, Asian, Middle East, European, and American) from the beginning of industrialization to today's global world. There will be an emphasis on material existence and understanding value systems. We will delve into how these are expressed in different political, social, economic, cultural, and religious systems as well as in literature and art. (SS)

HIST& 146 **5 CREDITS** **U.S. HISTORY I**

United States development from European settlements clinging tenuously on the Atlantic coast, or

wayward outposts in the Southeast and Southwest, to a large, relatively unified nation between two oceans. We will examine the people of North America, Europe and Africa before colonialism and then address the social, cultural, economic and geographical determinants for colonization. We will explore how colonists began to see themselves separate from the mother country and how this resulted in revolution and a new nation. (SS)

Prerequisite: Eligibility for or completion of ENGL& 101.

HIST& 147 **5 CREDITS** **U.S. HISTORY II**

United States evolution after the early years of nation building. The course will begin at the end of the Jacksonian Reform era, and end with the period of overseas expansion as the United States become a Great Power nation. This course will examine a number of crisis or issues of change, including civil war, western expansion, industrialization, immigration and urbanization. The student will learn how the people of the United States responded to crisis periods through reform movements such as Populism, unionization, Progressivism and imperialism. (SS)

Prerequisite: Eligibility for or completion of ENGL& 101.

HIST& 148 **5 CREDITS** **U.S. HISTORY III**

The third part of the History of the United States examines the 20th century starting with World War I. In this period attention directed toward the development of the United States as a modern nation-state. We will cover the process industrialization, urbanization, and immigration that shaped the contours of the country right into the 21st century. Other topics of interest in the larger processes will be the Great Depression, Imperialism, World War I and II, the Cold War,

environmentalism, nuclear war and terrorism. The course will end as the United States enters the post-Cold War era. (SS)

Prerequisite: Eligibility for or completion of ENGL& 101.

HIST& 214 **5 CREDITS** **PACIFIC NW HISTORY**

With emphasis on the states of Washington, Oregon, and Idaho, Pacific Northwest (PNW) history proceeds through five main periods: indigenous peoples, European discovery, colonialism, industrial development, and regional control. The course emphasizes understanding social (ethnicity, race, and gender) differences, economic and political organization, and cultural values of the different historical periods. ENGL& 101 is strongly recommended (E)

HIST 220 **5 CREDITS** **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)

Homeland Security / Emergency Management

HSEM 102 **5 CREDITS** **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.

Course Descriptions

HSEM 110 **2 CREDITS**
**BASIC INCIDENT COMMAND SYSTEM/
NATIONAL MANAGEMENT SYSTEM**

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 **3 CREDITS**
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 **3 CREDITS**
**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

HSEM 157 **2 CREDITS**
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 **5 CREDITS**
**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 **3 CREDITS**
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 **1-5 CREDITS**
TRIBAL EMERGENCY MANAGEMENT

This special topics train-the-trainer program is designed to prepare students to deliver community preparedness awareness information classes on emergencies and disasters. (Formerly HSEM Special Topic Citizen Preparedness Training)

Prerequisites: HSEM 102 and must have completed 12 HSEM credits or HSEM Program Coordinator approval

HSEM 200 **2 CREDITS**
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 **3 CREDITS**
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 2 CREDITS
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 2 CREDITS
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 5 CREDITS
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 3 CREDITS
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 1 CREDIT
FIRST 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 1 CREDIT
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 3 CREDITS
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 2 CREDITS
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 1 CREDIT
SECOND YEAR INTERDISCIPLINARY PROJECTS SEMINAR I

In these two hour bi-weekly seminars students will make brief presentations on the nature objective and probing the nature

Course Descriptions

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 **1 CREDIT** **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 **2 CREDITS** **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. Students must receive a passing grade on their project to successfully complete the course.

Prerequisite: Acceptance in the Honors Program.

HONOR 290 **2-4 CREDITS** **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 **5 CREDITS** **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 **5 CREDITS** **LEADERSHIP & MANAGEMENT FOR HOSPITALITY**

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 **5 CREDITS** **ECOTOURISM**

Overview of the socio-cultural, ecological, economic and community impacts of ecotourism. Explore ecoguide 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 **5 CREDITS** **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 **2 CREDITS** **DINING ROOM MANAGEMENT**

Learn dining room management including operations, budget, cost control, inventory, staffing, layout, and styles of service.

HOSP 150 **3 CREDITS** **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 **5 CREDITS** **SUSTAINABLE HOSPITALITY FACILITIES**

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 215 **5 CREDITS** **ADVENTURE TRAVEL LEADERSHIP AND GUIDING**

This course will provide an overview of customer service, content delivery, and sustainability for adventure travel leadership and guiding. This course will provide a foundation for those interested in pursuing a career in Adventure Travel, as well as connecting existing professionals to international standards. This course will also examine issues and trends in the adventure travel industry and specifically those affecting guides, tour leaders, and instructors.

HOSP 220 **5 CREDITS**
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 **5 CREDITS**
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 **1-5 CREDITS**
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 **1-2 CREDITS**
DEVELOPMENTAL EDUCATION I

Supervised study in specific courses and/or assistance in learning specific academic skills. Lab format with individualized learning contracts. This class will include students from multiple sections.

HUMDV 101 **1 CREDIT**
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 **1 CREDIT**
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. No prerequisites. No text required.

HUMDV 110 **1-3 CREDITS**
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 **2 CREDITS**
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 **1-2 CREDITS**
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 **1-2 CREDITS**
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 **1-2 CREDITS**
INTERVIEW 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 **3 CREDITS**
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 **1 CREDIT**
POLICY AND ETHICS IN HEALTHCARE I

Policy and Ethics in Healthcare I introduces legal, ethical and regulatory issues in healthcare with an emphasis in professional nursing. Identifies an approach to ethical decision making in healthcare with utilization of the Jonsen model.

Prerequisite: Requires admission to the nursing program.

HUM 232 **2 CREDITS**
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.

Prerequisite: HUM 131.

Course Descriptions

HUM 233 **2 CREDITS**
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.

Prerequisite: HUM 232.

HUM 265 **1-3 CREDITS**
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.

Information Studies

INFO 101 **2 CREDIT**
RESEARCH IN HEALTH AND SOCIAL 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 **2 CREDITS**
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 **3 CREDITS**
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 107 **5 CREDITS**
INTRODUCTION TO NETWORKING

This course is an introduction to technologies, terminology, and skills used in the world of data networking. Emphasis is on practical applications of networking and computer technology to real-world problems, including home and small-business network setup. You will perform a variety of hands-on and case project activities combined with your reading activities that will reinforce each of the course objectives. This course maps to CTCITC 115: Introduction to Networking.

IT 111 **5 CREDITS**
FUNDAMENTALS OF INFORMATION TECHNOLOGY

This course provides an overview of information technology (IT) with emphasis on making technical and business decisions. The course will introduce students to a variety of IT areas and identify their connections. Course topics include: office productivity applications, basic computer hardware, networking and security, and webpage creation and programming. Problem-based learning will be used to stress employability skills such as teamwork, written and oral communication, problem solving, trouble shooting, and project management. Students will also research an IT career path and

describe the opportunities and the requirements needed for employment. Course maps to CTCITC 110 course.

