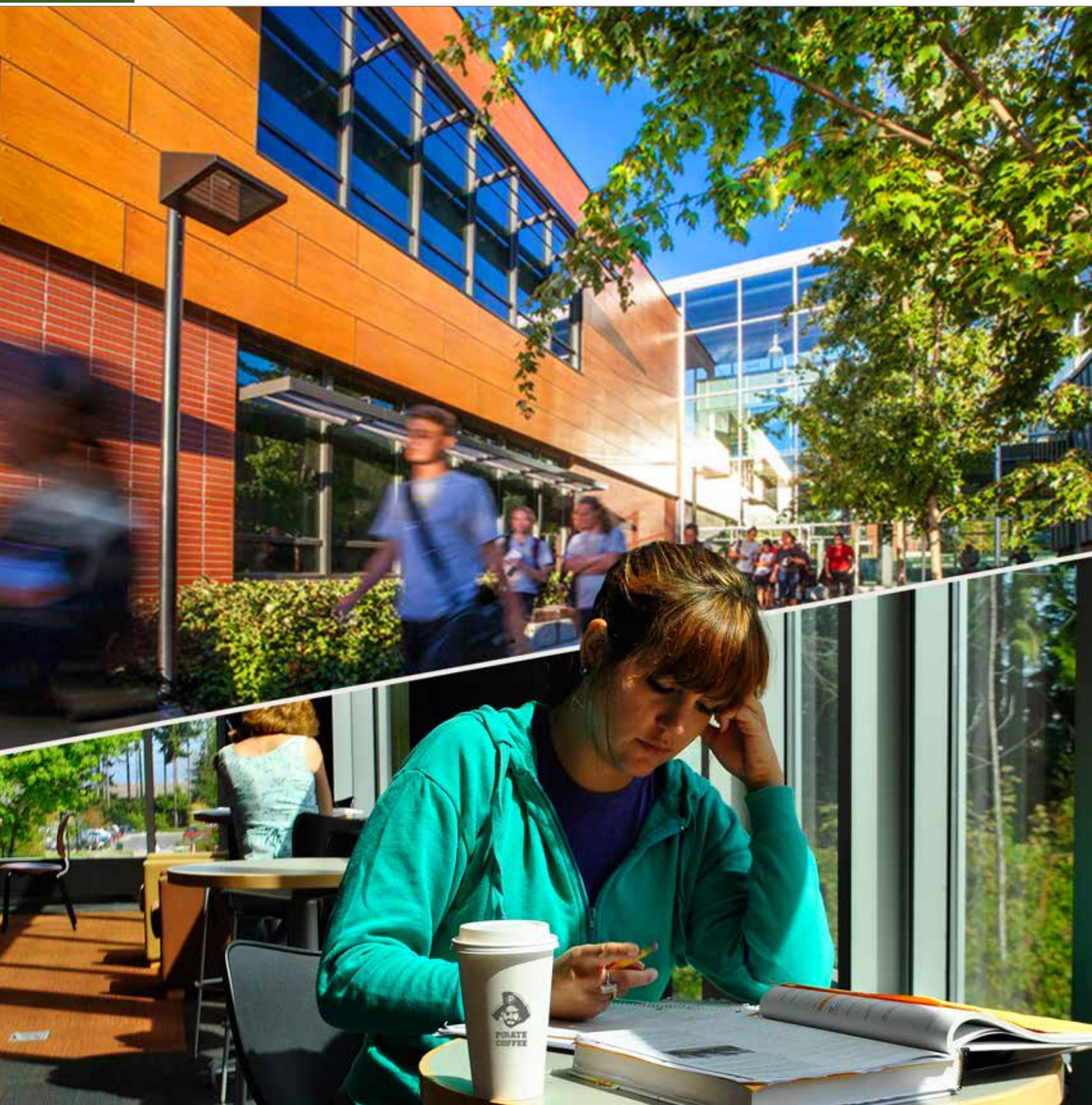




PENINSULA COLLEGE



Course Catalog

2013 /
2014

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

Coordination of compliance is the responsibility of the following:

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

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

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

Bonnie Cauffman, *Director of Human Resources*
1502 E. Lauridsen Boulevard
Port Angeles, WA 98362
Número de Teléfono: (360) 452-9277

A Message from the President

Welcome to Peninsula College! As you look through the pages of this catalog and explore our student-friendly website, you'll discover a very special place, a college that puts you—the student—front and center.

We know how important your college years are. We also know they can be confusing as you explore the many educational options before you, but at Peninsula College you will always have a faculty member or staff person ready to help you every step of the way.

Peninsula College is an exceptional place to explore your potential, discover new skills and interests, and decide your future. You can earn a baccalaureate degree, associate degrees that will prepare you for transfer to four-year colleges and universities, and professional technical degrees and certificates designed for immediate entry into the world of work.

One of the things you'll discover when you become part of our campus is that time never stands still at Peninsula College, nor will you. That's because there are so many exciting things happening each and every day. In addition to exploring new classes, uncovering hidden talents, and discovering new interests, you'll find a hundred different activities to immerse yourself in, from joining clubs to participating in athletics, writing for student publications, attending concerts by renowned performers, watching classic films, meeting famous authors, and more.

Our students choose PC because they know they can get an excellent education at a fraction of the cost they would pay at other colleges and universities. They also know that our location on the Olympic Peninsula of Washington state offers unparalleled opportunities to explore career options and participate in studies and research projects that take them outside the classroom and into a unique natural environment that includes a World Heritage National Park, snowcapped mountains, rainforests, ocean beaches and old-growth forests.

Students are also drawn by our growing international program, providing opportunities to study in other countries and to get to know international students in and outside the classroom. Additionally, they can study right here on campus with scholars from other countries, such as China and Spain, and they are also able to meet and take courses with visiting Fulbright Scholars. Most recently, during the 2012-2013 academic year, Peninsula College hosted Fulbright Scholar-in-Residence Dr. Sandep Kandhwal, Head of the Department of Zoology at Government College, which is affiliated with Kurukshetra University in India.

Leadership opportunities abound, too, and many of our students quickly become involved with the Associated Student Council and various clubs. Many also choose to become Student Ambassadors.

And nowhere can the "Pirate Spirit" be seen more clearly than in our outstanding athletic program, which is recognized as one of the strongest in the Northwest Athletic Association of Community Colleges. The Pirate men's and women's soccer teams both won NWAACC championships last fall and finished as the No. 7 and No. 10 ranked teams in the nation, according to the National Soccer Coaches Association of America. And our men's and women's basketball teams are both coming off back-to-back NWAACC Tournament appearances, making them perennial powers in the North Division.

When you come to Peninsula College, I urge you to also get out, get involved and get a real taste of what we have to offer. What you learn during your time here will prepare you to enter the world and help to change it for the better.

I look forward to meeting you and welcoming you to the amazing place that is Peninsula College.

Sincerely,

Dr. Luke Robins



OUR MISSION



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

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

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.



CORE THEMES

EDUCATION

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

OPPORTUNITY

- Achieve an enrollment distribution that is representative of State expectations and the district profile.

- Provide financial assistance that facilitates student access.
- Provide a college environment that places teaching and learning at the center of institutional practice, provides quality services to students, and demonstrates sound and planful stewardship of public resources.

ENRICHMENT

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

PENINSULA COLLEGE BOARD OF TRUSTEES



Mike Glenn



Dwayne Johnson



Mike Maxwell



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; Keegan Hall, our 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 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

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

Construction of the new campus began in 1964, and a year later the first classes were held on the present site of Peninsula College with additional classes being offered all across our



district. Today, the main campus spreads out over 75 acres of land in the foothills of the Olympic Mountains, overlooking the city of Port Angeles and its busy, international harbor.

Our facilities include a Student Services Center; Maier Hall, our new Arts and Humanities Building, completed in 2011; Keegan Hall, 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 is the largest building on campus, at 62,950 square feet. The intimate 130-seat performance hall is the centerpiece of the facility. Outfitted with the latest in sound and lighting equipment, it has been physically shaped to provide superb acoustics and ideal conditions for music, lectures, or poetry readings. Completely equipped art and ceramic studios and spacious music practice and rehearsal rooms allow students to completely explore all of the arts and discover talents they may not be aware they have. Rounding out the facility are classrooms, a Basic Skills Center, faculty offices, and a learning lab area that includes computer, math, English, and foreign language labs.

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

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

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

S'Klallam, and Lower Elwha Klallam.

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

In fall 2010, tribal leaders, elders and youth from all six



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

The 26,680-square-foot Library/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 students. Still others are returning for career retraining, to brush up on their job skills, to get their GED, to take ESL courses, to learn how to work with computers, or to take personal enrichment courses. But no matter why they are here, they all want the same thing—a quality education at a price they can afford.

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

PC Pirate Athletics

The Peninsula College athletic program is among the strongest in the Northwest Athletic Association of Community Colleges (NWAACC). The Pirates’ Men’s Soccer Team has established itself as a NWAACC soccer super power with seven straight trips to the playoffs, four Final Four appearances, four West Division championships – and, in 2010 and again in 2012, NWAACC championships! 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 and again in 2012, and his team finished the season ranked seventh in the nation.

Peninsula College launched women’s soccer in 2010, and the Pirates made an immediate impact on NWAACC. Head coach Canyon Anderson directed a squad of 15 freshmen women to a second-place finish in the West Division and a spot in the NWAACC playoffs and then, in only their second year, took the team all the way to the NWAACC championship game, finishing the year with a West Division championship and a second place trophy. He was named NWAACC Coach of the Year. Then, in just year three, the Pirates were ranked No. 10 in the nation, repeated as West Division champions and won Peninsula’s first-ever women’s NWAACC championship.



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

The Peninsula College basketball program also has an excellent reputation across the region. The men’s team is a perennial North Division power. The Pirates broke through in 2011 to claim Peninsula’s first NWAACC Championship since 1970, and they did so under first-year head coach Lance Von Vogt, who was named NWAACC Men’s Basketball Coach of the Year. The Pirates were on their way to a repeat of that season in 2012, but had to settle for fourth place. They qualified for the tournament again in 2013, but again fell short of the title, despite being ranked in the top 10 most of the season. The Peninsula College women’s basketball team is on its way up. The Pirates had a good year in 2012 after missing postseason play for two straight years. Head coach Alison Crumb’s Pirates placed third in the North Region and qualified for the NWAACC Championship Tournament. They then made a strong run again in 2012-13, only to fall short of the trophy round at the finals. 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, a Junk Art Welding show, and an End-of-Term Concert by the Music Department.

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

All of our students can contribute 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 Keegan Hall, 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

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 both the associate and 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 six associate degrees designed for transfer to baccalaureate institutions awarding the Bachelor of Arts or Bachelor of Science degrees. They are the Associate in Arts, the Associate in Arts Honors, the Associate in Science, the Associate in Business Education, the Associate in Math Education, and 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**
- **Advanced Manufacturing / Composites Technology**
- **Automotive Technology**
- **Business Administration**
- **Commercial Driver's License**
- **Computer Applications Technology**
- **Criminal Justice**
- **Cybersecurity and Computer Forensics**
- **Early Childhood Education**
- **Emergency Medical Technician**
- **Energy Efficiency**
- **Family Life Education**
- **Food Service Management**
- **Green Building**
- **Homeland Security Emergency Management**
- **Information Technology**
- **Medical Assistant**
- **Multimedia Communications**
- **Nursing**
- **Physical Therapy Assistant**
- **Radiology Technology Cooperative Program**
- **Water Quality Control**
- **Welding**



Bachelor of Applied Science

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

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

Certificates

Several one-year-or-less certificate programs are offered in Addiction Studies, Administrative Office Systems, Advanced Mfg/Composites Technology, Automotive Technology, Business Administration, Carpentry, Computer Applications Technology, Criminal Justice, Early Childhood Education, Food Services Management, Green Building, Multimedia Communications, Medical Assistant, and Welding.

Descriptions of these programs begin on page 37 of this catalog.



Community and Business Education

Community Education

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

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

A quarterly schedule describing Community Education courses offered throughout the region is available prior to each quarter. Limited summer courses are also offered. For additional information, please email at lhopie@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, visit www.pceinstitute.com or 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, job-related instruction, skills assessment and evaluation, as well as training equipment, materials, facilities and supplies. All of the training is customized to meet the training needs of the company.

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

For additional information, please email at lhopie@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 blawrence@pencol.edu or call (360) 417-6344.



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

Adults 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 understanding, speaking, reading, and writing English. For information and class locations, call (360) 417-6380.

Integrated Basic Education and Skills Training (I-BEST) allows students to begin a workforce education career pathway program while improving their basic English, reading, writing, or math skills. Peninsula offers a variety of I-BEST programs including Medical Assistant, Administrative Office Systems, Automotive Technology, Welding, Early Childhood Education, and others. Financial assistance is available to help pay for tuition and books. Call (360) 417-6382 for more information.

Complete Your High School Education

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

Beginning in January, 2014, Peninsula College will begin offering a competency-based Adult High School Diploma for adults 21 years or older. This new version of diploma is built to allow adults to use their life experiences rather than seat time requirements and is aligned with existing college programming

in basic skills, preparation for vocational programs and credentials and degrees at Washington colleges. For information, contact the Transition Center at (360) 417-6382.

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 to which a student wishes to transfer.

Running Start students will be responsible for the cost of books, supplies, transportation, and fees. Tuition is covered up to 15 credits per quarter as long as the combined course load between the college and high school stays below 1.2 FTE. Students with combined high school and college schedules that



exceed 1.2 FTE during any college quarter must pay college tuition on the additional credits. Please note, waivers may be available for students who qualify for the free or reduced lunch program through their school district.

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

Professional Technical Education Program

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

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.



ENROLLMENT Requirements



Requirements to Attend

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

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

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

The college administers an assessment test to all individuals who have not satisfactorily completed one or more quarters of college-level work, which includes English and math with a 2.00 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. Beginning Fall 2013 the College will follow the Washington approved Reciprocity Agreement Policy. The college reserves the right to deny individuals entrance to specific programs if they do not meet established achievement-level requirements.

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

Nonmatriculated Enrollments

Non degree-seeking students are not required to apply for admission to the college but must 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 at www.pencol.edu 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. You must complete a Transcript Evaluation form to have your previous college credits apply toward your degree. This form is located on the College website, www.pencol.edu. All transcripts become the property of the college.

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

Registration Procedures

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

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

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

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 the following:

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

For complete application/fee requirements go to www.pencol.edu

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

- 500 or higher in TOEFL.
- IELTS 5.5 (no band lower than 5.0)
- 92 or higher on the Peninsula College ESL Compass Placement Test.
- Two years of American high school study, with a minimum GPA of 2.0.
- Successful completion of the Advanced Level of the IELTS Program at Peninsula College or any accredited ESL program in the United States.
- Transferring from the academic program of an accredited 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 IELTS classes. If your TOEFL scores are between 450 and 499, you may be allowed to take a college class, such as Music, Physical Education, or Math, that do not require heavy reading or writing assignments along with your IESL courses.

English Requirements for IELTS (Intensive English Language Studies) Program

There is no English proficiency requirement.

Note: Students who apply without TOEFL scores will be automatically accepted into the IESL program.

Students transferring from another institution within the

United States will need to submit the following documents in addition to the regular admission requirements:

- A copy of I-94 and visa.
- A copy of passport (pages containing photo and demographic information).
- Copies of all previous I-20s International Student Transfer Form (signed by current foreign student advisor).
- An official copy of institution's transcript if you wish to transfer credit.

Please send your application to:

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

For more information, contact the Peninsula College International Student & Faculty 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.

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

- Federal Pell Grant
- SEOG (Supplemental Educational Opportunity Grant)
- 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.



Basic Food Employment and Training (BFET)

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

WorkFirst

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

Tuition and Fees

Current tuition and fee information is published on the college website 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 the College website 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 withdrawal.

Grading

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

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

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

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

- P - Passing
- S - Satisfactory
- W - Withdrawal
- I - Incomplete
- N - Audit
- U - Unsatisfactory
- V - Discontinued Attendance
- R - Repeated course
- Z - Continuous Enrollment
- * - No grade reported/invalid grade

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

Discontinued Attendance

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

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

Passing/Unsatisfactory Grades

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

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

Audit

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

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

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

Academic Progress & Performance

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

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

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

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

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

Plagiarism/Cheating

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

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

An individual who is enrolled in and completes at least 12 quarter hours of credit in courses numbered 100 or above for which grade points are assigned, receives no incomplete grades, and earns a quarterly grade point average of not less than 3.90, 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.



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

Transferring Previous Credits to Peninsula College

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

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

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

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

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

Military Credits

When military courses are directly related to your course of study or program at Peninsula College, it is possible for credit to be awarded for use toward a specific degree or certificate. It should be noted, however, that many such courses may

not be applicable and, therefore, no credit will be awarded. Procedures for requesting a formal evaluation of credit may be obtained from Student Services (360) 417-6340.

Credit by Examination

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

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

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

Graduation

Requirements for graduation from Peninsula College specify:

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 at www.pencol.edu.

Graduation Checklists

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

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

Application for Graduation

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

STUDENT Services

The Student Services Center is open throughout the year to assist new and returning students with admissions, financial aid, educational planning and registration. The Student Services Center is located in 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. Staff is available for community outreach opportunities. Contact us at Diversity@pencol.edu or call (360) 417-7987 or toll free in Washington 1 (877) 452-9277, ext. 7987 for information.

International Student & Faculty Services (ISFS)

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

Services for Students with Disabilities

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

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

Accommodations may include, but are not limited to:

- Sign language interpreter
- Extended time, reader, scribe for testing
- Note-taker
- Alternative format



- Tape recorder for lecture
- Ergonomic chair

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 can be found at www.pencol.edu.

Veterans' Services

Peninsula College recognizes and appreciates all who have served in the United States Armed forces. If you are a veteran, or a survivor or dependent of a veteran working toward a degree or certificate, you may be eligible for veterans' educational benefits. To determine eligibility and apply for benefits, 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 at www.pencol.edu or meet with the VSO advisor who can assist with the new student process, educational planning questions, and provide referrals to campus, local, regional, and state resources.

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

If you have any questions, 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.

Service Members Opportunity Colleges

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

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

Student Government

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. Information about Student government and the ASC Constitution are available on the Peninsula College web site.

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 at www.pencol.edu.

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.

Clubs and Organizations

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

Honor Society

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

Recreation 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 recreation activities, special events, and open recreation. 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 during mid-day in the gymnasium and throughout the day for personal fitness in the college's new Fitness Center.

Intercollegiate Athletics

Peninsula College offers men's and women's varsity basketball and men's and women's varsity soccer. The Peninsula College Pirates play in the Northwest Athletic 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:

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

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

The College also features a 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.

Cultural Enrichment Drama/Music

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

Longhouse & Art Gallery

Built in 2007, the Peninsula College Longhouse "House of Learning" builds bridges of understanding and knowledge among local tribes, students, educators and visitors by establishing a special place for all students and community members to meet, study, and interact. The Longhouse creates a space on campus to experience and study art, culture, and history and serves as a place to gather for cultural ceremonies, campus programming, and community events that embrace the spirit of the "House of Learning."

The Longhouse Art Gallery features exhibits by regional Native artists, creating a space where artists can share their work and culture with Peninsula College students, faculty, staff, community members and visitors.

STUDENT Resources



Student Union Building

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

activities for enjoyment and enrichment in the PUB throughout the year, ranging from concerts to student talent shows, dances, barbecues, and ice cream socials.

Child Care

The Educare Center offers a preschool and child care program for children, ages 3 to 6, of parents or guardians who are students, staff, or faculty at Peninsula College. (This program is also open to the general community if space is available.), The Educare Center, is located on the west side of the campus, behind the gymnasium (Room N-19).

Information regarding hours of operation, eligibility, curriculum, fees, or other aspects of the program may be obtained by calling the Educare Center at (360) 417-6532 or visiting the College website at www.pencol.edu.

Bookstore

The Bookaneer Campus Store is an essential component of campus life, providing materials and services designed to help students achieve academic success while promoting college activities to both students and our community. It offers course materials, including new and used textbooks, E-books, and textbook rentals. Computer software at academic prices, student supplies, Peninsula College Pirate Gear, and a large assortment of food and beverage items are also available. The 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 9:00 am - 2:00 pm, and Tuesday through Friday from 9:00 am - 4:00 pm, with extended evening hours at the beginning of each quarter. You may also browse and/or order merchandise at the Bookaneer online at <http://bookaneer.pencol.edu>.

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 both print and electronic resources. 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 Web.

The Library/Media Center's collection of local resources includes more than 40,000 books and 150 journal subscriptions. Interlibrary loan services enable students to acquire resources from libraries throughout the United States and Canada.

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

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

The library is open Tuesday through Friday during the academic year, except for holidays and quarter breaks. Current hours are posted to the Library's website.

You are encouraged to use the many resources of the Library/Media Center, whether for research, class-related projects, independent learning, or leisure. LMC staff are available to assist you in any way they can.





Learning Assistance

Maier Hall Learning Center

Peninsula College's Maier Hall Learning Center is open to students at all levels and abilities working on projects for any class (including online courses) in any discipline. We're creating better students, not just better assignments. The Maier Hall Learning Center is located on the first floor of Maier Hall (E-Building). The Learning Center includes these free services: Writing Response, Research and Writing, Math and Computer Labs, and Tutoring/e-Tutoring.

Writing Lab

At the Writing Lab students can make individual appointments for writing help or use the lab's computers to work on essays and research. The Writing Lab is open weekdays to all students engaged in writing projects in any discipline. Writing instructors staff the lab and respond to student writing. Students sign up for 30 or 60 minute response sessions. During these sessions responders will discuss the paper's strengths and weaknesses, focusing first on larger issues such as clarifying ideas, developing and supporting those ideas, structuring them for readability and coherence, and using mechanics (grammar and punctuation) for clarity.

The lab can also help students understand an assignment's expectations and generate ideas before they begin their writing. The computers in the Writing Lab are also open to students who would like a place to work independently on research and writing assignments. The computers have Microsoft Office and internet access, and a number of writing handbooks are available. Students also have access to a printer in the nearby Computer Lab.

Math Lab

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

Computer Lab

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

Tutoring

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

- **One-on-one peer tutoring**
- **Writing response**
- **E-Tutoring (online tutoring assistance)**

Math assistance and computer help also are available in the math and computer labs (see above).

DEGREE Programs & Certificates

Since 1990, general education competencies define the basic academic skills all graduating students should possess upon completion of their studies. Arts and Sciences students achieve these skills as they move through their required and distribution courses. Professional and Technical students achieve them in the required courses. Students learn the core knowledge of each program and discipline as they take courses in these areas.

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.



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.

MASTER LIST: Degrees, Programs, Certificates & BAS

Available

Arts & Sciences Degrees (AA or AS)

Associate in Arts
Associate in Science
Associate in Business
Associate in Elementary Education
Associate in Mathematics Education

Available

Professional & Technical Programs (AAS or AAS-T)

Addiction Studies
Administrative Office Systems
Advanced Manufacturing / Composites Technology
Automotive Technology
Business Administration
Commercial Driver's License
Computer Applications Technology
Criminal Justice
Cybersecurity and Computer Forensics
Early Childhood Education
Emergency Medical Technician
Energy Efficiency
Family Life Education
Food Service Management
Green Building
Homeland Security Emergency Management
Information Technology
Medical Assistant
Multimedia Communications
Nursing
Physical Therapy Assistant
Radiology Technology Cooperative Program
Water Quality Control
Welding

Available

BAS Degree

Bachelor in Applied Science in Applied Management

Available

Certificates

Administrative Office Systems	Computer Applications Technology
Alternate Fuels- Automotive Technology	Criminal Justice
Carpentry: Basic Carpentry & Concrete Foundations	Early Childhood Education
Carpentry: Exterior & Interior Finish	Food Service Management
Carpentry: Framing	Green Building
Composite Structures	Green Building-Carpentry
Composites Materials-Advanced Certificate	Health Care Assistant
	Medical Assistant
	Welding Technology

Available

Short Term Certificates

Accounting	Early Childhood Education—Children with Special Needs
Addiction Counseling and Case Management	Early Childhood Education—General
Addiction Counseling and Wellness	Early Childhood Education-Infant Toddler
Addiction Studies	Early Childhood Education-Initial
Addictive Drug Studies	Electronic Medical Billing
Administrative Software Specialist	EMT- Emergency Medical Technician
Advanced Web Design	Engine Performance
Arc Welding	Engine Repair
Automatic Transmissions & Transaxles	Family Life Education—Leadership Skills Cert
Automotive Brake Systems	Family Life Education—Parenting & Family Mgmt Skills
Automotive Electrical/Electronic Systems	Geriatric Care Giving
Automotive Heating & Air Conditioning	Intermediate Welding
Automotive Suspension & Steering	Journalism Foundations
Beginning Welding	Legal Assistant I
Business Administration	Legal Assistant II
Business Economics & Finance	Manual Drivetrains & Axles
Business Entrepreneurships	Medical Coordinator Specialist
Business Environment	Medical Transcription I
Business Management	Medical Transcription II
Business Technology	Nursing Assistant
Commercial Driver's License	Office Assistant I
Composites Entry Level Training Module I	Office Assistant II
Composites Entry Level Training Module II	Receptionist
Composites Entry Level Training Module III	TIG Welding
Composites Entry Level Manufacturing	Waste Water/Water Quality Control
Computer Application Fundamentals	Web Design
Computer Applications I	Wire Feed Welding
Digital Imaging Editing	Youth Addiction Studies
Digital Layout Design	
Digital Photography	
Digital Video	

AA & AA-Honors List of Approved Courses:

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

Communication Skills:

ENGL& 101	5 credits
ENGL& 102	5 credits

Quantitative Skills:

Does not also count in Natural Sciences below.

