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ANNIVERSARY

2011

PENINSULA
COLLEGE

2011-2012
Course
Catalog

Table of Contents

About Peninsula College.....	7
A Message from the President.....	7
Goals.....	8
Strategic Priorities.....	8
Guiding Principles.....	8
Mission.....	9
Peninsula College Board of Trustees.....	9
About Peninsula College.....	10
The World Is Your Classroom.....	10
Our Setting.....	10
Port Angeles Campus.....	10
Forks Extension Site.....	11
East Jefferson County Site.....	11
Our History.....	11
Our Student Body.....	12
Peninsula College Athletics.....	12
Students and the Arts and Sciences.....	13
Beyond the Classroom.....	14
Commitment to Diversity.....	14
Accreditation.....	14
Educational Opportunities.....	15
Degree Programs.....	15
Arts and Sciences Transfer Education.....	15
Professional and Technical Education.....	15
Bachelor of Applied Science.....	16
Certificates.....	16
Business and Community Education.....	16
Entrepreneur Institute.....	16
Customized Training.....	17
Challenge Course.....	17
Distance eLearning.....	17
Transition Skills.....	18
Complete Your High School Education.....	18
Dual Credit.....	18
Running Start.....	18
Tech Prep.....	19
College Preparation.....	19

Upward Bound	19
Learning Assistance	20
Learning Center.....	20
Math Lab.....	20
Computer Lab	20

Admission to the College 21

Requirements to Attend	21
Nonmatriculated Enrollments.....	21
Admission Procedures	22
Registration Procedures	22
International Student Applications	22
English Requirements.....	23
Financial Resources.....	23
Financial Aid	23
Scholarships.....	24
Opportunity Grant	24
Worker Retraining Aid	24
WorkFirst	24
Tuition and Fees.....	24

Academic Policies & Procedures 25

Enrollment Requirements	25
Credits and Credit Loads.....	25
Adding Courses.....	25
Withdrawal from Courses	25
Grading.....	25
Discontinued Attendance.....	26
Passing/Unsatisfactory Grades	26
Audit.....	26
Incomplete Grades	26
Repeated Courses, Grade Petition	27
Academic Progress and Performance	27
Plagiarism/Cheating	27
President's List, Honor Roll and President's Medalists	27
Transfer	28
Preparing for Transfer.....	28
Transferring Previous Credits to Peninsula College	29
Military Credits.....	29
Credit by Examination	29
Graduation.....	29

Transcripts	30
Graduation Checklists	30
Application for Graduation	30

Student Services, Activities & Resources..... 31

Student Services Center	31
Educational Planning and Counseling	31
Multicultural Student Services	31
International Student Services	31
Services for Students with Disabilities	32
Career Development	32
Testing Services	32
Veterans' Services	33
Servicemembers Opportunity Colleges	33
Student Government	33
Student Handbook	33
Student Activities	33
Clubs and Organizations	33
Recreational Program	34
Intercollegiate Athletics	34
College Publications	34
Public Service Presentations	35
Studium Generale, Foothills Writers Series, Writer-In-Residence	35
Cultural Enrichment	36
Drama and Music	36
Longhouse and Art Gallery	36
Student Resources	36
Student Union Building	36
Child Care Centers	37
Bookstore	37
Library / Media Center	38

Degree Programs & Certificates..... 39

Competencies	39
Degree Programs and Certificates	40
AA & AA-Honors Distribution List of Approved Courses	41
The Associate Degree	42
Associate in Arts–DTA Degree	42
Associate in Arts-Honors–DTA Degree	43
Associate in Science Transfer Degree	43
Associate in Biology Education	45

Associate in Business	46
Associate in Elementary Education	47
Associate in General Science Education	48
Associate in Math Education.....	49

Professional & Technical Degree Programs..... 51

Degree Requirements	51
Certificate Requirements	51
Transfer Degrees or Programs in Professional Fields	51
Associate of Applied Science–Transfer (AAS-T) Degree.....	51
Addiction Studies	52
Administrative Office Systems	53
Automotive Technology.....	55
Business Administration	57
Commercial Driver’s License	58
Composite Technology.....	58
Computer Applications Technology.....	59
Criminal Justice	60
Dental Hygiene Cooperative Program.....	62
Early Childhood Education.....	62
Energy Efficiency Program (Pending Approval)	63
Food Services Management Certificate	64
Information Technology.....	65
Medical Assistant	66
Multimedia Communications	67
Nursing.....	69
Physical Therapy Assistant Cooperative Program.....	69
Pre-Radiology Technology.....	70
Water Quality Control	70
Welding.....	71
Woodworking & Homebuilding/Carpentry	71
Woodworking & Homebuilding/Green Construction and Remodeling	72

The Bachelor of Applied Science Degree..... 73

Bachelor of Applied Science Course Descriptions	74
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Course Descriptions..... 79

Course Numbers	79
Common Course Numbering	79

Administrators, Faculty & Emeriti.....	141
President's Administrative Cabinet	141
Faculty.....	141
Emeriti.....	144
Calendar, Things You Should Know.....	145
Academic Calendar.....	145
Catalog Information	146
Nondiscrimination Policy	146
Drug-and-Alcohol Abuse Prevention.....	146
Confidentiality of Student Records	146
Limitation of Liability.....	147
Nondiscrimination Policies	147

Peninsula College does not discriminate on the basis of race; creed; color; national origin; families with children; sex; marital status; sexual orientation, including gender identity; age; honorably discharged veteran or military status; genetic information; or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in its program and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies:

Name and/or Title

Bonnie Cauffman,
Director of Human Resources

Address

1502 E. Lauridsen Boulevard,
Port Angeles, WA 98362

Phone

360.452.9277

Peninsula College tiene un compromiso con el concepto y la práctica de la igualdad de oportunidades para todos sus estudiantes, empleados y postulantes con respecto a

educación, empleo, servicios y contratos, y no discrimina por motivos de raza o grupo étnico, color, edad, nacionalidad, religión, estado civil, sexo, género, orientación sexual, condición de perteneciente a la Era de Vietnam o de veterano discapacitado, afiliación política o creencia, ciudadanía / condición de inmigrante admitido legalmente y autorizado a trabajar en los Estados Unidos, información genética, o presencia de alguna discapacidad física, sensorial o mental, excepto cuando la discapacidad pudiera impedir un desempeño de un nivel aceptable. Además, se implementarán todas las adaptaciones razonables para las limitaciones físicas o mentales conocidas para todas aquellas personas que cumplieran con los demás requisitos y tuvieran discapacidades. La persona que se menciona a continuación ha sido designada para manejar las consultas con respecto a las políticas antidiscriminatorias:

Nombre/Título

Bonnie Cauffman, Director of Human Resources

Domicilio

1502 E. Lauridsen Boulevard
Port Angeles, WA 98362

Número de Teléfono

360.452.9277

About Peninsula College

A Message from the President

Welcome to Peninsula College and to one of the most important times of your life — your college years! The time you spend here will help to determine what you will do in the future and how well you are prepared for it.

When you attend Peninsula College, you become part of an active and vibrant learning community where student success and achievement are celebrated. Teaching and learning are at the center of all that we do, and our small class sizes and caring, dedicated faculty and staff ensure that you will always be able to find the help and assistance you need. You can elect to earn a baccalaureate degree, associate degrees that will prepare you for transfer to four-year colleges and universities, and professional technical certificates designed for immediate entry into a number of different technical fields.

Our main campus in Port Angeles, WA, is notable not only for the beauty of its natural surroundings, but for its many new buildings that are remarkable for their striking architecture, sustainability features and advanced learning spaces. Attention to detail and the latest in equipment and technology are the defining hallmarks of our new Maier Hall Arts and Humanities Building, Science and Technology Building, Library, Student Services Center and Longhouse, all of them constructed within the last five years.

But modern, well-equipped, inviting buildings are only part of the story—the real essence of Peninsula College can be found in our students who, like you, come here to grow, to discover the excitement of learning, to meet new people, to travel and to discover their own unique place in the world. Here you will be able to discover who you really are by exploring all we have to offer, from enriching and stimulating classroom experiences to a rich cultural and social life to incredible moments of self-discovery, whether in class, on the athletic field, performing in our music and drama departments, or simply having long, inspiring discussions with classmates from all corners of the world and the United States.

Come and experience Peninsula College for yourself. It—and the world—are yours to discover!



A stylized, handwritten signature in black ink, appearing to read 'Jim Kuge'.





Goals

- To provide **educational opportunity** in all facets of the college mission.
- To maximize **student access** to higher education.
- To provide a **college environment** that places teaching and learning at the center of institutional practice, ensures quality services to students, and demonstrates sound and planful **stewardship** of public resources.
- To foster **college/community connections**.
- To promote **cultural enrichment**.
- To promote and model **pluralism**—a culture of mutual respect and acceptance that embodies diversity and promotes a civil society.

8

Strategic Priorities

- **Global Awareness**
... preparing students to live in an increasingly interdependent global society.
- **Rapid Change**
... preparing students to succeed in a world characterized by rapid change in the workforce and technologies.
- **Rural Economic Development**
... providing leadership and support for the ongoing sustainable development of rural communities.
- **Environmental Sustainability**
... promoting sound environmental stewardship through the teaching and learning process and institutional practices.
- **Outreach to Diverse Populations**
... contributing to a healthy, vibrant community by engaging diverse populations.

Guiding Principles

The college community is guided by the following principles:

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

For more information, visit the Peninsula College website, www.pencol.edu

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
February 14, 2006

Peninsula College Board of Trustees



Mike Glenn



Dwayne Johnson



Julie McCulloch



Erik Rohrer

About Peninsula College

Innovative. Student-centered. Outstanding, caring faculty. Small, face-to-face classes. Remarkable new learning facilities featuring striking architecture and advanced classrooms and equipment. International learning experiences. Community involvement. Championship athletic teams.

Once you visit Peninsula College you'll understand why so many students choose to come here. Our unique environment makes so many things possible, possibilities you might not have dreamed of before you arrived. And what you sense intuitively when you visit becomes crystal clear once you are a student. Take learning, for example.

The World Is Your Classroom

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

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

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

Indeed, to not do so would be to miss much of what education is all about. That's why, at Peninsula College, we have developed a special educational

habitat for students that allows you time—and room—to discover who you are and what you want to do.

Our Setting

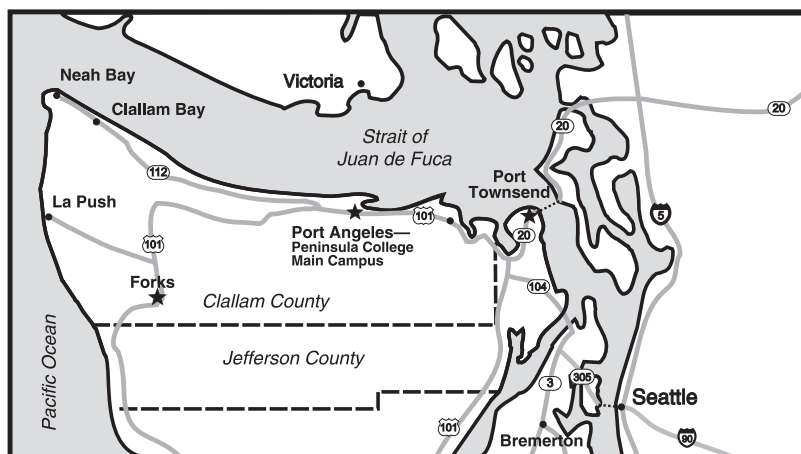
The Olympic Peninsula provides an extraordinary setting for Peninsula College. Our close proximity to mountains, forests, and the ocean provides you with opportunities to participate in outdoor learning and recreational experiences that are unequalled at other college locations in Washington's community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

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

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

Port Angeles Campus

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



Forks Extension Site

The Forks Extension Site is located in Forks, Washington, 57 miles west of Port Angeles. The site offers a number of academic, continuing education, Basic Skills, English as a Second Language (ESL) and GED classes, including professional development seminars intended



for local business and professional people. A fully equipped computer lab is available for instruction in computer applications. Distance-learning courses coordinated through the main campus provide additional enhanced learning opportunities for residents and a full range of student services is available.

East Jefferson County Site

Peninsula College has two locations in East Jefferson County—the main Extension Site is located at Fort Worden in Port Townsend, Washington, with a second site, the Jefferson Education Center, located in Port Hadlock. Residents in East Jefferson County can complete their Associate of Arts Degree, Associate of Applied Science Degree, or a number of technical



certificates without leaving home. Basic Skills, English as a Second Language, and GED classes; a variety of Community Enrichment classes; and Professional Development and Business Training round out the local offerings. A full range of student services is available.

Our History

This year, 2011, Peninsula College celebrates 50 years of service. 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 new Arts and Humanities Building, completed in 2011; a new Science and Technology Building and a Longhouse, both completed in 2007; a new Library /Media Center, completed in 2008; a Microsoft training center; computer labs; a lecture hall; and a student union building, known as the Pirate Union Building or PUB. The PUB houses a theater, art gallery, food services, a bookstore, lounge area, Internet café, performance areas, and student government offices.

Maier Hall will open for classes starting in the 2011 fall quarter. It 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 will allow students to completely explore all of the arts and discover talents they may not be aware they have. Rounding out the facility are classrooms, Basic Skills, faculty offices, and a learning lab area that includes computer, math, English and foreign language labs.

The 56,000-square-foot 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 the Science and Technology Building 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 history 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.

Our House of Learning—Peninsula College Longhouse is a gathering place to teach, learn, and share cultural traditions, knowledge, and identity as well as a place to acknowledge and respect our unique differences and diversity. Because of this, the House of Learning—Peninsula College Longhouse provides a welcoming environment for all students, college staff, Native American Indian communities, and community residents. It is a cultural and educational resource for understanding, honoring, and sharing in cultural heritages. On October 26, 2010, a Welcome Figure carved by Jamestown S’Klallam tribal artist and master carver Jeff Monson was raised near the entrance to the Longhouse. Special ceremonies celebrated the event. The figure is carved from a cedar log that was graciously donated by the Lower Elwha Tribe.

The 26,680-square-foot Library/Media Center is a

central teaching-learning resource with a smart classroom, individual and group study areas, conference rooms, print and nonprint collections, and research workstations. Students are able to engage in reading, studying, and collaborative learning processes.

Our Student Body

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

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

Peninsula College Athletics

The Peninsula Pirates Men’s Soccer Team has established itself as a Northwest Athletic Association of Community Colleges (NWAACC) soccer super power with six straight trips to the



playoffs, three Final Four appearances, three West Division championships – and, in 2010, their first NWAACC championship! Head coach Andrew Chapman and his staff have assembled a program that draws talented student athletes each year from all over the world who unite under one goal—winning a championship. Chapman was also named NWAACC Coach of the Year for 2010.

Peninsula College launched women's soccer in 2010, and the Pirates made an immediate impact on NWAACC. Head coach Kanyon Anderson directed a squad of 15 freshmen to a second-place finish in the West Division and a spot in the NWAACC playoffs. The women's soccer program has quickly mirrored the men's program and is going about the business of building its own championship team.

The Pirates soccer teams play on the newly renovated Sigmar Field, arguably the best field in the NWAACC. With the completion of its new artificial turf, the reputation of our coaching staff, and the quality of education, Peninsula has become a destination college for high school soccer standouts.

The Peninsula College basketball program also has an excellent reputation across the region. The men's team has been a perennial North Division power, and this year won the NWAACC

championship under first-year head coach Lance Von Vogt. The Pirates put together a 22-7 record, including a 9-0 mark in the Pirate gym. They placed second in the North, earning them a return trip to the NWAACC Basketball Championship Tournament, where they won four straight games to claim their first championship since 1970. Coach Von Vogt was named NWAACC Men's Basketball Coach of the Year for 2011.

The Peninsula College women's basketball team also boasts a reputation as a class act in the region, and it is ramping up after missing postseason play for two straight years. Head coach Alison Crumb has had an outstanding spring on the recruiting trail and has already assembled the core of a team that will set its sights on a trip to the championship tournament.

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 summer basketball camps.

Students and the Arts and Sciences

Students in the Arts are not to be outdone. Each year their talents are celebrated in a very special way through a week-long Spring Festival of Student Arts, which showcases student talent and craftsmanship in a variety of areas, from acting to music to art and more! Included in the events are concerts by the PC Jazz Ensemble, a Festival of Student Directed One Act Plays known as FOSDOAP, poetry and prose readings, a special Student Art show, and an End-of-Term Concert by the Music Department.

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

All of our students can contribute their writings, photographs, music, and works of arts to Peninsula College's award-winning literary arts magazine, *Tidepools*. 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 our new Science and Technology Building. Research opportunities abound on the Peninsula. Outstanding outdoor facilities, such as Olympic National Park and state and national forests, encourage scientific inquiry and lead to exciting projects. Our nursing students have the opportunity to travel to Costa Rica each summer to learn about international health issues and work in the country's local health clinics. But this is only the start; many more opportunities exist and are waiting to be explored.

Beyond the Classroom

In the past few years, Peninsula College has received a number of federal grants that recognize our commitment to excellence in teaching and learning. The most recent, a grant from the Barbara Bush Foundation for Family Literacy, was received in the spring of 2011. Peninsula College is one of only 10 recipients nationwide to receive the grant. The 2011 grant recipients were selected from more than 300 applicants after a rigorous review process conducted by the foundation. Peninsula College was funded at the top grant amount of \$65,000. Grant awards ranged in size from \$40,000 to \$65,000 each.

Other recent federal grants include a Department of Education Emergency Management for Higher Education grant to develop and integrate campus-based emergency planning in prevention-mitigation, preparedness, response, and recovery, and two National Science Foundation (NSF) grants. The NSF grants include a Research Experience for Undergraduates award to provide students with field-based research opportunities in rainforest ecology, habitat assessment and land management on the Olympic Peninsula and Costa Rica, and an NSF Advanced Technology Education grant to, among other things, research and apply national standards for Alternative Fuel Vehicles (AFV) and Hybrid Vehicles and launch a program addressing regional needs.

Peninsula College also recently collaborated with the Northwest Energy Efficiency Council, Workforce Development Councils from other

counties, and six other community colleges to secure a Department of Labor Energy Training Partnership grant to provide professional-technical training for home weatherization, green construction and energy assessment and efficiency in the built environment.

Finally, Peninsula College received a Department of Education Fund for Improvement of Post Secondary Education (FIPSE) grant to address workforce and economic development priorities and postsecondary access and retention. Among other things, the grant supports the development and implementation of culturally enriched activities for student and community members.

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) to award associate and applied baccalaureate degrees. The NWCCU is one of six regional organizations recognized by the Council for Higher Education Accreditation and the U.S. Department of Education to accredit qualified institutions of higher education in the seven-state region that includes Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

Peninsula College is approved by the Veterans Administration for attendance by veterans under Public Laws 550 and 894.

Educational Opportunities

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

Peninsula College students have an impressive record of success in continued college studies and in careers. Reports from the state's public universities consistently show that students from Peninsula College often earn a group grade point average (GPA) higher than the group GPA of students who began their college studies at those schools or who transferred there from other schools. Studies conducted on an annual basis reveal that most individuals who complete Peninsula College professional and technical education programs currently are 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 eight associate degrees designed for transfer to baccalaureate institutions awarding the Bachelor of Arts or Bachelor of Science degrees. They are the Associate in Arts, the Associate in Arts Honors, the Associate in Science, the Associate in Business Education, the Associate in Math Education, the Associate in General Science Education, the Associate in Biology Education, and the Associate in Elementary Education.

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

Professional & Technical Education

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

- Addiction Studies
- Administrative Office Systems
- Automotive Technology
- Business Administration



- Composites Technology
- Computer Applications Technology
- Criminal Justice
- Early Childhood Education
- Energy Efficiency - Power Plant Operator
- Information Technology
- Multimedia Communications
- Medical Assistant
- Nursing
- Pre-Dental Hygiene
- Pre-Physical Therapist Assistant
- Pre-Radiology Technology
- Welding
- Woodworking & Homebuilding / Carpentry / Green Construction

Bachelor of Applied Science

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

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

Certificates

Several one-year-or-less certificate programs are offered in Addiction Studies, Administrative Office Systems, , Automotive Technology, Business Administration, Carpentry, Computer Applications Technology, Criminal Justice, Early Childhood Education, Green Construction, Multimedia Communications, Medical Assistant,

Pre-Radiology Technology, Welding, Wood Working & Homebuilding, Food Services Management, and Composites.

Descriptions of these programs begin on page 52 of this catalog.

Business and Community Education

The college is committed to maximizing resources through regional partnerships and extending educational opportunities and training services to the community. We provide a wide array of courses and other activities related to developing job and entrepreneurial skills as well as providing personal enrichment that benefit the college and communities.

Community Education

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

Community Education courses are offered online through the ED2GO Program. Through this program, a wide range of highly interactive six-week courses are available that a student can take entirely over the Internet.

A quarterly schedule describing Community Education courses offered throughout the region is available prior to each a quarter. Limited summer courses are also offered. For additional information, please email at lhpie@pencol.edu or call 360.417.6504.

Entrepreneur Institute

The Entrepreneur Institute is a training program that provides timely and relevant entrepreneurial education to help people and businesses grow. Through education, we promote the awareness of entrepreneurship as a career, help new and existing businesses to prosper, and contribute to economic growth on the North Olympic Peninsula. For more information, call 360.417.6504.

Customized Training Programs

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

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

For additional information, please email at lhope@pencol.edu or call 360.417.6504.

Challenge Course

At the Peninsula College Challenge Course we believe in the power of experience. A Challenge Course can function as a catalyst for the development of critical team skills, trust, and self-esteem. Participants progress through

a graduated series of exercises that require four critical elements: joint effort, good planning, efficient use of resources, and communication.

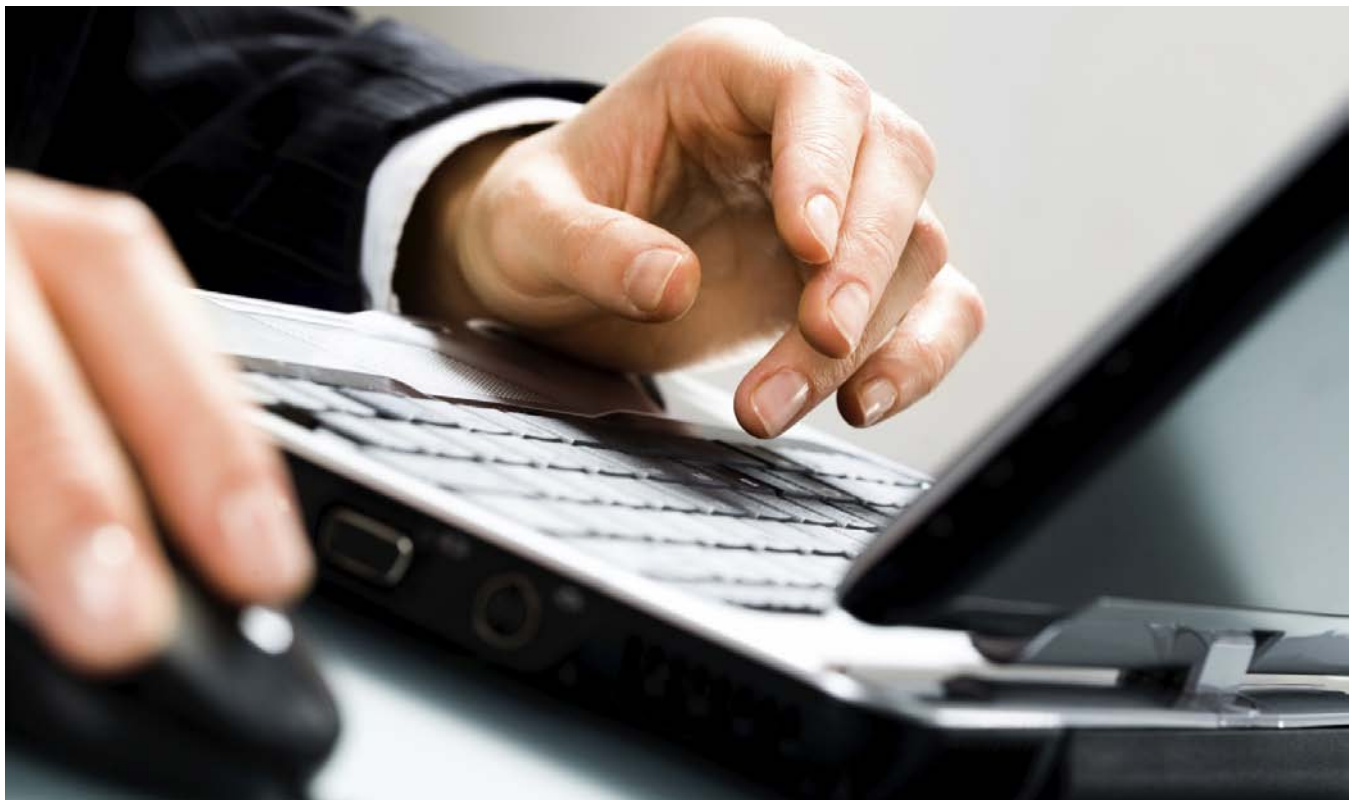
Our Challenge Course programs offer a wide range of possibilities, from simple problem solving to more physically demanding activities. Each group is customized based on specific goals and abilities, and all participants are given safety training prior to any activity.

Programs range from half-day to multiday sessions (both indoors or out) and can be held at the stationary course on campus or travel to your location.

For information, please contact the Challenge Course office at email trobbs@pencol.edu or call 360.417.6452.

Distance eLearning

Distance eLearning at Peninsula College provides expanded learning opportunities through the use of interactive television (ITV) and online instruction. These methods allow you to customize a flexible schedule that will meet your individual needs and open educational opportunities to those who are unable to attend all classes in person. The Distance eLearning



department supports all Peninsula College classes with online technology as well as other emerging technologies as they become available. These emerging technologies support learning for everyone – not just those separated by distance.

Additional information and current course offerings may be accessed at Peninsula College's website.

Transition Skills

Adults may enroll in a variety of classes designed to upgrade basic skills in reading, writing, communicating, and mathematics. They may work individually or in small groups to acquire skills needed to reach their educational and occupational goals.

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 five subject areas covered on this high school equivalency exam. Students between the ages of 16-to-18 must have a signed release from a Washington state high school before they take the official GED test.

Classes in English as a Second Language (ESL) are offered to non-English speaking individuals.

Instruction is designed to help them acquire skills in listening to, speaking, reading, and writing English.

Complete Your High School Education

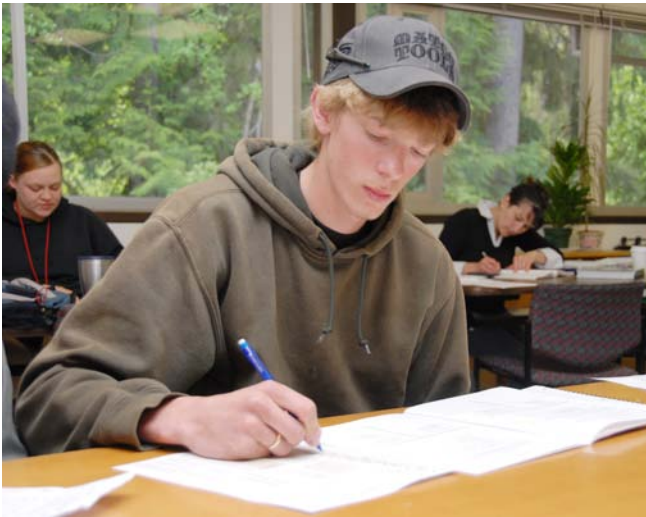
Peninsula College offers adults 19 years of age or older who did not complete high school the opportunity to acquire a valid diploma which meets State of Washington requirements. An individual (21 years or older) who completes an associate degree, or a Running Start student who completes an associate degree, may be awarded a state high school diploma from the college upon written request from the student. For information, contact Student Services at 360.417.6340.

Dual Credit

Running Start

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





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

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

College credits earned through Running Start are transferable to colleges and universities in and out of the State of Washington. Precise 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.

Running Start students will be responsible for the cost of books, supplies, transportation and fees. Partial tuition may apply, dependent on upcoming legislative mandates. Please check online for the most updated information at www.pencol.edu. 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, feel free to email at RunningStart@pencol.edu or call 360.417.6340, toll-free in Washington at 1.877.452.9277, ext. 6340.

Tech Prep

Peninsula College has formed a Tech Prep partnership with area high schools to enable secondary students to gain Peninsula College credit for specially designed courses taken at the high school. The result is that students can graduate from high school with a number of college credits in professional and technical education programs.

Peninsula school districts that offer one or more Tech Prep-approved courses include Cape Flattery, Chimacum, Port Angeles, Port Townsend, Quillayute Valley (Forks HS), the Quileute Tribal School, the North Olympic Peninsula Skills Center, and Sequim. Tech Prep courses offered in these school districts include Administrative Office Systems, Business/Computer Technology, Computer Applications, Information Technology, Multimedia Communications, Welding, and Woodworking/Homebuilding. Planning is underway to include other courses. Students interested in Tech Prep are encouraged to discuss it with their high school counselor.

College Preparation

Upward Bound

Upward Bound is an educational program designed to develop the skills and motivation necessary for students' success in education beyond high school. High school students from low-income and first-generation families may be eligible for services. The goal of Upward Bound is to increase the rate at which participants complete secondary education, enroll in, and graduate from institutions of postsecondary education.

Upward Bound services include the following:

- Academic instruction and tutoring in reading, writing, math, study skills, and other subjects necessary for success in education beyond high school.
- Academic, financial, and personal counseling.
- Exposure to academic programs and cultural events.
- Mentoring programs.

- Information on postsecondary educational opportunities.
- Assistance in completing financial aid applications and researching and applying for scholarships.
- Assistance in preparing for college entrance exams (PSAT, SAT, ACT) and completing college applications.

Our Upward Bound program is 100% funded through a U.S. Department of Education five-year, \$1,248,440 grant. For information, please contact the Upward Bound Office at 360.417.7971 or toll-free at 1.877.452.9277, ext. 7971.

Learning Assistance

Learning Center

Writing Response Lab. Writing instructors staff the lab weekdays to respond to student writing. Strengths and weaknesses of student papers are discussed, focusing on organization and development.

Tutoring Services. Peer tutoring is free of charge to students at any level. Both one-on-one and group tutoring are offered in other subjects in addition to the writing responses.

eTutoring Service. Peninsula College and other Washington community colleges are partnering with The Connecticut Distance Learning Consortium to provide online tutoring assistance to students through eTutoring. All Peninsula students will have access to eTutoring's free, online, professional tutoring services in a variety of areas. Math assistance and computer help also are available in the math and computer labs (see below).

Research and Writing Lab. A computer lab is open weekdays for students engaged in writing projects in any discipline.

Math Lab

The Math Lab is a drop-in tutoring center for math students. Placement testing is required prior to a student's first enrollment in any Peninsula College mathematics course.

Questions may be directed to the student's advisor or the staff in the Student Development Center, located in the Student Services building, 360.417.6340.

Computer Lab

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



For more information, visit the Peninsula College website, www.pencol.edu

Admission to the College

Requirements to Attend

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

1. Is competent to profit from the curricular offering of the college; and
2. Would not, by presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the college; and
3. who is eighteen years of age or older, or
 - a. is a high school graduate, or
 - b. has applied for admission under the provisions of a student enrollment options program, such as Running Start, a successor program, or other local enrollment options program.

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

The college administers an assessment test to all individuals who have not satisfactorily completed one or more quarters of college-level work, which includes English and math with a 2.00 or above GPA.

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

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

Nonmatriculated Enrollments

Non-degree seeking students are not required to apply for admission to the college but must meet any prerequisite requirements for courses by qualifying through a placement test or by providing an official transcript from a prior institution. Peninsula College may enroll a student who:

1. Is competent to profit from the curricular offering of the college.
2. Would not by presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution.



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

- a. Is aged 16 years or older and meets the provisions of the Adult Education and Family Literacy Act, Title II of the Workforce Investment Act. Individuals admitted in such classes will be allowed to continue as long as they are able to demonstrate, through measurable academic progress, an ability to benefit.
- b. Is enrolled in a Peninsula College sponsored youth program.
- c. Is enrolled in a basic skills or noncredit class with approval from the appropriate dean.
- d. Has approval from the Enrollment Exception Committee or designee(s). Peninsula College may accept for exceptional admissions students who are under age 18 who are approved by the Enrollment Exception Committee or designee(s). Please contact Student Services at (360) 417-6340 for further information.

Admission Procedures

Procedures for admission are published in the Peninsula College Quarterly Schedule and are also available on the college website and from our Student Services Office at 360.417.6340.

Official transcripts from each college you have attended must be mailed to the Student Services Office at Peninsula College for consideration of transfer credit. It is your responsibility to contact other institutions and request that transcripts and testing scores be forwarded in a timely manner. All transcripts become the property of the college.

Prior to the quarter applied for, the Student Services Office will notify each new applicant who has completed the admissions process about times scheduled for placement testing, orientation, advising, and registration. Call 360.417.6340 for information.

Registration Procedures

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

Our registration process gives precedence to 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 time is set aside each quarter for advising purposes before the registration dates.

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.

International Student Applications

All international students must submit:

- A complete international application for admission.
- Translated official copies of all scholastic records (transcripts from high school, previous college, or language schools).
- Proof of finance (notarized Affidavit of Support or a bank, government, or sponsor's statement confirming the availability of sufficient funds for at least one year of study at Peninsula College).
- A (U.S. dollars) nonrefundable application fee.
- For complete application/fee requirements go to www.pencol.edu.

English Requirement for Academic Program

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

- 500 or higher in TOEFL.
- 92 or higher on the Peninsula College ESL Compass Placement Test.
- Two years of American high school study, with a minimum GPA of 2.0.
- Successful completion of the Advanced Level of the ESL Program at Peninsula College or any accredited ESL program in the United States.
- Transferring from the academic program of an accredited American 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 some ESL classes. If your TOEFL scores are between 450 and 499, you also will be able to take one-to-two college classes, such as Music, Physical Education, or Math, that do not require heavy reading or writing assignments.



English Requirements for ESL (English as Second Language) Program

There is no English proficiency requirement.

Note: Students who apply without TOEFL scores will be automatically accepted into the ESL 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).

Please send your application to:

International Student Services
Peninsula College

1502 E. Lauridsen Blvd.,
Port Angeles, WA 98362 U.S.A.

For more information, contact the Peninsula College International Student Services Office at:

Phone: 360.417.6491

Fax: 360.417.6482

E-Mail: international@pencol.edu

Address: Peninsula College

1502 E. Lauridsen Blvd. #C-2

Port Angeles, WA 98362 U.S.A.

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. You may find information about how to apply for financial aid and our deadlines by going to the College website, www.pencol.edu.

