

Peninsula College 2014-2015

Course Catalog

EDUCATION . OPPORTUNITY . ENRICHMENT



About Peninsula College 7

Mission	7
Core Themes	7
Guiding Principles.....	7
Peninsula College Board of Trustees	7
About Peninsula College.....	8
The World is your Classroom	8
Our Setting	8
Port Angeles Campus.....	8
Forks Extension Site.....	8
East Jefferson County Site	8
Our History	9
Our Student Body	9
PC Pirate Athletics.....	10
Opportunities in the Arts and Sciences	10
Honors Program.....	11
Commitment to Diversity	11
Accreditation.....	11

Educational Opportunities 12

Degree Programs	12
<i>Arts & Sciences Transfer Degrees</i>	12
<i>Professional & Technical Education</i>	12
<i>Bachelor of Applied Science</i>	12
Certificates	12
Community and Business Education.....	13
<i>Community Education</i>	13
<i>Entrepreneur Institute</i>	13
<i>Customized Training Programs</i>	13
Distance eLearning.....	13
Transition Skills.....	13
Complete Your High School Education	14
High School Programs (Dual Credit)	14
<i>Running Start</i>	14
<i>Professional Technical Education Program</i>	14
College Preparation	15
<i>Upward Bound</i>	15

Admission to the College 16

Requirements to Attend 16

Nonmatriculated Enrollments..... 16

Admission Procedures 17

Registration Procedures 17

Financial Resources 17

Financial Aid 17

Scholarships 17

Opportunity Grant 17

Worker Retraining Aid 17

Basic Food Employment and Training 18

WorkFirst..... 18

Tuition and Fees..... 18

International Student Applications 19

 Proof of English-language proficiency 19

 English Requirements 19

Academic Policies & Procedures 20

Enrollment Requirements 20

Credits & Credit Load 20

Registration Changes..... 20

Withdrawal from Courses..... 20

Grading 20

Discontinued Attendance 20

Passing/Unsatisfactory Grades 20

Audit..... 21

Incomplete Grades..... 21

Repeated Courses, Grade Petition 21

Academic Progress & Performance 21

Plagiarism/Cheating 21

President’s List, Honor Roll, & President’s Medalists 21

Academic Transfer..... 22

Transferring From PC 22

Transferring Previous Credits to PC..... 22

Military Credits..... 22

Credit by Examination 23

Graduation..... 23

Transcripts 23

Graduation Checklists..... 23

Application for Graduation..... 23

Student Services **24**

Educational Planning and Counseling Services	24
Multicultural Student Services	24
International Student & Faculty Services	24
Services for Students with Disabilities	24
Career Development	24
Testing Services	24
Veterans' Services	25
Service Members Opportunity Colleges	25
Student Government	25
Student Handbook.....	25

Student Activities **26**

Clubs and Organizations	26
Honor Society	26
Recreation Programs.....	26
Intercollegiate Athletics	26
College Publications.....	26
Public Service Presentations.....	26
Cultural Enrichment Drama / Music.....	26
Longhouse & Art Gallery	26

Student Resources **27**

Student Union Building	27
Child Care	27
Bookstore	27
John D. Glann Library	27
Learning Assistance.....	28
<i>Maier Hall Learning Center</i>	28
<i>Writing Lab</i>	28
<i>Math Lab</i>	28
<i>Computer Lab</i>	28
<i>Tutoring</i>	28

Degree, Programs & Certificates **30**

Competencies	30
Degrees, Programs, Certificates MASTER LIST	31

Associate Degrees 32

Associate in Arts–DTA Degree32
 Associate in Arts–Honors–DTA Degree33
 Associate in Science Transfer Degree33
 Associate in Business36
 Associate in Math Education37
 Distribution List of Approved Courses (AA & AA-Honors)38

Professional & Technical Programs & Degrees 40

Programs that offer degrees and/or certificates 40
 Associate of Applied Science 40
 Associate of Applied Science-Transfer (AAS-T) Degree 40
 Degree Requirements 40
 Certificate Requirements see individual programs
 Addiction Studies41
 Administrative Office Systems41
 Advanced Manufacturing / Composites Technology42
 Automotive Technology 43
 Business Administration 44
 Commercial Driver’s License 45
 Computer Applications Technology 45
 Criminal Justice 46
 Cybersecurity & Computer Forensics 46
 Early Childhood Education47
 Emergency Medical Technician 48
 Energy and Innovation Entrepreneurship Program 48
 Family Life Education 48
 Food Services Management Certificate49
 Green Building49
 Homeland Security / Emergency Management 50
 Information Technology50
 Medical Assisting51
 Multimedia Communications 51
 Nursing52
 Nursing Assistant52
 Physical Therapy Assistant Cooperative Program53
 Radiology Technology Cooperative Program53
 Welding53

Bachelor of Applied Science 54

Bachelor of Applied Science in Applied Management Course Descriptions56

Course Descriptions 58

Course Numbers58

Common Course Numbering58

Symbols Used in Course Descriptions58

Course Descriptions59

Administrators, Faculty & Emeriti 106

President’s Administrative Cabinet106

Faculty106

Emeriti108

Things You Should Know 110

Catalog Information 110

Nondiscrimination and Gender Equity Policy 110

Nondiscrimination Procedure 110

Drug-and-Alcohol Abuse Prevention 113

Confidentiality of Student Records 113

Limitation of Liability 113

Campus ContactsBack Cover

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 coordinación 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

Our Mission

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

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

Core Themes

EDUCATION

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

OPPORTUNITY

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

ENRICHMENT

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

Guiding Principles

The college community is guided by the following principles:

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

Peninsula College Board Of Trustees

Mike Maxwell, *Chair*

Mike Glenn, *Member*

Dwayne Johnson, *Member*

Julie McCulloch, *Member*

Erik Rohrer, *Member*

www.pencol.edu/aboutpc/board
or www.pencol.edu/node/170

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

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, 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 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 nine straight trips to the playoffs, five Final Four appearances, five West Division championships – and, in 2010, 2012 and 2013, 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 Kanyon 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 then repeated as West Division Champions and NWAACC Champions in 2013. Peninsula College became the first college in NWAACC history to win back-to-back men's and women's soccer championships.

The 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. The Pirates were on their way to a repeat of that season in 2012, but had to settle for fourth place. They qualified for the tournament again in 2013, but again fell short of the title, despite being ranked in the top 10 most of the season. The Pirates began a new era under head basketball coach Mitch Freeman in 2013-14 and just missed the playoffs, placing fifth in the North Division.

The Peninsula College women's basketball just keeps getting better and better. The Pirates have qualified for the NWAACC Championship Basketball Tournament three straight years. Head coach Alison Crumb has established herself as one of the young

professionals to watch in the intercollegiate basketball community and is quietly building a program that, like soccer, is becoming a destination program for high school basketball standouts from up and down the West Coast.

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

Opportunities in the Arts and Sciences

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

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

All of our students can contribute original writing, photographs, music, and works of art to Peninsula College's award-winning literary arts magazine, *Tidepools*, which observed its 50th Anniversary in 2014 with the printing of a double issue. Volume One features works by several North Olympic Peninsula residents, and Volume Two combines the best of the last 50 years of publication with new works by regional writers and artists. In 2014, *Tidepools* also introduced a Kindle version of the magazine. Cash prizes are awarded to first, second, and third-place winners. All of the contributors are honored with a reception in the spring and give several readings in our local communities.

Numerous research and travel opportunities are available to our Science students, who study and work in Keegan Hall, our 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. But this is only the start; many more opportunities exist and are waiting to be explored.

Honors Program

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

Commitment to Diversity

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

Accreditation

Peninsula College is accredited by the Northwest Commission on Colleges and Universities (NWCCU) to award 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 Washington's public universities show that students from Peninsula College often perform better at university than other students. Annual studies show that most students who have completed Peninsula College's professional and technical educational programs are now working in their chosen career fields.

Degree Programs

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

Arts & Sciences Transfer Education

Peninsula College awards five associate degrees designed for transfer to baccalaureate institutions awarding 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.

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 & certificates are offered are listed below. See specific programs for degree options.

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

- **Cybersecurity & Computer Forensics**
- **Early Childhood Education**
- **Emergency Medical Technician**
- **Energy and Innovation Entrepreneurship Program**
- **Family Life Education**
- **Food Service Management**
- **Green Building**
- **Homeland Security / Emergency Management**
- **Information Technology**
- **Medical Assisting**
- **Multimedia Communications**
- **Nursing**
- **Nursing Assistant**
- **Physical Therapy Assistant Cooperative Program**
- **Radiology Technology Cooperative Program**
- **Welding**

Bachelor of Applied Science

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

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

Certificates

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

Community and Business Education

Community Education

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

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

A quarterly schedule describing Community Education courses offered throughout the region is available on the website prior to each quarter. Limited summer courses are also offered. For additional information, please visit www.pencol.edu/ce or 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.pencol.edu/pcei 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 specific training needs.

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

For additional information, please email at lhopie@pencol.edu or call (360) 417-6504.

Distance eLearning

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

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 fall, 2014, Peninsula College will offer High School 21+, a competency-based 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.

High School Programs (Dual Credit) Running Start

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

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

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

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

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

For more information regarding Running Start, 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.

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

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

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

Registration Procedures

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

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

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

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

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

Financial Resources

Financial Aid—Grants, Work Study, and Loans

Peninsula College participates in a variety of federal and state grant, work-study, and loan programs. These programs are designed to assist you in paying for your educational expenses. 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 45cr 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 at www.pencol.edu and in the Student Services Office, (360) 417-6340.

International Student Applications

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

Phone: (360) 417-6491

Fax: (360) 417-6482

E-Mail: international@pencol.edu

Address:

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

All international students must submit the following:

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

Academic Policies & Procedures

Enrollment Requirements

Enrollment

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

Credits & Credit Load

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

Registration Changes

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

Withdrawal from Courses

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

Grading

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

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

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

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

P - Passing

S - Satisfactory (For use in English or English as a Second Language courses below 100 level only)

W - Withdrawal

I - Incomplete

N - Audit

U - Unsatisfactory

V - Discontinued Attendance

R - Repeated course

Z - Continuous Enrollment

* - No grade reported/invalid grade

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

Discontinued Attendance

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

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

Passing/Unsatisfactory Grades

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

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

Audit

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

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

Incomplete Grades

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

The instructor must fill out an electronic contract form that contains the specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract is retained by the instructor, one is given to 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 college-level cumulative grade point average of 3.85 or higher, will be awarded the President's Medal for Scholarly Excellence.

Academic Transfer

Transferring *From* PC

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

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

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

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

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

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

guarantee admission to a four-year institution.

Transferring Previous Credits to Peninsula College

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

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

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

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

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

Military Credits

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

Credit by Examination

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

Program of the College Entrance Examination Program.

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

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

Graduation

Requirements for graduation from Peninsula College specify:

- A 2.00 or above cumulative grade point average.
NOTE: The cumulative grade point average will be calculated from college-level courses only (numbered 100 or above).
- A minimum of 90 credits meeting requirements for a specific degree.
- Completion of the Residency Credit Requirement.
NOTE: To meet the residency requirement for a certificate or degree, 30 credits or one-third of the required credits, whichever is less, must be earned at Peninsula College. However, a specific program may require a capstone sequence, or that more credits be earned in residence. Credits earned through articulation agreements and advanced placements do not satisfy residency requirements.
- The minimum requirement for a high school diploma is that the final course must be completed at Peninsula College.
- You must apply for a degree before you register for your last quarter of study.
- Individuals who are within 10 credits of completing graduation requirements at the conclusion of the spring quarter may take part in commencement exercises; however, degrees will not be awarded until all requirements have been completed.

Transcripts

A transcript is a report of grades and credits earned in courses during the quarters an individual has been enrolled. An official

transcript is signed by a certified school official, with the college seal placed over the signature. A transcript is not released without a request from the individual. A fee of \$6.00 is charged for each official transcript. Transcripts will not be released for individuals who have unpaid college debts.

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

Graduation Checklists

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

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

Application for Graduation

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

Student Services

The Student Services Center is open throughout the year to assist new and returning students with admissions, financial aid, educational planning and registration. The Student Services Center is located in 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

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

Handbook information can be found on the College website at www.pencol.edu. It describes available services, where to find them, and how to become involved in campus life. Information about college policies and procedures, including policies relating to discipline and due process, is also included.

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

Student Activities

Clubs and Organizations

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

Honor Society

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

Recreation Programs

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

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

Intercollegiate Athletics

Peninsula College offers men's and women's varsity basketball and men's and women's varsity soccer. The Peninsula College Pirates play in the Northwest Athletic 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 Writer-in-Residence program in the spring. Past writers include James Welch, Tim McNulty, Tess Gallagher, Robert Pyle, Debra Magpie Earling, Rick Bass, Mary Clearman Blew, Dan O'Brien, Jacqui Banaszynski, Anna Castillo, Nancy Rawles, Carol Cassella, Lucia Perello, Jane Mead, and Cristina Garcia.

Cultural Enrichment Drama/Music

Dramatic and musical productions performed in the college 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 Union Building

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

Child Care

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

Bookstore

The Bookaneer Campus Store is an essential component of campus life, providing materials and services designed to help students achieve academic success while promoting college 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.

John D. Glann Library

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

- A fully automated catalog provides rapid access to both print and electronic resources. The Library catalog is web-based and can be accessed from off-campus.
- The Library website also provides access to full-text periodical and specialized resources. An information commons enables students to access the expansive resources of the Web.
- The Library's collection of local resources includes more than 150,000 print and electronic 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 Monday 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, whether for research, class-related projects, independent learning, or leisure. Library 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. 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).

General Education Competencies

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

I. Communications Competencies

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

II. Quantitative Reasoning Competencies

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

III. Information Competencies

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

IV. Critical Thinking Competencies

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

V. Personal & Interpersonal Competencies

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

Arts & Sciences Degrees *(AA or AS)*

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

Bachelor's Degree

Bachelor of Applied Science in Applied Management

Professional Technical Programs

(AAS, AAS-T, CERT)

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

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 Assisting
	Welding Technology

Short-Term Certificates

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

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 45cr, with 15cr earned in each of the broad areas of Humanities, Social Sciences, and Natural Sciences. Communications and quantitative skills requirements are met with the completion of English Composition 101 and 102 and a mathematics course numbered 107 or above or Phil& 120.

Associate in Arts– DTA Degree

Degree Requirements

Ninety credits, to include 60cr chosen from the courses listed as approved for the Associate in Arts degree on the Distribution List of Approved Courses (page 34).

Student Learning Outcomes

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

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

CREDITS ARE TO BE DISTRIBUTED AS FOLLOWS:

- **English Composition 101 and 102:** Five credits each.
- **Mathematics:** Five credits from courses designated 107 or above or PHIL& 120.
- **Humanities:** Fifteen credits from the distribution list, with one course from at least three of the subject areas listed.
- **Social Sciences:** Fifteen credits from the distribution list, including one course from at least three of the subject areas listed.
- **Natural Sciences:** Fifteen credits from the distribution list, including one course from at least three of the subject areas listed. (One of these courses must be a laboratory course as designated by an "L" following the course number.)
- **Electives:** Additional credits numbered 100 or above to total 90cr. 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. Note: Universities do not accept grades lower than 1.0.

Associate in Arts–Honors– DTA Degree

Degree Requirements

Ninety credits, including courses which meet the requirements of the Honors Program, as described on pages 88-89.

CREDITS ARE TO BE DISTRIBUTED AS FOLLOWS:

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

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

The First Year of Study

• Fall Quarter

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

• Winter Quarter

- **ENGL& 102:** Honors Composition II. 5 credit hours.
- **Honors 150:** Foundations of Knowledge. Student learn how knowledge is pursued in different academic disciplines and how to integrate that knowledge using multiple perspectives of understanding. Course meets twice weekly. 5 credit hours.
- **Honors 121:** Citizenship in the American Polity (2), continued. Students read seminal ideas that have shaped the evolution of American civil society. Bi-weekly meetings for two hours. 1 credit hour.

• Spring Quarter

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

The Second Year of Study

• Fall Quarter

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

• Winter Quarter

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

• Spring Quarter

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

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

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

Associate in Science Transfer Degree

Degree Requirements

The Associate in Science Transfer degree is designed to fulfill the requirements of baccalaureate institutions for transfer with junior standing. The requirement of the degree is completion of a minimum of 90cr, 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.
- **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 5cr 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 or PHYS& 221L, 222L, 223L
- CHEM& 121L required for Engineering majors. Other majors should select 5cr of science based on advising.
- MATH& 163 or MATH& 146.
- The remaining 35cr 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 35cr should include a design component consistent with ABET accreditation standards.
- A maximum of five credits of nonacademic electives may be accepted.

Associate in Business

Degree Requirements

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

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

BASIC REQUIREMENTS:

• Communication Skills (10 credits):

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

• Mathematics Skills (10 credits):

- MATH 111 5cr
- MATH& 148 5cr

DISTRIBUTION REQUIREMENTS:

• Humanities (15 credits):

- CMST& 220 5cr (required)
- PHIL 130 5cr (required)

Additional 5cr from the following disciplines:

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

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

• Social Sciences (15 credits)

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

• Natural Sciences (15 credits)

- MATH& 146 5cr (required)

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

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

• Accounting/Business (20 credits) (required):

- ACCT& 201, 202, 203; BUS& 201

• Electives (5 credits)

Associate in Math Education

Degree Requirements

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

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

BASIC REQUIREMENTS:

• Communication Skills (10 credits):

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

• Mathematics Skills (5 credits):

- MATH& 151

• Humanities (15 credits):

- CMST& 220 5cr (required)

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

A minimum of 10 credits from the following disciplines:

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

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

• Social Sciences (15 credits):

No more than 5cr allowed from any one discipline. A minimum of 10cr 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 10cr selected from at least two disciplines from the following list, including one laboratory "L" science course.

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

• Additional Courses (30 credits):

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

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

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

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

Communication Skills:

ENGL& 101	5cr
ENGL& 102	5cr

Quantitative Skills:

Does not also count in Natural Sciences below.

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

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

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

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

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

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

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

Professional Technical Programs & Degrees

Peninsula College offers degrees and/or certificates in the following programs:

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

Associate of Applied Science

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

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

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

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

Degree Requirements

1. Completion of the courses required for each professional and technical program.
2. Communications, computation, and human relations courses as required by each program.
3. A minimum of 90cr.
4. A cumulative grade point average of 2.00 or above.

Certificate Requirements

See individual program listings for specifics.

Addiction Studies

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

Student Learning Outcomes:

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

- Identify basic facts on addiction and effect on individual, family, and society; chemical dependency theory and therapy models; dynamics of teenage substance abuse.
- Maintain accurate case management records.
- Utilize knowledge of state laws and court procedures regarding alcohol/drug offenses.
- Apply basic counseling skills in a therapeutic setting.
- Explore dynamics of chemically dependent family.
- Recognize the relapse process and its impact on recovery and family-of-origin issues..
- Examine ethical principles and rules of conduct for the chemical dependency counselor.
- Address cultural awareness as it relates to working with others.

Degree & Certificate Options:

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

Short-Term Proficiency Certificates:

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

Administrative Office Systems

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

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

Student Learning Outcomes:

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

- Demonstrate appropriate workplace behaviors and competencies.
- Integrate software products to complete administrative projects at the level of industry standards.
- Communicate effectively through both written and verbal communication methods.
- Use Web 2 technologies for collaboration, cloud storage, Web apps, and professional networking.
- Solve problems utilizing creative approaches.