IT 114 **5 CREDITS**
DATABASE DESIGN AND IMPLEMENTATION

Introduction to the principles of database management systems. Topics include database system architecture, data models, theory of database design, query optimization, concurrency control, crash recovery, and storage strategies. This course maps to the CTCITC 114: Database Design and Implementation course. This class will include students from multiple sections.

IT 156 **5 CREDITS**
INTRODUCTION TO OPERATING SYSTEMS

Provides an overview of current and future mainstream features of the Windows client and server operating systems. Instruction will be reinforced with examples and exercises performed on the operating system. The student should be familiar with computers. No previous experience with Windows operating systems is required. Course maps to CTCITC 116.

IT 162 **5 CREDITS**
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 225 **5 CREDITS**
WINDOWS DOMAINS

This course introduces Windows Server operating systems through the implementation and administration of Windows Servers

in a virtual Network environment. Topics include server roles and features, best practices in server configuration and administration, and server participation in a network environment. This course tracks to Microsoft's MCSA Certification for Servers but does not cover all topics in those exams and is not designed to fully prepare students for certification. Recommended that students enter the course with some experience and prior knowledge of virtualization and the basics functions of operating systems.

IT 260 **5 CREDITS**
INTRODUCTION TO UNIX/LINUX SYSTEMS ADMINISTRATION

An introduction to the Unix/Linux operating system and Unix/Linux system administration. Prepares student for CompTIA Linux+ Part A exam.

IT 271-274, 276 **1-5 CREDITS**
INFORMATION TECHNOLOGY INTERNSHIP

This class will provide opportunities for Information Technology students to participate in internships with local businesses.

Prerequisite: IT 111, IT 162, and IT 212 or instructor approval.

IT 299 **2 CREDITS**
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 **5 CREDITS**
UNDERSTANDING THE HUMANITIES

Introduction to a range of artistic and intellectual expressions of what it means to be human. Areas explored may include architecture, dance, film, language, literature, music, painting, philosophy, photography, sculpture, and/or theater. Discussion of these expressions, themes and styles, as well as their cultural, historical, and theoretical contexts. (H)

I S 102 **5 CREDITS**
COMPARATIVE ARTS

Exploration of thematic and stylistic connections between art forms, focusing on both theory and creative application. Art forms may include painting, photography, sculpture, dance, poetry, fiction, theater, film, and music. (H)

I S 103 **5 CREDITS**
WOMEN'S VOICES ARTS AND HUMANITIES

Exploration of women's voices and works in the Arts and Humanities from specific time periods and mediums. (H)

I S 104 **5 CREDITS**
CREATIVE WRITING AND THE ARTS

In addition to writing poetry, fiction, and other selected genres, students will explore expression 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 **5 CREDITS**
POPULAR CULTURE

Historical as well as cross-cultural study of popular literary and nonliterary texts, such as novels, magazines, comic books, films, television shows, advertisements,

social media, superhero tales, music videos, and fashion trends. Focus on popular myths, icons, heroes, and/or rituals that have affected peoples' lives and attitudes. (H)

I S 107 **5 CREDITS**
HISTORY OF REASON

Exploration of a theme, area of knowledge, or period of intellectual history, focusing on seminal ideas and paradigm shifts.(H)

I S 108 **2 CREDITS**
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 109 **5 CREDITS**
INTRODUCTION TO INDIGENOUS HUMANITIES

Introduction to a range of artistic and intellectual expressions of what it means to be human with particular attention to distinct paradigms that reflect indigenous history, culture, arts, and philosophies. Areas of attention/concentration include but are not limited to architecture, dance, film, language, literature, music, painting, philosophy, sculpture, and performance. (H)

I S 201 **5 CREDITS**
SERVICE LEARNING

This course combines meaningful service experience with selected resources, assignments and self-reflection to build real- world professional competencies. Through a service project with a local community partner, students will gain hands-on experience as it relates to their academic area of

Course Descriptions

interest. This course goes beyond internships and volunteer work by empowering students to apply classroom learning to current social issues and community needs. Course meetings and activities are built around learner-centered reflection, peer discussion and field experiences for a variety of disciplines. (E)

Prerequisite: ENGL& 101

I S 302 **5 CREDITS** **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, or permission of instructor.

Intensive English Language Studies

IELS 081 **6 CREDITS** **INTENSIVE ENGLISH-BASIC LEVEL-READING**

This course is for non-native English speakers who wish to improve their English. The course will focus on reading comprehension and vocabulary development at the low- intermediate level. This class will include students from multiple sections.

Prerequisite: On-campus assessment in all skill areas. Non-transferable.

IELS 082 **6 CREDITS** **INTENSIVE ENGLISH-BASIC LEVEL-WRITING**

This course is for non-native English speakers who wish to improve their English. The course will focus on writing and grammar skills at the low-intermediate level. This class will include students from multiple sections.

Prerequisite: On-campus assessment in all skill areas. Non-transferable.

IELS 083 **6 CREDITS** **INTENSIVE ENGLISH-BASIC LEVEL-LISTENING**

This course is for non-native English speakers who wish to improve their English. The course will focus on listening and speaking skills at the low-intermediate level. This class will include students from multiple sections.

Prerequisite: On-campus assessment in all skill areas. Non-transferable.

IELS 084 **6 CREDITS** **INTENSIVE ENGLISH-INTERMEDIATE LEVEL-READING**

This course is for non-native English speakers who wish to improve their English. The course will focus on reading comprehension and vocabulary development at the intermediate level. This course is for non-native English speakers who wish to improve their English. This class will include students from multiple sections.

Prerequisite: On-campus assessment in all skill areas or successful completion of IELS 081. Non-transferable.

IELS 085 **6 CREDITS** **INTENSIVE ENGLISH-INTERMEDIATE LEVEL-WRITING**

This course is for non-native English speakers who wish to improve their English. The course will focus on writing and grammar skills at the intermediate level. This class will include students from multiple sections.

Prerequisite: On-campus assessment in all skill areas or successful completion of IELS 082. Non-transferable.

IELS 086 **6 CREDITS** **INTENSIVE ENGLISH-INTERMEDIATE LEVEL-LISTENING**

This course is for non-native English speakers who wish to improve their English. The course will focus on listening and speaking skills at the intermediate level. This class will include students from multiple sections.

Prerequisite: On-campus assessment in all skill areas or successful completion of IELS 083. Non-transferable.

IELS 087 **6 CREDITS** **INTENSIVE ENGLISH-HIGH INTERMEDIATE LEVEL-READ**

This course is for non-native English speakers who wish to improve their English. The course will focus on academic reading and vocabulary skills at the high-intermediate level.

Prerequisite: On-campus assessment in all skill areas or successful completion of IELS 084. Non-transferable.

IELS 088 **6 CREDITS** **INTENSIVE ENGLISH-HIGH INTERMEDIATE LEVEL-WRITING**

This course is for non-native English speakers who wish to improve their English. The course will focus on academic writing skills at the high-intermediate level.

Prerequisite: On-campus assessment in all skill areas or successful completion of IELS 085. Non-transferable.

IELS 089 **6 CREDITS** **INTENSIVE ENGLISH-HIGH INTERMEDIATE LEVEL-LISTEN**

This course is for non-native English speakers who wish to improve their English. The course will focus on academic listening and speaking skills at the high-intermediate level.

Prerequisite: On-campus assessment in all skill areas or successful completion of IELS 086. Non-transferable.