For more information, visit the Peninsula College website, www.pencol.edu

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

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

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

Scholarships

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

Opportunity Grant

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

Worker Retraining Aid

If you have experienced a major change in your employment circumstances in the last 24 months, including displaced homemaker status, you may qualify for Worker Retraining assistance. Worker Retraining applications are available in the Financial Aid Office. You may also visit

the Worker Retraining web site by going to the college website, www.pencol.edu.

WorkFirst

The WorkFirst program pays tuition and book costs for eligible parents who are current recipients of the Temporary Assistance for Needy Parents (TANF) program through the State Department of Social and Health Services and who are taking classes to improve their work skills and increase their wage-earning capacity. WorkFirst Financial Aid helps parents who are not receiving other financial aid. No minimum number of class credits is required for program participation, but you must be enrolled in work-related classes that lead to better skills and/or higher wages. For Peninsula College WorkFirst information and eligibility requirements, please call the WorkFirst Student Services 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 and in the Student Services Office, 360.417.6340.



Academic Policies & Procedures

Enrollment Requirements

Enrollment

You must be enrolled officially in a course in order to attend class.

Credits & Credit Load

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

Adding Courses

Course changes are made on the student add / drop form, which is available in the Student Services Office, or on our web site at www.pencol.edu.

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. A grade of "W," which is not used in computing grade point averages, will be entered on the official transcript. Individuals must officially drop a class in person at Student Services, on the College website www.pencol.edu, or by calling (360) 417-6340. Informing the instructor does not constitute a drop.

Grading

The following grading policy and procedures are currently under review and will remain in effect through fall quarter 2011. The College Board of Trustees will review and consider for adoption a new grading policy during fall quarter 2011. Approved changes will be implemented beginning winter quarter 2012.

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

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

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



- P - Passing
- S - Satisfactory
- W - Withdrawal
- I - Incomplete
- Y - Continuing course
- N - Audit
- U - Unsatisfactory
- VP - Discontinued attendance/passing
- VF - Discontinued attendance/failing
- R - Repeated course
- * - No grade reported/invalid grade

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

Discontinued Attendance

If you discontinue attending a course and do not withdraw officially, the instructor may assign one of two possible grades:

- A "VP" grade is assigned if you have accomplished passing work at the time you discontinue attendance. There will be no credit issued for the course, and the grade will not compute into your grade point average.
- A "VF" grade is assigned if you have not accomplished passing work at the time you discontinue attendance. There will be no credit issued for the course; however, a decimal grade of "0.0" will be computed into your grade point



average. A "VF" grade will, therefore, have an effect on your academic standing with the college.

Passing/Unsatisfactory Grades

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

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

Audit

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

After the tenth day of instruction an individual who is a Washington 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.

You and the instructor must fill out a 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 you, 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 one time. The original grade will remain on the transcript; however, the higher of the two grades earned in the repeated course will be used in computing grade point averages. Individuals must notify Student Services that they desire a recalculation of their GPA.

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 online at the college website.

Academic Progress & Performance

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

Students must earn a GPA of 2.0 or above. If not, the college will place the student progressively on alert, probation, or suspension.

- A student whose cumulative grade point average falls below 2.0 or above will be placed on academic alert.
- A student on academic alert who fails to earn a cumulative grade point average of at least 2.0 at the end of the subsequent quarter of enrollment will be placed on academic probation.
- A student on academic probation who fails to earn a quarterly grade point average of at least 2.0 in the next quarter of enrollment will be placed on academic suspension. A suspended student may petition for readmission to the college after waiting a period of 12 months.

Students placed on Academic Suspension may exercise the right to appeal for Immediate Academic Reinstatement.

Certain vocational programs, international students, veterans, and students receiving financial aid may have different and/or additional academic standard requirements and appeal processes.

Plagiarism/Cheating

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

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

An individual who is enrolled in and completes at least 12 quarter hours of credit in courses numbered 100 or above for which grade points are assigned, receives no incomplete grades, and earns a quarterly grade point average of not less than 3.90, 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 3.60 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 cumulative grade point average of 3.85 or higher, will be awarded the President's Medal for Scholarly Excellence.

Transfer

Preparing for Transfer

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

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

for courses in a major field and may compute a pass grade as a "C" or "D" grade.

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

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

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



Transferring Previous Credits to Peninsula College

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

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

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

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

Military Credits

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

Credit by Examination

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

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

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

Graduation

Requirements for graduation from Peninsula College specify:

1. A 2.00 or above cumulative grade point average. A 3.25 is required for an Associate in Arts Honors degree.

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

2. A minimum of 90 credits meeting requirements for a specific degree.
3. Completion of the Residency Credit Requirement.

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

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

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

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

Transcripts

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

Unofficial transcripts are available on the college website.

Graduation Checklists

Current graduation checklists for degrees or certificates are available on our website at www.pencol.edu or in Student Services. The checklist

determines the course requirements necessary to complete the degree or certificate at the time the individual enters the program. Checklists can change annually.

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

Application for Graduation

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



Student Services, Activities & Resources

Student Services Center

The Student Services Center is open throughout the year to assist new and returning students with admissions, financial aid, educational planning and registration. The Student Services Center is located in the D Building and may be reached by email at studentservices@pencol.edu or by calling 360.417.6340, toll-free in Washington at 1.877.452.9277, ext. 6340. TDD may be reached at 360.417.6339.

Educational Planning and Counseling Services

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

Counselors provide educational counseling, assist with career exploration, and help students with academic progress issues. In addition, they provide short-term personal and crisis counseling, and assist with referrals to college services, community agencies and other professionals.

Appointments to meet with an Educational Planner or Counselor are made by contacting the Student Services Center by email at studentservices@pencol.edu or by phone at 360.417.6340; toll-free in Washington at 1.877.452.9277, ext. 6340; TDD at 360.417.6339.

Multicultural Student Services

Multicultural Services provides assistance to ethnically and culturally diverse student populations attending Peninsula College. Our staff offers academic advising, programming, and general support, as well as assistance with financial aid forms and information regarding grants and tribal-contracted funding. Call 360.417.7987 or toll free in Washington 1.877.452.9277, ext. 7987 for information.

International Student Services

International Student 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, and transferring. The International Office also provides assistance to U.S. students who wish to study abroad or need help in securing the appropriate transcript evaluation. Call 360.417.6491 for information or assistance.



Services for Students with Disabilities

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

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

Accommodations may include, but are not limited to:

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

If you have any questions, please contact SSD by email at ssd@pencol.edu or at 360.417.6323; toll free in Washington at 1.877.452.9277, ext. 6323; or TDD 360.417.6339.

Career Development

For assistance when seeking a job or a new career, Peninsula College offers short career development courses each quarter in Occupational Exploration, Resume Writing, and Interviewing Skills. These classes can be taken for one or two credits. In addition, the college website lists links to current community employment listings for students/alumni, work study jobs for eligible Financial Aid students, and employment opportunities at Peninsula College.

Testing Services

The college conducts the COMPASS, COMPASS-ESL, and ASSET placement tests to help individuals identify skill levels in reading, writing, and math. Test scores are used to help ensure accurate placement in English and math courses. Placement testing is waived for those who have satisfactorily completed one or more quarters of college-level work, which includes English and math with a 2.00 or above GPA. For information on the tests and applicable fees, visit the college website. Contact Testing Services by email at testing@pencol.edu or call 360.417.6598, toll free in Washington 1.877.452.9277, ext.6598. TDD may be reached at 360.417.6339.

Peninsula College is an official GED (General Educational Development) Center for administering GED Tests. The GED Test is designed for adults 19 years of age or older who have not completed high school and wish to receive a Certificate of Educational Competence by successfully completing the GED Test. Students between the ages of 16 and 18 must submit high school "Request for Approval to Test" forms.

Other tests that may be scheduled include:

- ACT (American College Test) and ASE (Automotive Service Excellence) tests, offered twice annually.
- DSST (DANTES Standardized Subject Tests) is an avenue for earning credit at Peninsula College.
- GRE (Graduate Record Exam) subject exams are offered twice annually.
- MPT (Math Placement Test) is offered to individuals planning to attend Washington public four-year institutions.
- WebCAPE (Computer-Adaptive Placement Exam) accurately and efficiently places students in the first four quarters of Peninsula College Spanish language classes.
- Correspondence Testing. The Testing Center provides proctoring for students taking distance learning or correspondence courses from other colleges.

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, go online to the Veteran's Administration website.

The Veterans Services Office (VSO) provides guidance to veterans, their dependents, active military, and reservists regarding education benefits. In preparation for entering Peninsula College, all veterans and other eligible individuals can get information on the college website.

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

In addition, an on-site Veterans Navigator can assist with questions and concerns regarding veterans' benefits and related agencies and issues.

If you have any questions, please contact the VSO by email at veterans@pencol.edu or by phone at 360.417.6340, toll free in Washington 1.877.452.9277, ext. 6340; or TDD 360.417.6339.

Servicemembers Opportunity Colleges

Peninsula College is an institutional member of Servicemembers Opportunity Colleges (SOC), a group of more than 1,800 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.

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 13 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

All full-time students are members of the Associated Students. The Associated Students are governed by the Associated Student Council (ASC), which is comprised of 12 officers. This group plans activities for all students and allocates funds for campus student activities and organizations. Student government and the ASC Constitution are discussed in the Student Handbook.

Student Handbook

The Student Handbook 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.

Handbooks are distributed at orientation and are also available in the Associated Student and Student Activities Offices. Handbook information can be found on the college website.

Student Activities

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.

Peninsula College is a member of Phi Theta Kappa, the international honor society for students of two-year colleges. The local chapter, Beta Delta Nu, has been recognized as a five-star chapter by Phi Theta Kappa. To become a member, individuals must carry at least 15 credit hours and earn a GPA of 3.7; individuals will remain eligible by maintaining a GPA of at least 3.5.

Clubs and Organizations

Individuals can participate in a number of clubs and organizations on campus and in the community. Assistance in joining or forming clubs is available by calling the Director of Student Programs at 360.417.6533.

Recreation Program

The college has designed a wide range of activities to meet the diverse physical interests of the campus population. Included are intramural sports, group outdoor activities, special events, and open recreation. New activities and equipment are added in response to new interests.

Intramural activities are provided for individual and team competition. Activities include basketball, bowling, soccer, and volleyball.

Outdoor recreation programs allow individuals to sample several different activities while exploring the variety of the college's setting. Open recreation is scheduled regularly during nonclass hours to allow use of the college gymnasium for personal fitness.

Finally, the college sponsors club basketball and volleyball teams that play in the local city

league and in occasional weekend tournaments as well as other recreation events, including field trips to see professional sports teams in Seattle.

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 Association of Community Colleges. Prospective players are encouraged to contact the respective coach or the Athletic Director at 360.417.6533.

College Publications

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

Individuals may also gain publication experience by producing the college literary





magazine, *Tidepools*, which is published annually. Anyone may submit materials to *Tidepools* in the fall of each year.

Public Service Presentations

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

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

Issues and are designed to contribute to a liberal arts education.

Foothills Writers Series—Noon-hour readings, usually on alternate Tuesdays, are presented by poets and writers of local, regional, and national note. Each quarter an “Open Mic” program gives students and other area writers an opportunity to share their poetry and prose.

The college also features a three-day **Writer-in-Residence** in the spring. Past writers include James Welch, Tim McNulty, Tess Gallagher, Robert Pyle, Debra Magpie Earling, Rick Bass, Mary Clearman Blew, Dan O’Brien, and Jacqui Banaszynski.

For more information, visit the Peninsula College website, www.pencol.edu

Cultural Enrichment

Drama/Music

Dramatic and musical productions performed in the college Little Theater 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.

Longhouse & Art Gallery

In 2006, Peninsula College held a Ground Blessing Ceremony at the site soon to be home to the first Longhouse at a community college in the nation. This event marked the beginning of a new path towards partnering with local tribes. In 2007, the College alongside six tribes cut the cedar bark ribbon to celebrate the Grand Opening of **ʔaʔkʷústenjáwtxʷ**, House of Learning. In fall 2010, tribal leaders, elders and youth from all six tribal nations joined Peninsula College to witness and celebrate the historic raising of a 20-foot Welcome Pole carved on campus by Jamestown S’Klallam tribal artist and master carver, Jeff Monson.

The Longhouse is a gathering place to teach, learn, and share cultural traditions, knowledge, and identity as well as a place to acknowledge and respect our unique differences and diversity. It is host to a diverse array of cultural celebrations, events and activities. In addition, the Longhouse Art Gallery features exhibits by Native American artists on a rotating basis year-round.

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, study rooms, the Bookaneer





Bookstore, 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 Joy's College Bistro, which offers an extensive variety of healthy food options, as well as an espresso bar.

The offices of the Associated Students 360.417.6432 and the Director of Student Programs 360.417.6533 are conveniently 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, indoor barbecues, and ice cream socials.

Child Care Centers

The Early Childhood Children's Programs provide quality education and care for children of parents who are students, staff, and faculty at Peninsula College. The Early Head Start Center, which provides care for children six-weeks-to-three-years of age, is located at 2319 S. Francis St., about one mile west of campus. The Educare Center for children ages three-to-six is located

on the west side of the campus behind the gymnasium (Room N-19).

Information regarding hours of operation, eligibility, curriculum, fees, or other aspects of the programs may be obtained by calling the Educare Center at 360.417.6532 and Early Head Start at 360.452.1721. You may also visit the college website.

Bookstore

The Bookaneer Bookstore 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 Bookstore also operates an e-commerce website for all your textbook and Pirate Gear needs.

The Bookaneer is conveniently located in the Pirate Union Building (PUB). Regular store hours are Monday 9 a.m.-2 p.m. and Tuesday through Friday from 9:00 a.m. to 4:00 p.m., with extended evening hours at the beginning of each quarter.

For more information, visit the Peninsula College website, www.pencol.edu

You can also reach Bookaneer staff by phone at 360.417.6440.

Library/Media Center

The Library / Media Center (LMC) plays a central role in the academic life of students and faculty. It provides a variety of resources to support the curriculum and to introduce students to the expanding fields of information access and technology.

A fully automated catalog provides rapid access to library resources at Peninsula College. The library catalog is web-based and can be accessed from off-campus via the college website.

The LMC website also provides access to specialized full-text databases. An information commons enables students to access the expansive resources of the World Wide Web.

The Library / Media Center's collection of local resources includes more than 40,000 books and 150 journal subscriptions. The reference

collection provides comprehensive access to key information in nearly all disciplines. Interlibrary loan services enable students to acquire resources from libraries throughout the United States and Canada.

Individual research assistance is provided by reference librarians to help students develop research techniques while providing immediate assistance with specific assignments.

Media services include access to media programming and equipment. Interactive video provides access to instructional programming and video conferences.

The library is open Tuesday through Friday during the academic year.

You are encouraged to use the many resources of the Library / Media Center, whether for research, class-related projects, independent learning, or leisure. The goals of LMC staff are to facilitate student learning and the discovery of new knowledge.



For more information, visit the Peninsula College website, www.pencol.edu

Degree Programs & Certificates

Since 1990, general education competencies define the basic academic skills all graduating students should possess upon completion. 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.

Competencies

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.

Continued on page 40



Program	Arts & Sciences Programs AA or AS	Professional & Technical Programs (AAS or AAS-T)	Certificates	BAS	Program	Arts & Sciences Programs AA or AS	Professional & Technical Programs (AAS or AAS-T)	Certificates
Accounting		X	X		Associate in Elementary Education	X		
Addiction Studies		X	X		Family Life Education			X
Administrative Office Systems		X	X		Information Technology		X	X
Associate in Arts	X				Associate in Mathematics Education	X		
Associate in Science	X				Medical Assistant		X	X
Automotive Technology		X	X		Multimedia Communications—Graphics		X	
Associate in Biology Education	X				Multimedia Communications—Web Design		X	
Botany	X				Nursing		X	
Associate in Business	X				Pre-Radiologic Technology			X
Bachelor in Applied Science in Applied Management				X	Associate in General Science Education	X		
Business Administration—Accounting		X	X		Welding		X	X
Business Administration— Food Service Management			X					
Business Administration—Management		X	X					
Carpentry/Woodworking & Homebuilding and Green Construction		X	X					
Computer Applications Technology		X	X					
Composite Technology		X	X					
Criminal Justice		X						
Early Childhood Education		X	X					
Energy Efficiency Power Plant Operator		X						

AA & AA-Honors Distribution List of Approved Courses

Note: A minimum of three credits is required to satisfy an area

Communication Skills Requirement

ENGL&	101	5 cr.
ENGL&	102	5 cr.

Quantitative Skills Requirement (Does not also count in Natural Sciences below)

MATH&	107 or above	5 cr.
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Humanities—15 credits from at least three areas (areas separated by dotted lines)

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

Social Sciences—15 credits from at least three areas (areas separated by dotted lines)

ANTH&	100, 104, 206	5 cr.
ECON&	201, 202; ECON 101	5 cr.
HIST&	126, 127, 128, 146, 147, 148; HIST 220	5 cr.
POLS&	101, 202, 203; POLS 125	5 cr.
PSYC&	100	5 cr.
SOC&	101	5 cr.
SOC&	101; SOC 115	5 cr.

Natural Sciences—15 credits from at least three areas (areas separated by dotted lines)

including one laboratory science course ("L"=Lab course)

ANTH&	205	5 cr.
BIOL&	100L, 221L, 222L, 223L, 241L; BIOL 150L, 161L, 162L, 260L, 282L	5 cr.
BIOL	105	3 cr.
BOT	101L	5 cr.
CHEM&	110L, 121L, 122L, 123L, 131L, 161L	5 cr.
C SC	100	5 cr.
PHIL&	106	5 cr.
ENVS&	100, 101L; ENVS 201L, 230L	5 cr.
GEOG	120, 250L	5 cr.
GEOL&	101L; GEOL 124L	5 cr.
MATH&	107, 141, 142, 146, 148, 151, 152, 163	5 cr.
MATH	108, 110, 111	5 cr.
PHYS&	121L	5 cr.
ASTR&	100	5 cr.
ZOOL	101L	5 cr.

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.

The Associate Degree

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

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

The distribution requirement is based upon the premise that a significant portion of

undergraduate education should be characterized by a broad survey of human knowledge.

Distribution requirements consist of a minimum of 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.

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.

Associate in Arts-DTA Degree

Degree Requirements

1. Ninety credits, to include 60 credits chosen from the courses listed as approved for the Associate in Arts degree on the Distribution List of Approved Courses.

Credits are to be distributed as follows:

- a. English Composition 101 and 102: Five credits each.
- b. Mathematics: Five credits from courses designated 107 or above.
- c. Humanities: Fifteen credits from the distribution list, with one course from at least three of the subject areas listed.

- d. Social Sciences: Fifteen credits from the distribution list, including one course from at least three of the subject areas listed.
 - e. Natural Sciences: Fifteen credits from the distribution list, including one course from at least three of the subject areas listed. (One of these courses must be a laboratory course as designated by an "L" following the course number.)
 - f. 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 six credits may be physical education.
2. A cumulative grade point average of 2.00 or above in college-level courses.

Associate in Arts-Honors–DTA Degree Degree Requirements

1. Ninety credits, to include 60 credits chosen from the courses listed as approved for the Associate in Arts-Honors degree on the Distribution List of Approved Courses. Credits are to be distributed as follows:
- a. English Composition 101 and 102: Five credits each.
 - b. Mathematics: Five credits from courses numbered 107 or above.
 - c. Humanities: Fifteen credits from the distribution course list, with a course from each of three subject areas; five additional credits that can be linked to one of the completed distribution courses.
 - d. Foreign language: Fifteen credits. (Five credits may be included in the Humanities distribution requirement.)
 - e. Social Sciences: Fifteen credits from the distribution course list, with a course from at least three of the subject areas listed; five additional credits that can be linked to one area of the completed distribution courses.

- f. Natural Sciences: Fifteen credits from the distribution list, with one course from at least three of the subject areas listed; five additional credits that can be linked to one of the completed distribution courses (can not be linked to quantitative skills requirement). One distribution or linked course must be a laboratory course, designated by an "L" following the course number.
- g. Electives: Additional credits numbered 100 or above to total 90 credits. A maximum of 15 of these credits may be professional and technical courses numbered 100 or above. A maximum of three credits may be private music instruction. A maximum of six credits may be physical education.

2. A cumulative grade point average of 3.25 or above in college-level courses.

Associate in Science Transfer Degree

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

1. Communications: Minimum five quarter credits in college-level composition course.
2. Mathematics: Two courses (10 quarter credits) required at or above introductory calculus level.
3. 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.
4. 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:

1. Chemistry (for science majors) sequence: 15 quarter credits.
 2. Third-quarter calculus or approved statistics course: five quarter credits.
 3. Biology or physics (calculus-based or noncalculus-based) sequence: 15 quarter credits. Some baccalaureate institutions require physics with calculus.
 4. Additional requirements: Ten to 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.
 5. 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.
 6. 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 six credits physical education will be accepted.
- A cumulative grade point average of 2.00 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, and Atmospheric Science

1. Communications: Minimum five quarter credits in college-level composition course.
2. Mathematics: Two courses (10 quarter credits) required at or above introductory calculus level.
3. 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.
4. 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.

- a. PHYS& 121L, 122L, 123L.
- b. CHEM& 121L required for Engineering majors. Other majors should select 5 credits of science based on advising.
- d. MATH& 163 or MATH& 146.

35 remaining credits

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 accreditation standards.

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

Associate in Biology Education

Degree Requirements

The Associate in Biology Education is designed as a Major Related Program (MRP) for transfer with junior standing to baccalaureate institutions; it was created to aid students interested in becoming secondary biology teachers. Future high school teachers must pursue a major in their field as well as entrance into a school of education. Students should check specific requirements of their intended transfer school.

To qualify for an Associate in Biology 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: 5 credits

ENGL& 101 5 credits

Mathematics Skills: 10 credits

MATH& 151 5 credits

MATH& 152 5 credits

Distribution Requirements

Humanities/Social Science: 15 credits. Three different subject areas required with at least 5 credits taken from each. No more than 5 credits of performance classes are allowed.

CMST& 220 5 credits (required)

PSYC& 100 5 credits (required)

Additional 5 credits from the following disciplines:

Humanities

ART 100&; ART 101, 102, 103, 104, 105, 106, 112, 126, 127, 128

CHIN& 123

CMST& 102; CMST 207, 208, 209

DRMA& 101; DRMA 124P

ENGL& 112, 113, 114, 220, 226, 227, 244, 245,
254, 255; ENGL 240, 250

FILM 100, 101, 102, 110, 120

FRCH& 123

GERM& 123, 223

IS 100 Series (Distribution area may vary. Some
courses may be elective only. Check with
Instructional Services or Registrar.)MUSC& 105, 141; MUSC 110, 115, 116, 117,
130P, 131P, 132P, 184P, 185P, 186P, 230P, 231P,
232P, 284P, 285P, 286P

PHIL& 101; PHIL 105, 130

SPAN& 123, 223; SPAN 240

Social Sciences:

ANTH& 100, 104, 206

ECON& 201, 202; ECON 101

HIST& 126, 127, 128, 146, 147, 148; HIST 220

POLS& 101, 202, 203; POLS 125

SOC SC 101

SOC& 101; SOC 115

Specific Premajor Requirements

Note: Sequenced courses should not be broken
up between institutions.

(35 cr.)

A. CHEM& 161L, 162L, 163L

B. MATH& 163 or MATH& 146

C. BIOL& 221L, 222L, 223L

Additional requirements: (10-15 credits)

PHYS& 121L, 122L, 123L recommended;
geology, organic chemistry, biology or
mathematics, consisting of courses normally
taken for science majors (not general
education), preferably in a 2-or-3 quarter
sequence.

Electives: 10-15 credits

ENGL& 102 5 credits (required)

EDUC& 205 5 credits (required)

Additional college-level credits so total credits
earned are at least 90 credits. May include
prerequisite for major courses (e.g., precalculus),
additional major coursework, or specific general
education or other university requirements, as
approved by the advisor.

Associate in Business

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

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

Basic Requirements**Communication Skills – 10 credits**

ENGL& 101 5 credits

ENGL& 102 5 credits

Mathematics Skills – 10 credits

MATH 111 5 credits

MATH& 148 5 credits

Distribution Requirements**Humanities – 15 credits**

CMST& 220 5 credits (required)

PHIL 130 5 credits (required)

Additional five credits selected from the
following disciplines:

ART& 100; ART 101, 102, 103, 104, 105, 106,
112, 126, 127, 128

CHIN& 123

CMST& 102; CMST 207, 208, 209

DRMA& 101; DRMA 124P

ENGL& 112, 113, 114, 220, 226, 227, 244, 245,
254, 255; ENGL 240, 250

FRCH& 123

FILM 100, 101, 102, 110, 120

GERM& 123, 223

IS 100 series (Distribution may vary—some
courses may be elective only. Check with
Instructional Services or Registrar.)

MUSC& 105, 141; MUSC 110, 115, 116, 117,
130P, 131P, 132P, 184P, 185P, 186P, 230P, 231P,
232P, 284P, 285P, 286P

SPAN& 123, 223; SPAN 240

Social Sciences – 15 credits

A. ECON& 201 5 credits (required)

B. ECON& 202 5 credits (required)

C. PSYC& 100 5 credits (required)

Natural Sciences – 15 credits

A. MATH& 146 5 credits (required)

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

BIOL& 100L, 221L-223L, 241L, 260L; BIOL
150L, 161L, 162L, 282L

BOT 101L

CHEM& 110L, 121L, 122L, 123L, 131L, 161L

ENVS& 100, 101L; ENVS 201L, 230L

GEOG 120

GEOL 124L; GEOL& 101L

PHYS& 121L; ASTR& 100

ZOOL 101L

Accounting/Business – 20 credits (required)

ACCT& 201, 202, 203; BUS& 201

Electives – 5 credits

Suggested courses: BUS 270 – 5 credits

Associate in Elementary Education

The Associate in Elementary Education degree is designed as a Direct Transfer Agreement (DTA)/Major Related Program (MRP) for transfer with junior standing to baccalaureate institutions with elementary education teacher certification programs. The requirements of the degree are completion of a minimum of 90 credits in courses numbered 100 or above, with a specific number of courses in English, Humanities, Social Sciences, Natural Science, and Quantitative Skills. Only course work in which an individual received a grade of 2.0 (C) or higher shall be counted toward the course work required for the approved endorsement program (WAC 180-82A-204).

Basic Requirements

Communication Skills- 10 credits

ENGL& 101 5 credits

ENGL& 102 5 credits

Mathematics Education Skills- 10 credits

MATH 106, MATH 108 5 credits each
(required)

Humanities – 15 credits

CMST& 220 5 credits (required)

Additional 10 credits selected from the
following:

ART& 100; ART 101, 102, 103, 104, 105, 106,
112, 126, 127, 128

ENGL& 112, 113, 114, 220, 226, 227, 244, 245,
254, 255; ENGL 240, 250

DRMA& 101; DRMA 124P

FILM 100, 101, 102, 110, 120

MUSC& 105, 141; MUSC 110, 115, 116, 117

Social Sciences – 25 credits

Five credits (required) from one of the following:

HIST& 126, 127, 128

Five credits (required) from one of the following:

HIST& 146, 147, 148 (applies in many transfer schools as a Humanities credit)

PSYC& 100 five credits (required)

Additional 10 credits from the following:

ECON 101; ECON& 201, 202

POLS& 101, 202, 203; POLS 125 or additional History

Natural Sciences – 15 credits

Five credits in Biological Sciences:

BIOL& 100L, 221L-223L, 241L, 260L; BIOL 150L; ZOOL 101L

Five credits in Geology / Earth Sciences:

GEOL 124L; GEOL& 101L; GEOG 120

Five credits in Physical Sciences (Chemistry or Physics):

CHEM& 110L, 121L, 122L, 123L, 131L, 161L;

PHYS& 121L; ASTR& 100

Two of the above must have a lab component.

Additional electives recommended

EDUC& 205, 295A

SOC 115

PSYC& 200

Computer Literacy: Software programs, including word processing, PowerPoint, spreadsheets, and internet proficiency.

Minimum grade point average requirements for acceptance in an Elementary Education Program are established at each institution. (Meeting the minimum requirements does not guarantee admission.)

A minimum of 30 hours of K-8 classroom experience must be included during the degree program.

Although not required for this degree, students must take the WEST-B test in order to apply to any Washington State teacher preparation program.

Associate in General Science Education

The Associate in General Science Education degree is designed as a Major Related Program (MRP) for transfer with junior standing to baccalaureate institutions and is intended for students interested in becoming secondary science teachers. Future high school teachers must pursue a major in their field as well as entrance into a school of education. Students should check specific requirements of their intended transfer institution.

To qualify for an Associate in General Science Education 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: 5 credits

ENGL& 101 5 credits

Mathematics Skills: 10 credits

MATH& 151 5 credits

MATH& 152 5 credits

Distribution Requirements

Humanities/Social Science: 15 credits of humanities and social science with at least 5 credits taken from each. Three different disciplines required. No more than 5 credits of performance classes are allowed.

CMST& 220 (5 credits) required

PSYC& 100 (5 credits) required

Suggested disciplines include:

Humanities

ART& 100; ART 101, 102, 103, 104, 105, 106, 112, 126, 127, 128

CHIN& 123

CMST& 102; CMST 207, 208, 209

DRMA& 101; DRMA 124P

ENGL& 112, 113, 114, 220, 226, 227, 244, 245,
254, 255; ENGL 240, 250

FILM 100, 101, 102, 110, 120

FRCH& 123

GERM& 123, 223

IS 100 Series (Distribution area may vary. Some
courses may be elective only. Check with
Instructional Services or Registrar.)

MUSC& 105, 141; MUSC 110, 115, 116, 117,
130P, 131P, 132P, 184P, 185P, 186P, 230P, 231P,
232P, 284P, 285P, 286P

PHIL& 101; PHIL 105, 130

SPAN& 123, 223; SPAN 240

Social Sciences

ANTH& 100, 104, 206

ECON& 201, 202; ECON 101

HIST& 126, 127, 128, 146, 147, 148; HIST 220

POLS& 101, 202, 203; POLS 125

SOC SC 101

SOC& 101; SOC 115

Specific Premajor Requirements

Note: Sequenced courses should not be broken
up between institutions.

A. CHEM& 161L, 162L, 163L

B. BIOL& 221L, 222L, 223L

C. PHYS& 121L, 122L, 123L

D. MATH& 146

Elective Credits: 10 credits

ENGL& 102 (5 credits required), EDUC&
205 (5 credits required), and sufficient
additional college-level credits so that total
credits earned are at least 90 credits. These
remaining credits may include prerequisite
for major courses and additional major
coursework.

Associate in Math Education

Degree Requirements

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

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

Basic Requirements

A. Communication Skills: 10 credits

ENGL& 101 5 credits

ENGL& 102 5 credits

B. Mathematics Skills: 5 credits

MATH& 151

Humanities – 15 credits

A. CMST& 220 5 credits (required)

B. 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.

C. A minimum of 10 credits from the following
disciplines:

ART& 100; ART 101, 102, 103, 104, 105, 106,
112, 126, 127, 128

CHIN& 123

CMST& 102; CMST 207, 208, 209

DRMA& 101: DRMA 124P

ENGL& 112, 113, 114, 220, 226, 227, 244, 245,
246, 254, 255; ENGL 240, 250

FILM 100, 101, 102, 110, 120

FRCH& 123

GERM& 123, 223

IS 100 Series (Distribution may vary. Some
courses may be elective only. Check with
Instructional Services or Registrar.)

MUSC& 105, 141; MUSC 110, 115, 116, 117,
130P, 131P, 132P, 184P, 185P, 186P, 230P, 231P,
232P, 284P, 285P, 286P

PHIL& 101; PHIL 105, 130

SPAN& 123, 223; SPAN 240

Social Sciences – 15 credits

A. PSYC& 100 5 credits (required)

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

ANTH& 100, 104, 206

ECON 101; ECON& 201, 202

HIST& 126, 127, 128, 146, 147, 148; HIST 220

POLS& 101, 202, 203; POLS 125

SOC SC 101

SOC& 101; SOC 115

Natural Sciences – 15 credits

A. MATH& 152

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

BIOL& 100L, 221L-223L, 241L, 260L; BIOL
150L, 161L, 162L, 282L

BOT 101L

CHEM& 110L, 121L, 122L, 123L, 131L, 161L

ENVS& 100, 101L; ENVS 201L, 230L

GEOL 124L; GEOL& 101L

PHYS& 121L, 221L; ASTR& 100

ZOOL 101L

Additional Courses – 30 credits

A. MATH& 163 5 credits

B. MATH 210 5 credits

C. MATH 224 5 credits

D. MATH 238 5 credits

E. EDUC& 205 5 credits

F. 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.



Professional & Technical Programs

Associate of Applied Science (AAS) degrees and certificates are awarded for completion of one of 18 professional and technical programs offered at Peninsula College. The programs are designed to prepare students for entry into specific occupations.

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 2.00 or above.

Certificate Requirements

See individual program listings starting on page 50 for specifics.

Transfer Degrees or Programs in Professional Fields

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. Typical programs include:

- Addiction Studies
- Business Administration
- Criminal Justice
- Early Childhood Education
- Information Technology
- Nursing

Additional information on any of these programs may be obtained by calling 360.417.6340.

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

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



Addiction Studies

Economic downturns in the timber and fishing industries have resulted in a significant increase in drug-and-alcohol problems on the Olympic Peninsula. Local agencies have prepared programs to meet these needs, but trained counselors are in short supply. In addition, chemical dependency counselors are now required to have a more extensive educational background than ever before, and this is where Peninsula College can help.

Our two-year Associate of Applied Science Degree Program and our short-term proficiency certificates in Addictions Studies provide the means for individuals to meet these new educational standards as well as those of an expanding community drug-and-alcohol counseling effort.

When you enroll in our program, your course of study will include courses in counseling, case management, psychology, sociology, ethics, law, physiology, and internships in a variety of work environments. Entrance to the program begins in fall or winter quarter.

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

Options

The Addiction Studies Program offers the following 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

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Student Learning Outcomes

When the Addiction Studies Program is completed the student will be able to:

- Identify basic facts on addiction and effects on individual, family, and society; chemical dependency theory and therapy models; and dynamics of teenage substance abuse.
- Gain an understanding of effects of alcohol and drugs on the body.
- 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 a 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.



Administrative Office Systems

Administrative assistant jobs are in high demand and exist in every type of business, industry, and nonprofit organization. The Administrative Office Systems (AOS) Program is focused on developing the skills necessary to work in a contemporary office setting. Proficiency in personal computer skills and Windows applications, as well as learning the latest electronic communications tools, are combined with a solid foundation of administrative, business, and personal communication skills.

Student Learning Outcomes

When the AOS Program is completed, the student will be able to:

- Demonstrate appropriate workplace behaviors and competencies.
- Integrate software products to complete administrative projects at the level of professional standards.
- Communicate effectively through both written and verbal communication methods.
- Select, use, and implement Internet and Web search engine tools for locating information for selected projects.
- Solve problems utilizing creative approaches.