Degree & Certificate Options:

- **Associate of Applied Science (AAS)** degree options include one-year courses, as well as advanced skills in digital literacy, word processing, spreadsheets, presentation techniques, database management, and Web 2 interactive technologies. Office software applications and soft skills are integrated into all classes..
- **A transferable degree option (AAS-T) and the Bachelor of Applied Science in Applied Management** four-year degree (offered at Peninsula College) are options for those seeking a career as an administrative manager.
- **One-year certificate**
Requires three quarters of college-level work to complete. Focuses on foundational skills in word processing, spreadsheets, databases, Web 2 technologies, electronic communications, writing essentials, and business communications.

- **Accounting Option (AAS and AAS-T)**
Focuses on principles of accounting and computerized accounting as well as introduction to business, principles of management, management of information systems, and global issues.
- **Administrative Option (AAS and AAS-T)**
Focuses on computer software programs, writing, business communication, and personal communications as well as introduction to business, principles of management, management of information systems, and global issues.
- **Computer Applications Software Support Specialist (AAS and AAS-T)**
Focuses on supporting employees (help desk) with a variety of software applications and networking/hardware issues as well as introduction to business, principles of management, management of information systems, and global issues.
- **Legal Option (AAS)**
Focuses on legal terminology, legal office projects, criminal law, and business law, as well as introduction to business, principles of management, management of information systems, and global issues.
- **Medical option (AAS and AAS-T)**
Focuses on medical terminology, medical transcription in a clinical setting, and billing as well as introduction to business, principles of management, management of information systems, and global issues .
- **Associate of Applied Science—Transfer (AAS-T)** can be earned by modifying your program of study to include:
 - MATH 146, Introduction to Statistics
 - ENGL& 101, English Composition I
 - Social Science, Humanities, or Science Elective (100 level or above)
 - Economics, History, Political Science, Psychology, Social Science, or Sociology Elective (100 level or above)
 - Elective (100 level or above, Advisor Approved)

Short-Term Proficiency Certificates:

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

Advanced Manufacturing / Composites Technology

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

Student Learning Outcomes:

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

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

Degree & Certificate Options:

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

Short-Term Proficiency Certificates:

- Entry-Level Manufacturing Certificate
- CNC Machining and Programming
- Composites-Entry Level Manufacturing
- Composites-Entry Level Training Module I
- Composites-Entry Level Training Module II
- Composites-Entry Level Training Module III

Automotive Technology

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

Student Learning Outcomes:

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

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

Alternative Fuels Program

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

Student Learning Outcomes:

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

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

Degree & Certificate 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

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

Business Administration

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

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

Student Learning Outcomes

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

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

- Recognize and analyze how general and specific economic forces shape the environment of business and decision making.
- Demonstrate competency in written and oral communication.
- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management.
- Apply the skills needed to maintain effective working relationships in diverse groups.
- Identify and apply management skills and concepts that can be applied in a wide variety of situations.
- Demonstrate proficiency in Quickbooks.
- Prepare payroll and business tax reports in compliance with state and federal laws.
- Previous graduates have found employment in education, government, private industry, and self-employment. The accounting-related occupation has been identified as a high demand field in Washington State. Many of the new accounting positions will be created in small, rapidly growing businesses. The demand for persons trained in this field should remain strong over the next several years.

Degree & Certificate Options:

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

Short-Term Proficiency Certificates:

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

Commercial Driver's License

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

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

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

Student Learning Outcomes:

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

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

Composites Technology

(See Advanced Manufacturing / Composites Technology)

Computer Applications Technology

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

Student Learning Outcomes:

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

- Communicate effectively through written, verbal, and visual methods.

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

Degree & Certificate Options:

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

Criminal Justice

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

Student Learning Outcomes:

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

- Correctly identify the major steps of the criminal justice process.
- Develop an understanding of the function of each step of the criminal justice system and the key decisions that are made at each step.
- Define each step and critically analyze how a case proceeds through the criminal justice system.
- Articulate the functions of policing in the united states in terms of its historical roots, structure, and contemporary issue.
- Develop an understanding of the court system in the united states in terms of constitutional issues and historical precedents.
- Identify and understand correctional practices in the united states in relation to philosophies of punishment, sentencing practices, victim's rights and institutional limitations.
- Demonstrate knowledge of the purpose, function, and historical evolution of the american criminal justice system in terms of the three major branches of criminal justice: police, courts, and corrections.
- Articulate the differences between the major criminological theories of the causes of crime and how those theories relate to policies toward crime and criminal behavior.
- Apply individual criminological theories to specific types of offending and criminal behaviors.
- Demonstrate an understanding of the steps in the research process as it relates to the scientific method.

Degree & Certificate Options:

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

Cybersecurity & Computer Forensics

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

Student Learning Outcomes:

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

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

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

Degree & Certificate Options:

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

Early Childhood Education

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

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

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

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

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

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

Graduates with a 90-credit AAS Degree in Early Childhood Education find employment as child-care specialists, curriculum-

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

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

Student Learning Outcomes:

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

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

Degree & Certificate Options:

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

Short-Term Proficiency Certificates:

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

Emergency Medical Technician

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

Short-Term Proficiency Certificates:

- Emergency Medical Technician

Energy and Innovation Entrepreneurship Program

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

Student Learning Outcomes:

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

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

Short-Term Proficiency Certificates:

- Energy & Innovation Entrepreneurship Certificate

Family Life Education

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

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

Student Learning Outcomes:

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

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

Short-Term Proficiency Certificates:

- Parenting and Family Management Skills
- Leadership Skills

Food Service Management Certificate

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

Student Learning Outcomes:

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

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

- Set up a basic bookkeeping system.
- Manage personnel

Degree & Certificate Options:

- **Food Services One-Year Certificate**

Green Building

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

Student Learning Outcomes:

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

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

Degree & Certificate Options:

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

Short-Term Proficiency Certificates:

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

Homeland Security / Emergency Management

The Homeland Security Emergency Management (HSEM) associate degree program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The 96 credit online degree program includes instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management (HSEM) degree will prepare students with the competencies to work in an all-hazards preparedness environment, including an understanding of socio-economic and cultural diversity issues. Students are required to have access to computer, internet, and browser. This degree can be completed online.

Student Learning Outcomes:

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

- Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
- Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.
- Design and modify plans and programs at federal, state, and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
- Interpret ethical and legal issues that impact emergency management and homeland security.
- Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.
- Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
- Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.

- Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
- Participate in employer-directed training for performance enhancement and career advancement.

Degree & Certificate Options:

- **Homeland Security Emergency Management AAS Degree**

Information Technology

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

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

Student Learning Outcomes:

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

- Determine the type of software or hardware necessary to complete an objective; understand the functions of different operating systems
- Access information from various storage mediums to locate and provide access to information in subdirectories
- Use an operating system to access a variety of software
- Solve problems using the appropriate operating system utilities; apply systematic approaches and logic to solving problems
- Synthesize and apply information to meet an identified need
- Ask questions and give answers using discipline-specific vocabulary
- Respond to a heterogeneous technology climate
- Plan, install, configure and manage resources. Connect and run applications. Monitor, optimize and troubleshoot network software and hardware.

- Prepare and present departmental budget information in accordance with generally accepted accounting principles.
- Provide management with departmental financial information that assists in the business decision making process.
- Provide organizations a safe, secure, and redundant information system.

Degree & Certificate Options:

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

Medical Assisting

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

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

Student Learning Outcomes

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

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

- Use medical terminology correctly.
- Effectively communicate with other healthcare team members, patients, and physicians.
- Procure and distribute both office and medical supplies.
- Manage documents, both paper and electronic, in a medical office.
- Demonstrate proficiency with basic medical testing procedures.
- Display knowledge and use of techniques for asepsis, workplace safety, and risk management.
- Demonstrate knowledge and competency in ICD-9 and ICD-10 coding and electronic medical billing of multiple insurances.
- Follow laws and regulations regarding patient privacy and confidentiality.
- Demonstrate knowledge of ICD-10 coding for medical billing.
- Demonstrate competency in electronic medical billing of multiple insurances.
- Format and generate various documents required in a medical office setting.
- Integrate the cognitive, psychomotor, and affective domain objectives into daily practice.

Degree & Certificate Options:

- **Medical Assisting AAS Degree**
- **Medical Assisting One-Year Certificate**

Short-Term Proficiency Certificates:

- Electronic Medical Billing Certificate

Multimedia Communications

The multimedia communications graphics program prepares students for entry level employment in a variety of digital media careers including graphic design, digital photography, e-book design and publishing, content development for websites, and design for print publications. Foundation courses provide individuals with hands-on experience using a number of multimedia and graphic software applications. Core courses teach students an understanding of visual communications and provide a strong foundation of multimedia concepts and skills. Capstone courses offer a unique opportunity for students to interact with local businesses, entrepreneurs, and clients while creating a collective portfolio of student work. Successful completion of this program leads to an Associate of Applied Science Transfer degree in Multimedia Communications. Some courses in this degree concentra-

tion are not offered online. Students are required to have access to Adobe Design Premium software and supply their own digital camera for this degree option.

Student Learning Outcomes

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

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

Degree & Certificate Options:

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

Short-Term Proficiency Certificates:

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

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

Nursing

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

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

Student Learning Outcomes:

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

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

Degree & Certificate Options:

- **Nursing AAS-T Degree**

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

Nursing Assistant Certificate

This course studies the role of the nursing assistant, which includes basic nursing skills, emergency procedures, and laws and regulations affecting nursing assistants. The course consists of classroom, laboratory and clinical experiences needed to become a nursing assistant. After completing this course, students are eli-

gible to take the Washington State Certificate Exam, making them employable in many settings such as hospitals, clinics, skilled nursing facilities (long term care and rehab), and assisted living facilities. Includes 7 hours of HIV/AIDS healthcare certificate. To meet the hours of education required by the state, attendance for all classes and clinicals is mandatory.

Student Learning Outcomes

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

- Receive a certification of completion.
- Receive a certification in Healthcare provider American Heart CPR and in 7 Hour HIV/AIDS
- Eligibility to take the National Nursing Assistant Certification Exam (NACES). Students who receive their certification and successfully pass the NACES exam are eligible for licensure in the state of Washington as an NAC and employment in various health care facilities.

Short-Term Proficiency Certificates:

- Nursing Assistant Certificate

Physical Therapy Assistant Cooperative Program

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

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

Program information is available through the Student Development office at Peninsula College. 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 contacting the Student Development Office at (360) 417-6340.

Welding

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

Student Learning Outcomes

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

- Weld all types of joints
- Perform oxyacetylene cutting
- Perform shielded metal arc, gas metal arc, and gas tungsten arc welding
- Apply workplace safety guidelines
- Use and apply welding terminology
- Read basic blueprints

Degree & Certificate Options:

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

Short-Term Proficiency Certificates:

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

Bachelor of Applied Science

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

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

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

Student Learning Outcomes

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

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

- Develop and articulate a statement of values or code of ethics.
- Demonstrate a knowledge of the community and an understanding of issues related to diversity.

REQUIRED DEGREES & CLASSES:

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

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

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

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

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

RECOMMENDED:

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

CORE CURRICULUM REQUIREMENTS:

BAS 301	Managerial Accounting	5
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 390	Human Resources 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

INTERNSHIP (5CR):

Students must complete one, 5-credit internship.

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

Admissions

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

Registration

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

Financial Aid

Financial aid is available to all Bachelor students who qualify. To learn more about these opportunities, 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 and Program Director: Dr. Ed Jaramillo
Bachelor of Applied Science Degree in Applied Management

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

Bachelor of Applied Science Course Descriptions

BAS 301 5cr **MANAGERIAL ACCOUNTING**

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

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

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

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

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

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

Prerequisite: BAS 310 or permission of instructor.

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

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

Prerequisite: BAS 310 or permission of instructor.

BAS 340 5cr **APPLIED FINANCIAL MANAGEMENT**

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

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

BAS 353 5cr **GLOBAL POLITICAL ECONOMY**

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

Prerequisite: BAS 310 or permission of instructor.

BAS 358 5cr **SOCIAL MEDIA MANAGEMENT**

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

BAS 380 5cr **PROJECT MANAGEMENT**

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

Prerequisites: BAS 310 or permission of instructor.

BAS 390 5cr **HUMAN RESOURCES MANAGEMENT**

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

Prerequisite: BAS 310

BAS 435 5cr **OPERATIONS MANAGEMENT**

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

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

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

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

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

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

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

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

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

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

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

BAS 485 **5cr**
DECISION MAKING, ETHICS AND LEADERSHIP

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

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

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

Course explores strategic issues facing organizations, including top management decision making and social responsibility; environmental and industry analysis; establishing organizational mission and objectives; corporate, business and functional level strategy formulation; global and 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 485 or permission of instructor.

Course Descriptions

Course Numbers

011-99

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

100-299

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

300-499

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

Common Course Numbering

ACCT & ← 202 5cr
PRINCIPLES OF ACCOUNTING II

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

Symbols used in course descriptions

CC Courses meeting Composition Communications Skills requirement.

QS Courses meeting Quantitative Skills requirement.

H Courses meeting distribution credit in Humanities.

SS Courses meeting distribution credit in Social Sciences.

NS Courses meeting distribution credit in Natural Sciences.

E Courses meeting Elective credit.

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

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

Accounting

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

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

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

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

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

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

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

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

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

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

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

ACCT 215 **5cr**
QUICKBOOKS

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

Addiction Studies

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

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

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

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

HSSA 115 **4cr**
COUNSELING I

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

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

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

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

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

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

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

HSSA 136 **3cr**
RELAPSE PREVENTION

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

HSSA 140 **5cr**
GROUP COUNSELING

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

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

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

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

Recommended: HSSA& 101 and HSSA 105.

HSSA 150 **3cr**
CASE MANAGEMENT

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

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

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

Course Descriptions

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

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

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

Prerequisite: Permission of instructor.

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

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

Prerequisite: HSSA& 101 or permission of instructor.

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

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

Prerequisite: Permission of instructor.

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

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

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

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

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

Prerequisite: HSSA 115.

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

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

Prerequisite: HSSA& 101 or instructor permission.

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

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 **CASE MANAGEMENT FOR PROFESSIONALS** **3cr**

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

Prerequisite: HSSA 150 and permission of instructor.

Administrative Office Systems

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

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).

Prerequisite: Basic computer and keyboarding skills.

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

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 **SPREADSHEET APPLICATIONS I** **5cr**

Develop beginning through intermediate spreadsheet skills using Microsoft 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.

<p>AOS 107 5cr DATABASE APPLICATIONS I</p> <p>Develop beginning through intermediate database skills using Microsoft Access 2013. Integration with Microsoft Office Web Apps and cloud computing.</p> <p><i>Prerequisite: AOS 105 (CAT 130) or AOS 106 (CAT 140).</i></p>	<p>AOS 170 5cr BUSINESS COMMUNICATIONS</p> <p>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.</p> <p><i>Prerequisites: AOS 101 (CAT 130) and AOS 135.</i></p>	<p>AOS 211 5cr LEGAL TERMINOLOGY</p> <p>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.</p>
<p>AOS 110 5cr MEDICAL TERMINOLOGY I</p> <p>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.</p>	<p>AOS 205 5cr WORD PROCESSING APPLICATIONS II</p> <p>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.</p> <p><i>Prerequisite: Minimum of 2.0 or higher in AOS 105 (CAT 130) or equivalent.</i></p>	<p>AOS 212 5cr INTEGRATED BUSINESS PROJECTS</p> <p>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.</p> <p><i>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.</i></p>
<p>AOS 111 3cr MEDICAL TERMINOLOGY II</p> <p>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.</p>	<p>AOS 206 5cr SPREADSHEET APPLICATIONS II</p> <p>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.</p> <p><i>Prerequisites: AOS 106 (CAT 140) or equivalent. (Minimum of 2.0) Completion of AMATH 121 or concurrent enrollment.</i></p>	<p>AOS 213 5cr LEGAL OFFICE PROJECTS</p> <p>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.</p> <p><i>Prerequisites: AOS 105 (CAT 130), AOS 135, and AOS 211 (minimum of 2.0 required in all prerequisite classes.)</i></p>
<p>AOS 112 5cr E-COMMUNICATIONS</p> <p>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.</p> <p><i>Prerequisite: AOS 101 or equivalent.</i></p>	<p>AOS 210 5cr SOFT SKILLS IN A DIGITAL WORKPLACE</p> <p>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.</p> <p><i>Prerequisites: AOS 112, 135, 170, 205 or equivalent.</i></p>	<p>AOS 260 1-4cr INTERNSHIP</p> <p>Practical application of skills learned in workplace setting of your choice. Fifty-five hours per credit. Instructor permission required.</p>
<p>AOS 135 5cr WRITING ESSENTIALS</p> <p>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.</p> <p><i>Strongly recommended: AOS 105 or CAT 130.</i></p>	<p>AOS 285 5cr MEDICAL TRANSCRIPTION I</p> <p>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-</p>	

Course Descriptions

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 5cr **MEDICAL TRANSCRIPTION II**

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

Prerequisite: AOS 285.

Advanced Manufacturing - Composites Technology

ADMFG 101 6cr **INTRO TO ADVANCED MANUFACTURING**

This course serves as an introduction to advanced 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. Instruction will be coupled with Integrated Basic Education and Skills Training (I-BEST) and students will earn a ten hour OSHA certificate. (Formerly COMP 101)

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

This course is intended to familiarize students with drafting and technical drawings for use in industry with an emphasis in advanced manufacturing. Students will learn to determine the types of technical drawings used

by different disciplines, the use of Drafting standards, 2D and 3D design work while using SolidWORKS software. Students will also learn how design can affect manufacturing.

Prerequisite: ADMFG 101 or instructor permission.

ADMFG 121 5cr **CNC OPERATIONS**

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

Prerequisite: COMP 115C or instructor permission.

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

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

Prerequisites: MATH 064 and ADMFG 101 or instructor permission.

COMP 115 10cr **COMPOSITE STRUCTURES-FABRICATION**

First course in a series intended to provide the student with a working knowledge of reinforced composite design, fabrication, structural repair, and finishing. Introduces design considerations and methods of fabrication used in open-mold construction. Employability is a major goal, therefore issues such as safety and work habits are emphasized throughout.

Prerequisite: MATH 064 or equivalent, and HumDv120 or concurrent enrollment.

COMP 115A 3cr **ENTRY LEVEL COMPOSITES TRAINING - MODULE 1**

This five-week course serves as an introduction to composite manufacturing. Instruction focuses on aerospace applications and advanced composites materials. Students will become familiar with the 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 3cr **ENTRY LEVEL COMPOSITES TRAINING - MODULE 2**

This six-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.

Prerequisite: HumDv 120 or concurrent enrollment and ADMFG 101 (Formerly COMP 101).

COMP 115C 4cr **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.

Prerequisite: HumDv 120 or concurrent enrollment, and ADMFG 101 (Formerly COMP 101).

COMP 116 10cr **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.

Prerequisite: HumDv 120 or concurrent enrollment.

COMP 117 10cr **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.

Prerequisite: COMP 116 or instructor permission, and HumDv 120 or concurrent enrollment.

COMP 125 **5cr**
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 **5cr**
INTRO TO NONDESTRUCTIVE TESTING

This course introduces 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 **11cr**
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 **11cr**
ADVANCED COMPOSITES TECHNOLOGY II

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

Prerequisite: COMP 215 or instructor permission

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

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

Prerequisites: COMP 216 or instructor permission.

Anthropology

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

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

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

ANTH& 104 **5cr**
WORLD PREHISTORY

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

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

ANTH& 204 **5cr**
ARCHAEOLOGY

Explores the history, field practices, and objectives of archaeology, with an effort to understand how archaeologists do what they do, and why they do what they do. You will become familiar with the general terminology, principles and methods of archaeology, including excavation, site survey, laboratory analysis, 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 **5cr**
BIOLOGICAL ANTHROPOLOGY

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

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

ANTH& 206 **5cr**
CULTURAL ANTHROPOLOGY

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

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

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

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

Course Descriptions

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

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

ANTH 230 5cr
RESEARCH MENTORSHIP IN ANTHROPOLOGY

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

ANTH 290 1-5cr
DIRECTED RESEARCH

Directed research in cultural anthropology and/or archaeology.