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

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

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

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

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

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

ASSOCIATE Degrees

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

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:

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

A cumulative grade point average of 2.00 or above in college-level courses.



ASSOCIATE Degrees

Associate in Arts—Honors—DTA Degree

Degree Requirements

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:

- **English Composition 101 and 102:** Five credits each.
- **Mathematics:** Five credits from courses numbered 107 or above.
- **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.
- **Foreign language:** Fifteen credits. (Five credits may be included in the Humanities distribution requirement.)
- **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.
- **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.
- **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 three credits may be physical education.

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 | Earth Science:

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

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- **Humanities and Social Science:** Minimum 15 quarter credits. Minimum of five quarter credits in Humanities, minimum of five quarter credits in Social Science, plus an additional five quarter credits in either Humanities or Social Science for a total of 15 quarter credits. Courses taken must come from the current Intercollege Relations Commission (ICRC) distribution list in order to count as General Education or General University Requirements (GER/GUR) at the receiving institution.
- **Additional credits** in general education, cultural diversity, and foreign language may be required by the transfer institution, which must be met prior to the completion of a baccalaureate degree.

PREMAJOR Requirements:

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

- **Chemistry (for science majors) sequence:** 15 quarter credits.
- **Third-quarter calculus or approved statistics course:** five quarter credits.
- **Biology or physics (calculus-based or noncalculus-based) sequence:** 15 quarter credits. Some baccalaureate institutions require physics with calculus.
- **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.
- **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.
- **Remaining Credits (10-15 quarter credits):** Sufficient additional college-level credits so that total credits earned are at least 90 quarter credits. These remaining credits may include prerequisites for major courses (e.g., precalculus), additional major coursework,

or specific general education or other university requirements, as approved by the advisor. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring. A maximum of five credits of nonacademic electives, a maximum of five credits of theater arts/music instruction, a maximum of three credits private music instruction, and a maximum three credits physical education will be accepted.

A cumulative grade point average of 2.00 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 | Atmospheric Science:

- **Communications:** Minimum five quarter credits in college-level composition course.
- **Mathematics:** Two courses (10 quarter credits) required at or above introductory calculus level.
- **Humanities and Social Science:** Minimum 15 quarter credits. Minimum of five quarter credits in Humanities, minimum of five quarter credits in Social Science, plus an additional five quarter credits in either Humanities or Social Science for a total of 15 quarter credits. CMST& 220 and PSYC& 100 required. Courses taken must come from the current ICRC distribution list in order to count as GER or GUR at the receiving institution. No more than 5 credits of performance classes are allowed.
- **Additional credits** in general education, cultural diversity, and foreign language may be required by the transfer institution, which must be met prior to the completion of a baccalaureate degree.

SPECIFIC PREMAJOR Requirements:

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

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

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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.

Additional 5 credits from the following disciplines:

- ART& 100; ART 101, 102, 103, 104, 105, 106, 110, 112, 126, 127, 128
- CHIN& 123
- CMST& 102; CMST 207, 208, 209
- DRMA& 101; DRMA 124P
- ENGL& 112, 113, 114, 220, 226, 227, 244, 245, 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,

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)



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132P, 184P, 185P, 186P, 230P, 231P, 232P, 284P, 285P, 286P

- SPAN& 123, 223; SPAN 240

Social Sciences (15 credits)

- ECON& 201 5 credits (required)
- ECON& 202 5 credits (required)
- PSYC& 100 5 credits (required)

Natural Sciences (15 credits)

- MATH& 146 5 credits (required)

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):

- ART& 100; ART 101, 102, 103, 104, 105, 106, 110, 112, 126, 127, 128



ASSOCIATE Degrees

- 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):

- 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 Math Education

Degree Requirements

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

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

BASIC Requirements:

Communication Skills (10 credits):

- ENGL& 101 5 credits
- ENGL& 102 5 credits

Mathematics Skills (5 credits):

- MATH& 151

ASSOCIATE Degrees

Humanities (15 credits):

- CMST& 220 5 credits (required)

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

A minimum of 10 credits from the following disciplines:

- ART& 100; ART 101, 102, 103, 104, 105, 106, 110, 112, 126, 127, 128
- CHIN& 123
- CMST& 102; CMST 207, 208, 209
- DRMA& 101; DRMA 124P
- ENGL& 112, 113, 114, 220, 226, 227, 244, 245, 246, 254, 255; ENGL 240, 250
- FILM 100, 101, 102, 110, 120
- FRCH& 123
- GERM& 123, 223
- IS 100 Series (Distribution may vary. Some courses may be elective only. Check with Instructional Services or Registrar.)
- MUSC& 105, 141; MUSC 110, 115, 116, 117, 130P, 131P, 132P, 184P, 185P, 186P, 230P, 231P, 232P, 284P, 285P, 286P
- PHIL& 101 PHIL& 115; 130
- SPAN& 123, 223; SPAN 240

Social Sciences (15 credits):

- PSYC& 100 5 credits (required)

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

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

Natural Sciences (15 credits):

- MATH& 152

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

- 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):

- MATH& 163 5 credits
- MATH 210 5 credits
- MATH 224 5 credits
- MATH 238 5 credits
- EDUC& 205 5 credits

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

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

All degree options can be found online at:

<http://PENCOL.edu/programs/degrees>

PROFESSIONAL & TECHNICAL Degrees / Programs



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

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 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
- Administrative Office Systems
- Advanced Manufacturing / Composites Technology
- Automotive Technology
- Business Administration
- Commercial Driver's License
- Computer Applications Technology
- Criminal Justice
- Cybersecurity and Computer Forensics
- Early Childhood Education
- Emergency Medical Technician
- Energy Efficiency
- Family Life Education
- Food Service Management
- Green Building
- Homeland Security Emergency Management
- Information Technology
- Medical Assistant
- Multimedia Communications
- Nursing
- Physical Therapy Assistant
- Radiology Technology Cooperative Program
- Water Quality Control
- Welding

Additional information on any of these programs may be obtained by visiting our website at www.pencol.edu or 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.

PROFESSIONAL & TECHNICAL Degrees / Programs

Addiction Studies

The recent economic downturn has resulted in a significant increase in drug-and-alcohol problems not only on the Olympic Peninsula, but elsewhere as well. Locally, 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, adding to the problem. This is where Peninsula College can help.

Our two-year Associate of Applied Science Degree Program and our short-term proficiency certificates in Addiction 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.

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

Options (this 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 <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.



PROFESSIONAL & TECHNICAL Degrees / Programs

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 operating systems, 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 industry standards.
- Communicate effectively through both written and verbal communication methods.
- Use Web 2 technologies for collaboration, cloud storage, Web apps, and professional networking.
- Solve problems utilizing creative approaches.

The AOS Program offers the following:

- **Commitment and Support.** All first-year courses are taught in a team format and instructors are available to provide hands-on instruction in the classroom, during office hours, and online. Individualized advising and office appointments are encouraged.
- **Efficiency.** The learning environment builds on skills you already have and minimizes the time you need to learn new ones.
- **Flexibility.** Courses are available online, as well as in a traditional classroom. Distance-learning tools augment course material.
- **Short-Term Certificates.** You can earn short-term proficiency certificates while you complete an AAS or an AAS-T degree.

Options (this program offers the following options):

Associate of Applied Science (AAS) degree options include one-year courses, as well as advanced skills in digital literacy, word processing, spreadsheets, presentation



techniques, database management, and Web 2 interactive technologies. Office software applications and soft skills are integrated into all classes..

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

- **One-year certificate**
Requires three quarters of college-level work to complete. Focuses on foundational skills in word processing, spreadsheets, databases, Web 2 technologies, electronic communications, writing essentials, and business communications.
- **Accounting Option (AAS and AAS-T)**
Focuses on principles of accounting and computerized accounting as well as introduction to business, principles of management, management of information systems, and global issues.
- **Administrative Option (AAS and AAS-T)**
Focuses on computer software programs, writing, business communication, and personal communications as well as introduction to business, principles of management, management of information systems, and global issues.

PROFESSIONAL & TECHNICAL Degrees / Programs

- **Computer Applications Software Support Specialist (AAS and AAS-T)**

Focuses on supporting employees (help desk) with a variety of software applications and networking/hardware issues as well as introduction to business, principles of management, management of information systems, and global issues.

- **Legal Option (AAS)**

Focuses on legal terminology, legal office projects, criminal law, and business law, as well as introduction to business, principles of management, management of information systems, and global issues.

- **Medical option (AAS and AAS-T)**

Focuses on medical terminology, medical transcription in a clinical setting, and billing as well as introduction to business, principles of management, management of information systems, and global issues .

An Associate of Applied Science Degree—Transfer (AAS-T) can be earned by modifying your program of study to include:

- MATH 146, Introduction to Statistics
- ENGL& 101, English Composition I
- Social Science, Humanities, or Science Elective (100 level or above)
- Economics, History, Political Science, Psychology, Social Science, or Sociology Elective (100 level or above)
- Elective (100 level or above, Advisor Approved)

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

Certificates of Proficiency are available for clusters of classes and usually take one to three quarters to complete. They include:

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

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

Advanced Manufacturing / Composites Technology

Peninsula College's Composite Technology Program prepares you 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 are 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 Degrees / Programs

Options (this program offers the following options):

- **Advanced Manufacturing- Composite Technology AAS Degree**
- **Advanced Manufacturing- Composite Technology AAS-T Degree**
- **Composite Structures Certificate**
- **Advanced Composite Materials Certificate**
- **Short-Term Industry-Based Certificates**
- **Entry-Level Manufacturing Certificate**
- **Short-Term Proficiency Certificates:**
 - Composites-Entry Level Manufacturing
 - Composites-Entry Level Training Module I
 - Composites-Entry Level Training Module II
 - Composites-Entry Level Training Module III

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

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.

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



PROFESSIONAL & TECHNICAL Degrees / Programs

Alternative Fuels Program

You can apply for admission into the Alternative Fuels Program when you 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 covers 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.
- 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 (this program offers the following options):

- **Automotive Technology AAS Degree**
- **Automotive Technology AAS-T Degree**
- **Alternative Fuels Certificate**
- **Short-Term Proficiency Certificates:**
 - Electrical/Electronics Systems
 - Manual Drivetrains and Axles
 - Automatic Transmissions and Transaxles
 - Brakes
 - Engine Performance
 - Engines
 - Automotive Heating & Air Conditioning
 - Automotive Suspension & Steering

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.



PROFESSIONAL & TECHNICAL Degrees / Programs

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. The program is designed to develop the skills necessary to be successful in a competitive job market.

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 and an Associate of Applied Science Transfer (AAS-T), both with three options—Accounting, Management, and Entrepreneurship Foundations (pending approval). 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 Associate of Applied Science Transfer (AAS-T) degree aligns with the admission requirements in the Bachelor of Applied Science (BAS) degree offered at Peninsula College.

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 an Associate in Arts-DTA degree. 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.

Student Learning Outcomes

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

- Prepare financial statements including a balance sheet, income statement, statement of cash flows and statement of equity.

- Analyze financial statements for the purpose of managing a business.
- Demonstrate proficiency in Quickbooks.
- Prepare budgets for a company using Microsoft Excel.
- Demonstrate an understanding of marketing principles to promote a company.
- 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.
- Recognize and analyze how general (macro) and specific (micro) economic forces shape the environment of business and decision making.
- Demonstrate competency in written and oral communication.

Options (this program offers the following options):

- **Business Administration - Accounting AAS Degree**
- **Business Administration - Accounting AAS-T Degree**
- **Business Administration - Management AAS Degree**
- **Business Administration - Management AAS-T Degree**
- **Business Administration - Entrepreneurship Foundations AAS Degree**
- **Business Administration - Entrepreneurship Foundations AAS-T Degree**
- **Business Foundations Certificate**
- **Short-Term Proficiency Certificates:**
 - Business Administration
 - Business Administration - Economics and Finance
 - Business Administration - Business Entrepreneurship
 - Business Administration - Business Environment
 - Business Administration - Business Management
 - Business Administration - Business Technology
 - Accounting

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

PROFESSIONAL & TECHNICAL Degrees / Programs

Commercial Driver's License

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

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

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

Student Learning Outcomes:

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 or Class B test.

Please visit <http://pencol.edu/proftech> 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.

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

Options (this program offers the following options):

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

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

PROFESSIONAL & TECHNICAL Degrees / Programs

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 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.

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.

PROFESSIONAL & TECHNICAL Degrees / Programs

- 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 (this program offers the following options):

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

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

Composites Technology

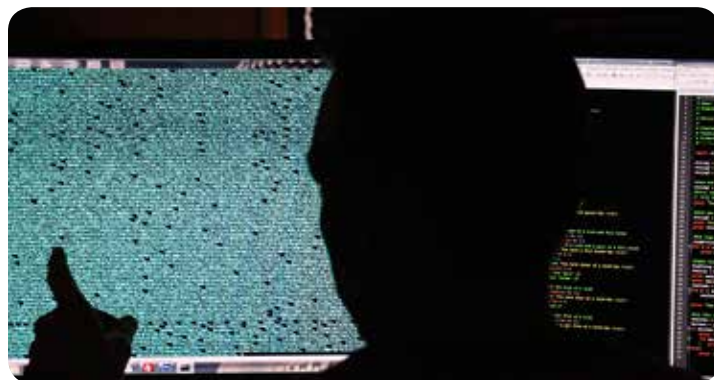
(See Advanced Manufacturing / Composites Technology)

Cybersecurity and Computer Forensics

Increased cybersecurity threats and new homeland security policies have produced a growing national demand for cybersecurity professionals with knowledge of cybersecurity, ethical hacking, intrusion testing, vulnerability assessment, and computer forensics. In addition, the growth of universal and mobile computing require new approaches to information security and the protection of information systems from unauthorized access, modification, or destruction. The Cybersecurity and Computer Forensics program prepares students for entry level employment in cybersecurity and computer forensics careers including cyber incident and

response, vulnerability detection and assessment analyst, computer forensic analyst, and computer forensics investigator.

Foundation courses introduce students to the legal, ethical, and theoretical issues in cybersecurity and computer forensics technology. Core courses expand student depth and skills in ethical hacking, criminal justice, evidentiary analysis, and the development of a forensically sound environment. Capstone courses provide practicum experience and opportunity to participate in the Collegiate Cyber Defense Competition (CCDC). Successful completion of this program leads to an Associate of Applied Science degree Cybersecurity and Computer Forensics. Students are required to have access to computer, internet, and browser. This degree can be completed online.



Student Learning Outcomes:

When the Cybersecurity and Computer Forensics Program is completed, the student will be able to:

- Demonstrate an understanding of the core concepts, tools, and methods used to secure computer systems.
- Identify and present indicators that a cybersecurity incident has occurred.
- Apply criminal justice methods to cybersecurity and computer forensic investigations.
- Plan, implement, and evaluate penetration testing and ethical hacking of computer systems.
- Identify, analyze, and mitigate threats to internal computer systems.
- Collect, process, analyze, and present computer forensic evidence.
- Work in teams to analyze and resolve cybersecurity issues.
- Apply critical thinking skills to risk analysis of computer systems.

PROFESSIONAL & TECHNICAL Degrees / Programs

Options (this program offers the following option):

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

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

Early Childhood Education

Individuals enrolled in the Early Childhood Education (ECED) Program complete course work that combines theory and practical experience in working with young children and their families. ECED 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 and evenings 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 ECED Program, including:

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

Individuals may earn short-term 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 ECED 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. You should consult an ECED 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 (this program offers the following option):

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

PROFESSIONAL & TECHNICAL Degrees / Programs

- **Short Term Proficiency Certificates:**

- Early Childhood Education-Initial
- Early Childhood Education-General
- Early Childhood Education-Infant Toddler Care
- Children with Special Needs

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

Energy Efficiency

The Energy Efficiency Program is designed to train you 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 and do not require a new set of skills and knowledge; they tend to be existing jobs that have “a green focus.” The energy industry employers serving the Pacific Northwest states of Washington, Oregon, and Idaho employ more than 22,000 people. Within the next five to eight years, more than 50% of these employees will retire, and a trained workforce will be needed to replace them. Demographic studies also reflect even higher retirement statistics in the power generation area than in 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, the student 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) into the power grid.

Options (this program offers the following option):

- **Energy Technology – Power Operations AAS Degree**

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

Family Life Education

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

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

Student Learning Outcomes:

When the Family Life Education Certificates are completed, the student will be able to:

- Discuss and identify developmentally appropriate environments for children that encourage learning through active exploration and self discovery.
- Use positive age appropriate guidance techniques when assisting the teacher and parents in the classroom
- Recognize safe, healthy, and quality environments and practices that minimize the risks and meet the needs of the developing child.
- Recognize skills of decision making and problem solving.

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- Demonstrate effective participation in group organization and leadership
- Advocate for and support appropriate environments for the physical, social/emotional, and cognitive development of children.
- Recognize and advocate for parent involvement in the best interest of children.
- Access and advocate for community resources and programs that serve the needs of children.
- Evaluate and support the cooperative program and parents' participation to continue providing a quality program.

Options (this program offers the following option):

- **Short Term Proficiency Certificates:**

- Parenting and Family Management Skills
- Leadership Skills

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

Food Services Management Certificate

Food Services Management is a cooperative program operated in partnership with The North Olympic Peninsula Skills Center. This program prepares you to plan for 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 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.
- 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 (this program offers the following option):

- **Food Services One-Year Certificate**

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.



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Green Building

The demand for workers with green building skills should increase over the next decade. Our Green Building Program provides you with skills needed 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 on various projects, including construction of mini-homes, energy generating sheds and local home retrofits.

Student Learning Outcomes:

When the Green Building 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 structure.
- Perform an energy analysis on an existing structure.

Options (this program offers the following options):

- **Green Building AAS Degree**
- **Green Building One-Year Certificate**
- **Green Building-Carpentry One-Year Certificate**
- **Short-Term Proficiency Certificates:**
 - Carpentry: Basic Carpentry & Concrete Foundations
 - Carpentry: Exterior & Interior Finish
 - Carpentry: Framing

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

Homeland Security Emergency Management

The Homeland Security Emergency Management (HSEM) associate degree program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The 96 credit online degree program includes instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies.

The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management (HSEM) degree will prepare students with the competencies to work in an all-hazards preparedness environment, including an understanding of socioeconomic and cultural diversity issues. Students are required to have access to computer, internet, and browser. This degree can be completed online. Visit the HSEM website at <http://pencol.edu/proftech/homeland-security-emergency-management>.

Student Learning Outcomes:

When the Homeland Security Emergency Management Program is completed the student will be able to:

- Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
- Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.
- Design and modify plans and programs at federal, state, and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
- Interpret ethical and legal issues that impact emergency management and homeland security.
- Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.

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- Define the interdisciplinary nature of Homeland Security/ Emergency Management functions and be able to assess and integrate various functional areas.
- Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.
- Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
- Participate in employer-directed training for performance enhancement and career advancement.

Options (this program offers the following option):

- **Homeland Security Emergency Management AAS Degree**

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

Information Technology

Computer devices and related software 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. You will learn to design, implement and support Microsoft network technology and will receive some training in Linux. You also will learn about fundamental business language concepts and effective business communication skills. Additionally, you 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.

Student Learning Outcomes:

When the Information Technology Program is completed the student will be able to:

- Determine the type of software or hardware necessary

to complete an objective; understand the functions of different operating systems.

- Access information from various storage mediums to locate and provide access users access to information, including cloud storage.
- Use an appropriate operating system to utilize various vendor applications.
- 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.

Options (this program offers the following options):

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

Please visit <http://pencol.edu/proftech> 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, general accounting, computer training, office administration, electronic medical charts, 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. You will also learn how to use a computer in a medical setting, specifically in electronic billing,

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as well as bookkeeping. You 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.

You may complete selected course work or individualized certificate programs.

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.
- ICD-10 coding
- Perform general accounting procedures.

- Follow laws regarding patients' privacy and confidentiality.

Options (this program offers the following options):

- **Medical Assistant AAS Degree**
- **Medical Assistant AAS-T Degree**
- **Medical Assistant One-Year Certificate**
- **Medical Health Care Assistant One-Year Certificate**
- **Short-Term Proficiency Certificates:**
 - Electronic Medical Billing Certificate
 - Geriatric Care Giving Certificate

Please visit <http://pencol.edu/proftech> 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 skills in digital media, web design, and social media.

Peninsula College's Multimedia Communications Program offers a balance of web design, digital photography and illustration, video editing, 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 digital media environment. Visual literacy, creativity, and collaboration are integrated into a curriculum that teaches you how to create multimedia content that responds to human interaction.

Student Learning Outcomes

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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.
- Design and publish an e-Book.
- 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 websites, flash animation, and web-based multimedia content.
- Deploy and test web-content management systems.
- Create database driven websites.
- Work as a team to apply multimedia competencies and plan, develop, and publish a web site for a client.

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 video, illustrations, page layout documents, and web-based multimedia content.
- Plan, film, edit, and publish digital videos on the internet.
- Digitize, manipulate, and prepare photographic files for print and web publication.
- Plan, create, implement, test, and manage multimedia tasks.
- Produce a website portfolio that showcases individual multimedia competencies.

Options (this program offers the following options):

- **Multimedia Communications AAS Degree**
- **Multimedia Communications - Graphics AAS-T Degree**
- **Multimedia Communications - Web Design and E-Commerce Technologies AAS-T Degree**
- **Short-Term Proficiency Certificates:**

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

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

Please visit <http://pencol.edu/proftech> 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 Transfer (AAS-T) Degree in nursing.



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- 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 have completed the required prerequisites with a minimum grade of 2.5 in each course, and achieve the minimum required score on the TEAS as well as meet other admission requirements (see details on the nursing web site).

Student Learning Outcomes:

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

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

Options (this program offers the following option):

- **Nursing AAS-T Degree**

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

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

Physical Therapy Assistant Cooperative Program

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

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

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

Radiology Technology Cooperative Program

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

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

Additional information can be obtained by visiting our website at www.pencol.edu or by contacting the Student Development Office at (360) 417-6340.

Water Quality Control

This program trains plant operators and lab technicians to gather data essential to optimizing treatment processes and demonstrating that plant effluent meets 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.

For additional information, contact Community and Business Education at (360) 417-6344.

Options (this program offers the following option):

- **Short-Term Proficiency Certificate, Water Quality Control**

Please visit <http://pencol.edu/proftech> for additional information and detailed degree/certificate requirements.

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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. We also offer a two-year AAS degree. 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.

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.
- Understand how metals and alloys are used in a variety of applications of all engineering materials.
- Perform FCAW (flux-cored arc welding) for marine and construction applications.

Options (this program offers the following options):

- **Welding AAS Degree**
- **Welding One-Year Certificate**
- **Short-Term Certificates**
 - Beginning Welding
 - Intermediate Welding
 - Arc Welding
 - TIG Welding
 - Wire-Feed Welding

Please visit <http://pencol.edu/proftech> for additional information and detailed degree requirements.



BACHELOR of Applied Science

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.



Student Learning Outcomes

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

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

BAS

Required:

BAS applicants must have either:

1) An AAS or AAS-T Degree (degree with a GPA of 2.0 or better) with the following courses completed:

- Any Math class at the 100 level with Math 91, or MATH 99 as a prerequisite. (5 credits with a minimum GPA of 2.00
- ENGL 101, English Composition I (5 credits with a minimum GPA of 2.00).
- Humanities. 100 or 200 level (e.g., Art, Spanish, Music, Philosophy, Communications) (5 credits).
- Natural Science. 100 or 200 level (e.g., Biology, Chemistry, Environmental Science, Physics) (5 credits).

OR

2) An AA or AS Degree (degree with a GPA of 2.0 or better), two years of work experience recommended.

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.

Core Curriculum Requirements:

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	358	Social Media Management	5
BAS	380	Project Management	5

BAS	435	Operations Management	5
BAS	485	Leadership, Ethics, and Decision Making	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 Credits):

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

Admissions

An application and instructions are located at the College website at www.pencol.edu/bas.

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 the College Financial Aid website at www.pencol.edu/financial.

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

BAS

BAS Applied Management

BAS 301 5 credits **MANAGERIAL ACCOUNTING**

This course is intended for students in the Bachelor of Applied Science (BAS) in Applied Management program where understanding the basic principles of financial and managerial accounting is essential in the successful execution of management responsibilities. The course defines financial statement interrelationships, financial analysis, product costing, budgetary control systems, and information reporting for the planning, coordinating, and monitoring of the performance of a business. Prerequisites: concurrent enrollment in ENGL 325 and BAS 310, or permission of instructor.

BAS 310 5 credits **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 credits **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. Prerequisites: BAS 310 or permission of instructor.

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

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

as strategies to resolve workplace conflict without protracted litigation. Prerequisites: BAS 310 or permission of instructor.