The AOS Program

The AOS Program offers the following:

- **Commitment and Support.** The instructor is available both online and in the classroom. Individualized advising and office appointments are encouraged to ensure success.
- **Efficiency.** An integrated learning environment maximizes prior skills learned and minimizes the time needed to learn new ones.
- **Flexibility.** Courses are offered online as well as in a traditional classroom. Interactive software that is accessed through the Internet augments course material.
- **Variety.** With advisor assistance, a course of study can be tailored to meet student needs.



Options

The Administrative Office Systems Program provides a curriculum which offers several options.

Certificates

Certificates of Proficiency

These certificates may be completed in one-to-three quarters.

- **Receptionist.** Learn how to professionally answer telephones, route calls, greet visitors, respond to inquiries from the public, and provide computer input support.
- **Legal Assistant I, II.** Learn how to professionally answer telephones, route inquiries, greet clients, use legal terminology, and provide computer input support.
- **Office Assistant I, II.** Become proficient at scheduling meetings and appointments, organizing and maintaining paper and electronic files, managing projects, conducting research, and providing information via the telephone, postal mail, and email. You'll also learn how to prepare correspondence and handle travel arrangements.

- **Administrative Software Specialist.** Learn how to apply advanced skills using word processing, spreadsheet, presentation, database, and media software as well as demonstrate effective business writing.
- **Medical Coordinator Specialist.** Learn how to administratively assist medical personnel with office duties and understand and use medical terminology.
- **Medical Transcription I and II.** Apply medical terminology and develop medical transcription skills using multiple report types, nomenclature, and precise dictation in medical, surgical, pathology, and radiology environments.

One-Year Certificate

A one-year certificate requires three quarters of college-level work to complete. You learn intermediate skills in word processing, spreadsheets, databases, web design, electronic communications, desktop publishing, writing essentials, and business communications.

Degrees

Accounting Specialization

This degree focuses on principles of accounting and computerized accounting. If you are good with numbers and wish to work in an office setting, you can prepare for potential positions in banks, credit unions, CPA firms, general accounting, or auditor's offices.

Administrative Assistant Specialization

This degree focuses on computer software, writing, and personal communication skills. If you are interested in being an administrative assistant, you can work in a variety of settings, including human relations offices, government settings, real estate, public and private school offices, or law offices.

Computer Applications Support Specialization

This degree focuses on supporting employees with a variety of software applications and networking/hardware issues. If you are interested in assisting others with technical

issues, this track will prepare you for being a help-desk specialist in any environment that uses work productivity software and graphical design.

Legal Specialization

This degree focuses on legal terminology and legal projects in a variety of legal settings. Course content includes criminal justice courses in corrections, business law, and criminal law. If you are interested in working in a legal environment, you can work in police, attorney, or justice administration environments.

Medical Specialization

This degree focuses on medical terminology, medical transcription, and billing skills. If you are interested in people, this track will prepare you for a job in a variety of medical settings, including hospitals, dental offices, optometrist's offices, or medical clinics.

Associate of Applied Science Degree—Transfer

An Associate of Applied Science Degree—Transfer can be earned for each of the two-year specializations listed below by modifying the program of study to include:

- MATH& 107, Math in Society, or MATH& 141, Precalculus I (5 credits)
- ENGL& 101, English Composition I (5 credits)
- Social Science, Humanities, or Science Elective (100 level or above—5 credits)
- Economics, History, Political Science, Psychology, Social Science, or Sociology Elective (100 level or above—5 credits)
- Elective (100 level or above, Advisor Approved—5 credits)

This degree can be transferred to some four-year institutions or can be used as entry into the Bachelor of Applied Management Degree (BAS) offered at Peninsula College.

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Automotive Technology

Peninsula College's Automotive Technology Program has been designed to meet the National Automotive Technicians Education Foundation (NATEF) standards and has been awarded NATEF certification. Our curriculum combines theory and hands-on experiences in the technical world with the development of the interpersonal skills necessary to be a productive member of the automotive workforce. Emphasis is placed on the use of sophisticated equipment to keep automobiles operating in environmentally sound and physically safe conditions.

Student Learning Outcomes

When the Automotive Technology Program is completed, the student 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/trouble-shooting.
- Interpret and understand manuals, drawings, specifications, and procedures; demonstrate proper reading and application of technical literature; use correct terminology; complete industry ASE testing.

Our program also includes a number of stand-alone courses, making it possible for you to enter the first year of the program during any quarter. Individual courses may be taken on a space-available basis.



Alternative Fuels Program (Pending Approval)

Students can apply for admission into the Alternative Fuels Program when they have completed the following courses: ATEC 200, ATEC 201, ATEC 202, ATEC 203, ATEC 204, ATEC 205 and AMATH 121 with a 2.0 gpa, or better, in each course. Students currently working in the Automotive Technology field can request permission to enter the program by contacting the Program Coordinator.

The Alternative Fuels Program will cover hybrid and electric vehicles, compressed natural gas (CNG), liquid propane (LPG), biofuels (ethanol, methanol, and bio-diesel) and hydrogen fueled vehicles.

Student Learning Outcomes

When the Alternative Fuels Program is completed, the student will be able to:

- List personal and shop safety procedures, and describe the appropriate responses to common emergencies such as fire, gas leakage, and collision. List the major policies and regulations pertaining to the installation, operation, and inspection of gaseous fuel vehicles.
- Demonstrate the ability to disengage the high voltage power and safely work on hybrid or electric vehicles and explain the difference between series and parallel designs. Explain and properly use the various tools designed for hybrid usage. Properly select and demonstrate high voltage tools and equipment usage in diagnosis to include CAT III multimeters, and oscilloscopes. Explain the numerous safety designs manufactured into hybrid vehicles. Demonstrate an understanding of the order of operations by using a scientific calculator to calculate various formulas. Read and interpret scientific notation as used by scientific calculators and formulas
- Explain the historical context of biofuel and ethanol production. Outline the various methods and sources of biodiesel ethanol production. Compare and contrast properties and performance of biodiesel/petroleum diesel, ethanol/ gasoline, and methanol. Examine

emission properties and devices for biodiesel/petroleum diesel, ethanol/gasoline, and methanol. Calculate and compare amount of energy it takes to produce various alternative fuels, and compare relative efficiency. Access and evaluate information in rapidly changing field of alternative fuels.

- Describe the sources and effects of environmental pollution. List the major alternative fuels currently or soon to be in use, and compare the benefits and drawbacks of each. Use the concepts of pressure, density, and volume in describing, measuring, and handling gaseous fuels. State the chemical and physical properties of methane, propane, and hydrogen
- Describe the sources and effects of environmental pollution. List the major alternative fuels currently or soon to be in use, and compare the benefits and drawbacks of each. List the primary emissions from automotive and transportation uses, and identify the sources and remedies for each. Describe hydrogen fuel cell theories such as: fuel cell characteristics, fuel cell structure, and fuel cell efficiencies. Summarize the history of hydrogen fuel cell development. Compare and contrast various fuel cell designs. Explain the fuel cell subsystems and their operation. Interpret performance charts and data for fuel cells.

Options

The Automotive Technology Program offers the following options:

- Automotive Technology AAS Degree
- Automotive Technology AAS-T Degree
- Alternative Fuels Certificate (Pending Approval)
- Short-Term Proficiency Certificates
 - Electrical/ Electronics Systems (14 cr.)
 - Manual Drivetrains and Axels (8 cr.)
 - Automatic Transmissions and Transaxles (5 cr.)
 - Brakes (5 cr.)

—Engine Performance (15 cr.)

—Engines (10 cr.)

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Business Administration

Today's global economy offers boundless opportunities, but only for those who are prepared. When you enroll in Peninsula College's Business Administration Program, you will begin a process of education and learning that can prepare you for immediate employment, advancement in your current job, or successful transfer to a four-year college or university.

Our faculty will work closely with you to develop a course of study that meets your needs and career goals and help you decide which of our career education options is best for you.

We offer a two-year Associate of Applied Science (AAS) Degree with two options—



Professional & Technical Degree Programs

Accounting and Management. The core curriculum courses are the same for the options. Individuals are required to complete additional course work for each specialization appropriate to the concentration.

The Business Administration Program also provides training for certificates in a number of areas, including Management, Accounting, Business Entrepreneurship, Business Technology, and Economics and Finance. These 15-credit certificates allow the development of specific skill sets. A 45-credit certificate in Business Administration is also available.

If your goal is to transfer to a College of Business at a four-year university, you also may select a transfer-degree option in Business Administration. We recommend that those who are pursuing this option complete the transfer core courses, which most universities require.

The Associate in Business Degree provides a valuable foundation for students interested in business while completing all courses required to apply for transfer as a junior into a college of business at public and most private universities in Washington state.

Finally, there are several business electives an individual might consider in order to develop a solid foundation in business. Careful planning with the Business Administration Program advisor is essential to ensure that course selections meet the transfer requirements for a selected four-year school.

Student Learning Outcomes

When the Business Administration Program is completed, the student will be able to:

- Prepare statements to monitor, evaluate, and assess financial performance of the entity.
- Improve the performance of the entity by using tools of pricing, promotion, product development, and distribution.
- Apply quantitative methods for critical thinking and problem solving.
- Formulate a personal code of ethical behavior as it relates to a modern business environment.
- Utilize electronic technology, including accessing information from various sources.

- Work independently.
- Respond to the changing business climate.
- Recognize and analyze how general (macro) and specific (micro) economic forces shape the environment of business and decision making.
- Research, analyze, and report to both an internal and/or external evaluator.
- Accomplish group-oriented tasks where members are collectively responsible for the management and project outcome.
- Transfer and exchange information leading to situational understanding and task/problem resolution.

When the Business Administration Certificate is completed the student will be able to:

- Prepare statements to monitor, evaluate, and assess financial performance of the entity.
- Improve the performance of the entity by using tools of pricing, promotion, product development, and distribution.
- Utilize electronic technology, including accessing information from various sources.
- Work independently.
- Research, analyze, and report to both an internal and/or external evaluator

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Commercial Driver's License

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

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



Student Learning Outcomes

Students successfully completing this course will be able to:

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

Please visit www.pencol.edu for additional information.

Composite Technology

Peninsula College's Composite Technology Program prepares students for the wide-ranging field of composite structure construction and repair, as well as the use of catalyzed coatings and paints. This occupational field includes the aerospace industry, yacht and boat construction and repair, specialized vintage automobile parts, building construction materials, marine pier construction materials, sport-related equipment construction, and many others.

Students successfully completing the course will have training in safety procedures, safe use of tools and equipment, the creation of various types of composite structure materials, the repair of composite structures, the use of various types of catalyzed coatings and paints, and an understanding of the wide variety of uses to which these techniques can be applied.

Safety topics will be in conformance with regulations promulgated under the Occupational Safety and Health Act [OSHA] or the Washington Industrial Safety and Health Act [WISHA], as appropriate.

Student Learning Outcomes

When the Composite Technology Certificate is completed, the student will be able to:

- Execute safety procedures.
- Operate tools and equipment safely.
- Produce various types of composite structure materials.
- Repair composite structures.
- Apply various types of catalyzed coatings and paints.

Professional & Technical Degree Programs

Options

The Composites Technology Program offers the following options:

- Composite Structures AAS Degree
- Composite Structures Certificate
- Composite Structures Advanced Certificate

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Computer Applications Technology

Computers are now an integral part of our business, educational, and personal lives. We need to access vast amounts of information and manage, utilize, analyze, and disseminate this information in a timely manner, which is one key to success in virtually every profession.

The Computer Applications Technology Program offers the following options:



For more information, visit the Peninsula College website, www.pencol.edu



- A one-year certificate
- A two-year AAS-T degree (transfer)
- Two proficiency certificates:
 - Computer Applications Fundamentals Certificate
 - Computer Applications Certificate

Student Learning Outcomes

When the Computer Applications Technology Program is completed, the student 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, and PowerPoint.
- 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 drop-down menus and icons and spreadsheet software to solve mathematical/quantitative problems.
- Format and edit documents using word processing software.
- Manage, organize, and store related sets of information using database software; create and modify slide show presentations; perform file management and web usage.

- 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.

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Criminal Justice

The Criminal Justice Program is comprised of professional and general education courses and is designed to provide you with a broad exposure to criminal justice theory and processes. The online curriculum provides a balanced approach to law enforcement. 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 this program leads to a transferable Associate of Applied Science Degree in Criminal Justice; an Associate of Applied Science Degree in Criminal Justice Corrections Option, intended for employees of the Washington Department of Corrections; and a One-Year Certificate in Criminal Justice.

The demand for trained personnel has grown significantly over the past several years and is expected to continue as police agencies expand to meet the demands for crime control. Graduates typically find employment in the criminal justice system at the federal, state, and local levels of government. Security-related employment in the private sector also provides a wide variety of career possibilities.



Entry-level educational requirements in criminal justice agencies vary significantly throughout the United States. Some agencies simply require a high school diploma. Others demand an associate degree, while some prefer candidates who possess a bachelor's or master's degree. Individuals need to be aware of specific educational requirements for entry-level employment within the various components of the criminal justice system.

Potential positions in the criminal justice field include employment as law enforcement officers, correctional officers, adult and juvenile probation officers, parole officers, and private security officers. The annual entry-level salaries generally range from \$25,000 to \$42,000, depending on location and position.

Employment candidates in the fields of criminal justice are subject to extensive background checks that may include drug screening, polygraph testing, physical and psychological examinations, and oral and/or written proficiency examinations.

Successful completion of our program does not necessarily guarantee that students will obtain employment in the field of criminal justice.

The program has been developed in conjunction with active professionals in the field of criminal justice, who serve as members of an advisory committee.

College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering. You may need to complete prerequisite course work. The ASSET or COMPASS test and previous course work will help determine your placement level.

Professional & Technical Degree Programs

Student Learning Outcomes

When the Criminal Justice Program is completed, the student 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.

Options

The Criminal Justice Program offers the following options:

- Criminal Justice AAS-T Degree
- One-year Criminal Justice Certificate

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

For more information, visit the Peninsula College website, www.pencol.edu

Dental Hygiene Cooperative Program

Peninsula College and Pierce College have partnered to deliver a two-year Dental Hygiene program to students at Peninsula College. Students will attend distance education classes through Interactive Television (ITV) and gain hands-on experience in lab classes located at the Armory Square office complex in Port Angeles.

Students apply for admission to the program through Pierce College after completing their prerequisite courses at Peninsula College. Program application deadline: February 1.

Program information is available through the Student Development Office at Peninsula College. Additional information may be obtained through www.pierce.ctc.edu.

Early Childhood Education

Individuals enrolled in the Early Childhood Education (ECE) Program complete course work that combines theory and practical experience in working with young children and their families. ECE courses are based on Washington State Skill Standards for the Early Childhood and School-Age Care Professions.



You may enter the program during any quarter on a full-time or part-time basis. Courses are offered on the Port Angeles campus during late afternoons, evenings, and on occasional Saturdays to accommodate individuals who work. Courses also are offered in Port Townsend, Forks, and Neah Bay through Interactive Television (ITV). Most courses have an online component and several courses are offered entirely online. All Early Childhood Education courses and selected EDUC courses are STARS-approved for continuing education.

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

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

Identified elective courses are offered in one-credit modules (10 hours each) to meet state-mandated training requirements for child-care providers. Individuals may earn short-term certificates in Curriculum for Young Children, Infants and Toddlers; Working with School-Agers; and Children with Special Needs.

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

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

Graduates with a 90-credit AAS Degree in Early Childhood Education find employment as child-care specialists, curriculum-program managers, or teachers in child-care centers serving infants and children up to age 12.

Graduates may also qualify for positions in Head Start/ECEAP as Early Head Start specialists for infants/toddlers, preschool teachers, home visitors, or family-educators and as para-educators in grades K-5. In addition, opportunities are increasing for family-support paraprofessionals in human services and mental health agencies.

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

Student Learning Outcomes

When the Early Childhood Education Program is completed, the student will be able to:

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

Options

The Early Childhood Education Program offers the following options:

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

Professional & Technical Degree Programs

• Short Term Proficiency Certificates:

- Child Care Certificate
- Children with Special Needs
- Early Childhood Education Curriculum
- Infant and Toddler
- School Age Care

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Energy Efficiency Program (Pending Approval)

The Energy Efficiency Program is designed to train students in the skills needed for the energy industry, especially Power Plant Operations and Line Workers. This training addresses all forms of power generation, transmission and delivery, including renewable resource power generation or “Green Jobs.” Most green jobs are not unique jobs with a new set of skills and knowledge, but rather, existing jobs with “a green focus.” The energy industry employers serving the Pacific Northwest states of Washington, Oregon, and Idaho employ over 22,000 people. Within the next five to eight years, more than 50% of these employees will retire. Demographic studies reflect even higher retirement statistics within the power generation than other occupations.



Student Learning Outcomes

Specific learning outcomes will vary depending on electives chosen and the nature of the worksite educational experience course. Generally, upon completion of the certificate, you will be able to:

- Understand and operate electrical systems.
- Understand and operate/maintain the components used in the transmission of electricity.
- Specialize in power generation, power transmission, metering, substation operations, or plant mechanics.
- Demonstrate skills necessary in transferring energy from alternate energy sources (wind, solar, geothermal, wave, etc.) into the power grid.

Options

The Energy Efficiency Program offers the following option:

- Power Plant Operator

Please visit www.pencol.edu for additional information and detailed degree requirements.

skills needed to advance in the food services industry.

Student Learning Outcomes

When the Food Services Management Certificate is completed, the student will be able to:

- Apply food service sanitation principals.
- Write standardized recipes.
- Use proper serving utensils and kitchen equipment.
- Perform basic cooking tasks.
- Demonstrate the proper application of dry, moist, and combination cooking methods to a variety of food products (understand standard cooking methods).
- Produce a variety of bakery products using standard baking procedures and evaluate based on method, timing, appearance, texture, and overall eating quality.

Food Services Management Certificate

Food Services Management is a cooperative program operated in partnership with The North Olympic Peninsula Skills Center. This program prepares individuals to plan, and manage food-and-beverage preparation and service operations, restaurant facilities, and catering services. It includes instruction in food/beverage industry operations, cost control, purchasing and storage, logistics, personnel management, culinary arts, restaurant and menu planning, executive chef functions, event planning and management, health and safety, insurance, and applicable law and regulations.

There is a need on the North Olympic Peninsula for trained and skilled food service workers of all ages. Students completing this program will have the technical and managerial



- Explain the flow of food within the purchasing and production cycle.
- Perform cost analysis of menu items.
- Calculate costs and apply procedures in order to run a cost-effective food service establishment.
- Perform yield tests and recipe costing.
- Design and market a menu that incorporates menu planning principles that maximize sales and profits.
- Demonstrate presentation techniques.
- Purchase and manage inventory.
- Create and maintain good customer and employee relationships.
- Plan, prepare, and serve banquet style.
- Design room layouts for various service functions.

Options

The Food Services Management Program offers:

- One-Year Food Services Management Certificate.

Please visit www.pencol.edu for additional information and detailed certificate requirements.

Information Technology

Computers are an integral part of our business, educational, and personal lives. They allow us to access vast amounts of information and to manage, utilize, analyze, and disseminate this information in a timely manner. The key to success in virtually every profession or career depends on a skillful use of information.

The Associate of Applied Science (AAS) degree in Information Technology – IT Administrator-Business, will train and educate students, using industry-based skill standards. Students will learn to design, implement and support Microsoft network technology and will receive some training in Linux. Students will learn

Professional & Technical Degree Programs



about fundamental business language concepts and effective business communication skills. Additionally, students will receive the training necessary to take some Microsoft and Comp TIA exams.

Information on other related certificates and Associate of Applied Science (AAS) Degree opportunities can be found in the Computer Applications Technology section.

The Information Technology- Certificate Cisco Network Specialist offers training using industry skill standards to design, implement, and support computer networks in business and industry. The program provides opportunities for students to apply the concepts in a hands-on lab that reinforces the industry standards of network implementation. Students who successfully complete the one -year program (four quarter) will receive a one-year certificate in Information Technology—CISCO Network Specialist and those successfully completing Cisco Certification Exams will become Cisco Certified Network Associates (CCNA).

Student Learning Outcomes

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

- Access information from various storage mediums to locate and provide access to information in subdirectories
- Use an operating system to access a variety of software
- Solve problems using the appropriate operating system utilities; apply systematic approaches and logic to solving problems
- Synthesize and apply information to meet an identified need
- Ask questions and give answers using discipline-specific vocabulary
- Respond to a heterogeneous technology climate
- Plan, install, configure and manage resources. Connect and run applications. Monitor, optimize and troubleshoot network software and hardware.
- Prepare and present departmental budget information in accordance with generally accepted accounting principles.
- Provide management with departmental financial information that assists in the business decision making process.
- Provide organizations a safe, secure, and redundant information system.

Options

The Information Technology Program offers the following options:

- IT Administrator – Business AAS Degree
- IT Administrator – Business AAS-T Degree
- Cisco Network Specialist Certificate

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Medical Assistant

Peninsula College is one of only a few colleges in Washington State to offer a Medical Assistant certificate program. It provides training to individuals who want to work in medical offices, clinics, hospitals, home health, extended-care facilities, and other health-care settings.

Program content includes medical terminology, phlebotomy, general accounting, computer training, office administration, and medical coding/billing. Safety, health, and work ethics are taught throughout the program, as well as patient rules and regulations mandated by HIPAA with regard to privacy and confidentiality. Students will also learn how to use a computer in a medical setting, specifically in electronic billing, as well as bookkeeping. Students also have the option of training in Hospital Billing, Geriatrics and Gerontology.

Graduates are likely to find employment in medical offices, clinics, hospitals, home health, extended-care facilities, and other health-care settings. Advanced degrees may provide access to a wider range of health-career opportunities.

Individuals who enter the Medical Assistant Program can select from four tracks: Health Care Assistant Certificate, Medical Assistant Certificate, the Medical Assistant AAS Degree and the Medical Assistant AAS-T degree. Students completing the AAS-T degree have an opportunity to apply to the Bachelor of Applied Science-Management program at Peninsula College.

An application to the program is required as well as an interview with the coordinator. Entry into the program is fall quarter. Signatures of



the instructors or coordinator are required for permission to register for any Medical Assistant course.

A student may complete selected course work or individualized certificate programs. For more information and assistance in planning a course of study, please contact the Program Coordinator at 360.417.6465.

Student Learning Outcomes

When the Medical Assistant Program is completed the student will be able to:

- Function professionally in a legal and ethical manner as a health-care assistant.
- Use medical terminology in a correct manner.
- Effectively communicate with other health-care team members, patients, and physicians.
- Procure and distribute office supplies.
- Manage documents in a medical office.
- Demonstrate proficiency with basic medical testing procedures.
- Display knowledge in the use of sterile technique.
- Display knowledge of safety regarding hazards.
- Operate a computer.
- Demonstrate knowledge of electronic health records.
- Format and write various documents required in a medical office in a grammatically correct manner.
- Bill multiple insurances, including electronic billing.
- Perform general accounting procedures.
- Follow laws regarding patients' privacy and confidentiality.

Options

The Medical Assistant Program offers the following options:

- Medical Assistant AAS Degree
- Medical Assistant AAS-T Degree

Professional & Technical Degree Programs

- Medical Assistant One-Year Certificate
- Medical Health Care Assistant One-Year Certificate
- Short-Term Proficiency Certificates:
 - Electronic Medical Billing Certificate
 - Geriatric Care Giving Certificate
 - Phlebotomy Certificate

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Multimedia Communications

Multimedia communication is the presentation of digital information in the form of text, images, sound, motion graphics, web sites, and video. There is an increasing demand for talented people with digital communication skills, and a growing number of employers are seeking workers with knowledge of multimedia, web-design, and social media skills.

Peninsula College's Multimedia Communications Program offers a balance of web design, digital photography and illustration, art instruction, interactive technologies, and academic courses. Our multimedia communications degrees are designed to develop the technical skills essential for professional competence in the contemporary multimedia environment. Visual literacy, creativity, and collaboration are integrated into a curriculum that teaches you how to create digital media content that responds to human interaction.

You can choose from three degree options:

- Graphics AAS-T
- Web Design and E-commerce Technologies AAS-T
- Multimedia Communications AAS

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

When the Multimedia Communications–Graphics Program is completed, the student will be able to:

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

When the Multimedia Communications–Web Design and E-Commerce Program is completed, the student will be able to:

- Demonstrate an understanding of the core concepts, terms, tools, and methods used to create web-based multimedia content.
- Digitize, manipulate, and prepare graphic files and text for print and web publication.

- Plan, create, implement, test, and manage multimedia tasks.
- Design, create, and code interactive and dynamic web sites.
- Work as a team to apply multimedia competencies to plan, develop, and publish a web site for a client.
- Implement, administer, and troubleshoot a server in a networked environment.

When the Multimedia Communications–AAS Program is completed, the student will be able to:

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



Options

The Multimedia Communications Program offers the following options:

- Multimedia Communications AAS Degree
- Graphics AAS-T Degree
- Web Design and E-Commerce Technologies AAS-T Degree
- Short-Term Proficiency Certificates:
 - Digital Photography Certificate
 - Web Design Certificate
 - Advanced Web Design Certificate
 - Digital Image Editing Certificate
 - Digital Layout Design Certificate

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Nursing

The goal of the Associate Degree Nursing Program is to provide an organized curriculum which, when completed, prepares you to:

- Receive an Associate of Applied Science (AAS) Degree in nursing.
- Meet eligibility requirements and take the registered nurse licensing exam.
- Function in the role of the registered nurse.

Acceptance into the Nursing Program is competitive. Because a specific application procedure is required, it is important to talk with a college nursing counselor before applying. Applications for the program are accepted up to May 1 each year. Applicants are notified of admittance to the Nursing Program by July 1.

To be considered for admission, you must be a high school graduate or have earned a General Educational Development (GED) certificate and have completed the prerequisites with a minimum grade of 2.0 in each course. If English is your second language, you will be required to achieve a minimum competency on the ESL Compass placement test.



Student Learning Outcomes

When the Nursing Program is completed the student will be able to:

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

Option

The Nursing Program offers the following:

- Nursing AAS Degree

Please visit www.pencol.edu for additional information and detailed degree requirements.

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

Physical Therapy Assistant Cooperative Program

Peninsula College and Olympic College have partnered to deliver a two-year Physical Therapy Assistant program to students from Peninsula College. Students will attend via a combination of face-to-face and on-line distance education

classes and gain hands-on experience in clinical classes.

Students apply for admission to the program through Olympic College after completing their prerequisite courses at Peninsula College. Program application deadline: April 30.

Program information is available through the Student Development office at Peninsula College. Additional information may be obtained through www.olympic.edu/ocpta.

Pre-Radiology Technology

The Pre-Radiology Technology Certificate provides a foundation for individuals who wish to pursue a career in Radiology Technology. The Pre-Radiology Technology Certificate is designed to encompass most prerequisite course work needed for a student to apply to a two-year program. Students should check the admission procedures, GPA requirements, and application deadlines for Radiology Technology Programs at their schools of interest.

Completing prerequisite course work at Peninsula College will help prepare a student to apply to a Radiology Technology program at one of the following Washington State Community and Technical Colleges: Bellevue Community College, Bellingham Technical College, Tacoma Community College, Wenatchee Valley College,

or Yakima Valley College. Students should be prepared for a competitive application process.

Student Learning Outcomes

When the Pre-Radiology Technology Program is completed, the student will be able to:

- Use medical terminology correctly.
- Accurately identify human anatomy.
- Communicate effectively.
- Maintain electronic files.
- Prepare written documents.
- Understand human psychology.

Option

The Pre-Radiology Technology Program offers:

- One-year Pre-Radiology Technology Certificate

Please visit www.pencol.edu for additional information and detailed certificate requirements.

Water Quality Control

This program will assist in preparing plant operators and lab technicians to gather data that is essential to optimizing treatment processes and demonstrating that their plant effluent meets the established water quality standards. The program includes procedures that meet government standards for effluent monitoring as well as procedures to provide reliable data that can be used to make day-to-day process control decisions.

Contact Bob Lawrence for additional information: 360.417.6344.

Options

The Water Quality Control Program offers the following option:

- Short-Term Proficiency Certificate, Water Quality Control

Please visit www.pencol.edu for additional information and detailed certificate requirements.



Welding

The need for skilled welders is continually growing. As a professional welder, some of the job opportunities you might consider include those as trade welders and fabricators, as well as positions in engineering, plant maintenance, inspection, sales and service, and supervision.

Peninsula College's one-year, competency-based certificate program provides training for entry-level jobs and gives you the related knowledge necessary for advancement in the metals industry. Graduates will be able to weld all types of joints, perform oxyacetylene cutting, and weld with shielded metal arc, gas metal arc, and gas tungsten arc welding processes.

Our curriculum emphasizes workplace safety, welding terminology, welding, cutting techniques, basic blueprint reading, properties, and joint design. Instruction centers on classroom study and preparation for AWS certification.

Our two-year Associate of Applied Science Degree provides advanced training and additional certification opportunities.

Individuals enrolled in the program can also earn several short-term certificates, including:

Professional & Technical Degree Programs

- Beginning Welding (15 credits)
- Intermediate Welding (15 credits)
- Arc Welding (15 credits)
- Pipe Welding (15 credits)
- TIG Welding (15 credits)
- Wire-Feed Welding (15 credits).

Student Learning Outcomes

When the Welding Program is completed the student 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.

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.

Woodworking & Homebuilding Carpentry

Carpentry is a growing field on the Olympic Peninsula and throughout Washington State. Our carpentry certificate program provides individuals with the skills that are needed to move into entry-level positions in residential and small commercial carpentry businesses.

In addition to our one-year certificate program, you can also earn three short-term certificates. They include:

- Basic Carpentry and Concrete Foundations
- Framing
- Exterior and Interior Finish

Woodworking and Homebuilding is a cooperative program operated under an agreement with North Olympic Peninsula Skills



Center. Operation of the program is contingent on the continuation of that agreement. For additional information, please call 360.417.6341.

Student Learning Outcomes

When the Woodworking Homebuilding Program is completed, the student will be able to:

- Use hand tools and power machinery safely.
- Perform all aspects of basic carpentry.
- Research, plan, design, layout, and construct a residential structure.

The Carpentry Program offers the following options:

- One-Year Carpentry Certificate

Green Construction & Remodeling

The Green Construction & Remodeling 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 demand for carpenters with Green Construction skills should increase over the next decade. A study conducted by the Washington State Employment Security Department notes that the building construction industry had, at the time of the study, the fourth highest number of green jobs (6,743) in the state.

Student Learning Outcomes

When the Green Construction & Remodeling Program is completed the student 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.

Options

The Green Construction & Remodeling Program offers the following options:

- Green Construction & Remodeling – AAS
- Green Construction & Remodeling Certificate

Please visit www.pencol.edu for additional information and detailed degree/certificate requirements.



The Bachelor of Applied Science Degree

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

The BAS degree opportunity is designed to meet the employment needs of the Olympic Peninsula and to provide program graduates with the knowledge and skills needed to move into or advance in management and supervisory positions. BAS classes are held weekday evenings and online to accommodate the schedule needs of working adults. Face-to-face classes meet on the main Peninsula College campus in Port Angeles.

The BAS curriculum includes a mix of required core management and integrated studies courses. During the program, each student completes two internships. These are developed by the student and internship instructor, in consultation with the employer.

Requirements

BAS applicants must have either:

1) An AAS or AAS-T Degree with the following courses completed:

- Any Math class at the 100 level with Math 99 as a prerequisite.
- ENGL 101, English Composition I. Prerequisite: Score of 45 or more on ASSET placement test in writing skills, 77% or more on COMPASS placement test, or Pass in ENGL 090, 091, or 092 (5 credits).
- Social Science. 100 or 200 level (e.g., Anthropology, Economics, History, Political Science, Psychology, Social Science) (5 credits).
- General Education. 100 or 200 level (Social Science, Natural Science, Humanities) (5 credits).

OR

2) An AA or AS Degree plus two years of work experience.

Recommended

Because the BAS program face-to-face classes have an online component, and the program is also available totally online, 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 use in the completion of their academic work. Those who



are not familiar with or comfortable in using those programs should locate online, self-study resources or consider enrolling in courses offered by the College.

Admissions

An application and instructions are located at the college web site at www.pencol.edu. Select "Bachelor of Applied Science" in the Quicklinks menu. A nonrefundable \$50 fee is due at the time of application.

Registration

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

Financial Aid

Financial aid is available to all BAS students who qualify. To learn more about these opportunities, check at Financial Aid on the college web site.

Tuition and Fees

Current tuition and fee information is published in the quarterly bulletin. It is also available on the college website at www.pencol.edu or by calling the Student Services Office at 360.417.6340.

Advisor: Dr. Ed Jaramillo
Bachelor of Applied Science Degree

Core Curriculum Requirements

			Credits
BAS	301	Managerial Accounting	5
BAS	310	Foundations of Management Theory & Practice	5
BAS	320	Organizational & Interpersonal Behavior	5
BAS	325	Legal Environments in Business	5
BAS	340	Applied Financial Management	5
BAS	353	Global Political Economy	5
BAS	357	Marketing on the Internet	5
BAS	380	Project Management	5
BAS	435	Operations Management	5
BAS	475	Retail Management	5

BAS	490	Strategic Management and Policy	5
ENGL	325	Professional & Organizational Communication	5
MATH&	146	Introduction to Statistics	5

Integrated Studies 15

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

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

Internships 10

Students must complete two, 5-credit internships.

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

BAS Applied Management

BAS 301 5cr

MANAGERIAL ACCOUNTING

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

BAS 310 5cr

FOUNDATIONS OF MANAGEMENT, THEORY & PRACTICE

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

BAS 320 5cr

ORGANIZATIONAL & INTERPERSONAL BEHAVIOR

Provides the tools for understanding the organizational actions of individuals, groups, and organizations; relates theory and research to orga-

nizational problems by reviewing advanced concepts in motivation and perception, leadership, decision making, communication and influence, group behavior, conflict and cooperation, politics, corporate culture, organizational structure, and environmental influences.

BAS 325 5cr
LEGAL ENVIRONMENTS IN BUSINESS

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

BAS 340 5cr
APPLIED FINANCIAL MANAGEMENT

An introduction to the application of financial management principles. Includes the analysis of financial statements for planning and control, cash and capital budgeting, risk and return, capital structure, and financing the short- and long-term requirements of the firm. Students will apply basic tools and techniques used to value a firm and evaluate and fund prospective investment opportunities. Prerequisite: BAS 301.

BAS 353 5cr
GLOBAL POLITICAL ECONOMY

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

BAS 357 5cr
MARKETING ON THE INTERNET

Examines the impact of the Internet on traditional methods of doing marketing. Explores the existing and future uses of the Internet for the marketing of goods and services across a range of product categories and investigates the utility of the Internet as a "tool" for marketing to increase effectiveness, efficiency, and competitiveness.

Topics include constructing websites, marketing Internet sites, advertising and brand building, and customer generation. Prerequisite: BAS 310.