Prerequisite: Instructor permission required. (E)

Art

ART& 100 5cr
ART APPRECIATION

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

ART 101 5cr
TWO-DIMENSIONAL DESIGN CONCEPTS

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

ART 102 5cr
INTERACTION OF COLOR IN DESIGN

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

ART 103 5cr
THREE-DIMENSIONAL FORM IN DESIGN

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

ART 104 5cr
DRAWING: METHODS/MATERIAL

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

ART 105 5cr
COLOR AND FORM IN DRAWING

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

ART 106 5cr
EXPLORATION IN DRAWING

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

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

ART 109 5cr
INTRODUCTION TO PRINTMAKING

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

ART 110 5cr
INTRODUCTION TO PAINTING

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

ART 112 5cr
LIFE DRAWING

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

ART 126 5cr
HISTORY OF ART I

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

ART 127 5cr
HISTORY OF ART II

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

ART 128 5cr
HISTORY OF ART III

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

ART 205 5cr
INTERMEDIATE PAINTING

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

Prerequisite: ART 110 or permission of instructor. (E)

ART 206 5cr
ADVANCED PAINTING

Continues technical, formal and critical aspects of painting, with an emphasis on more personal point of view in aesthetic

presentation. Encourages more freedom and responsibility in work.

Prerequisite: ART 205 or permission of instructor. (E)

ART 224 5cr
THE HAND-BUILT FORM IN CLAY

Basic hand-forming techniques, using coil, slab, press-mold, and extrusion techniques. Clay mixing, firing, and glazing are integral. (E)

ART 225 5cr
CLAY: THE WHEEL EXPERIENCE

Wheel throwing as a means for producing ceramic forms. Clay mixing, firing, and glazing techniques are in integral part of study. (E)

ART 226 5cr
EXPLORATION IN CLAY

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

Astronomy

ASTR& 100 5cr
SURVEY OF ASTRONOMY

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

Automotive Technology

ATEC 100 2cr
BASIC AUTOMOTIVE

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

parts personnel. Students also learn safety regulations and methods for safe operation of shop equipment and work areas.

Prerequisite: HumDv 120 or concurrent enrollment.

ATEC 105 10cr
BASIC AUTOMOTIVE ENGINES

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

Prerequisite: HumDv 120 or concurrent enrollment.

ATEC 110 6cr
AUTO STEERING AND SUSPENSION

Provides instruction in principles of automotive wheel, steering, and suspension systems. Study of front-and-rear suspension alignment, theory of suspension operation, wheel service and balance, and application of accepted repair procedures on automotive suspension included.

ATEC 115 6cr
AUTOMOTIVE BRAKE SYSTEMS

Provides instruction on principles of automotive brake systems, theory, service, and repair of disc-and-drum brakes, manual-and-power brakes, and brake-system control, including ABS operation and indicating devices.

ATEC 200 6cr
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 6cr
AUTOMOTIVE ELECTRICAL SYSTEMS I

Fundamentals of DC electricity pertaining to the automotive trade. Basic electrical fundamentals, batteries, starters, charging

systems, modern ignition systems, body wiring, and diagnosis of electrical components.

ATEC 202 6cr
AUTOMOTIVE ELECTRICAL SYSTEMS II

Continuation of ATEC 201, with review and a more in-depth study of the fundamentals of DC electricity: Electrical fundamentals review, batteries, starters, charging systems, modern ignition systems, body wiring, and an introduction to automotive computer-control systems are included.

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

ATEC 203 6cr
AUTOMOTIVE ELECTRICAL SYSTEMS III

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

Prerequisite: 2.0 or better in ATEC 100, 201, and 202.

ATEC 204 6cr
AUTOMOTIVE ENGINE PERFORMANCE

Covers all aspects of drivability diagnosis in modern passenger vehicles, including modern fuel injection, ignition systems, on-board computers, mechanical failures, and emission failures. Extensive use of modern diagnostic equipment.

Prerequisite: 2.0 or better in ATEC 203 and ATEC 205.

ATEC 205 6cr
AUTOMOTIVE ADVANCED FUEL SYSTEMS

Continuation of ATEC 200. Emphasis on modern fuel-injection systems. Includes diagnosing fuel-related drivability; emission testing; computerized inputs and outputs relating to fuel delivery and emission control; and an introduction to alternative fuels.

Prerequisite: 2.0 or better in ATEC 100, 200 and 202.

Course Descriptions

ATEC 210 **6cr** **AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

Fundamentals of automatic transmission operation, including methods of gear change, power flows, and basic hydraulic principles used in automatic transmissions.

Prerequisite: Must be in the second year of the Automotive Technology Program.

ATEC 212 **6cr** **AUTOMOTIVE HEATING AND AIR CONDITIONING**

Theory and operation of automotive heating and air-conditioning systems. Methods for service and repair of heating and air conditioning and troubleshooting techniques.

Prerequisite: 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 **5cr** **AUTOMOTIVE REPAIR**

Hands-on experience on prescribed automobile repairs. Synthesizes prior training in a laboratory that is an operational shop. Speed and accuracy stressed. Laboratory time dedicated to repair and service of automatic transmission, automatic transaxle, and internal combustion engines.

Prerequisite: Final quarter standing in Automotive Technology Program or consent of program instructor.

ATEC 230 **10cr** **HYBRID & ELECTRIC VEHICLE PROPULSION SYSTEMS**

An ASE/NATEF course designed to familiarize the student with construction, working principals, theory, and aspects used in Hybrid and electric vehicle propulsion systems. Includes high voltage safety, engines, electric machines, power invertors, dc to dc converters, battery construction and technologies, braking systems, and HVAC. Mathematical formulas

and conversions for horsepower and torque relationship, converting Watts to kilowatts, calculating horsepower and Watts.

Prerequisites: ATEC 200, 201, 202, 203, 204 and 205.

ATEC 231 **5cr** **HYBRID 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 **6cr** **HYBRID ELECTRIC VEHICLE II**

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

Prerequisite: ATEC 231.

ATEC 233 **5cr** **HYBRID ELECTRIC VEHICLE III**

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

Prerequisite: ATEC 232.

ATEC 241 **10cr** **ALTERNATIVE FUELS I**

An ASE/NATEF course designed to familiarize the student with safety in working with biofuels and alcohol fuels, biofuel and ethanol production, sources, performance, efficiency and emission properties, and scientific principles needed to understand energy and environmental processes.

Prerequisites: ATEC 200, 201, 202, 203, 204, 205 or instructor permission, AMATH 121 or concurrent enrollment.

ATEC 242 **5cr** **ALTERNATIVE FUELS II**

An ASE/NATEF course designed to familiarize the student with safety concerns when working with compressed natural gas (CNG), liquefied natural gas (LNG), and propane (LPG). This course will also cover aspects related to CNG/LNG/LPG production, sources, performance, efficiency and emission properties, and policies and regulations pertaining to CNG/LNG/LPG fuel vehicles.

Prerequisite: ATEC 241.

ATEC 243 **4cr** **ALTERNATIVE FUELS III - HYDROGEN FUEL CELLS**

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

Prerequisite: AMATH 121 with at least a 2.0 gpa or completion of higher level math course and 2.0 gpa or better in ATEC 200, ATEC 201, ATEC 202, ATEC 203, ATEC 204 and ATEC 205 or instructor permission.

ATEC 251 **4cr** **ALTERNATIVE FUELS RESEARCH AND APPLICATIONS**

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

methanol, CNG, and LPG vehicles. Note: Training for CNG fuel testing inspector may be completed based on interest (additional fee required).

Prerequisite: AMATH 121 with at least a 2.0 gpa or completion of higher level math course and 2.0 gpa or better in ATEC 231 and ATEC 241 or instructor permission.

ATEC 252 **5cr** **ALTERNATIVE FUELS/ELECTRIC VEHICLE RESEARCH/APPL**

A continuation of ATEC 251. An ASE/NATEF course designed to enable students to analyze and synthesize theories and findings related to the manufacture and use of various alternative fuels. Investigate, install, and evaluate conversions from internal combustion driven vehicles to all-electric driven vehicles, and hybrid electric (HEV). Investigate conversions of hybrid electric vehicles to plug-in hybrid electric vehicles (PHEV). The course will also cover analysis of Extended Range Electric Vehicles (EREV).

Prerequisite: AMATH 121 with at least a 2.0 gpa or completion of higher level math course and 2.0 gpa or better in ATEC 232, ATEC 233 and ATEC 251 or instructor permission.

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

Students will learn from and be mentored by professionals in the automotive industry. Employability skills will be stressed; mentor evaluations will be part of the learning process. Students will complete weekly work journals. Fifty-five hours per credit.

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

Basic Skills

ABE 001 **0cr** **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 **5cr** **SURVEY OF BIOLOGY**

Introduction to the structural and functional characteristics of life. Surveys the evolutionary, ecological, cellular, and genetic biology of living organisms.

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

BIOL 105 **3cr** **INTRODUCTION TO CELL BIOLOGY**

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

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

BIOL 150L **5cr** **INTRODUCTION TO MARINE BIOLOGY**

Hands-on approach utilizing facilities at local marine laboratory, field trips, and group projects to learn biological concepts relevant to marine biology. Emphasis on local organisms and ecology.

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

BIOL 161L **5cr** **GENERAL BIOLOGY I**

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

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

BIOL 162L **5cr** **GENERAL BIOLOGY II**

Second course in the two-quarter sequence of introductory biology for forestry students. Topics include plant growth and survival,

photosynthesis, and plant/environmental interactions, evolution and diversity of living plants and animals, fundamentals of ecology, and conservation biology. Current research will be used to illustrate the scientific and social importance of these topics.

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

BIOL& 221L **5cr** **ECOLOGY AND EVOLUTION**

First course in the three-quarter sequence of introductory biology for science students. An introduction to evolutionary and ecological processes involved in the generation of our planet's biodiversity, including a review of patterns and processes that influence the origin, evolution, distribution, and abundance of living things.

Prerequisites: placement into college-level English (ENGL& 101) and pre or concurrent MATH 99 or higher. (NS)

BIOL& 222L **5cr** **MOLECULAR AND CELLULAR BIOLOGY**

Second course in the three-quarter sequence of introductory biology for science students. Introduction to structure and function of biomolecules, cells, and membranes; photosynthesis and respiration; molecular origin of life; phylogenetic and metabolic diversity of prokaryotes; and molecular genetics and genomics.

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

BIOL& 223L **5cr** **ORGANISMAL BIOLOGY**

Third course in the three-quarter sequence of introductory biology for science students. Introduction to the study of the structure and function of plants and animals and how they cope with varying environmental conditions.

Prerequisite: BIOL& 222L (minimum 2.0). (NS)

BIOL& 241L **5cr** **HUMAN ANATOMY AND PHYSIOLOGY I**

Structure and function of the human body. Homeostasis; tissues; integumentary, skeletal, nervous, and muscular systems.

Prerequisites: Eligibility for ENGL& 101 and MATH 091; knowledge of cell biology demonstrated by grade of 2.0 or higher in BIOL 105 or by exam. (NS)

Course Descriptions

BIOL& 242L 5cr **HUMAN ANATOMY AND PHYSIOLOGY II**

Cardiovascular system; lymphatic system; immunology; respiratory system; digestive system; metabolism; urinary system; endocrine system; reproductive system; and genetics.

Prerequisites: Eligibility for ENGL& 101 and MATH 091; 2.0 or higher in BIOL& 241L. (E)

BIOL& 260L 5cr **MICROBIOLOGY**

Introduction to bacteria, viruses, and other microorganisms. Includes microbial structure, metabolism, genetics, ecology, technological applications, microbial diseases of humans, immunology, public health, and medical control strategies.

Prerequisites: Eligibility for ENGL& 101 and MATH 091; knowledge of cell biology demonstrated by grade of 2.0 or higher in BIOL 105 or by exam. (NS)

BIOL 281L 5cr **ECOLOGY**

Introduction to the study of organismal-environmental relationships in marine, freshwater, and terrestrial habitats. Includes aspects of physiology, behavior, genetics, biochemistry, geology, atmospheric science, and hydrology.

Prerequisite: BIOL& 223L. (E)

BIOL 282L 5cr **TROPICAL ECOLOGY RESEARCH**

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

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

BIOL 290-294 1-5cr **UNDERGRADUATE RESEARCH IN BIOLOGY**

Students serve as active members on research teams working to advance knowledge in biological science. Dependent upon the project, students will participate in hypothesis formation, experimental design, data collection,

analysis, and determination of conclusions. Prerequisites determined by instructor. (E)

BIOL 323 5cr **CONSERVATION BIOLOGY**

Study the major themes of the conservation of biodiversity: ecosystem diversity and distribution; ecological processes; and human impacts. Case studies will be used to examine natural resource conservation in the context of socio-economic values.

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

Botany

BOT 100L 3cr **PLANTS OF THE PACIFIC NORTHWEST**

Introduction to flowering plants, conifers, ferns, and mosses of the Pacific Northwest, with emphasis on identification, life history, ecological relationships, and distribution. Two Saturday field trips required.

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (E)

BOT 101L 5cr **INTRODUCTION TO BOTANY**

Introduction to general plant biology. Anatomy, physiology, and diversity of common protists, fungi, and plants, with emphasis on plants of the Pacific Northwest.

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

Business

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

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

BUS 110 5cr **SMALL BUSINESS PLANNING**

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

BUS 130 4cr **FUNDAMENTALS OF PURCHASING I**

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

BUS 131 4cr **FUNDAMENTALS OF PURCHASING II**

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

BUS& 201 5cr **BUSINESS LAW**

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

BUS 205 5cr **PRINCIPLES OF MANAGEMENT**

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

BUS 210 **BUSINESS PLAN INTENSIVE** **3cr**

This course is designed for aspiring and existing entrepreneurs. Participants must bring a defined business idea and will develop a comprehensive business plan that works as a road map for future growth. No prerequisites.

BUS 220 **INTERNATIONAL BUSINESS** **5cr**

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 **PAYROLL AND BUSINESS TAXES** **5cr**

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 **OPERATIONS MANAGEMENT** **5cr**

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

Prerequisite: BUS& 101.

BUS 270 **MANAGEMENT INFORMATION SYSTEMS** **5cr**

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 **MANAGERIAL FINANCE** **5cr**

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 **BUSINESS FINANCE TOOLS** **1cr**

Students develop an understanding of the criteria lenders and investors use to make decisions regarding credit facilities. Topics include personal financial readiness, business financial statement structure, cash flow management, and principals of lending. No prerequisites.

BUS 282 **PRINCIPLES OF MARKETING** **5cr**

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 **HUMAN RESOURCES MANAGEMENT** **5cr**

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 **INTERNSHIP IN BUSINESS** **1-5cr**

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

Prerequisite: permission of instructor.

BUS 291 **RESEARCH PROJECT** **1-5cr**

Choose a topic in the business area you wish to investigate and complete the project in some depth.

Prerequisite: permission of instructor.

Chemistry

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

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 091 or higher; eligibility for ENGL& 101. (NS)

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

For individuals with little or no chemistry background. Atomic nature of matter, chemical bonding, periodic table, chemical reactions, phases of matter, solutions, equilibrium, reaction rates, and nuclear reactions. Includes laboratory.

Prerequisites: MATH 099, MATH& 141, MATH& 142, OR MATH 151; eligibility for ENGL& 101. (NS)

Course Descriptions

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

Structure and properties of organic compounds: hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, esters, amines, amides, and carbohydrates. Three hours of lecture and four hours laboratory.

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

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

Lipids, proteins, enzymes, bioenergetics, carbohydrate, lipid, and protein metabolism; biosynthetic pathways; nucleic acids and protein synthesis; chemical communication; body fluids; nutrition; and digestion. Three hours of lecture and four hours laboratory.

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

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

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

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

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

For science and engineering majors. Atomic nature of matter, stoichiometry, chemical reactions, periodic table, gas laws, thermochemistry, and quantum concepts. Three hours of lecture and 4 hours laboratory.

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

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

Chemical periodicity, chemical bonding and structure, elementary organic chemistry, intermolecular forces, properties of mixtures, and kinetics. Three hours of lecture and four hours laboratory.

Prerequisite: 2.0 or higher in CHEM& 161L, or permission of instructor. (E)

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

Introduction to equilibrium, acid-base equilibria, ionic equilibria, chemical thermodynamics (first and second laws), electrochemistry, and nuclear reactions. Three hours of lecture and four hours laboratory.

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

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

More detailed discussions of roles of certain chemicals in our bodies and the environment. Includes acid rain, smog, ozone hole, drugs, fertilizers, water and air quality, and scientific measurements.

Prerequisite: CHEM& 110L, CHEM& 121L, or CHEM& 161L, or permission of instructor. (E)

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

First course for students planning to take three quarters of organic chemistry. Structure, nomenclature, reactions, and synthesis of the main types of organic compounds. No organic laboratory accompanies this course.

Prerequisite: 2.0 or higher in CHEM& 163L. (E)

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

Second course for individuals planning to take three quarters of organic chemistry. Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds.

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

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

Third course for individuals planning to take three quarters of organic chemistry. Polyfunctional compounds, lipids, carbohydrates, amino acids, proteins, and nucleic acids.

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

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

Introduction to organic laboratory techniques and preparation of representative organic compounds.

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

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

Preparation of representative organic compounds and qualitative organic analysis.

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

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

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

Prerequisite: Permission of instructor.

Chinese

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

History and culture of China, including major dynasties such as 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 5cr **CHINESE I**

Chinese language as spoken in Mandarin Chinese. Aural/oral class covers first-year studies in language, with emphasis on functioning within daily life of Chinese people. Covers pronunciation, four tones of language, written practice, and dictation in English and Chinese. Overview of culture and history of China included. (E)

CHIN& 122 5cr **CHINESE II**

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

CHIN& 123 **5cr**
CHINESE III

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

Commercial Drivers License

C D L 100 **10cr**
COMMERCIAL DRIVER'S LICENSE A

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

C D L 101 **3cr**
COMMERCIAL DRIVER'S LICENSE B

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

C D L 102 **11cr**
COMMERCIAL DRIVER'S LICENSE A&B

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

Communication Study

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

Examines vital issues for people who use mass media or are affected by it. Emphasis on freedom of expression, censorship, fair trial, privacy, ethics, law, media economics, technology, effectiveness in communicating to audiences, and relationships to social, cultural, and political values in the United States and throughout the world. (H)

CMST 121 **5cr**
PHOTOJOURNALISM I

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

CMST 122 **3cr**
ADVANCED PHOTOJOURNALISM II

Intermediate/advanced class applying professional standards of journalistic photography to practical field experience and digital imagery. Produce photos for the college student newspaper and online publications. Provide own still camera equipment, film, photo paper, negative sleeves, and MAC zip disks for photo storage and safeguarding.

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

CMST 123 **3cr**
ADV PHOTOJOURNALISM III

Continuation of CMST 122.

Instructor's permission required. (E)

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

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

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

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

An in-depth look at storytelling practices and civic engagement using emerging Web tools. The tools of mobile technology, cloud computing, emerging nanotechnology and the Digital Revolution will be explored as they affect civic engagement and community.

Prerequisites: CMST 102 or Media 110 (E)

CMST 207 **5cr**
NEWSWRITING IN THE INFORMATION AGE

Learn the basics of reporting, editing, and writing news and feature stories, for print, broadcast and the web. News reports and feature stories are fundamental tools for passing useful information and knowledge to an engaged citizenry. Stories are the primary tools of information, entertainment and persuasion. These stories impart universal themes and knowledge whereby people learn how to navigate potential hazards and gain survival skills. (H)

CMST 208 **5cr**
REPORTING IN THE DIGITAL REVOLUTION

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

Prerequisite: ENGL& 101. (H)

CMST 209 **5cr**
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, dummied, page design, pagination, creating news graphics, photo cropping, photo editing, and photo packaging.