BAS 340 5 credits **APPLIED FINANCIAL MANAGEMENT**

An introduction to the application of financial management principles. Includes the analysis of financial statements for planning and control, cash and capital budgeting, risk and return, capital structure, and financing the short- and long-term requirements of the firm. Students will apply basic tools and techniques used to value a firm and evaluate and fund prospective investment opportunities. Prerequisites: BAS 301 and BAS 310 or permission of instructor.

BAS 353 5 credits **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. Prerequisites: BAS 310 or permission of instructor.

BAS 357 5 credits **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. Prerequisites: BAS 310 or permission of instructor.

BAS 358 5 credits **SOCIAL MEDIA MANAGEMENT**

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

BAS

BAS 380 5 credits **PROJECT MANAGEMENT**

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

BAS 435 5 credits **OPERATIONS MANAGEMENT**

Unique aspects of managing and growing small- to medium-sized businesses, including strategic and operational planning, ethical issues, organizational controls and tools, marketing management and techniques, financial analysis and accounting, risk management, human resource management, and international opportunities. Prerequisites: BAS 301, BAS 310 and MATH& 146 or permission of instructor.

BAS 460 1-5 credits **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 1-5 credits **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 1-5 credits **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 5 credits **RETAIL MANAGEMENT**

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

BAS 485 5 credits **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 or permission of instructor.

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

Course explores strategic issues facing organizations, including top management decision making and social responsibility; environmental and industry analysis; establishing organizational mission and objectives; corporate, business and functional level strategy formulation; global and 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, BAS 310, BAS 435 and BAS 475 or permission of instructor.

BAS

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

5 credits

PROFESSIONAL AND ORGANIZATION COMMUNICATIONS

Business writing course required for students seeking the four-year Bachelor of Applied Science, Applied Management (BAS) Degree. Production of business documents, including reports,

proposals, letters, memos, essays, emails, and performance evaluations. Group projects and oral presentations. Review of business writing style, paragraphing, grammar, and document formatting. Prerequisites: ENGL& 101.

Mathematics

MATH& 146

5 credits

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. Prerequisites: 2.0 or higher in MATH 099 or equivalent. Graphing calculator required (TI-83-84 preferred). (Formerly MATH 281.) (QS, NS)



BAS

Integrated Studies

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

Humanities Seminars:

I S 302 5 credits
VISIONS OF UTOPIA

If some forms of social life are better than others, which form would be best? This course will investigate this question in a cross-disciplinary manner by examining conceptions of the ideal utopian society as expressed in classic writings from philosophy and literature. Authors include Plato, More, Marx, Nietzsche, Thoreau, Skinner, Burgess, and Nozick. Prerequisites: ENGL& 102 or ENGL 325.

I S 330 5 credits
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 5 credits
POLITICAL ECONOMY

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

HIST 360A 5 credits
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 5 credits
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.

Natural Sciences Seminars:

BIOL 323 5 credits
CONSERVATION BIOLOGY

Study the major themes of the conservation biodiversity: ecosystem diversity and distribution, ecological processes, and human impacts. Case studies will be used to examine natural resource conservation in the context of socio-economic values. Prerequisites: General knowledge of biology and college-level skills in math and English and MATH& 146.

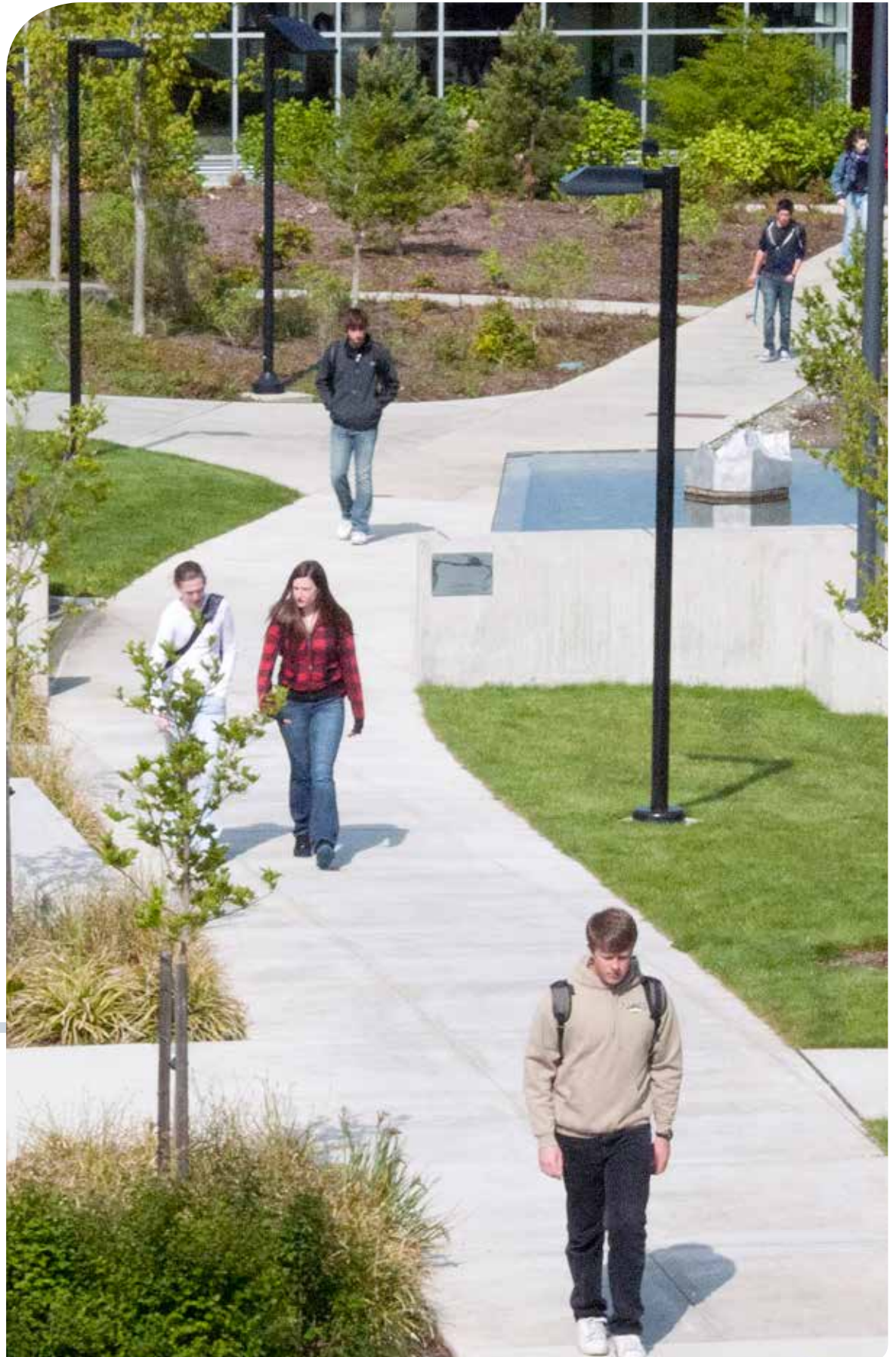
ENVS 321 5 credits
THE NATURE OF SCIENCE: GOING GREEN

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. Prerequisites: MATH&146 or concurrent enrollment in MATH& 146.

All course descriptions can be found online at:

<http://CLASSES.PENCOL.edu>

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.

300-499

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

Common Course Numbering

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. Link to www.pencol.edu for a full listing of common course numbering. If you have any questions, contact the Student Services Office at (360) 417-6596.

Symbols used in course descriptions

CC Courses meeting Composition Communications Skills requirement.

QS Courses meeting Quantitative Skills requirement.

H Courses meeting distribution credit in Humanities.

SS Courses meeting distribution credit in Social Sciences.

NS Courses meeting distribution credit in Natural Sciences.

E Courses meeting Elective credit.

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

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

Accounting

ACCT 101 5 Credits **INTRODUCTION TO ACCOUNTING AND FINANCE**

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

ACCT& 201 5 Credits **PRINCIPLES OF ACCOUNTING I**

Emphasis on nature of accounting as a system of information for decision making. Specific topics include basic financial statements, the accounting cycle, forms of business organization, financial assets, inventories, and depreciation. Prerequisites: MATH 91 or AMATH 121 or concurrent enrollment. (E)

ACCT& 202 5 Credits **PRINCIPLES OF ACCOUNTING II**

Study of accounting is continued through specific topics, including liabilities, stockholder's equity, statement of cash flows, financial-statement analysis, and global and management accounting. Prerequisites: 2.0 or higher in ACCT& 201. (E)

ACCT& 203 5 Credits **PRINCIPLES OF ACCOUNTING III**

Managerial concepts are explored through accounting systems, management reports, and special analysis for decision making; cost-volume-profit analysis; incremental analysis; responsibilities accounting; operational and capital budgeting; and standard cost systems. Prerequisites: 2.0 or higher in ACCT& 202. (E)

ACCT 215 5 Credits **QUICKBOOKS**

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

Addiction Studies

HSSA& 101 5 Credits **INTRO TO ADDICTIVE DRUGS**

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

HSSA 105 5 Credits **PHYS/PHARM OF ALCOHOL AND DRUGS**

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

HSSA 115 4 Credits **COUNSELING I**

Familiarization with skills commonly used for individual and family counseling. Includes attending, paraphrasing, reflecting feelings, summarizing, probing, self-disclosure, interpreting, and confrontation. Recommended: HSSA 101& and 105 or permission of instructor.

HSSA 116 2 Credits **INTERVENTION IN CHEMICAL DEPENDENCY**

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

HSSA 130 2 Credits **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 Credits **FAMILY TREATMENT/CD I**

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

HSSA 136 3 Credits
RELAPSE PREVENTION

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

HSSA 140 5 Credits
GROUP COUNSELING

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

HSSA 145 3 Credits
TEACHING SKILLS FOR COUNSELORS

Facts about alcohol and other drug use and abuse and skills to impart these facts in a counseling environment. Includes physical effects and behavioral attitudes, family systems, health and safety, drinking and driving, treatment resources, and responsible decision-making. Offered for continuing professional education; highly recommended as an elective. Recommended: HSSA& 101 and HSSA 105.

HSSA 150 3 Credits
CASE MANAGEMENT

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

HSSA 155 3 Credits
YOUTH CD COUNSELING AND ASSESSMENT

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

HSSA 160 3 Credits
CHEMICAL DEPENDENCY AND THE LAW

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

HSSA 165 3 Credits
CHEMICAL DEPENDENCY COUNSELING & ETHICS

Principles and rules of conduct of ethical standards essential for CD profession, including nondiscrimination, responsibility, competence, legal and moral standards, client welfare, confidentiality, client relationships, and interprofessional conduct. Prerequisites: Permission of instructor.

HSSA 172 3 Credits
CULTURAL DIVERSITY

Knowledge and strategies needed to become more culturally sensitive. Focuses on integration of cultural competence in an AOD curriculum and development of effective prevention messages and treatment modalities within a cultural context while identifying ethnically challenging issues. Prerequisites: HSSA& 101 or permission of instructor.

HSSA 190 1 Credit
DASA HIV/AIDS; BRIEF RISK, AIRBORNE PATHOGENS

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

HSSA 200 1-5 Credits
INTERNSHIP

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

HSSA 201 3 Credits
PATHOLOGICAL GAMBLING & OTHER ADDICTIONS

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

HSSA 215 3 Credits
COUNSELING II

Emphasis on learning to deal with issues specific to the counselor's personal challenges. Offered for continuing professional education. Recommended for on-going counselor certification. Prerequisites: HSSA 115

HSSA 216 3 Credits
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. Prerequisites: HSSA& 101 or instructor permission.

HSSA 232 3 Credits
MENTAL HEALTH ISSUES--CDP

Familiarizes chemical dependency counselors with language and basic concepts of mental health disorders as they present in the dually diagnosed patient. Provides opportunity to assess and plan interventions for such patients involving introduction to motivational interviewing. Prerequisites: HSSA& 101 and HSSA 150.

HSSA 250 3 Credits
CASE MANAGEMENT FOR PROFESSIONALS

Exploration/emphasis on the application of the ASAM criteria in chemical dependency case management and record-keeping. Prerequisites: HSSA 150 and permission of instructor.

Administrative Office Systems

AOS 101 5 Credits
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 (Windows 8), file management, Web research, word processing, spreadsheets, presentations, databases, and electronic data organization software (Microsoft Office 13). Prerequisites: Basic computer and keyboarding skills.

AOS 105 5 Credits
WORD PROCESSING APPLICATIONS I

Develop beginning through intermediate word processing skills using Microsoft Word 2013 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). Integration with Microsoft

Office Web Apps and cloud computing. Recommended: Basic knowledge of a computer and touch typing skills.

AOS 106 5 Credits
SPREADSHEET APPLICATIONS I

Develop beginning through intermediate spreadsheet skills using Micros oft Excel 2013 on the personal computer. Create, edit, and format spreadsheets; work with formulas, functions, and charts, analyze data using formulas; manage workbook data. Integration with Microsoft Office Web Apps and cloud computing. Recommended: Completion of or concurrent enrollment in MATH 64 or equivalent.

AOS 107 5 Credits
DATABASE APPLICATIONS I

Develop beginning through intermediate database skills using Microsoft Access 2013. Integration with Microsoft Office Web Apps and cloud computing. Prerequisites: AOS 105 (CAT 130) or AOS 106 (CAT 140).

AOS 110 5 Credits
MEDICAL TERMINOLOGY I

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

AOS 111 3 Credits
MEDICAL TERMINOLOGY II

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

AOS 112 5 Credits
E-COMMUNICATIONS

Create and customize presentations with PowerPoint 2013. Learn advanced techniques and prepare presentations for distribution by converting content to videos, slideshows, and blogs. Use Microsoft Office Web Apps and cloud computing to store and share presentations. Prerequisites: AOS 101 or equivalent.

AOS 135 5 Credits
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 Credits
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 2013 is used for creating and editing writing assignments. Prerequisites: AOS 101 (CAT 130) and AOS 135.

AOS 205 5 Credits
WORD PROCESSING APPLICATIONS II

Develop advanced word processing skills using Microsoft Word 2013 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. Integration with Microsoft Office Web Apps and cloud computing. Prerequisites: Minimum of 2.0 or higher in AOS 105 (CAT 130) or equivalent.

AOS 206 5 Credits
SPREADSHEET APPLICATIONS II

Develop advanced spreadsheet skills using Microsoft Excel 2013 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; import/export/distribute data. Integration with Microsoft Office Web Apps and cloud computing. Prerequisites: AOS 106 (CAT 140) or equivalent. (Minimum of 2.0) Completion of AMATH 121 or concurrent enrollment.

AOS 210 5 Credits
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 Credits
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 Credits
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 Credits
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 Credits
INTERNSHIP

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

AOS 285 5 Credits
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 Credits

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. Prerequisites: AOS 285.

Advanced Manufacturing / Composites Technology

ADMFG 101

6 Credits

INTRODUCTION TO ADVANCED MANUFACTURING

This course serves as an introduction to manufacturing. The knowledge and skills acquired in this course are required for entry level positions in diverse workplace scenarios. Content includes a survey of mechanical concepts, precision measurement, blueprint reading, quality assurance, ergonomics, and an introduction to lean manufacturing.

COMP 115

10 Credits

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. Prerequisites: MATH 064 or equivalent.

COMP 115A

3 Credits

ENTRY LEVEL COMPOSITES TRAINING - MODULE 1

This five-week course serves as an introduction to composite manufacturing. Instruction focuses on aerospace applications and advanced composite materials. Students will become familiar with relevant terminology and industry manufacturing practices. These practices include pre-preg composite construction, vacuum bag processing, oven-curing, and industrial safety. Prerequisites: HUMDV 120 or concurrent enrollment, and ADMFG 101. (Formerly COMP 101)

COMP 115B

3 Credits

ENTRY LEVEL COMPOSITES TRAINING - MODULE 2

This five-week course serves as an introduction to composite manufacturing. Instruction focuses on aerospace, marine, and recreation equipment applications. Students will become familiar with relevant terminology and industry manufacturing practices. These practices include wet lay-up composite construction, vacuum bag processing, vacuum infusion processing, room temperature curing, and industrial safety. Prerequisites: HUMDV 120 or concurrent enrollment and ADMFG 101 (Formerly COMP 101).

COMP 115C

4 Credits

ENTRY LEVEL COMPOSITES TRAINING - MODULE 3

This six-week course serves as an introduction to machining in composite manufacturing. Instruction focuses on CNC (computer numerical control) operation and CNC machining (cutting) of composite materials. Students will become familiar with relevant terminology and industry manufacturing practices. These practices include CNC equipment operation, CNC software application, CNC tooling, and machine safety. Prerequisites: HUMDV 120 or concurrent enrollment, and ADMFG 101 (Formerly COMP 101).

COMP 116

10 Credits

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. Prerequisites: HUMDV 120 or concurrent enrollment.

COMP 117

10 Credits

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 finishing materials and techniques. The course goal is to prepare one for above entry-level employment in industries utilizing composite materials in fabrication or repair. Prerequisites: COMP 116 or instructor permission, and HUMDV 120 or concurrent enrollment.

COMP 125

5 Credits

COMPOSITES REPAIR - ADVANCED MATERIALS

This course will familiarize students with the repair of composite structures built with advanced materials. Students will learn to safely assess damage and repair flat panel parts, parts made with core materials, and parts with compound

curves. Students will also be introduced to precision measurement techniques in order to document accuracy of repairs. Instruction focuses on aerospace applications, but repair techniques can be applied to multiple industries. Prerequisites: ADMFG 101 and HUMDV 120.

COMP 126 5 Credits
INTRO TO NONDESTRUCTIVE TESTING

This course introduces students to non-destructive testing with a primary focus on the ultrasonic testing of composite parts. Students will learn contact testing, immersion testing, and through-transmission testing methods in a lab and lecture environment. Throughout the course, students will use pulse-echo equipment to detect flaws, gauge thickness, and confirm the structural integrity of parts constructed of diverse materials. Prerequisites: ADMFG 101 and HUMDV 120.

COMP 215 11 Credit
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: HUMDV 120 or concurrent enrollment.

COMP 216 11 Credit
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. Prerequisites: COMP 215 or instructor permission.

COMP 217 11 Credit
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.

Anthropology

ANTH& 100 5 Credits
SURVEY OF ANTHROPOLOGY

Introduction for nonmajors to study of humans as biological and cultural beings. Includes surveys of archaeology and physical, cultural, and linguistic anthropology to examine human biological and cultural evolution, culture, and cultural systems. Prerequisites: Eligibility for or completion of ENGL& 101. (SS)

ANTH& 104 5 Credits
WORLD PREHISTORY

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

ANTH& 204 5 Credits
ARCHAEOLOGY

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

ANTH& 205 5 Credits
BIOLOGICAL ANTHROPOLOGY

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

ANTH& 206 5 Credits
CULTURAL ANTHROPOLOGY

Introduction to study of recent cultures and societies. Focus on development of anthropological thought, language, culture, and broad patterns of cultural behavior. Includes cross-cultural

perspectives on belief systems, economic behavior, family, kinship, and sociopolitical structures. Prerequisites: Eligibility for or completion of ENGL& 101. (SS)

ANTH& 210 5 Credits
INDIANS OF NORTH AMERICA

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

ANTH 220 5 Credits
PACIFIC NORTHWEST COAST PEOPLES - PAST & PRESENT

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

ANTH 230 5 Credits
RESEARCH MENTORSHIP IN ANTHROPOLOGY

Involves students in the anthropological research process, from definition of a problem or topic, through the preparation for publication of results. This process may result in an actual publication. Prerequisites: Permission of instructor. (E)

ANTH 290 1-5 Credits
DIRECTED RESEARCH

Directed research in cultural anthropology and/or archaeology. Prerequisites: Permission of instructor. (E)

Art

ART& 100 5 Credits
ART APPRECIATION

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

ART 101 5 Credits
TWO-DIMENSIONAL DESIGN CONCEPTS

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

ART 102 5 Credits
INTERACTION OF COLOR IN DESIGN

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

ART 103 5 Credits
THREE-DIMENSIONAL FORM IN DESIGN

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

ART 104 5 Credits
DRAWING: METHODS/MATERIAL

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

ART 105 5 Credits
COLOR AND FORM IN DRAWING

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

ART 106 5 Credits
EXPLORATION IN DRAWING

Experimental drawing, experience of drawing and seeing and possibilities of extending traditional concepts about drawing. Prerequisites: ART 104 or permission of instructor. (H)

ART 109 5 Credits
INTRODUCTION TO PRINTMAKING

Printmaking from past through present. Study and application of basic printmaking techniques, concepts, and media. Covers linocuts, woodcuts, multicolor prints, and experimental

monotypes. Introduces relief and intaglio techniques, with an emphasis on small editions. (H)

ART 110 5 Credits
INTRODUCTION TO PAINTING

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

ART 112 5 Credits
LIFE DRAWING

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

ART 126 5 Credits
HISTORY OF ART I

The art of ancient civilizations, beginning with Paleolithic cave painting and megalithic monuments. Indian, Chinese, Japanese, Mesopotamian, Egyptian, Minoan, Greek, Etruscan, Roman, Early Christian, and Byzantine artistic traditions are studied in light of their cultural origins. Illustrated lectures. (H)

ART 127 5 Credits
HISTORY OF ART II

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

ART 128 5 Credits
HISTORY OF ART III

The art of the modern age is explored. Developments studied include Neoclassicism, Romanticism, Realism, Impressionism, the Fauves, Art Nouveau, Cubism, Surrealism, Regionalism, Abstraction, Pop Art, and Post Modernism. Illustrated lectures. (H)

ART 205 5 Credits
INTERMEDIATE PAINTING

Painting from past through present. Exploration of intermediate painting techniques, concepts, composition problems. Prerequisites: ART 110 or permission of instructor. (E)

ART 206 5 Credits
ADVANCED PAINTING

Continues technical, formal and critical aspects of painting, with an emphasis on more personal point of view in aesthetic presentation. Encourages more freedom and responsibility in work. Prerequisites: ART 205 or permission of instructor. (E)

ART 224 5 Credits
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 Credits
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 Credits
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 Credits
SURVEY OF ASTRONOMY

Introduction to the universe, with emphasis on conceptual, as contrasted with mathematical, comprehension. Modern theories and observations; ideas concerning nature and evolution of galaxies; quasars, stars, black holes, planets, and solar system. (NS)

Automotive Technology

ATEC 100 2 Credits
BASIC AUTOMOTIVE

Study of the automotive industry and shop safety. Through class discussion, guest speakers, and audio-visual aids, students learn about such automotive careers as service technicians, service advisors, and parts personnel. Students

also learn safety regulations and methods for safe operation of shop equipment and work areas. Prerequisites: HUMDV 120 or concurrent enrollment.

ATEC 105 10 Credits **BASIC AUTOMOTIVE ENGINES**

An ASE/NATEF course designed to familiarize the student with methods, construction, working principles, theory, and aspects used in reconditioning and servicing the internal combustion engine. Classroom theory, along with hands-on experiences utilizing precision measuring tools, torque wrenches, and machining equipment and special tools will be discussed. The theories of levers, pressure/volume, expansion, momentum, inertia, leverage, and the operation of cams are stressed. Prerequisites: HUMDV 120 or concurrent enrollment.

ATEC 110 5 Credits **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 Credits **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 Credits **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 Credits **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 Credits **AUTOMOTIVE ELECTRICAL SYSTEMS II**

Continuation of ATEC 201, with review and a more in-

depth study of the fundamentals of DC electricity: Electrical fundamentals review, batteries, starters, charging systems, modern ignition systems, body wiring, and an introduction to automotive computer-control systems are included. Prerequisites: 2.0 or better in ATEC 100 and ATEC 201.

ATEC 203 5 Credits **AUTOMOTIVE ELECTRICAL SYSTEMS III**

Continuation of ATEC 202 with emphasis on computer-controlled systems in modern automobiles and light-duty trucks. Review of electricity theory; advanced wiring diagnosis; modern ignitions systems; theory and diagnosis of modern computer-controlled systems, such as antilock brakes, safety restraint systems, ride control and air suspension; climate control, electronic four-wheel drive; OBD I and OBD II engine-control computers; and GEM modules. Prerequisites: 2.0 or better in ATEC 100, 201, and 202.

ATEC 204 5 Credits **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. Prerequisites: 2.0 or better in ATEC 203 and ATEC 205.

ATEC 205 5 Credits **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. Prerequisites: 2.0 or better in ATEC 100, 200 and 202.

ATEC 210 5 Credits **AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

Fundamentals of automatic transmission operation, including methods of gear change, power flows, and basic hydraulic principles used in automatic transmissions. Prerequisites: Must be in the second year of the Automotive Technology Program.

ATEC 212 5 Credits **AUTOMOTIVE HEATING AND AIR CONDITIONING**

Theory and operation of automotive heating and air-conditioning systems. Methods for service and repair of heating and air conditioning and troubleshooting techniques. Prerequisites: Must be in second year of Automotive Technology Program.

ATEC 215 8 Credits
MANUAL DRIVETRAINS AND AXLES

Theory and diagnosis of automotive power-train components on vehicles in the lab. Practical application of diagnosis, service, and repair on clutches, drive shafts, universal joints, front-wheel drive axles, manual transmissions, manual transaxles, real axles, differentials, and four-wheel drive transfer cases.