BAS 380 5cr
PROJECT MANAGEMENT

In management, projects are major undertakings that have a limited duration (i.e., finite completion point) and, as such, require a unique approach for administration. Course covers the theory and practice of project management in the context of technical and human resource constraints. Students learn to apply the knowledge, skills, tools, and techniques for project activities necessary to meet project requirements through the use of software and the approaches prescribed by the PMBOK. Prerequisite: BAS 310

BAS 435 5cr
OPERATIONS MANAGEMENT

Introduction to strategic and tactical issues in production and operations management. A blend of quantitative and qualitative considerations. Topics: product planning, process design, capacity management, production planning, inventory control, distribution management, just-in-time manufacturing, quality management. Prerequisites: BAS 301, BAS 310 and MATH 146.

BAS 460-461 1-5cr
BAS INTERNSHIP IN THE PRIVATE SECTOR

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management; time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills. Prerequisites: BAS 301, 310, 320, 340, 435, ENGL 325, and MATH& 146.

BAS 462-463 1-5cr
BAS INTERNSHIP IN THE PUBLIC SECTOR

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management;

time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills. Prerequisites: BAS 301, 310, 320, 340, 435, ENGL 325, and MATH& 146.

BAS 464-465 1-5cr

BAS INTERNSHIP IN THE TRIBAL SECTOR

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management; time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills. Prerequisites: BAS 301, 310, 320, 340, 435, ENGL 325, and MATH& 146.

BAS 475 5cr

RETAIL MANAGEMENT

This course covers the main management functions of a retail business. Topics include retail strategy, location (web or brick and mortar), web presence, buying merchandise, assortment planning, inventory management, retail selling, customer service and store/web layout. Emphasis is placed on the application of theory to real retail management problems. Pre-req: BAS310 and MATH& 146.

BAS 490 5cr

STRATEGIC MANAGEMENT & POLICY

Course explores strategic issues facing organizations, including top management decision making and social responsibility; environmental and industry analysis; establishing organizational mission and objectives; corporate, business and functional level strategy formulation; global and multidomestic strategies; strategic implementation and control; and integrating operations, finance, marketing and human resource strategies. Computer modeling to solve strategic problems is used throughout the class. Prerequisites: BAS 310, 320, 435, 485 and MATH& 146.

Computer Applications

CAT 260 2cr

BAS EXCEL PREPARATION

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

English

ENGL 325 5cr

PROFESSIONAL AND ORGANIZATION COMMUNICATIONS

Business writing course required for students seeking the four-year Bachelor of Applied Science, Applied Management(BAS) Degree. Production of business documents, including reports, proposals, letters, memos, essays, emails, and performance evaluations. Group projects and oral presentations. Review of business writing style, paragraphing, grammar, and document formatting. Prerequisite: ENGL& 101.

Mathematics

MATH& 146 5cr

INTRODUCTION TO STATISTICS

Introduction to methods and applications of elementary descriptive and inferential statistics: summarizing data graphically and numerically, probability, confidence intervals, hypotheses testing, correlation, and linear regression. Prerequisite: 2.0 or higher in MATH 099 or equivalent. Graphing calculator required (TI-83-84 preferred). (Formerly MATH 281.) (QS, NS)

Integrated Studies

Students are required to complete one course in each of the following disciplines; Humanities, Social Science and Natural Science.

Humanities Seminars

IS 302 5cr

VISIONS OF UTOPIA

If some forms of social life are better than others, which form would be best? This course will investigate this question in a cross-disciplinary manner by examining conceptions of the ideal utopian society as expressed in classic writings

from philosophy and literature. Authors include Plato, More, Marx, Nietzsche, Thoreau, Skinner, Burgess, and Nozick. Prerequisite: ENGL& 102 or ENGL 325.

IS 330 5cr

EXPLORATIONS IN THE HUMANITIES

Explorations in the Humanities approaches the humanities by focusing on the arts — painting, sculpture, architecture, literature, drama, music, dance, film, television and video art, and photography—forms which provide people with a variety of ways to examine and express their insights and questions about what it means to be human. In the context of this arts-centered approach, engagement with all disciplines in the humanities, as well as with the natural and social sciences, will be made.

Social Sciences Seminars

ECON 350 5cr

POLITICAL ECONOMY

Theories of political economy are used to critically examine the laws governing the distribution of income between classes. This analysis is informed by the historical transformation of capitalism from feudalism and involves a study of original texts, including works by Smith, Mill, Marx, and Veblen. Prerequisite: ENGL& 102 or ENGL 325 or permission of instructor. This course fulfills one of the INT requirements for the BAS program.

HIST 360A 5cr

LABOR MOVEMENTS

Course explores ideas of work, class, and labor movements in American history from the early 19th century to the present. Issues to be addressed in the pursuit of understanding labor are stages of American industrialization and class formation; changes in racial, ethnic, and gender relations; and changes in values of work, leisure, and consumerism.

SOC 350 5cr

SOCIAL STRATIFICATION

A survey of the nature of social inequality in America, including its causes and consequences to the individual and society. Key issues include the social distribution of wealth, power and status; dimensions of inequality and their mea-

surement; and explanations of stratification and inequality.

Natural Sciences Seminar

ENVS 321 5cr

THE NATURE OF SCIENCE: GOING GREEN

This course explores the process and nature of scientific discovery, environmental challenges and possible solutions, and the realities of making a business “green.” In this project-based course, topics will integrate Biology, Chemistry, Atmospheric Science and Statistics. Prerequisite: MATH&146 or concurrent enrollment in MATH& 146.

GEOG 325 5cr

GEO-SCIENCE AND BUSINESS INTELLIGENCE

Explores the role of geographic science in business decision making. Applies geoscience tools such as GIS, data mining, and quantitative visualization techniques to issues like competitive analysis, site selection, customer profiling, sales management, and market segmentation. Students will learn to perform integrated business geo-sci research for client organizations. Prerequisite: MATH& 146.





For more information, visit the Peninsula College website, www.pencol.edu

Course Descriptions

Course Numbers

- 011-99 Courses with these numbers are used to strengthen basic academic skills and to prepare students for entry into college-level courses.
- 100-299 The 100 series is ordinarily for freshmen and the 200 series for sophomores.

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.

Common Course Numbering

There are a number of changes in course names and numbers with the 2010 edition of the PC catalog. These changes have been made to ease the transfer of credits among the 34 community and technical colleges within Washington State. Called the Common Course Numbering Project, the same courses will be titled and numbered in a similar way at every Washington community college. The changes should help you know that a course you have taken at one Washington school is the same at another Washington school and the course will transfer easily. 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. If you have any questions, contact the Student Services Office at 360.417.6596.



Accounting

ACCT 101 5 cr
INTRODUCTION TO ACCOUNTING AND FINANCE
 Establish a foundation in accounting procedures within the traditional framework of a sole-proprietorship and explore the financial use of accounting information. Coverage of basic principles expanded by presenting partnership, corporation, and managerial accounting concepts. (Formerly BA 101.)

ACCT 215 5 cr
QUICKBOOKS
 Learn the fundamentals of Quickbooks Pro, a popular general ledger software package for small and medium sized businesses. Coverage of tracking vendors and customers, inventory activities, bank reconciliations, end of period procedures, payroll and other key accounting procedures. (Formerly BA 215.)

ACCT& 201 5 cr
PRINCIPLES OF ACCOUNTING I
 Emphasis on nature of accounting as a system of information for decision making. Specific topics include basic financial statements, the accounting cycle, forms of business organization, financial assets, inventories, and depreciation. Prerequisite: MATH 99 or AMATH 121 or concurrent enrollment. (Formerly BA 251.) (E)

ACCT& 202 5 cr
PRINCIPLES OF ACCOUNTING II
 Study of accounting is continued through specific topics, including liabilities, stockholder's equity, statement of cash flows, financial-statement analysis, and global and management accounting. Prerequisite: ACCT& 201. (Formerly BA 252.) (E)

ACCT& 203 5 cr
PRINCIPLES OF ACCOUNTING III
 Managerial concepts are explored through accounting systems, management reports, and special analysis for decision making; cost-volume-profit analysis; incremental analysis; responsibilities accounting; operational and capital budgeting; and standard cost systems. Prerequisite: ACCT& 202. (Formerly BA 253.) (E)

Addiction Studies

HSSA& 101 5 cr
INTRO TO ADDICTIVE DRUGS
 Definitions of alcohol and other drug use and abuse; alcoholism and other addictions; history and types of chemical dependency; impact on individual, family, and society. (Formerly HSW 101.) (E)

HSSA 105 5 cr
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. (Formerly HSW 105.)

HSSA 115 4 cr
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 104 or permission of instructor. (Formerly HSW 115.)

HSSA 116 2 cr
INTERVENTION IN CHEMICAL DEPENDENCY
 Introduction of objective team approach to confronting denial and presenting reality to chemically dependent, emphasizing skills commonly used for Johnson model intervention. Offered for continuing professional education. Required for on-going counselor certification. (Formerly HSW 116.)

HSSA 130 2 cr
INTRODUCTION TO ART THERAPY
 An introduction to the basic elements of art therapy, including its history and contributors. How art making can be used to affect behavioral, emotional and psychological changes will be explored; experience art therapy theoretical approaches and interventions.

HSSA 135 3 cr
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. (Formerly HSW 135.)

HSSA 136 3 cr**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. Prerequisite: HSSA 135 or permission of instructor. (Formerly HSW 136.)

HSSA 140 5 cr**GROUP COUNSELING**

Theory and therapy models common to rehabilitation of chemically dependent through group process. Recommended: HSSA& 101, HSSA 105 AND HSSA 115. (Formerly HSW 140.)

HSSA 145 3 cr**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. (Formerly HSW 145.)

HSSA 150 3 cr**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. (Formerly HSW 150.)

HSSA 155 3 cr**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. (Formerly HSW 155.)

HSSA 160 3 cr**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. (Formerly HSW 160.)

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

Principles and rules of conduct of ethical standards essential for CD profession, including non-discrimination, responsibility, competence, legal and moral standards, client welfare, confidentiality, client relationships, and interprofessional conduct. Prerequisite: Permission of instructor. (Formerly HSW 165.)

HSSA 172 3 cr**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. (Formerly HSW 172.)

HSSA 190 1 cr**DASA 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 (Formerly HSW 190.)

HSSA 200 1-5 cr**INTERNSHIP**

Five credits awarded to students presenting documentation of 250 hours of supervised counseling training with agency approved by Division of Alcohol and Substance Abuse. (Students must complete 2,500 total hours of supervised counseling training to obtain professional qualifications to practice as chemical dependency counselors.) Prerequisites HSSA& 101, HSSA 105 and 115. Permission of instructor required. (Formerly HSW 200.)

HSSA 201 3 cr**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. (Formerly HSW 201.)

HSSA 215 3 cr
COUNSELING II
 Emphasis on learning to deal with issues specific to the counselor's personal challenges. Offered for continuing professional education. Recommended for on-going counselor certification. Prerequisite: HSSA 115. (Formerly HSW 215.)

HSSA 216 3 cr
CURRENT TREATMENT TRENDS
 Review of treatment models and processes currently showing efficacy in chemical dependency treatment to include: Motivational Interviewing, Action-Commitment Therapy, and ASAM assessment procedures. Prerequisite: HSSA& 101 or instructor permission.

HSSA 232 3 cr
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. (Formerly HSW 132.) Prerequisites: HSSA& 101 and HSSA 150.

HSSA 250 3 cr
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. (Formerly HSW 250.)

Administrative Office Systems

AOS 101 5 cr
DIGITAL LITERACY
 Course content includes computer and digital technology concepts, issues, and skills. Concepts topics are hardware, software, networking, the Internet, Web 2 technologies, and digital media. Issues topics are computer ethics, intellectual property rights, privacy, freedom of speech, and globalization. Skills topics are operating systems, file management, Web research, word processing, spreadsheets, presentations, databases, and electronic data organization software. Prerequisite: Basic computer and keyboarding skills.

AOS 105 5 cr
WORD PROCESSING APPLICATIONS I
 Develop beginning through intermediate word processing skills using Microsoft Word 2010 on the personal computer. Create, edit, and format documents; create and format tables; illustrate documents with graphics; work with themes and building blocks; create a customized version of a document by merging it with a data source (mail merge). Taught in an online format. Internet connectivity required to submit assignments, participate in discussions, and complete quizzes. Recommended: Basic knowledge of a computer and touch typing skills. (CBT 104).

AOS 106 5 cr
SPREADSHEET APPLICATIONS I
 Develop beginning through intermediate spreadsheet skills using Microsoft Excel 2010 on the personal computer. Create, edit, and format spreadsheets; work with formulas, functions, and charts; analyze data using formulas; manage workbook data. Taught in an online format; Internet connectivity required to submit assignments, participate in discussions, and complete quizzes. Recommended: Basic knowledge of a computer and touch typing skills (CBT 104.)

AOS 107 5 cr
DATABASE APPLICATIONS I
 Develop beginning through intermediate database skills using Microsoft Access 2010 on the personal computer. Create/edit tables, forms, reports; sort and filter data; and create relationships between tables. Taught in an online format; Internet connectivity required to submit assignments, participate in discussions, and complete quizzes. One of the following courses required: AOS 105 (CAT 130) or AOS 106 (CAT 140.)

AOS 110 5 cr
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 cr
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 cr
E-COMMUNICATIONS
 Introduces electronic communication skills widely used in professional office settings. Produce electronic presentations, learn basic web-authoring skills and concepts, and convert presentations into web format. Prerequisite: AOS 101 or MEDIA 110. Colisted with MEDIA 112.

AOS 135 5 cr
WRITING ESSENTIALS
 Develop writing skills using a step-by-step approach to identify and use parts of speech, punctuation, capitalization, and numbers correctly and write effective sentences and paragraphs. Strongly recommended: AOS 105 or CAT 130.

AOS 170 5 cr
BUSINESS COMMUNICATIONS
 Develop effective business and technical writing skills. Learn communication problem solving, appropriate communication formats, and methods of presenting content with technology. Microsoft Word 2010 is used for creating and editing writing assignments. Prerequisites: AOS 101 (CAT 130) and AOS 135.

AOS 205 5 cr
WORD PROCESSING APPLICATIONS II
 Develop advanced word processing skills using Microsoft Word 2010 on the personal computer. Customize and proof documents; automate and customize formatting in documents; insert special features and references; create specialized tables and indexes; share and protect documents. Prerequisite: AOS 105 or CAT 130 or equivalent.

AOS 206 5 cr
SPREADSHEET APPLICATIONS II
 Develop advanced spreadsheet skills using Microsoft Excel 2010 on the personal computer. Use advanced formatting techniques and functions and formulas; work with tables and data features; summarize and consolidate data; use data-analysis features; protect and share workbooks; automate repetitive tasks; and import/export/distribute data. Prerequisite: Completion of AMATH 121 or concurrent enrollment.

AOS 210 5 cr
SOFT SKILLS IN A DIGITAL WORKPLACE
 Integrate written communication with technical skills and interpersonal skills with verbal communication; demonstrate professional work ethics and behavior. Web 2 and digital solutions applied to workplace. Modules include verbal communication, written communication, and professionalism. Prerequisites: AOS 112, 135, 170, 205 or equivalent.

AOS 211 5 cr
LEGAL TERMINOLOGY
 Legal terminology as used in legal documentation and the legal systems with correlating modules of specialized law. Terminology includes definitions of law, spelling, pronunciation, and usage.

AOS 212 5 cr
INTEGRATED BUSINESS PROJECTS
 Project-based applications integrate realistic business practices and build software and document processing skills. Develop communication, Internet, research, and critical thinking skills. Projects provide comprehensive coverage of advanced word processing, spreadsheets, presentations, databases, and desktop publishing. Prerequisites: AOS 105 & 205, AOS 106 & 206, AOS 107, AOS 112 (100 level CAT classes that are equivalent will substitute). Second year classes in Word Processing and Spreadsheets are required.

AOS 213 5 cr
LEGAL OFFICE PROJECTS
 Develops professional skills used to complete a variety of legal projects using current computer hardware technology and application software. Students translate project instructions into an

electronic format and accurately transcribe and complete legal forms. Problem-based learning methods are employed to complete realistic consultative and administrative tasks. Prerequisites: AOS 105 (CAT 130), AOS 135, and AOS 211 (minimum of 2.0 required in all prerequisite classes.)

AOS 260 1-4 cr
INTERNSHIP

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

AOS 285 5 cr
MEDICAL TRANSCRIPTION I

Beginning medical transcription course designed to provide students with a working knowledge of the transcription of digitized medical reports from 10 individual case studies. Case studies taken from hospital medical records. Regional accents and background noises included to simulate real-world dictation in a production environment. Taught in online format; ability to download and play digitized reports (MP3 format) required. Prerequisites: AOS 110 and AOS 111 (or MED 110 and MED 115.)

AOS 286 5 cr
MEDICAL TRANSCRIPTION II

A finishing course in medical transcription that refines beginning transcription skills by providing digitized dictation in various medical specialty areas in a hospital or medical center. Variety of specializations and report types, foreign accents, background noise, mumbling, mistakes, and repeated words are dictated to simulate real-world dictation in a production environment. Taught in an online format; ability to download and play digitized reports (MP3 format) required. Prerequisite: AOS 285.

Anthropology

ANTH& 100 5 cr
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. Prerequisite: Eligibility for or completion of ENGL& 101. (Formerly ANTHR 100.) (SS)

ANTH& 104 5 cr
WORLD PREHISTORY

A survey of human prehistory from the earliest appearance of culture among hominids through the emergence of civilization as a culture type. Includes general concepts, methods of archaeological recovery and interpretation, and culture histories of specific areas and peoples. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ANTHR 115.) (SS)

ANTH& 205 5 cr
BIOLOGICAL ANTHROPOLOGY

A survey of humankind from a biological perspective. Includes human evolution and variation, hominid phylogeny and taxonomic theory, and the interaction between human biology, behavior, and culture. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ANTHR 120) (NS)

ANTH& 206 5 cr
CULTURAL ANTHROPOLOGY

Introduction to study of recent cultures and societies. Focus on development of anthropological thought, language, culture, and broad patterns of cultural behavior. Includes cross-cultural perspectives on belief systems, economic behavior, family, kinship, and sociopolitical structures. Prerequisite: Eligibility for or completion of ENGL& 101. (Formerly ANTHR 110.) (SS)

ANTH 230 5 cr
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. Permission of instructor required. (Formerly ANTHR 230.) (E)

ANTH 290 1-5 cr
DIRECTED RESEARCH

Directed research in cultural anthropology and/or archaeology. Prerequisite: Instructor permission required. (Formerly ANTHR 290.) (E)

Art

ART& 100	5 cr
ART APPRECIATION	
Study of two- and three-dimensional art concepts. Lectures and selected art projects. (Formerly ART 100.) (H)	
ART 101	5 cr
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 cr
INTERACTION OF COLOR IN DESIGN	
Color theory based on traditional and contemporary color theories. Study of painting, materials, and techniques. Additional charge for supplies: \$150. (H)	
ART 103	5 cr
THREE-DIMENSIONAL FORM IN DESIGN	
Form course on three-dimensional design utilizing diverse art materials and techniques. (H)	
ART 104	5 cr
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 cr
COLOR AND FORM IN DRAWING	
Intensive study of color and drawn forms offers new approach for seeing. Time divided between traditional and contemporary drawing techniques. Additional charge for supplies: \$100. (H)	
ART 106	5 cr
EXPLORATION IN DRAWING	
Experimental drawing, experience of drawing and seeing, and possibilities of extending traditional concepts about drawing. Human form is used as point of departure. (H)	
ART 112	5 cr
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.

ART 126 5 cr

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 cr

HISTORY OF ART II

The art of western civilization from the early middle ages through the French revolution is considered. Periods explored include the Islamic, Carolingian, Celtic, Romanesque, Gothic, Renaissance, Mannerist, Baroque, and Rococo. Illustrated lectures. (H)

ART 128 5 cr

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 204 5 cr

INTRODUCTION TO PAINTING

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

ART 205 5 cr

INTERMEDIATE PAINTING

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

ART 206 5 cr

ADVANCED PAINTING

Continues technical, formal, and critical aspects of painting, with emphasis on more personal point of view in aesthetic presentation. Encourages more freedom and responsibility in work. (E)

ART 224 5 cr
THE HAND-BUILT FORM IN CLAY
 Basic hand-forming techniques, using coil, slab, press-mold, and extrusion techniques. Clay mixing, firing, and glazing are integral. (E)

ART 225 5 cr
CLAY: THE WHEEL EXPERIENCE
 Wheel throwing as a means for producing ceramic forms. Clay mixing, firing, and glazing techniques are in integral part of study. (E)

ART 226 5 cr
EXPLORATION IN CLAY
 Continues technical, formal, and critical aspects of ceramics. Encourages formulation of a personal point of view in aesthetic presentation as well as freedom and responsibility in work. Explores advanced glazing, firing, and forming techniques. (E)

Astronomy

ASTR& 100 5 cr
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. (Formerly PHYS 120.) (NS)

Automotive Technology

ATEC 100 2 cr
BASIC AUTOMOTIVE
 Study of the automotive industry and shop safety. Through class discussion, guest speakers, and audio-visual aids, students learn about such automotive careers as service technicians, service advisors, and parts personnel. Students also learn safety regulations and methods for safe operation of shop equipment and work areas.

ATEC 105 10
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.

ATEC 110 5 cr
AUTO STEERING AND SUSPENSION
 Provides instruction in principles of automotive wheel, steering, and suspension systems. Study of front-and-rear suspension alignment, theory of suspension operation, wheel service and balance, and application of accepted repair procedures on automotive suspension included.

ATEC 115 5 cr
AUTOMOTIVE BRAKE SYSTEMS
 Provides instruction on principles of automotive brake systems, theory, service, and repair of disc-and-drum brakes, manual-and-power brakes, and brake-system control, including ABS operation and indicating devices.

ATEC 200 5 cr
BASIC FUEL SYSTEMS
 Overview of carburetion and carburetor circuits and fuel injection systems, including fuel-pump testing and inspection. Introduction to computer controls relating to fuel delivery and emission control.

ATEC 201 5 cr
AUTOMOTIVE ELECTRICAL SYSTEMS I
 Fundamentals of DC electricity pertaining to the automotive trade. Basic electrical fundamentals, batteries, starters, charging systems, modern ignition systems, body wiring, and diagnosis of electrical components.

ATEC 202 5 cr
AUTOMOTIVE ELECTRICAL SYSTEMS II
 Continuation of ATEC 201, with review and a more in-depth study of the fundamentals of DC electricity: Electrical fundamentals review, batteries, starters, charging systems, modern ignition systems, body wiring, and an introduction to automotive computer-control systems are included. Prerequisite: 2.0 or better in ATEC 100 and ATEC 201.

ATEC 203	5 cr
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 better in ATEC 100, 201, and 202.	
ATEC 204	5 cr
AUTOMOTIVE ENGINE PERFORMANCE	
Covers all aspects of drivability diagnosis in modern passenger vehicles, including modern fuel injection, ignition systems, on-board computers, mechanical failures, and emission failures. Extensive use of modern diagnostic equipment. Prerequisite: 2.0 or better in ATEC 203 and ATEC 205.	
ATEC 205	5 cr
AUTOMOTIVE ADVANCED FUEL SYSTEMS	
Continuation of ATEC 200. Emphasis on modern fuel-injection systems. Includes diagnosing fuel-related drivability; emission testing; computerized inputs and outputs relating to fuel delivery and emission control; and an introduction to alternative fuels. Prerequisite: 2.0 or better in ATEC 100, 200 and 202.	
ATEC 210	5 cr
AUTOMATIC TRANSMISSIONS AND TRANSAXLES	
Fundamentals of automatic transmission operation, including methods of gear change, power flows, and basic hydraulic principles used in automatic transmissions. Prerequisite: Must be in the second year of the Automotive Technology Program.	
ATEC 212	5 cr
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: Must be in second year of Automotive Technology Program.	

ATEC 215	8 cr
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	4 cr
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 230	10 cr
HYBRID & ELECTRIC VEHICLE PROPULSION SYSTEMS	
An ASE/NATEF course designed to familiarize the student with construction, working principals, theory, and aspects used in Hybrid and electric vehicle propulsion systems. Includes high voltage safety, engines, electric machines, power invertors, dc to dc converters, battery construction and technologies, braking systems, and HVAC. Mathematical formulas and conversions for horsepower and torque relationship, converting Watts to kilowatts, calculating horsepower and Watts. Prerequisites: ATEC 200, 201, 202, 203, 204 and 205.	
ATEC 231	5 cr
HYBRID ELECTIRIC VEHICLE I	
An ASE/NATEF course designed to familiarize the student with safety, electrical and electronic theories related to hybrid vehicles, high voltage analysis tools used in hybrid and electric vehicle systems, high voltage vehicle safety systems, AC induction electric machines, and permanent magnet electric motors theory and construction. Mathematical calculations include horsepower,	

torque, rpm, electrical power, maximum electrical motor speed, and electrical conversions. Prerequisites: ATEC 200, 201, 202, 203, 204, 205 or instructor permission. AMATH 121 or concurrent enrollment.

ATEC 232 6 cr

HYBRID ELECTRIC VEHICLE II

An ASE/NATEF course designed to familiarize the student with hybrid safety, hybrid internal combustion engines (ICE), power inverter system, electric propulsion sensing systems, energy management hardware system, hybrid vehicle braking systems, hybrid climate control, high voltage analysis tools used in hybrid and electric vehicle systems, and high voltage vehicle safety systems. Review AC induction electric machines and permanent magnet electric motors theory and construction. Prerequisite: ATEC 231.

ATEC 233 5 cr

HYBRID ELECTRIC VEHICLE III

An ASE/NATEF course designed to familiarize the student with hybrid safety, hybrid transmissions, parallel/series, electric motor failure diagnosis, battery failure diagnosis, control failure diagnosis, battery reconditioning and rebuilding review, hybrid internal combustion engines (ICE), power inverter system, AC induction electric machines, and permanent magnet electric motors theory and construction. Mathematical calculations include horsepower, torque, rpm, electrical power, maximum electrical motor speed and electrical conversions. Prerequisite: ATEC 232.

ATEC 241 10 cr

ALTERNATIVE FUELS I

An ASE/NATEF course designed to familiarize the student with safety in working with biofuels and alcohol fuels, biofuel and ethanol production, sources, performance, efficiency and emission properties, and scientific principles needed to understand energy and environmental processes. Prerequisites: ATEC 200, 201, 202, 203, 204, 205 or instructor permission, AMATH 121 or concurrent enrollment.

ATEC 242 5 cr

ALTERNATIVE FUELS II

An ASE/NATEF course designed to familiarize the student with safety concerns when working with compressed natural gas (CNG), liquefied

natural gas (LNG), and propane (LPG). This course will also cover aspects related to CNG/LNG/LPG production, sources, performance, efficiency and emission properties, and policies and regulations pertaining to CNG/LNG/LPG fuel vehicles. Prerequisite: ATEC 241.

ATEC 243 0 cr

ALTERNATIVE FUELS III (PENDING APPROVAL)

An ASE/NATEF course designed to familiarize the student with safety when working with hydrogen, properties of hydrogen, components of hydrogen internal combustion engine, fuel, and ignition systems, hydrogen fuel cell theories, fuel cell development, fuel cell designs, and policies and regulations pertaining to the maintenance, fueling and facilities for fuel cell Vehicles.

ATEC 251 0 cr

ALTERNATIVE FUELS APPLICATIONS I (PENDING APP)

An ASE/NATEF course designed to encourage students to apply theories and findings related to the manufacture and use of various alternative fuels. Examine research and development relating to emerging alternative fuel technologies. Investigate and install alternative fuel systems, test current models such as dual fuel, hydrogen fuel, ethanol, methanol, CNG, and LPG vehicles.

ATEC 252 0 cr

ALTERNATIVE FUELS APPLICATIONS II (PENDING APP)

A continuation of ATEC 251. An ASE/NATEF course designed to enable students to analyze and synthesize theories and findings related to the manufacture and use of various alternative fuels. Evaluate research and development relating to emerging alternative fuel technologies. Investigate and install alternative fuel systems, test and evaluate current models such as dual fuel, hydrogen fuel, ethanol, and methanol, CNG, and LPG vehicles. Investigate, install, and evaluate conversions from internal combustion driven vehicles to all-electric driven vehicles, and hybrid electric (HEV) to plug-in hybrid electric vehicles (PHEV).

ATEC 291 1-5 cr**AUTOMOTIVE INTERNSHIP**

Students will learn from and be mentored by professionals in the automotive industry. Employability skills will be stressed; mentor evaluations will be part of the learning process. Students will complete weekly work journals. Fifty-five hours per credit. Prerequisite: Students must be in their sixth quarter. Instructor permission required.

BAS Applied Management

BAS 301 5 cr**SURVEY OF ACCOUNTING**

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

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

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

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

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

BAS 325 5 cr**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 340 5 cr**APPLIED FINANCIAL MANAGEMENT**

An introduction to the application of financial management principles. Includes the analysis of financial statements for planning and control, cash and capital budgeting, risk and return, capital structure, and financing the short- and long-term requirements of the firm. Students will apply basic tools and techniques used to value a firm and evaluate and fund prospective investment opportunities. Prerequisite: BAS 301.

BAS 353 5 cr**GLOBAL POLITICAL ECONOMY**

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

BAS 357 5 cr**MARKETING ON THE INTERNET**

Examines the impact of the Internet on traditional methods of doing marketing. Explores the existing and future uses of the Internet for the marketing of goods and services across a range of product categories and investigates the utility of the Internet as a "tool" for marketing to increase effectiveness, efficiency, and competitiveness.

BAS 380 5 cr**PROJECT MANAGEMENT**

In management, projects are major undertakings that have a limited duration (i.e., finite completion point) and, as such, require a unique approach for administration. Course covers the

theory and practice of project management in the context of technical and human resource constraints. Students learn to apply the knowledge, skills, tools, and techniques for project activities necessary to meet project requirements through the use of software and the approaches prescribed by the PMBOK. Prerequisites: BAS 310.

BAS 435 5 cr
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 and BAS 310.

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

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management; time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills. Prerequisite: BAS 301, 310, 320, 340, 435, ENGL 325, and MATH& 146.

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

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management; time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills. Prerequisite: BAS 301, 310, 320, 340, 435, ENGL 325, and MATH& 146.

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

BAS students will experience the links between management theory and practice through the application, in a work setting, of the knowledge and

skills gained in the classroom. They will demonstrate skills and knowledge in the focus area of their internship; effective management; time commitments and responsibilities of managers; the host organization's structure, policies and practices; and interpersonal skills. Prerequisite: BAS 301, 310, 320, 340, 435, ENGL 325, and MATH& 146.

BAS 475 5 cr
RETAIL MANAGEMENT

Covers the main management functions of a retail business. Topics include retail strategy, location (web or brick and mortar), web presence, buying merchandise, assortment planning, inventory management, retail selling, customer service, and store/web layout. Emphasis is placed on the application of theory to real retail management problems. Prerequisites: MATH& 146 and BAS 310.

BAS 485 5 cr
DECISION MAKING & PROBLEM SOLVING

Managers will face many important and far-reaching decision situations in their professional life. This course provides a systematic way to approach decision situations. It analyzes complex decision problems by breaking them into manageable pieces and by providing important insights that will lead to clarity of thought and commitment to action. Students will immediately implement conceptual and analytical tools using cutting-edge decision software. Prerequisites: BAS 310 and BAS 435.

BAS 490 5 cr
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 multidomestic 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.

Basic Skills

ABE 001 0 cr

ADULT BASIC EDUC I-IV

Small groups, individualized instruction, tutoring, and hands-on learning experiences to provide basic skills in reading, writing, mathematics, work-and-study skills, and basic computer skills. This course is open entry.

Biology

Course numbers with "L" = lab courses.

BIOL& 100L 5 cr

SURVEY OF BIOLOGY

Introduction to the structural and functional characteristics of life. Surveys the evolutionary, ecological, cellular, and genetic biology of living organisms. (Formerly BIOL 101L.) Prerequisites: Eligibility for ENGL& 101 and MATH 072. (NS)

BIOL 105 3 cr

INTRODUCTION TO CELL BIOLOGY

Introduction to biomolecules, cell structure, and cell physiology. BIOL 105 with a grade of 2.0 or higher (or similar knowledge demonstrated by exam) is the prerequisite for Human Anatomy and Physiology I (BIOL& 241L) and Microbiology (BIOL& 260L.) Prerequisites: Eligibility for ENGL& 101 and MATH 072. (NS)

BIOL 150L 5 cr

INTRODUCTION TO MARINE BIOLOGY

Hands-on approach utilizing facilities at local marine laboratory, field trips, and group projects to learn biological concepts relevant to marine biology. Emphasis on local organisms and ecology. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (NS)

BIOL 161L 5 cr

GENERAL BIOLOGY I

First course in the two-quarter sequence of introductory biology for forestry students. Topics include cell structure and function, cellular energy metabolism, photosynthesis, genetics, and various facets of zoology, including anatomy and physiology, physiological ecology, and development. Current research will be used to illustrate

the scientific and social importance of these topics. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (NS)

BIOL 162L 5 cr

GENERAL BIOLOGY II

Second course in the two-quarter sequence of introductory biology for forestry students. Topics include plant growth and survival, photosynthesis, and plant/environmental interactions, evolution and diversity of living plants and animals, fundamentals of ecology, and conservation biology. Current research will be used to illustrate the scientific and social importance of these topics. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (NS)

BIOL& 221L 5 cr

ECOLOGY AND EVOLUTION

First course in the three-quarter sequence of introductory biology for science students. An introduction to evolutionary and ecological processes involved in the generation of our planet's biodiversity, including a review of patterns and processes that influence the origin, evolution, distribution, and abundance of living things. Prerequisites: placement into college-level English (ENGL& 101) and pre or concurrent MATH 99 or higher. (Formerly BIOL 204L.) (NS)

BIOL& 222L 5 cr

MOLECULAR AND CELLULAR BIOLOGY

Second course in the three-quarter sequence of introductory biology for science students. Introduction to structure and function of biomolecules, cells, and membranes; photosynthesis and respiration; molecular origin of life; phylogenetic and metabolic diversity of prokaryotes; and molecular genetics and genomics. Prerequisites: BIOL& 221L (minimum 2.0), and CHEM& 121L or CHEM& 161L. (Formerly BIOL 205L.) (NS)

BIOL& 223L 5 cr

ORGANISMAL BIOLOGY

Third course in the three-quarter sequence of introductory biology for science students. Introduction to the study of the structure and function of plants and animals and how they cope with varying environmental conditions. Prerequisite: BIOL& 222L (minimum 2.0). (Formerly BIOL 206L.) (NS)

BIOL& 241L 5 cr
HUMAN ANATOMY AND PHYSIOLOGY I
 Structure and function of the human body. Homeostasis; tissues; integumentary, skeletal, nervous, and muscular systems. Prerequisites: Eligibility for ENGL& 101 and MATH 072; knowledge of cell biology demonstrated by grade of 2.0 or higher in BIOL 105 or by exam. (Formerly BIOL 201L.)(NS)

BIOL& 242L 5 cr
HUMAN ANATOMY AND PHYSIOLOGY II
 Cardiovascular system; lymphatic system; immunology; respiratory system; digestive system; metabolism; urinary system; endocrine system; reproductive system; and genetics. Prerequisites: Eligibility for ENGL& 101 and MATH 072; 2.0 or higher in BIOL& 241L. (Formerly BIOL 202L.)(E)

BIOL& 260L 5 cr
MICROBIOLOGY
 Introduction to bacteria, viruses, and other microorganisms. Includes microbial structure, metabolism, genetics, ecology, technological applications, microbial diseases of humans, immunology, public health, and medical control strategies. Prerequisites: Eligibility for ENGL& 101 and MATH 072; knowledge of cell biology demonstrated by grade of 2.0 or higher in BIOL 105 or by exam. (Formerly BIOL 240L.)(NS)

BIOL 281L 5 cr
ECOLOGY
 Introduction to the study of organismal-environmental relationships in marine, freshwater, and terrestrial habitats. Includes aspects of physiology, behavior, genetics, biochemistry, geology, atmospheric science, and hydrology. Prerequisite: BIOL& 223L. (E)

BIOL 282L 5 cr
TROPICAL ECOLOGY RESEARCH
 Introduction to the study of organismal-environmental relationships in tropical terrestrial habitats through a group research project and individual research projects. Soil structure and nutrients, microbial communities, forest analysis, and leaf-litter arthropod and amphibian surveys are conducted. Each student will prepare and deliver several natural history presentations and

a written or verbal final report of findings. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (NS)

BIOL 290-294 1-5 cr each
UNDERGRADUATE RESEARCH IN BIOLOGY
 Students serve as active members on research teams working to advance knowledge in biological science. Dependent upon the project, students will participate in hypothesis formation, experimental design, data collection, analysis, and determination of conclusions. Prerequisites determined by instructor. (E)

Botany

Course numbers with "L" = lab courses.