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

CMST& 210 **5cr**
INTERPERSONAL COMMUNICATION

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

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

CMST& 220 **5cr**
PUBLIC SPEAKING

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

CMST 221 **3cr**
COLOR PHOTOJOURNALISM I

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

CMST 286-288 **3cr**
INTRODUCTION TO NEWSPAPER PRODUCTION I-III

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

Prerequisite: Permission of instructor.

CMST 291-293 **3cr**
ADVANCED NEWSPAPER PRODUCTION IV-VI

Theory and application of principles for supervising a publication, from planning to preparation for printer. Emphasis on effective collaboration, management, news judgment, ethical decision making, editing, design,

and use of computers to produce student newspaper. More advanced students fill staff management roles on the newspaper.

Prerequisite: Permission of instructor.

Composite Structures

See Advanced Manufacturing - Composites Technology

Computer Application

CAT 100 **4cr**
INTRODUCTION TO MICROCOMPUTER APPLICATIONS

Introduction to mouse techniques, Windows operating system, file management, word processing, electronic spreadsheets, and databases. Hands-on class using business-oriented exercises and projects.

Recommended: Keyboarding and file management skills. CAT 100 and CAT 116, 117, 118, 119 series are the same. Credit for both CAT 100 and any of the CAT 116-119 series will not be used for graduation requirements or financial aid.

CAT 111 **5cr**
INTRODUCTION TO MICROSOFT WINDOWS

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

CAT 114 **2cr**
INTRODUCTION TO MICROSOFT POWERPOINT

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

CAT 116 **1cr**
WINDOWS FILE MANAGEMENT

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

CAT 117 **1cr**
WORD BASICS

A short introduction to Microsoft Word (word processing) basics.

Prerequisite: CAT 116 or permission of instructor. Keyboarding skills recommended.

CAT 118 **1cr**
EXCEL BASICS

A short introduction to Microsoft Excel (spreadsheet) basics.

Prerequisite: CAT 116 or permission of instructor. Keyboarding skills recommended.

CAT 119 **1cr**
ACCESS BASICS

A short introduction to Microsoft Access (database) basics.

Prerequisite: CAT 116 or instructor permission. Keyboarding skills recommended.

CAT 130 **5cr**
INTRODUCTION TO MICROSOFT WORD

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

CAT 140 **5cr**
INTRODUCTION TO MICROSOFT EXCEL

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

CAT 145 **5cr**
INTRODUCTION TO MICROSOFT ACCESS

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

Prerequisite: CAT 116 or equivalent and keyboarding skills.

CAT 260 **2cr**
BAS EXCEL PREPARATION

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

Computer-Based Training

CBT 104 **1cr**
INTRODUCTION TO KEYBOARDING SKILLS

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

CBT 105 **1cr**
KEYBOARDING SPEED/ACCURACY

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

Computer Science

C SC 100 **5cr**
INTRODUCTION TO COMPUTERS

An introduction to fundamentals of computer science. Topics covered include algorithmic design; problem-solving techniques for computer programming; fundamentals of digital logic and computer organization; the

role of the operating system; introductory programming methodology, including variables, assignment statements, control statements and subroutines (methods); programming paradigms; the compilation process; theoretical limits of computation; database structures; and social and ethical issues.

Prerequisite: MATH 099 or equivalent. (NS)

Criminal Justice

CJ& 101 **5cr**
INTRO TO CRIMINAL JUSTICE

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

Prerequisite: Concurrent enrollment in or completion of ENGL& 101. (E)

CJ& 105 **5cr**
INTRO TO CORRECTIONS

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

Prerequisite: CJ& 101, 110, and CJ 121. (E)

CJ& 106 **5cr**
JUVENILE JUSTICE

Overview of the juvenile justice system covering due process requirements of each phase of the process. Also examines theories behind delinquency causation and discusses treatment modalities and programs.

Prerequisite: CJ& 101, 110, and CJ 121. (E)

CJ& 110 **5cr**
CRIMINAL LAW

Substantive criminal law applied to crime prevention and control activities in criminal justice. Examines definitions, classifications, grades, prohibitions, and punishments ascribed to criminal law through statutes and case law.

Prerequisite: Concurrent enrollment in or completion of CJ& 101 or permission of instructor. (E)

CJ 115 **5cr**
CONSTITUTIONAL ISSUES IN CRIMINAL JUSTICE

Comprehensive study and analysis of constitutional law applying to administration of justice (criminal law procedure), specifically constitutional guidelines guaranteeing due process of law, equal protection, and fundamental fairness in application of the law.

Prerequisites: CJ& 101 and CJ& 110, or permission of instructor.

CJ 121 **5cr**
CRIMINAL EVIDENCE

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

Prerequisite: CJ& 110.

CJ 165 **5cr**
SPECIAL TOPICS IN CRIMINAL JUSTICE

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

Prerequisite: Permission of instructor.

CJ 211 **5cr**
CRIMINAL INVESTIGATION

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

Prerequisites: CJ& 101, CJ& 110 and CJ 121.

CJ 221 **5cr**
SUBSTANTIVE ISSUES IN CRIMINAL JUSTICE

Specialized topics in criminal justice that narrowly focus on a particular subject matter beyond the scope of introductory-level courses. Subject-matter content will change over subsequent years.

Prerequisites: Completion of all 100-level CJ course work and ENGL& 101.

Course Descriptions

CJ 231 **RESEARCH AND WRITING IN CRIMINAL JUSTICE** **5cr**

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 **INTRO TO PATROL PROCEDURES** **5cr**

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 **ETHICS IN CRIMINAL JUSTICE** **5cr**

Philosophical foundations of moral and ethical theory, doctrines, and controversies for understanding the necessity for practicing good moral and ethical judgment when performing criminal justice duties.

Prerequisite: Completion of all 100-level CJ coursework.

CJ 242 **INTRODUCTION TO POLICE MANAGEMENT** **5cr**

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

CJ 250 **SUPERVISION FOR LAW ENFORCEMENT** **5cr**

Introduction to selected issues and practices associated with police supervision. This course focuses on strength based leadership, ethics, communications, empowerment, self-control, and teamwork. Students will learn how to apply basic leadership theory and practice of police supervision to improve performance and accountability. Prerequisites: CJ& 101 and ENGL& 101.

CJ 299 **SEMINAR/PRACTICUM IN CRIMINAL JUSTICE** **1-10cr**

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

Prerequisite: Completion of all previous CRJ coursework or instructor's permission.

Cybersecurity & Computer Forensics

CSIA 110 **INTRODUCTION TO CYBERSECURITY AND CYBERCRIME** **5cr**

Provides an introduction to the field of Cyber Security through the a nalysis 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 **CYBERSECURITY I: RISKS, CONTROL AND ENCRYPTION** **5cr**

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 **CYBERSECURITY II: SECURING THE MODERN ENTERPRISE** **5cr**

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

CSIA 195 **CYBERSECURITY III: ETHICAL HACKING** **5cr**

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 **COMPUTER FORENSICS I: INTRO TO COMPUTER FORENSIC** **5cr**

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 **COMPUTER FORENSICS II: INVESTIGATIONS & ANALYSIS** **5cr**

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 **CYBERSECURITY CAPSTONE: COMPETITIONS** **5cr**

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 **DIRECTED RESEARCH** **1-5cr**

Directed Research is an in-depth learning opportunity offered to students where their abilities and interests indicate they would benefit from a highly focused task under the direction of an individual faculty member. The student is responsible for finding a sponsoring faculty member.

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

DS 295 1-5cr
SPECIAL TOPICS

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

Prerequisite: Approval of sponsoring instructor. (E)

Drama

DRMA& 101 5cr
INTRO TO THEATRE

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

DRMA 124 5cr
ACTING I

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

DRMA 125 5cr
ACTING II

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

DRMA 126 5cr
ACTING III

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

DRMA 175 5cr
INTRODUCTION TO PLAYWRITING

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

DRMA 211 1-5cr
THEATER PRACTICUM I

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

DRMA 212 1-5cr
THEATER PRACTICUM II

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

DRMA 230 5cr
DIRECTING I

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

Early Childhood Education

ECED& 105 5cr
INTRODUCTION TO EARLY CHILDHOOD EDUCATION

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

ECED& 107 5cr
HEALTH, NUTRITION, AND SAFETY

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

ECED& 120 2cr
PRACTICUM

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

ECED& 132 3cr
INFANTS AND TODDLERS

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

ECED 146 3cr
PRACTICUM II

Participation with children and staff in an approved early childhood center. Practice applying guidance procedures, implementing curriculum, and working cooperatively with staff. Lab assignments, six hours per week; seminar, one hour per week.

Prerequisites: Minimum of 10 ECED credits which includes ECED& 120 and ECED& 190. STARS approved.

Course Descriptions

ECED 147 **PRACTICUM II** **3cr**

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 **CURRICULUM DEVELOPMENT** **5cr**

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

ECED& 170 **ENVIRONMENTS** **3cr**

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

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

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 **OBSERVATION AND ASSESSMENT** **3cr**

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

Prerequisite: ECED& 120.

ECED 201 **INTERNSHIP** **1-3cr**

Individually designed field experience and seminar to work with children and/or adults (parents, staff, community) in schools, child-care, or human service agencies.

Prerequisite: 15cr of ECED. STARS approved.

ECED 260 **PRACTICUM III** **5cr**

Advanced practicum experience based on skill standards in a developmentally appropriate setting with qualified master teacher. Individualized opportunities for students to practice advanced teaching competencies and professional interactions with site staff and parents.

Prerequisites: Completion of ECED 146, 147, 30 ECED credits, and permission of advisor.

Economics

ECON 101 **INTRODUCTION TO ECONOMICS** **5cr**

Introduction to fundamental economic concepts through contemporary social issues. Examine how societies deal with limited resources and social, cultural, and political responses to changing economic conditions. Recommended for those seeking a greater understanding of economics and contemporary issues.

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

ECON& 201 **MICROECONOMICS** **5cr**

Promotes use of critical thinking to explore an individual's relationship to the supply-and-demand of goods and services. Tools of economic analysis are used to investigate management of environmental systems.

Prerequisite: AMATH 121 OR MATH 091 and ENGL& 101. (SS)

ECON& 202 **MACROECONOMICS** **5cr**

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 **SOPHOMORE SEMINARS IN ECONOMICS** **1-5cr**

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

Prerequisite: Permission of instructor. (E)

ECON 350 **POLITICAL ECONOMY** **5cr**

Theories of political economy are used to critically examine the laws governing the distribution of income between classes. This analysis is informed by the historical transformation of capitalism from feudalism and involves a study of original texts, including works by Smith, Mill, Marx and Veblen.

Prerequisite: ENGL& 102 or ENGL 325 and BAS 310 or permission of instructor. This course fulfills one of the INT requirements of the BAS program.

ECON 352 **MANAGERIAL ECONOMICS** **5cr**

Use of quantitative methods in economic decision making. Topics include application of demand theory, cost, theory, and strategic pricing; capital budgeting and risk; use of sampling theory and inferential statistics as an estimation technique.

Prerequisite: MATH& 146, ENGL& 102 or ENGL 325, and BAS 310 or permission of instructor.

Education

EDUC& 115 **CHILD DEVELOPMENT** **5cr**

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) (E)

EDUC 122 **3cr**
TECHNIQUES OF TEACHER TRAINING

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

EDUC 123 **3cr**
OCCUPATIONAL ANALYSIS

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

EDUC 124 **3cr**
COURSE ORGANIZATION

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

EDUC& 130 **3cr**
GUIDING BEHAVIOR

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

EDUC& 150 **3cr**
CHILD, FAMILY, AND COMMUNITY

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

EDUC& 203 **3cr**
EXCEPTIONAL CHILD

An introductory course in understanding educational programs, and state and federal laws regarding the education of children with special needs. An overview of current issues, trends, and resources affecting services and programs for children with special needs.

Prerequisite: EDUC& 114 or permission of instructor/advisor. STARS approved. (E)

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

Introduction to the field of education with an overview of education in America; the historical, philosophical, and social foundations of education; current issues and trends in curriculum, instructional strategies, law and ethics; teaching as a profession; and the future of education. Includes classroom observations in public school.

Prerequisite: Completion of 45 or more college credits, including English 101, or permission of instructor.

EDUC 206 **2cr**
ISSUES OF CHILD ABUSE AND NEGLECT

Insights into child abuse and neglect within a family system. Identify types of abuse and signs and symptoms of victims. Mandated reporting requirements consistent with WAC 180-78-165 for educators, caregivers, and youth workers. STARS approved.

EDUC 212 **1-3cr**
DEVELOPMENTAL APPROACH TO TUTORING/MENTORING

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

EDUC 213 **1cr**
INTRO TO PEER TUTORING PRINCIPLES

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

EDUC 220 **3cr**
THE ADULT LEARNER

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

EDUC 227 **3cr**
MANAGING CHALLENGING BEHAVIORS

Factors that contribute to challenging behaviors in children. Positive behavior support strategies for children who persist in challenging behavior and do not respond to general child guidance procedures. Effective and individualized interventions for severe challenging behaviors. STARS approved.

Prerequisite: ECE 130 or permission of instructor.

EDUC 250 **2cr**
STUDENT ADVISING: STRATEGIES FOR SUCCESS

Training for Advisors. Advisors participate in four in-person sessions and a continual on-line forum for discussion and activities. Subsequent annual sessions for follow-up and updates will be facilitated by peer mentors and class facilitators.

English as a Second Language

ESL 001 **0cr**
ENGLISH AS SECOND LANGUAGE

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

English

ENGL 054 READING II	3cr	ENGL& 102 COMPOSITION II	5cr	Approaches Shakespeare both as poetry and as drama, concerning itself with language and with staging. <i>Prerequisite: ENGL& 101 or permission of instructor. (H)</i>
Practice of basic comprehension and critical thinking skills. Classroom or lab format. Includes use of computer software.		Reading and writing using analytical and critical approaches. One or more research papers. Builds on concepts introduced in ENGL& 101. <i>Prerequisite: 2.0 or better in ENGL& 101. (CC)</i>		ENGL& 226 BRITISH LITERATURE I
ENGL 057 READING III	3cr	ENGL& 112 INTRODUCTION TO FICTION	5cr	Survey of British literature from diverse periods. Selections will vary by quarter but will include classic and influential texts. <i>Prerequisite: ENGL& 101 or permission of instructor. (H)</i>
Practice of basic comprehension and critical thinking skills. Classroom or lab format. Includes use of computer software.		Discover successful ways of exploring fiction. Study of form and structure, as well as major novelists and short-story writers, past and modern. <i>Prerequisite: Eligibility for or concurrent enrollment in ENGL& 101. (H)</i>		ENGL& 227 BRITISH LITERATURE II
ENGL 089L GRAMMAR LAB	1-2cr	ENGL& 113 INTRODUCTION TO POETRY	5cr	Theme-based study of selected masterpieces of British literature in context. <i>Prerequisite: ENGL& 101 or permission of instructor. (H)</i>
Improvement of English sentence structure, grammar, usage, and mechanics. Lab format with use of computer software.		Approach poetry successfully. Study of poetic form and structure, as well as major poets and poems, past and present, American and world-wide. <i>Prerequisite: Eligibility for or concurrent enrollment in ENGL& 101. (H)</i>		ENGL& 236 CREATIVE WRITING I
ENGL 090 FUNDAMENTALS OF ENGLISH	5cr	ENGL& 114 INTRODUCTION TO DRAMA	5cr	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. <i>Prerequisite: ENGL& 101 or permission of instructor. (E)</i>
Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on ASSET or COMPASS scores.		Helps to understand and experience a diversity of dramatic literature, from the Greeks through the Renaissance to modern and contemporary playwrights. <i>Prerequisite: Eligibility for or concurrent enrollment in ENGL& 101. (H)</i>		ENGL& 237 CREATIVE WRITING II
ENGL 091 FUNDAMENTALS OF ENGLISH	5cr	ENGL 180 LITERARY MAGAZINE PRODUCTION I	1-3cr	Advanced creative writing using workshop approach. Genres offered vary by quarter and instructor. <i>Prerequisite: ENGL& 236 or permission of instructor. (E)</i>
Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on ASSET or COMPASS scores.		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 240 CHILDREN'S LITERATURE
ENGL 092 FUNDAMENTALS OF ENGLISH	5cr	ENGL& 220 INTRODUCTION TO SHAKESPEARE	5cr	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. <i>Prerequisite: ENGL& 101 or permission of instructor. (H)</i>
Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on ASSET or COMPASS scores.		General introduction to the works of Shakespeare, emphasizing the plays: tragedies, comedies, histories, and romances.		
ENGL& 101 ENGLISH COMPOSITION I	5cr			
Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques. <i>Prerequisite: Score of 45 or more on ASSET Placement test with writing skills, 77% or more on COMPASS placement test, or Pass in ENGL 090, 091 or 092. (CC)</i>				

ENGL& 244 5cr
AMERICAN LITERATURE I

Survey of classic works as well as new voices from the beginning of American literature to the present.

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

ENGL& 245 5cr
AMERICAN LITERATURE II

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

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

ENGL 250 5cr
INTERCULTURAL LITERATURE

An examination of literary works from a variety of cultural perspectives. Contemporary texts and local guest speakers from different cultures increase students' awareness and understanding of the values, beliefs, stories, interests, and experiences of those cultures. Students define their own cultural identity and participate in service learning.

Prerequisites: ENGL& 101. (H)

ENGL& 254 5cr
WORLD LITERATURE I

Survey of world literature from diverse cultures and periods, including historical contexts. Selections will vary by quarter but will include translations from African, Eastern, Latin, and Western literatures.

Prerequisite: ENGL& 101 or instructor permission. (H)

ENGL& 255 5cr
WORLD LITERATURE II

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

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

ENGL 260 1-5cr
SPECIAL TOPICS OR SEMINARS

Specific topics and authors as proposed by faculty.

Prerequisite: ENGL& 101. (E)

ENGL 280 1-3cr
LITERARY MAGAZINE PRODUCTION IV

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 1-5cr
SPECIAL TOPICS IN LITERATURE

Directed research is an in-depth learning opportunity offered to students where their abilities and interests indicate they would benefit from a highly focused task under the direction of an individual faculty member. The student is responsible for finding a sponsoring faculty member.

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

ENGL 325 5cr
PROFESSIONAL AND ORGANIZATION COMMUNICATIONS

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

Prerequisite: ENGL& 101 and concurrent enrollment in BAS 301 and BAS 310 or permission of instructor.

Energy and Innovation Entrepreneurship

ENT 205 5cr
ENERGY AND INNOVATION ENTREPRENEURSHIP

This course introduces future entrepreneurs to key opportunities in the energy and innovation market place. Students will learn effective

techniques to assess market opportunities, align with a market segment and develop a business model canvas that results in competitive advantage for a start-up business venture. The business entrepreneurship instruction also includes an overview of energy revenue streams, concepts of supply and demand, pricing and marketing, federal regulatory and localized rate case impacts and the changing role of customers in the energy economy.

ENT 208 1cr
RIGHT PATH TO BUSINESS

This course provides a hands-on opportunity to understand what it takes to launch and operate a successful business. Students learn to use self-assessment tools to determine the ability of the business to make money, how much money will be needed to launch the business, and where to find it.

ENT 209 2cr
FROM EMPLOYEE TO ENTREPRENEUR

This class will focus on the shift from seeing oneself as an employee to developing the entrepreneurial attitude. Students will examine the vital process for making this change and the path of transition from being an employee to becoming an effective and successful entrepreneur.