ATEC 225 4 Credits
AUTOMOTIVE REPAIR

Hands-on experience on prescribed automobile repairs. Synthesizes prior training in a laboratory that is an operational shop. Speed and accuracy stressed. Laboratory time dedicated to repair and service of automatic transmission, automatic transaxle, and internal combustion engines. Prerequisites: Final quarter standing in Automotive Technology Program or consent of program instructor.

ATEC 230 10 Credits
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 Credits
HYBRID ELECTRIC 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 Credits
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. Prerequisites: ATEC 231.

ATEC 233 5 Credits
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. Prerequisites: ATEC 232.

ATEC 241 10 Credits
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 permission of instructor, AMATH 121 or concurrent enrollment.

ATEC 242 5 Credits
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. Prerequisites: ATEC 241.

ATEC 243 4 Credits
ALTERNATIVE FUELS III - HYDROGEN FUEL CELLS

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

pertaining to the maintenance, fueling and facilities for fuel cell vehicles. Prerequisites: AMATH 121 with at least a 2.0 GPA or completion of higher level math course and 2.0 GPA or better in ATEC 200, ATEC 201, ATEC 202, ATEC 203, ATEC 204 and ATEC 205 or instructor permission.

ATEC 251 4 Credits
ALTERNATIVE FUELS RESEARCH AND APPLICATIONS

An ASE/NATEF course designed to encourage students to apply theories and findings related to the manufacture and use of various alternative fuels. Examine research and development relating to emerging alternative fuel technologies. Investigate and install alternative fuel systems, test current models such as dual fuel, hydrogen fuel, ethanol, methanol, CNG, and LPG vehicles. Note: Training for CNG fuel testing inspector may be completed based on interest (additional fee required). Prerequisites: AMATH 121 with at least a 2.0 GPA or completion of higher level math course and 2.0 GPA or better in ATEC 231 and ATEC 241 or instructor permission..

ATEC 252 5 Credits
ALTERNATIVE FUELS/ELECTRIC VEHICLE RESEARCH/ APPL

A continuation of ATEC 251. An ASE/NATEF course designed to enable students to analyze and synthesize theories and findings related to the manufacture and use of various alternative fuels. Investigate, install, and evaluate conversions from internal combustion driven vehicles to all-electric driven vehicles, and hybrid electric (HEV). Investigate conversions of hybrid electric vehicles to plug-in hybrid electric vehicles (PHEV). The course will also cover analysis of Extended Range Electric Vehicles (EREV). Prerequisites: AMATH 121 with at least a 2.0 GPA or completion of higher level math course and 2.0 GPA or better in ATEC 232, ATEC 233 and ATEC 251 or instructor permission..

ATEC 291 1-5 Credits
AUTOMOTIVE INTERNSHIP

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

Basic Skills

ABE 001 0 Credits
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

BIOL& 100L 5 Credits
SURVEY OF BIOLOGY

Introduction to the structural and functional characteristics of life. Surveys the evolutionary, ecological, cellular, and genetic biology of living organisms. Prerequisites: Eligibility for ENGL& 101 and Math 072 or MATH 091. (NS)

BIOL 105 3 Credits
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 Prerequisites for Human Anatomy and Physiology I (BIOL& 241L) and Microbiology (BIOL& 260L.) Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (NS)

BIOL 150L 5 Credits
INTRODUCTION TO MARINE BIOLOGY

Hands-on approach utilizing facilities at local marine laboratory, field trips, and group projects to learn biological concepts relevant to marine biology. Emphasis on local organisms and ecology. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (NS)

BIOL 161L 5 Credits
GENERAL BIOLOGY I

First course in the two-quarter sequence of introductory biology for forestry students. Topics include cell structure and function, cellular energy metabolism, photosynthesis, genetics, and various facets of zoology, including anatomy and physiology, physiological ecology, and development. Current research will be used to illustrate the scientific and social importance of these topics. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (NS)

BIOL 162L 5 Credits
GENERAL BIOLOGY II

Second course in the two-quarter sequence of introductory biology for forestry students. Topics include plant growth and survival, photosynthesis, and plant/environmental interactions, evolution and diversity of living plants and animals, fundamentals of ecology, and conservation biology. Current research will be used to illustrate the scientific and social importance of these topics. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (NS)

BIOL& 221L 5 Credits
ECOLOGY AND EVOLUTION

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

BIOL& 222L 5 Credits
MOLECULAR AND CELLULAR BIOLOGY

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

BIOL& 223L 5 Credits
ORGANISMAL BIOLOGY

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

BIOL& 241L 5 Credits
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 or MATH 091; knowledge of cell biology demonstrated by grade of 2.0 or higher in BIOL 105 or by exam. (NS)

BIOL& 242L 5 Credits
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 or MATH 091; 2.0 or higher in BIOL& 241L. (E)

BIOL& 260L 5 Credits
MICROBIOLOGY

Introduction to bacteria, viruses, and other microorganisms. Includes microbial structure, metabolism, genetics, ecology, technological applications, microbial diseases of humans, immunology, public health, and medical control strategies. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091; knowledge of cell biology demonstrated by grade of 2.0 or higher in BIOL 105 or by exam. (NS)

BIOL 281L 5 Credits
ECOLOGY

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

BIOL 282L 5 Credits
TROPICAL ECOLOGY RESEARCH

Introduction to the study of organismal-environmental relationships in tropical terrestrial habitats through a group research project and individual research projects. Soil structure and nutrients, microbial communities, forest analysis, and leaf-litter arthropod and amphibian surveys are conducted. Each student will prepare and deliver several natural history presentations and a written or verbal final report of findings. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (NS)

BIOL 290-294 1-5 Credits
UNDERGRADUATE RESEARCH IN BIOLOGY

Students serve as active members on research teams working to advance knowledge in biological science. Dependent upon the project, students will participate in hypothesis formation, experimental design, data collection, analysis, and determination of conclusions. Prerequisites: Permission of instructor. (E)

BIOL 323 5 Credits
ECOLOGY AND EVOLUTION

Study the major themes of the conservation of biodiversity: ecosystem diversity and distribution; ecological processes; and human impacts. Case studies will be used to examine natural resource conservation in the context of socio-economic values. Prerequisites: General knowledge of biology and college-level skills in math and English. Prerequisites: MATH& 146 and BAS 310 or permission of instructor.

Botany

BOT 100L 3 Credits
PLANTS OF THE PACIFIC NORTHWEST

Introduction to flowering plants, conifers, ferns, and mosses of the Pacific Northwest, with emphasis on identification, life history, ecological relationships, and distribution. Two Saturday field trips required. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (E)

BOT 101L 5 Credits
INTRODUCTION TO BOTANY

Introduction to general plant biology. Anatomy, physiology, and diversity of common protists, fungi, and plants, with emphasis on plants of the Pacific Northwest. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (NS)

Business

BUS& 101 5 Credits
INTRODUCTION TO BUSINESS

Introduction to local, national, and global business systems and the external and internal environmental forces affecting these systems. Conceptually defines marketing, management, finance, accounting, business law, information technology, human resources, and entrepreneurship. (E)

BUS 110 5 Credits
SMALL BUSINESS PLANNING

Designed for those who are thinking about starting their own business or who wish to expand an existing small business. Focus is on the basics of how to run a business. Students will create a business plan for a business of their choice that includes sections on business form, production, management, marketing, and financials.

BUS 130 4 Credits
FUNDAMENTALS OF PURCHASING I

An introduction to the basic principles of the procurement-and-sourcing process, including approaches for managing it. Key modules include purchasing, organization, policies and procedures, linkages and relationships, tools and techniques, price-and-cost analysis, and negotiations.

BUS 131 4 Credits
FUNDAMENTALS OF PURCHASING II

An in-depth review of strategic supply management concepts, issues, and activities that support the procurement and sourcing process. Key modules are strategies, insourcing/outsourcing, supplier management and development, global sourcing, supplier quality, legal issues, and contract creation and management.

BUS& 201 5 Credits
BUSINESS LAW

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

BUS 205 5 Credits
PRINCIPLES OF MANAGEMENT

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

BUS 210 3 Credits
BUSINESS PLAN INTENSIVE

This course is designed for aspiring and existing entrepreneurs. Participants must bring a defined business idea and will develop a comprehensive business plan that works as a road map for future growth.

BUS 220 5 Credits
INTERNATIONAL BUSINESS

National/international business environments are explored through examinations of business relationships between nations, corporations, and economic institutions. Students examine the global marketplace with an entrepreneurial and small business focus. Aspects of the cultural, political, legal, and economic issues in international business and their role

in the business strategic plan are explored. Planning and organizing international operations are integrated with the study of analyzing international business opportunities.

BUS 247 5 Credits
PAYROLL AND BUSINESS TAXES

A study of current payroll and Washington State excise tax laws, record-keeping requirements, preparing payrolls, payroll reporting, and accounting procedures. Addresses such issues as excise tax and business taxes, employee vs independent contractor, Fair Labor Standards Act, and statutory federal- and state-reporting requirements. Uses computer-simulation software.

BUS 250 5 Credits
OPERATIONS MANAGEMENT

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

BUS 270 5 Credits
MANAGEMENT INFORMATION SYSTEMS

Introduces the fundamental concepts about management information systems and the integral role they play in a successful business. Course objectives embrace the notion that management of a modern organization requires knowledge of information systems to gain a competitive advantage, defining what they are, how they affect the organization and its employees, their strategic importance, and the role of emerging technologies in business processes. Students will develop and demonstrate proficiency in the use of key business application technologies.

BUS 280 5 Credits
MANAGERIAL FINANCE

Focuses on maximizing economic value or wealth for business owners: a study of how to allocate scarce resources over time under conditions of uncertainty. Students will consider such financial decisions as when to introduce a new product, when to invest in new assets, when to replace existing assets, when to borrow from banks, when to issue stocks or bonds, and how much cash to maintain. Concepts of cash flow analysis and financial planning, time value of money, net present value of

cash flows, valuation of stocks and bonds, capital budgeting, and ratio analysis will be explored. Prerequisites: ACCT& 202, ECON& 201 and 202 or concurrent enrollment, and ENGL& 101 or ENGL 100.

BUS 281 1 Credit
BUSINESS FINANCE TOOLS

Students develop an understanding of the criteria lenders and investors use to make decisions regarding credit facilities. Topics include personal financial readiness, business financial statement structure, cash flow management, and principals of lending.

BUS 282 5 Credits
PRINCIPLES OF MARKETING

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

BUS 283 5 Credits
HUMAN RESOURCES MANAGEMENT

A broad introduction to Human Resources Management (HRM.) HRM is the implementation of organizational behavior knowledge to effectively manage people at work. Specific topics include legal issues, job analysis, recruiting and selection, performance appraisal, compensation, benefits, training and development, and career planning.

BUS 290 1-5 Credits
INTERNSHIP IN BUSINESS

Provides opportunities to assume the role of employees in a business and gain practical experience prior to paid employment. Prerequisites: Permission of instructor.

BUS 291 1-5 Credits
RESEARCH PROJECT

Choose a topic in the business area you wish to investigate and complete the project in some depth. Prerequisites: Permission of instructor.

Chemistry

CHEM& 110L **5 Credits** **CHEMICAL CONCEPTS WITH LAB**

Introduction to chemistry covering selected principles and their effect on ourselves and our environment. Intended for nonscience majors wishing to improve their science literacy and develop a long-term interest in science. Includes online lab. Prerequisites: MATH 072 or MATH 091 or higher; eligibility for ENGL& 101. (NS)

CHEM& 121L **5 Credits** **INTRODUCTION TO CHEMISTRY**

For individuals with little or no chemistry background. Atomic nature of matter, chemical bonding, periodic table, chemical reactions, phases of matter, solutions, equilibrium, reaction rates, and nuclear reactions. Includes laboratory. Prerequisites: MATH 099, MATH& 141, MATH& 142, OR MATH 151; eligibility for ENGL& 101. (NS)

CHEM& 122L **5 Credits** **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. Prerequisites: CHEM& 121L, or permission of instructor. (NS)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHEM& 252L **3 Credits**
ORGANIC CHEM LAB II

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

CHEM& 253L **3 Credits**
ORGANIC CHEM LAB III

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

CHEM 299 **1-6 Credits**
INTRODUCTION TO UNDERGRADUATE RESEARCH

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

Chinese

CHIN 105 **3 Credits**
CHINESE HISTORY AND CULTURE

History and culture of China, including major dynasties such as Qin and Sung emperors. Contributions of China to culture and world progress. In-depth study of more recent history and China's place on the world stage.

CHIN& 121 **5 Credits**
CHINESE I

Chinese language as spoken in 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. (E)

CHIN& 122 **5 Credits**
CHINESE II

Continuation of CHINESE I. Mandarin Chinese with aural/oral drills covering daily life and objects in China as well as an overview of the culture and history. (E)

CHIN& 123 **5 Credits**
CHINESE III

Continuation of CHINESE II. Mandarin Chinese with aural/oral drills covering daily life and objects in China as well as an overview of the culture and history. (H)

CHIN 260 **5 Credits**
CHINESE SPECIAL TOPICS

Special topics.

Commercial Driver's License

CDL 100 **10 Credits**
COMMERCIAL DRIVER'S LICENSE A

This intensive 160 hour course will assist students with preparation for the written portion of the Commercial Driver's License at the Department of Licensing and prepare students for the driving test with a third-party Washington state tester.

CDL 101 **3 Credits**
COMMERCIAL DRIVER'S LICENSE B

This 48 hour high quality training is designed to help each student obtain the necessary knowledge and skills to pursue employment as a Class B Bus Endorsement.

CDL 102 **11 Credit**
COMMERCIAL DRIVER'S LICENSE A&B

This intensive 188 hour course will combine the lecture and lab portions of Commercial Driver's License A and B and prepare students for both driving tests with a third-party Washington state tester.

Communication Study

CMST& 102 **5 Credits**
INTRO TO MASS MEDIA

Examines vital issues for people who use mass media or are affected by it. Emphasis on freedom of expression, censorship,

fair trial, privacy, ethics, law, media economics, technology, effectiveness in communicating to audiences, and relationships to social, cultural, and political values in the United States and throughout the world. (H)

CMST 121 5 Credits
PHOTOJOURNALISM I

Foundation class in use of digital and film cameras, lenses, light, composition, timing, and digital techniques. Emphasis on still news and feature photography principles applicable to all photo communications, including video. Provide own still-camera equipment and USB drive for photo storage and safeguarding. (E)

CMST 122 3 Credits
ADVANCED PHOTOJOURNALISM II

Intermediate/advanced class applying professional standards of journalistic photography to practical field experience and digital imagery. Produce photos for the college student newspaper and online publications. Provide own still camera equipment, film, photo paper, negative sleeves, and MAC zip disks for photo storage and safeguarding. Prerequisites: Completion of CMST 121, and/or instructor permission.. (E)

CMST 123 3 Credits
ADV PHOTOJOURNALISM III

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

CMST 197 1-5 Credits
INTERNSHIP I

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

CMST 201 5 Credits
SOCIAL MEDIA & SOCIETY

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

CMST 207 5 Credits
NEWSWRITING IN THE INFORMATION AGE

Learn the basics of reporting, editing, and writing news and feature stories, for print, broadcast and the web. News reports

and feature stories are fundamental tools for passing useful information and knowledge to an engaged citizenry. Stories are the primary tools of information, entertainment and persuasion. These stories impart universal themes and knowledge whereby people learn how to navigate potential hazards and gain survival skills. (H)

CMST 208 5 Credits
REPORTING IN THE DIGITAL REVOLUTION

Learn in incremental stages to gather information through direct observation, interviewing, document searches, web searches, and database mining with software, such as Access and Excel, and to build a report. Use the tools of reporting to increase the accuracy and depth of news stories with an emphasis on public affairs. Learn the philosophy and anatomy of a narrative story, drawn from short story fiction and creative news stories. These tools will be applied in the pursuit of reporting basic news and to exploring trends, creating profiles, and dissecting organizations in more advanced stories. Prerequisites: ENGL& 101. (H)

CMST 209 5 Credits
EDITING STORIES & IMAGES

The editing class will engage students in the discipline of editing text and images for publication. News copy desk operations will be introduced, including headline writing, dummyming, page design, pagination, creating news graphics, photo cropping, photo editing, and photo packaging. Prerequisites: ENGL& 101 and either CMST 207 or CMST 208 or permission of instructor. (H)

CMST& 210 5 Credits
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. Prerequisites: ENGL& 101 or permission of instructor. (H)

CMST& 220 5 Credits
PUBLIC SPEAKING

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

CMST 221 3 Credits
COLOR PHOTOJOURNALISM I

Use of light composition, timing, and darkroom techniques to create color images that communicate clearly and creatively. Students produce photos for the college's award-winning student newspaper. Students provide own camera equipment as well as film and paper for making prints.

CMST 286-288 3 Credits
INTRODUCTION TO NEWSPAPER PRODUCTION I, II, III

Theory and application of principles for supervising a publication, from planning to preparation for printer. Emphasis on effective collaboration, management, news judgment, ethical decision making, editing, design, and use of computers to produce student newspaper. More advanced students fill staff management roles on the newspaper. Prerequisites: Permission of instructor.

CMST 291-293 3 Credits
ADVANCED NEWSPAPER PRODUCTION IV, V, VI

Theory and application of principles for supervising a publication, from planning to preparation for printer. Emphasis on effective collaboration, management, news judgment, ethical decision making, editing, design, and use of computers to produce student newspaper. More advanced students fill staff management roles on the newspaper. Prerequisites: Permission of instructor.

Composites Technology

(See Advanced Manufacturing / Composites Technology)

Computer Application

CAT 100 4 Credits
INTRODUCTION TO MICROCOMPUTER APPLICATIONS

Introduction to mouse techniques, Windows operating system, file management, Office word processing, electronic spreadsheets, and databases. Hands-on class using business-oriented exercises and projects. Recommended: Keyboarding and file management skills. CAT 100 and CAT 116, 117, 118, 119 series are the same. Credit for both CAT 100 and any of the CAT 116-119 series will not be used for graduation requirements or financial aid.

CAT 111 5 Credits
INTRODUCTION TO MICROSOFT WINDOWS

Keyboarding skills recommended. Manipulate windows; multitask; customize; manage disks, drives, files, folders; help and support; multimedia; graphics; conferencing; instant messaging; blogging; scanning; sharing; and maintenance.

CAT 114 2 Credits
INTRODUCTION TO MICROSOFT POWERPOINT

Basics of Microsoft PowerPoint, including creating and delivering a presentation, design templates, text layout styles, master slides, using clip art, drawing objects, animation to enhance presentations, working with delivery options, toolbar options, and editing tools. Recommended: Keyboarding and file management skills.

CAT 116 1 Credit
WINDOWS FILE MANAGEMENT

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

CAT 117 1 Credit
WORD BASICS

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

CAT 118 1 Credit
EXCEL BASICS

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

CAT 119 1 Credit
ACCESS BASICS

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

CAT 130 5 Credits
INTRODUCTION TO MICROSOFT WORD

Introduction to word processing covering basic concepts and terminology. Hands-on application including working with text, working with paragraphs, working with documents, managing files, and formatting. Recommended: Keyboarding and file management skills.

CAT 140 5 Credits
INTRODUCTION TO MICROSOFT EXCEL

Introduction to spreadsheets. Create, format, edit, and print worksheets; formula and function capabilities; analyze, link, and summarize data; create charts and tables; images and diagrams; work with multiple worksheets; use templates and galleries. Recommended: Keyboarding and file management skills.

CAT 145 5 Credits
INTRODUCTION TO MICROSOFT ACCESS

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

CAT 260A 2 Credits
BAS EXCEL PREPARATION

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

Computer-Based Training

C B T 104 1 Credit
INTRODUCTION TO KEYBOARDING SKILLS

This self-paced course is designed for the student with no previous typing experience. Through the use of keyboarding software the student learns the basic techniques of keying alphabet and number keys in modern computer keyboards. Emphasis is on good technique and the development of speed and accuracy. Students must purchase the keyboarding software to work at home, or can use Peninsula College's computer labs to complete all work. A maximum of 2 credits of CBT 104 and/or CBT 105 or combination thereof will count towards a degree or certificate.

C B T 105 1 Credit
KEYBOARDING SPEED/ACCURACY

This self-paced class is a continuation of CBT 104 and is designed to build keyboarding speed and accuracy. The software program has special diagnosis capabilities for speed

and accuracy development, with the starting goal of 28 words-per-minute for 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 Credits
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. Prerequisites: MATH 099 or equivalent. (NS)

Criminal Justice

CJ& 101 5 Credits
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. Prerequisites: Concurrent enrollment in or completion of ENGL& 101. (E)

CJ& 105 5 Credits
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. Prerequisites: CJ& 101, 110, and CJ 121. (E)

CJ& 106 5 Credits
JUVENILE JUSTICE

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

CJ& 110 5 Credits
CRIMINAL LAW

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

CJ 115 5 Credits
CONSTITUTIONAL ISSUES IN CRIMINAL JUSTICE

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

CJ 121 5 Credits
CRIMINAL EVIDENCE

Rules of criminal evidence regulating the burden of proof, admissibility, relevancy, materiality, weight, and sufficiency of evidence in criminal legal proceedings. Prerequisites: CJ& 110.

CJ 165 5 Credits
SPECIAL TOPICS IN CRIMINAL JUSTICE

Special topics on selected subjects in criminal justice and related fields expanding beyond coverage in core courses and electives in the Criminal Justice Program. Offered when necessitated by student interest. Prerequisites: Permission of instructor.

CJ 211 5 Credits
CRIMINAL INVESTIGATION

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

CJ 221 5 Credits
SUBSTANTIVE ISSUES IN CRIMINAL JUSTICE

Specialized topics in criminal justice that narrowly focus on a particular subject matter beyond the scope of introductory-level courses. Subject-matter content will change over subsequent years. Prerequisites: Completion of all 100-level CJ course work and ENGL& 101.

CJ 231 5 Credits
RESEARCH AND WRITING IN CRIMINAL JUSTICE

Basic research methodologies and report-writing techniques for creating written documents reflecting high standards required for legal and professional report writing. Prerequisites: Completion of all 100-level CRJ course work and ENGL& 101.

CJ 236 5 Credits
INTRO TO PATROL PROCEDURES

Provides an overview of the types and purposes of police patrol, including vehicle patrol and routing patrol procedures, mediation, and management of crisis situations. Emphasis is placed on citizen protection, crime prevention, and identification and apprehension of suspects.

CJ 241 5 Credits
ETHICS IN CRIMINAL JUSTICE

Philosophical foundations of moral and ethical theory, doctrines, and controversies for understanding the necessity for practicing good moral and ethical judgment when performing criminal justice duties. Prerequisites: Completion of all 100-level CJ coursework.

CJ 242 5 Credits
INTRODUCTION TO POLICE MANAGEMENT

Introduces selected issues and practices associated with midlevel police management. Emphasizes the changing police environment and the shift that has been occurring in police organizational structures.

CJ 299 1-10 Credits
SEMINAR/PRACTICUM IN CRIMINAL JUSTICE

Capstone course. Two options: (1) Seminar in Criminal Justice, an advanced study requiring a 20-30 page research paper on topic assigned or (2) Practicum in Criminal Justice, experiential participation at an approved criminal justice agency. Prerequisites: Completion of all previous CRJ coursework or permission of instructor.

Cybersecurity and Computer Forensics

CSIA 110 5 Credits
INTRODUCTION TO CYBERSECURITY AND CYBERCRIME

Provides an introduction to the field of Cyber Security through

the analysis of technology and concepts in the field of cyber security and cybercrime. This course provides a complete introduction to the protection of business information and systems that support business process. The objective is to identify common threats and attacks, analyze the role of security techniques and architectures, explain the role of cryptography, and analyze issues related to managing security.

CSIA 185 5 Credits
CYBERSECURITY I: RISKS, CONTROL AND ENCRYPTION

This course explores the basic security landscape through the topics of risks, threats, control and encryption. Learn how to assess and prioritize risks with computer system, implement authentication controls and the functions of encryption/cryptography.

CSIA 190 5 Credits
CYBERSECURITY II: SECURING THE MODERN ENTERPRISE

From securing networked computers to securing the web this course provides an in-depth look at the challenges and opportunities with securing the modern enterprise.

CSIA 195 5 Credits
CYBERSECURITY III: ETHICAL HACKING

This course serves as an introduction into the skills, steps and concepts related to the field of penetration testing and ethical hacking. The modern penetration tester or "pen tester" relies on a specific set of skills to help secure IT infrastructure by testing defenses. This course places a heavy emphasis on the ethical issues and practices required by all professional penetration testers.

CSIA 280 5 Credits
COMPUTER FORENSICS I: INTRO TO COMPUTER FORENSICS

Explore the role and skillset required of the computer forensics professional investigator including an introduction to the computer investigation process, data acquisition process, crime scenes and forensics tools.

CSIA 285 5 Credits
COMPUTER FORENSICS II: INVESTIGATIONS & ANALYSIS

This course takes the students through techniques involved in conducting high-tech investigations. Students will explore analysis and validation, mobile device forensics, network forensics, graphics file, virtual machines, recovery and email investigations.

CSIA 290 5 Credits
CYBERSECURITY CAPSTONE: COMPETITIONS

The capstone course is focused on competing in cybersecurity national competitions including the CCDC or National Cyber Defense League competitions or national computer forensics competitions including SANS challenge or DC3 digital forensics challenges.