BOT 100L 3 cr
PLANTS OF THE PACIFIC NORTHWEST
 Introduction to flowering plants, conifers, ferns, and mosses of the Pacific Northwest, with emphasis on identification, life history, ecological relationships, and distribution. Two Saturday field trips required. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (E)

BOT 101L 5 cr
INTRODUCTION TO BOTANY
 Introduction to general plant biology. Anatomy, physiology, and diversity of common protists, fungi, and plants, with emphasis on plants of the Pacific Northwest. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (NS)

Business

BUS& 101 5 cr
INTRODUCTION TO BUSINESS
 Introduction to local, national, and global business systems and the external and internal environmental forces affecting these systems. Conceptually defines marketing, management, finance, accounting, business law, information technology, human resources, and entrepreneurship. (Formerly B A 105.) (E)

BUS 110 5 cr
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. (Formerly BA 110.)

BUS 130 4 cr
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. (Formerly BA 130.)

BUS 131 4 cr
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. (Formerly BA 131.)

BUS& 201 5 cr
BUSINESS LAW

Introduction to fundamentals of criminal, tort, and business law, including contracts, sales, Uniform Commercial Code, and employment. Familiarity with Washington's RCWs (Revised Codes of Washington) and WACs (Washington Administrative Codes) emphasized through researching regional business law cases. (Formerly BA 254.) (E)

BUS 205 5 cr
PRINCIPLES OF MANAGEMENT

Focuses on dynamics of management and how to manage people and activities to achieve organizational and ethical goals. Lectures, analysis of case studies, videos, guest speakers, and group projects. (Formerly BA 205.)

BUS 220 5 cr
INTERNATIONAL BUSINESS

National/international business environments are explored through examinations of business relationships between nations, corporations,

and economic institutions. Students examine the global marketplace with an entrepreneurial and small business focus. Aspects of the cultural, political, legal, and economic issues in international business and their role in the business strategic plan are explored. Planning and organizing international operations are integrated with the study of analyzing international business opportunities. (Formerly BA 220.)

BUS 247 5 cr
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. (Formerly BA 247.)

BUS 250 5 cr
OPERATIONS MANAGEMENT

Designed to present operations management tools that can be used to develop a competitive advantage in commercial environments. Topics will be studied using an operations management framework: Introduction to operations management thinking, strategic and operational planning, ethical issues, organizational controls and tools, risk management, and the role of technology in operations management. Prerequisite: BUS& 101.

BUS 270 5 cr
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. (Formerly BA 270.)

BUS 274 5 cr

INTRODUCTION TO E-COMMERCE

Introduces the fundamental concepts about Electronic Commerce. Two predominant themes are presented in the course: examining a firm's value chain can suggest opportunities for electronic commerce initiatives, and reductions in transaction costs are important elements of many electronic commerce initiatives. Topics include business strategies for electronic commerce; exploring international, ethical, and tax issues; web server hardware and software; website design; e-commerce security; and electronic payment systems. In addition to the required text, students will explore the issues of e-commerce through various sites on the WEB and by developing an on-line store. (Formerly BA 274.)

BUS 280 5 cr

MANAGERIAL FINANCE

Focuses on maximizing economic value or wealth for business owners: a study of how to allocate scarce resources over time under conditions of uncertainty. Students will consider such financial decisions as when to introduce a new product, when to invest in new assets, when to replace existing assets, when to borrow from banks, when to issue stocks or bonds, and how much cash to maintain. Concepts of cash flow analysis and financial planning, time value of money, net present value of cash flows, valuation of stocks and bonds, capital budgeting, and ratio analysis will be explored. Prerequisites: ACCT& 202, ECON& 201 and 202 or concurrent enrollment, and ENGL& 101 or ENGL 100. (Formerly BA 280.)

BUS 282 5 cr

PRINCIPLES OF MARKETING

Examines role of marketing in the general mix of business activities and the marketing processes that develop products and services. Describes consumer and organizational decision making and discusses methods and techniques for market research, target markets, market segmentation, product planning, distribution, promotion, and pricing. (Formerly BA 282.)

BUS 283 5 cr

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 cr

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. (Formerly BA 290.)

BUS 291 1-5 cr

RESEARCH PROJECT

Choose a topic in the business area you wish to investigate and complete the project in some depth. Prerequisite: permission of instructor. (Formerly BA 291.)

Chemistry

Course numbers with "L" = lab courses.

CHEM& 110L 5 cr

CHEMICAL CONCEPTS WITH LAB

Introduction to chemistry covering selected principles and their effect on ourselves and our environment. Intended for nonscience majors wishing to improve their science literacy and develop a long-term interest in science. Includes online lab. (Formerly CHEM 100L.) Prerequisites: MATH 072 or higher; eligibility for ENGL& 101. (NS)

CHEM& 121L 5 cr

INTRODUCTION TO CHEMISTRY

For individuals with little or no chemistry background. Atomic nature of matter, chemical bonding, periodic table, chemical reactions, phases of matter, solutions, equilibrium, reaction rates, and nuclear reactions. Includes laboratory. Prerequisites: MATH 099 or higher; eligibility for ENGL& 101. (Formerly CHEM 101L.) (NS)

CHEM& 122L 5 cr**INTRODUCTION TO ORGANIC CHEMISTRY**

Structure and properties of organic compounds: hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, esters, amines, amides, and carbohydrates. Three hours of lecture and four hours laboratory. Prerequisite: CHEM& 121L, or permission of instructor. (Formerly CHEM 102L.) (NS)

CHEM& 123L 5 cr**INTRODUCTION TO BIOCHEMISTRY**

Lipids, proteins, enzymes, bioenergetics, carbohydrate, lipid, and protein metabolism; biosynthetic pathways; nucleic acids and protein synthesis; chemical communication; body fluids; nutrition; and digestion. Three hours of lecture and four hours laboratory. Prerequisite: CHEM& 122L, or permission of instructor. (Formerly CHEM 103L.) (NS)

CHEM& 131L 6**INTRODUCTION TO ORGANIC/BIOCHEMISTRY**

Presents organic chemistry and biochemistry, with emphasis on functional groups, synthesis, and biochemical applications. Prerequisites: Eligibility for ENGL& 101; MATH 099 or higher; 2.0 or higher in high school chemistry or CHEM& 121; or permission of instructor. (Formerly CHEM 112.) (NS)

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

For science and engineering majors. Atomic nature of matter, stoichiometry, chemical reactions, periodic table, gas laws, thermo chemistry, and quantum concepts. Three hours of lecture and 4 hours laboratory. Prerequisites: Eligibility for ENGL& 101; MATH 099 or higher; 2.0 or higher in high school chemistry or CHEM& 121; or permission of instructor. (Formerly CHEM 140L.) (NS)

CHEM& 162L 5 cr**GENERAL CHEMISTRY WITH LAB II**

Chemical periodicity, chemical bonding and structure, elementary organic chemistry, intermolecular forces, properties of mixtures, and kinetics. Three hours of lecture and four hours laboratory. Prerequisite: 2.0 or higher in CHEM& 161L, or permission of instructor. (Formerly CHEM 150L.) (E)

CHEM& 163L 5 cr**GENERAL CHEMISTRY WITH LAB III**

Introduction to equilibrium, acid-base equilibria, ionic equilibria, chemical thermodynamics (first and second laws), electrochemistry, and nuclear reactions. Three hours of lecture and four hours laboratory. Prerequisite: 2.0 or higher in CHEM& 162L or permission of instructor. (Formerly CHEM 160L.) (E)

CHEM 203L 5 cr**CHEMISTRY AND THE ENVIRONMENT**

More detailed discussions of roles of certain chemicals in our bodies and the environment. Includes acid rain, smog, ozone hole, drugs, fertilizers, water and air quality, and scientific measurements. Prerequisite: CHEM& 110L, CHEM& 121L, or CHEM& 161L, or permission of instructor. (E)

CHEM& 241 4 cr**ORGANIC CHEMISTRY I**

First course for students planning to take three quarters of organic chemistry. Structure, nomenclature, reactions, and synthesis of the main types of organic compounds. No organic laboratory accompanies this course. Prerequisite: 2.0 or higher in CHEM& 163L. (Formerly CHEM 237.) (E)

CHEM& 242 4 cr**ORGANIC CHEMISTRY II**

Second course for individuals planning to take three quarters of organic chemistry. Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds. Prerequisite: 2.0 or higher in CHEM& 241, or permission of instructor. (Formerly CHEM 238.) (E)

CHEM& 243 3 cr**ORGANIC CHEMISTRY III**

Third course for individuals planning to take three quarters of organic chemistry. Polyfunctional compounds, lipids, carbohydrates, amino acids, proteins, and nucleic acids. Prerequisite: 2.0 or higher in CHEM& 242, or permission of instructor. (Formerly CHEM 239.) (E)

CHEM& 252L 3 cr

ORGANIC CHEM LAB II

Introduction to organic laboratory techniques and preparation of representative organic compounds. Prerequisites: 2.0 or higher in CHEM& 241 and concurrent registration in CHEM& 242 or permission of instructor. (Formerly CHEM 241L.) (E)

CHEM& 253L 3 cr

ORGANIC CHEM LAB III

Preparation of representative organic compounds and qualitative organic analysis. Prerequisites: 2.0 or higher in CHEM& 242, concurrent registration in CHEM& 243, or permission of instructor. (Formerly CHEM 242L.) (E)

CHEM 299 1-6

INTRODUCTION TO UNDERGRADUATE RESEARCH

Research in chemistry and/or study in chemical literature. Requires writing a scientific report. Prerequisite: Permission of instructor.

Chinese

CHIN 105 3 cr

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 cr

CHINESE I

Chinese language as spoken in the northern Mandarin dialect. 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. (Formerly CHIN 101.) (E)

CHIN& 122 5 cr

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. (Formerly CHIN 102.) (E)

CHIN& 123 5 cr

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. (Formerly CHIN 103.) (H)

Commercial Drivers License

C D L 100 10

COMMERCIAL DRIVER'S LICENSE PROGRAM

Intense course preparation for passing the written and driving portions of the Washington State Commercial Driving Class A test. Students will be assisted in preparing for the written test through 40 hours of lecture, hands-on demonstrations, video and computerized practice tests. There will also be 120 hours of driver training and the basics of inspecting a commercial vehicle.

Communication Study

CMST& 102 5 cr

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. (Formerly JOURN 101.) (H)

CMST 121 5 cr

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. (Formerly JOURN 121.) (E)

CMST 122 3 cr

ADVANCED PHOTOJOURNALISM II

Intermediate/advanced class applying professional standards of journalistic photography to practical field experience and digital imagery. Produce photos for the college student newspa-

per and online publications. Provide own still camera equipment, film, photo paper, negative sleeves, and MAC zip disks for photo storage and safeguarding. Prerequisites: Completion of CMST 121, and/or instructor permission. (Formerly JOURN 122). (E)

CMST 123 3 cr
ADV PHOTOJOURNALISM III

Continuation of CMST 122. Instructor's permission required. (Formerly JOURN 123). (E)

CMST 197 1-5 cr
INTERNSHIP I

Opportunities to gain experience and insights in communications careers through internships supervised by media professionals. Prerequisites: Instructor's permission and CMST& 102 and CMST 121. (Formerly JOURN 197.) (E)

CMST 201 5 cr
SOCIAL MEDIA & SOCIETY

An in-depth look at storytelling practices and civic engagement using emerging Web tools. The tools of mobile technology, cloud computing, emerging nanotechnology and the Digital Revolution will be explored as they affect civic engagement and community. Prerequisites: CMST 102 or Media 110 (E)

CMST 207 5 cr
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. (Formerly JOURN 207). (H)

CMST 208 5 cr
REPORTING IN THE DIGITAL REVOLUTION

Learn in incremental stages to gather information through direct observation, interviewing, document searches, web searches, and database mining with software, such as Access and Excel, and to build a report. Use the tools of reporting to increase the accuracy and depth of news

stories with an emphasis on public affairs. Learn the philosophy and anatomy of a narrative story, drawn from short story fiction and creative news stories. These tools will be applied in the pursuit of reporting basic news and to exploring trends, creating profiles, and dissecting organizations in more advanced stories. Prerequisite: ENGL& 101. (Formerly JOURN 208.) (H)

CMST 209 5 cr
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, dummyping, page design, pagination, creating news graphics, photo cropping, photo editing, and photo packaging. Prerequisites: ENGL& 101 and either CMST 207 or CMST 208 or permission of instructor. (Formerly JOURN 209.) (H)

CMST& 210 5 cr
INTERPERSONAL COMMUNICATION

Interpersonal communication theory and practice is explored in this class in regards to both dyad and group settings. Communication-as-process is explored through analysis of several areas, including: perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Prerequisite: ENGL& 101 or permission of instructor. (H)

CMST& 220 5 cr
PUBLIC SPEAKING

Explores classic and modern elements of persuasion and applies that understanding to assemble, deliver, and evaluate extemporaneous speeches. Eligibility for or concurrent enrollment in ENGL& 101 recommended. (Formerly SPCH 115.) (H)

CMST 221 3 cr
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. (Formerly JOURN 221.) (E)

CMST 286, 287, 288 3 cr
INTRODUCTION TO NEWSPAPER PRODUCTION I -III
 Theory and application of principles for supervising a publication, from planning to preparation for printer. Emphasis on effective collaboration, management, news judgment, ethical decision making, editing, design, and use of computers to produce student newspaper. More advanced students fill staff management roles on the newspaper. Prerequisite: Permission of instructor. (Formerly JOURN 286, 287, 288.)

CMST 291, 292, 293 3 cr
ADVANCED NEWSPAPER PRODUCTION IV -VI
 Theory and application of principles for supervising a publication, from planning to preparation for printer. Emphasis on effective collaboration, management, news judgment, ethical decision making, editing, design, and use of computers to produce student newspaper. More advanced students fill staff management roles on the newspaper. Prerequisite: Permission of instructor. (Formerly JOURN 291, 292, 293.)

Composite Technology

COMP 115 10
COMPOSITE STRUCTURES-FABRICATION
 First course in a series intended to provide the student with a working knowledge of reinforced composite design, fabrication, structural repair, and finishing. Introduces design considerations and methods of fabrication used in open-mold construction. Employability is a major goal, therefore issues such as safety and work habits are emphasized throughout. Prerequisite: MATH 064 or equivalent.

COMP 116 10
COMPOSITE STRUCTURES REPAIR
 This course is intended to provide the student with a working knowledge of fiberglass composite repair and fabrication. The goal is to prepare for entry-level employment in industries utilizing composite materials in fabrication or repair.

COMP 117 10
COMPOSITE COATING SYSTEMS
 Continues and builds on skills learned in COMP 115 and COMP 116 and extends them to provide a working knowledge of fiberglass composite fin-

ishing materials and techniques. The course goal is to prepare one for above entry-level employment in industries utilizing composite materials in fabrication or repair. Prerequisite: COMP 116 or instructor permission.

COMP 215 11 cr
ADVANCED 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. Prerequisites: None

COMP 216 11 cr
ADVANCED 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 cr
ADVANCED COMPOSITES TECHNOLOGY III
 This course is a combination of classroom and laboratory experience. Introduction will include a brief history of composites. Emphasis will be on composite terminology, adherence to laboratory safety rule, and strict conformance to directions. While this course is intended to form the foundation for advanced composite courses, it will have direct ties to industry-required skills. Prerequisites: COMP 216 and PHYS& 121L or instructor permission.

Computer Applications

CAT 100 4 cr
INTRODUCTION TO MICROCOMPUTER APPLICATIONS
 Introduction to mouse techniques, Windows 7 operating system, file management, Office 2010 word processing, electronic spreadsheets, and databases. Hands-on class using business-oriented exercises and projects. Prerequisite: Basic

keyboarding skills or CBT 104 or permission of instructor. 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 cr
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 cr
POWERPOINT QUICK COURSE

Basics of Microsoft PowerPoint 2010, 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. Students need some familiarity with MS Word and keyboarding skills. Prerequisites: CAT 116 or equivalent and keyboarding skills.

CAT 116 1 cr
WINDOWS FILE MANAGEMENT

An introduction to Windows 7 operating systems and file management. Keyboarding skills recommended.

CAT 117 1 cr
WORD BASICS

A short introduction to Microsoft Word (word processing) basics. Prerequisite: CAT 116 or permission of instructor. Keyboarding skills recommended.

CAT 118 1 cr
EXCEL BASICS

A short introduction to Microsoft Excel (spreadsheet) basics. Prerequisite: CAT 116 or permission of instructor. Keyboarding skills recommended.

CAT 119 1 cr
ACCESS BASICS

A short introduction to Microsoft Access (database) basics. Prerequisite: CAT 116 or instructor permission. Keyboarding skills recommended.

CAT 130 5 cr

INTRODUCTION TO 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. Prerequisite: CAT 116 or permission of instructor.

CAT 140 5 cr

INTRODUCTION TO MICROSOFT EXCEL

Introduction to spreadsheets. Create, format, edit, and print worksheets; formula and function capabilities; analyze, link, and summarize data; create charts and tables; images and diagrams; work with multiple worksheets; use templates and galleries. Recommended: File management knowledge. (CAT 116) and touch typing skills (CBT 104). Prerequisite: CAT 116 or equivalent and keyboarding skills.

CAT 145 5 cr

INTRODUCTION TO ACCESS

Introduction to electronic databases; specify keys, joins, relationships, queries; create database tables, forms, and reports manually and with Wizards; link and embed filters, sorts, validation rules, input masks; build indexes; design advanced queries. Recommended: knowledge of file management (CAT 116) and touch typing skills (CBT 104), and basic knowledge of Word and Excel. Prerequisite: CAT 116 or equivalent and keyboarding skills.

CAT 260 2 cr

BAS EXCEL PREPARATION

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

Computer-Based Training

CBT 104 1 cr

INTRODUCTION TO KEYBOARDING SKILLS

This self-paced course is designed for the student with no previous typing experience. Through the use of keyboarding software the student learns the basic techniques of keying alphabet and number keys in modern computer keyboards. Emphasis is on good technique and the development of speed and accuracy. Students must purchase the

keyboarding software to work at home, or can use Peninsula College's computer labs to complete all work. A maximum of 2 credits of CBT 104 and/or CBT 105 or combination thereof will count towards a degree or certificate.

CBT 105 1 cr

KEYBOARDING SPEED/ACCURACY

This self-paced class is a continuation of CBT 104 and is designed to build keyboarding speed and accuracy. The software program has special diagnosis capabilities for speed and accuracy development, with the starting goal of 28 words-per-minute for 3 minutes with 4 errors or less. The program also helps those with higher-level typing skills. (CBT 104 must be completed before starting CBT 105.) A maximum of 2 credits of CBT 104 and/or CBT 105 or combination thereof will count towards a degree or certificate.

Computer Science

C SC 100 5 cr

INTRODUCTION TO COMPUTERS

An introduction to fundamentals of computer science. Topics covered include algorithmic design; problem-solving techniques for computer programming; fundamentals of digital logic and computer organization; the role of the operating system; introductory programming methodology, including variables, assignment statements, control statements and subroutines (methods); programming paradigms; the compilation process; theoretical limits of computation; database structures; and social and ethical issues. Prerequisite: MATH 099 or equivalent. (NS)

Criminal Justice

CJ& 101 5 cr

INTRO TO CRIMINAL JUSTICE

Traces historical development of courts, corrections, and law enforcement to understand structure and process of the criminal justice system. Examines roles, responsibilities, and perspectives of its participants. Prerequisite: Concurrent enrollment in or completion of ENGL& 101. (Formerly CRJ 101.) (E)

CJ& 105 5 cr

INTRO TO CORRECTIONS

Examines institutional and community correction applications, focusing on correctional facility operations, probation, parole, and intermediate sanctions within the American criminal justice system. Prerequisite: CJ& 101, 110, and CJ 121. (Formerly CRJ 151.) (E)

CJ& 106 5 cr

JUVENILE JUSTICE

Overview of the juvenile justice system covering due process requirements of each phase of the process. Also examines theories behind delinquency causation and discusses treatment modalities and programs. Prerequisite: CJ& 101, 110, and CJ 121. (Formerly CRJ 155.) (E)

CJ& 110 5 cr

CRIMINAL LAW

Substantive criminal law applied to crime prevention and control activities in criminal justice. Examines definitions, classifications, grades, prohibitions, and punishments ascribed to criminal law through statutes and case law. Prerequisite: CJ& 101 or permission of instructor. (Formerly CRJ 110.) (E)

CJ 115 5 cr

CONSTITUTIONAL ISSUES IN CRIMINAL JUSTICE

Comprehensive study and analysis of constitutional law applying to administration of justice (criminal law procedure), specifically constitutional guidelines guaranteeing due process of law, equal protection, and fundamental fairness in application of the law. Prerequisites: CJ& 101 and CJ& 110, or permission of instructor. (Formerly CRJ 115.)

CJ 121 5 cr

CRIMINAL EVIDENCE

Rules of criminal evidence regulating the burden of proof, admissibility, relevancy, materiality, weight, and sufficiency of evidence in criminal legal proceedings. Prerequisite: CJ& 110. (Formerly CRJ 121.)

CJ 165 5 cr

SPECIAL TOPICS IN CRIMINAL JUSTICE

Special topics on selected subjects in criminal justice and related fields expanding beyond cov-

erage in core courses and electives in the Criminal Justice Program. Offered when necessitated by student interest. Prerequisite: Permission of instructor. (Formerly CRJ 165.)

CJ 211 5 cr
CRIMINAL INVESTIGATION

Criminal investigation case management, interview / interrogation techniques and methods for reconstructing past events. Provides basic skills for conducting criminal investigations. Prerequisites: CJ& 101, CJ& 110 and CJ 121. (Formerly CRJ 211.)

CJ 221 5 cr
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. (Formerly CRJ 221.)

CJ 231 5 cr
RESEARCH AND WRITING IN CRIMINAL JUSTICE
Basic research methodologies and report-writing techniques for creating written documents reflecting high standards required for legal and professional report writing. Prerequisites: Completion of all 100-level CRJ course work and ENGL& 101. (Formerly CRJ 231.)

CJ 236 5 cr
INTRO TO PATROL PROCEDURES
Provides an overview of the types and purposes of police patrol, including vehicle patrol and routing patrol procedures, mediation, and management of crisis situations. Emphasis is placed on citizen protection, crime prevention, and identification and apprehension of suspects. (Formerly CRJ 236.)

CJ 241 5 cr
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. (Formerly CRJ 241.)

CJ 242 5 cr
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. (Formerly CRJ 242.)

CJ 299 1-10
SEMINAR/PRACTICUM IN CRIMINAL JUSTICE
Capstone course. Two options: (1) Seminar in Criminal Justice, an advanced study requiring a 20-30 page research paper on topic assigned or (2) Practicum in Criminal Justice, experiential participation at an approved criminal justice agency. Prerequisite: Completion of all previous CRJ coursework or instructor's permission. (Formerly CRJ 299.)

Dental Hygiene

DHYG 109 4 cr
DENTAL HYGIENE PRACTICE I
First of a series of seven courses, Dental Hygiene Practice I-VII. Course facilitates development of student skills required for the practice of dental hygiene. New knowledge and skills include principles of infection control, equipment use and maintenance, basic body mechanics, basics of dental instrumentation, integration of basic sciences and clinical practice, patient assessment, basics of records management. Prerequisite: Admission to the Dental Hygiene Program. (Formerly DENT 109.)

DHYG 119 6
DENTAL HYGIENE PRACTICE II
Second in a series of seven, this course facilitates development of student skills required for the practice of dental hygiene. New practice and application includes coronal polishing, use and care of dental handpieces, basic instrumentation for scaling procedures and instrument sharpening, patient case-type classification, and developing dental hygiene diagnosis. Prerequisite: Admission to Dental Hygiene Program. (Formerly DENT 119.)

DHYG 129 6

DENTAL HYGIENE PRACTICE III

Third in a series of seven, this course further facilitates development of student skills required for the practice of dental hygiene. New practice and application includes Gracey curets, periodontal files, furcation probes, case history and documentation, margination, custom fluoride trays and management of dentinal hypersensitivity. Students will apply theory and fundamentals introduced. Prerequisite: Admission to Dental Hygiene Program. (Formerly DENT 129.)

DHYG 169 6

DENTAL HYGIENE PRACTICE IV

Fourth in a series of seven, this course further facilitates development of student skills required for the practice of dental hygiene. Students will apply theory and fundamentals in a clinical setting through delivery of more advanced direct patient services. (Formerly DENT 169.)

DHYG 239 7

DENTAL HYGIENE PRACTICE V

Fifth in a series of seven, this course further develops the student's skill base and introduces additional basic dental hygiene theory and practice. Students will continue to apply developed skills in providing more advanced direct patient care. Prerequisite: Admission to Dental Hygiene Program. (Formerly DENT 239.)

DHYG 249 7

DENTAL HYGIENE PRACTICE VI

Sixth in a series of seven, this course further develops the student's skill base and introduces additional basic dental hygiene theory and practice. Students will continue to apply developed skills in providing more advanced direct patient care. Prerequisite: Admission to Dental Hygiene Program. (Formerly DENT 249.)

DHYG 259 7

DENTAL HYGIENE PRACTICE VII

The final course in a series of seven continues to develop the basic application of advanced dental hygiene theory and practice with new patient experiences that simulate an authentic work place. Prerequisite: Admission to Dental Hygiene Program. (Formerly DENT 259.)

Directed Studies

DS 290 1-5 cr

DIRECTED RESEARCH

Directed Research is an in-depth learning opportunity offered to students where their abilities and interests indicate they would benefit from a highly focused task under the direction of an individual faculty member. The student is responsible for finding a sponsoring faculty member. Prerequisite: All arrangements must be made with the instructor prior to enrollment. (E)

DS 295 1-5 cr

SPECIAL TOPICS

Special Topics courses are offered from time to time for groups of students where an opportunity for specialized study exists. Examples might include lectures by a visiting expert, study of a timely topical development, a local conference, an on-going faculty research project, or other exceptional educational experience. Prerequisite: Approval of sponsoring instructor. (E)

Drama

DRMA& 101 5 cr

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. ENGL& 101 highly recommended. (Formerly DRAMA 100.) (H)

DRMA 124 5 cr

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-Stanislavskian acting theories that are applied in scene and partner work. (Formerly DRAMA 101.) (P,H)

DRMA 125 5 cr

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. (Formerly DRMA 102).

DRMA 126 5 cr
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. (Formerly DRMA 103).

DRMA 175 5 cr
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. (Formerly DRAMA 175.) (E)

DRMA 211 1-5 cr
THEATER PRACTICUM I

Development of theater production basics, with practical application of this knowledge in the development of a staged play on campus. Classic theater is often emphasized. After the general overview, class members will select areas of concentration, such as acting, stagecraft, lighting, makeup, costuming, publicity, and house or state management. Participants commit to evening rehearsal and production hours. (Formerly DRAMA 211.) (E)

DRMA 212 1-5 cr
THEATER PRACTICUM II

Development of theater production basics, with practical application of this knowledge in the development of a staged play on campus. Classic theater is often emphasized. After the general overview, class members will select areas of concentration, such as acting, stagecraft, lighting, makeup, costuming, publicity, and house or state management. Participants commit to evening rehearsal and production hours. (Formerly DRAMA 212.) (E)

DRMA 230 5 cr
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. (Formerly DRAMA 230). (E)

Early Childhood Education

ECE 101 2 cr
ECE LABORATORY OBSERVATION/PARTICIPATION

Individualized observation and participation assignments with children and staff in early childhood centers. Negative TB test required. Individuals who have been residents of Washington State for less than three years may be required to pay a fee for a background check. Three hours of lab assignments per week; seminar scheduled for one hour per week to discuss lab assignments. Six credits total. STARS approved.

ECE 102 2 cr
ECE LABORATORY OBSERVATION/PARTICIPATION

Individualized observation and participation assignments with children and staff in early childhood centers. (NEGATIVE TB TEST REQUIRED by first class). Individuals who have been residents of Washington State for less than three years may be required to pay a fee for a background check. Three hours of lab assignments per week; seminar scheduled for one hour per week to discuss lab assignments. Six credits total. STARS approved.

ECE 103 2 cr
ECE LABORATORY OBSERVATION/PARTICIPATION

Individualized observation and participation assignments with children and staff in early childhood centers. Negative TB test required. Individuals who have been residents of Washington State for less than three years may be required to pay a fee for a background check. Three hours of lab assignments per week; seminar scheduled for one or two hours per week to discuss lab assignments. Six credits total. STARS approved.

ECE 107 3 cr
CHILD NUTRITION, HEALTH, AND SAFETY
 Nutrition, exercise, and health in child growth and development. Topics include planning and serving meals based on USDA nutrition requirements, safe food practices, appropriate nutrition education concepts and activities, health assessments, infection control, and safety management. STARS approved.

ECE 115 2 cr
INTRODUCTION TO CHILD CARE
 Meets basic training requirements for childcare providers in centers and homes as mandated by the Washington State Legislature and outlined by the Washington State Training and Registry System (STARS). Topics include child development, child guidance, and health and safety of children in group settings. STARS approved.

ECE 120 3 cr
ENVIRONMENTS FOR CHILDREN
 Examines teacher's role in providing age-appropriate environments. Planning and evaluating facilities, equipment, and materials to support safe and healthy learning environments for children. STARS approved.

ECE 130 3 cr
CHILD BEHAVIOR AND GUIDANCE
 Causes of child behavior. Guidance theories and behavior management methods supporting positive social and emotional development. STARS approved.

ECE 144 3 cr
CURRICULUM FOR YOUNG CHILDREN
 Learn how to promote children's cognitive, creative, and physical experiences. STARS approved.

ECE 146 3 cr
EARLY CHILDHOOD PRACTICUM I
 Participation with children and staff in an approved early childhood center. Practice applying guidance procedures, implementing curriculum, and working cooperatively with staff. Lab assignments, six hours per week; seminar, one hour per week. Prerequisites: Minimum of 10 ECE credits which includes 6 credits of ECE 101, 102, 103. STARS approved.

ECE 147 3 cr
EARLY CHILDHOOD PRACTICUM I
 Participation with children and staff in an approved early childhood center. Practice applying guidance procedures, implementing curriculum, and working cooperatively with staff. Lab assignments, six hours per week; seminar, one hour per week. Prerequisites: Minimum of 10 ECE credits which includes 6 credits of ECE 101, 102, 103. STARS approved.

ECE 148 3 cr
EARLY CHILDHOOD PRACTICUM I
 Participation with children and staff in an approved early childhood center. Practice applying guidance procedures, implementing curriculum, and working cooperatively with staff. Lab assignments, six hours per week; seminar, one hour per week. Prerequisites: Minimum of 10 ECE credits which includes 6 credits of ECE 101, 102, or 103; or permission of instructor. Total of 6 credits. STARS approved.

ECE 155 3 cr
LANGUAGE AND LITERACY DEVELOPMENT
 Provides information and techniques to support and enhance the literacy skills of children, birth to age eight. Topics include language acquisition, children's literature, environment and curriculum, assessment, and program planning.

ECE 161 2 cr
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.

ECE 162 2 cr
SCIENCE FOR YOUNG CHILDREN
 Provides an overview of life, physical and earth/environment science and techniques to facilitate young children's science learning. STARS approved.

ECE 170 1-3 cr
INFANT AND TODDLER LEARNING
 Students learn how to plan activities and a safe, healthy learning environment for children from

birth to age 3; how to interact with young children to promote healthy cognitive, social, and emotional development; and how to communicate with parents to support their children's early development. STARS approved.

ECE 171 1-3 cr

INFANT-TODDLER RELATIONSHIPS

Students explore the impact on relationship-based care on the infant's and toddler's emotional and social development. STARS approved.

ECE 173 3 cr

EARLY CHILDHOOD EDUCATION – THE EARLY YEARS

Focuses on the knowledge, skills and attitudes necessary to meet the needs of children from birth to age three. Emphasis on caring relationships and early learning. Develop skills in noticing and responding to infant/toddler cues; forming partnerships with families; designing culturally relevant and inclusive environments; encouraging sensorimotor exploration in a responsive environment; nurturing play and healthy development. STARS approved.

ECE 175 1-6

WORKING WITH SCHOOL-AGERS

Designed for youth leaders, home school teachers, and parents of children ages six to twelve. Topics include stages of development, innovative ideas, and age-appropriate enrichment activities, projects, and cooperative games. Effective adult-leadership styles. Designed in six one-credit modules. STARS approved.

ECE 201 1-3 cr

ECE INTERNSHIP

Individually designed field experience and seminar to work with children and/or adults (parents, staff, community) in schools, child-care, or human service agencies. Prerequisite: 15 credits of ECE. STARS approved.

ECE 202 1-3 cr

ECE INTERNSHIP

Individually designed field experience and seminar to work with children and/or adults (parents, staff, community) in schools, child-care, or human service agencies. Prerequisite: 15 credits of ECE.

ECE 205 3 cr

THE CONTEMPORARY FAMILY

How families from different cultural backgrounds and socioeconomic circumstances adapt to and function in society. A look at the changing American family structures; family systems theory; patterns of family violence, abuse, and neglect; and family values formation. Prerequisite: 10 ECE credits or permission of instructor. Co-listed with SOC 205. STARS approved.