Prerequisite: ENT 208 or instructor permission.

ENT 275 5cr
SOCIAL MEDIA MARKETING

Develop and market a business presence and webpage on the Internet with social media and open source web applications. Explore online consumer behavior and Internet marketing campaigns.

Prerequisite: ENT 208.

ENT 280 5cr
ENTREPRENEURIAL FINANCE

Course focuses on how entrepreneurs and small businesses can make intelligent financing and investing decisions. Emphasis is placed on cash flow analysis, pro forma development, personal finances, retirement, and risk/reward analysis for entrepreneurs.

Environmental Science

ENVS& 100 5cr SURVEY OF ENVIRONMENTAL SCIENCE

Scientific approach to understanding nature and scope of contemporary problems in our environment.

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

ENVS& 101L 5cr INTRODUCTION TO ENVIRONMENTAL SCIENCE

An interdisciplinary science course for both non-science majors and science students. Topics include the practice of environmental science, ecological principles, demographics, forest and wildlife resources, energy, planning, climate change, and pollution. Underlying scientific principles and practices, including the exploration and presentation of scientific uncertainty, are identified and related to societal issues.

Prerequisites: MATH 099 and placement into ENGL& 101. (NS)

ENVS 141L 5cr FRESHWATER ECOLOGY

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

Prerequisites: Eligibility for ENGL& 101 and MATH 091; *fieldwork involving moderately strenuous walking and wading of streams required.* (E)

ENVS 201L 5cr INTRO TO FOREST ECOLOGY

Introduction to forest ecosystems, including tree anatomy, growth dynamics, and role of disturbances in shaping forest succession. Examination of old growth forest ecosystems and their role in sustaining biodiversity. Management strategies to promote aesthetics, biodiversity, recreation and mitigate climate change presented and analyzed.

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

ENVS 202L 5cr FIELD METHODS IN OLD GROWTH ECOLOGY

Introduction to the compositional, structural and functional elements of Old Growth Forest Ecosystems and field methods. Students work with scientists collecting old growth field data in pristine forests.

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

ENVS 230L 5cr FISHERIES ECOLOGY

Examines the interactions between fish, their habitats, and human harvest. Includes an overview of aquatic ecology and an introduction to fisheries management. Involves moderately strenuous field activities, such as hiking and wading in streams.

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

ENVS 260 1-5cr TOPICS IN ENVIRONMENTAL SCIENCE

Provides opportunity to explore a wide variety of specialized topics in environmental science. Courses offered by topic. Participants may take more than one topic for credit, provided additional credits are taken in different topics.

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (E)

ENVS 262 5cr 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.

Prerequisite: ability to work in rugged field conditions for prolonged periods of time in inclement weather.

ENVS 270L 5cr MARINE ECOLOGY

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

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (E)

ENVS 274L 5cr INTRO TO ECOSYSTEM RESTORATION

Introduction to ecological restoration of damaged ecosystems. Examines current techniques of restoration and the complex ecological interactions that must be addressed. Explores the social, philosophical, biological, political, and regulatory forces that impact the success of restoration projects.

Prerequisites: MATH 099; BIOL& 221L or BIOL& 100L; eligibility for ENGL& 101; MATH 099. (E)

ENVS 282L 5cr FIELD METHODS IN ECOLOGICAL RESEARCH

Introduction to ecological research through direct experience with established field and lab methods in the natural resource sciences. Explores scientific method, hypothesis testing, sampling, experimental design, the role of questionnaires, remote sensing, GIS, and population measures.

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

ENVS 290 1-5cr RESEARCH TOPICS IN ENVIRONMENTAL SCIENCE

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

ENVS 321 5cr NATURE OF SCIENCE: GOING GREEN

Project-based course explores process and nature of scientific discovery, environmental challenges and possible solutions, and the realities of making a business "green". Topics will integrate Biology, Chemistry, Atmospheric Science and Statistics.

Prerequisites: MATH& 146 or concurrent enrollment.

Family Life Education

F L E 010 1-2cr
FAMILY LITERACY

Information, discussion, and individualized activities for parents on how children develop literacy. Parents observe and participate with their child in the child's school, in their child-care setting, and/or in a family setting. Develops parents' organizational and communication skills.

F L E 151 1cr
PARENTING SKILLS

For parents who have a child enrolled in an early childhood cooperative laboratory program. Develops and/or enhances positive parenting skills. Parent seminars, observation, and participation in children's program.

F L E 152 1cr
PARENTING SKILLS

For parents who have a child enrolled in an early childhood cooperative laboratory program. Develops and/or enhances positive parenting skills. Parent seminars, observation, and participation in children's program.

F L E 153 1cr
PARENTING SKILLS

For parents who have a child enrolled in an early childhood cooperative laboratory program. Develops and/or enhances positive parenting skills. Parent seminars, observation, and participation in children's program.

F L E 155 1cr
PARENT CO-OP LEADERSHIP SKILL

Participate in planning activities and events that support and enhance programs for children, parents, and staff. Includes problem solving, collaborative processes, business management, group organization, and communication.

F L E 156 1cr
PARENT CO-OP LEADERSHIP SKILL

Participate in planning activities and events that support and enhance programs for children, parents, and staff. Includes problem

solving, collaborative processes, business management, group organization, and communication.

F L E 157 1cr
PARENT CO-OP LEADERSHIP SKILL

Participate in planning activities and events that support and enhance programs for children, parents, and staff. Includes problem solving, collaborative processes, business management, group organization, and communication.

F L E 161 1cr
CHILD GUIDANCE & DISCIPLINE

Parents and children from birth to age eight meet in a child-development laboratory. Developmentally appropriate activities are planned for children and combined with parent participation and parent education discussions.

F L E 162 1cr
FAMILY EVENING PRESCHOOL

Parents and children from birth to age eight meet in a child-development laboratory. Developmentally appropriate activities are planned for children and combined with parent participation and parent education discussions.

F L E 163 1cr
FAMILY PROGRAMS

Parents and children from birth to age eight meet in a child-development laboratory. Developmentally appropriate activities are planned for children and combined with parent participation and parent education discussions.

F L E 171 2cr
TODDLER-PARENT CO-OP

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues.

F L E 172 2cr
TODDLER - PARENT CO-OP

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues.

F L E 173 2cr
TODDLER - PARENT CO-OP

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues.

F L E 175 2cr
TODDLER-PARENT LAB/LEADERSHIP

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues. Includes group organization and leadership training.

F L E 176 2cr
TODDLER - PARENT LAB/LEADERSHIP

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues. Includes group organization and leadership training.

F L E 177 2cr
TODDLER/PARENT LEADERSHIP

For parents with a one-to-three-year-old child concurrently enrolled in a toddler child-study laboratory. Combines parent observation and participation assignments in children's program. Parent seminars focus on child development, parenting, and family relationship issues. Includes group organization and leadership training.

Course Descriptions

F L E 181 **PRE-SCHOOL PARENT CO-OP** **2cr**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance.

F L E 182 **PRE-SCHOOL PARENT CO-OP** **2cr**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance.

F L E 183 **PRE-SCHOOL PARENT CO-OP** **2cr**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance.

F L E 185 **PRE-SCHOOL PARENT LAB/LEADERSHIP** **2cr**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance. Also, group organization and business management of the children's school.

F L E 186 **PRE-SCHOOL PARENT LAB/LEADERSHIP** **2cr**

Parent students participate as teaching assistants in preschool laboratory with children ages three-to-six years. Focus on early childhood curriculum, child development and behavior, classroom dynamics, and positive guidance. Also, group organization and business management of the children's school.

F L E 187 **PRE-SCHOOL PARENT LAB/LEADERSHIP** **2cr**

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** **5cr**

Study of film as visual text, including key terms, primary practitioners, and major developments. Examination of film as transmitter of themes and values.

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

FILM 101 **GREAT DIRECTORS IN FILM** **5cr**

Introduction to authorship in the cinema. Examination of the work of a major director or directors. Exploration of the director's life, film style, and themes.

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

FILM 102 **FILM GENRE** **5cr**

Introduction to study of film genre through looking at either one or several film genres, including literary, mythic, historic, and theoretical aspects.

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

FILM 110 **LITERATURE AND FILM** **5cr**

Exploration of connected works of literature and film. The films and texts may be direct adaptations of each other or may be connected thematically. The course will focus on a specific overall theme, genre, historical period, and/or author.

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

FILM 120 **INTRODUCTION TO SCREENWRITING** **5cr**

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

First Aid

F A 100 **INDUSTRIAL FIRST AID** **1cr**

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

F A 105 **BASIC INDUSTRIAL FIRST AID** **1cr**

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

F A 120 **EMERGENCY MEDICAL TECH** **9cr**

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

Prerequisite: Current Health Care Provider CPR certification.

F A 180 **FIRST AID FOR HEALTHCARE PROVIDERS** **1cr**

This course provides two year American Heart Association (AHA) Health care Provider certification in basic first aid and CPR. Students will be instructed in adult and pediatric CPR, foreign body airway obstruction, automatic external defibrillation and the basic skills necessary to provide first aid assistance in emergency situations. Class is based on nationally recognized standards from AHA and National Safety Council. Students will perform chest compressions and rescue maneuvers and should be prepared for extended stretches of time spent on the floor practicing CPR and first aid procedures.

Food Service Management

CUL 101 **1cr**
BEGINNING CULINARY ARTS

Introduction to the basics of Culinary Arts, including introduction, customer relations, preparing and serving safe food, kitchen basics, foodservice equipment, and nutrition. Class is taught in commercial kitchen at The Lincoln Center.

CUL 102 **1cr**
BEGINNING CULINARY ARTS

Introduction to the basics of Culinary Arts, including breakfast foods, sandwiches, salads and garnishes, and working with people. Class is taught in commercial kitchen at The Lincoln Center.

CUL 103 **1cr**
BEGINNING CULINARY ARTS

Introduction to the basics of Culinary Arts, including business math, fruits and vegetables, and controlling food service costs. Class is taught in commercial kitchen at the Lincoln Center.

CUL 104 **1cr**
ADVANCED CULINARY ARTS - 1

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

CUL 105 **1cr**
ADVANCED CULINARY ARTS - 2

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

CUL 106 **1cr**
ADVANCED CULINARY ARTS - 3

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

CUL 295 **1-3cr**
SPECIAL PROJECT

Students will complete 165 hours of project work per quarter. Project will be designed and supervised by the Culinary Arts instructor. Class is taught in a commercial kitchen at The Lincoln Center.

French

FRCH& 121 **5cr**
FRENCH I

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

FRCH& 122 **5cr**
FRENCH II

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

FRCH& 123 **5cr**
FRENCH III

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

GED Prep

GED 001 **0cr**
GED PREPARATION

Individualized computer and small-group instruction to assist persons in preparing for the General Educational Development (GED) test. Course is open entry.

General Studies

G S 090 **2cr**
TRANSITION TO COLLEGE

Designed for adults who struggled in school and are planning to enroll in college classes the next quarter. This preparation for College Learning Skills assists with handling tough readings, higher math, formal communication, and accessing computer resources. Course is open entry.

G S 100 **2cr**
COLLEGE LEARNING SKILLS

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

G S 103 **3cr**
FRESHMAN SEMINAR

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

G S 110 **2cr**
CROSS-CULTURAL COMMUNICATION

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

G S 121-126 **1cr**
STUDIUM GENERALE

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

Course Descriptions

G S 185-187 **2cr**
STUDENT LEADERSHIP

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

Prerequisite: Instructor permission.

Geographic Info Science

GIS 160 **4cr**
INTRO TO GEOGRAPHIC INFORMATION SYSTEMS I

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

GIS 161 **3cr**
COMPUTER-AIDED DRAWING I

An introduction to AutoCAD computer-aided drafting software. Course provides the basic skills to design in 2D.

Prerequisite: CAT 100 or CAT 116-119 or permission of instructor.

GIS 260 **5cr**
APPLIED GEOGRAPHIC INFORMATION SCIENCE

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

Prerequisite: CAT 118 or instructor permission.

Geography

GEOG 120 **5cr**
INTRODUCTION TO PHYSICAL GEOGRAPHY

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

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

GEOG 200L **5cr**
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

Introduction to geographic science through the use and application of Geographic Information Systems (GIS) and geospatial technologies. Applies geographic concepts and both qualitative and quantitative GIS applications in a variety of fields.

Prerequisites: MATH 099, computer literacy, and eligibility for ENGL& 101.(NS)

GEOG 325 **5cr**
GEOSCIENCE & BUSINESS INTELLIGENCE

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

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

Geology

GEOL& 101L **5cr**
INTRODUCTION TO PHYSICAL GEOLOGY

Introduction to geology for those intending to major in geology, geophysics, or related earth sciences. Tectonics, volcanism, earthquakes, introductory concepts of mineralogy and petrology, and survey of processes that shape the surface of the earth, including water, wind, ice, and gravity. Four hours lecture, two hours laboratory per week.

Prerequisites: Eligibility for ENGL& 101 and MATH 091; high school or college chemistry. (NS)

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

Explores processes that form and shape the earth. The processes comprise a series of integrated systems that interact to produce the earth's continents, oceans, atmosphere, and life.

Prerequisite: Eligibility for ENGL& 101 and MATH 091. (NS)

Green Building

GRBD 105 **3cr**
BLUEPRINT READING

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

GRBD 110 **10cr**
CARPENTRY I

Introduction to carpentry basics, including safety and use of various hand and power tools; knowledge of woods and wood grain, lumber, and other basic materials; project planning; shop management; blueprint reading; and hardware and other materials used in residential home construction, site preparation, project layout, concrete form building, and foundation construction.

Prerequisite: HumDv 120 or concurrent enrollment.

GRBD 115 **10cr**
CARPENTRY II

Continues materials estimation; floor, wall, and ceiling framing; roof framing and trusses; and special framing, such as soffits, stairways, and built-ins. Rough-in of utilities, such as electrical, water, sewer, and telecommunications.

Prerequisite: GRBD 110 or permission of instructor, and HumDv 120 or concurrent enrollment.

GRBD 120 **10cr**
CARPENTRY III

Emphasis on roofing, interior and exterior sheathing/siding, door-and-window installation, interior and exterior trim, flooring and floor finishes, cabinet installation, and special construction features.

Prerequisites: GRBD 110 and GRBD 115 or permission of instructor, and HumDv 120 or concurrent enrollment.

GRBD 170 **10cr**
GREEN BUILDING I

This course focuses on the basics of green construction and design used in residential and other small-scale construction. Land development, architectural design, building placement, and landscape will be discussed. Tool and jobsite safety will be taught and practiced throughout the class.

Prerequisites: Basic knowledge of construction terminology and practices, and HumDv 120 or concurrent enrollment.

GRBD 175 **10cr**
GREEN BUILDING II

This course focuses on the green materials for residential and other small-scale construction while keeping the impact on the environment in mind. Everything from lumber to light bulbs will be covered in depth. Tool and jobsite safety will be taught and practiced throughout the class.

Prerequisites: Basic knowledge of construction terminology and practices, and HumDv 120 or concurrent enrollment.

GRBD 180 **10cr**
GREEN BUILDING III

This course focuses on the alternative design and construction methods of residential and other small-scale construction while keeping the impact on the environment in mind. Tool and jobsite safety will be taught and practiced throughout the class.

Prerequisites: Basic knowledge of construction terminology and practices, and HumDv 120 or concurrent enrollment.

Homeland Security / Emergency Management

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

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

HSEM 110 **2cr**
**BASIC INCIDENT COMMAND SYSTEM/NAT'L
MANAGMNT SYS**

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

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

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

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

This class provides a detailed overview of the technology used, and also clearly explains how the technology is applied in the field of emergency management. Students will learn how to utilize technology in emergency planning, response, recovery and mitigation efforts and they'll uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include: Web Emergency Operations Center (EOC), using technology with training and exercises, reverse 911 notification systems, video conferencing/downlinks and Geographic Information System (GIS)/ Global Positioning System (GPS) capabilities.

Prerequisite: HSEM 102

HSEM 157 **2cr**
PUBLIC INFORMATION OFFICER

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

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

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

Course Descriptions

HSEM 180 **PUBLIC ADMINISTRATION** **3cr**

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 **HSEM SPECIAL TOPIC CITIZEN PREPAREDNESS TRAINING** **3cr**

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 **EMERGENCY OPERATIONS CENTER** **2cr**

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

Prerequisite: HSEM 102 and HSEM 110.

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

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 **DEVELOPING AND MANAGING VOLUNTEER RESOURCES** **2cr**

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

Prerequisite: HSEM 102.

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

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 **WORKBASED LEARNING EXPERIENCE** **5cr**

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

Prerequisite: Preapproval of HSEM Internship Coordinator and Advisor.

HSEM 250 **HOMELAND SECURITY LAW AND ETHICS** **3cr**

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

Prerequisites: HSEM 102 and HSEM 120 or Program Coordinator approval.

Honors Program

HONOR 120 **FIRST YEAR INTERDISCIPLINARY SEMINAR I** **1cr**

In two-hour bi-weekly seminars students will discuss ideas central to civilization using a Great Books approach. Students read seminal ideas that have stood the test of time prior to seminars and actively participate by listening, thinking, speaking.

Prerequisite: Acceptance into the Honors Program. HONOR 120 and 121 are non-sequential.

HONOR 121 **FIRST YEAR INTERDISCIPLINARY SEMINAR II** **1cr**

In two-hour bi-weekly seminars students will discuss ideas central to civilization using a Great Books approach. Students read seminal

ideas that have stood the test of time prior to seminars and actively participate by listening, thinking, speaking.

Prerequisite: Acceptance into the Honors Program. HONOR 120 and 121 are non-sequential.

HONOR 150 **5cr**
FOUNDATIONS OF KNOWLEDGE

An introductory course that explores the nature of knowledge and its pursuit from the primary academic disciplines of mathematics, humanities, natural sciences and social sciences. An emphasis is placed on establishing linkages across these disciplines to expand the realm of possible discourse. Students will develop and apply critical thinking, communication, and self-assessment skills, along with the ability to integrate multiple perspectives.

Prerequisites: Acceptance in the Honors Program and completion of fall quarter honors coursework (includes ENGL& 101, MATH& 141 or 146, and HONOR 120) or permission of Honors Program Director.

HONOR 160 **5cr**
INTRODUCTION TO HONORS PROJECTS

Students are introduced to faculty directed projects from a variety of academic fields. Student will use one of these projects, or identify a self-directed project, to complete the project component of the honors program.

Prerequisite: Acceptance in the Honors Program.

HONOR 220 **1cr**
SECOND YEAR INTERDISCIPLINARY PROJECTS SEMINAR I

In these two-hour bi-weekly seminars students will make brief presentations on the nature of their individual projects and provide status updates. Students will contribute to the process of project development by evaluating the methods used to achieve a project's objective and probing the nature and outcomes of the project using an integrative knowledge approach to critical inquiry.

Prerequisite: Acceptance in the Honors Program.

HONOR 221 **1cr**
SECOND YEAR INTERDISCIPLINARY PROJECT SEMINAR II

In these two-hour bi-weekly seminars students will make brief presentations on the nature of their individual projects and provide status

updates. Students will contribute to the process of project development by evaluating the methods used to achieve a project's objective and probing the nature and outcomes of the project using an integrative knowledge approach to critical inquiry.

Prerequisite: Acceptance in the Honors Program.

HONOR 250 **5cr**
HONORS CAPSTONE PROJECTS

Students complete all aspects of their individual project, including background research activities, submission of a final product and its public dissemination; a critical examination of the project using integrative knowledge; and lastly, a self-reflective video on the project's value to their undergraduate experience.