Directed Studies

DS 290 1-5 Credits
DIRECTED RESEARCH

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

DS 295 1-5 Credits
SPECIAL TOPICS

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

Drama

DRMA& 101 5 Credits
INTRO TO THEATRE

Introduction to history, art, and craft of theater. Plays are read and discussed. Play production is studied from the viewpoints of the playwright, actor, director, and theater technicians. Attendance at current community theater production is desirable. ENGL& 101 highly recommended. (H)

DRMA 124 5 Credits
ACTING I

Acting I is an introduction to craft: the balance of external technique and internal elements in order to create a flexible but consistent process that can be used to create believable characters in a variety of settings. The class is a combination of theory and practice. Students are exposed to major post-

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

DRMA 125 5 Credits
ACTING II

Acting II is a continuation of the craft-based study of acting. Students will continue to engage with theory and practice, implementing the ideas of Stanford Meisner to apply one particular theoretical approach in the Stanislavskian tradition of realistic theatre. Students will dissect two plays over the course of the quarter, performing scenes from both in front of an audience.

DRMA 126 5 Credits
ACTING III

Acting III is a continuation of the craft-based study of acting. Students will continue to engage with theory and practice, learning to read as an actor. Students will engage in an extended rehearsal process, producing a one-act play that will be open to the public.

DRMA 175 5 Credits
INTRODUCTION TO PLAYWRITING

Students will develop a critical vocabulary to talk about scripts as artifacts. Students will develop original one-act plays and compete for possible production spots in the spring Festival of Student-Directed One-Act Plays. (E)

DRMA 211 1-5 Credits
THEATER PRACTICUM I

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

DRMA 212 1-5 Credits
THEATER PRACTICUM II

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

DRMA 230 5 Credits
DIRECTING I

Students will develop a critical vocabulary and be introduced to a variety of contemporary perspectives about play direction. Students will work practically to develop their own ideas and style by directing three short, two-person scenes with outside actors. Students will compete for spots in the spring Festival of Student-Directed One-Act Plays. (E)

Early Childhood Education

ECED& 105 5 Credits
INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals in action.

ECED& 107 5 Credits
HEALTH, NUTRITION, AND SAFETY

Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources.

ECED& 120 2 Credits
PRACTICUM

In an early learning setting apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development.

ECED& 132 3 Credits
INFANTS AND TODDLERS

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

ECED 146 3 Credits
PRACTICUM II

Participation with children and staff in an approved early childhood center. Practice applying guidance procedures, implementing curriculum, and working cooperatively with staff. Lab assignments, six hours per week; seminar, one hour per week. Prerequisites: Minimum of 10 ECED credits which includes ECED& 120 and ECED& 190. STARS approved.

ECED 147 3 Credits
PRACTICUM II

Participation with children and staff in an approved early childhood center. Practice applying guidance procedures, implementing curriculum, and working cooperatively with staff. Lab assignments, six hours per week; seminar, one hour per week. Prerequisites: Minimum of 10 ECED credits which includes ECED& 120 and ECED& 190. STARS approved.

ECED& 160 5 Credits
CURRICULUM DEVELOPMENT

Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (Birth to age 8.)

ECED& 170 3 Credits
ENVIRONMENTS

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

ECED& 180 3 Credits
LANGUAGE AND LITERACY DEVELOPMENT

Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading.

ECED& 190 3 Credits
OBSERVATION AND ASSESSMENT

Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group and the community. Practice reflection techniques, summarizing conclusions and communicating findings. Prerequisites: ECED& 120.

ECED 201 1-3 Credits
INTERNSHIP

Individually designed field experience and seminar to work with children and/or adults (parents, staff, community) in schools, child-care, or human service agencies. Prerequisites: 15 credits of ECED. STARS approved.

ECED 260 5 Credits
PRACTICUM III

Advanced practicum experience based on skill standards in a developmentally appropriate setting with qualified master

teacher. Individualized opportunities for students to practice advanced teaching competencies and professional interactions with site staff and parents. Prerequisites: Completion of ECED 146, 147, 30 ECED

Economics

ECON 101 5 Credits
INTRODUCTION TO ECONOMICS

Introduction to fundamental economic concepts through contemporary social issues. Examine how societies deal with limited resources and social, cultural, and political responses to changing economic conditions. Recommended for those seeking a greater understanding of economics and contemporary issues. Prerequisites: MATH 091 (SS), ENGL 101, AMATH 121 or concurrent enrollment in.

ECON& 201 5 Credits
MICROECONOMICS

Promotes use of critical thinking to explore an individual's relationship to the supply-and-demand of goods and services. Tools of economic analysis are used to investigate management of environmental systems. Prerequisites: AMATH 121 OR MATH 091 and ENGL& 101. (SS)

ECON& 202 5 Credits
MACROECONOMICS

Presents economic theories used as tools for critical thinking to show how the U.S. economy operates. Emphasis on causes and consequences of unemployment and inflation and how they affect the well-being of Americans. The use of government spending, taxation, and the monetary system to promote full employment and stable prices will be examined. Explores role of energy and natural resources in shaping our economic future. Prerequisites: AMATH 121 or MATH 091 and ENGL& 101. (SS)

ECON 260 1-5 Credits
SOPHOMORE SEMINARS IN ECONOMICS

Provides opportunity to explore a wide variety of specialized topics in economics. Courses offered by topic. Individuals may take more than one seminar for credit, provided additional credits are taken in different topics. Prerequisites: Permission of instructor. (E)

ECON 350 5 Credits
POLITICAL ECONOMY

Theories of political economy are used to critically examine the laws governing the distribution of income between classes. This analysis is informed by the historical transformation of capitalism from feudalism and involves a study of original texts, including works by Smith, Mill, Marx and Veblen. Prerequisites: ENGL& 102 or ENGL 325 and BAS 310 or permission of instructor. This course fulfills one of the INT requirements of the BAS program.

ECON 352 5 Credits
MANAGERIAL ECONOMICS

Use of quantitative methods in economic decision making. Topics include application of demand theory, cost, theory, and strategic pricing; capital budgeting and risk; use of sampling theory and inferential statistics as an estimation technique. Prerequisites: MATH& 146, ENGL& 102 or ENGL 325, and BAS 310 or permission of instructor.

Education

EDUC& 115 5 Credits
CHILD DEVELOPMENT

Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives. (Formerly EDUC& 114)

EDUC 122 3 Credits
TECHNIQUES OF TEACHER TRAINING

Techniques of teaching (comparable to Vocational Certification Unit #1). Development of performance-based objectives for vocational program units of instruction and lesson plans. Development of techniques of evaluated student progress in consideration of performance-based objectives. Study of ways in which instructional materials may be presented. Individuals are encouraged to develop performance-based units of instruction in a vocational program.

EDUC 123 3 Credits
OCCUPATIONAL ANALYSIS

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

EDUC 124 3 Credits
COURSE ORGANIZATION

Use task analysis to establish curriculum and units of instruction for occupational programs (comparable to Vocational Certification Unit #3). Performance-based objectives will be encouraged.

EDUC& 130 3 Credits
GUIDING BEHAVIOR

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences.

EDUC& 150 3 Credits
CHILD, FAMILY, AND COMMUNITY

Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

EDUC& 203 3 Credits
EXCEPTIONAL CHILD

An introductory course in understanding educational programs, and state and federal laws regarding the education of children with special needs. An overview of current issues, trends, and resources affecting services and programs for children with special needs. Prerequisites: EDUC& 114 or permission of instructor/advisor. STARS approved. (E)

EDUC& 205 3 or 5 Credits
INTRODUCTION TO EDUCATION WITH FIELD EXPERIENCE

Introduction to the field of education with an overview of education n America; the historical, philosophical, and social foundations of education; current issues and trends in curriculum, instructional strategies, law and ethics; teaching as a profession; and the future of education. Includes classroom observations in public school. Prerequisites: Completion of 45 or more college credits, including English 111, or permission of instructor.

EDUC 206 2 Credits
ISSUES OF CHILD ABUSE AND NEGLECT

Insights into child abuse and neglect within a family system. Identify types of abuse and signs and symptoms of victims.

Mandated reporting requirements consistent with WAC 180-78-165 for educators, caregivers, and youth workers. STARS approved.

EDUC 212 1-3 Credits
DEVELOPMENTAL APPROACH TO TUTORING/ MENTORING

An introduction to the principles of tutoring and mentoring children in language arts and mathematics. Includes communication skills, attitudes, and expectations of the tutor; building relationships with the child/student; and providing positive behavioral support. Designed for Americorps members, paraeducators, and students interested in working with children.

EDUC 213 1 Credit
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 Credits
THE ADULT LEARNER

By understanding the adult learner and how one learns, the instructor can teach more effectively and can motivate and improve retention rates. In this course, instructor-learners will identify learning principles and adult characteristics, learning styles, demographics and motivation. They will also learn to modify curriculum and instruction based on the needs of the adult learners in their classrooms.

EDUC 227 3 Credits
MANAGING CHALLENGING BEHAVIORS

Factors that contribute to challenging behaviors in children. Positive behavior support strategies for children who persist in challenging behavior and do not respond to general child guidance procedures. Effective and individualized interventions for severe challenging behaviors. STARS approved. Prerequisites: ECE 130 or permission of instructor.

EDUC 250 2 Credits
STUDENT ADVISING: STRATEGIES FOR SUCCESS

Training for Advisors. Advisors participate in four in-person sessions and a continual 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 Credits
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.

PPO 102 5 Credits
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. Prerequisites: PPO 100

PPO 103 5 Credits
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. Prerequisites: PPO 102

PPO 120 5 Credits
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 Credits
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. Prerequisites: PPO 102

PPO 150 5 Credits
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 Credits
POWER PLANT SYSTEMS

Course provides a background in power plant cycles, systems and equipment, including an introduction to instrumentation and control. Prerequisites: PPO 103 & 120

PPO 202 5 Credits
POWER PLANT MAINTENANCE

Course provides a background in refrigeration, heating, ventilation and air conditioning and lighting. Prerequisites: PPO 201

PPO 203 5 Credits
POWER PLANT OPERATION REFRIGERATION AND HVAC

Course provides a background in power plant operations and controls. Prerequisites: PPO 202

English as Second Language

ESL 001 0 Credits
ENGLISH AS SECOND LANGUAGE

For adults for whom English is a non-native language. Includes practice in reading, writing, speaking, listening, pronunciation, and interaction skills. Course is open entry.

English

ENGL 054 3 Credits
READING II

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

ENGL 057 3 Credits
READING III

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

ENGL 089L 1-2 Credits
GRAMMAR LAB

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

ENGL 090 5 Credits
FUNDAMENTALS OF ENGLISH

Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on ASSET or COMPASS scores.

ENGL 091 5 Credits
FUNDAMENTALS OF ENGLISH

Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on ASSET or COMPASS scores.

ENGL 092 5 Credits
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 Credits
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. Prerequisites: Keyboarding skills or permission of instructor.

ENGL& 101 5 Credits
ENGLISH COMPOSITION I

Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques. Prerequisites: Score of 45 or more on ASSET Placement test with writing skills, 77% or more on COMPASS placement test, or Pass in ENGL 090, 091 or 092. (CC)

ENGL& 102 5 Credits
COMPOSITION II

Reading and writing using analytical and critical approaches. One or more research papers. Builds on concepts introduced in ENGL& 101. Prerequisites: 2.0 or better in ENGL& 101. (CC)

ENGL& 112 **5 Credits**
INTRODUCTION TO FICTION

Discover successful ways of exploring fiction. Study of form and structure, as well as major novelists and short-story writers, past and modern. Prerequisites: Eligibility for or concurrent enrollment in ENGL& 101. (H)

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

Approach poetry successfully. Study of poetic form and structure, as well as major poets and poems, past and present, American and world-wide. Prerequisites: Eligibility for or concurrent enrollment in ENGL& 101. (H)

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

Helps to understand and experience a diversity of dramatic literature, from the Greeks through the Renaissance to modern and contemporary playwrights. Prerequisites: Eligibility for or concurrent enrollment in ENGL& 101. (H)

ENGL 180-182 **1-3 Credits**
LITERARY MAGAZINE PRODUCTION I, II, 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 Credits**
INTRODUCTION TO SHAKESPEARE

General introduction to the works of Shakespeare, emphasizing the plays: tragedies, comedies, histories, and romances. Approaches Shakespeare both as poetry and as drama, concerning itself with language and with staging. Prerequisites: ENGL& 101 or permission of instructor. (H)

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

Survey of British literature from diverse periods. Selections will vary by quarter but will include classic and influential texts. Prerequisites: ENGL& 101 or permission of instructor. (H)

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

Theme-based study of selected masterpieces of British literature in context. Prerequisites: ENGL& 101 or permission of instructor. (H)

ENGL& 236 **5 Credits**
CREATIVE WRITING I

Beginning writing in fiction and poetry, other modes by request. Workshop approach, with discussion of work by class members and instructor. Reading of contemporary fiction, poetry, and theory. Prerequisites: ENGL& 101 or permission of instructor. (E)

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

Advanced creative writing using workshop approach. Genres offered vary by quarter and instructor. Prerequisites: ENGL& 236 or permission of instructor. (E)

ENGL 240 **3 or 5 Credits**
CHILDREN'S LITERATURE

An examination of the variety and diversity of literature that forms a part of the imaginative experience of children and adolescents, as well as a part of a larger literary heritage, viewed in the light of their social, psychological, political, and moral implications. Exploration of book format, major genres, and works by notable authors and illustrators. Prerequisites: ENGL& 101 or permission of instructor. (H)

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

Survey of classic works as well as new voices from the beginning of American literature to the present. Prerequisites: ENGL& 101 or permission of instructor. (H)

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

Theme-based study of selected masterpieces of American literature in context. Prerequisites: ENGL& 101 or permission of instructor. (H)

ENGL 250 **5 Credits**
INTERCULTURAL LITERATURE

An examination of literary works from a variety of cultural perspectives. Contemporary texts and local guest speakers from different cultures increase students' awareness and understanding of the values, beliefs, stories, interests,

and experiences of those cultures. Students define their own cultural identity and participate in service learning.
Prerequisites: ENGL& 101. (H)

ENGL& 254 5 Credits
WORLD LITERATURE I

Survey of world literature from diverse cultures and periods, including historical contexts. Selections will vary by quarter but will include translations from African, Eastern, Latin, and Western literatures. Prerequisites: ENGL& 101 or instructor permission. (H)

ENGL& 255 5 Credits
WORLD LITERATURE II

Theme-based study of selected masterpieces of African, Asian, European, and American literature in context. Prerequisites: ENGL& 101 or permission of instructor. (H)

ENGL 260 1-5 Credits
SPECIAL TOPICS OR SEMINARS

Specific topics and authors as proposed by faculty.
Prerequisites: ENGL& 101. (E)

ENGL 280-282 1-3 Credits
LITERARY MAGAZINE PRODUCTION IV, V, 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 Credits
SPECIAL TOPICS IN LITERATURE

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

ENGL 325 5 Credits
PROFESSIONAL AND ORGANIZATION COMMUNICATIONS

Business writing course required for students seeking the four-year Bachelor of Applied Science, Applied Management(BAS)

Degree. Production of business documents, including reports, proposals, letters, memos, essays, emails, and performance evaluations. Group projects and oral presentations. Review of business writing style, paragraphing, grammar, and document formatting. Prerequisites: ENGL& 101 and concurrent enrollment in BAS 301 and BAS 310 or permission of instructor.

Environmental Science

ENVS& 100 5 Credits
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 or MATH 091. (NS)

ENVS& 101L 5 Credits
INTRODUCTION TO ENVIRONMENTAL SCIENCE

An interdisciplinary science course for both non-science majors and science students. Topics include the practice of environmental science, ecological principles, demographics, forest and wildlife resources, energy, planning, climate change, and pollution. Underlying scientific principles and practices, including the exploration and presentation of scientific uncertainty, are identified and related to societal issues. Prerequisites: MATH 099 and placement into ENGL& 101.(NS)

ENVS 141L 5 Credits
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 or MATH 091; fieldwork involving moderately strenuous walking and wading of streams required. (E)

ENVS 201L 5 Credits
INTRO TO FOREST ECOLOGY

Introduction to forest ecosystems, including tree anatomy, growth dynamics, and role of disturbances in shaping forest succession. Examination of old growth forest ecosystems and their role in sustaining biodiversity. Management strategies to promote aesthetics, biodiversity, recreation and mitigate climate change presented and analyzed. Prerequisites: ENGL& 101, MATH 091, and the ability to move through and work in dense forest over steep terrain for long periods of time under challenging climatic conditions. (NS)

ENVS 202L 5 Credits
FIELD METHODS IN OLD GROWTH ECOLOGY

Introduction to the compositional, structural and functional elements of Old Growth Forest Ecosystems and field methods. Students work with scientists collecting old growth field data in pristine forests. Prerequisites: ENGL& 101 and the ability to work in rugged field conditions, under a challenging climate, all day.(E)

ENVS 230L 5 Credits
FISHERIES ECOLOGY

Examines the interactions between fish, their habitats, and human harvest. Includes an overview of aquatic ecology and an introduction to fisheries management. Involves moderately strenuous field activities, such as hiking and wading in streams. Prerequisites: ENGL& 101, MATH& 146, and ZOOL 216L. (NS)

ENVS 260 1-5 Credits
TOPICS IN ENVIRONMENTAL SCIENCE

Provides opportunity to explore a wide variety of specialized topics in environmental science. Courses offered by topic. Participants may take more than one topic for credit, provided additional credits are taken in different topics. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (E)

ENVS 262 5 Credits
ENVIRONMENTAL & RESOURCE ASSESSMENT

Students are introduced to a variety of field methods used to measure and assess the conditions and functions of ecosystems in Olympic National Forest. Use of empirical data to test scientific hypotheses is emphasized, as is effective and efficient implementation of measurement protocols in the field. Prerequisites: ability to work in rugged field conditions for prolonged periods of time in inclement weather.

ENVS 270L 5 Credits
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 or MATH 091. (E)

ENVS 274L 5 Credits
INTRO TO ECOSYSTEM RESTORATION

Introduction to ecological restoration of damaged ecosystems. Examines current techniques of restoration and the complex

ecological interactions that must be addressed. Explores the social, philosophical, biological, political, and regulatory forces that impact the success of restoration projects. Prerequisites: MATH 099; BIOL& 221L or BIOL& 100L; eligibility for ENGL& 101; MATH 099. (E)

ENVS 282L 5 Credits
FIELD METHODS IN ECOLOGICAL RESEARCH

Introduction to ecological research through direct experience with established field and lab methods in the natural resource sciences. Explores scientific method, hypothesis testing, sampling, experimental design, the role of questionnaires, remote sensing, GIS, and population measures. Prerequisites: MATH& 146 (may be enrolled concurrently), one of BIOL& 221L, BIOL& 100L, or BOT 101L and eligibility for ENGL& 101. (E)

ENVS 290 5 Credits
RESEARCH TOPICS IN ENVIRONMENTAL SCIENCE

Students serve as active members on research teams working to advance knowledge in environmental science. Depending upon the project, students will participate in hypothesis formation, experimental design, data collection, analysis, and determination of conclusions. Prerequisites determined by instructor. (E)

ENVS 321 5 Credits
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. Prerequisites: MATH& 146 (may be enrolled concurrently), one of BIOL& 221L, BIOL& 100L, or BOT 101L and eligibility for ENGL& 101, and BAS 310 or permission of instructor. (E)

Family Life Education

FLE 010 1-2 Credits
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.

**FLE 151, 152, 153
PARENTING SKILLS 1 Credit**

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.

**FLE 155, 156, 157
PARENT CO-OP LEADERSHIP SKILL 1 Credit**

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.

**FLE 161
CHILD GUIDANCE & DISCIPLINE 1 Credit**

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.

**FLE 162
FAMILY EVENING PRESCHOOL 1 Credit**

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.

**FLE 163
FAMILY PROGRAMS 1 Credit**

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.

**FLE 171, 172, 173
TODDLER-PARENT CO-OP 2 Credits**

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.

**FLE 175, 176, 177
TODDLER-PARENT LAB/LEADERSHIP 2 Credits**

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.

**FLE 181, 182, 183
PRE-SCHOOL PARENT CO-OP 2 Credits**

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.

**FLE 185, 186, 187
PRE-SCHOOL PARENT LAB/LEADERSHIP 2 Credits**

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
ART OF FILM 5 Credits**

Study of film as visual text, including key terms, primary practitioners, and major developments. Examination of film as transmitter of themes and values. Prerequisites: Eligibility for or completion of ENGL& 101. (H)

**FILM 101
GREAT DIRECTORS IN FILM 5 Credits**

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. Prerequisites: Eligibility for or completion of ENGL 101. (H)

**FILM 102
FILM GENRE 5 Credits**

Introduction to study of film genre through looking at either one or several film genres, including literary, mythic, historic, and theoretical aspects. Prerequisites: Eligibility for or completion of ENGL& 101. (H)

**FILM 110
LITERATURE AND FILM 5 Credits**

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. Prerequisites: Eligibility for or completion of ENGL& 101. (H)

FILM 120 5 Credits
INTRODUCTION TO SCREENWRITING

Beginning script-writing for film and television. Combination small lecture/workshop approach focusing on techniques, formats, and structure of scripts; plot and character development. Co-listed with MEDIA 140. (H)

First Aid

FA 100 1 Credit
INDUSTRIAL FIRST AID

Prepares individuals to perform basic first-aid procedures in cases of emergencies. Learn how to prevent accidents in the home and on the job. Adult CPR. Provides two-year certification.

FA 105 1 Credit
BASIC INDUSTRIAL FIRST AID

Prepares students to perform basic first-aid procedures in cases of emergencies. Learn how to prevent accidents in the home and on the job. Adult and infant CPR. Provides three-year certification.

FA 120 9 Credits
EMERGENCY MEDICAL TECH

This course will focus on: EMT roles and responsibilities, airway management, patient assessment, medical and trauma emergencies, anatomy and physiology, documentation, lifting and moving, and communications. Course includes practical labs and a total of 10 hours of clinical experience in the Emergency Department to provide direct hands-on experience. Special application is required before registration. Prerequisites: Current Health Care Provider CPR certification.

FA 180 1 Credit
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 Credit
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 Credit
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 Credit
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 Credit
ADVANCED CULINARY ARTS - 1

Advanced class in Culinary Arts, including introduction, preparing for a successful career, the history of food services, potatoes and grains, the lodging industry, the art of service, desserts and baked goods, marketing, and the menu. Class is taught in commercial kitchen at the Lincoln Center.

CUL 105 1 Credit
ADVANCED CULINARY ARTS - 2

Advanced class in Culinary Arts, including purchasing and inventory control; meat, poultry, and seafood; and standard accounting practices. Class is taught in commercial kitchen at the Lincoln Center.

CUL 106 1 Credit
ADVANCED CULINARY ARTS - 3

Advanced class in Culinary Arts, including stocks, soups, and sauces; tourism and the retail industry; and communicating with customers. Class is taught in commercial kitchen at the Lincoln Center.

CUL 295 1-3 Credits
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 Credits
FRENCH I

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

FRCH& 122 5 Credits
FRENCH II

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

FRCH& 123 5 Credits
FRENCH III

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

GED Prep

GED 001 0 Credits
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

GS 090 2 Credits
TRANSITION TO COLLEGE

Designed for adults who struggled in school and are planning to enroll in college classes the next quarter. This preparation for College Learning Skills assists with handling tough readings,

higher math, formal communication, and accessing computer resources. Course is open entry.

GS 100 2 Credits
COLLEGE LEARNING SKILLS

Introduces study techniques and principles, including learning styles, time management, resources, concept mapping, note taking, listening, memory, concentration, goal setting, and test preparation.

GS 103 3 Credits
FRESHMAN SEMINAR

Academic course to improve success of first-year students. Stresses importance of academic learning while creating sense of belonging. Taught by faculty from a variety of disciplines. Examines factors known to improve likelihood of success among first-year students. Individuals participate in either group or individual service-learning projects. (E)

GS 110 2 Credits
CROSS-CULTURAL COMMUNICATION

This course is designed to facilitate cross-cultural communication between domestic and international students. Students with different language and cultural backgrounds will meet in small groups or pairs on a weekly basis to discuss topics of interest and to enhance intercultural, interpersonal, and intrapersonal understanding. In so doing, students will act as conversation and cultural mentors to each other. Prerequisites for international students: IELTS 084 or permission of instructor. (E)

GS 111 3 Credits
INFORMATION ACCESS AND APPLICATION

Hands-on experience with wide range of information resources. Acquire skills necessary to access, evaluate, organize, and use information effectively.

GS 112 5 Credits
LEARNING FOR THE 21ST CENTURY

Develop information competency using the tools and context of an online-learning environment. Explore various strategies for locating, evaluating, and applying information resources in the research process; examine information policy issues; and publish work on the Web. Prerequisites: ENGL& 101. (E)

GS 121 1 Credit
STUDIUM GENERALE

Series of programs from the Humanities, Social Sciences, Natural Sciences, Vocations, and Global Issues. (E)

GS 185 2 Credits
STUDENT LEADERSHIP

Development of leadership skills and experiences through lecture, lab and group activities. Examines personal leadership styles, ethics, conflict resolution, communication and related topics. Prerequisites: Instructor permission.