Math - Applied

AMATH 121 **5 CREDITS** **APPLIED 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 063/064 or acceptable placement test score.

Mathematics

MATH 063/064 5 CREDITS

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. This class will include students from multiple sections.

Prerequisite: Placement exam.

MATH 090/091 5 CREDITS

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. This class will include students from multiple sections.

Prerequisite: P (2.0 or higher) in Math 063/064 or equivalent.

MATH 098/099 5 CREDITS

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. This class will include students from multiple sections.

Prerequisite: P (2.0 or higher) in MATH 090/091 or equivalent.

MATH 106 5 CREDITS

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 5 CREDITS

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. This class will include students from multiple sections. (QS,NS)

Prerequisite: P (2.0 or higher) in MATH 090/091 or equivalent.

MATH 108 5 CREDITS

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 P (2.0 or higher) in MATH 090/091 or equivalent.

MATH 111 5 CREDITS

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. (QS, NS)

Prerequisite: P (2.0 or higher) in MATH 090/091 or MATH& 148 or equivalent.

MATH& 141 5 CREDITS

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. This class will include students from multiple sections. (QS, NS)

Prerequisite: P (2.0 or higher) in MATH 098/099 or MATH& 148 or equivalent.

MATH& 142 5 CREDITS

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. This class will include students from multiple sections. (QS, NS)

Prerequisite: 2.0 or higher in MATH& 141 or equivalent.

MATH& 146 5 CREDITS

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. This class will include students from multiple sections. (QS, NS)

Prerequisite: P (2.0 or higher) in MATH 090/091 or equivalent.

MATH& 148 5 CREDITS

BUSINESS CALCULUS

Limits, rates of change, graphing, differentiating, optimizing, polynomials, integration, logarithmic and exponential functions, implicit differentiation, business applications. (QS,NS)

Prerequisite: 2.0 or better in MATH& 141 or MATH 111.

Course Descriptions

MATH& 151 **5 CREDITS**

CALCULUS I: ANALYTIC GEOMETRY

Limits and continuity; derivatives of algebraic and trig functions; chain rule, implicit differentiation and applications, an introduction to antiderivatives. This class will include students from multiple sections. (QS, NS)

Prerequisite: 2.0 or higher in MATH& 142 or equivalent.

MATH& 152 **5 CREDITS**

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. (QS, NS)

Prerequisite: 2.0 or higher in MATH& 151 or equivalent.

MATH& 163 **5 CREDITS**

CALCULUS 3: ANALYTIC GEOMETRY

Sequences, series, Taylor expansions. Vectors, vector functions, space curves. Functions of several variables, partial derivatives, tangent planes. This class will include students from multiple sections. (QS, NS)

Prerequisite: 2.0 or higher in MATH& 152 or equivalent.

MATH 210 **5 CREDITS**

LINER ALGEBRA

This course covers the following topics: linear equations, matrix algebra, use of technology, rigorous proof, vector spaces, linear independence, basis, orthogonality, linear transformations, eigenvalues/vectors, Gram-Schmidt, least squares regression, and applications.

Prerequisite: 2.0 or higher in MATH& 163.

MATH 224 **3 CREDITS**

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. (E)

Prerequisite: 2.0 or higher in MATH& 163 or equivalent.

MATH 238 **5 CREDITS**

DIFFERENTIAL EQUATIONS

Introduction to applied problem solving with first and second order ordinary differential equations using analytical, numerical and graphic methods.

Prerequisite: 2.0 in MATH& 152 or equivalent.

MATH 265 **1-3 CREDITS**

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.

Medical Assisting

MED 101 **5 CREDITS**

INTRODUCTION CLINICAL TO CLINICAL MEDICAL ASSISTING

This course is an 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 while expanding their effective communication skills. Students will begin learning the foundations for clinical practice in providing patient care as medical assistants. This course includes a skills laboratory component. Students will be instructed in the use of an educational electronic medical record (EMR) system. NOTE: Students need to be accepted into the Medical Assisting Program and have entry codes to register.

MED 102 **5 CREDITS**

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. NOTE: Students need to have entry codes to register.

MED 105 **1 CREDIT**

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. NOTE: Students need to have entry codes to register.

MED 110 **5 CREDITS**

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. NOTE: Students need to be accepted into the Medical Assisting Program and have entry codes to register.

MED 115 **5 CREDITS**

ANATOMY & PATHOPHYSIOLOGY FOR MEDICAL ASSISTANTS II

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. NOTE: Students need to have entry codes to register.

MED 135 4 CREDITS
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. NOTE: Students need to have entry codes to register.

MED 140 4 CREDITS
MEDICAL, ETHICAL, LEGAL COMMUNICATION

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. NOTE: Students need to have entry codes to register.

MED 150 5 CREDITS
MEDICAL BILLING AND CODING I

This course gives medical assisting students an introduction 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. NOTE: Students need to have entry codes to register.

MED 151 5 CREDITS
MEDICAL BILLING AND CODING 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. NOTE: Students need to have entry codes to register.

MED 155 6 CREDITS
MEDICAL OFFICE ASSISTANT EXTERN AND CAPSTONE

Final core curriculum course for students seeking to become medical office assistants or specialists. The course prepares students to perform routine administrative medical office duties in an outpatient setting. Students completing this course will be expected to develop a professional portfolio, apply for a national credentialing exam of their choice, participate in job-seeking activities, and participate in a brief externship wherein they will be expected to perform tasks relevant to the MOA job description.

Prerequisite: Eligibility for both ENGL& 101 and MATH 090/091. Completion of MED 135 with a GPA of 2.0 or better.

MED 160 5 CREDITS
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. NOTE: Students need to have entry codes to register.

MED 161 5 CREDITS
CLINICAL SKILLS SEMINAR FOR MEDICAL ASSISTANTS II

This course continues instructing 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. NOTE: Students need to have entry codes to register.

MED 165 6 CREDITS
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

Course Descriptions

and critical thinking skills into their daily practice as medical assistants. NOTE: Students need to have entry codes to register.

MED 170 **5 CREDITS**
PRINCIPLES OF PHARMACOLOGY FOR MEDICAL ASSISTANTS

This 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. Students will learn to update medication lists utilizing an electronic medical record system. Students will learn techniques to help them explain medication treatment plans to patients to ensure patient understanding and compliance. NOTE: Students need to have entry codes to register.

MED 200 **3 CREDITS**
MEDICAL ASSISTING 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. NOTE: Students need to have entry codes to register.

MED 201 **5 CREDITS**
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. NOTE: Students need to have entry codes to register.

Multimedia Communications

MEDIA 110 **5 CREDITS**
INTRODUCTION TO MULTIMEDIA GRAPHIC

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. This class will include students from multiple sections.

MEDIA 111 **5 CREDITS**
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 115 **5 CREDITS**
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. This class will include students from multiple sections.

MEDIA 145 **5 CREDITS**
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. This class will include students from multiple sections.

MEDIA 155 **5 CREDITS**
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. This class will include students from multiple sections.

Prerequisite: Good computer and typing skills.

MEDIA 170 **5 CREDITS**
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.

Prerequisites: MEDIA 110 or concurrent enrollment.