Prerequisite: Acceptance in the Honors Program.

Health Education

H ED 090 **0cr**
HIV/AIDS LICENSURE 4 HOURS

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

H ED 095 **0cr**
HIV/AIDS LICENSURE 7 HOURS

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

H ED 150 **5cr**
INTRODUCTION TO NUTRITION

Basic concepts in human nutrition. Understanding nutrient functions, sources, and utilization; evaluate nutrition-based articles for validity and reliability. For the five-credit course, students will also analyze their own diet for nutritional adequacy and identify key concepts in current topics of nutrition. Duplicate credit not allowed for both H ED 150 and H ED 149 (E)

H ED 180 **5cr**
HEALTH AND WELLNESS

An introduction to personal health. Understanding drug and alcohol use, sexuality and reproductive issues, diseases, nutrition, diet and weight management, stress management, safety, and environmental concerns. Students will analyze their own attitudes, behaviors, and decisions that affect individual health and develop strategies for healthful living. (E)

H ED 210 **5cr**
HUMAN SEXUALITY

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

History

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

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

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

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

Course Descriptions

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

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

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

Political, economic, and cultural history of the United States, from its founding to the Jeffersonian Revolution.

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

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

Political, economic, and cultural history of United States, from early 19th century to the beginning of the 20th century.

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

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

Political, economic, social, and cultural history of United States from Spanish-American War to building the modern state, world power, and current issues.

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

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

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

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

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

HIST 360A **5cr**
LABOR MOVEMENTS

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

Prerequisite: BAS 310 or permission of instructor.

Human Development

HUMDV 033 **1-2cr**
DEVELOPMENTAL EDUCATION I

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

HUMDV 100 **1-2cr**
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 **1cr**
SUCCESS IN THE ONLINE CLASSROOM

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

HUMDV 103 **1cr**
STUDENT SUCCESS SKILLS

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

HUMDV 110 **1-3cr**
CAREER/LIFE PLANNING

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

HUMDV 111 **2cr**
LEADERSHIP FOR SUPERVISORS

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

HUMDV 112 **1-2cr**
OCCUPATIONAL EXPLORATION

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

HUMDV 114 **1-2cr**
RESUME WRITING 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 1-2cr
INTERVIEWING SKILLS

Utilize software and materials available in the Career Services Office to increase skills in interviewing. Participate in a mock interview at the conclusion of the course and receive feedback from the instructor.

HUMDV 120 3cr
HUMAN RELATIONS

Survey of workplace skills, including communication, team building, problem solving, and leadership. Emphasis on concepts of perception, attitude, motivation, and ethics.

Information Studies

INFO 101 1cr
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.

INFO 120 2cr
INTRODUCTION TO RESEARCH

A 2-credit, 8-week online introduction to college-level research. Students will learn how to develop topics into strong research questions that guide their research. They will also learn how to access, evaluate, and ethically engage a wide variety of information sources (e.g. popular, scholarly, print, and multimedia). Recommended: Eligibility for ENGL& 101.

INFO 130 3cr
RESEARCH ACROSS THE CURRICULUM

A 3-credit, 8-week online course that builds on the knowledge and skills developed in INFO 120. Students will apply and adapt information literacy competencies in subject-specific contexts. We will also explore the concepts of intellectual property, freedom of information, and copyright.

Prerequisite: INFO 120

Information Technology

IT 106 5cr
COMMAND LANGUAGE

Overview of microcomputer operating systems, including Microsoft Windows command language. Includes command syntax, command options, redirection, appending, piping, operating system fundamentals, wildcards, disk formatting, printer control features, batch file and scripts, and directories.

IT 107 5cr
INTRODUCTION TO NETWORKING

Understand basic networking and communication services, identify essential networking components, understand peer-to-peer and server-based networks, and describe benefits of networking. Topics include OSI model, cabling, network devices, topologies, network operating systems, and network planning.

IT 155 5cr
TROUBLESHOOTING THE WINDOWS CLIENT

Topics covered include planning, installation, active directory structure, and topics related to Windows Client operating systems

IT 162 5cr
UPGRADING AND MAINTAINING YOUR PC

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

IT 163 5cr
A+ CERTIFICATION

The student will study additional topics required for the A+ exam and utilize the lab to troubleshoot and repair a variety of computers that are in failed mode. The class stresses problem solving and troubleshooting skills required by the IT industry.

Prerequisite: IT 162 or permission of instructor.

IT 185 5cr
VIRTUAL COMPUTING

Virtual computing is a course designed to provide Information Technology students with the ability to describe, install, configure and secure software and hardware technology used in computer virtualization. Multiple vendor platforms will be introduced in this course using real-world situations to build the skills necessary for a successful understanding of virtualization.

Prerequisite: Permission of instructor.

IT 225 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 prerequisite knowledge and skills required for IT 245. Course administered in lecture/lab setting, includes significant hands-on exercises.

Prerequisite: Permission of instructor. (E)

IT 233 5cr
INTRO TO FIBER OPTICS 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 6cr
WINDOWS DIRECTORY SERVICES

Learn to install, configure, and troubleshoot Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. Provides prerequisite knowledge and skills required for IT 255. Course administered in lecture/lab setting. Provides knowledge and skills necessary to prepare for Microsoft certification exams. (Completion of this course does not guarantee successful completion of exams. Additional

Course Descriptions

training and/or experience may be necessary.) Includes significant hands-on exercises.

Prerequisite: Permission of instructor. (E)

IT 255 8Cr
DESIGN SECURITY/NETWORK

Examines topics related to network infrastructure and design that meet business requirements and specific security solutions that meet organizational objectives. Course administered in a lecture/lab setting. Includes significant hands-on exercises. Provides knowledge and skills necessary to prepare for Microsoft certification exams. (Completion of this course does not guarantee successful completion of the exams. Additional training and/or experience may be necessary.)

Prerequisite: Permission of instructor. (E)

IT 294 5cr
NETWORK SECURITY AND FIREWALLS

In-depth look at network security concepts and techniques. Student will examine the methods that are used to penetrate computers and computer systems. Also, this course will adopt a practical, hands-on approach when examining networking security techniques.

Prerequisite: Permission of instructor.

Integrated Studies

IS 101 5cr
CROSSCURRENTS: UNDERSTANDING THE ARTS

Surveys ways people through the ages, from around the world, have given expression to humanity through the arts. Overview of visual arts, dance, theater, film, literature, music, and architecture provides a framework for comparing unique qualities of various art forms. Serves as introduction to more specialized courses in the arts.

Prerequisite: ENGL& 101. (H)

IS 102 5cr
CROSSCURRENTS: POETRY AND PAINTING

Poetry and painting have been closely connected since early times: poets have been continually inspired to write about painting, and painters have wanted to put their color into words. The class will address this close

relationship while providing a thorough introduction to poetry.

Prerequisite: ENGL& 101. (H)

IS 103 5cr
CROSSCURRENTS: WOMEN'S VOICES IN 20TH CENTURY

A glimpse into the poetry and prose of 20th Century's outrageous women. Examine the changing roles of women in the 20th century, and how women have given language to those changing roles. Authors include Carolyn Heilbrun, Camille Paglia, Simone deBouvier, Adrienne Rich, Sylvia Plath, Anne Sexton, Diane Wakoski, Marge Piercy, Carolyn Forché, Jane Hirschfield, and others. (H)

IS 104 5cr
CROSSCURRENTS: CREATIVE WRITING AND THE ARTS

In addition to writing in poetry, fiction, and other selected genres, students will explore creation in another chosen art form, such as dance, music, photography, drawing, painting, architecture, or journalism. The class will be conducted as a writing workshop and provide speakers in a variety of areas. (H)

IS 105 5cr
POPULAR CULTURE

Historical as well as cross-cultural study of popular literary and nonliterary texts, novels, magazines, comic books, films, and television. Focus on popular myths, icons, heroes, and rituals that have affected people's lives and attitudes.

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

IS 107 5cr
HISTORY OF SCIENCE: THE MODERN ERA

Throughout history mankind's destiny has often been realigned by major intellectual advances made in science. Through readings, demonstrations, and discussions, participants will explore this process using the contributions of Newton, Lavoisier, Faraday, Darwin, Poincaré, Freud, Curie, Einstein, Watson, and Crick. (H)

IS 108 2cr
ORAL HISTORY I

Use of current media technologies, including video, desktop publishing, and web technology

to research and document the oral history of specific aspects of the local community. Focus on research, writing, video production, and bringing anthropological perspectives to the gathering of oral history. Final products will be video interviews, short documentaries, a website, and a printed newsletter. (E)

IS 302 5cr
VISIONS OF UTOPIA

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

Prerequisite: ENGL& 102 or ENGL 325, and BAS 310 or permission of instructor.

IS 330 5cr
EXPLORATIONS IN THE HUMANITIES

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

Prerequisite: BAS 310 or permission of instructor.

Intensive English Language Studies

IELS 084L 5cr
INTENSIVE ENGLISH - BASIC LEVEL

A fully correlated ESL program, including a lab component for those who have completed a beginner level. Emphasis on pronunciation, speaking, listening comprehension, grammar, reading, and writing.

Prerequisite: On-campus assessment in all skill areas. Nontransferable.

IELS 084R 5cr
INTENSIVE ENGLISH - BASIC LEVEL

A fully correlated ESL program, including a lab component for those who have completed a beginner level. Emphasis on pronunciation, speaking, listening comprehension, grammar, reading, and writing.

Prerequisite: On-campus assessment in all skill areas. Nontransferable.

IELS 084W 5cr
INTENSIVE ENGLISH - BASIC LEVEL

A fully correlated ESL program, including a lab component for those who have completed a beginner level. Emphasis on pronunciation, speaking, listening comprehension, grammar, reading, and writing.

Prerequisite: On-campus assessment in all skill areas. Nontransferable.

IELS 085L 5cr
INTENSIVE ENGLISH - INTERMEDIATE LEVEL

A fully correlated ESL program, including a lab component that further develops and refines pronunciation, speaking, listening comprehension, grammar, reading, and writing skills.

Prerequisite: On-campus assessment in all skill areas or successful completion of INTL 084 series. Nontransferable.

IELS 085R 5cr
INTENSIVE ENGLISH - INTERMEDIATE LEVEL

A fully correlated ESL program, including a lab component that further develops and refines pronunciation, speaking, listening comprehension, grammar, reading, and writing skills.

Prerequisite: On-campus assessment in all skill areas or successful completion of INTL 084 series. Nontransferable.

IELS 085W 5cr
INTENSIVE ENGLISH - INTERMEDIATE LEVEL

A fully correlated ESL program, including a lab component that further develops and refines pronunciation, speaking, listening comprehension, grammar, reading, and writing skills.

Prerequisite: On-campus assessment in all skill areas or successful completion of INTL 084 series. Nontransferable.

IELS 086L 5cr
INTENSIVE ENGLISH - HIGH INTERMEDIATE LEVEL

Continues development and refinement of English pronunciation, speaking, listening comprehension, grammar, reading, and writing, while focusing on skills necessary for success in a college-level academic environment.

Prerequisite: On-campus assessment in all skill areas or instructor verification of completion of INTL 085 series. Nontransferable.

IELS 086R 5cr
INTENSIVE ENGLISH - HIGH INTERMEDIATE LEVEL

Continues development and refinement of English pronunciation, speaking, listening comprehension, grammar, reading, and writing, while focusing on skills necessary for success in a college-level academic environment.

Prerequisite: On-campus assessment in all skill areas or instructor verification of completion of INTL 085 series. Nontransferable.

IELS 086W 5cr
INTENSIVE ENGLISH - HIGH INTERMEDIATE LEVEL

Continues development and refinement of English pronunciation, speaking, listening comprehension, grammar, reading, and writing, while focusing on skills necessary for success in a college-level academic environment.

Prerequisite: On-campus assessment in all skill areas or instructor verification of completion of INTL 085 series. Nontransferable.

Math - Applied

AMATH 121 5cr
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.

Prerequisite: MATH 064 or acceptable placement test score.

Mathematics

MATH 064 5cr
INTRODUCTION TO ALGEBRA

Fundamentals of arithmetic using integers, fractions, decimals, exponents, and square roots; solving basic linear equations; solving problems using percents, proportions, and basic geometry.

Prerequisite: Placement exam.

MATH 091 5cr
ESSENTIALS OF INTERMEDIATE ALGEBRA

This course develops proficiency with solving linear equations and inequalities, simplifying expressions using the rules of exponents, adding/subtracting/multiplying polynomials, graphing various types of equations and linear inequalities, solving systems of linear equations and inequalities, and finding the equations of lines.

Prerequisite: 2.0 or higher in Math 064 or equivalent.

MATH 099 5cr
INTERMEDIATE ALGEBRA FOR CALCULUS

This course will expose students to a variety of algebraic techniques that will prepare them for precalculus and calculus. Focus will be placed on quadratic, rational, radical, exponential, and logarithmic expressions and equations. Techniques will include factoring, simplifying (adding/subtracting/multiplying/dividing) polynomials, rational, radical, exponential and logarithmic expressions.

Prerequisite: 2.0 or higher in Math 091 or 2.0 or higher in Math 072 or equivalent.

MATH 106 5cr
MATH FOR ELEMENTARY TEACHERS I

Designed for future K-6 teachers. Focus is on mathematical concepts, including counting, number sense, operations, algorithms, fractions, ratio, and proportion. Method topics include teaching strategies, assessment methods, and processes of doing mathematics as related to elementary mathematics. This course does not fulfill the quantitative skills requirement for the AA degree. (E)

Course Descriptions

MATH& 107 **5cr** **MATH IN SOCIETY**

A study of a variety of mathematical topics for non-science majors. The topics covered may differ between sections, but may include problem-solving strategies, logic, set theory, number theory, mathematics of finance, probability and statistics, or geometry.

Prerequisite: 2.0 or higher in MATH 091 or equivalent. (QS,NS)

MATH 108 **5cr** **MATH FOR ELEMENTARY TEACHERS II**

Methods topics include teaching the usage of technology. Math topics include algebra, geometry, measurement, and statistics. This course satisfies the quantitative skills requirement for the AA degree, provided that Math for Elementary Teachers I has also been completed satisfactorily.

Prerequisite: MATH 106 and 2.0 or better in MATH 091 or equivalent. (QS,NS)

MATH 111 **5cr** **FINITE MATHEMATICS**

A study of linear functions and modeling, systems of linear equations, matrices, linear programming, the mathematics of finance, sets, counting techniques, and probability.

Prerequisite: 2.0 or higher in MATH 091 or equivalent. (QS, NS)

MATH& 141 **5cr** **PRECALCULUS I**

Analysis of linear, quadratic, polynomial, exponential, logarithmic, rational, and radical functions and their graphs; linear and nonlinear inequalities; systems of equations; and matrices.

Prerequisite: 2.0 or higher in MATH 099 or MATH& 148 or equivalent. (QS,NS)

MATH& 142 **5cr** **PRECALCULUS II**

Conic sections; trigonometric functions; identities, inverse trigonometric functions; trigonometric equations; solutions of right triangles, laws of sines and cosines; vectors, polar coordinates, and complex numbers, sequences, series, binomial theorem.

Prerequisite: 2.0 or higher in MATH& 141 or equivalent. (QS,NS)

MATH& 146 **5cr** **INTRODUCTION TO STATS**

Introduction to methods and applications of elementary descriptive and inferential statistics; summarizing data graphically and numerically, probability, confidence intervals, hypothesis testing, correlation and linear regression.

Prerequisite: 2.0 or higher in MATH 091 or equivalent. (QS,NS)

MATH& 148 **5cr** **BUSINESS CALCULUS**

Limits, rates of change, graphing, differentiating, optimizing, polynomials, integration, logarithmic and exponential functions, implicit differentiation, business applications.

Prerequisite: 2.0 or better in MATH& 141 or MATH 111. (QS,NS)

MATH& 151 **5cr** **CALCULUS I: ANALYTIC GEOMETRY**

Limits and continuity; derivatives of algebraic and trig functions; chain rule, implicit differentiation and applications, an introduction to antiderivatives.

Prerequisite: 2.0 or higher in MATH& 142 or equivalent. (QS,NS)

MATH& 152 **5cr** **CALCULUS II: ANALYTIC GEOMETRY**

Calculus of exponential, log, and inverse trig functions; methods of integration; applications of integration; introduction to differential equations; and mathematical modeling.

Prerequisite: 2.0 or higher in MATH& 151 or equivalent. (QS,NS)

MATH& 163 **5cr** **CALCULUS III: ANALYTIC GEOMETRY**

Sequences, series, Taylor expansions. Vectors, vector functions, space curves. Functions of several variables, partial derivatives, tangent planes.

Prerequisite: 2.0 or higher in MATH& 152 or equivalent. (QS,NS)

MATH 210 **3cr** **LINEAR ALGEBRA**

Matrices, systems of linear equations, matrix inversion, vector spaces, subspaces, dependence, independence, bases, orthogonality, linear transformations,

determinants, eigenvalues and eigenvectors, applications.

Prerequisite: 2.0 or higher in MATH& 152.

MATH 224 **3cr** **INTERMEDIATE ANALYSIS**

Review of double integrals in Cartesian and polar coordinates; triple integrals in Cartesian, cylindrical, and spherical coordinates; vector fields; surface integrals; Green's theorem; divergence theorem; Stokes' theorem; sequences and series; Taylor's theorem.

Prerequisite: 2.0 or higher in MATH& 163 or equivalent.

MATH 238 **3cr** **DIFFERENTIAL EQUATIONS**

Solutions of ordinary differential equations (ODE) using graphical, numerical, and analytical methods; applications of first-order ODE; methods for solving higher-order linear ODE and second-order linear ODE with constant coefficients; Laplace transforms; introduction to solving ODE using computer algebra systems.

Prerequisite: 2.0 or higher in MATH& 152 or equivalent.

Medical Assisting

NOTE: Students must earn a 2.0 or higher in all MED classes.

MED 101 **3cr** **INTRODUCTION TO HEALTH CARE FOR MEDICAL ASSISTING**

Introduction to the medical assisting profession. A virtual clinic is built by students, expanding their knowledge of the healthcare industry. Students explore areas where they might find employment as medical assistants and begin developing employment related skills and documents.

Prerequisite: Acceptance into the Medical Assisting Program and concurrent enrollment in MED 102 and MED 150.

MED 102 **5cr** **MEDICAL TERMINOLOGY FOR MEDICAL ASSISTING**

Study of medical terminology using a body systems approach, relating terms to the anatomy and physiology of the human body. Word parts are used to build, analyze, define,

spell, and pronounce medical terms, including abbreviations. Structural, directional, disease and disorder, surgical, and diagnostic terms will be covered for body structures, body systems, and specialized areas of medicine such as oncology.

Prerequisite: Concurrent enrollment in MED 101 and MED 150.

MED 105 1cr
HIV/AIDS TRAINING FOR HEALTHCARE PROVIDERS

Course offers training in the etiology, epidemiology, transmission, testing, and treatment of HIV/AIDS. Students will review infection control, counseling and confidential interviews with patients, and the legal, ethical, and psychosocial issues related to HIV/AIDS. Outcomes per WAC 246-12-270.

Prerequisite: 2.0 or higher in MED 101 and MED 102.

MED 110 5cr
ANATOMY & PATHOPHYSIOLOGY FOR MEDICAL ASSISTING I

Students are introduced to pathophysiology, the study of processes that disturb normal body function. Instruction in both basic disease processes and major organ-related diseases are incorporated into the study of the form (anatomy) and function (physiology) of the human body. This course has a laboratory component.

Prerequisite: 2.0 or higher in MED 101 and MED 102.