Geographic Info Science

GIS 160 4 Credits
INTRO TO GEOGRAPHIC INFORMATION SYSTEMS I

An introduction to Geographic Information systems (GIS). Students learn general GIS and spatial assessment concepts using GIS software to analyze, interpret, and display spatial data for a variety of disciplines.

GIS 161 3 Credits
COMPUTER-AIDED DRAWING I

An introduction to AutoCAD computer-aided drafting software. Course provides the basic skills to design in 2D. Prerequisites: CAT 100 or CAT 116-119 or permission of instructor.

GIS 260 5 Credits
APPLIED GEOGRAPHIC INFORMATION SCIENCE

Data collection, management, analysis, and presentation using GPS/GIS data loggers and ArcGIS software to design projects, import, collect, rectify, and analyze data and present results in cartographic form. Students receive instruction in field and computer procedures using commercial grade GPS/GIS hardware and software. Prerequisites: CAT 118 or permission of instructor.

Geography

GEOG 120 5 Credits
INTRODUCTION TO PHYSICAL GEOGRAPHY

Geodesy and mapping; introduction to atmospheric science, weather, climate, the oceans, hydrology, and the earth's heat budget. Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

GEOG 200L 5 Credits
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

Introduction to geographic science through the use and application of Geographic Information Systems (GIS) and geospatial technologies. Applies geographic concepts and both qualitative and quantitative GIS applications in a variety of fields. Prerequisites: MATH 099, computer literacy, and eligibility for ENGL& 101.(NS)

GEOG 280 5 Credits
MEDICAL AND HEALTH GEOGRAPHY

This course examines concepts of health, globalization, disease, and illness from the perspective of how environment, biology, and society interact to produce and address states of health and disease. Geographic theories and tools, including GIS, will be used to explore course concepts. Prerequisites: eligible for ENGL101 and MATH 072 or MATH 091; computer literacy. (SS)

GEOG 325 5 Credits
GEOSCIENCE & BUSINESS INTELLIGENCE

Explores the role of geographic science in business decision making. Applies geoscience tools, such as GIS, data mining, and quantitative visualization techniques to issues like competitive analysis, site selection, customer profiling, sales management, and market segmentation. Students will learn to perform integrated business geo-sci research for client organizations. Prerequisites: MATH& 146 and BAS 310 or permission of instructor.

Geology

GEOL& 101L 5 Credits
INTRODUCTION TO PHYSICAL GEOLOGY

Introduction to geology for those intending to major in geology, geophysics, or related earth sciences. Tectonics, volcanism, earthquakes, introductory concepts of mineralogy and petrology, and survey of processes that shape the surface of the earth, including water, wind, ice, and gravity. Four hours lecture, two hours laboratory per week. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091; high school or college chemistry. (NS)

GEOL 124L **5 Credits**
EARTH SYSTEMS SCIENCE

Explores processes that form and shape the earth. The processes comprise a series of integrated systems that interact to produce the earth's continents, oceans, atmosphere, and life. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (NS)

German

GERM& 121 **5 Credits**
GERMAN I

Speaking, reading, writing, grammar, introduction to German culture. (E)

GERM& 122 **5 Credits**
GERMAN II

Continuation of GERM& 121. Prerequisites: GERM& 121 or one year high school German. (E)

GERM& 123 **5 Credits**
GERMAN III

Continuation of GERM& 122. Prerequisites: GERM& 122 or two years high school German or the equivalent. (H)

Green Building

WWHB 100 **10 Credits**
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: Basic knowledge of construction terminology and practices, and HUMDV 120 or concurrent enrollment.

WWHB 101 **10 Credits**
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: Basic knowledge

of construction terminology and practices, and HUMDV 120 or concurrent enrollment.

WWHB 102 **10 Credits**
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: Basic knowledge of construction terminology and practices, and HUMDV 120 or concurrent enrollment.

WWHB 105 **3 Credits**
BLUEPRINT READING

Introduction on how to read and use blueprints to construct residential and commercial structures. Course emphasis will be on learning to read blueprints and how to apply different types of foundations, framing, and interior and exterior finishes. Learn how building codes apply to various stages of construction. This is one of the required courses for the Carpentry one-year certificate.

WWHB 110 **10 Credits**
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. Prerequisites: HUMDV 120 or concurrent enrollment.

WWHB 115 **10 Credits**
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. Prerequisites: WWHB 110 or permission of instructor, and HUMDV 120 or concurrent enrollment.

WWHB 120 **10 Credits**
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, and HUMDV 120 or concurrent enrollment.

Health Education

HED 090 0 Credits **HIV/AIDS LICENSURE 4 HOURS**

Selections from etiology and epidemiology of HIV; transmission and infection control; legal and ethical issues; psychosocial issues.

HED 095 0 Credits **HIV/AIDS LICENSURE 7 HOURS**

Selections from etiology and epidemiology of HIV; transmission and infection control; testing and counseling; clinical manifestations and treatment; legal and ethical issues; psychosocial issues.

HED 150 5 Credits **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)

HED 151 1 Credit **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.

HED 180 5 Credits **HEALTH AND WELLNESS**

An introduction to personal health. Understanding drug and alcohol use, sexuality and reproductive issues, diseases, nutrition, diet and weight management, stress management, safety, and environmental concerns. Students will analyze their

own attitudes, behaviors, and decisions that affect individual health and develop strategies for healthful living. (E)

HED 210 5 Credits **HUMAN SEXUALITY**

An introduction to contemporary aspects of human sexuality, including development of sexuality over the lifespan, beginning with prenatal gender differentiation and proceeding through adulthood and aging. We will also cover related topics, such as interpersonal aspects of sexual relationships, sexual orientation, pregnancy, parenting choices, and STDs, including HIV/AIDS. ENGL& 101 strongly recommended. (E)

History

HIST& 126 5 Credits **WORLD CIVILIZATIONS I**

Comparative study of the evolution of the world's major civilizations (African, Asian, European, and the Americas to the Middle Ages). Emphasis on understanding value systems and how they are expressed in different political, social, economic, and cultural-religious systems as well as literature, architecture, and art. (SS)

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

Comparative study of the evolution of the world's major civilizations (African, Asian, European, the Americas) from the Middle Ages to the French Revolution, including different political, social, economic, cultural-religious systems, and nation building, as well as literature, architecture, and art. (SS)

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

Comparative study of the evolution of the world's major civilizations (African, Asian, European, the Americas) from the French Revolution to the present, including different political, social, economic, and cultural-religious systems. Introduction of often conflicting ideologies and forces in contemporary life. (SS)

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

Political, economic, and cultural history of the United States, from its founding to the Jeffersonian Revolution. Prerequisites: Eligibility for or completion of ENGL& 101. (SS)

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

Political, economic, and cultural history of United States, from early 19th century to the beginning of the 20th century. Prerequisites: Eligibility for or completion of ENGL& 101. (SS)

HIST& 148 **5 Credits**
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. Prerequisites: Eligibility for or completion of ENGL& 101. (SS)

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

Course concentrates on the region of the Pacific Northwest, but is situated within the larger history of American and world history. The course proceeds through five main periods: indigenous peoples, European discovery, colonialism, industrial development, and regional control. Emphasis is placed on understanding social (ethnicity, race, and gender) differences, economic and political organization, and cultural values of the different historical periods. ENGL& 101 strongly recommended. (E)

HIST 220 **5 Credits**
HISTORY OF MODERN LATIN AMERICA

Survey of Latin American history from pre-Columbian civilizations to present. Emphasis on contemporary topics (Cuban relations, economic inequities, and U.S.-Latin American relations). (SS)

HIST 360A **5 Credits**
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. Prerequisites: BAS 310 or permission of instructor.

Homeland Security Emergency Management

HSEM 102 **5 Credits**
INTRODUCTION TO EMERGENCY MANAGEMENT

Provides groundwork on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, policies, questions, best practices, and lessons learned through recent years; requirements of NFPA® 1600, Standard on Emergency Management and exposure to new and developing theories, practices, and technology in emergency management.

HSEM 110 **2 Credits**
BASIC INCIDENT COMMAND SYSTEM/NATIONAL MANAGMNT SYSTEM

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (Course will meet ICS 100/200/700/800 requirements).

HSEM 120 **3 Credits**
ALL HAZARDS EMERGENCY PLANNING

This course is designed to introduce students to developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), Emergency Support Functions, National Response Plan, Washington State Comprehensive Emergency Management Plan and contingency planning for areas such as Special Needs (Vulnerable Populations) or Animal Sheltering are included. Prerequisites: HSEM 102

HSEM 130 **3 Credits**
TECHNOLOGY IN EMERGENCY MANAGEMENT

This class provides a detailed overview of the technology used, and also clearly explains how the technology is applied in the field of emergency management. Students will learn how to utilize technology in emergency planning, response, recovery and mitigation efforts and they'll uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include:

Web Emergency Operations Center (EOC), using technology with training and exercises, reverse 911 notification systems, video conferencing/downlinks and Geographic Information System (GIS)/ Global Positioning System (GPS) capabilities. Prerequisites: HSEM 102

HSEM 157 2 Credits **PUBLIC INFORMATION OFFICER**

The course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events. After completing this course the student will have met the sections required for Public Information Officer as outlined by NFPA 1035.

HSEM 160 5 Credits **EMERGENCY RESPONSE AWARENESS TO TERRORISM**

Provides current and relevant information about terrorism, terrorist behavior, homeland security policies and dilemmas, and how to deal effectively with threats and the consequences of attacks. Student will gain insight into the key players involved in emergency management, local and state issues, particularly as they need to interact and work with FEMA and other federal agencies. Course components include identifying terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoidance in communication and leadership collapse.

HSEM 180 3 Credits **PUBLIC ADMINISTRATION**

This course provides an overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic politics and power, and the various theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as Hurricane Katrina efforts and Homeland Security.

HSEM 190 3 Credits **HSEM SPECIAL TOPIC CITIZEN PREPAREDNESS TRAINING**

This special topics train-the-trainer program is designed to prepare students to deliver community preparedness

awareness information classes on emergencies and disasters. Prerequisites: HSEM 102 and must have completed 12 HSEM credits or HSEM Program Coordinator approval

HSEM 200 2 Credits **EMERGENCY OPERATIONS CENTER**

This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing and operating, jurisdictional setting, and the critical link between Incident Management Systems and emergency management operations. Prerequisites: HSEM 102 and HSEM 110.

HSEM 210 3 Credits **EXERCISE DESIGN AND EVALUATION**

This course provides participants with the knowledge and skills to develop, conduct, evaluate and report effective exercises that test a community's operations plan and operational response capability. Throughout the course, participants will learn about topics including exercise program management, design and development, evaluation, and improvement planning. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC). Prerequisites: HSEM 102 and HSEM 120 or coordinator approval.

HSEM 220 2 Credits **DEVELOPING AND MANAGING VOLUNTEER RESOURCES**

This course will focus on methods and procedures for involving private-sector organizations and volunteers in emergency management programs in ways which benefit both parties. The focus of the course is on maximizing the effectiveness of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting volunteers, training individuals who volunteer and motivation and maintenance of a successful program. Participants will acquire skills and knowledge to make appropriate volunteer assignments that enhance the effectiveness of an integrated emergency management system. Prerequisites: HSEM 102.

HSEM 230 2 Credits **DISASTER RECOVERY AND RESPONSE**

The purpose of this course is to enable students to understand and think critically about response and recovery operations in

the profession of emergency management. Students will utilize problem based learning by analyzing actual disaster events and applying the theories, principals, and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery. Prerequisites: HSEM 102 and HSEM 120, or Program Coordinator approval.

HSEM 240 5 Credits
WORKBASED LEARNING EXPERIENCE

The purpose of the Homeland Security Emergency Management (HSEM) Internship is to give students who are well advanced in their undergraduate program the opportunity to experience the links between theory and practice through application in the work setting of the knowledge and skills gained in the classroom. Prerequisites: Preapproval of HSEM Internship Coordinator and Advisor.

HSEM 250 3 Credits
HOMELAND SECURITY LAW AND ETHICS

This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security. This course examines important laws and government frameworks relevant in emergencies including the Stafford Act, the Posse Comitatus Act, the Federal Volunteer Protection Act, and the National Incident Management System. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, crisis and consequence management. Prerequisites: HSEM 102 and HSEM 120 or Program Coordinator approval.

Human Development

HUMDV 033 1-2 Credits
DEVELOPMENTAL EDUCATION I

Supervised study in specific courses and/or assistance in learning specific academic skills. Lab format with individualized learning contracts.

HUMDV 100 1-2 Credits
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 Credit
SUCCESS IN THE ONLINE CLASSROOM

Overview of what to expect in an online course and how to make web-based learning more productive and rewarding. Meet in an online classroom that simulates a typical web-based learning environment. Students will learn how to use online courseware, navigate threaded discussions, locate articles and research materials, create an electronic presentation, and save electronic documents for presentation on the internet.

HUMDV 103 1 Credit
STUDENT SUCCESS SKILLS

Develop the essential skills necessary to achieve student success through this fun and informative class. Students will learn effective communication skills, creative problem-solving techniques, helpful decision-making skills, how to establish a support network with other students, and how to set and achieve realistic goals. Class includes time on the outdoor stationary Challenge Course. No Prerequisites No text book required.

HUMDV 110 1-3 Credits
CAREER/LIFE PLANNING

Explores career and life options that fit individual interests, needs, and skills through an informative, interactive process. Start with what you know about yourself and create a path for the future. Includes interest inventories, informational interviewing, job market information, and how to create effective resumes.

HUMDV 111 2 Credits
LEADERSHIP FOR SUPERVISORS

Research a career path based on individual skills, values, interests, and aptitudes. Use software available in the Career Services Office, along with textbook material, handouts, and personal conferences.

HUMDV 112 1-2 Credits
OCCUPATIONAL EXPLORATION

Emphasis on informed choices relating to careers. Self-assessment, occupational information, and current labor market trends stressed. Assess individual skills, values, interests, attitudes, and approaches to decision-making.

HUMDV 114 1-2 Credits
RESUME WRITING 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 Credits
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 Credits
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 Credits
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 Credit
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 Credit
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 Credits
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 Credits
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 Credits
UPGRADING AND MAINTAINING YOUR PC

Hands-on experience in building and maintaining a PC. Covers topics from the A+ essentials exam. Each student will build at least three computers and adjust hardware and software for best performance. Each student will load a variety of operating systems and applications during the class.

IT 163 5 Credits
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. Prerequisites: IT 162 or permission of instructor.

IT 185 5 Credits
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. Prerequisites: Permission of instructor.

IT 225 8 Credits
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 Prerequisites knowledge and skills required for IT 245. Course administered in lecture/lab setting, includes significant hands-on exercises. Prerequisites: Permission of instructor. (E)

IT 233 5 Credits
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 Credits
WINDOWS DIRECTORY SERVICES

Learn to install, configure, and troubleshoot Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. Provides Prerequisites 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. Prerequisites: Permission of instructor. (E)

IT 255 8 Credits
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.) Prerequisites: Permission of instructor. (E)

IT 286 5 Credits
TROUBLESHOOTING THE WINDOWS CLIENT

Topics covered include planning, installation, active directory structure, and topics related to Windows Client operating systems.

IT 294 5 Credits
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. Prerequisites: Permission of instructor.

Integrated Studies

IS 101 5 Credits
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. Prerequisites: ENGL& 101. (H)

IS 102 5 Credits
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. Prerequisites: ENGL& 101. (H)

IS 103 5 Credits
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 Credits
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 Credits
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. Prerequisites: ENGL& 101 or permission of instructor. (H)

IS 107 5 Credits
HISTORY OF SCIENCE: THE MODERN ERA

Throughout history mankind's destiny has often been realigned by major intellectual advances made in science. Through readings, demonstrations, and discussions, participants will explore this process using the contributions of Newton, Lavoisier, Faraday, Darwin, Poincare, Freud, Curie, Einstein, Watson, and Crick. (H)

IS 108 2 Credits
ORAL HISTORY I

Use of current media technologies, including video, desktop publishing, and web technology to research and document the oral history of specific aspects of the local community. Focus on research, writing, video production, and bringing anthropological perspectives to the gathering of oral history. Final products will be video interviews, short documentaries, a website, and a printed newsletter. (E)

IS 302 5 Credits
VISIONS OF UTOPIA

If some forms of social life are better than others, which form would be best? This course will investigate this question in a cross-disciplinary manner by examining conceptions of the ideal utopian society as expressed in classic writings from philosophy and literature. Authors include Plato, More, Marx, Nietzsche, Hawthorne, Thoreau, Skinner, Burgess, and Nozick. Prerequisites: ENGL& 102 or ENGL 325, and BAS 310 or permission of instructor.

IS 330 5 Credits
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. Prerequisites: BAS 310 or permission of instructor.

Intensive English Language Studies

IELS 084L, 084R, 084W 5 Credits
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. Prerequisites: On-campus assessment in all skill areas. Nontransferable.

IELS 085L, 085R, 085W 5 Credits
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. Prerequisites: On-campus assessment in all skill areas or successful completion of INTL 084 series. Nontransferable.

IELS 086L, 086R, 086W 5 Credits
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. Prerequisites: On-campus assessment in all skill areas or instructor verification of completion of INTL 085 series. Nontransferable.

Math - Applied

AMATH 121 5 Credits
APPLIED MATH FOR PROFESSIONAL & TECH PROGRAMS

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. Prerequisites: MATH 064 or acceptable placement test score.

Mathematics

MATH 064 5 Credits **INTRODUCTION TO ALGEBRA**

Fundamentals of arithmetic using integers, fractions, decimals, exponents, and square roots; solving basic linear equations; solving problems using percents, proportions, and basic geometry. Calculator required (TI34-II preferred). Prerequisites: Placement exam.

MATH 091 5 Credits **ESSENTIALS OF INTERMEDIATE ALGEBRA**

This course develops proficiency with solving linear equations and inequalities, simplifying expressions using the rules of exponents, adding/subtracting/multiplying polynomials, graphing various types of equations and linear inequalities, solving systems of linear equations and inequalities, and finding the equations of lines. Prerequisites: 2.0 or higher in Math 064 or equivalent.

MATH 099 5 Credits **INTERMEDIATE ALGEBRA FOR CALCULUS**

This course will expose students to a variety of algebraic techniques that will prepare them for precalculus and calculus. Focus will be placed on quadratic, rational, radical, exponential, and logarithmic expressions and equations. Techniques will include factoring, simplifying (adding/subtracting/multiplying/dividing) polynomials, rational, radical, exponential and logarithmic expressions. Prerequisites: 2.0 or higher in Math 091 or 2.0 or higher in Math 072 or equivalent.

MATH 106 5 Credits **MATH FOR ELEMENTARY TEACHERS I**

Designed for future K-6 teachers. Focus is on mathematical concepts, including counting, number sense, operations, algorithms, fractions, ratio, and proportion. Method topics include teaching strategies, assessment methods, and processes of doing mathematics as related to elementary mathematics. This course does not fulfill the quantitative skills requirement for the AA degree. (E)

MATH& 107 5 Credits **MATH IN SOCIETY**

A study of a variety of mathematical topics for non-science majors. The topics covered may differ between sections, but may include problem-solving strategies, logic, set theory, number theory, mathematics of finance, probability and statistics, or geometry. Prerequisites: 2.0 or higher in MATH

091 or equivalent. (QS,NS)

MATH 108 5 Credits **MATH FOR ELEMENTARY TEACHERS II**

Methods topics include teaching the usage of technology. Math topics include algebra, geometry, measurement, and statistics. This course satisfies the quantitative skills requirement for the AA degree, provided that Math for Elementary Teachers I has also been completed satisfactorily. Prerequisites: MATH 106 and 2.0 or better in MATH 091 or equivalent.(QS,NS)

MATH 111 5 Credits **FINITE MATHEMATICS**

A study of linear functions and modeling, systems of linear equations, matrices, linear programming, the mathematics of finance, sets, counting techniques, and probability. Graphing calculator required (TI-83/84 preferred). Prerequisites: 2.0 or higher in MATH 091 or equivalent. (QS,NS)

MATH& 141 5 Credits **PRECALCULUS I**

Analysis of linear, quadratic, polynomial, exponential, logarithmic, rational, and radical functions and their graphs; linear and nonlinear inequalities; systems of equations; and matrices. Graphing calculator required (TI-83/84 preferred). Prerequisites: 2.0 or higher in MATH 099 or MATH &148 or equivalent. (QS,NS)

MATH& 142 5 Credits **PRECALCULUS II**

Conic sections; trigonometric functions; identities, inverse trigonometric functions; trigonometric equations; solutions of right triangles, laws of sines and cosines; vectors, polar coordinates, and complex numbers, sequences, series, binomial theorem. Graphing calculator required. (TI 83/84 preferred). Prerequisites: 2.0 or higher in MATH& 141 or equivalent. (QS,NS)

MATH& 146 5 Credits **INTRODUCTION TO STATS**

Introduction to methods and applications of elementary descriptive and inferential statistics; summarizing data graphically and numerically, probability, confidence intervals, hypothesis testing, correlation and linear regression. Prerequisites: 2.0 or higher in MATH 091 or equivalent. Graphing calculator required (TI-83/84 preferred).(QS,NS)

MATH& 148 **5 Credits**
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). Prerequisites: 2.0 or better in MATH& 141 or MATH 111. (QS,NS)

MATH& 151 **5 Credits**
CALCULUS I: ANALYTIC GEOMETRY

Limits and continuity; derivatives of algebraic and trig functions; chain rule, implicit differentiation and applications, an introduction to antiderivatives. Graphing calculator required (TI-83/84/89 preferred). Prerequisites: 2.0 or higher in MATH& 142 or equivalent. (QS, NS)

MATH& 152 **5 Credits**
CALCULUS II: ANALYTIC GEOMETRY

Calculus of exponential, log, and inverse trig functions; methods of integration; applications of integration; introduction to differential equations; and mathematical modeling. Graphing calculator required (TI-83/84/89 preferred). Prerequisites: 2.0 or higher in MATH& 151 or equivalent. (QS,NS)

MATH& 163 **5 Credits**
CALCULUS 3: ANALYTIC GEOMETRY

Sequences, series, Taylor expansions. Vectors, vector functions, space curves. Functions of several variables, partial derivatives, tangent planes. Graphing calculator required (TI-83/84/89 preferred). Prerequisites: 2.0 or higher in MATH& 152, or equivalent. (QS,NS)

MATH 210 **3 Credits**
LINEAR ALGEBRA

Matrices, systems of linear equations, matrix inversion, vector spaces, subspaces, dependence, independence, bases, orthogonality, linear transformations, determinants, eigenvalues and eigenvectors, applications. Prerequisites: 2.0 or higher in MATH& 152. Graphing calculator required (TI-89 preferred).

MATH 224 **3 Credits**
INTERMEDIATE ANALYSIS

Review of double integrals in Cartesian and polar coordinates; triple integrals in Cartesian, cylindrical, and spherical coordinates; vector fields; surface integrals; Green's theorem; divergence theorem; Stokes' theorem; sequences and series; Taylor's theorem. Graphing calculator required (TI-

89 preferred). Prerequisites: 2.0 or higher in MATH& 163 or equivalent.

MATH 238 **3 Credits**
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. Prerequisites: 2.0 or higher in MATH& 152 or equivalent. Graphing calculator required (TI-89 preferred).

Medical Assistant

MED 101 **3 Credits**
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 Credit**
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. Prerequisites: MED 101

MED 110 **5 Credits**
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 Credits**
ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY II

Study of respiratory, digestive, reproductive, urinary,

integumentary, and sensory systems, including diagnostic procedures and therapeutic interventions. Prerequisites: MED 101

MED 120 5 Credits
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 Credits
MEDICAL OFFICE PROCEDURES

General office administration, including telecommunications, scheduling, filing, interpersonal communications, and overview of business machines, medical equipment, supply procurement, and inventory. Prerequisites: MED 101

MED 140 4 Credits
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. Prerequisites: MED 101

MED 150 3 Credits
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. Prerequisites: MED 101

MED 151 3 Credits
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. Prerequisites: MED 101

MED 152 3 Credits
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 Credits
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. Prerequisites: MED 101

MED 161 4 Credits
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. Prerequisites: MED 160.

MED 165 6 Credits
CLINICAL PRACTICUMS

Observation and practice in various medical offices, hospitals, and clinics. Prerequisites: MED 101

MED 170 5 Credits
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. Prerequisites: MED 101

MED 171 5 Credits
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, making better study available for students."Cells to Surface" teaching. Prerequisites: MED 101

MED 172 5 Credits
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. Prerequisites: MED 101

MED 173 5 Credits
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, 110 and 115.

MED 180 1 Credit
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. Prerequisites: MED 101

Multimedia Communications

MEDIA 110 5 Credits
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. Prerequisites: Good computer file management and typing skills.

MEDIA 111 5 Credits
INTRODUCTION TO MULTIMEDIA WEB

Learn fundamental concepts and skills of multimedia content development and website design. Students will create multimedia elements with Flash, Photoshop, Dreamweaver, and open-source applications. Manipulate photographs, design animated web banners and graphic rollover buttons. Explore interface design and embed multimedia presentations in a webpage. Prerequisites: Good computer file management and typing skills.

MEDIA 112 5 Credits
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. Prerequisites: AOS 101 or equivalent. Colisted with AOS 112.