MEDIA 175 **4 CREDITS**
PRINCIPLES OF DIGITAL PHOTOGRAPHY

Designed to teach students the principles of digital photography with an emphasis on the discovery of solutions for artistic challenges to composition, lighting, color and photographic technology. Students will explore the cultural influences of visual communication and the evolution of traditional photography into the digital age. Good computer and file management skills are recommended.

MEDIA 190 **5 CREDITS**
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 195 **5 CREDITS**
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 **5 CREDITS**
INTRO 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. This class will include students from multiple sections.

Prerequisite: Good computer file management skills.

MEDIA 201 **5 CREDITS**
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.

Prerequisite: Good computer and file management skills.

MEDIA 202 **5 CREDITS**
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. This class will include students from multiple sections.

Prerequisite: MEDIA 201.

MEDIA 203 **5 CREDITS**
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 **5 CREDITS**
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. This class will include students from multiple sections.

MEDIA 206 **5 CREDITS**
DATABASE DRIVEN WEBSITES

This course introduces the fundamentals of database driven website development using the PHP programming language and MySql relational database management system. Students will learn web application programming fundamentals by developing a relational database and PHP web applications. Students will also gain hands-on experience working with web application security and common web application features like create, read, update and delete. Basic understanding of HTML recommended.

Prerequisite: MEDIA 190 or instructor permission. Additional fees required for database webserver account.

MEDIA 212 **5 CREDITS**
DIGITAL PORTFOLIO

Students will produce a website portfolio of digital media and artwork that showcases creative and technical skills. This capstone course is to guide students through the process of creating multimedia web portfolios for the need for college transfer applications and employment in related fields. Students will select, organize, develop, and present a collection of work that exhibits individual efforts, progress, and achievements. This class will include students from multiple sections.

Prerequisites: MEDIA 110 and web design skills.

Course Descriptions

MEDIA 215 **5 CREDITS** **DIGITAL VIDEO PROJECTS**

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 **5 CREDITS** **DIGITAL STORYTELLING**

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. This class will include students from multiple sections.

Prerequisite: Good computer file management skills

MEDIA 260 **1-5 CREDITS** **INTERNSHIP**

Thirty-three hours per credit. Internship in a workplace setting of the student's choice, based on needs and interests.

MEDIA 275 **5 CREDITS** **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. This class will include students from multiple sections. Co-listed with ENT 275.

MEDIA 299 **2 CREDITS** **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 **5 CREDITS** **MUSIC APPRECIATION**

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 **5 CREDITS** **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 130 **1-2 CREDITS** **CHAMBER CHOIR**

Study of historical styles and performances in diverse languages. Public performances required. (P, E)

Prerequisite: Permission of instructor.

MUSC 133 **1 CREDIT** **CHAMBER MUSIC ENSEMBLE**

Designed for string, keyboard,

wind, and brass players; provides opportunity for playing chamber music in both sight reading and performance contexts. (P,E)

Prerequisite: Permission of instructor.

MUSC 136-138 **1-3 CREDITS** **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. This class will include students from multiple sections. (P, E)

Prerequisite: Instructor permission.

MUSC 139 **2 CREDITS** **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. (E)

Prerequisites: At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument.

MUSC& 141 **5 CREDITS** **MUSIC THEORY I**

Develops musicianship through study and application of compositional elements.

Emphasis on musical notation, aural skills, and aesthetic musical values. (H)

Each quarter prerequisite to the next or by permission of instructor.

MUSC 146-148 **2 CREDITS** **VOCAL ENSEMBLE I, II, III**

The study and performance of specialized contemporary and jazz vocal music suitable for beginning and advanced students. This class will include students from multiple sections. (P, E)

Prerequisite: Permission of instructor.

MUSC 153 **2 CREDITS**
SYMPHONY ORCHESTRA

Performance in a community symphony orchestra. (P, E)

Prerequisite: Permission of instructor.

MUSC 158 **2 CREDITS**
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)

Prerequisite: Permission of instructor.

MUSC 161 **2 CREDITS**
BEGINNING INSTRUCTION-VOICE/INSTRUMENTS

This course will focus on basic and intermediate music performance instruction (instrumental or vocal). (E)

MUSC 184 **2 CREDITS**
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 **2 CREDITS**
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. (E)

Prerequisites: At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument.

MUSC 246-248 **2 CREDITS**
VOCAL ENSEMBLE IV, V, VI

Continuation of Music 148. (P, E)

MUSC 260 **1-5 CREDITS**
SPECIAL TOPICS OR SEMINARS

Special topics in music.

Nursing

NURS 101 **5 CREDITS**
NURSING I

Nursing 101 introduces concepts and theories basic to the art and science of the nursing role. Provides an introduction to holistic assessment and care management, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism. Requires admission to the nursing program.

NURS 102 **6 CREDITS**
NURSING II - THEORY

Nursing 102 is a nursing theory course with a focus on chronic illness. Chronic alterations in health are considered in the context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism.

NURS 103 **6 CREDITS**
NURSING III - THEORY

Nursing 103 is a nursing theory class where student explore acute and chronic alterations in health across the lifespan are considered in the context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism.

NURS 111 **2 CREDITS**
FUNDAMENTAL CLINICAL NURSING SKILLS

Nursing 111 is a basic nursing skills lab course. Students demonstrate basic nursing skills using principles of holistic assessment, evidence based standards of practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism. Requires admission to the nursing program.

NURS 112 **5 CREDITS**
NURSING II - LAB

Nursing 112 is a clinical/lab course where students begin to demonstrate competencies necessary to meet the physical and psychosocial needs of those experiencing alterations in health across the lifespan. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism.

NURS 113 **5 CREDITS**
NURSING III - LAB

Nursing 113 is a clinical/lab course where students continue to demonstrate competencies necessary to meet the needs physical and psychosocial needs of those experiencing alterations in health across the lifespan. Focus on the acute care and community setting. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism.

NURS 201 **6 CREDITS**
NURSING IV - THEORY

Nursing 201 is a nursing theory course where student continue to explore complex alteration in health across the lifespan in the

Course Descriptions

context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism.

NURS 202 **4 CREDITS**
NURSING V - THEORY

Nursing 202 is a nursing theory course where student continue to explore increasingly complex alteration in health across the lifespan in the context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism.

NURS 203 **4 CREDITS**
NURSING VI - THEORY

Nursing 203 is a nursing theory course where student continue to explore complex alteration in health across the lifespan in the context of holistic assessment and care management, pharmacology, evidence based clinical decision making, concepts of caring, safety, patient teaching, collaboration, therapeutic communication, and professionalism.

NURS 211 **5 CREDITS**
NURSING IV - LAB

Nursing 211 is a clinical/lab course where students continue to demonstrate competencies necessary to meet the physical and psychosocial needs of those experiencing alterations in health across the lifespan. Focus on the acute care and mental health setting. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism.

NURS 212 **6 CREDITS**
NURSING V - LAB

Nursing 212 is a clinical/lab course where students continue to demonstrate competencies necessary to meet the physical and psychosocial needs of those experiencing alterations in health across the lifespan.

Focus on the acute care and obstetric health setting. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism.

NURS 213 **6 CREDITS**
NURSING VI - LAB

Nursing 213 is a clinical/lab course where students continue to demonstrate competencies necessary to meet the physical and psychosocial needs of those experiencing alterations in health across the lifespan. Focus on the transition to the novice registered nurse role. Integrated concepts include holistic assessment, evidence based practice, caring, safety, patient teaching, organizing and managing care, collaboration, therapeutic communication, and professionalism.