ECE 210 3 cr

WORKING WITH FAMILIES

Current practices used by teachers and caregiving staff to encourage parent involvement and build partnerships between the home and programs for children from birth to age 12. STARS approved.

ECE 250 3 cr

ISSUES AND TRENDS IN ECE

Historical development of early childhood education philosophies and programs. Review of current issues and expected trends and examination of the effect these issues and trends have on role of early childhood personnel now and in the future. STARS approved. (E)

ECE 260 5 cr

PRACTICUM II

Advanced practicum experience based on skill standards in a developmentally appropriate setting with qualified master teacher. Individualized opportunities for students to practice advanced teaching competencies and professional interactions with site staff and parents. Prerequisites: Completion of ECE 146-148, 30 ECE credits, and permission of advisor.

Economics

ECON 101 5 cr

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)

ECON& 201 5 cr

MICROECONOMICS

Promotes use of critical thinking to explore an individual's relationship to the supply-and-demand of goods and services. Tools of economic analysis are used to investigate management of environmental systems. Prerequisite: MATH 099; completion of ENGL& 101. (Formerly ECON 202.) (SS)

ECON& 202 5 cr

MACROECONOMICS

Presents economic theories used as tools for critical thinking to show how the U.S. economy operates. Emphasis on causes and consequences of unemployment and inflation and how they affect the well-being of Americans. The use of government spending, taxation, and the monetary system to promote full employment and stable prices will be examined. Explores role of energy and natural resources in shaping our economic future. Prerequisites: MATH 099 and ENGL& 101. (Formerly ECON 201.) (SS)

ECON 260 1-5 cr

SOPHOMORE SEMINARS IN ECONOMICS

Provides opportunity to explore a wide variety of specialized topics in economics. Courses offered by topic. Individuals may take more than one seminar for credit, provided additional credits are taken in different topics. Prerequisite: Permission of instructor. (E)

ECON 350 5 cr

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 or permission of instructor. This course fulfills one of the INT requirements for the BAS program.

ECON 352 5 cr

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.

Education

EDUC& 114 3 cr

CHILD DEVELOPMENT

Typical characteristics of children from birth to age eight. Examines how interaction of heredity and environment influences physical, cognitive, social, and emotional development at each stage. STARS approved. (Formerly ECE 110). (E)

EDUC 122 3 cr

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 cr

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.

EDUC 124 3 cr

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& 203 3 cr

EXCEPTIONAL CHILD

An introductory course in understanding educational programs, and state and federal laws regarding the education of children with special needs. An overview of current issues, trends, and resources affecting services and programs for children with special needs. Prerequisite: EDUC& 114 or permission of instructor/advisor. STARS approved. (Formerly ECE 225.) (E)

EDUC& 205 1-5 cr
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 111, or permission of instructor.

EDUC 206 2 cr
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 cr
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 cr
INTRO TO PEER TUTORING PRINCIPLES

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

EDUC 220 3 cr
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 cr
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 cr
STUDENT ADVISING: STRATEGIES FOR SUCCESS

Training for Advisors. Advisors participate in four in-person sessions and a continual on-line forum for discussion and activities. Subsequent annual sessions for follow-up and updates will be facilitated by peer mentors and class facilitators.

Energy Efficiency

PPO 100 5 cr
INTRODUCTION TO POWER PLANT OPERATION

Intended for individuals with an interest in power generation. Provides a broad background in fields related to power generation. Topics include, but are not limited to, basic electricity, how power is produced and transmitted, and principles of high pressure/high temperature steam and field instrumentation. No prerequisites.

PPO 102 5 cr
POWER GENERATION

An introduction to environmental aspects of power plant operation, including gaseous, noise, solid and liquid pollutants and their impact. Introduction to materials used in boilers, joining boiler parts, types of boilers and basics of boiler combustion and of necessary ancillary equipment. Prerequisite: PPO 100.

PPO 103 5 cr
POWER PLANT DESIGN AND OPERATION

This class is a continuation of PPO 102. Focus will be on boiler operation, steam turbine description and operation, and water treatment pertaining to power plant needs. Students shall have successfully completed PPO 102 and have basic skills in chemistry, physics, and technical math. Prerequisite: PPO 102.

PPO 120 5 cr

PRINT READING

An in-depth study of construction blueprints for residential, commercial, and industrial facilities, emphasizing interpretation as it applies to the energy and HVAC industries.

PPO 130 5 cr

INDUSTRIAL SAFETY AND RIGGING

A study of industrial safety practices, procedures, and equipment found in modern power plants. Also included will be basic first aid and CPR and basic firefighting equipment and procedures. Basic rigging will be taught, stressing safety. Prerequisite: PPO 102.

PPO 150 5 cr

ENERGY EFFICIENCY

A study of energy efficiency concepts related to efficient and cost-effective electricity use. Topics covered will be electricity terms, insulation, windows, lighting, HVAC, energy audits, and electric vehicles. A study of the societal and political influences of deregulation and lessons learned from the industry covering the generation of electricity from current existing sources and new alternative renewable green energy sources will also be included.

PPO 201 5 cr

POWER PLANT SYSTEMS

Course provides a background in power plant cycles, systems and equipment, including an introduction to instrumentation and control. Prerequisites: PPO 103 and 120.

PPO 202 5 cr

POWER PLANT MAINTENANCE

Course provides a background in refrigeration, heating, ventilation and air conditioning and lighting. Prerequisite PPO 201.

PPO 203 5 cr

POWER PLANT OPERATION REFRIGERATION AND HVAC

Course provides a background in power plant operations and controls. Prerequisite PPO 202.

English as Second Language

ESL 001 0 cr

ENGLISH AS SECOND LANGUAGE

For persons for whom English is a non-native language. Includes practice in reading, writing, speaking, listening, pronunciation, and interaction skills. Course is open entry.

English

ENGL 054 3 cr

READING II

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

ENGL 057 3 cr

READING III

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

ENGL 089L 1-2 cr

GRAMMAR LAB

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

ENGL 090, 091, 092 5 cr

FUNDAMENTALS OF ENGLISH

Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on ASSET or COMPASS scores.

ENGL 100 5 cr

WRITING IN THE WORKPLACE

Composition course designed specifically for two-year professional technical students. Participants produce a variety of professional and technical documents, including letters, memos, reports, essays, and resumes. Review of grammar, usage, and mechanics. Prerequisite: Keyboarding skills or permission of instructor.

ENGL& 101 5 cr

ENGLISH COMPOSITION I

Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques. Prerequisite: Score of 45 or more on ASSET Placement test with writing skills, 77% or more on COMPASS placement test, or Pass in ENGL 090, 091 or 092. (Formerly ENGL 111 / ENGL 101.) (CC)

ENGL& 102 5 cr
COMPOSITION II
 Reading and writing using analytical and critical approaches. One or more research papers. Builds on concepts introduced in ENGL& 101. Prerequisite: 2.0 or better in ENGL& 101. (Formerly ENGL 102/ENGL 112.) (CC)

ENGL& 112 5 cr
INTRODUCTION TO FICTION
 Discover successful ways of exploring fiction. Study of form and structure, as well as major novelists and short-story writers, past and modern. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 131.) (H)

ENGL& 113 5 cr
INTRODUCTION TO POETRY
 Approach poetry successfully. Study of poetic form and structure, as well as major poets and poems, past and present, American and world-wide. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 132.) (H)

ENGL& 114 5 cr
INTRODUCTION TO DRAMA
 Helps to understand and experience a diversity of dramatic literature, from the Greeks through the Renaissance to modern and contemporary playwrights. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 133.) (H)

ENGL 180, 181, 182 1-3 cr
LITERARY MAGAZINE PRODUCTION I-III
 Planning and production of college literary magazine, Tidepools. Fall quarter (ENGL 180, 280): soliciting student contributions, conducting a community-wide contest, designing the magazine. Winter quarter (ENGL 181, 281): judging material and producing camera-ready copy for printing. Spring quarter (ENGL 182, 282): marketing finished product and organizing a reading by contest winners and contributors. Colisted with MEDIA 181-183. (E)

ENGL& 220 5 cr
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. Prereq-

uisite: ENGL& 101 or permission of instructor. (Formerly ENGL 247.) (H)

ENGL& 226 5 cr
BRITISH LITERATURE I
 Survey of British literature from diverse periods. Selections will vary by quarter but will include classic and influential texts. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 110.) (H)

ENGL& 227 5 cr
BRITISH LITERATURE II
 Theme-based study of selected masterpieces of British literature in context. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 210.) (H)

ENGL& 236 5 cr
CREATIVE WRITING I
 Beginning writing in fiction and poetry, other modes by request. Workshop approach, with discussion of work by class members and instructor. Reading of contemporary fiction, poetry, and theory. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 170.) (E)

ENGL& 237 5 cr
CREATIVE WRITING II
 Advanced creative writing using workshop approach. Genres offered vary by quarter and instructor. Prerequisite: ENGL& 236 or permission of instructor. (E)

ENGL 240 1-5 cr
CHILDREN'S LITERATURE
 An examination of the variety and diversity of literature that forms a part of the imaginative experience of children and adolescents, as well as a part of a larger literary heritage, viewed in the light of their social, psychological, political, and moral implications. Exploration of book format, major genres, and works by notable authors and illustrators. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 245.) (H)

ENGL& 244 5 cr
AMERICAN LITERATURE I
 Survey of classic works as well as new voices from the beginning of American literature to the present. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 105.) (H)

ENGL& 245 5 cr
AMERICAN LITERATURE II
 Theme-based study of selected masterpieces of American literature in context. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 105.) (H)

ENGL 250 5 cr
INTERCULTURAL LITERATURE
 An examination of literary works from a variety of cultural perspectives. Contemporary texts and local guest speakers from different cultures increase students' awareness and understanding of the values, beliefs, stories, interests, and experiences of those cultures. Students define their own cultural identity and participate in service learning. Prerequisites: ENGL& 101. (H)

ENGL& 254 5 cr
WORLD LITERATURE I
 Survey of world literature from diverse cultures and periods, including historical contexts. Selections will vary by quarter but will include translations from African, Eastern, Latin, and Western literatures. Prerequisite: ENGL& 101 or instructor permission. (Formerly ENGL 115.) (H)

ENGL& 255 5 cr
WORLD LITERATURE II
 Theme-based study of selected masterpieces of African, Asian, European, and American literature in context. Prerequisite: ENGL& 101 or permission of instructor. (Formerly ENGL 215.) (H)

ENGL 260 1-5 cr
SPECIAL TOPICS OR SEMINARS
 Specific topics and authors as proposed by faculty. Prerequisite: ENGL& 101. (E)

ENGL 280, 281, 282 1-3 cr
LITERARY MAGAZINE PRODUCTION IV -VI
 Planning and production of college literary magazine, Tidepools. Fall quarter (ENGL 180, 280): soliciting student contributions, conducting a community-wide contest, designing the magazine. Winter quarter (ENGL 181, 281): judging material and producing camera-ready copy for printing. Spring quarter (ENGL 182, 282): marketing finished product and organizing a reading by contest winners and contributors. Colisted with MEDIA 181-183.

ENGL 290 1-5 cr
SPECIAL TOPICS IN LITERATURE
 Directed research is an in-depth learning opportunity offered to students where their abilities and interests indicate they would benefit from a highly focused task under the direction of an individual faculty member. The student is responsible for finding a sponsoring faculty member. Prerequisite: All arrangements must be made with the instructor prior to enrollment. (E)

ENGL 325 5 cr
PROFESSIONAL AND ORGANIZATION COMMUNICATIONS
 Business writing course required for students seeking the four-year Bachelor of Applied Science, Applied Management(BAS) Degree. Production of business documents, including reports, proposals, letters, memos, essays, emails, and performance evaluations. Group projects and oral presentations. Review of business writing style, paragraphing, grammar, and document formatting. Prerequisite: ENGL& 101.

Environmental Science

Course numbers with "L" = lab courses.

ENVS& 100 5 cr
SURVEY OF ENVIRONMENTAL SCIENCE
 Scientific approach to understanding nature and scope of contemporary problems in our environment. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (Formerly ENV 101.) (NS)

ENVS& 101L 5 cr
INTRODUCTION TO ENVIRONMENTAL SCIENCE
 An interdisciplinary science course for both non-science majors and science students. Topics include the practice of environmental science, ecological principles, demographics, forest and wildlife resources, energy, planning, climate change, and pollution. Underlying scientific principles and practices, including the exploration and presentation of scientific uncertainty, are identified and related to societal issues. Prerequisites: MATH 099 and placement into ENGL& 101. (NS)

ENVS 141L 5 cr
FRESHWATER ECOLOGY
 General principles of limnology and ecology in the context of common freshwater environments of the Pacific Northwest. Prerequisites: Eligibility for ENGL& 101 and MATH 072; fieldwork involving moderately strenuous walking and wading of streams required. (Formerly ENV 141L.) (E)

ENVS 201L 5 cr
INTRO TO FOREST ECOLOGY
 Introduction to forest ecosystems, including tree anatomy, growth dynamics, and role of disturbances in shaping forest succession. Examination of old growth forest ecosystems and their role in sustaining biodiversity. Management strategies to promote aesthetics, biodiversity, recreation and mitigate climate change presented and analyzed. Prerequisite: ENGL& 101, MATH 099, and the ability to move through and work in dense forest over steep terrain for long periods of time under challenging climatic conditions. (Formerly ENV 201L.) (NS)

ENVS 202L 5 cr
FIELD METHODS IN OLD GROWTH ECOLOGY
 Introduction to the compositional, structural and functional elements of Old Growth Forest Ecosystems and field methods. Students work with scientists collecting old growth field data in pristine forests. Prerequisite: ENGL& 101 and the ability to work in rugged field conditions, under a challenging climate, all day. (E)

ENVS 230L 5 cr
FISHERIES ECOLOGY
 Examines the interactions between fish, their habitats, and human harvest. Includes an overview of aquatic ecology and an introduction to fisheries management. Involves moderately strenuous field activities, such as hiking and wading in streams. Prerequisites: ENGL& 101, MATH& 146, and ZOOL 216L. (NS)

ENVS 260 1-5 cr
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 addi-

tional credits are taken in different topics. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (Formerly ENV 260.) (E)

ENVS 262 5 cr
APPLIED FOREST ECOLOGY
 Introduction to the science of applied forest ecology and creation of forested environments to create conditions to support biodiversity. Students apply basic principles from forest ecology, statistics, and field methods working as forest technicians measuring the forest and associated vegetation, soil, invertebrates, and small mammals. Prerequisite: The ability to work in rugged field terrain for 89 hours or longer, or instructor permission. (Formerly ENV 262.) (E)

ENVS 270L 5 cr
MARINE ECOLOGY
 Ecological interactions between specific marine habitats and their biological communities. Includes field trips to local marine environments. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (Formerly ENV 270L.) (E)

ENVS 274L 5 cr
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. Prerequisites: MATH 099; BIOL& 221L or BIOL& 100L; eligibility for ENGL& 101; MATH 099. (Formerly ENV 274L.) (E)

ENVS 282L 5 cr
FIELD METHODS IN ECOLOGICAL RESEARCH
 Introduction to ecological research through direct experience with established field and lab methods in the natural resource sciences. Explores scientific method, hypothesis testing, sampling, experimental design, the role of questionnaires, remote sensing, GIS, and population measures. Prerequisite: MATH& 146 (may be enrolled concurrently), one of BIOL& 221L, BIOL& 100L, or BOT 101L and eligibility for ENGL& 101. (Formerly ENV 282L.) (E)

ENVS 290 5 cr
RESEARCH TOPICS IN ENVIRONMENTAL SCIENCE
 Students serve as active members on research teams working to advance knowledge in environmental science. Depending upon the project, students will participate in hypothesis formation, experimental design, data collection, analysis, and determination of conclusions. Prerequisites determined by instructor. (Formerly ENV 290.) (E)

ENVS 321 5 cr
NATURE OF SCIENCE: GOING GREEN
 Introduction to ecological research through direct experience with established field and lab methods in the natural resource sciences. Explores scientific method, hypothesis testing, sampling, experimental design, the role of questionnaires, remote sensing, GIS, and population measures. Prerequisite: MATH& 146 (may be enrolled concurrently), one of BIOL& 221L, BIOL& 100L, or BOT 101L and eligibility for ENGL& 101. (Formerly ENV 282L.) (E)

Family Life Education

F L E 010 1-2 cr
FAMILY LITERACY
 Information, discussion, and individualized activities for parents on how children develop literacy. Parents observe and participate with their child in the child's school, in their child-care setting, and/or in a family setting. Develops parents' organizational and communication skills.

F L E 151, 152, 153 1 cr
PARENTING SKILLS
 For parents who have a child enrolled in an early childhood cooperative laboratory program. Develops and/or enhances positive parenting skills. Parent seminars, observation, and participation in children's program.

F L E 155, 156, 157 1 cr
PARENT CO-OP LEADERSHIP SKILL
 Participate in planning activities and events that support and enhance programs for children, parents, and staff. Includes problem solving, collaborative processes, business management, group organization, and communication.

F L E 161, 162 1 cr
CHILD GUIDANCE AND DISCIPLINE
 Parents and children from birth to age eight meet in a child-development laboratory. Developmentally appropriate activities are planned for children and combined with parent participation and parent education discussions.

F L E 163 1 cr
FAMILY PROGRAMS
 Parents and children from birth to age eight meet in a child-development laboratory. Developmentally appropriate activities are planned for children and combined with parent participation and parent education discussions.

F L E 171, 172, 173 2 cr
TODDLER-PARENT CO-OP
 For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues.

F L E 175, 176, 177 2 cr
TODDLER-PARENT LAB/LEADERSHIP
 For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues. Includes group organization and leadership training.

F L E 181, 182, 183 2 cr
PRE-SCHOOL PARENT CO-OP
 Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance.

F L E 185, 186, 187 2 cr
PRE-SCHOOL PARENT LAB/LEADERSHIP
 Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance. Also, group organization and business management of the children's school.

Film

FILM 100 5 cr

ART OF FILM

Study of film as visual text, including key terms, primary practitioners, and major developments. Examination of film as transmitter of themes and values. Prerequisite: eligibility for or completion of ENGL& 101. (Formerly ART 125.) (H)

FILM 101 5 cr

GREAT DIRECTORS IN FILM

Introduction to authorship in the cinema. Examination of the work of a major director or directors. Exploration of the director's life, film style, and themes. Prerequisite: Eligibility for or completion of ENGL 101. (H)

FILM 102 5 cr

FILM GENRE

Introduction to study of film genre through looking at either one or several film genres, including literary, mythic, historic, and theoretical aspects. Prerequisite: eligibility for or completion of ENGL& 101. (H)

FILM 110 5 cr

LITERATURE AND FILM

Exploration of connected works of literature and film. The films and texts may be direct adaptations of each other or may be connected thematically. The course will focus on a specific overall theme, genre, historical period, and/or author. Prerequisite: Eligibility for or completion of ENGL& 101. (H)

FILM 120 5 cr

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. (Formerly ENGL 175.) (H)

First Aid

F A 100 1 cr

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 cr

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

EMERGENCY MEDICAL TECHNOLOGY

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 cr

FIRST AID FOR HEALTH PROVIDERS

Prepares students to meet minimum knowledge and skills required to provide first aid in a health care setting and at home. Includes adult and pediatric CPR and meets Health Care Provider CPR requirements.

Food Service Management

CUL 101 1 cr

BEGINNING CULINARY ARTS

Introduction to the basics of Culinary Arts, including introduction, customer relations, preparing and serving safe food, kitchen basics, foodservice equipment, and nutrition. Class is taught in commercial kitchen at The Lincoln Center.

CUL 102 1 cr

BEGINNING CULINARY ARTS

Introduction to the basics of Culinary Arts, including breakfast foods, sandwiches, salads and garnishes, and working with people. Class is taught in commercial kitchen at The Lincoln Center.

CUL 103 1 cr

BEGINNING CULINARY ARTS

Introduction to the basics of Culinary Arts, including business math, fruits and vegetables, and controlling food service costs. Class is taught in commercial kitchen at the Lincoln Center.

CUL 104 1 cr
ADVANCED CULINARY ARTS-1 cr
 Advanced class in Culinary Arts, including introduction, preparing for a successful career, the history of food services, potatoes and grains, the lodging industry, the art of service, desserts and baked goods, marketing, and the menu. Class is taught in commercial kitchen at the Lincoln Center.

CUL 105 1 cr
ADVANCED CULINARY ARTS-2 cr
 Advanced class in Culinary Arts, including purchasing and inventory control; meat, poultry, and seafood; and standard accounting practices. Class is taught in commercial kitchen at the Lincoln Center.

CUL 106 1 cr
ADVANCED CULINARY ARTS-3 cr
 Advanced class in Culinary Arts, including stocks, soups, and sauces; tourism and the retail industry; and communicating with customers. Class is taught in commercial kitchen at the Lincoln Center.

CUL 295 1-3 cr
SPECIAL PROJECT
 Students will complete 165 hours of project work per quarter. Project will be designed and supervised by the Culinary Arts instructor. Class is taught in a commercial kitchen at The Lincoln Center.

French

FRCH& 121 5 cr
FRENCH I
 Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills. (Formerly FREN 101.) (E)

FRCH& 122 5 cr
FRENCH II
 Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills. (Formerly FREN 102.) (E)

FRCH& 123 5 cr
FRENCH III
 Audio/oral approach, emphasizing speaking the language and incorporating short stories, comprehensive reviews, and language drills. (Formerly FREN 103.) (H)

GED Prep

GED 001 0 cr
GED PREPARATION
 Individualized computer and small-group instruction to assist persons in preparing for the General Educational Development (GED) test. Course is open entry.

General Studies

G S 090 2 cr
TRANSITION TO COLLEGE
 Designed for people who struggled in school and are planning to enroll in college classes the next quarter. Five-week course in college learning skills assists with handling tough readings, higher math, formal communication, and accessing computer resources.

G S 100 2 cr
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 cr
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 cr
CROSS-CULTURAL COMMUNICATION
 This course is designed to facilitate cross-cultural communication between domestic and international students. Students with different language

and cultural backgrounds will meet in small groups or pairs on a weekly basis to discuss topics of interest and to enhance intercultural, interpersonal, and intrapersonal understanding. In so doing, students will act as conversation and cultural mentors to each other. Prerequisite for international students: IELTS 084 or permission of instructor. (E)

GS 111 3 cr
INFORMATION ACCESS AND APPLICATION

Hands-on experience with wide range of information resources. Acquire skills necessary to access, evaluate, organize, and use information effectively.

GS 112 5 cr
LEARNING FOR THE 21ST CENTURY

Develop information competency using the tools and context of an online-learning environment. Explore various strategies for locating, evaluating, and applying information resources in the research process; examine information policy issues; and publish work on the Web. Prerequisite: ENGL& 101. (E)

GS 121 1 cr
STUDIUM GENERALE

Series of programs from the Humanities, Social Sciences, Natural Sciences, Vocations, and Global Issues. (E)

GS 185 2 cr
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 Information Science

GIS 160 4 cr
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 cr

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 cr

APPLIED GEOGRAPHIC INFORMATION SCIENCE

Data collection, management, analysis, and presentation using GPS/GIS data loggers and Arc-GIS 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

Course numbers with "L" = lab courses.

GEOG 120 5 cr

INTRODUCTION TO PHYSICAL GEOGRAPHY

Geodesy and mapping; introduction to atmospheric science, weather, climate, the oceans, hydrology, and the earth's heat budget. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (Formerly GEO 120.) (NS)

GEOG 250L 5 cr

INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

Introduction to geographic science through the use and application of Geographic Information Systems (GIS) and geospatial technologies. Applies geographic concepts and both qualitative and quantitative GIS applications in a variety of fields. Prerequisites: MATH 099, computer literacy, and eligibility for ENGL& 101. (NS)

GEOG 325 5 cr

GEOSCIENCE & BUSINESS INTELLIGENCE

Explores the role of geographic science in business decision making. Applies geoscience tools, such as GIS, data mining, and quantitative visualization techniques to issues like competitive analysis, site selection, customer profiling, sales management, and market segmentation. Students will learn to perform integrated business geo-sci research for client organizations. Prerequisite: MATH& 146.

Geology

Course numbers with "L" = lab courses.

GEOL& 101L 5 cr **INTRODUCTION TO PHYSICAL GEOLOGY**

Introduction to geology for those intending to major in geology, geophysics, or related earth sciences. Tectonics, volcanism, earthquakes, introductory concepts of mineralogy and petrology, and survey of processes that shape the surface of the earth, including water, wind, ice, and gravity. Four hours lecture, two hours laboratory per week. Prerequisites: Eligibility for ENGL& 101 and MATH 072; high school or college chemistry. (Formerly GEO 205L.) (NS)

GEOL 124L 5 cr **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. (Formerly GEO 101L.) Prerequisites: Eligibility for ENGL& 101 and MATH 072. (NS)

German

GERM& 121 5 cr **GERMAN I**

Speaking, reading, writing, grammar, introduction to German culture. (Formerly GERM 101). (E)

GERM& 122 5 cr **GERMAN II**

Continuation of GERM& 121. Prerequisite GERM& 121 or one year high school German. (Formerly GERM 102). (E)

GERM& 123 5 cr **GERMAN III**

Continuation of GERM& 122. Prerequisite GERM& 122 or two years high school German or the equivalent. (Formerly GERM 103). (H)

Health Education

H ED 090 0 cr

HIV/AIDS LICENSURE 4 HOURS

Selections from etiology and epidemiology of HIV; transmission and infection control; legal and ethical issues; psychosocial issues.

H ED 095 0 cr

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.

H ED 149 2 cr

BASIC NUTRITION

Basic concepts in human nutrition. Understanding nutrient functions, sources, and utilization; evaluate nutrition-based articles for validity and reliability. Students will analyze own diet for nutritional adequacy. Duplicate credit not allowed for both H ED 150 and H ED 149. (E)

H ED 150 5 cr

INTRODUCTION TO NUTRITION

Basic concepts in human nutrition. Understanding nutrient functions, sources, and utilization; evaluate nutrition-based articles for validity and reliability. For the five-credit course, students will also analyze their own diet for nutritional adequacy and identify key concepts in current topics of nutrition. Duplicate credit not allowed for both H ED 150 and H ED 149 (E)

H ED 151 1 cr

CLINICAL NUTRITION

Nutrition as it relates to different states of wellness and illness throughout the lifespan. Includes such topics as nutritional assessment, gastrointestinal disease, cardiovascular disease, renal disease, pulmonary disease, endocrine disease, pediatric nutrition, geriatric nutrition, nutrition in pregnancy and lactation, alteration in body requirements, and parenteral and enteral nutrition. Application will be made through the clinical setting. Prerequisites: H ED 150, NURS 101, NURS 102, concurrent enrollment in NURS 103.

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

Comparative study of the evolution of the world's major civilizations (African, Asian, European, and the Americas to the Middle Ages). Emphasis on understanding value systems and how they are expressed in different political, social, economic, and cultural-religious systems as well as literature, architecture, and art. (Formerly HIST 160.) (SS)

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

Comparative study of the evolution of the world's major civilizations (African, Asian, European, the Americas) from the Middle Ages to the French Revolution, including different political, social, economic, cultural-religious systems, and nation building, as well as literature, architecture, and art. (Formerly HIST 170.) (SS)

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

Comparative study of the evolution of the world's major civilizations (African, Asian, European, the Americas) from the French Revolution

to the present, including different political, social, economic, and cultural-religious systems. Introduction of often conflicting ideologies and forces in contemporary life. (Formerly HIST 180.) (SS)

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

Political, economic, and cultural history of the United States, from its founding to the Jeffersonian Revolution. Prerequisite: Eligibility for or completion of ENGL& 101. (Formerly HIST 260.) (SS)

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

Political, economic, and cultural history of United States, from early 19th century to the beginning of the 20th century. Prerequisite: Eligibility for or completion of ENGL& 101. (Formerly HIST 270.) (SS)

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

Political, economic, social, and cultural history of United States from Spanish-American War to building the modern state, world power, and current issues. Prerequisite: Eligibility for or completion of ENGL& 101. (Formerly HIST 280.) (SS)

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

Course concentrates on the region of the Pacific Northwest, but is situated within the larger history of American and world history. The course proceeds through five main periods: indigenous peoples, European discovery, colonialism, industrial development, and regional control. Emphasis is placed on understanding social (ethnicity, race, and gender) differences, economic and political organization, and cultural values of the different historical periods. ENGL& 101 strongly recommended. (Formerly HIST 250.) (E)

HIST 220 5 cr**HISTORY OF MODERN LATIN AMERICA**

Survey of Latin American history from pre-Columbian civilizations to present. Emphasis on contemporary topics (Cuban relations, economic inequities, and U.S.-Latin American relations). (SS)

HIST 360A 5 cr

LABOR MOVEMENTS

This course explores ideas of work, class, and labor movements in American history from the early 19th century to the present. Issues to be addressed in the pursuit of understanding labor are: stages of American industrialization and class formation; changes in racial, ethnic, and gender relations; and changes in values of work, leisure, and consumerism.

Human Development

HUMDV 033 1-2 cr

DEVELOPMENTAL EDUCATION I

Supervised study in specific courses and/or assistance in learning specific academic skills. Lab format with individualized learning contracts.

HUMDV 100 1-2 cr

PORTFOLIO FOR PRIOR LEARNING

Student knowledge and skills related to course outcomes are documented in a portfolio for one or more specified courses. The portfolio is reviewed and approved for credit by program faculty and identified administrators.

HUMDV 101 1 cr

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 cr

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 cr

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 cr

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 cr

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 cr

RESUME WRITING WORKSHOP

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 cr

INTERVIEWING SKILLS

Utilize software and materials available in the Career Services Office to increase skills in interviewing. Participate in a mock interview at the conclusion of the course and receive feedback from the instructor.

HUMDV 120 3 cr

HUMAN RELATIONS

Survey of workplace skills, including communication, team building, problem solving, and leadership. Emphasis on concepts of perception, attitude, motivation, and ethics.

HUMDV 130 0.5 cr**CHALLENGE COURSE I**

An outdoor, experiential-based program that provides learning in an extraordinary environment while building the foundation for transference of new skills, language, strategies, and knowledge into the classroom and day-to-day life. Through the utilization of games, initiatives, and elements that are both physically and intellectually challenging, one gains an enhanced awareness and/or constructive behavior changes that can create powerful results.

Information Studies

INFO 100 1 cr**SEEKING AND EVALUATING INFORMATION**

Provides an introduction to information skills including how to develop search vocabulary relevant to an information need; use appropriate resources and effective search techniques; evaluate information found; and cite information in a works-cited list using APA. Online Blackboard course. Microsoft Word required.

INFO 101 1 cr**INFORMATION ACCESS IN HEALTH SCIENCES**

Introduction to finding information in the allied health fields (nursing, radiology, technologist, dental hygienist, health care 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.

Information Technology

IT 106 5 cr**COMMAND LANGUAGE**

Overview of microcomputer operating systems, including Microsoft Windows command language. Includes command syntax, command options, redirection, appending, piping, operating system fundamentals, wildcards, disk formatting, printer control features, batch file and scripts, and directories.

IT 107 5 cr**INTRODUCTION TO NETWORKING**

Understand basic networking and communication services, identify essential networking components, understand peer-to-peer and

server-based networks, and describe benefits of networking. Topics include OSI model, cabling, network devices, topologies, network operating systems, and network planning.

IT 162 5 cr**UPGRADING AND MAINTAINING YOUR PC**

Hands-on experience in building and maintaining a PC. Covers topics from the A+ essentials exam. Each student will build at least three computers and adjust hardware and software for best performance. Each student will load a variety of operating systems and applications during the class.

IT 163 5 cr**A+ CERTIFICATION**

The student will study additional topics required for the A+ exam and utilize the lab to troubleshoot and repair a variety of computers that are in failed mode. The class stresses problem solving and troubleshooting skills required by the IT industry. Prerequisite: IT 162 or permission of instructor.

IT 185 5 cr**VIRTUAL COMPUTING**

Virtual computing is a course designed to provide Information Technology students with the ability to describe, install, configure and secure software and hardware technology used in computer virtualization. Multiple vendor platforms will be introduced in this course using real-world situations to build the skills necessary for a successful understanding of virtualization. Prerequisite: Permission of instructor.

IT 225 8 cr**WINDOWS SERVER ADMINISTRATION**

Learn how to implement, administer, and troubleshoot Windows Servers in network environments. Other topics include Windows Server participation in an Active Directory environment. Prepare for Microsoft Certification exams. (Completion of this course does not guarantee successful completion of the exams. Additional training and/or experience may be necessary.) Provides prerequisite knowledge and skills required for IT 245. Course administered in lecture/lab setting, includes significant hands-on exercises. Prerequisite: Permission of instructor. (E)

IT 233 5 cr
INTRO TO FIBER OPTICS AND NETWORKING MEDIA
 Study of wiring, including copper and fiber optic cabling, topologies, industry standards, and hands-on labs that deal with practical installation of network cabling. Includes connectors, panels, splicing, installation, testing, and safety.

IT 245 6 cr
WINDOWS DIRECTORY SERVICES
 Learn to install, configure, and troubleshoot Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. Provides prerequisite knowledge and skills required for IT 255. Course administered in lecture/lab setting. Provides knowledge and skills necessary to prepare for Microsoft certification exams. (Completion of this course does not guarantee successful completion of exams. Additional training and/or experience may be necessary.) Includes significant hands-on exercises. Prerequisite: Permission of instructor. (E)

IT 255 8 cr
DESIGN SECURITY/NETWORK
 Examines topics related to network infrastructure and design that meet business requirements and specific security solutions that meet organizational objectives. Course administered in a lecture/lab setting. Includes significant hands-on exercises. Provides knowledge and skills necessary to prepare for Microsoft certification exams. (Completion of this course does not guarantee successful completion of the exams. Additional training and/or experience may be necessary.) Prerequisite: Permission of instructor. (E)

IT 286 5 cr
TROUBLESHOOTING THE WINDOWS CLIENT
 Topics covered include planning, installation, active directory structure, and topics related to Windows Client operating systems

IT 290 5 cr
INTRODUCTION TO NETWORK INFRASTRUCTURE
 Introduction to CISCO-networking technologies. Topics include the OSI model; network components, such as network design, premise wiring, topologies, and industry standards; and a project-based learning component that deals with the design of networks and the installation of network premise cabling. Prerequisites: IT 107 or IT 162.

IT 291 5 cr
ROUTER CONFIGURATION AND PROTOCOLS
 Information on beginning router configurations, network management, and networking protocols. Utilizes e-learning, enhanced with extensive hands-on, lab-based activities. Prerequisite: IT 290.