MEDIA 113 5 Credits
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 Credits
INTRODUCTION TO DIGITAL VIDEO

This course introduces students to digital video, audio, motion graphics, and digital filming techniques. Students will plan, film, edit, and stream short digital videos on the internet. Students enrolling in this class must supply their own digital video camera and have good computer skills.

MEDIA 140 5 Credits
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 5 Credits
DIRECTING & PRODUCTION

Introduction to documentary styles, filmmaking, directing, and production

MEDIA 155 **5 Credits**
E-BOOK DESIGN AND PUBLISHING

Design, publish and promote e-books and interactive publications for multiple devices on the web. Use digital publishing software to create and implement effects such as page rotation, scrolling text, and interactive images. Learn how to distribute an e-book or e-publication to an app store. Prerequisites: Good computer and typing skills.

MEDIA 170 **5 Credits**
INTRODUCTION TO GRAPHIC DESIGN

Introduction to the formal elements of graphic design. Explore contemporary design issues and examine the history and psychology behind design communications. Use page layout software to create materials for publication and produce a final printed portfolio of student work.

MEDIA 175 **4 Credits**
PRINCIPLES OF DIGITAL PHOTOGRAPHY

Planning and production of college literary magazine, Tidepools. Quarterly activities include: soliciting student contributions, conducting a community-wide contest, designing the magazine; judging material and producing camera-ready copy for printing; marketing finished product, and organizing a reading by contest winners and contributors. Colisted with ENGL 180-182.

MEDIA 180 **5 Credits**
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.

MEDIA 181 **1-3 Credits**
LITERARY MAGAZINE PRODUCTION I

Planning and production of college literary magazine, Tidepools. Quarterly activities include: soliciting student contributions, conducting a community-wide contest, designing the magazine; judging material and producing camera-ready copy for printing; marketing finished product, and organizing a reading by contest winners and contributors. Colisted with ENGL 180-182.

MEDIA 190 **5 Credits**
WEB AUTHORING

Learn how to plan, create, and publish a website from start to finish. Use HTML and cascading style sheets (CSS) to

format accessible site navigation and web content layout. Learn information mapping and effective user interface design methods. Add multimedia and graphic elements to interactive web pages. Use search engine optimization strategies to improve website visibility.

MEDIA 191 **5 Credits**
ADVANCED WEB AUTHORING

Learn advanced web design with HTML and CSS including search engine optimization, and usability standards. Explore the web graphic design processes with graphics software and create fully functioning websites. Prerequisites: MEDIA 190 or permission of instructor.

MEDIA 192 **5 Credits**
WEB CONTENT MANAGEMENT SYSTEMS

Plan, design, and deploy websites with an industry standard content management system (WordPress). Implement hand-coded HTML and CSS to create powerful, efficient, and dynamic websites with industry standard web content management systems. Integrate social media content through a dynamic web portal engine. Prerequisites: MEDIA 190 or permission of instructor.

MEDIA 201 **5 Credits**
DIGITAL IMAGE EDITING I

Provides fundamental digital imaging skills. Learn to scan, optimize, enhance, colorize, and combine photographs. Emphasis will be placed on editing photographs, color management, and acquiring a basic understanding of Adobe Photoshop. Prerequisites: Good computer and file management skills.

MEDIA 202 **5 Credits**
ADVANCED IMAGE EDITING

Use practical techniques to professionally manipulate photographs and automate digital image production tasks. Create special effects for type, photos, and web graphics with industry standard software (Photoshop). Students will produce an informational multimedia presentation on the topic of a global issue, and design a webpage portfolio to showcase course projects. Prerequisites: MEDIA 201.

MEDIA 203 **5 Credits**
ADVANCED DIGITAL PHOTOGRAPHY

Course takes students beyond the basics of digital photography as they increase the depth of their aesthetic expression and photographic technique. Students will complete a series of

directed projects designed to stimulate creative ideas, expand visual communication skills, improve composition, and develop their own unique body of work using digital cameras and photographic technologies. Students supply their own camera. Prerequisites: MEDIA 175.

MEDIA 204 **5 Credits**
DIGITAL ILLUSTRATION

Introduction to computer illustration with Adobe Illustrator. Learn basic through intermediate computer drawing skills, and use precision digital art production tools. Create professional quality vector graphics for printed materials, multimedia projects, and web presentation.

MEDIA 206 **5 Credits**
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. Prerequisites: MEDIA 190 or instructor permission. Additional fees required for database webserver account.

MEDIA 210 **5 Credits**
MULTIMEDIA WEB PRODUCTION

Learn advanced web design, interface architecture, usability, and the integration of open-source web applications. Students will work individually and in groups to create interactive websites, taking them from concept to completion. Prerequisites: MEDIA 190.

MEDIA 212 **5 Credits**
GRAPHIC DESIGN PORTFOLIO

Students will produce a website portfolio of digital media and artwork that showcases creative and technical skills. Prerequisites: MEDIA 110 and web design skills.

MEDIA 215 **5 Credits**
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. Prerequisites: Basic digital video editing skills.

MEDIA 260 **1-5 Credits**
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 Credits**
MUSIC APPRECIATION: WORLD OF SOUND

Exploration of how and why we listen to music. Examination of the many roles that music plays in various world cultures. Musical examples drawn from Asia, Africa, Indonesia, North and South America (including Native American tribal groups), jazz, blues, and the Western classical tradition. No prior musical experience is necessary. (H)

MUSC 110 **5 Credits**
HISTORY OF ROCK N ROLL

A cultural/sociological history of pop music in the USA. Musical antecedents (blues, country, rhythm and blues) and outside influences (African drumming, Latin rhythms, folksingers) will be included, but the focus will be on the pop music of this period. The music will be addressed within the context of societal issues such as racism, conformity, generational conflict, governmental repression and censorship. (H)

MUSC 115 **5 Credits**
HISTORY AND APPRECIATION

Musical elements, orchestral instruments, and historical styles. Stress development of critical listening skills. (H)

MUSC 120 **5 Credits**
NO FEAR: CONFRONTING MODERN MUSIC

Exploration of our relationship to classical music of the 20th Century. Examination through listening, lectures, discussion and reading of twenty major compositions of this era. Pertinent relations of these works to popular music, jazz, world music styles, film music, art, poetry and architecture will be explored. No prior musical experience necessary. Prerequisites: Concurrent enrollment in ENG 90 or higher. (H)

MUSC 130 **1-2 Credits**
CHAMBER CHOIR

Study of historical styles and performances in diverse languages. Public performances required. Prerequisites: Permission of instructor. (P)

MUSC 133 1 Credit
CHAMBER MUSIC ENSEMBLE

Designed for string, keyboard, wind, and brass players; provides opportunity for playing chamber music in both sight reading and performance contexts. Prerequisites: Permission of instructor. (P)

MUSC 136-138 1-3 Credits
JAZZ ENSEMBLE I, II, III

Study jazz styles through performance of jazz literature. Emphasis on development of improvisational techniques. Course is contingent upon availability of qualified students. Prerequisites: Permission of instructor. (P)

MUSC 139 2 Credits
JAZZ IMPROVISATION SEMINAR

Seminar focusing on development of skills and techniques in jazz improvisation. Students should be able to read notes and chord symbols and should be acquainted with basic music theory principles. Concurrent enrollment in Jazz Ensemble is suggested but not mandatory. Prerequisites: At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument (E.)

MUSC& 141 5 Credits
MUSIC THEORY I

Develops musicianship through study and application of compositional elements. Emphasis on musical notation, aural skills, and aesthetic musical values. Each quarter prerequisites to the next or by permission of instructor. (H,E,E)

MUSC& 146-148 2 Credits
VOCAL ENSEMBLE I, II, III

The study and performance of specialized contemporary and jazz vocal music suitable for beginning and advanced students. Prerequisites: Permission of instructor.

MUSC 150 1 Credit
COMMUNITY CHORUS

Preparation and performance of choral literature through participation in a community chorus. (P)

MUSC 153 / 154 2 Credits
SYMPHONY ORCHESTRA

Performance in a community symphony orchestra. Permission of instructor required. (P)

MUSC 158 2 Credits
BEGINNING PIANO

This course is designed for the beginning student with little or no keyboard experience. Students will become proficient in note reading by interval and note name, rhythm/rest values, and use of chords in C, G and F. Maximum enrollment, 8 students. (E)

MUSC 160 1-2 Credits
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.

MUSC 161 1-2 Credits
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.

MUSC 184 2 Credits
PENINSULA COLLEGE CHOIR

Experiences in performance of choral literature, with required public concert at end of each quarter. Emphasis on singing techniques and diverse languages. (P)

MUSC 236-238 2 Credits
JAZZ ENSEMBLE IV, V, VI

Continuation of Music 138.

MUSC 239 2 Credits
JAZZ IMPROVISATION SEMINAR

Seminar focusing on development of skills and techniques in jazz improvisation. Students should be able to read notes and chord symbols and should be acquainted with basic music theory principles. Concurrent enrollment in Jazz Ensemble is suggested but not mandatory. Prerequisites: At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument (E.)

MUSC 246-248 2 Credits
VOCAL ENSEMBLE IV, V, VI

Continuation of Music 148.

MUSC 260 1-5 Credits
SPECIAL TOPICS OR SEMINARS

Nursing

NURS 100 1 Credit
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. Prerequisites: MS Word and e-mail proficiency. E-mail address collected at time of registration.

NURS 101 10 Credits
NURSING I

Nursing 101 is the first in a series of six courses. Concepts basic to the practice of nursing are introduced as a foundation for the achievement of the program goals and competencies. These concepts are demonstrated and practiced in the campus lab. Students apply theoretical content and basic skills in the campus laboratory clinical setting. Concurrent (if not already completed) enrollment in HED 150 Nutrition and INFO 101N Information Access in Health Sciences is required.

NURS 102 7 Credits
NURSING II - THEORY

Nursing 102 is part of the second nursing course in the six course series. The nursing process, critical thinking, the health illness continuum, evidence based practice, safety, age across the lifespan, caring, helping, teaching/learning, teamwork, leadership, delegation, holistic care, pharmacology, nutrition, communication, and nursing management are integrated concepts. Students apply theoretical content from Nursing 101 as they begin practice in the long-term care setting. Concurrent enrollment in NURS 112 is required.

NURS 103 7 Credits
NURSING III - THEORY

Major curricular concepts continue to be integrated.

Prerequisites: NURS 102 and concurrent enrollment in NURS 113 and HED 151.

NURS 111 1 Credit
FUNDAMENTAL CLINICAL NURSING SKILLS

This course is designed to meet the needs of admitted nursing students who have not met the CNA admission requirement or who are unsuccessful with the (CNA equivalent) clinical skills test in NURS 101.

NURS 112 6 Credits
NURSING II - LAB

Students apply theoretical content from NURS 101 and NURS 102 as they begin clinical practice. Concurrent enrollment in NURS 102.

NURS 113 5 Credits
NURSING III - LAB

Apply theoretical content in acute-care setting. Prerequisites: NURS 102 and concurrent enrollment in NURS 103 and HED 151.

NURS 199 3 Credits
LPN-RN TRANSITION

Transition course for LPNs desiring to enter into second year of RN program. Prerequisites: Instructor permission.

NURS 201 7 Credits
NURSING IV - THEORY

Apply the concepts associated with nursing management as a basis for decision-making in the care of clients with health care needs associated with the following disorders: cancer, renal, GI/hepatobiliary, normal OB experience, substance abuse/violence and sexuality/gynecologic.

NURS 202 7 Credits
NURSING V - THEORY

Nursing 202 is part of the fifth nursing course in the six course series. The curricular concepts continue to be integrated. Management/leadership theory is introduced. Students apply theoretical content in the acute care setting. Clinical practice is extended to include the management of a small group of patients in the acute care setting and supervision of first year nursing students in the long-term care setting. Concurrent enrollment in NURS 212 is required.

NURS 203 4.5 Credits
NURSING VI - THEORY

Major curricular concepts continue to be integrated.

Prerequisites: NURS 202 and concurrent enrollment in NURS 213.

NURS 211 5 Credits
NURSING IV - LAB

Apply theoretical content in acute-care setting. Prerequisites:

Completion of first-year nursing curriculum and concurrent enrollment in NURS 201.

NURS 212 7 Credits
NURSING V - LAB

Clinical practice extended to include supervision of first-year nursing students in a long-term and acute care settings.

Prerequisites: NURS 201. Required co-requisite: NURS 202.

NURS 213 7.5 Credits
NURSING VI - LAB

Process of transition from student to graduate nurse is facilitated in a seven-week intensive clinical course.

Prerequisites: NURS 202 and concurrent enrollment in NURS 213.

NURS 260 1-5 Credits
SPECIAL TOPICS IN GLOBAL HEALTH

Students will prepare for travel/study in Costa Rica by completing a short course in survival and medical Spanish and complete readings and activities to explore community health concepts, develop an awareness of Costa Rican culture, the country and its people. Once in Costa Rica, students will participate in community health activities and learn about the Costa Rican health system and may have the opportunity to learn about traditional medicine. Prerequisites: Instructor permission. (E)

Nursing Assistant

NAC 100 6 Credits
NURSING ASSISTANT - THEORY

This course provides basic awareness of the role of the nursing assistant, as well as a study of basic nursing skills, emergency procedures, and laws and regulations affecting nursing assistants. After completing both NAC100 and NAC101, students are eligible to take the Washington State Certificate

Exam, making them employable in many settings such as hospitals, clinics, skilled nursing facilities (long term care and rehab), and assisted living facilities. Prerequisites: FA180. Concurrent enrollment in NAC101 required, or permission from instructor.

NAC 101 4 Credits
NURSING ASSISTANT-LAB

This course provides the practical and clinical experience needed to become a nursing assistant. After completing both NAC100 and NAC101, students are eligible to take the Washington State Certificate Exam, making them employable in many settings such as hospitals, clinics, skilled nursing facilities (long term care and rehab), and assisted living facilities. Hours vary during clinical assignment. Concurrent enrollment in NAC100 required, or permission from instructor.

Oceanography

OCEA& 101 5 Credits
INTRODUCTION TO OCEANOGRAPHY

General survey of geological, physical, chemical, and biological oceanography. Includes history of oceanography, origin of ocean basins, plate tectonics, sea floor, waves, tides, currents, properties of water, composition of seawater, ocean productivity, pelagic environment, benthic environment, coastal processes, marine resources, and pollution. (NS)

PE Professional

PEPRO 101 2 Credits
COACHING YOUTH SOCCER

The Washington State E coaching course is an introduction to the methodology of coaching and the four components of coaching soccer? Technique, Tactics, Fitness, and Psychology. This course provides elementary information in the management and preparation of coaching youth soccer. (E)

PEPRO 102 5 Credits
ADVANCED COACHING FOR YOUTH SOCCER

The D coaching course prepares students by expanding their knowledge and understanding of the technical and tactical demands of soccer and the developmental process necessary for players. It also provides an understanding of practical coaching methodology and the framework necessary to

prepare players and a team for competition. Prerequisites:
PEPRO 101 (E)

PEPRO 108 2 Credits
LIFEGUARD TRAINING

Learn to supervise the safety and rescue of swimmers, surfers, and other water sports participants. Will be trained and certified in water rescue using a variety of aids and equipment depending on requirements of their particular venue. Need to be a strong swimmer and First Aid/CPR trained.

PEPRO 110 3 Credits
SPORTS OFFICIATING

Weekend seminar covering rules, mechanics, and procedures for competitive sports officiating; enforcement of rules; use of signals; personal appearance and conduct; and qualifications for officials' ratings.

PEPRO 115 3 Credits
PRINCIPLES OF ATHLETIC TRAINING

Weekend seminar. Introduces sports training. Emphasis on injury treatment.

PEPRO 125 3 Credits
SPORT IN SOCIETY

Introduction to sociology of sport. Encourages questions and critical thinking about sports as a part of social life. Emphasis on sports and sport-related behaviors as they occur in social and cultural contexts.

Philosophy

PHIL& 101 5 Credits
INTRODUCTION TO PHILOSOPHY

Examination of central issues from each major branch of philosophy. Emphasis on understanding and evaluating diverse answers to philosophical questions about human knowledge, existence, and moral values. (H)

PHIL& 115 5 Credits
CRITICAL THINKING

Study of informal logic. Emphasis on methods for identifying arguments, detecting common fallacies, and applying principles of correct inductive reasoning. Designed to improve rational thinking skills as applied to both belief and action. (H)

PHIL& 120 5 Credits
SYMBOLIC LOGIC

Introduction to first-order symbolic logic. Topics include symbolizing, truth tables, truth trees, systems of natural deduction for both propositional logic and relational predicate logic with identity, conditional and indirect proof, and invalidating interpretations. (NS)

PHIL 130 5 Credits
ETHICS

Introduction to moral theory and its application to contemporary moral issues. Potential topics include nihilism, relativism, utilitarianism, Kant, legal punishment, distributive justice, terrorism, abortion, animal rights, and euthanasia. (H)

Physical Education

PE 106 1 Credit
BADMINTON I

Fundamentals of footwork, grip, rules, serving, and shot selection.

PE 107 1 Credit
BADMINTON II

Emphasis on games.

PE 108-109 1 Credit
CONDITIONING & WELLNESS I, II

Applies health-and-wellness principles, cardiovascular fitness, and strength training for a comprehensive fitness program. Emphasis on circuit training. (E)

PE 117 1 Credit
HIKING

Four one-day hikes, one overnight hike. Transportation provided to hiking destinations. Emphasis on equipment, preparation, and techniques. Some equipment provided. (E)

PE 128 1 Credit
SEA KAYAKING

Basics of sea kayaking. Introduction to various kayaks and equipment; on-water instruction on paddling techniques, rescue techniques, and other basics. (E)

For equipment rental and class location information, call 360-452-1443. Class meets at 123 Lake Aldwell Road, PA.

PE 130 1 Credit
WATER AEROBICS

Understanding, developing and maintaining fitness with emphasis on cardiovascular development through water aerobic exercise. No swimming skill required. Prerequisites: meet with instructor for health history report to assess preexisting injuries or risk factors. (E)

PE 131-132 1 Credit
BASKETBALL I, II

Fundamentals of dribbling, passing, shooting, and rebounding. Emphasis on playing. (E)

PE 133-134 1 Credit
VOLLEYBALL I, II

Fundamentals of passing, setting, hitting, serving, and defense. Emphasis on playing. (E)

PE 136 3 Credits
SCUBA DIVING

Scuba certification "Open Water". Learn the basics of scuba diving in a safe and fun setting. Pool/lecture and ocean, NAUI certification. (E)

PE 137 3 Credits
SCUBA DIVING II

Advanced NAUI SCUBA certification. Learn the skills of night diving, deep diving, navigation, rescue, oxygen administration and more. Prerequisites: Must have an "Open Water" certification and own set of SCUBA gear.

PE 138 5 Credits
ADVANCED RESEARCH DIVING & SAFETY

Students are introduced to diving techniques for working underwater, safety guidelines, research and dive planning, physics and physiology of diving, and the marine environment. Upon successful completion, students can obtain NAUI master diver certification, NAUI rescue certification, DAN oxygen administration, CPA/First Aid certification, and AAUS verification of training. Prerequisites: SCUBA certification. (E)

PE 142 1 Credit
YOGA

Introduction to the practice of Hatha Yoga, including the physical postures (asanas), breathing exercises (pranayama), meditation, and deep relaxation. Yoga improves strength, flexibility, balance, concentration, stress management, and overall health. (E)

PE 149-150 1 Credit
TENNIS I, II

Fundamentals of footwork, grip, rules, service, various strokes. Emphasis on doubles play. (E)

PE 151-156 1 Credit
TAE KWON DO LEVEL 1-6

Self-defense, self-discipline, and physical development. Safe and controlled use of kicks, punches, and blocks. (E)

PE 162-164 1 Credit
WEIGHT TRAINING I, II, III

Fundamentals of strength training with emphasis on proper lifting techniques, development of individualized workout programs, knowledge of muscles in the body, and proper use of machines and equipment. (E)

PE 170-171 1 Credit
INDOOR SOCCER I, II

Fundamentals of dribbling, passing, shooting, and defense. Emphasis on play. (E)

PE 175-176 1 Credit
OUTDOOR SOCCER I, II

Fundamentals of dribbling, passing, shooting, and defense for outdoor soccer. Emphasis on play. (E)

PE 192-193 1 Credit
AEROBIC FITNESS I, II

Focuses on increasing individual fitness levels using aerobic dance and bench stepping. Emphasis on safety and enjoyment. (E)

PE 195-196 1 Credit
SOFTBALL I, II

Fundamentals of batting, throwing, fielding, and other basic softball skills. Emphasis on play. Equipment provided. (E)

PE 210-212 2 Credits
ADVANCED BASKETBALL FOR MEN I, II, III

Prepares for competition in basketball at the community college level. Prerequisites: Instructor's signature. (E)

PE 220-222 2 Credits
ADVANCED BASKETBALL FOR WOMEN I, II, III

Prepares for competition in basketball at the community college level. Prerequisites: Instructor's signature. (E)

PE 230-232 2 Credits
ADVANCED SOCCER FOR MEN I, II, III

Prepares for competition in soccer at the community college level. Prerequisites: Instructor's signature. (E)

PE 243-245 2 Credits
ADVANCED SOCCER FOR WOMEN I, II, III

Prepare for competition in soccer at the community college level. Prerequisites: Instructor signature (E)

Physics

PHYS& 121L 5 Credits
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. Prerequisites: Eligibility for ENGL& 101; MATH 099 or equivalent high school mathematics. Recommended: Working knowledge of algebra and trigonometry; one year high school physics. (NS)

PHYS& 122L 5 Credits
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. Prerequisites: PHYS& 121 or instructor's permission. (E)

PHYS& 123L 5 Credits
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. (E)

PHYS& 221L 5 Credits
ENGINEERING PHYSICS I

Basic principles of mechanics and experiments in mechanics for physical science and engineering majors. Prerequisites: Eligibility for ENGL& 101; MATH& 151 or taken concurrently. Recommended: one year high school physics. (NS)

PHYS& 222L 5 Credits
ENGINEERING PHYSICS II

Basic principles of electromagnetism, the mechanics of oscillatory motion, and experiments in these topics for physical science and engineering majors. Prerequisites: MATH& 152, which may be taken concurrently; PHYS& 221L. (E)

PHYS& 223L 5 Credits
ENGINEERING PHYSICS III

Electromagnetic waves, optics, waves in matter, and experiments in these topics for physical science and engineering majors. Prerequisites: Concurrent enrollment or successful completion of MATH& 153, which may be taken concurrently; PHYS& 222L, or permission of instructor.

Political Science

POLS& 101 5 Credits
INTRO POLITICAL SCIENCE

Nature and function of political institutions in major national systems. Completion of ENGL& 102 or concurrent enrollment recommended. (SS)

POLS 125 5 Credits
POLITICAL IDEAS AND IDEOLOGIES

Introductory course aimed at familiarizing the student with important ideas and ideologies that have shaped the contemporary world. Ideologies to be explored include Liberalism, Conservatism, Socialism, Nationalism, Fascism, etc. We will explore the philosophical foundations that undergird different political and economic systems in the world. To promote a deeper understanding, we will also read a selection of original works of major contributors within the ideological traditions. Recommended: ENGL& 101. (SS)

POLS& 202 5 Credits
AMERICAN GOVERNMENT

Popular government in United States; theory and practice of national institutions. (SS)

POLS& 203 5 Credits
INTERNATIONAL RELATIONS

Introduction to the core issues and approaches used to understand the international system. The study of international relations broadly encompasses the fields of political economy and international security, both of which will be covered in this course, along with increasingly prominent cross-border issues

that require global governance (countries working together to resolve problems). (SS)

POLS 205 5 Credits
AMERICAN STATE AND LOCAL GOVERNMENT

Institutions, processes, and problems of local and state governments. POLS& 202 recommended. (E)

Psychology

PSYC& 100 5 Credits
GENERAL PSYCHOLOGY

Introduction to science of behavior. Emphasis on biological foundations of behavior, cognition, learning, intelligence, motivation, memory, personality, and psychological disorders. Prerequisites: Completion of ENGL& 101 or concurrent enrollment. (SS)

PSYC& 200 5 Credits
LIFESPAN PSYCHOLOGY

Scientific study of human growth, development, and change throughout life cycle. Physical, cognitive, social, personality, and other aspects of the individual examined through successive stages, from prenatal development until death. Prerequisites: PSYC& 100. (E)

PSYC 205 5 Credits
HUMAN GROWTH AND DEVELOPMENT

Survey of human development, focusing on sequences and concepts of physiological, cognitive, social, and emotional development from conception through adolescence. Prerequisites: PSYC& 100 or permission of instructor. (E)

PSYC& 220 5 Credits
ABNORMAL PSYCHOLOGY

Applies principles of science to study of abnormal behavior. Develop broad understanding of origin, characteristics, and classification of mental disorders from perspectives of psychological theory and research. Introduction to applied areas of diagnosis and assessment incorporated. Prerequisites: PSYC& 100. (E)

PSYC 250 5 Credits
SOCIAL PSYCHOLOGY

Study of impact of social situations on individual thought processes, emotions, and behavior. Experimental investigation of interpersonal attraction, attitude formation, conformity,

aggression, social perception, helping behavior, and prejudice. Prerequisites: PSYC& 100 or SOC& 101. (E)

PSYC 260 5 Credits
INTRODUCTION TO PERSONALITY

Analysis of selected eminent theories of personality, with emphasis on fundamental principles. Students apply personality research tools to enliven learning experience. Discovery of influences of personal factors and life events of theorists on creation of theories. Prerequisites: PSYC& 100. (E)

PSYC 294 1-2 Credits
RESEARCH TOPICS IN PSYCHOLOGY

Students will engage in guided individual study of original, seminal psychology sources and will submit formal written summary and analysis paper (or papers) as primary assessment of learning outcome at terminus of academic quarter. They will meet weekly with course instructor to monitor progress and discuss theoretical principles being covered in their research.