Prerequisite: successful completion of NURS 212.

NURS 255 **1-5 CREDITS**
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 **1-5 CREDITS**
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. (E)

Prerequisite: Instructor permission.

Nursing Assistant

NAC 105 **6 CREDITS**
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. For more information, go to pencol.edu/proftech/nursing-assistant.

Nutrition

NUTR& 101 **5 CREDITS** **INTRODUCTION TO HUMAN NUTRITION**

Basic principles of nutrition across the lifespan. Details the digestive process, the digestion and absorption of macro and micronutrients including vitamins, minerals, and phytonutrients. Examines the role of nutrition in the maintenance of optimal health and disease prevention. Includes analysis of personal dietary habits and the components of a healthful diet. (NS)

Prerequisite: Eligibility for ENGL& 101 and P (2.0 or higher) in MATH 063/064 or equivalent.

NUTR 121 **3 CREDITS** **NUTRITION IN HEALTHCARE I**

Nutrition in Healthcare I provides an introduction to nutritional concepts in healthcare with a focus on holistic assessment, health promotion and wellness across lifespan. The role of the nurse is emphasized.

Prerequisite: Requires admission to the nursing program.

NUTR 122 **1 CREDIT** **NUTRITION IN HEALTHCARE II**

Nutrition in Healthcare II is the second in a series of three courses. In this course, nutrition concepts are applied to various chronic alterations in health across the lifespan.

Prerequisite: NUTR 121

NUTR 123 **1 CREDIT** **NUTRITION IN HEALTHCARE III**

Nutrition in Healthcare III is the third in a series of three courses. In this course, nutrition concepts are applied to various chronic and acute alterations in health across the lifespan.

Prerequisite: NUTR 122.

Oceanography

OCEA& 101 **5 CREDITS** **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. (NS)

Prerequisite: Eligibility for both ENGL& 101 and MATH 090/091.

PE Professional

PEPRO 101 **2 CREDITS** **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 **5 CREDITS** **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. (E)

PEPRO 108 **2 CREDITS** **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. (E)

Prerequisite: PEPRO 101.

PEPRO 110 **3 CREDITS** **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. (E)

PEPRO 115 **3 CREDITS** **PRINCIPLES OF ATHLETIC TRAINING**

Weekend seminar. Introduces sports training. Emphasis on injury treatment. (E)

PEPRO 125 **3 CREDITS** **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. (E)

Philosophy

PHIL& 101 **5 CREDITS** **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)

Prerequisite: Eligibility for or completion of ENGL& 101.

PHIL& 115 **5 CREDITS** **CRITICAL THINKING**

Study of informal logic. Emphasis on methods for identifying arguments, detecting common fallacies, and applying principles of correct inductive reasoning. Designed to

Course Descriptions

improve rational thinking skills as applied to both belief and action. (H)

PHIL& 120 **5 CREDITS**
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. (QS, NS)

Prerequisite: P (2.0 or higher) in MATH 090/091 or equivalent.

PHIL 130 **5 CREDITS**
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)

Prerequisite: Eligibility for or completion of ENGL& 101.

Physical Education

P E 106/107 **1 CREDIT**
BADMINTON I, II

Fundamentals of footwork, grip, rules, serving, and shot selection. (E)

P E 108/109 **1 CREDIT**
CONDITIONING & WELLNESS I, II

Applies health and wellness principles, cardiovascular fitness, and strength training for a comprehensive fitness program. Emphasis on circuit training. This class will include students from multiple sections. (E)

P E 113 **1 CREDIT**
GOLF I

Fundamentals of stance, grip, swing, rules, and etiquette. Actual playing time may be limited. (E)

P E 117 **1 CREDIT**
HIKING

Four one-day hikes, one overnight hike. Transportation provided to

hiking destinations. Emphasis on equipment, preparation, and techniques. Some equipment provided. (E)

P E 128 **1 CREDIT**
SEA KAYAKING

Basics of sea kayaking. Introduction to various kayaks and equipment; on-water instruction on paddling techniques, rescue techniques, and other basics. (E)

P E 130 **1 CREDIT**
WATER AEROBICS

Understanding, developing and maintaining fitness with emphasis on cardiovascular development through water aerobic exercise. No swimming skill required. (E)

Prerequisite: meet with instructor for health history report to assess preexisting injuries or risk factors.

P E 131/132 **1 CREDIT**
BASKETBALL I, II

Fundamentals of dribbling, passing, shooting, and rebounding. Emphasis on playing. (E)

P E 133/134 **1 CREDIT**
VOLLEYBALL I, II

Fundamentals of passing, setting, hitting, serving, and defense. Emphasis on playing. (E)

P E 136 **3 CREDITS**
SCUBA DIVING I

Scuba certification "Open Water". Learn the basics of scuba diving in a safe and fun setting. Pool/lecture and ocean, NAUI certification. (E)

P E 137 **3 CREDITS**
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. (E)

P E 138 **5 CREDITS**
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)

P E 142-144 **1 CREDIT**
YOGA I-III

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. This class will include students from multiple sections. (E)

P E 149/150 **1 CREDIT**
TENNIS I, II

Fundamentals of footwork, grip, rules, service, various strokes. Emphasis on doubles play. (E)

P E 151-156 **1 CREDIT**
TAE KWON DO LEVEL 1-6

Self-defense, self-discipline, and physical development. Safe and controlled use of kicks, punches, and blocks. This class will include students from multiple sections.

P E 162-164 **1 CREDIT**
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. This class will include students from multiple sections. (E)

P E 170/171 **1 CREDIT**
INDOOR SOCCER I, II

Fundamentals of dribbling, passing, shooting, and defense. Emphasis on play. (E)

P E 175/176 **1 CREDIT**
OUTDOOR SOCCER I, II

Fundamentals of dribbling, passing, shooting, and defense for outdoor soccer. Emphasis on play. (E)

P E 192/193 **1 CREDIT**
AEROBIC FITNESS I, II

Focuses on increasing individual fitness levels using aerobic dance and bench stepping. Emphasis on safety and enjoyment. This class will include students from multiple sections. (E)

P E 195/196 **1 CREDIT**
SOFTBALL I, II

Fundamentals of batting, throwing, fielding, and other basic softball skills. Emphasis on play. Equipment provided. (E)

P E 210-212 **1-2 CREDITS**
ADV BASKETBALL FOR MEN I,II,III

Prepares for competition in basketball at the community college level. (E)

Prerequisite: Instructor's permission.

P E 220-222 **1-2 CREDITS**
ADVANCED BASKETBALL WOMEN I, II, III

Prepares for competition in basketball at the community college level. (E)

Prerequisite: Instructor's permission.

P E 230-232 **1-2 CREDITS**
ADVANCED SOCCER FOR MEN I, II, III

Prepares for competition in soccer at the community college level. (E)

Prerequisite: Instructor's permission.

P E 243-245 **1-2 CREDITS**
ADVANCED SOCCER FOR WOMEN I, II, III

Prepare for competition in soccer at the community college level. (E)

Prerequisite: Instructor's permission.