IT 292 5 cr
CISCO 3 LAN SWITCHING & WIRELESS
 LAN switching Theory, VLAN concepts and technologies, Advanced LAN and LAN switched design, inter-VLAN routing, and wireless technologies with applications to real-world networking situations. Utilizes e-learning, enhanced with extensive hands-on, lab-based activities. Prerequisite: IT 291 cr

IT 293 5 cr
WAN THEORY AND DESIGN
 Information on WAN theory and design, WAN technology, PPP, Frame Relay, network security and network management. Utilizes e-learning, enhanced with extensive hands-on, lab-based activities. Prerequisite: IT 292.

IT 294 5 cr
NETWORK SECURITY AND FIREWALLS
 In-depth look at network security concepts and techniques. Student will examine the methods that are used to penetrate computers and computer systems. Also, this course will adopt a practical, hands-on approach when examining networking security techniques. Prerequisite: Permission of instructor.

Integrated Studies

IS 101 5 cr
CROSSCURRENTS: UNDERSTANDING THE ARTS
 Surveys ways people through the ages, from around the world, have given expression to humanity through the arts. Overview of visual arts, dance, theater, film, literature, music, and architecture provides a framework for comparing unique qualities of various art forms. Serves as introduction to more specialized courses in the arts. Prerequisite: ENGL& 101. (H)

IS 102 5 cr**CROSSCURRENTS: POETRY AND PAINTING**

Poetry and painting have been closely connected since early times: poets have been continually inspired to write about painting, and painters have wanted to put their color into words. The class will address this close relationship while providing a thorough introduction to poetry. Prerequisite: ENGL& 101. (H)

IS 103 5 cr**CROSSCURRENTS: WOMEN'S VOICES IN 20TH CENTURY**

A glimpse into the poetry and prose of 20th Century's outrageous women. Examine the changing roles of women in the 20th century, and how women have given language to those changing roles. Authors include Carolyn Heilbrun, Camille Paglia, Simone deBouvier, Adrienne Rich, Sylvia Plath, Anne Sexton, Diane Wakoski, Marge Piercy, Carolyn Forché, Jane Hirschfield, and others. (H)

IS 104 5 cr**CROSSCURRENTS: CREATIVE WRITING AND THE ARTS**

In addition to writing in poetry, fiction, and other selected genres, students will explore creation in another chosen art form, such as dance, music, photography, drawing, painting, architecture, or journalism. The class will be conducted as a writing workshop and provide speakers in a variety of areas. (H)

IS 105 5 cr**POPULAR CULTURE**

Historical as well as cross-cultural study of popular literary and nonliterary texts, novels, magazines, comic books, films, and television. Focus on popular myths, icons, heroes, and rituals that have affected people's lives and attitudes. Prerequisite: ENGL& 101 or permission of instructor. (H)

IS 107 5 cr**HISTORY OF SCIENCE: THE MODERN ERA**

Throughout history mankind's destiny has often been realigned by major intellectual advances made in science. Through readings, demonstrations, and discussions, participants will explore this process using the contributions of Newton, Lavoisier, Faraday, Darwin, Poincaré, Freud, Curie, Einstein, Watson, and Crick. (H)

IS 108 2 cr**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)

IS 302 5 cr**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. Authors include Plato, More, Marx, Nietzsche, Hawthorne, Thoreau, Skinner, Burgess, and Nozick. Prerequisite: ENGL& 102 or ENGL 325.

IS 330 5 cr**EXPLORATIONS IN THE HUMANITIES**

Explorations in the Humanities approaches the humanities by focusing on the arts — painting, sculpture, architecture, literature, drama, music, dance, film, television and video art, and photography — forms which provide people with a variety of ways to examine and express their insights and questions about what it means to be human. In the context of this arts-centered approach, engagement with all disciplines in the humanities, as well as with the natural social sciences will be made.

Intensive English Language Studies

IELS 084L, 084R, 084W 5 cr**INTENSIVE ENGLISH - BASIC LEVEL**

A fully correlated ESL program, including a lab component for those who have completed a beginner level. Emphasis on pronunciation, speaking, listening comprehension, grammar, reading, and writing. Prerequisite: On-campus assessment in all skill areas. Nontransferable.

IELS 085L, 085R, 085W 5 cr
INTENSIVE ENGLISH - INTERMEDIATE LEVEL
 A fully correlated ESL program, including a lab component that further develops and refines pronunciation, speaking, listening comprehension, grammar, reading, and writing skills. Prerequisite: On-campus assessment in all skill areas or successful completion of INTL 084 series. Non-transferable.

IELS 086L, 086R, 086W 5 cr
INTENSIVE ENGLISH-HIGH INTERMEDIATE LEVEL
 Continues development and refinement of English pronunciation, speaking, listening comprehension, grammar, reading, and writing, while focusing on skills necessary for success in a college-level academic environment. Prerequisite: On-campus assessment in all skill areas or instructor verification of completion of INTL 085 series. Nontransferable.

Massage Therapy

MASST 251 2 cr
ADVANCED STUDENT CLINIC II
 In this second-year student clinic, students offer one-hour treatment massage sessions to the community. The focus is on evaluating and treating postural challenges and common musculoskeletal injury and pain conditions. Includes chart notes and supervisory consultation. This class includes an online component. Prerequisite: MASST 250.

MASST 255 2 cr
PROFESSIONAL PLACEMENT
 Students will complete an internship in a community setting, such as a medical, chiropractic, massage, or acupuncture clinic, hospital, assisted-living facility, or convalescent/long-term care facility. Includes classroom discussion to explore the parameters of the internship experience. This class includes an online component.

MASST 256 3 cr
ADVANCED PROFESSIONAL PLACEMENT
 A continuation of MASST 255. Students will complete further internship hours in a community setting, focusing on outreach to underserved populations. Classroom discussion and peer supervision are included to prepare students for successful community practice after graduation.

This class includes an online component. Prerequisite: MASST 255.

Mathematics-Applied

AMATH 121 5 cr
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 064 or acceptable placement test score.

Mathematics

MATH 064 5 cr
PREALGEBRA
 Fundamentals of arithmetic using integers, fractions, decimals, exponents, and square roots; solving basic linear equations; solving problems using percents, proportions, and basic geometry. Calculator required (TI34-II preferred). Prerequisite: Placement exam.

MATH 072 5 cr
ELEMENTARY ALGEBRA
 Algebra, using signed numbers, evaluation of formulas, algebraic expressions, equations, applications, exponents, polynomials, factoring, linear graphs, and rational expressions. Calculator required (TI34-II preferred). Prerequisite: 2.0 or higher in MATH 064 or equivalent.

MATH 099 5 cr
INTERMEDIATE ALGEBRA
 Elementary algebra review, first- and second-degree equations, applications, polynomials, factoring, radicals and exponents, logarithms, graphs, complex numbers, and linear systems. Calculator required (TI34-II preferred). Prerequisite: 2.0 or higher in MATH 072 or equivalent.

MATH 106 5 cr
MATH FOR ELEMENTARY TEACHERS I
 Designed for future K-6 teachers. Focus is on mathematical concepts, including counting, num-

ber 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 cr
MATH IN SOCIETY

A course for nonscience majors covering topics often encountered in many fields of study, including sets, exponential and logarithmic functions, probability, statistics, finance, and modeling. Graphing calculator required. This is an online course provided by WAOL. Prerequisite: 2.0 or better in MATH 099 or equivalent. (Formerly MATH 107). (QS,NS)

MATH 108 5 cr
MATH FOR ELEMENTARY TEACHERS II

Methods topics include teaching the usage of technology. Math topics include algebra, geometry, measurement, and statistics. This course satisfies the quantitative skills requirement for the AA degree, provided that Math for Elementary Teachers I has also been completed satisfactorily. Prerequisite: MATH 106 and 2.0 in MATH 99 or equivalent. (QS,NS)

MATH 110 5 cr
SURVEY OF MATHEMATICS

Survey of mathematics for nonscience majors. Includes problem-solving strategies, set theory, logic, number theory, base conversions, finite mathematical systems, properties of the real number system, and other selected topics. Prerequisite: 2.0 or higher in MATH 099 or equivalent. (QS,NS)

MATH 111 5 cr
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. Graphing calculator required (TI-83/84 preferred). Prerequisite: 2.0 or higher in MATH 099 or equivalent. (QS,NS)

MATH& 141 5 cr

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. Graphing calculator required (TI-83/84 preferred). Prerequisite: 2.0 or higher in MATH 099 or equivalent. (Formerly MATH 114.) (QS,NS)

MATH& 142 5 cr

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. Graphing calculator required. (TI 83/84 preferred). Prerequisite: 2.0 or higher in MATH& 141 or equivalent. (Formerly MATH 116.) (QS,NS)

MATH& 146 5 cr

INTRODUCTION TO STATS

Introduction to methods and applications of elementary descriptive and inferential statistics; summarizing data graphically and numerically, probability, confidence intervals, hypotheses testing, correlation and linear regression. Prerequisite: 2.0 or higher in MATH 099 or equivalent. Graphing calculator required (TI-83/84 preferred). (Formerly MATH 281.) (QS,NS)

MATH& 148 5 cr

BUSINESS CALCULUS

Limits, rates of change, graphing, differentiating, optimizing, polynomials, integration, logarithmic and exponential functions, implicit differentiation, business applications. Graphing calculator required (TI-83/84 preferred). Prerequisite: 2.0 or better in MATH& 141 or MATH 111. (Formerly MATH 156.) (QS,NS)

MATH& 151 5 cr

CALCULUS I: ANALYTIC GEOMETRY

Limits and continuity; derivatives of algebraic and trig functions; chain rule, implicit differentiation and applications, an introduction to anti-derivatives. Graphing calculator required (TI-83/84/89 preferred). Prerequisite: 2.0 or higher in MATH& 142 or equivalent. (QS, NS)

MATH& 152 5 cr

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. Graphing calculator required (TI-83/84/89 preferred). Prerequisite: 2.0 or higher in MATH& 151 or equivalent. (Formerly MATH 125.) (QS,NS)

MATH& 163 5 cr

CALCULUS III: ANALYTIC GEOMETRY

Sequences, series, Taylor expansions. Vectors, vector functions, space curves. Functions of several variables, partial derivatives, tangent planes. Graphing calculator required (TI-83/84/89 preferred). Prerequisite: 2.0 or higher in MATH& 152, or equivalent. (Formerly MATH 126.) (QS,NS)

MATH 210 3 cr

LINEAR ALGEBRA

Matrices, systems of linear equations, matrix inversion, vector spaces, subspaces, dependence, independence, bases, orthogonality, linear transformations, determinants, eigenvalues and eigenvectors, applications. Prerequisite: 2.0 or higher in MATH& 152. Graphing calculator required (TI-89 preferred).

MATH 224 3 cr

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. Graphing calculator required (TI-89 preferred). Prerequisite: 2.0 or higher in MATH& 163 or equivalent.

MATH 238 3 cr

DIFFERENTIAL EQUATIONS

Solutions of ordinary differential equations (ODE) using graphical, numerical, and analytical methods; applications of first-order ODE; methods for solving higher-order linear ODE and second-order linear ODE with constant coefficients; Laplace transforms; introduction to solving ODE using computer algebra systems. Prerequisite: 2.0 or higher in MATH& 152 or equivalent. Graphing calculator required (TI-89 preferred).

Medical Assistant

MED 101 3 cr

INTRODUCTION TO HEALTH CARE

Insight into health care opportunities where MA graduates might expect to obtain employment. Explanation of job descriptions within the system. Organizational charts of hospitals and clinics provided. Learn whys and hows of hospital/clinic building and certificates of need. A virtual clinic is built with students staffing, supplying and equipping the entity. This is erudition of their discipline and working together to accomplish the assignment.

MED 105 1 cr

HIV/AIDS

HIV / AIDS review of etiology, epidemiology, transmission, infection control, testing, counseling, manifestations, treatment, and legal, ethical and psychosocial issues. Includes lab practice on standard precautions, HIV testing and confidential interviews. Restricted to students enrolled in the medical assistant program. Prerequisite: MED 101.

MED 110 5 cr

ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY I

Pertinent identification and terminology for skeletal, muscular, circulatory, endocrine, lymphatic, and nervous systems. Includes diagnostic procedures and therapeutic interventions.

MED 115 5 cr

ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY II

Study of respiratory, digestive, reproductive, urinary, integumentary, and sensory systems, including diagnostic procedures and therapeutic interventions. Prerequisite: MED 101.

MED 120 5 cr

ESSENTIALS OF MEDICAL ACCOUNTING

Fundamentals of bookkeeping and accounting as applied to practical health-care situations. Introduction to sole proprietorship, partnership, financial structure; includes state and local taxes.

MED 135 3 cr**MEDICAL OFFICE PROCEDURES**

General office administration, including telecommunications, scheduling, filing, interpersonal communications, and overview of business machines, medical equipment, supply procurement, and inventory. Prerequisite: MED 101.

MED 140 4 cr**MEDICAL, ETHICAL AND LEGAL COMMUNICATION**

Emphasis on professional verbal and written communications as applied to the medical office. Legal and medical issues also addressed. Learn about patient-care issues, including privacy, confidentiality, medical records, patients' rights, and advance directives. Prerequisite: MED 101.

MED 150 3 cr**MEDICAL BILLING CONCEPTS**

Medical billing practices, including ICD-9, ICD-10, and CPT coding, electronic submission, and computerized billing techniques. Federal, state, and area policies included. Direction on submission of insurance claims. Prerequisite: MED 101.

MED 151 3 cr**MEDICAL BILLING II**

Advanced instruction in medical billing practices. Includes ICD-9 and CPT coding, electronic submission, computerized billing techniques, and hospital billing; also federal, state, and area policies. Helps to minimize insurance rejection. Prerequisite: MED 101.

MED 152 3 cr
HOSPITAL BILLING

This is a course in Medical Billing for Inpatient and Outpatient procedures in a hospital setting. CPT and ICD9 Coding are introduced as well as the UB92 (unbilled) sequences of pharmaceuticals, labs, imaging, operating suite, recovery, rooms per/24hr, emergency room, hospitalists' visits. The student will be apprised of managed care, government entities (medicare, medicaid, tricare) and conversion factors for fees. Prerequisites: MED 110, MED 115, MED 135, MED 150, MED 151.

MED 160 4 cr**CLINICAL LAB SEMINARS I**

Specific instruction in phlebotomy, asepsis, sterilization (chemical and autoclave), instruments, EKG transportation, emergency procedures, admitting/discharge of patients, and prioritizing patient needs. Prerequisite: MED 101.

MED 161 4 cr**CLINICAL LAB SEMINARS II**

This course will introduce competencies in conjunction with those taught in MED 160. Additional training: ROM (range of motion) evaluations with upper and lower extremities, neck, and spine. Course engages student in hazard item disposal. Students will also learn sterilization and cleaning of instruments, clinic patient flow, HIPAA, EMR, entries and about outpatient surgery issues. Also introduces dialysis and equipment for these medical procedures. Prerequisite: MED 160.

MED 165 6 cr**CLINICAL PRACTICUMS**

Observation and practice in various medical offices, hospitals, and clinics. Prerequisite: MED 101.

MED 170 5 cr**PHARMACOLOGY**

Pharmacology introduces the student to the basics of medication, medication administration, trade and generic names of common prescriptive and over-the-counter medications. Medication classification, routes of administration, dosages, therapeutic effects, side effects, contraindications, scheduled drugs and implications for the Medical Assistant are covered to ensure that medications are administered in a safe manner and documented in the patient's record accurately. Prerequisite: MED 101.

MED 171 5 cr**CLINICAL ANATOMY/PHYSIOLOGY**

Clinical Anatomy/Physiology is a unique approach to teaching the concepts of anatomy, including gross, microscopic, developmental, and clinical. The human body is an ever-changing study, primarily because of technology today, and with greater magnification microscopically, we are able to visualize more than ever before, mak-

ing better study available for students."Cells to Surface" teaching. Prerequisite: MED 101.

MED 172 5 cr **GERIATRICS**

Understanding and recognizing the needs of the elderly assist in promoting better health care and economic support. Help the elderly deal with the issues, housing and costs of living. Learn to assist the aged with in-home treatments and assisted living. Course includes an introduction to health care, end-of-life hospice care, social issues in the aging population, demographic trends, and impact of age-related changes on body systems. Prerequisite: MED 101.

MED 173 5 cr **INFECTIOUS DISEASES**

Course reviews the basics of microbiology, immunology, and infectious diseases. The approach to learning includes prevention, control, and treatment. Discussions include epidemiology, diagnosis, and management of infectious diseases through case studies. An online component for handouts, quizzes, and announcements is part of the course. Prerequisites: MED 101, MED 110 and 115.

MED 180 1 cr **FIRST AID FOR HEALTH PROVIDERS**

Prepares students to meet minimum knowledge and skills required to provide first aid in a health-care setting and at home. Includes adult and pediatric CPR. Students must be enrolled in the Medical Assistant Program. Prerequisite: MED 101.

Multimedia Communications

MEDIA 110 5 cr **INTRODUCTION TO MULTIMEDIA GRAPHICS**

This course concentrates on the creative and practical exploration of computer graphics and page layout design. Students will explore basic concepts of digital media, terminology and acquire hands-on experience working with industry standard page layout and illustration software. Prerequisite: Good computer file management and typing skills.

MEDIA 111 5 cr

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 roll-over buttons. Explore interface design and embed multimedia presentations in a webpage. Prerequisites: Good computer file management and typing skills.

MEDIA 112 5 cr

E-COMMUNICATIONS

Introduces electronic communication skills widely used in professional office settings. Students produce electronic presentations (MS PowerPoint 2007), use web authoring tools (MS Expressions Web 2007), and convert presentations into web format. Prerequisite: AOS 101 or equivalent. Colisted with AOS 112.

MEDIA 113 5 cr

PRINCIPLES OF DATABASE MANAGEMENT FOR THE WEB

This course introduces students to common database structures used on the web including aspects of data models, database languages, database design, and the standard Structured Query Language (SQL). In addition, students will learn the basic principles of using PHP as the gateway language to web databases.

MEDIA 115 5 cr

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. Prerequisite: CAT 116 or permission of instructor.

MEDIA 140 5 cr

INTRODUCTION TO SCREENWRITING

Beginning script-writing for film and television. Combination small lecture/workshop approach focusing on techniques, formats, and structures of scripts; plot and character development. Co-listed with FILM 120.

MEDIA 145 4 cr**DIRECTING & PRODUCTION**

Introduction to documentary styles, filmmaking, directing, and production management. Students will learn the critical production decisions involved in the documentary digital video process while producing short films. Overview of production methods such as idea development, research, proposal and script writing, budgeting, working with cast and crew. Students will discuss rights clearances, common challenges, and ethical issues. Prerequisite: MEDIA 115.

MEDIA 170 5 cr**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.

MEDIA 175 4 cr**PRINCIPLES OF DIGITAL PHOTOGRAPHY**

Introduction to digital photography, studio lighting, portraiture and computer photo imaging. Emphasis on the discovery of solutions for artistic challenges to composition, lighting, color balance, white balance, exposure methods, and photographic technology. Create an interactive web gallery of photographs for web presentation. Explore the cultural influences of visual communication and the evolution of traditional photography into the digital age. Prerequisites: Good computer and file management skills.

MEDIA 180 5 cr**WEB ANIMATION**

Learn to draw and manipulate animated web graphics with Flash. Students will manage layers, edit the timeline, shape and motion tween, and create a Flash webpage with dynamic text, action script, rollover buttons, and interactive elements. Prerequisite: Media 111 or permission of instructor. Media 180 is also offered online.

MEDIA 181 1-3 cr**LITERARY MAGAZINE PRODUCTION I**

Planning and production of college literary magazine, Tidepools. Quarterly activities include: soliciting student contributions, conducting a com-

munity-wide contest, designing the magazine; judging material and producing camera-ready copy for printing; marketing finished product, and organizing a reading by contest winners and contributors. Colisted with ENGL 180-182.

MEDIA 190 5 cr**WEB AUTHORIZING**

Learn how to plan, create, and publish a website from start to finish. Use xhtml, cascading style sheets (CSS), and Dreamweaver 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. Prerequisite: MEDIA 111 or permission of instructor.

MEDIA 191 5 cr**ADVANCED WEB AUTHORIZING**

Develop a critical awareness of user interface design and usability standards. Use search engine optimization methodologies to increase website traffic. Explore the web graphic design process and create web interface designs and content with Adobe Illustrator and Photoshop. Translate original web designs into fully functioning websites using XHTML and CSS programming. Prerequisites: Media 110, Media 190.

MEDIA 192 5 cr**WEB CONTENT MANAGEMENT SYSTEMS**

Plan, design, and deploy websites and online applications. Implement hand-coded XHTML and CSS to create powerful, efficient, and dynamic websites with industry standard web content management systems. Integrate social media content through a dynamic web portal engine. Prerequisites: Media 191.

MEDIA 201 5 cr**DIGITAL IMAGE EDITING I**

Provides fundamental digital imaging skills. Learn to scan, optimize, enhance, colorize, and combine photographs. Emphasis will be placed on editing photographs, color management, and acquiring a basic understanding of Adobe Photoshop. Prerequisites: Good computer and file management skills.

MEDIA 202 5 cr

ADVANCED IMAGE EDITING

Use practical techniques to professionally manipulate photographs and automate digital image production tasks. Create special effects for type, photos, and web graphics with industry standard software (Photoshop). Students will produce an informational multimedia presentation on the topic of a global issue, and design a webpage portfolio to showcase course projects. Prerequisite: MEDIA 201.

MEDIA 203 5 cr

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 cr

DIGITAL ILLUSTRATION

Introduction to computer illustration with Adobe Illustrator. Learn basic through intermediate computer drawing skills, and use precision digital art production tools. Create professional quality vector graphics for printed materials, multimedia projects, and web presentation.

MEDIA 206 5 cr

DATABASE DRIVEN WEBSITES

Introduces the fundamentals of database-driven website development using the MySQL relational database platform and PHP programming language. Students will build and maintain a relational database, develop PHP web applications, and deploy data-driven website features, such as forms and surveys. Prerequisite: MEDIA 190 or instructor permission. Additional fees required for database webserver account.

MEDIA 210 5 cr

MULTIMEDIA WEB PRODUCTION

Learn advanced web design, interface architecture, usability, and the integration of open-source web applications. Students will work individually and

in groups to create professional interactive websites, taking them from concept to completion using Adobe Photoshop, Illustrator, and Dreamweaver. Prerequisite: MEDIA 110, 111, 190, and 201.

MEDIA 212 5 cr

GRAPHIC DESIGN PORTFOLIO

Capstone Multimedia course guides students through the process of creating print and web portfolios that meet a need for college transfer applications or employment in related fields. Students will select, organize, develop, and present a collection of work that exhibits individual efforts, progress, and achievements in one or more areas. Prerequisites: MEDIA 110, 111, 190 and 201.

MEDIA 215 5 cr

ADVANCED DIGITAL VIDEO

Learn advanced digital video production, editing, filming, and lighting in field situations. Explore multiple documentary genres, community outreach, video logging, and video podcasting. Work in teams to produce and edit video documentary shorts that capture a story to achieve informational or emotional ends. Prerequisite: MEDIA 115, MEDIA 145.

MEDIA 260 1-5 cr

INTERNSHIP

Fifty-five hours per credit. Internship in a workplace setting of the student's choice, based on needs and interests.

Music

MUSC& 105 5 cr

MUSIC APPRECIATION: WORLD OF SOUND

Exploration of how and why we listen to music. Examination of the many roles that music plays in various world cultures. Musical examples drawn from Asia, Africa, Indonesia, North and South America (including Native American tribal groups), jazz, blues, and the Western classical tradition. No prior musical experience is necessary. (Formerly MUSIC 100.) (H)

MUSC 110 5 cr

HISTORY OF ROCK N ROLL

A cultural / sociological history of pop music in the USA. Musical antecedents (blues, country, rhythm and blues) and outside influences (African drumming, Latin rhythms, folksingers) will

be included, but the focus will be on the pop music of this period. The music will be addressed within the context of societal issues such as racism, conformity, generational conflict, governmental repression and censorship. (H)

MUSC 115 5 cr

HISTORY AND APPRECIATION

Musical elements, orchestral instruments, and historical styles. Stress development of critical listening skills. (H)

MUSC 130 1-2 cr

CHAMBER CHOIR

Study of historical styles and performances in diverse languages. Public performances required. Prerequisite: Permission of instructor. (P)

MUSC 133 1 cr

CHAMBER MUSIC ENSEMBLE

Designed for string, keyboard, wind, and brass players; provides opportunity for playing chamber music in both sight reading and performance contexts. Prerequisite: Permission of instructor. (Formerly MUSIC 133.) (P)

MUSC 136 1-2 cr

JAZZ ENSEMBLE

Study jazz styles through performance of jazz literature. Emphasis on development of improvisational techniques. Course is contingent upon availability of qualified students. Prerequisite: Instructor permission. (P)

MUSC 139 1 cr

JAZZ IMPROVISATION SEMINAR

Seminar focusing on development of skills and techniques in jazz improvisation. Students should be able to read notes and chord symbols and should be acquainted with basic music theory principles. Concurrent enrollment in Jazz Ensemble is suggested but not mandatory. Prerequisites: At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument (E.)

MUSC& 141 5 cr

MUSIC THEORY I

Develops musicianship through study and application of compositional elements. Emphasis on musical notation, aural skills, and aesthetic musical values. Each quarter prerequisite to the next or by permission of instructor. (Formerly MUSIC 101). (H,E,E)

MUSC 150 1 cr

COMMUNITY CHORUS

Preparation and performance of choral literature through participation in a community chorus. (P)

MUSC 153 2 cr

SYMPHONY ORCHESTRA

Performance in a community symphony orchestra. Permission of instructor required. (P)

MUSC 160 1-2 cr

BEGINNING PRIVATE INSTRUCTION-KEYBOARD

For private instruction courses, additional fees may be required. Lesson arrangements made by music faculty. A maximum of three credits private instruction is applicable to AA or AA-Honors degree requirements. Chamber ensembles and private instruction on other instruments are also available. (Formerly MUSIC 160).

MUSC 161 1-2 cr

BEGINNING PRIVATE INSTRUCTION-VOICE/INSTRUMENTS

For private instruction courses, additional fees are required. Lesson arrangements are made by music faculty. A maximum of three credits private instruction is applicable to AA or AA-Honors degree requirements. Chamber ensembles and private instruction on other instruments are also available. (Formerly MUSIC 161).

MUSC 184 2 cr

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. (Formerly MUSIC 140). (P)

MUSC 239 1 cr

JAZZ IMPROVISATION SEMINAR

Seminar focusing on development of skills and techniques in jazz improvisation. Students should be able to read notes and chord symbols and should be acquainted with basic music theory principles. Concurrent enrollment in Jazz Ensemble is suggested but not mandatory. Prerequisites: At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument (E.)

MUSC 260 1-5 cr

SPECIAL TOPICS OR SEMINARS

Nursing

NURS 100 1 cr

INTRODUCTION TO NURSING

Open to all individuals interested in the profession of nursing. Provides a brief, broad overview of nursing, including observation of the roles of the nurse. Also includes learning skills used through the educational process of nursing: study skills, professional reading, critical thinking, and time management. Two 2-hour local clinical observations required. Includes assessment testing required for entrance into the nursing program. Prerequisite: MS Word and e-mail proficiency. E-mail address collected at time of registration.

NURS 101 10 cr

NURSING I

First in series of six courses. Nursing concepts introduced. Apply theoretical content and basic skills on campus and in limited clinical setting. Prerequisite: Admission to the Nursing Program.

NURS 102 6 cr

NURSING II-THEORY

The nursing process, critical thinking, the health-illness continuum, evidence-based practice, safety, age across the lifespan, caring, helping, teaching/learning, teamwork, leadership, delegation, holistic care, pharmacology, nutrition, communication, and nursing management are integrated concepts. Prerequisite: NURS 101. Concurrent enrollment in NURS 112 and PHARM 121.

NURS 103 7 cr

NURSING III-THEORY

Major curricular concepts continue to be integrated. Prerequisite: NURS 102 and concurrent enrollment in NURS 113, PHARM 122 and H ED 151.

NURS 112 6 cr

NURSING II-LAB

Students apply theoretical content from NURS 101 and NURS 102 as they begin clinical practice. Concurrent enrollment in NURS 102 and PHARM 121.

NURS 113 5 cr

NURSING III-LAB

Apply theoretical content in acute-care setting. Prerequisite: NURS 102 and concurrent enrollment in NURS 103, PHARM 122 and H ED 151.

NURS 199 3 cr

LPN-RN TRANSITION

Transition course for LPNs desiring to enter into second year of RN program. Prerequisite: Instructor permission.

NURS 201 7 cr

NURSING IV - THEORY

Major curricular concepts continue to be integrated. Prerequisite: Completion of first-year nursing curriculum and concurrent enrollment in NURS 211 and PHARM 123.

NURS 202 5 cr

NURSING V-THEORY

Major curricular concepts continue to be integrated. Prerequisite: NURS 201. Required co-requisites: NURS 212 and PHARM 124.

NURS 203 4.5 cr

NURSING VI-THEORY

Major curricular concepts continue to be integrated. Prerequisite: NURS 202 and concurrent enrollment in NURS 213.

NURS 211 5 cr

NURSING IV-LAB

Apply theoretical content in acute-care setting. Prerequisite: Completion of first-year nursing curriculum and concurrent enrollment in NURS 201 and PHARM 123.

NURS 212 7 cr

NURSING V-LAB

Clinical practice extended to include supervision of first-year nursing students in a long-term and acute care settings. Prerequisite: NURS 201. Required co-requisites: NURS 202 and PHARM 124.

NURS 213 7.5 cr

NURSING VI-LAB

Process of transition from student to graduate nurse is facilitated in a seven-week intensive clinical course. Prerequisite: NURS 202 and concurrent enrollment in NURS 213.

NURS 260 1-5 cr

SPECIAL TOPICS IN GLOBAL HEALTH

Students will prepare for travel/study in Costa Rica by completing a short course in survival and medical Spanish and complete readings and activities to explore community health concepts,

develop an awareness of Costa Rican culture, the country and its people. Once in Costa Rica, students will participate in community health activities and learn about the Costa Rican health system and may have the opportunity to learn about traditional medicine. Prerequisite: Instructor permission. (E)

Oceanography

OCEA& 101 5 cr

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. (Formerly GEO 110). (NS)

PE Professional

PEPRO 101 2 cr

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 cr

ADVANCED COACHING FOR YOUTH SOCCER

The D coaching course prepares students by expanding their knowledge and understanding of the technical and tactical demands of soccer and the developmental process necessary for players. It also provides an understanding of practical coaching methodology and the framework necessary to prepare players and a team for competition. Prerequisite: PEPRO 101. (E)

PEPRO 108 2 cr

LIFEGUARD TRAINING

Learn to supervise the safety and rescue of swimmers, surfers, and other water sports participants. Will be trained and certified in water rescue using

a variety of aids and equipment depending on requirements of their particular venue. Need to be a strong swimmer and First Aid/CPR trained.

PEPRO 110 3 cr

SPORTS OFFICIATING

Weekend seminar covering rules, mechanics, and procedures for competitive sports officiating; enforcement of rules; use of signals; personal appearance and conduct; and qualifications for officials' ratings.

PEPRO 115 3 cr

PRINCIPLES OF ATHLETIC TRAINING

Weekend seminar. Introduces sports training. Emphasis on injury treatment.

PEPRO 125 3 cr

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.

Pharmacology

PHARM 121 2 cr

CLINICAL PHARMACOLOGY I

Pharmacology I for Nursing blends with the nursing courses in the six-course series. Pharmacology material integrates and complements the coursework of concurrent nursing courses, with a focus on pharmacology, pharmaceuticals, dose calculations, and patient/caregiver education. Course includes an online component. Prerequisite: Students must be enrolled in the Nursing Program.

PHARM 122 1 cr

CLINICAL PHARMACOLOGY II

Pharmacology II continues in the pharmacology sequence to blend with the first-year nursing courses. Pharmacology material integrates and complements the coursework of concurrent nursing courses, with a focus on pharmacology, pharmaceuticals, dose calculations, and patient/caregiver education. Prerequisite: PHARM 121.

PHARM 123 1 cr
CLINICAL PHARMACOLOGY III
 Clinical Pharmacology III continues in the pharmacology sequence to blend with the second nursing course in the six-course series. Pharmacology material integrates and complements the coursework of concurrent nursing courses, with a focus on pharmacology, pharmaceuticals, dose calculations, and patient/caregiver education. Course includes an online component. Prerequisite: PHARM 122.

PHARM 124 1 cr
CLINICAL PHARMACOLOGY IV
 Clinical Pharmacology IV continues in the pharmacology sequence to blend with the nursing six-course series. Pharmacology material integrates and complements the coursework of concurrent nursing courses, with a focus on pharmacology, pharmaceuticals, dose calculations, and patient/caregiver education. Prerequisite: PHARM 123.

Philosophy

PHIL& 101 5 cr
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. (Formerly PHIL 100.) (H)

PHIL 105 5 cr
CRITICAL THINKING
 Study of informal logic. Emphasis on methods for identifying arguments, detecting common fallacies, and applying principles of correct inductive reasoning. Designed to improve rational thinking skills as applied to both belief and action. (H)

PHIL& 106 5 cr
INTRO TO LOGIC
 Introduction to first-order symbolic logic. Topics include symbolizing, truth tables, truth trees, systems of natural deduction for both propositional logic and relational predicate logic with identity, conditional and indirect proof, and invalidating interpretations. (NS)

PHIL 130 1-5 cr
ETHICS
 Introduction to moral theory and its application to contemporary moral issues. Potential topics include nihilism, relativism, utilitarianism, Kant, legal punishment, distributive justice, terrorism, abortion, animal rights, and euthanasia. (H)

Physical Education

P E 106, 107 1 cr
BADMINTON I, II
 Fundamentals of footwork, grip, rules, serving, and shot selection.

P E 108, 109 1 cr
CONDITIONING & WELLNESS I, II
 Applies health-and-wellness principles, cardiovascular fitness, and strength training for a comprehensive fitness program. Emphasis on circuit training. (E)

P E 117 1 cr
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 cr
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 cr
WATER AEROBICS
 Understanding, developing and maintaining fitness with emphasis on cardiovascular development through water aerobic exercise. No swimming skill required. Prerequisite: meet with instructor for health history report to assess pre-existing injuries or risk factors. (E)

P E 131, 132 1 cr
BASKETBALL I, II
 Fundamentals of dribbling, passing, shooting, and rebounding. Emphasis on playing. (E)

P E 133, 134 1 cr
VOLLEYBALL I, II
 Fundamentals of passing, setting, hitting, serving, and defense. Emphasis on playing. (E)

P E 136 3 cr
SCUBA DIVING
 Scuba certification "Open Water". Learn the basics of scuba diving in a safe and fun setting. Pool/lecture and ocean, NAUI certification. (E)

P E 137 3 cr
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.