MED 115 5cr
ANATOMY & PATHOPHYSIOLOGY FOR MEDICAL ASSISTING II

This course continues to instruct students in the anatomy and pathophysiology of the human body using a body systems approach. Emphasis is placed on the study of multiple organ system diseases, infectious diseases, and microbiology. This course has a laboratory component.

Prerequisite: 2.0 or higher in MED 110.

MED 120 5cr
INTRODUCTION TO ACCOUNTING AND FINANCE

Introduction to the fundamentals of bookkeeping and accounting. Students will learn how to implement basic practice finances as they relate to the medical assisting profession.

MED 135 3cr
MEDICAL OFFICE PROCEDURES

This course provides instruction in the general office administration duties of a medical assistant. Topics to be covered include telecommunications, scheduling, filing, interpersonal communications, and professional correspondence. Review and discuss various machines and equipment used in the business office, as well as exercises in the maintenance of office equipment, procurement of supplies, and maintenance of inventory. Students will be instructed in the use of an educational electronic medical record (EMR) system.

Prerequisites: 2.0 or higher in MED 101 and MED 102.

MED 140 4cr
MEDICAL, ETHICAL, LEGAL COMMUNICATION

This course teaches medical assisting students how to incorporate cognitive knowledge in the performance of psychomotor and affective domains in their practice as medical assistants, and in providing patient care in accordance with regulations, policies, laws, and patient rights. Students will be instructed in the legal implications and ethical considerations of the medical assisting profession.

Prerequisites: 2.0 or higher in MED 101 and MED 102.

MED 150 4cr
MEDICAL BILLING AND CODING I

Introduces medical assisting students to managed care and insurance coverage. Students will learn medical billing practices including electronic submission and computerized billing techniques, and includes ICD-9, ICD-10, and CPT coding. Students will be instructed in the use of an educational electronic medical record (EMR) system.

Prerequisites: Concurrent enrollment in MED 101 and MED 102.

MED 151 4cr
MEDICAL BILLING CONCEPTS II

Medical assisting students receive advanced training in procedural and diagnostic coding and medical billing practices. Topics covered include ICD-9, ICD-10, and CPT coding, and hospital billing and coding procedures. Students will be instructed in the use of an educational electronic medical record (EMR) system.

Prerequisite: 2.0 or higher in MED 150.

MED 160 5cr
CLINICAL SKILLS SEMINAR FOR MEDICAL ASSISTING I

Introduces the medical assisting student to basic clinical procedures and patient care. Subjects to be covered include, but are not limited to: infection control and asepsis, preparing the examination room, body measurements and vital signs, obtaining the medical history, assisting with the physical examination, electrocardiography, and therapeutic procedures. Some needle invasive procedures will be performed. This course includes a skills laboratory component. Students will be instructed in the use of an educational electronic medical record (EMR) system.

Prerequisites: 2.0 or higher in MED 101 and MED 102.

MED 161 5cr
CLINICAL SKILLS SEMINAR FOR MEDICAL ASSISTING II

Continued instruction for medical assisting students in the clinical skills necessary to the medical assisting profession. Subjects to be covered include, but are not limited to: specialty diagnostic testing, phlebotomy, laboratory and microbiological testing in the physician's office, introduction to the concepts of pharmacology and medication administration, minor office surgery, and basic first aid in regard to medical office emergencies. Some needle invasive procedures will be performed. This course includes a skills laboratory component. Students will be instructed in the use of an educational electronic medical record (EMR) system.

Prerequisite: 2.0 or higher in MED 160.

Course Descriptions

MED 165 6cr
CLINICAL PRACTICUM FOR MEDICAL ASSISTING

Provides students with at least 160 clock hours of externship experience in ambulatory care facilities. Students will be required to maintain and submit documentation of the psychomotor and affective domain competencies they experience at practicum sites. Students will also submit assignments online that demonstrate how they incorporate cognitive domain competencies and critical thinking skills into their daily practice as medical assistants.

Prerequisites: 2.0 or higher in all other 100 level MED courses. Students may be concurrently enrolled in MED 200 and/or MED 201. Current immunizations and AHA CPR/First Aid for Health Care Providers required for enrollment in MED 165.

MED 170 5cr
PRINCIPLES OF PHARMACOLOGY FOR MEDICAL ASSISTING

Course offers instruction in the principles of pharmacology for medical assistants. Students will: use applied mathematics to prepare proper dosages of medication for administration and verify those doses/dosages prior to administration; learn to update medication lists utilizing an electronic medical record system; learn techniques to help them explain medication treatment plans to patients to ensure patient understanding and compliance.

Prerequisites: 2.0 or higher in MED 115 and MED 161.

MED 171 5cr
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.

Prerequisite: MED 101

MED 180 1cr
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 Assisting Program.

Prerequisite: MED 101

MED 200 3cr
MEDICAL ASSISTING CAPSTONE

Overview of job readiness, medical assisting certification exam preparation, credentialing application preparation, portfolio development, and networking in the medical assisting field. Students should be enrolled in this course their last quarter of the program, either concurrently with MED 165 or after it's completion. Former students seeking a 'refresher' on professional development or credentialing test preparation may register.

Prerequisite: 2.0 or higher or concurrent enrollment in MED 165 or permission of program coordinator.

MED 201 5cr
INTRODUCTION TO PATIENT ADVOCACY

Course is designed to offer insights into patient advocacy and the patient healthcare facilitation process. Students will be instructed in how to translate medical records and physician orders to make them more patient-friendly and easier to follow in order to ensure patient compliance and positive care outcomes. Students will learn how to facilitate communication among patients, caregivers, and physicians and how to develop care plans for patients. Emphasis is placed on methods of patient education and communication in regard to special populations such as pediatric and geriatric patients.

Prerequisite: Completion of or concurrent enrollment in MED 165 or permission of program coordinator.

Multimedia Communications

MEDIA 110 5cr
INTRODUCTION TO MULTIMEDIA GRAPHICS

This course concentrates on the creative and practical exploration of computer graphics and page layout design. Students will explore basic concepts of digital media, terminology and acquire hands-on experience working with industry standard page layout and illustration software.

Prerequisite: Good computer file management and typing skills.

MEDIA 111 5cr
INTRODUCTION TO MULTIMEDIA WEB

Learn fundamental concepts and skills of multimedia content development and website design. Students will create multimedia elements with Flash, Photoshop, Dreamweaver, and open-source applications. Manipulate photographs, design animated web banners and graphic rollover buttons. Explore interface design and embed multimedia presentations in a webpage.

Prerequisites: Good computer file management and typing skills.

MEDIA 112 5cr
E-COMMUNICATIONS

Introduces electronic communication skills widely used in professional office settings. Students produce electronic presentations (MS PowerPoint 2007), use web authoring tools (MS Expressions Web 2007), and convert presentations into web format.

Prerequisite: AOS 101 or equivalent. Colisted with AOS 112.

MEDIA 113 5cr
PRINCIPLES OF DATABASE MANAGEMENT FOR THE WEB

This course introduces students to common database structures used on the web including aspects of data models, database languages, database design, and the standard Structured Query Language (SQL). In addition, students will learn the basic principles of using PHP as the gateway language to web databases.

MEDIA 115 **5cr**
INTRODUCTION TO DIGITAL VIDEO

This course introduces students to digital video, audio, motion graphics, and digital filming techniques. Students will plan, film, edit, and stream short digital videos on the internet. Students enrolling in this class must supply their own digital video camera and have good computer skills.

MEDIA 140 **5cr**
INTRODUCTION TO SCREENWRITING

Beginning script-writing for film and television. Combination small lecture/workshop approach focusing on techniques, formats, and structures of scripts; plot and character development. Co-listed with FILM 120.

MEDIA 145 **5cr**
DIRECTING & PRODUCTION

Introduction to documentary styles, filmmaking, directing, and production management, web promotion, broadcast, and screening. Students will learn the critical production decisions involved in documentary digital video production while producing short films. An overview of production methods such as idea development, research, proposal and scriptwriting, budgeting, and working with cast and crew with innovative collaborative tools. Students will discuss rights clearances, common challenges, and ethical issues.

MEDIA 155 **5cr**
E-BOOK DESIGN AND PUBLISHING

Design, publish and promote e-books and interactive publications for multiple devices on the web. Use digital publishing software to create and implement effects such as page rotation, scrolling text, and interactive images. Learn how to distribute an e-book or e-publication to an app store.

Prerequisite: Good computer and typing skills.

MEDIA 170 **5cr**
INTRODUCTION TO GRAPHIC DESIGN

Introduction to the formal elements of graphic design. Explore contemporary design issues and examine the history and psychology behind design communications. Use page layout software to create materials for publication and produce a final printed portfolio of student work.

MEDIA 175 **4cr**
PRINCIPLES OF DIGITAL PHOTOGRAPHY

Introduction to digital photography, studio lighting, portraiture and computer photo imaging. Emphasis on the discovery of solutions for artistic challenges to composition, lighting, color balance, white balance, exposure methods, and photographic technology. Create an interactive web gallery of photographs for web presentation. Explore the cultural influences of visual communication and the evolution of traditional photography into the digital age.

Prerequisites: Good computer and file management skills.

MEDIA 180 **5cr**
WEB ANIMATION

Learn to draw and manipulate animated web graphics with Flash. Students will create shape and motion tweens, design Flash ads and web content with dynamic text and action script.

MEDIA 181 **1-3cr**
LITERARY MAGAZINE PRODUCTION I

Planning and production of college literary magazine, Tidepools. Quarterly activities include: soliciting student contributions, conducting a community-wide contest, designing the magazine; judging material and producing camera-ready copy for printing; marketing finished product, and organizing a reading by contest winners and contributors. Colisted with ENGL 180-182.

MEDIA 190 **5cr**
WEB AUTHORING

Learn how to plan, create, and publish a website from start to finish. Use HTML and cascading style sheets (CSS) to format accessible site navigation and web content layout. Learn information mapping and effective user interface design methods. Add multimedia and graphic elements to interactive web pages. Use search engine optimization strategies to improve website visibility.

MEDIA 191 **5cr**
ADVANCED WEB AUTHORING

Learn advanced web design with HTML and CSS including search engine optimization, and usability standards. Explore the web graphic design processes with graphics software and

create fully functioning websites.

Prerequisites: Media 190 or permission of instructor.

MEDIA 192 **5cr**
WEB CONTENT MANAGEMENT SYSTEMS

Plan, design, and deploy websites with an industry standard content management system (Wordpress). Implement hand-coded HTML and CSS to create powerful, efficient, and dynamic websites with industry standard web content management systems. Integrate social media content through a dynamic web portal engine.

Prerequisite: Media 190 or permission of instructor.

MEDIA 201 **5cr**
DIGITAL IMAGE EDITING I

Provides fundamental digital imaging skills. Learn to scan, optimize, enhance, colorize, and combine photographs. Emphasis will be placed on editing photographs, color management, and acquiring a basic understanding of Adobe Photoshop.

Prerequisites: Good computer and file management skills.

MEDIA 202 **5cr**
ADVANCED IMAGE EDITING

Use practical techniques to professionally manipulate photographs and automate digital image production tasks. Create special effects for type, photos, and web graphics with industry standard software (Photoshop). Students will produce an informational multimedia presentation on the topic of a global issue, and design a webpage portfolio to showcase course projects.

Prerequisite: MEDIA 201.

MEDIA 203 **5cr**
ADVANCED DIGITAL PHOTOGRAPHY

Course takes students beyond the basics of digital photography as they increase the depth of their aesthetic expression and photographic technique. Students will complete a series of directed projects designed to stimulate creative ideas, expand visual communication skills, improve composition, and develop their own unique body of work using digital cameras and photographic technologies. Students supply their own camera.

Prerequisite: MEDIA 175.

Course Descriptions

MEDIA 204 5cr
DIGITAL ILLUSTRATION

Introduction to computer illustration with Adobe Illustrator. Learn basic through intermediate computer drawing skills, and use precision digital art production tools. Create professional quality vector graphics for printed materials, multimedia projects, and web presentation.

MEDIA 206 5cr
DATABASE DRIVEN WEBSITES

Introduces the fundamentals of database-driven website development using the MySQL relational database platform and PHP programming language. Students will build and maintain a relational database, develop PHP web applications, and deploy data-driven website features, such as forms and surveys.

Prerequisite: MEDIA 190 or instructor permission. Additional fees required for database webserver account.

MEDIA 210 5cr
MULTIMEDIA WEB PRODUCTION

Learn advanced web design, interface architecture, usability, and the integration of open-source web applications. Students will work individually and in groups to create interactive websites, taking them from concept to completion.

Prerequisite: MEDIA 190.

MEDIA 212 5cr
GRAPHIC DESIGN PORTFOLIO

Students will produce a website portfolio of digital media and artwork that showcases creative and technical skills.

Prerequisites: MEDIA 110 and web design skills.

MEDIA 215 5cr
ADVANCED DIGITAL VIDEO

Learn advanced digital video production, editing, filming, and lighting in field situations. Explore multiple documentary genres, community outreach, video logging, and video podcasting. Work in teams to produce and edit video documentary shorts that capture a story to achieve informational or emotional ends.

Prerequisite: Basic digital video editing skills.

MEDIA 260 1-5cr
INTERNSHIP

Fifty-five hours per credit. Internship in a workplace setting of the student's choice, based on needs and interests.

Music

MUSC& 105 5cr
MUSIC APPRECIATION: WORLD OF SOUND

Exploration of how and why we listen to music. Examination of the many roles that music plays in various world cultures. Musical examples drawn from Asia, Africa, Indonesia, North and South America (including Native American tribal groups), jazz, blues, and the Western classical tradition. No prior musical experience is necessary. (H)

MUSC 110 5cr
HISTORY OF ROCK N ROLL

A cultural/sociological history of pop music in the USA. Musical antecedents (blues, country, rhythm and blues) and outside influences (African drumming, Latin rhythms, folksingers) will be included, but the focus will be on the pop music of this period. The music will be addressed within the context of societal issues such as racism, conformity, generational conflict, governmental repression and censorship. (H)

MUSC 115 5cr
HISTORY AND APPRECIATION

Musical elements, orchestral instruments, and historical styles. Stress development of critical listening skills. (H)

MUSC 120 5cr
NO FEAR: CONFRONTING MODERN MUSIC

Exploration of our relationship to classical music of the 20th Century. Examination through listening, lectures, discussion and reading of twenty major compositions of this era. Pertinent relations of these works to popular music, jazz, world music styles, film music, art, poetry and architecture will be explored. No prior musical experience necessary. (H)

Prerequisite: Concurrent enrollment in ENG 90 or higher.

MUSC 130 1-2cr
CHAMBER CHOIR

Study of historical styles and performances in diverse languages. Public performances required. (P, E)

Prerequisite: Permission of instructor.

MUSC 133 1cr
CHAMBER MUSIC ENSEMBLE

Designed for string, keyboard, wind, and brass players; provides opportunity for playing chamber music in both sight reading and performance contexts. (P, E)

Prerequisite: Permission of instructor.

MUSC 136-138 1-3cr
JAZZ ENSEMBLE

Study jazz styles through performance of jazz literature. Emphasis on development of improvisational techniques. Course is contingent upon availability of qualified students. (P, E)

Prerequisite: Instructor permission.

MUSC 139 2cr
JAZZ IMPROVISATION SEMINAR

Seminar focusing on development of skills and techniques in jazz improvisation. Students should be able to read notes and chord symbols and should be acquainted with basic music theory principles. Concurrent enrollment in Jazz Ensemble is suggested but not mandatory. (E)

Prerequisites: At least one quarter of Jazz Ensemble or by audition. Proficiency on instrument.

MUSC& 141 5cr
MUSIC THEORY I

Develops musicianship through study and application of compositional elements. Emphasis on musical notation, aural skills, and aesthetic musical values. Each quarter prerequisite to the next or by permission of instructor. (H)

MUSC 146-148 2cr
VOCAL ENSEMBLE I, II, III

The study and performance of specialized contemporary and jazz vocal music suitable for beginning and advanced students.

Prerequisite: Permission of instructor.

MUSC 150 **COMMUNITY CHORUS** **1cr**

Preparation and performance of choral literature through participation in a community chorus. (P, E)

MUSC 153 **SYMPHONY ORCHESTRA** **2cr**

Performance in a community symphony orchestra. Permission of instructor required. (P, E)

MUSC 158 **BEGINNING PIANO** **2cr**

This course is designed for the beginning student with little or no keyboard experience. Students will become proficient in note reading by interval and note name, rhythm/rest values, and use of chords in C, G and F. Maximum enrollment, 8 students. (E)

MUSC 161 **BEGINNING INSTRUCTION - VOICE/ INSTRUMENTS** **1-2cr**

This course will focus on basic and intermediate music performance instruction (instrumental or vocal). (E)

MUSC 184 **PENINSULA COLLEGE CHOIR** **2cr**

Experiences in performance of choral literature, with required public concert at end of each quarter. Emphasis on singing techniques and diverse languages. (P, E)

MUSC 239 **JAZZ IMPROVISATION SEMINAR** **2cr**

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 **VOCAL ENSEMBLE IV, V, VI** **2cr**

Continuation of Music 148. (P, E)

MUSC 260 **SPECIAL TOPICS OR SEMINARS** **1-5cr**

Specific topics as proposed by faculty. (E)
Prerequisites: Permission of instructor.

Nursing

NURS 101 **NURSING I** **10cr**

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 **NURSING II - THEORY** **7 Credits**

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 **NURSING III - THEORY** **7 Credits**

Major curricular concepts continue to be integrated. Prerequisite: NURS 102 and concurrent enrollment in NURS 113 and H ED 151.

NURS 111 **FUNDAMENTAL CLINICAL NURSING SKILLS** **1cr**

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 **NURSING II - LAB** **6cr**

Students apply theoretical content from NURS 101 and NURS 102 as they begin clinical practice. Concurrent enrollment in NURS 102.

NURS 113 **NURSING III - LAB** **5cr**

Apply theoretical content in acute-care setting.
Prerequisite: NURS 102 and concurrent enrollment in NURS 103 and H ED 151.

NURS 199 **LPN-RN TRANSITION** **3cr**

Transition course for LPNs desiring to enter into second year of RN program.
Prerequisite: Instructor permission.

NURS 201 **NURSING IV - THEORY** **7 Credits**

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 **NURSING V - THEORY** **7cr**

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 **NURSING VI - THEORY** **4.5cr**

Major curricular concepts continue to be integrated.

Prerequisite: NURS 202 and concurrent enrollment in NURS 213.

Course Descriptions

NURS 211 **5cr** **NURSING IV - LAB**

Apply theoretical content in acute-care setting.

Prerequisite: Completion of first-year nursing curriculum and concurrent enrollment in NURS 201.

NURS 212 **7Cr** **NURSING V - LAB**

Clinical practice extended to include supervision of first-year nursing students in a long-term and acute care settings.

Prerequisite: NURS 201. *Required co-requisite:* NURS 202.

NURS 213 **7.5cr** **NURSING VI - LAB**

Process of transition from student to graduate nurse is facilitated in an intensive clinical course.

Prerequisite: NURS 202 and concurrent enrollment in NURS 213.

NURS 255 **1-5cr** **SERVICE LEARNING FOR NURSING STUDENTS**

This variable 1-5 credit service learning elective course allows nursing students to volunteer for health care based experiences in a variety of traditional or non-traditional settings. Students may select their own activities, and/or work with other health care providers or faculty, as approved by the nursing faculty.

Prerequisite: Current enrollment in Peninsula College's nursing program or other accredited nursing program.

NURS 260 **1-5cr** **SPECIAL TOPICS IN GLOBAL HEALTH**

Students will prepare for travel/study in Costa Rica by completing a short course in survival and medical Spanish and complete readings and activities to explore community health concepts, develop an awareness of Costa Rican culture, the country and its people. Once in Costa Rica, students will participate in community health activities and learn about the Costa Rican health system and may have the opportunity to learn about traditional medicine.