Physics

PHYS& 110 **5 CREDITS**
PHYSICS FOR NON-SCIENCE MAJORS

An introduction to physics intended for students not majoring in science. Topics include basic coverage of motion, force, energy, momentum, gravity, electricity and magnetism, light, waves, and relativity. Course includes one lab credit. (NS, E)

PHYS& 114L **5 CREDITS**
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. (NS)

Recommended: Working knowledge of algebra and trigonometry; one year high school physics.

Prerequisite: Eligibility for ENGL& 101; MATH 098/099 or equivalent high school mathematics.

PHYS& 115L **5 CREDITS**
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. (E)

Prerequisites: PHYS& 114L or 121L, or instructor's permission

PHYS& 116L **5 CREDITS**
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. (E)

Prerequisites: CHEM& 121L or higher; PHYS& 115L or 122L or instructor's permission.

PHYS& 221L **5 CREDITS**
ENGINEERING PHYSICS I

Basic principles of mechanics and experiments in mechanics for

physical science and engineering majors. (NS)

Prerequisites: Eligibility for ENGL& 101; MATH& 151 or taken concurrently. Recommended: one year high school physics.

PHYS& 222L **5 CREDITS**
ENGINEERING PHYSICS II

Basic principles of electromagnetism, the mechanics of oscillatory motion, and experiments in these topics for physical science and engineering majors. (E)

Prerequisite: MATH& 152, which may be taken concurrently; PHYS& 221L.

PHYS& 223L **5 CREDITS**
ENGINEERING PHYSICS III

Electromagnetic waves, optics, waves in matter, and experiments in these topics for physical science and engineering majors. (E)

Prerequisite: concurrent enrollment or successful completion of MATH& 163; PHYS& 222L, or permission of instructor.

Political Science

POLS& 101 **5 CREDITS**
INTRO POLITICAL SCIENCE

Nature and function of political institutions in major national systems. ENGL& 101 or concurrent enrollment is recommended. (SS)

POLS 125 **5 CREDITS**
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. (SS)

Recommended: ENGL& 101.

Course Descriptions

POLS& 202 **5 CREDITS**

AMERICAN GOVERNMENT

Popular government in United States; theory and practice of national institutions. (SS)

POLS& 203 **5 CREDITS**

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& 204 **5 CREDITS**

COMPARATIVE GOVERNMENT

This course introduces us to political systems and governments in different countries. We will learn some core approaches, concepts, themes, and theories that will help us understand, analyze, and compare domestic politics and institutions seen around the world. (SS)

POLS 205 **5 CREDITS**

AMERICAN STATE AND LOCAL GOVERNMENT

Institutions, processes, and problems of local and state governments. (E)

POLS& 202 recommended.

Psychology

PSYC& 100 **5 CREDITS**

GENERAL PSYCHOLOGY

Introduction to science of behavior. Emphasis on biological foundations of behavior, cognition, learning, intelligence, motivation, memory, personality, and psychological disorders. This class will include students from multiple sections. (SS)

Prerequisite: Completion of ENGL& 101 or concurrent enrollment.

PSYC 141 **3 CREDITS**

PSYCHOSOCIAL ISSUES IN HEALTHCARE I

Psychosocial Issues in Healthcare I examines determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care.

Prerequisite: Requires admission to the nursing program.

PSYC& 200 **5 CREDITS**

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. (E)

Prerequisite: PSYC& 100.

PSYC 205 **5 CREDITS**

HUMAN GROWTH AND DEVELOPMENT

Survey of human development, focusing on sequences and concepts of physiological, cognitive, social, and emotional development from conception through adolescence. (E)

Prerequisite: PSYC& 100 or instructor permission.

PSYC 210 **5 CREDITS**

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. (E)

Prerequisite: PSYC& 100.

PSYC& 220 **5 CREDITS**

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. This class will include students from multiple sections. (E)

Prerequisite: PSYC& 100

PSYC 242 **2 CREDITS**

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 and within the context of health care. Topics include violence and substance abuse.

Prerequisite: PSYC 141, NURS 103

PSYC 250 **5 CREDITS**

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. (E)

Prerequisite: PSYC& 100 or SOC& 101.

PSYC 260 **5 CREDITS**

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. (E)

Prerequisite: PSYC& 100.

PSYC 265 **1-3 CREDITS**
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.

PSYC 294 **1-2 CREDITS**
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. (E)

Reservation-Based Integrating Seminar

RBIS 100 **1 CREDIT**
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 **2 CREDITS**
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 **2 CREDITS**
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 **2 CREDITS**
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 **2 CREDITS**
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 **2 CREDITS**
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 **1 CREDIT**
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 **1 CREDIT**
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)

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Course Descriptions

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RBIS 111 **1 CREDIT**
**RB-INTEGRATING SEMINAR:
BATTLEGROUND**

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

SOC 101 **5 CREDITS**
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.

This class will include students from multiple sections. (SS)

Sociology

SOC& 101 **5 CREDITS**
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. (SS)

Completion of ENGL& 101 or concurrent enrollment recommended.

SOC 115 **5 CREDITS**
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 **5 CREDITS**
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. (E)

Prerequisite: SOC& 101 or permission of instructor.

SOC& 201 **5 CREDITS**
SOCIAL PROBLEMS

Application of sociological method and theory to current social problems and issues, with focus on description, causes, and resolution. (E)

Prerequisite: SOC& 101.

SOC 205 **3 CREDITS**
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. (E)

Prerequisite: SOC& 101, or 10 credits of ECE, or permission of instructor.

SOC 230 **5 CREDITS**
**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. (SS)

Prerequisite: SOC& 101 or instructor permission.

Spanish

SPAN 104 **1 CREDIT**
BEGINNING SPANISH CONVERSATION I

A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the Spanish language. (E)

SPAN 105 **1 CREDIT**
BEGINNING SPANISH CONVERSATION II

A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the Spanish language. A continuation from Spanish 104. Spanish 104, equivalent or instructor permission recommended. (E)

SPAN 106 **1 CREDIT**
**BEGINNING SPANISH
CONVERSATION III**

A mixture of grammar, culture, pronunciation, listening and speaking at a beginner level. For beginning and ongoing students of the Spanish language. A continuation from Spanish 105. Spanish 105, equivalent or instructor permission recommended. (E)

SPAN 107 **1 CREDIT**
INTERMEDIATE SPANISH CONVERSATION I

A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the Spanish language. A continuation from Spanish 106. Spanish 106, equivalent or instructor permission recommended. (E)

SPAN 108 **1 CREDIT**
INTERMEDIATE SPANISH CONVERSATION II

A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the Spanish language. A continuation from Spanish 107. Spanish 107, equivalent or instructor permission recommended. (E)

SPAN 109 **1 CREDIT**
INTERMEDIATE SPANISH CONVERSATION III

A mixture of grammar, culture, pronunciation, listening and speaking at an intermediate level. For intermediate and ongoing students of the Spanish language. A continuation from Spanish 108. Spanish 108, equivalent or instructor permission recommended. (E)

SPAN 110 **1 CREDIT**
ADVANCED SPANISH CONVERSATION I

Continue your knowledge of the Spanish language at an advanced level. Class is conducted completely in Spanish. A continuation from Spanish 109. Spanish 109, equivalent or instructor permission recommended. (E)

SPAN 111 **1 CREDIT**
ADVANCED SPANISH CONVERSATION II

Continue your knowledge of the Spanish language at an advanced level. Class is conducted completely in Spanish. A continuation from Spanish 110. Spanish 110, equivalent or instructor permission recommended. (E)

SPAN 112 **1 CREDIT**
ADVANCED SPANISH CONVERSATION III

Continue your knowledge of the Spanish language at an advanced level. Class is conducted completely in Spanish. A continuation from Spanish 111. Spanish 111, equivalent or instructor permission recommended. (E)

SPAN& 121 **5 CREDITS**
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 **5 CREDITS**
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. This class will include students from multiple sections. (E)

Prerequisite: SPAN& 121, one year of high school Spanish, the equivalent, or permission of instructor.