Reservation-Based Integrating Seminar

RBIS 100 1 Credit
RB-FIRST YEAR ORIENTATION

Introduction to Reservation-Based Study degree, focusing on proven strategies for creating greater academic, professional, and personal success. (E)

RBIS 101 2 Credits
RB-INTEGRATING SEMINAR: SPEECH I

Students will develop the public speaking skills central to success in academic, civic, business and professional life. Students who complete Speech 101 and 102 will have performed informative, persuasive and demonstrative speeches that demonstrate competence in academic research, technological literacy, ethical reasoning, critical thinking, organization and extemporaneous delivery. (E)

RBIS 102 2 Credits
RB-INTEGRATING SEMINAR: SPEECH II

Students will develop the public speaking skills central to success in academic, civic, business and professional life. Students who complete Speech 101 and 102 will have

performed informative, persuasive and demonstrative speeches that demonstrate competence in academic research, technological literacy, ethical reasoning, critical thinking, organization and extemporaneous delivery. (E)

RBIS 103 2 Credits
RB-INTEGRATING SEMINAR: WRITING

This two-credit interdisciplinary writing course is required for second year students in the Reservation- Based AA degree program. The topical focus varies. The course maintains a consistent focus on student development around course learning objectives. (E)

RBIS 104 3 Credits
RB-INTEGRATING SEMINAR: EPORTFOLIO

This two-credit course is required for second year students in the Reservation- Based AA degree program. The topical focus varies. The course maintains a consistent focus on student development around course learning objectives. (E)

RBIS 105 2 Credits
RB-INTEGRATING SEMINAR: FILM

This two-credit film course is required for second year students in the Reservation- Based AA degree program. The topical focus varies. The course maintains a consistent focus on student development around course learning objectives. (E)

RBIS 107 1 Credit
RB-INTEGRATING SEMINAR: BATTLEGROUND

This one-credit interdisciplinary course covers significant contemporary issues in Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

RBIS 108 1 Credit
RB-INTEGRATING SEMINAR: BATTLEGROUND

This one-credit interdisciplinary course covers significant contemporary issues in Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

RBIS 109 1 Credit
RB-INTEGRATING SEMINAR: BATTLEGROUND

This one-credit interdisciplinary course covers significant contemporary issues in Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

RBIS 110 1 Credit
RB-INTEGRATING SEMINAR: BATTLEGROUND

This one-credit interdisciplinary course covers significant contemporary issues in Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

RBIS 111 1 Credit
RB-INTEGRATING SEMINAR: BATTLEGROUND

This one-credit interdisciplinary course covers significant contemporary issues in Indian country and is based on the case-study method. Each quarter the Battlegrounds course has a theme such as "healthy communities," "Indian activism," "tribal administration," "leadership," or "ethics for tribal vitality." The cases used in the classes during that quarter correspond to that theme. (E)

Social Sciences

SOC SI 101 5 Credits
CONTEMPORARY GLOBAL ISSUES

Introductory course to develop the analytical skills necessary to understand major developments in the contemporary world and to provide the basis for more advanced study in the field of world politics. The course deepens students' understanding of globalization and the need for common solutions to global problems that transcend borders. Topics explored include human rights, terrorism, global inequality, the environment, population and migration, global crime and disease. (SS)

Sociology

SOC& 101 5 Credits

INTRODUCTION TO SOCIOLOGY

Human social behavior, social institutions, and society from sociological perspective. Includes introduction to sociological theory and research and application to topics such as social structure, socialization, deviance, inequality, and stratification. Completion of ENGL& 101 or concurrent enrollment recommended. (SS)

SOC 115 5 Credits

UNDERSTANDING DIVERSITY

Examines elements that create differences within society and exposes learners to a variety of cultural ideas that will lead to a better understanding of people who are different. Culture, ethnicity, lifestyle, religion, disabilities, age, and gender issues will be examined. (SS)

SOC 120 5 Credits

SOCIOLOGY OF DEVIANCE

Study of social deviance, including sociological perspectives on the definition, nature, and control of deviance in society, with a focus on selected problems associated with social deviance. Prerequisites: SOC& 101 or permission of instructor. (E)

SOC& 201 5 Credits

SOCIAL PROBLEMS

Application of sociological method and theory to current social problems and issues, with focus on description, causes, and resolution. Prerequisites: SOC& 101. (E)

SOC 205 3 Credits

THE CONTEMPORARY FAMILY

Exploration of social and historical development of American family. Includes cross-cultural perspectives on family structures, sex and marriage, changing gender roles, impact of changing work-place on families at risk for violence, and substance abuse. Co-listed with ECE 205. Prerequisites: SOC& 101, or 10 credits of ECE, or permission of instructor. (E)

SOC 350 5 Credits

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. Prerequisites: BAS 310 or permission of instructor.

Spanish

SPAN& 121 5 Credits

SPANISH I

Begins the four skills of mastering a second language - listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. (E)

SPAN& 122 5 Credits

SPANISH II

Continues from SPANISH I the four skills of mastering a second language - listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. Prerequisites: SPAN& 121, one year of high school Spanish, the equivalent, or permission of instructor. (E)

SPAN& 123 5 Credits

SPANISH III

Continues SPANISH I and II emphasis on the four skills of mastering a second language, listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. Prerequisites: SPAN& 122, two years high school Spanish, the equivalent, or permission of instructor. (H)

SPAN& 221 5 Credits

SPANISH IV

Continuation of SPANISH III. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction. Prerequisites: SPAN& 123, two years of high school Spanish, the equivalent, or permission of instructor. (E)

SPAN& 222 5 Credits

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. Prerequisites: SPAN& 221, or permission of instructor. (E)

SPAN& 223

5 Credits

SPANISH VI

Continuation of SPANISH V. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction. Prerequisites: SPAN& 222, or permission of instructor. (H)

SPAN 240

5 Credits

INTRODUCTION TO LATIN AMERICAN LITERATURE

SPAN 240 introduces students to a variety of short stories and songs from Latin America. The course emphasizes the four communicative skills of listening, reading, speaking, and writing. Basic grammar skills are reviewed. This course is entirely in Spanish. Prerequisites: SPAN& 123, two years of high school Spanish, or instructor permission. (H)

Water Quality Control

WQC 120

2 Credits

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 Credits

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. Prerequisites: Permission of instructor.

WQC 122

2 Credits

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 Credits

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. Prerequisites: WQC 121 or permission of instructor.

WQC 124

2 Credits

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 Credit

PROCESS CONTROLS - ANAEROBIC/AEROBIC

This class provides training in anaerobic 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 a wastewater treatment plant to enroll.

WQC 124B

1 Credit

PROCESS CONTROLS – AEROBIC ACTIVATED SLUDGE

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 a wastewater treatment plant to enroll.

WQC 125

1 Credit

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 Credits **BEGINNING WELDING AND METAL FABRICATION I**

First quarter of three-quarter series to produce trade welders qualified to enter the job market. Introduction to 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.

Prerequisites: HUMDV 120 or concurrent enrollment.

WELD 120 15 Credits **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. Prerequisites: WELD 110 and HUMDV 120 or concurrent enrollment.

WELD 130 15 Credits **BEGINNING WELDING AND METAL FABRICATION III**

Continuation of WELD 110/120. Includes preparation for American Welding Society (AWS) certification and introduction to gas-metal arc, flux-cored arc, and gas-tungsten arc welding processes. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects. Prerequisites: WELD 110 and 120.

WELD 140 10 Credits **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 Credits **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.

Prerequisites: WELD 140

WELD 210 15 Credits **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 130. Enrollment on space-available basis.

WELD 220 15 Credits **ADVANCED WELDING AND METAL FABRICATION II**

Continuation of welding program designed to increase skills and provide preparation for the American Welding Society (AWS) certification. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

Prerequisites: WELD 210. Enrollment on space-available basis.

WELD 230 15 Credits **ADVANCED WELDING AND METAL FABRICATION III**

Continuation of welding program designed to increase skills and provide preparation for AWS Pipe Welding certification in the SMAWI, 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. Enrollment on space-available basis.

WELD 265 3 Credits **ADVANCED METAL FABRICATION I**

Hands-on experience using skills gained in the welding class to repair parts and fabricate projects.

WELD 270 3 Credits **ADVANCED METAL FABRICATION II**

Students will be required to make sketches, create material lists, plan and construct projects. Prerequisites: WELD 220.

WELD 275 3 Credits **ADVANCED METAL FABRICATION III**

Continuation of WELD 270.

WELD 290 1-6 Credits **WELDING CERTIFICATION PREP**

One credit provides 22 hours of practice time for experienced welders to prepare for American Welding Society (AWS) Certification. Instructor will target skills needed to pass certification. Prerequisites: Permission of instructor. Entry is on a space-available basis.

Zoology

ZOOL 101L 5 Credits

INTRODUCTION TO ZOOLOGY

Introduction to the animal phyla. Studies of animal anatomy, physiology, behavior, ecology, and evolution illustrate the diversity and unity of animal life. Emphasis on animals of the Pacific Northwest. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (NS)

ZOOL 115L 5 Credits

**BIOL, TAXONOMY, LIFE HIST AQUATIC
INVERTEBRATES**

Survey course on classification, physiology, and life history of ecologically and commercially important invertebrates. Emphasis on mollusks and arthropods. Field and laboratory exercises emphasize collection methods, identification using dichotomous keys, and dissection. Prerequisites: Eligibility for ENGL& 101 and MATH 072 or MATH 091. (E)

ZOOL 216L 5 Credits

FISH BIOLOGY

Survey course on fish classification, anatomy, physiology, genetics, and life history. Laboratory portion emphasizes identification using dichotomous keys, dissections, and student participation in research projects. Prerequisites: BIOL& 100L or equivalent, ENGL& 101; eligibility for MATH 091.(E)

ZOOL 281L 5 Credits

VERTEBRATE ZOOLOGY

Examination of vertebrate origins and phylogenices; analyses of biographic distribution of many vertebrate groups; examinations of principle adaptive features that uniquely define each major vertebrate taxon. Prerequisites: BIOL& 223L, BIOL 281L, or written permission of instructor. (E)

All course descriptions can be found online at:

<http://CLASSES.PENCOL.edu>



Administrators, Faculty & Emeriti

President's Administrative Cabinet

Luke P. Robins (2012)

President

B.A., Wheaton College; M.S., Illinois State University; Ph.D., The University of Texas

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

Mia Boster (2003), Multimedia Communications**

B.A., Eastern Washington University; M.Ed., Western Washington University; Ph.D., Walden University.

Bonnie Bulach* (2013), Nursing

B.S.N., Indiana University; M.S.N., University of Cincinnati

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

B.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

Thomas R. Grimes* (2002), Philosophy

A.B., Brown University; M.A., Ph.D., University of Arizona

Mike Hansen* (2008), Automotive

Peninsula College

Marcy Hanson (2012), Nursing

B.S.N., Lewis-Clark State College; M.N., Washington State University

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), Bachelor of Applied Science

B.A., University of San Diego; M.B.A., University of California, Irvine

David P. Jones (2008), Music

B.M., University of Washington; M.M., New England Conservatory; D.M., Indiana University

Tom K. Kim (2008), Mathematics

B.A., M.A., California State University, Fullerton; Ph.D., University of California, Davis.

Ritu S. Lauer (2008), International Studies

B.A., University of Delhi; M.A., Ph.D., University of Denver

Helen Lovejoy (2011), English

B.A., Scripps College; M.A., Ph.D. University of California, Riverside

Janet Lucas (2010), English

B.A., M.A., Eastern Washington University, Ph.D. Indiana University of Pennsylvania

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

Paul S. Mattson (2013) Psychology

B.A., University of Kansas; M.S., Ph.D., Washington State 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

Jeramie O'Dell* (2007), Welding

A.A.S., Peninsula College

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

Lara E. Starcevich (2008), Speech/Theater

B.A., Vassar College; M.A., Wimbledon School of Art; Ph.D., University of Colorado

Daniel Stengel (1994), Political Science

B.A., Humboldt State University; M.A., Ph.D., Michigan State University

Matthew Teorey (2005), English

B.A., Northwestern University; M.A., Central Washington University; Ph.D. University of New Mexico

Daniel A. Underwood (1992), Economics

A.A., Fullerton College; B.A., California State University, Fullerton; Ph.D., University of Utah

Eric Waterkotte* (2012), I. T. -Cyber Security

B.S., B.A., Northern Arizona University; M.S. University of Washington

Benjamin Weintraub (2011) Chemistry

B.A., University of California, Berkeley; Ph.D. Georgia Institute of Technology

Tim Williams (2012), Librarian

B.S., B.A., Northern Arizona University; M.S. University of Washington

Emeriti

Retired Peninsula College faculty and administrators who have worked for the college for at least 10 years are eligible for recommendation for inclusion on the college emeriti list.

Phillip D. Adams, Counseling (1974-2010)
 Marjorie Avalon, English (1961-1979)
 Thelma Barnes, Nursing (1963-1975)
 Karl Baumwell, Criminal Justice (1984-1997)
 Leonard W. Beil, Director of Vocational Education (1970-1981)
 Ruth A. Bopp, Secretarial Science (1969-1985)
 Richard Brauning, Mathematics (1968-2000)
 Gary Brown, Computer Electronics (1980-2001)
 Allan A. Carr, Vice President (1980-2001)
 Philip L. Churchley, Chemistry (1961-1996)
 Barbara Clappett, Family Life Education (1973-2006)
 Stan Compton, Computer Science (1989-2003)
 Paul G. Cornaby, President (1975-1992)
 Dennis Crabb, Music (1988-2011)
 Grace Crawford, English/Literature (1988-2006)
 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)
 Carmen Germain, English (1992-2011) 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)
 Thomas Keegan, President (2001-2012)
 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)

THINGS You Should Know

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 and Gender Equity Policy

Board Procedure Number: 501

Date Adopted: June 13, 2005

Date Revised: June 12, 2007; December 9, 2008; June 14, 2011; January 10, 2012; June 11, 2013

Peninsula College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. Prohibited gender based discrimination includes sexual harassment. Employees are also protected from discrimination for filing a whistleblower complaint with the Washington State Auditor.

Harassment is defined as a form of discrimination consisting of physical or verbal conduct that (1) denigrates or shows hostility toward an individual because of their race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, 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, or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

Sexual Harassment is defined, for the purposes of this policy as follows: unwelcome sexual advances, requests, and other unwelcome conduct of a sexual nature where:

- a) submission to such conduct is made, either expressly or implicitly, a term or condition of an individual's employment or education; or
- b) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting any individual; or
- c) such unwelcome conduct is sufficiently severe, persistent or pervasive to have the effect of substantially interfering with any individual's academic or professional performance.

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.

Nondiscrimination Procedure

Board Procedure Number: 501.01

Date Adopted: December 5, 1997; June 11, 2013

Peninsula College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, Title II of the Genetic Information Nondiscrimination Act of 2008, RCW 49.60.030 and their implementing regulations. Prohibited sex discrimination includes sexual harassment. Peninsula College has enacted policies prohibiting discrimination and harassment. Any individual found to be in violation of College discrimination and harassment policies and procedures will be subject to disciplinary action up to and including dismissal from the college or from employment.

With the exception of employment application materials, Peninsula College will use the following nondiscrimination statement for all bulletins, announcements, publications, catalogs, application forms and other recruitment materials:

"Peninsula College does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities. Coordination of compliance is the responsibility of the Human Resources Director, PC HR Office, (360) 452-9277."

Employment recruitment and application materials will use the following nondiscrimination statement:

"Peninsula College does not discriminate on the basis of race, creed, color, religion, 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 programs and activities. Coordination of compliance is the responsibility of the Human Resources Director, PC HR Office, (360) 452-9277."

The College will follow the procedures contained in this document for all discrimination and/or sexual harassment complaints brought by employees, students or visitors to the campus. Any employee, student or visitor who believes that he or she has been the subject of discrimination or sexual harassment should report the incident or incidents to the following college official listed below. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The College encourages the timely reporting of any incidents of discrimination or sexual harassment.

Name: Bonnie Cauffman

Title: Human Resources Director, Title IX Officer/EO/AA Officer

Office: C39

Contact info: (360) 417-6212

The Title IX Officer or designee:

- Will accept all complaints and referrals from College employees, students, and visitors
- Will keep accurate records of all complaints and referrals for the required time period
- May conduct investigations
- May impose interim remedial measures to protect parties during investigations of sexual misconduct
- Will make findings of fact on investigations completed
- May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate action.

A. DEFINITIONS

1. **Complainant:** employee(s), student(s) or visitors(s) of Peninsula College who alleges that she or he has been subjected to discriminatory practices or sexual conduct.
2. **Respondent:** person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.
3. **Complaint:** a description of facts that allege violation of the College's policy against discrimination or sexual misconduct. The College has an official formal complaint form for documenting alleged discrimination or harassment. This form is available online under policies and procedures on the human resources webpage. Hardcopies of the form are available in the human resources office
4. **Discriminatory Harassment:** a form of discrimination consisting of physical or verbal conduct that (1) denigrates or shows hostility toward an individual because of their race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, 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, or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

Examples of behaviors that may rise to the level of discriminatory harassment include but are not limited to the following:
 - a. Racial epithets, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color.
 - b. Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual's birthplace, ethnicity, culture, or foreign accent.
 - c. Verbal or physical abuse, "jokes" or offensive comments based on an individual's age, gender, disability, or sexual orientation.
 - d. Making, posting, e-mailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.
5. **Investigation:** The Title IX Officer shall appoint an investigator of the complaint. The Officer shall inform the complainant and respondent of the appointment. The College representative shall conduct an investigation based upon the submitted complaint from the complainant or prepared by the Officer.
6. **Resolution:** a process that attempts a complaint resolution agreeable to a complainant using methods which may include, counseling, supporting, mediating, discipline or otherwise facilitating the resolution of the complaint. No Title IX complainant will be required to have face to face interaction with an alleged perpetrator in any informal resolution or mediation.
7. **Discrimination:** Unfavorable treatment of another person based on that person's race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran that is sufficiently severe or pervasive so as to substantially deny or limit that person's ability to benefit from or fully participate in educational programs or activities or employment opportunities
8. **Sexual Misconduct:** A range of behaviors including sexual harassment, sexual assault and sexual violence.
9. **Sexual Harassment:** For the purposes of this policy sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it substantially interferes with, limits, or deprives the victim of

the ability to participate in, or benefit from the college's educational program or activities or employment benefits or opportunities.

Sexual harassment may be either "quid pro quo" when being asked to subject oneself to unwelcome advances in exchange for something else; or "hostile environment" which may occur when another's unwelcomed conduct of a sexual nature is sufficiently severe, persistent or pervasive such that it substantially limits one's ability to work or participate in an educational program.

Examples of behaviors that may rise to the level of sexual harassment and, therefore, are prohibited include but are not limited to the following:

- a. Physical assault.
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.
- c. A pattern of behaviors that is unwelcome and severe or pervasive, resulting in unreasonable interference with the work or educational environment, and may include but is not limited to the following:
 - i. Comments of a sexual nature.
 - ii. Sexually explicit statements, questions, jokes, or anecdotes.
 - iii. Unnecessary or undesirable touching, patting, hugging, kissing, or brushing against an individual's body.
 - iv. Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
 - v. Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
 - vi. Subtle propositions for sexual activity or direct propositions of a sexual nature.
 - vii. Uninvited letters, e-mails, telephone calls, or other correspondence referring to or depicting sexual activities.

B. WHO MAY FILE A COMPLAINT?

Any employee, student or visitor of the College may file a complaint. The employee, student or visitor is referred to as a complainant and can file a complaint on his or her behalf. A complaint cannot be filed on behalf of another person.

C. CONFIDENTIALITY AND RIGHT TO PRIVACY

Peninsula College will seek to protect the privacy of all the parties involved to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Peninsula College policies and procedures. Peninsula College cannot guarantee complete confidentiality.

D. COMPLAINT PROCEDURE

Any person who believes that he or she has been the subject of discrimination or sexual harassment, should report the incident or incidents

to the Title IX Coordinator. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The college encourages the timely reporting of any incident(s) of discrimination or sexual harassment.

All reports of incident(s) will be forwarded to the Title IX Coordinator for coordination and a determination on how to process the complaint.

The complainant alleging discrimination or sexual harassment may submit a brief written statement of allegations. to the Title IX Officer. Complaints shall be signed, dated, include names, description and date of the incident, and the remedy sought. If the complainant does not submit a written statement, the Title IX Coordinator shall prepare a statement of facts which is reviewed by the complainant.

The Title IX Coordinator shall appoint an investigator of the complaint. The Title IX Coordinator shall inform the complainant and respondent(s) of the appointment.

The investigator shall conduct a thorough investigation. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days, barring exigent circumstances. In cases of complaints of sexual misconduct, the Title IX Coordinator may impose interim measures to protect the parties pending the conclusion of the investigation.

At the conclusion of the investigation the investigator shall set forth his or her findings and recommendations in writing. The investigator shall send a copy of the findings and recommendations to the Title IX Coordinator.

The Title IX Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. The Title IX Coordinator will issue a decision in writing to each party. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be made to the appropriate student services administrator or appointing authority, consistent with the student conduct code, college policies and collective bargaining agreements.

The complainant shall be informed of the decision and of actions taken or recommended to resolve the complaint, if any, that are directly related to the complainant, such as a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the respondent. The respondent shall be informed of the decision and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action and recommended disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, recommendations and investigatory reports, subject to any FERPA confidentiality requirements.

Final Decision/Reconsideration. Either the complainant or the respondent may seek reconsideration of the decision by the Title IX Coordinator. Requests for reconsideration shall be submitted in writing to the College President within 10 business days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within 10 business days, the decision becomes final. If a request for reconsideration is received, the President shall respond within 15 business days. The President shall either deny the request or, if the President determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

The procedures regarding complaints of discrimination shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to sexual harassment will be provided a copy of this policy and procedure.

E. LIMITS TO AUTHORITY

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Peninsula College policies and procedures, and federal, state, and municipal rules and regulations.

F. NON-RETALIATION, INTIMIDATION AND COERCION

Retaliation by, for or against any participant (complainant, respondent, or witness) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation dealing with harassment/discrimination is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX Officer/EO/AA Officer immediately.

G. OTHER COMPLAINT OPTIONS

An employee or student may always file a complaint with:

- Washington State Human Rights Commission at (800) 233-3247 or TDD (800) 300-7525, or
- U. S. Department of Education Office for Civil Rights at (800)421-3481 or TDD (877) 521-2172 or
- Equal Employment Opportunity Commission at (800) 669-4000 or TDD (800) 669-6820.

Drug-and-Alcohol Abuse Prevention

Peninsula College is concerned about the safety and welfare of students, employees, and members of the community while they utilize college facilities and grounds. In the interest of providing and maintaining an environment free from crime, illicit drug use, and the abuse of alcohol and in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 we have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol by students and employees.

Confidentiality of Student Records

Peninsula College complies with the Buckley Family Educational Rights and Privacy Act of 1974 (FERPA) regarding confidentiality of student records and release of personally identifiable information.

In order to respect the privacy rights of individuals, only limited information about students can be released to individuals off campus without the express written permission of the student. Federal laws concerning the privacy rights of students and college policy provide the basis for these procedures.

See the College website at www.pencol.edu for detailed information.

Limitation of Liability

The College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the College for those classes or programs. In no event shall the College be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

ACADEMIC Calendar 2013 - 2014

SUMMER Quarter 2013

July 1Classes begin
July 4Independence Day holiday
August 15Classes end

FALL Quarter 2013

Sept. 23First day of classes
Nov. 11Veterans' Day holiday
Nov. 12-18 Advising week
Nov. 19-21Returning, degree-seeking
.....student registration
Nov. 21 (beginning at 3pm) Winter registration for
.....new and former students
Nov. 22 Open Registration
Nov. 28-29 Thanksgiving holiday
Dec. 10Last day of classes

WINTER Quarter 2014

Jan. 2First day of classes
Jan. 20Martin Luther King, Jr. holiday
Feb. 10-14 Advising week
Feb. 17 Presidents' Day holiday
Feb. 18-20 Spring registration for returning,
.....degree-seeking students
Feb. 20 (beginning at 3pm) Spring registration for
.....new and former students
Feb. 21Open registration
Mar. 20Last day of classes

SPRING Quarter 2014

Mar. 31First day of classes
May 19-23 Advising week
May 26Memorial Day holiday
May 27-29 Summer/Fall registration for
.....returning, degree-seeking students
May 29 (beginning at 3pm) Summer/Fall registration for
.....new and former students
May 30 Open Registration for Summer/Fall
June 13Last day of classes
June 14 Commencement

For up-to-date scheduling of events, happenings and alerts:

www.PENCOL.edu
www.facebook.com/PeninsulaCollege