P E 138 5 cr
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 1 cr
YOGA
 Introduction to the practice of Hatha Yoga, including the physical postures (asanas), breathing exercises (pranayama), meditation, and deep relaxation. Yoga improves strength, flexibility, balance, concentration, stress management, and overall health. (E)

P E 149, 150 1 cr
TENNIS I, II
 Fundamentals of footwork, grip, rules, service, various strokes. Emphasis on doubles play. (E)

P E 151, 152, 153, 154 1 cr
TAE KWON DO LEVEL I-IV
 Self-defense, self-discipline, and physical development. Safe and controlled use of kicks, punches, and blocks. (E)

P E 162, 163, 164 1 cr
WEIGHT TRAINING I, II, III
 Fundamentals of strength training with emphasis on proper lifting techniques, development of individualized workout programs, knowledge of muscles in the body, and proper use of machines and equipment. (E)

P E 170, 171 1 cr
INDOOR SOCCER I, II
 Fundamentals of dribbling, passing, shooting, and defense. Emphasis on play. (E)

P E 175, 176 1 cr
OUTDOOR SOCCER I, II
 Fundamentals of dribbling, passing, shooting, and defense for outdoor soccer. Emphasis on play. (E)

P E 192, 193, 194 1 cr
AEROBIC FITNESS I, II, III
 Focuses on increasing individual fitness levels using aerobic dance and bench stepping. Emphasis on safety and enjoyment. (E)

P E 195 1 cr
SOFTBALL I
 Fundamentals of batting, throwing, fielding, and other basic softball skills. Emphasis on play. Equipment provided. (E)

P E 210, 211, 212 2 cr
ADVANCED BASKETBALL FOR MEN
 Prepares for competition in basketball at the community college level. Prerequisite: Instructor's signature. (E)

P E 220, 221, 222 2 cr
ADVANCED BASKETBALL FOR WOMEN
 Prepares for competition in basketball at the community college level. Prerequisite: Instructor's signature. (E)

P E 230, 231, 232 2 cr
ADVANCED SOCCER FOR MEN
 Prepares for competition in soccer at the community college level. Prerequisite: Instructor's signature. (E)

P E 243, 244, 245 2 cr
ADVANCED SOCCER FOR WOMEN
 Prepare for competition in soccer at the community college level. Prerequisite: Instructor signature (E)

Physics

Course numbers with "L" = lab courses.

PHYS& 121L 5 cr
GENERAL PHYSICS I
 Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Mechanics. Prerequisite: Eligibility for ENGL& 101; MATH 099 or equivalent high school mathematics. Recommended: Working knowledge of algebra and trigonometry; one year high school physics. (Formerly PHYS 114L.) (NS)

PHYS& 122L 5 cr
GENERAL PHYSICS II
 Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Heat and electromagnetism. Prerequisite: PHYS& 121 or instructor's permission. (Formerly PHYS 115L.) (E)

PHYS& 123L 5 cr
GENERAL PHYSICS III
 Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Sound, light, and modern physics. Prerequisites: CHEM& 121L or higher; PHYS& 122L or instructor's permission. (Formerly PHYS 116L.) (E)

PHYS& 221L 5 cr
ENGINEERING PHYSICS I
 Basic principles of mechanics and experiments in mechanics for physical science and engineering majors. Prerequisites: Eligibility for ENGL& 101; MATH& 151 or taken concurrently. Recommended: one year high school physics. (Formerly PHYS 131L.) (NS)

PHYS& 222L 5 cr
ENGINEERING PHYSICS II
 Basic principles of electromagnetism, the mechanics of oscillatory motion, and experiments in these topics for physical science and engineering majors. Prerequisite: MATH& 152, which may be taken concurrently; PHYS& 221L. (Formerly PHYS 132L.) (E)

PHYS& 223L 5 cr
ENGINEERING PHYSICS III
 Electromagnetic waves, optics, waves in matter, and experiments in these topics for physical science and engineering majors. Prerequisite: concurrent enrollment or successful completion of MATH& 153, which may be taken concurrently; PHYS& 222L, or permission of instructor.

Political Science

POLS& 101 5 cr
INTRO POLITICAL SCIENCE
 Nature and function of political institutions in major national systems. Completion of ENGL& 102 or concurrent enrollment recommended. (Formerly PO SC 110.) (SS)

POLS 125 5 cr
POLITICAL IDEAS AND IDEOLOGIES
 Introductory course aimed at familiarizing the student with important ideas and ideologies that have shaped the contemporary world. Ideologies to be explored include Liberalism, Conservatism, Socialism, Nationalism, Fascism, etc. We will explore the philosophical foundations that undergird different political and economic systems in the world. To promote a deeper understanding, we will also read a selection of original works of major contributors within the ideological traditions. Recommended: ENGL& 101. (SS)

POLS& 202 5 cr
AMERICAN GOVERNMENT
 Popular government in United States; theory and practice of national institutions. (Formerly PO SC 120.) (SS)

POLS& 203 5 cr**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). (Formerly PO SC 130L.) (SS)

POLS 205 5 cr**AMERICAN STATE AND LOCAL GOVERNMENT**

Institutions, processes, and problems of local and state governments. POLS& 202 recommended. (Formerly PO SC 205.) (E)

Psychology

PSYC& 100 5 cr**GENERAL PSYCHOLOGY**

Introduction to science of behavior. Emphasis on biological foundations of behavior, cognition, learning, intelligence, motivation, memory, personality, and psychological disorders. Prerequisite: Completion of ENGL& 101 or concurrent enrollment. (Formerly PSYCH 110). (SS)

PSYC& 200 5 cr**LIFESPAN PSYCHOLOGY**

Scientific study of human growth, development, and change throughout life cycle. Physical, cognitive, social, personality, and other aspects of the individual examined through successive stages, from prenatal development until death. Prerequisite: PSYC& 100. (Formerly PSYCH 225). (E)

PSYC 205 5 cr**HUMAN GROWTH AND DEVELOPMENT**

Survey of human development, focusing on sequences and concepts of physiological, cognitive, social, and emotional development from conception through adolescence. Prerequisite: PSYC& 100 or instructor permission. (E)

PSYC& 220 5 cr**ABNORMAL PSYCHOLOGY**

Applies principles of science to study of abnormal behavior. Develop broad understanding of origin, characteristics, and classification of men-

tal disorders from perspectives of psychological theory and research. Introduction to applied areas of diagnosis and assessment incorporated. Prerequisite: PSYC& 100. (Formerly PSYCH 270). (E)

PSYC 250 5 cr**SOCIAL PSYCHOLOGY**

Study of impact of social situations on individual thought processes, emotions, and behavior. Experimental investigation of interpersonal attraction, attitude formation, conformity, aggression, social perception, helping behavior, and prejudice. Prerequisite: PSYC& 100 or SOC& 101 (Formerly PSYCH 250.) (E)

PSYC 260 5 cr**INTRODUCTION TO PERSONALITY**

Analysis of selected eminent theories of personality, with emphasis on fundamental principles. Students apply personality research tools to enliven learning experience. Discovery of influences of personal factors and life events of theorists on creation of theories. Prerequisite: PSYC& 100. (Formerly PSYCH 260.) (E)

PSYC 294 1-2 cr**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.

Social Sciences

SOC SI 101 5 cr**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.

Sociology

SOC& 101 5 cr

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. Completion of ENGL& 101 or concurrent enrollment recommended. (Formerly SOC 110.) (SS)

SOC 115 5 cr

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 cr

SOCIOLOGY OF DEVIANCE

Study of social deviance, including sociological perspectives on the definition, nature, and control of deviance in society, with a focus on selected problems associated with social deviance. Prerequisite: SOC& 101 or permission of instructor. (E)

SOC& 201 5 cr

SOCIAL PROBLEMS

Application of sociological method and theory to current social problems and issues, with focus on description, causes, and resolution. Prerequisite: SOC& 101. (Formerly SOC 220.) (E)

SOC 205 3 cr

THE CONTEMPORARY FAMILY

Exploration of social and historical development of American family. Includes cross-cultural perspectives on family structures, sex and marriage, changing gender roles, impact of changing work-place on families at risk for violence, and substance abuse. Co-listed with ECE 205. Prerequisite: SOC& 101, or 10 credits of ECE, or permission of instructor. (E)

SOC 350 5 cr

SOCIAL STRATIFICATION

A survey of the nature of social inequality in America, including its causes and consequences to the individual and society. Key issues include the social distribution of wealth, power and status; dimensions of inequality and their measurement; and explanations of stratification and inequality.

Spanish

SPAN& 121 5 cr

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. (Formerly SPAN 101). (E)

SPAN& 122 5 cr

SPANISH II

Continues from SPANISH I the four skills of mastering a second language - listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. Prerequisite: SPAN& 121, one year of high school Spanish, the equivalent, or permission of instructor. (Formerly SPAN 102). (E)

SPAN& 123 5 cr

SPANISH III

Continues SPANISH I and II emphasis on the four skills of mastering a second language, listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. Prerequisite: SPAN& 122, two years high school Spanish, the equivalent, or permission of instructor. (Formerly SPAN 103). (SS)

SPAN& 221 5 cr

SPANISH IV

Continuation of SPANISH III. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction. Prerequisite: SPAN& 123, two years of high school Spanish, the equivalent, or permission of instructor. (Formerly SPAN 201). (E)

SPAN& 222 5 cr
SPANISH V
 Continuation of SPANISH V. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction. Prerequisite: SPAN& 222, or permission of instructor. (SS)

SPAN& 223 5 cr
SPANISH VI
 Continuation of SPANISH V. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction. Prerequisite: SPAN& 222, or permission of instructor. (SS)

SPAN 240 5 cr
INTRODUCTION TO LATIN AMERICAN LITERATURE
 SPAN 240 introduces students to a variety of short stories and songs from Latin America. The course emphasizes the four communicative skills of listening, reading, speaking, and writing. Basic grammar skills are reviewed. This course is entirely in Spanish. Prerequisite: SPAN& 123, two years of high school Spanish, or instructor permission. (H)

SPAN 260 5 cr
SPECIAL TOPICS

Water Quality Control

WQC 120 2 cr
DISCHARGE PERMIT TESTING PROCEDURES
 Course assists in preparing plant operators and lab technicians to gather data that is essential to optimizing treatment processes and in demonstrating that their plant effluent meets established water quality standards. Course includes procedures that meet government standards for effluent monitoring as well as procedures to provide reliable data that can be used to make day-to-day process-control decisions.

WQC 121 2 cr
NUTRIENT TESTING LABORATORY ANALYSIS WORKSHOP
 This course follows WQC120 Discharge Permit Testing Procedures and includes procedures that meet government standards for effluent monitoring as well as procedures to provide reliable data that can be used to make day-to-day process control decisions. Prerequisite: Instructor permission.

WQC 122 2 cr
MICROSCOPY
 Class training in the essential functions of the light microscope; identification of protozoa, bacteria, and nonliving items found in waste water; and methodology for ensuring optimal functioning of wastewater system based upon microscopic findings. Students do not have to be working in a wastewater treatment plant to enroll.

WQC 123 2 cr
ADVANCED NUTRIENT/FOG ANALYSIS WORKSHOP
 This course follows WQC 121 -Nutrient Testing Laboratory Analysis Workshop and includes advanced procedures that meet government standards for effluent monitoring as well as procedures to provide reliable data that can be used to make day-to-day process control decisions. Prerequisite: WQC 121 or instructor permission.

WQC 124 2 cr
ANAEROBIC/AEROBIC
 This class provides training in process control technology, the interrelationships of various control parameters and process trouble shooting especially as these topics relate to wastewater treatment plants. Students do not have to be working in wastewater treatment plant to enroll.

WQC 124A 1 cr
PROCESS CONTROLS-ANAEROBIC
 This class provides training in anaerobic process control technology, the interrelationships of various control parameters and process trouble shooting specially as these topics relate to wastewater treatment plants. Students do not have to be working in a wastewater treatment plant to enroll.

WQC 125 1 cr

AQUATIC MICROSCOPY

Designed for water or waste water technicians or laboratory personnel. Class will demonstrate the essential functions of the light microscope; identification of protozoa, bacteria, and nonliving items found in wastewater; use of genetics for identification and methods for ensuring optimal functioning of a wastewater system.

Welding

WELD 110 15 cr

BEGINNING WELDING AND METAL FABRICATION I

First quarter of three-quarter series to produce trade welders qualified to enter the job market. Introduction to ARC welding, flame cutting, welding symbols, joint design, and welding terminology. Learn to lay out, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. Prerequisite: Permission of instructor.

WELD 120 15 cr

BEGINNING WELDING AND METAL FABRICATION II

Continuation of WELD 110. Includes arc welding in all positions, using E-6010 and E7018 electrodes, machine flame cutting, and plasma and air carbon arc cutting and gouging. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. Prerequisite: WELD 110 or permission of instructor.

WELD 130 15 cr

BEGINNING WELDING AND METAL FABRICATION III

Continuation of WELD 110/120. Includes preparation for American Welding Society (AWS) certification and introduction to gas-metal arc, flux-cored arc, and gas-tungsten arc welding processes. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. Prerequisites: WELD 110 and 120 or permission of instructor.

WELD 140 10 cr

ALUMINUM WELDING I

Introduction to hand and stationary power and pneumatic tool common to aluminum fabrication and application of those tools. Job-specific focus on blueprint reading. Standard layout, cutting and fitting techniques. Intermediate to advanced

aluminum GMAW and GTAW procedures. Plate weld in 2G, 3G and 4G positions for USCG hull certification using GMqW and optionally GTAW.

WELD 141 9 cr

ALUMINUM WELDING II

Intermediate level focus on hand and stationary power and pneumatic tools common to aluminum fabrication and application of those tools. Job-specific focus on blueprint reading. Standard layout, cutting and fitting techniques. Intermediate to advanced aluminum GMAW and GTAW procedures. Plate weld in 2G, 3G, and 4G positions for USCG hull certification using GMAW and optionally GTAW. Prerequisite: WELD 140 or instructor permission.

WELD 210 15 cr

ADVANCED WELDING AND METAL FABRICATION I

Continuation of entry-level welding program designed to increase skills and prepare for certification. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. Prerequisites: WELD 210 and instructor's permission. Enrollment on space-available basis.

WELD 220 15 cr

ADVANCED WELDING AND METAL FABRICATION II

Continuation of welding program designed to increase skills and provide preparation for the WABO certification in the GTAW processes. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. Prerequisite: WELD 210. Instructor's permission required. Enrollment on space-available basis.

WELD 230 15 cr

ADVANCED WELDING AND METAL FABRICATION III

Continuation of welding program designed to increase skills and provide preparation for AWS Pipe Welding certification in the SMAW, GMAW, FCAW, and GTAW processes. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. Prerequisites: WELD 220 and instructor's permission. Enrollment on space-available basis.

WELD 265 3 cr

ADVANCED METAL FABRICATION I

Hands-on experience using skills gained in the welding class to repair parts and fabricate projects.

WELD 270 3 cr

ADVANCED METAL FABRICATION II

Students will be required to make sketches, create material lists, plan and construct projects. Prerequisite: WELD 220.

WELD 275 3 cr

ADVANCED METAL FABRICATION III

Continuation of WELD 270.

WELD 290 1-6 cr

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.

Woodworking-Homebuilding

WWHB 100 10 cr

GREEN CONSTRUCTION I

This course focuses on the basics of green construction and design used in residential and other small-scale construction. Land development, architectural design, building placement, and landscape will be discussed. Tool and jobsite safety will be taught and practiced throughout the class. Prerequisites: High school diploma or GED along with a basic knowledge of construction terminology and practices.

WWHB 101 10 cr

GREEN CONSTRUCTION II

This course focuses on the green materials for residential and other small-scale construction while keeping the impact on the environment in mind. Everything from lumber to light bulbs will be covered in depth. Tool and jobsite safety will be taught and practiced throughout the class. Prerequisites: High school diploma or GED along with a basic knowledge of construction terminology and practices.

WWHB 102 10 cr

GREEN CONSTRUCTION III

This course focuses on the alternative design and construction methods of residential and other small-scale construction while keeping the impact on the environment in mind. Tool and jobsite safety will be taught and practiced throughout the class. Prerequisites: High school diploma or GED along with a basic knowledge of construction terminology and practices.

WWHB 105 3 cr

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.

WWHB 110 11 cr

CARPENTRY I

Introduction to carpentry basics, including safety and use of various hand and power tools; knowledge of woods and wood grain, lumber, and other basic materials; project planning; shop management; blueprint reading; and hardware and other materials used in residential home construction, site preparation, project layout, concrete form building, and foundation construction.

WWHB 115 11 cr

CARPENTRY II

Continues materials estimation; floor, wall, and ceiling framing; roof framing and trusses; and special framing, such as soffits, stairways, and built-ins. Rough-in of utilities, such as electrical, water, sewer, and telecommunications. Prerequisite: WWHB 110 or permission of instructor.

WWHB 120 11 cr

CARPENTRY III

Emphasis on roofing, interior and exterior sheathing/siding, door-and-window installation, interior and exterior trim, flooring and floor finishes, cabinet installation, and special construction features. Prerequisites: WWHB 110 and WWHB 115 or permission of instructor.

Zoology

Course numbers with "L" = lab courses.

ZOOL 101L 5 cr

INTRODUCTION TO ZOOLOGY

Introduction to the animal phyla. Studies of animal anatomy, physiology, behavior, ecology, and evolution illustrate the diversity and unity of animal life. Emphasis on animals of the Pacific Northwest. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (NS)

ZOOL 115L 5 cr

BIOL, TAXONOMY, LIFE HIST AQUATIC INVERTEBRATES

Survey course on classification, physiology, and life history of ecologically and commercially important invertebrates. Emphasis on mollusks and arthropods. Field and laboratory exercises emphasize collection methods, identification using dichotomous keys, and dissection. Prerequisites: Eligibility for ENGL& 101 and MATH 072. (E)

ZOOL 216L 5 cr

FISH BIOLOGY

Survey course on fish classification, anatomy, physiology, genetics, and life history. Laboratory portion emphasizes identification using dichotomous keys, dissections, and student participation in research projects. Prerequisites: BIOL& 100L or equivalent, ENGL& 101; eligibility for MATH 072. (E)

ZOOL 281L 5 cr

VERTEBRATE ZOOLOGY

Examination of vertebrate origins and phylogenies; analyses of biogeographic distribution of many vertebrate groups; examinations of principle adaptive features that uniquely define each major vertebrate taxon. Prerequisites: BIOL& 223L, BIOL 281L, or written permission of instructor. (E)

Administrators, Faculty & Emeriti

President's Administrative Cabinet

Thomas A. Keegan (2001)

President

A.A., Skagit Valley CC; B.A., University of Puget Sound; M.Ed., Western Washington University; Ed. D., University of Washington

Mary D. O'Neil-Garrett (2001)

Vice President, Instruction

B.A., M.A., Mills College; Ph.D., University of Dayton

Deborah J. Frazier (2007)

Vice President, Administrative Services

B.A., Drury College; M.B.A., Western Governors University

Jack R. Huls (2003)

Vice President, Student Services

A.A., Highline Community College; B.S., Seattle Pacific University; M.Ed., Western Washington University

Paula Doherty (1982)

Vice President, Institutional Effectiveness

B.A., Gonzaga University; M.L.S., University of California, Los Angeles; M.S.I.R., Troy University; Ph.D., Nova Southeastern University.

Faculty

** Indicates an Associate Faculty member.*

*** Indicates a Temporary Administrative Appointment, 2011-2013*

Randal D. Anderson (2001), Mathematics

B.S., University of Texas; M.S., Northern Arizona University

Reina Barreto (2005), Spanish

B.A., Agnes Scott College; M.A., University of South Florida; Ph.D., Florida State University

Stacie L. Bell* (1996), Chemical Dependency

B.A., Central Washington University

Dwight Q. Barry (2004), Environmental Science

B.A., Texas A&M University; M.F.S., Yale University; Ph.D., University of North Texas

Mia Boster (2003), Multimedia Communications**

B.A., Eastern Washington University; M.Ed., Western Washington University; Ph.D., Walden 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

Andrew B. Chapman* (2008), Physical Education

A.A., Olympic College; B.A.E., M.S., Eastern Washington University



Yvette D. Cline* (1997), Early Childhood Education

B.S., Central Missouri State University; M.Ed., Lesley College

Kathleen O. Craven (1993), Nursing

B.S., University of Arizona; M.S., University of Connecticut

J. Mike Daniel* (2000), Mathematics

B.E.E., M.S., Auburn University; M.S.A., The George Washington University

Jackson J. Ganzhorn (1990), Biology

B.S., New Mexico State University; M.Ag., Oregon State University

Janice A. Gardner (1991), Developmental Education

B.A., M.A.T., Washington State University; Ed.D., Seattle University

Sean S. Gomez (2008), English as Second Language

B.A., University of California, Los Angeles; M.S., Shenandoah University

Jenny T. Gouge* (1999), Medical Assistant

Highline Community College; Peninsula College

Thomas R. Grimes* (2002), Philosophy

A.B., Brown University; M.A., Ph.D., University of Arizona

Mike Hansen* (2008), Automotive

Peninsula College

Karen I. Hart (1981), Biology/Zoology

B.S., M.S., University of Washington

Bruce Hattendorf (2005), English**

B.A., Indiana University; M.A., New York University

J. Brian Hauge (2004), Terrestrial Field Biology

B.S., M.S., South Dakota State University; Ph.D., Auburn University

Beverly Hott (1996), Adult Basic Education

B.A., University of Minnesota; M.Ed., Western Washington University

Eduardo Jaramillo (2003), Computer Education

B.A., University of San Diego; M.B.A., University of California, Irvine

David P. Jones (2008), Music

B.M., University of Washington; M.M., New England Conservatory; D.M., Indiana University





Tom K. Kim (2008), Mathematics

B.A., M.A., California State University, Fullerton;
Ph.D., University of California, Davis.

Ritu S. Lauer (2008), International Studies

B.A., University of Delhi; M.A., Ph.D., University of
Denver

Helen Lovejoy (2011), English

B.A., Scribes College; M.A., University of California,
Riverside

Janet Lucas (2010), English

B.A., M.A., Eastern Washington University, Ph.D.
Indiana University of Pennsylvania

Cheryl McCurdy (1992), Nursing

A.A., Peninsula College; A.D.N., Lower Columbia
College; B.S.N., Western Washington University;
M.S.N., University of Pennsylvania

**Vici McLaughlin (1996), Information
Technology**

B.A., University of Washington; M.S., Central
Washington University

**Jeffrey E. Mauger (1997), Anthropology/
Sociology**

B.A., University of Alaska; M.A., Ph.D., Washington
State University

George E. Merrill (1970), Art

A.A., Casper College; B.A., M.A., University of
Wyoming

Michael Paul Miller (2008), Art

B.F.A., University of Wisconsin, Oshkosh; M.F.A.,
University of Wisconsin, Madison

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

Kathy Murphy-Carey (1975), Counseling

B.A., M.Ed., Gonzaga University

Bonnie L. Rathod (2000), Nursing

B.S., University of Arizona; M.N., University of
Washington

Richard J. Riski* (2000), Journalism

B.S., Ohio State University; M.A., University of
Memphis

Lawrence W. Smith (1998), Mathematics

B.S., M.S., Purdue University

Jill M. Snyder (1998), Business/Accounting

B.A., Pacific Lutheran University; M.Ed., Western
Washington University; C.P.A., State of Washington

**Steven N. Snyder (1977), Information
Technology**

B.A., Central Washington University; M.B.A., City
University; C.P.A., State of Washington

**Sherry B. Sparrowk (1997), Administrative
Office Systems**

B.S., Walla Walla College; M.A., Pacific Lutheran
University

William G. Spring (1991), Psychology

B.S., University of Puget Sound; M.S., Western
Washington 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

Jake N. Stickelmeyer (2003), Nursing

A.D., Spokane Community College; B.S., Eastern
Washington University; M.S., University of
Washington

Matthew Teorey (2005), English

B.A., Northwestern University; M.A., Central
Washington University; Ph.D. University of New
Mexico

Daniel A. Underwood (1992), Economics

A.A., Fullerton College; B.A., California State
University, Fullerton; Ph.D., University of Utah

Benjamin Weintraub (2011) Chemistry

B.A., University of California, Berkeley; Ph.D.
Georgia Institute of Technology

Emeriti

Retired Peninsula College faculty and administrators who have worked for the college for at least 10 years are eligible for recommendation for inclusion on the college emeriti list.

Phillip D. Adams, Counseling (1974-2010)
 Marjorie Avalon, English (1961-1979)
 Thelma Barnes, Nursing (1963-1975)
 Karl Baumwell, Criminal Justice (1984-1997)
 Leonard W. Beil, Director of Vocational Education (1970-1981)
 Ruth A. Bopp, Secretarial Science (1969-1985)
 Richard Brauninger, Mathematics (1968-2000)
 Gary Brown, Computer Electronics (1980-2001)
 Allan A. Carr, Vice President (1980-2001)
 Philip L. Churchley, Chemistry (1961-1996)
 Barbara Clampett, Family Life Education (1973-2006)
 Stan Compton, Computer Science (1989-2003)
 Paul G. Cornaby, President (1975-1992)
 Ronald Crawford, Physics/Physical Science (1965-2004)
 Alice Derry, English/German (1980-2009)
 Dorothy Drain, History (1996-2003)
 L. Jane Emmenegger, Director of Library Services (1969-1982)
 Jack Estes, English (1967-1991)
 David Estrem (1992-2008)
 Joan Ethier, Vice President (1993-2003)
 John Evans, Mathematics (1964-2000)
 Helen Farrington, Nursing (1972-1989)
 Arthur Feiro, Dean of Students (1961-1982)
 Richard Fisch, History (1961-1987)
 George Galles, Accounting (1961-1977)
 William D. Garrison, Computer Technology (1983-2002)
 Douglas Gilleland, Automotive Technology (1972-1992)
 Richard Hendry, Counseling (1970-1998)
 Thomas Hostetler, Speech (1968-1997)
 Ken Jacobsen, Computer Technology (1978-2009)
 Diane Johnson, Family Life Education (1978-1997)
 Fred Johnson, Fisheries, posthumous (1998-2008)
 Jonathan Koehler, Bookstore Manager, posthumous (1997-2007)
 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)
 E. John Maier, President (1961-1975)
 N. Ross Maloney, Economics, Business Administration (1962-1989)
 Roberta T. Mantooth, Journalism (1975-2000)
 Paul D. McCarrell, Associate Dean, Vocational Education and Counseling (1981-1993)
 Lucile C. Mealey, Executive Assistant to President/Personnel Director (1975-1988)
 James Shawn Moore, Spanish (1968-2002)
 Wilfred J. Morrish, Business, Mid-Management (1968-1988)
 Carolyn Muir, Administration (1995-2007)
 Linda Nutter, Information Technology (1985-2008)
 Steven Olson, English (1991-2009)
 M. Frances Prindle, Dean of Instruction (1975-1990)
 Jon Purnell, Surveying/Geomatics (1997-2007)
 Werner C. Quast, Political Science/Philosophy/German (1962-1993)
 Dolores Reher, Nursing (1975-1989)
 Thomasine L. Schwent, Nursing (1974-2001)
 H. Joy Sheedy, Director, Educare Center (1982-2001)
 Margaret Holm Spillane, English (1962-1986)
 Gary Stocker, Automotive Technology (1985-1988 and 1992-1999)
 Craig S. Switzer, Technical Engineering (1972-1993)
 Frank H. Thayer, Dean of Administrative Services (1965-1992)
 Frederick S. Thompson, English/Humanities (1979-2010)
 Edward Tisch, Biology/Botany, posthumous (1966-2007)
 George Van Deusen, Engineering (1969-2000)
 James Walton, Vice President (1980-2001)
 W. Laurence Welch, Education, Reading (1968-1990)
 Thomas Wells, Diesel Technology (1971-1999)
 Bob Willicut, Counseling (1972-2001)
 John M. Willits, Jr., Technical Engineering (1968-1995)
 Floyd F. Young, Dean of Instruction (1961-1987)

Calendar, Things You Should Know

Academic Calendar

Summer Quarter 2011

July 5	Classes begin
August 18	Classes end

Fall Quarter 2011

Sept. 26	First day of classes
Nov. 11	Veterans' Day holiday
Nov. 14-18	Advising week
Nov. 21-23	Returning, degree-seeking student registration, Winter Quarter
Nov. 23, beginning at 3 p.m.	Winter registration for new and former students
Nov. 28	Open Registration
Nov. 24, 25	Thanksgiving holiday
Dec. 15	Last day of classes

Winter Quarter 2012

Jan. 3	First day of classes
Jan. 16	Martin Luther King, Jr. holiday
Feb. 13-17	Advising week
Feb. 20	Presidents' Day holiday
Feb. 21, 22, 23	Spring registration for returning, degree-seeking students
Feb. 23, beginning at 3 p.m.	Spring registration for new and former students
Feb. 24	Open registration
Mar. 22	Last day of classes

Spring Quarter 2012

Apr. 2	First day of classes
May 21-25	Advising week
May 29, 30, 31	Summer/Fall registration for returning, degree-seeking students
May 31, beginning at 3 p.m.	Summer/Fall registration for new and former students
June 1	Open Registration for Summer/Fall
May 28	Memorial Day holiday
June 14	Last day of classes
June 16	Commencement



Catalog Information

This catalog is designed to provide information for persons who are planning to attend Peninsula College. Although the college staff has attempted to make it as comprehensive and accurate as possible, the catalog may contain errors, and program changes may occur during the one year the current catalog is used. Peninsula College reserves the right to cancel courses. While each individual may work with a Peninsula College advisor, you retain personal responsibility for meeting requirements in this catalog and for being aware of any changes in provisions and requirements.

Peninsula College academic programs are approved by the Higher Education Coordinating Board's Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. code.

Nondiscrimination Policy

Peninsula College is committed to assuring that all programs and activities are readily accessible to all eligible persons without regard to race, color, religion, national origin, sex, age, disability, marital status, sexual orientation, genetic information, or Vietnam-era or disabled veteran status. The laws under which the college operates are described below:

- Title VI and VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance.
- Title IX of the Education Amendments of 1972, which prohibits sex discrimination in all federally assisted education programs.
- Title II of the Genetic Information Nondiscrimination Act of 2008, which prohibits discrimination on the basis of genetic information.
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with disabilities by the recipients of federal financial assistance.

- The Washington State Law Against Discrimination, RCW 49.60, which prohibits discrimination on the basis of race, creed, color, national origin, sex, marital status, age, or disability.
- The Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendment Act (ADAAA) of 2008, which prohibits discrimination on the basis of disability by any public entity and which requires reasonable accommodation for qualified persons with disabilities.
- The Civil Rights Act of 1991, which amends Title VII and other federal civil rights statutes.

Persons with questions regarding college policies relating to these laws should contact the Director of Human Resources / Affirmative Action Officer at Peninsula College.

Peninsula College will make every effort to ensure that the lack of English skills will not be a barrier to admission and participation in vocational education programs.

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 our website at www.pencol.edu or our quarterly schedule of classes 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.

Nondiscrimination Policies

Board Procedure Number: 501.01

Date Adopted: December 5, 1997

Revised: March 25, 2005; December 9, 2008; June 14, 2011

Peninsula College is committed to protecting the rights and dignity of each individual in the campus community and prohibits any form of discrimination. All Peninsula College employees and students may report alleged discriminatory behavior without fear of restraint, reprisal, interference, or coercion. An employee's status with the College shall not be adversely affected because he or she utilizes the following procedures. A student's status with the College shall not be adversely affected for following the procedures outlined in the Student Conflict Resolution Procedure, 432.01. Peninsula College's informal and formal complaint procedures are designed to ensure fairness and consistency in the College's relations with its employees and students. Nothing in these procedures, or the Student Conflict Resolution Procedure, shall be construed as abridging the rights of an employee or student to allege

discrimination in exercising constitutional or statutory rights which may be available.

Informal Review Procedures

Employees are encouraged to communicate his or her discrimination complaint to the appropriate supervisor. Every effort should be made to resolve the complaint informally within the department. However, should an employee feel that he or she is unable to discuss the complaint with the appropriate supervisor, the employee should go to the major administrator for that unit, department, or division to discuss the issue. The employee may also wish to exercise his or her rights to pursue a formal resolution, which may include mediation with the assistance of the affirmative action officer.

Formal Review Procedures

The following formal review procedures have been established for those kinds of discrimination complaints which remain unsolved after an informal review has occurred and when the informal procedure has failed to resolve the complaint to the satisfaction of the parties.

Any employee who believes he or she has been discriminated against in connection with a violation of the College's Nondiscrimination Policy may, after the informal procedures have failed, file a formal complaint in writing with the College's Affirmative Action Officer (AAO), Bonnie Cauffman, Director of Human Resources, 1502 E. Lauridsen Boulevard, Port Angeles, WA 98362 (Phone: 360.452.9277), stating the complaint and requesting a remedy. The complaint shall be filed within ninety (90) business days of the failed informal procedure or one-hundred eighty (180) business days of the most recent alleged incident, whichever is longer. Within five (5) business days of the filing, the AAO shall serve a copy of the complaint to the respondent and notify the respondent's major administrator. The respondent shall have ten (10) business days in which to respond to the allegations in the complaint in writing and submit the reply to the AAO. Within five (5) business days of the receipt of the reply, the AAO shall show the reply to the complainant, and ask both the complainant and respondent if they will mediate the complaint.

If the parties agree to mediation then the AAO will initiate the mediation process within ten (10) business days of receiving the request for mediation. The actual mediation should occur within thirty (30) business days of the request for mediation. For sufficient cause, or by agreement of the parties, the mediation date may be extended beyond thirty (30) business days.

1. If the complaint is unresolved after mediation, or if either party refuses to mediate, the AAO, or a qualified designee shall then investigate the complaint. Depending upon the circumstances, this investigation may include meetings with the employee, the immediate supervisor, the major administrator, and any other person who may be involved. A finding of probable cause or no probable cause shall be given to the employee or student by the AAO within seventy-five (75) business days of the filing of the complaint. The time may be extended by mutual agreement between the complainant and respondent. All parties involved have the right to protection from any retaliating behavior by the alleged discriminator or any College employee. All complaints shall be kept as confidential as is reasonably possible during the investigation/ resolution process. However, complaints may be subject to public disclosure under the state's Public Disclosure Act,

and therefore the College cannot assure confidentiality to any participant in the process.

Complainants, individuals charged, and any witnesses are entitled to legal representation of their selection throughout the complaint process. If the individual charged is an employee, then the employee shall be notified that his/her bargaining unit representative will be notified that a complaint has been filed against him/her, unless he/she requests that no notification be made.

2. If the complainant or respondent is unsatisfied with the results of the review as indicated above, that person may appeal to the College President or the President's designee. All information related to the complaint shall be forwarded to the President, or President's designee, by the AAO. The complainant or respondent may submit additional relevant information. The President, or President's designee, shall within fifteen (15) business days of receipt of the appeal, communicate in writing to the complainant and respondent a decision, with a copy to the AAO. The time may be extended for sufficient cause or by agreement of the parties and President or President's designee. The decision of the President, or President's designee, shall be the College's final decision.