SPAN& 123 **5 CREDITS**
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. This class will include students from multiple sections. (H)

Prerequisite: SPAN& 122, two years high school Spanish, the equivalent, or permission of instructor.

SPAN& 221 **5 CREDITS**
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. (E)

Prerequisite: SPAN& 123, two years of high school Spanish, the equivalent, or permission of instructor.

SPAN& 222 **5 CREDITS**
SPANISH V

Continuation of SPANISH IV. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction. (E)

Prerequisite: SPAN& 221, or permission of instructor.

SPAN& 223 **5 CREDITS**
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. (H)

Prerequisite: SPAN& 222, or permission of instructor.

SPAN 240 **5 CREDITS**
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. (H)

Prerequisite: SPAN& 123, two years of high school Spanish, or instructor permission.

Sustainable Agriculture

SAGE 150 **5 CREDITS**
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

Course Descriptions

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.

SAGE 151 **5 CREDITS**
FOOD, CULTURE AND SOCIETY

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.

SAGE 152 **5 CREDITS**
PERMACULTURE DESIGN

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.

Welding

WELD 110 **15 CREDITS**
BEGINNING WELDING AND METAL FABRICATION I

First quarter of three-quarter series to produce trade welders qualified to enter the job market. Introduction to American Welding Standards (AWS) in shielded metal arc welding (SMAW), oxy-acetylene 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 using SMAW.

WELD 120 **15 CREDITS**
BEGINNING WELDING AND METAL FABRICATION II

Continuation of WELD 110. Includes the shielded metal arc welding (SMAW) process, electrodes, oxy-acetylene flame cutting, introduction to plasma and carbon arc cutting, gouging, and the fundamentals of metallurgy. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects using SMAW.

Prerequisite: WELD 110 or permission of instructor.

WELD 130 **15 CREDITS**
BEGINNING WELDING AND METAL FABRICATION III

Continuation of WELD 110/120. Includes preparation for American Welding Society (AWS SMAW) certification. Learn metallurgy and how to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. This class will include students from multiple sections.

Prerequisites: WELD 110 and 120.

WELD 145 **8 CREDITS**
ALUMINUM WELDING

Learn gas metal arch welding (GMAW) and gas tungsten arch welding (GTAW) in aluminum welding design, safety, metal preparation, welding codes and

standards for aluminum welding and control of aluminum weld quality. Class emphasizes marine welding and prepares students for the American Welding Society (AWS D1.2) aluminum welding certification exam.

Prerequisite: Completion of WELD 110 or above or instructor permission.

WELD 210 **15 CREDITS**
ADVANCED WELDING AND METAL FABRICATION I

Class includes preparation for American Welding Society (AWS) certification and introduction to flux cored arch and gas metal arc welding process. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects using the flux cored arch welding and gas metal arch welding (GMAW).

Prerequisite: WELD 130. Enrollment on space-available basis.

WELD 220 **15 CREDITS**
ADVANCED WELDING AND METAL FABRICATION II

Continuation of welding program designed to increase skills in the gas tungsten arch welding (GTAW) process 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 in the GTAW process.

Prerequisite: WELD 210. Enrollment on space-available basis.

WELD 230 **15 CREDITS**
ADVANCED WELDING AND METAL FABRICATION III

Continuation of welding program designed to increase skills and provide preparation for several welding processes including AWS Pipe Welding certification. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. This class will include students from multiple sections.

Prerequisite: WELD 220. Enrollment on space-available basis.

WELD 290 **1-6 CREDITS**
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.

ZOOL 281L **5 CREDITS**
VERTEBRATE ZOOLOGY

Examination of vertebrate origins and phylogenies; analyses of biogeographic distribution of many vertebrate groups; examinations of principles adaptive features that uniquely define each major vertebrate taxon. (E)

Prerequisites: BIOL& 223L, BIOL 281L, or written permission of instructor.

Zoology

ZOOL 101L **5 CREDITS**
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. (NS)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

ZOOL 115L **5 CREDITS**
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. (E)

Prerequisites: Eligibility for both ENGL& 101 and MATH 090/091.

ZOOL 216L **5 CREDITS**
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. (E)

Prerequisites: BIOL& 100L or equivalent, ENGL& 101; eligibility for MATH 090/091.

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

Sharon T. Buck (2016)

Vice President, Instruction

B.S., California State Polytechnic University, Pomona;
M.S., University of Washington; Ed.D., Oregon State
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*

Kanyon Anderson* (2017), English

B.A., Western Washington University; M.A., Eastern
Washington University

Randal D. Anderson (2001), Mathematics

B.S., University of Texas; M.S., Northern Arizona University

Stacie L. Bell (1996), Chemical Dependency

B.A., Central Washington University

Steve Belz (2016), Ceramics

B.S., Evergreen State College; M.A., Kansas State
University

Barbara Blackie (2007), Biology

B.A., Miami University; M.Ed., Lesley University; M.S.
Oregon State University

Kathy Brown (2015), Nursing

B.S.N., Lakeview College of Nursing; M.S.N. Kaplan
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

Sean S. Gomez (2008), English as Second Language

B.A., University of California, Los Angeles; M.S.,
Shenandoah University

Angela Graff (2018) Nursing

B.S., M.S. Gonzaga University

Mike Hansen (2008), Automotive

Peninsula College

J. Brian Hauge (2004), Terrestrial Field Biology

B.S., M.S., South Dakota State University; Ph.D., Auburn
University

Joseph Johnson (2015), Nursing

B.S.N., M.S.N., University of Washington

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

Tanya Knight (2015), Information Technology

B.A.S., Peninsula College; M.A., Concordia University

Ritu S. Lauer (2008), International Studies

B.A., University of Delhi; M.A., Ph.D., University of Denver

Helen Lovejoy (2011), English

B.A., Scripps 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

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., 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

Rachel Pairsh (2013), Medical Assisting

A.A.S., Peninsula College

Rae Rawley (2016), Bachelor of Applied Science

A.A.S., Arizona Western College; B.A., Western International University; M.A., Arizona State University; Ph.D., Gonzaga University

Kate Reavey* (2017), English

B.A., Trinity College; M.A., University of California, Davis; Ph.D., Union Institute and University

Richard J. Riski* (2000), Journalism

B.S., Ohio State University; M.A., University of Memphis

Zachary K. Rutledge (2016), Mathematics

B.A., Vanderbilt University; M.A., Indiana University; PhD., Indiana University

Margaret Siemion (2018), Nursing

B.S., University of Washington; M.S., Western Governor's University

Marina Shipova (2014), Multimedia Communications

M.F.A., Vladimir State University for the Humanities

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

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

Cheyenne Tuller (2018), English

B.A., University of Tulsa; M.A., Washington State University

Eric Waterkotte (2012), I. T. Cybersecurity

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.A., University of North Carolina; M.A., Wake Forest University; M.L.I.S., University of North Carolina

Jeffery Zirul (2018), Physics

B.S., M.S., University of Washington

Administrators, Faculty & Emeriti

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)

Evelyn Boyd, Purchasing Agent (1985-2017)

Richard Brauning, 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)

Yvette Cline, Professor (1988-2019)

Stan Compton, Computer Science (1989-2003)

Paul G. Cornaby, President (1975-1992)

William Cozzolino, Corrections Training (1997-2011)

Dennis Crabb, Music (1988-2011)

Kathleen O. Craven, Nursing (1993-2015)

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)

Paula Doherty, VP of Institutional Effectiveness (1972-2015)

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)

Deborah Frazier, VP Finance and Administration (2007-2018)

George Galles, Accounting (1961-1977)

Jack Ganzhorn, Professor (1990 - 2019)

Janice A. Gardner (1991-2017)

William D. Garrison, Computer Technology (1983-2002)

Carmen Germain, English (1987-2011)

Douglas Gilleland, Automotive Technology (1972-1992)

Jenny T. Gouge, Medical Assisting (1996-2013)

Thomas Grimes, Professor (1993-2019)

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)

Pamela Maurides, Faculty (1998-2017)

Jeff Mauger, Anthropology/Sociology (1994-2014)

Vici McLaughlin, Information Technology (1996-2015)

Paul D. McCarrell, Associate Dean, Vocational Education and Counseling (1981-1993)

Cheryl McCurdy, Nursing (1991-2015)

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)
Ted Noel, Corrections Training (1999-2015)
Linda Nutter, Information Technology (1985-2008)
Steven Olson, English (1991-2009)
M. Frances Prindle, Dean of Instruction (1975-1990)
Bonnie Rathod, Nursing (1998-2015)
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)
Lawrence Smith, Mathematics (1994 – 2018)
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)
Dan Underwood, Professor, (1992- 2019)
Nancy Vannausdle, Program Coordinator, Basic Education for Adults (2002-2017)
George Van Deusen, Engineering (1969-2000)
Phyllis L. Van Holland, Director of Communications (1991-2015)
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)

Things You Should Know

Catalog Information

This catalog is designed to provide information for anyone 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.

Selected programs of study at Peninsula College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECT/SAA) for enrollment of those eligible to receive benefits under the Title 38 and Title 10, USC.

Nondiscrimination and Anti-Harassment Policy

Board Procedure Number: 501

Date Adopted: June 13, 2005

Dates Revised: June 12, 2007;

December 9, 2008; June 14, 2011;

January 10, 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:

- **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.
- **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.

- **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.
- **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.
- **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.
- **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.

- 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.
- 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. Designee

The following College official is designated to handle inquiries regarding this policy:

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

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 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

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

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

Things You Should Know

- 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:

- 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.
- 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

The 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 pencol.edu/student-rights-and-policies/informational-stop-discrimination. Hard copies 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:

- the seriousness of the alleged sexual violence;
- the age of the complainant;
- whether the sexual violence was perpetrated with a weapon;
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- 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.

Things You Should Know

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 60 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
Phone: (360) 452-4545
wa-portangeles.civicplus.com/288/Police-Department

City of Forks Police Department

500 East Division Street, Forks WA 98331
Phone: (360) 374-2223
forkswashington.org/police-and-corrections

City of Port Townsend Police Department

1925 Blain Suite 100, Port Townsend WA 98368
Phone: (360) 385-2322
cityofpt.us/police.htm

Clallam County Sheriff Department

223 East 4th Street, Port Angeles WA 98362
Phone: (360) 417-2459
clallam.net/sheriff

Jefferson County Sheriff Department

79 Elkins Road, Port Hadlock WA 98339
Phone: (360) 385-3831
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

hum.wa.gov

U.S. Dept. of Education Office for Civil Rights

www2.ed.gov/about/offices/list/ocr

Equal Employment Opportunity Commission

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 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.

Departments

Admissions/Advising

Phone: (360) 417-6340
Toll-free: (877) 452-9277
Email: studentservices@pencol.edu

Arts & Sciences

Dr. Janet Lucas
Phone: (360) 417-6221
Email: jlucas@pencol.edu

Athletics/Student Programs

Rick Ross
Phone: (360) 417-6533
Fax: (360) 417-6547
Email: rross@pencol.edu

Basic Education for Adults

Amie Batton
Phone: (360) 417-7981
Email: abatton@pencol.edu

Bookaneer Campus Store

Phone: (360) 417-6440
bookaneer@pencol.edu
Email: 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
In an emergency dial 911

Cashiering Services

Phone: (360) 417-6340
Email: cashier@pencol.edu

Center for Teaching and Learning

Dr. Bruce Hattendorf
Phone: (360) 417-6238
Email: bhattendorf@pencol.edu

Child Care

Christina Heistand
Phone: (360) 417-6530
Email: cheistand@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

Getta Rogers
Phone: (360) 417-6400
Email: grogers@pencol.edu

International Programs

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

Longhouse

Sadie Crowe
Phone: (360) 417-7992
Email: scrowe@pencol.edu

Maintenance Facilities/Information Center

Phone: (360) 452-9277, Ext. 0
Email: room.info@pencol.edu

Marketing and Communications

Grace Kendall
Phone: (360) 417-6538
Email: gkendall@pencol.edu

Public Information Office

Kari Desser
Phone: (360) 417-6291
Email: kdesser@pencol.edu

President's Office

Kelly Griffith
Phone: (360) 417-6201
Fax: (360) 417-6220
Email: kgriffith@pencol.edu

Registration

Phone: (360) 417-6340
Toll-free: (877) 452-9277
Email: admissions@pencol.edu

Student Services

Phone: (360) 417-6340
Email: studentservices@pencol.edu
Toll-free: (877) 452-9277, Ext. 6340
Video Phone: (360) 406-4759

Testing/Placement Services

Phone: (360) 417-6346
Email: testing@pencol.edu

Professional Technical Education

Mia Boster
Phone: (360) 417-6341
Email: mboster@pencol.edu

Veterans Services

Phone: (360) 417-6340
Email: veterans@pencol.edu

Web Manager

Emma Janssen
Phone: (360) 417-6503
Email: ejanssen@pencol.edu

DSHS Partnership Programs

Willow Peppers
Phone: (360) 417-6351
Email: wpeppers@pencol.edu

Campus Contacts

Peninsula College

1502 East Lauridsen Blvd.
Port Angeles, Washington 98362
Phone: (360) 452-9277
Toll free: (877) 452-9277
Video Phone: (360) 406-4759
Fax: (360) 457-8100

PC Forks

Mailing Address:
P.O. Box 330
Forks, Washington 98331

Physical Address:
481 South Forks Avenue
Forks, WA 98331
Phone: (360) 374-3223 or (360) 374-9881
Fax: (360) 374-9738
Email: dscannell@pencol.edu

PC Port Townsend

Fort Worden State Park
202 Eisenhower Avenue
Port Townsend, Washington 98368
Phone: (360) 385-4605
Fax: (360) 385-4570
Email: pt@pencol.edu

2019–2020

COLLEGE CATALOG

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