Prerequisite: Instructor permission. (E)

Nursing Assistant

NAC 105 **6cr** **NURSING ASSISTANT CERTIFIED**

Course studies the role of the nursing assistant, including basic nursing skills, emergency procedures, and laws and regulations affecting nursing assistants. Course consists of classroom, laboratory, and clinical experiences needed to become a nursing assistant. On completion, students are eligible to take the Washington State Certificate Exam, making them employable in many settings such as hospitals, clinics, skilled nursing facilities (long term care and rehab), and assisted living facilities. Includes 7 hours of HIV/AIDS healthcare certificate. To meet the hours of education required by the state, attendance for all classes and clinicals is mandatory. Students must complete application process, including a Washington State Patrol background check, and be accepted into the course.

Oceanography

OCEA& 101 **5cr** **INTRODUCTION TO OCEANOGRAPHY**

General survey of geological, physical, chemical, and biological oceanography. Includes history of oceanography, origin of ocean basins, plate tectonics, sea floor, waves, tides, currents, properties of water, composition of seawater, ocean productivity, pelagic environment, benthic environment, coastal processes, marine resources, and pollution. (NS)

PE Professional

PEPRO 101 **2cr** **COACHING YOUTH SOCCER**

The Washington State E coaching course is an introduction to the methodology of coaching and the four components of coaching soccer?Technique, Tactics, Fitness, and Psychology. This course provides elementary information in the management and preparation of coaching youth soccer. (E)

PEPRO 102 **5cr** **ADVANCED COACHING FOR YOUTH SOCCER**

The D coaching course prepares students by expanding their knowledge and understanding of the technical and tactical demands of soccer and the developmental process necessary for players. It also provides an understanding of practical coaching methodology and the framework necessary to prepare players and a team for competition.

Prerequisite: PEPRO 101 (E)

PEPRO 108 **2cr** **LIFEGUARD TRAINING**

Learn to supervise the safety and rescue of swimmers, surfers, and other water sports participants. Will be trained and certified in water rescue using a variety of aids and equipment depending on requirements of their particular venue. Need to be a strong swimmer and First Aid/CPR trained.

PEPRO 110 **3cr** **SPORTS OFFICIATING**

Weekend seminar covering rules, mechanics, and procedures for competitive sports officiating; enforcement of rules; use of signals; personal appearance and conduct; and qualifications for officials' ratings.

PEPRO 115 **3cr** **PRINCIPLES OF ATHLETIC TRAINING**

Weekend seminar. Introduces sports training. Emphasis on injury treatment.

PEPRO 125 **3cr** **SPORT IN SOCIETY**

Introduction to sociology of sport. Encourages questions and critical thinking about sports as a part of social life. Emphasis on sports and sport-related behaviors as they occur in social and cultural contexts.

Philosophy

PHIL& 101 **5cr** **INTRODUCTION TO PHILOSOPHY**

Examination of central issues from each major branch of philosophy. Emphasis on understanding and evaluating diverse answers to philosophical questions about human knowledge, existence, and moral values. (H)

<p>PHIL& 115 5cr CRITICAL THINKING</p> <p>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)</p>	<p>P E 128 1cr SEA KAYAKING</p> <p>Basics of sea kayaking. Introduction to various kayaks and equipment; on-water instruction on paddling techniques, rescue techniques, and other basics. (E)</p>	<p>P E 142 1cr YOGA</p> <p>Introduction to the practice of Hatha Yoga, including the physical postures (asanas), breathing exercises (pranayama), meditation, and deep relaxation. Yoga improves strength, flexibility, balance, concentration, stress management, and overall health. (E)</p>
<p>PHIL& 120 5cr SYMBOLIC LOGIC</p> <p>Introduction to first-order symbolic logic. Topics include symbolizing, truth tables, truth trees, proofs for sentence and predicate logic with identity, conditional and indirect proof, and invalidating interpretations.</p> <p><i>Prerequisite: 2.0 or higher in MATH 091 or equivalent. (QS, NS)</i></p>	<p>P E 130 1cr WATER AEROBICS</p> <p>Understanding, developing and maintaining fitness with emphasis on cardiovascular development through water aerobic exercise. No swimming skill required.</p> <p><i>Prerequisite: meet with instructor for health history report to assess preexisting injuries or risk factors. (E)</i></p>	<p>P E 149-150 1cr TENNIS I, II</p> <p>Fundamentals of footwork, grip, rules, service, various strokes. Emphasis on doubles play. (E)</p>
<p>PHIL 130 5cr ETHICS</p> <p>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)</p>	<p>P E 131-132 1cr BASKETBALL I, II</p> <p>Fundamentals of dribbling, passing, shooting, and rebounding. Emphasis on playing. (E)</p>	<p>P E 151-156 1cr TAE KWON DO LEVEL 1-6</p> <p>Self-defense, self-discipline, and physical development. Safe and controlled use of kicks, punches, and blocks. (E)</p>
<p>PHIL 130 5cr ETHICS</p> <p>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)</p>	<p>P E 133-134 1cr VOLLEYBALL I, II</p> <p>Fundamentals of passing, setting, hitting, serving, and defense. Emphasis on playing. (E)</p>	<p>P E 162-164 1cr WEIGHT TRAINING I, II, III</p> <p>Fundamentals of strength training with emphasis on proper lifting techniques, development of individualized workout programs, knowledge of muscles in the body, and proper use of machines and equipment. (E)</p>
<p>PHIL 130 5cr ETHICS</p> <p>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)</p>	<p>P E 136 3cr SCUBA DIVING</p> <p>Scuba certification "Open Water". Learn the basics of scuba diving in a safe and fun setting. Pool/lecture and ocean, NAUI certification. (E)</p>	<p>P E 170-171 1cr INDOOR SOCCER I, II</p> <p>Fundamentals of dribbling, passing, shooting, and defense. Emphasis on play. (E)</p>
<p>PHIL 130 5cr ETHICS</p> <p>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)</p>	<p>P E 137 3cr SCUBA DIVING II</p> <p>Advanced NAUI SCUBA certification. Learn the skills of night diving, deep diving, navigation, rescue, oxygen administration and more.</p> <p><i>Prerequisite: Must have an "Open Water" certification and own set of SCUBA gear.</i></p>	<p>P E 175-176 1cr OUTDOOR SOCCER I, II</p> <p>Fundamentals of dribbling, passing, shooting, and defense for outdoor soccer. Emphasis on play. (E)</p>
<p>PHIL 130 5cr ETHICS</p> <p>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)</p>	<p>P E 138 5cr ADVANCED RESEARCH DIVING & SAFETY</p> <p>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.</p> <p><i>Prerequisite: SCUBA certification. (E)</i></p>	<p>P E 192-193 1cr AEROBIC FITNESS I, II</p> <p>Focuses on increasing individual fitness levels using aerobic dance and bench stepping. Emphasis on safety and enjoyment. (E)</p>
<p>PHIL 130 5cr ETHICS</p> <p>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)</p>	<p>P E 106-107 1cr BADMINTON I, II</p> <p>Fundamentals of footwork, grip, rules, serving, and shot selection.</p>	<p>P E 195-196 1cr SOFTBALL I, III</p> <p>Fundamentals of batting, throwing, fielding, and other basic softball skills. Emphasis on play. Equipment provided. (E)</p>
<p>PHIL 130 5cr ETHICS</p> <p>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)</p>	<p>P E 108-109 1cr CONDITIONING & WELLNESS I, II</p> <p>Applies health-and-wellness principles, cardiovascular fitness, and strength training for a comprehensive fitness program. Emphasis on circuit training. (E)</p>	
<p>PHIL 130 5cr ETHICS</p> <p>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)</p>	<p>P E 117 1cr HIKING</p> <p>Four one-day hikes, one overnight hike. Transportation provided to hiking destinations. Emphasis on equipment, preparation, and techniques. Some equipment provided. (E)</p>	

Physical Education

Course Descriptions

P E 210-212 2cr
ADVANCED BASKETBALL FOR MEN I, II, III

Prepares for competition in basketball at the community college level.

Prerequisite: Instructor's signature. (E)

P E 220-222 2cr
ADVANCED BASKETBALL FOR WOMEN I, II, III

Prepares for competition in basketball at the community college level.

Prerequisite: Instructor's signature. (E)

P E 230-232 2cr
ADVANCED SOCCER FOR MEN I, II, III

Prepares for competition in soccer at the community college level.

Prerequisite: Instructor's signature. (E)

P E 243-245 2cr
ADVANCED SOCCER FOR WOMEN I, II, III

Prepare for competition in soccer at the community college level.

Prerequisite: Instructor signature (E)

Physics

PHYS& 121L 5cr
GENERAL PHYSICS I

Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Mechanics.

Prerequisite: Eligibility for ENGL& 101; MATH 099 or equivalent high school mathematics. Recommended: Working knowledge of algebra and trigonometry; one year high school physics. (NS)

PHYS& 122L 5cr
GENERAL PHYSICS II

Basic principles of physics presented without use of calculus. Suitable for students majoring in technically oriented fields other than engineering or the physical sciences. Heat and electromagnetism.

Prerequisite: PHYS& 121 or instructor's permission. (E)

PHYS& 123L 5cr
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 5cr
ENGINEERING PHYSICS I

Basic principles of mechanics and experiments in mechanics for physical science and engineering majors.

Prerequisites: Eligibility for ENGL& 101; MATH& 151 or taken concurrently. Recommended: one year high school physics. (NS)

PHYS& 222L 5cr
ENGINEERING PHYSICS II

Basic principles of electromagnetism, the mechanics of oscillatory motion, and experiments in these topics for physical science and engineering majors.

Prerequisite: MATH& 152, which may be taken concurrently; PHYS& 221L. (E)

PHYS& 223L 5cr
ENGINEERING PHYSICS III

Electromagnetic waves, optics, waves in matter, and experiments in these topics for physical science and engineering majors.

Prerequisite: concurrent enrollment or successful completion of MATH& 153, which may be taken concurrently; PHYS& 222L, or permission of instructor.

Political Science

POLS& 101 5cr
INTRO POLITICAL SCIENCE

Nature and function of political institutions in major national systems.

Completion of ENGL& 102 or concurrent enrollment recommended. (SS)

POLS 125 5cr
POLITICAL IDEAS AND IDEOLOGIES

Introductory course aimed at familiarizing the student with important ideas and ideologies that have shaped the contemporary world. Ideologies to be explored include Liberalism,

Conservatism, Socialism, Nationalism, Fascism, etc. We will explore the philosophical foundations that undergird different political and economic systems in the world. To promote a deeper understanding, we will also read a selection of original works of major contributors within the ideological traditions. Recommended: ENGL& 101. (SS)

POLS& 202 5cr
AMERICAN GOVERNMENT

Popular government in United States; theory and practice of national institutions. (SS)

POLS& 203 5cr
INTERNATIONAL RELATIONS

Introduction to the core issues and approaches used to understand the international system. The study of international relations broadly encompasses the fields of political economy and international security, both of which will be covered in this course, along with increasingly prominent cross-border issues that require global governance (countries working together to resolve problems). (SS)

POLS 205 5cr
AMERICAN STATE AND LOCAL GOVERNMENT

Institutions, processes, and problems of local and state governments.

POLS& 202 recommended. (E)

Psychology

PSYC& 100 5cr
GENERAL PSYCHOLOGY

Introduction to science of behavior. Emphasis on biological foundations of behavior, cognition, learning, intelligence, motivation, memory, personality, and psychological disorders.

Prerequisite: Completion of ENGL& 101 or concurrent enrollment. (SS)

PSYC& 200 5cr
LIFESPAN PSYCHOLOGY

Scientific study of human growth, development, and change throughout life cycle. Physical, cognitive, social, personality, and other aspects of the individual examined through successive stages, from prenatal development until death.

Prerequisite: PSYC& 100. (E)

PSYC 205 **5cr**
HUMAN GROWTH AND DEVELOPMENT

Survey of human development, focusing on sequences and concepts of physiological, cognitive, social, and emotional development from conception through adolescence.

Prerequisite: PSYC& 100 or instructor permission. (E)

PSYC& 220 **5cr**
ABNORMAL PSYCHOLOGY

Applies principles of science to study of abnormal behavior. Develop broad understanding of origin, characteristics, and classification of mental disorders from perspectives of psychological theory and research. Introduction to applied areas of diagnosis and assessment incorporated.

Prerequisite: PSYC& 100. (E)

PSYC 250 **5cr**
SOCIAL PSYCHOLOGY

Study of impact of social situations on individual thought processes, emotions, and behavior. Experimental investigation of interpersonal attraction, attitude formation, conformity, aggression, social perception, helping behavior, and prejudice.

Prerequisite: PSYC& 100 or SOC& 101. (E)

PSYC 260 **5cr**
INTRODUCTION TO PERSONALITY

Analysis of selected eminent theories of personality, with emphasis on fundamental principles. Students apply personality research tools to enliven learning experience. Discovery of influences of personal factors and life events of theorists on creation of theories.

Prerequisite: PSYC& 100. (E)

PSYC 294 **1-2cr**
RESEARCH TOPICS IN PSYCHOLOGY

Students will engage in guided individual study of original, seminal psychology sources and will submit formal written summary and analysis paper (or papers) as primary assessment of learning outcome at terminus of academic quarter. They will meet weekly with course instructor to monitor progress and discuss theoretical principles being covered in their research.

Reservation-Based Integrating Seminar

RBIS 100 **1cr**
RB-FIRST YEAR ORIENTATION

Introduction to Reservation-Based Study degree, focusing on proven strategies for creating greater academic, professional, and personal success. (E)

RBIS 101 **2cr**
RB-INTEGRATING SEMINAR: SPEECH I

Students will develop the public speaking skills central to success in academic, civic, business and professional life. Students who complete Speech 101 and 102 will have performed informative, persuasive and demonstrative speeches that demonstrate competence in academic research, technological literacy, ethical reasoning, critical thinking, organization and extemporaneous delivery.(E)

RBIS 102 **2cr**
RB-INTEGRATING SEMINAR: SPEECH II

Students will develop the public speaking skills central to success in academic, civic, business and professional life. Students who complete Speech 101 and 102 will have performed informative, persuasive and demonstrative speeches that demonstrate competence in academic research, technological literacy, ethical reasoning, critical thinking, organization and extemporaneous delivery. (E)

RBIS 103 **2cr**
RB-INTEGRATING SEMINAR: WRITING

This two-credit interdisciplinary writing course is required for second year students in the Reservation- Based AA degree program. The topical focus varies. The course maintains a consistent focus on student development around course learning objectives. (E)

RBIS 104 **2cr**
RB-INTEGRATING SEMINAR: EPORTFOLIO

This two-credit course is required for second year students in the Reservation- Based AA degree program. The topical focus varies. The course maintains a consistent focus on student development around course learning objectives. (E)

RBIS 105 **2cr**
RB-INTEGRATING SEMINAR: FILM

This two-credit film course is required for second year students in the Reservation-Based AA degree program. The topical focus varies. The course maintains a consistent focus on student development around course learning objectives. (E)

RBIS 107 **1cr**
RB-INTEGRATING SEMINAR: 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 **1cr**
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 **1cr**
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)

Course Descriptions

RBIS 110 1cr
**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 1cr
**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

SOCSI 101 5cr
CONTEMPORARY GLOBAL ISSUES

Introductory course to develop the analytical skills necessary to understand major developments in the contemporary world and to provide the basis for more advanced study in the field of world politics. The course deepens students' understanding of globalization and the need for common solutions to global problems that transcend borders. Topics explored include human rights, terrorism, global inequality, the environment, population and migration, global crime and disease. (SS)

Sociology

SOC& 101 5cr
INTRODUCTION TO SOCIOLOGY

Human social behavior, social institutions, and society from sociological perspective. Includes introduction to sociological theory and research and application to topics such as social structure, socialization, deviance, inequality, and stratification. Completion of ENGL& 101 or concurrent enrollment recommended. (SS)

SOC 115 5cr
UNDERSTANDING DIVERSITY

Examines elements that create differences within society and exposes learners to a variety of cultural ideas that will lead to a better understanding of people who are different. Culture, ethnicity, lifestyle, religion, disabilities, age, and gender issues will be examined. (SS)

SOC 120 5cr
SOCIOLOGY OF DEVIANCE

Study of social deviance, including sociological perspectives on the definition, nature, and control of deviance in society, with a focus on selected problems associated with social deviance.

Prerequisite: SOC& 101 or permission of instructor. (E)

SOC& 201 5cr
SOCIAL PROBLEMS

Application of sociological method and theory to current social problems and issues, with focus on description, causes, and resolution.

Prerequisite: SOC& 101. (E)

SOC 205 3cr
THE CONTEMPORARY FAMILY

Exploration of social and historical development of American family. Includes cross-cultural perspectives on family structures, sex and marriage, changing gender roles, impact of changing work-place on families at risk for violence, and substance abuse. Co-listed with ECE 205.

Prerequisite: SOC& 101, or 10cr of ECE, or permission of instructor. (E)

SOC 350 5cr
SOCIAL STRATIFICATION

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

Prerequisite: BAS 310 or permission of instructor.

Spanish

SPAN& 121 5cr
SPANISH I

Begins the four skills of mastering a second language - listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction. (E)

SPAN& 122 5cr
SPANISH II

Continues from SPANISH I the four skills of mastering a second language - listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction.

Prerequisite: SPAN& 121, one year of high school Spanish, the equivalent, or permission of instructor. (E)

SPAN& 123 5cr
SPANISH III

Continues SPANISH I and II emphasis on the four skills of mastering a second language, listening, reading, writing, speaking. Introduction to culture of the Spanish-speaking countries. Learner-centered instruction.

Prerequisite: SPAN& 122, two years high school Spanish, the equivalent, or permission of instructor. (H)

SPAN& 221 5cr
SPANISH IV

Continuation of SPANISH III. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction.

Prerequisite: SPAN& 123, two years of high school Spanish, the equivalent, or permission of instructor. (E)

SPAN& 222 **SPANISH V** **5cr**

Continuation of SPANISH V. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction.

Prerequisite: SPAN& 221, or permission of instructor. (E)

SPAN& 223 **SPANISH VI** **5cr**

Continuation of SPANISH V. Mastery of listening, reading, writing, and speaking; review of previous material; introduction to Spanish literature and history; continued study of culture. Learner-centered instruction.

Prerequisite: SPAN& 222, or permission of instructor. (H)

SPAN 240 **INTRODUCTION TO LATIN AMERICAN LITERATURE** **5cr**

SPAN 240 introduces students to a variety of short stories and songs from Latin America. The course emphasizes the four communicative skills of listening, reading, speaking, and writing. Basic grammar skills are reviewed. This course is entirely in Spanish.

Prerequisite: SPAN& 123, two years of high school Spanish, or instructor permission. (H)

Welding

WELD 110 **BEGINNING WELDING AND METAL FABRICATION I** **15cr**

First quarter of three-quarter series to produce trade welders qualified to enter the job market. Introduction to ARC welding, flame cutting, welding symbols, joint design, and welding terminology. Learn to lay out, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

Prerequisite: HumDv 120 or concurrent enrollment.

WELD 120 **BEGINNING WELDING AND METAL FABRICATION II** **15cr**

Continuation of WELD 110. Includes arc welding in all positions, using E-6010 and E7018 electrodes, machine flame cutting, and plasma and air carbon arc cutting and gouging. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

Prerequisite: WELD 110 and HumDv 120 or concurrent enrollment.

WELD 130 **BEGINNING WELDING AND METAL FABRICATION III** **15cr**

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 **ALUMINUM WELDING I** **10cr**

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 **ALUMINUM WELDING II** **9cr**

Intermediate level focus on hand and stationary power and pneumatic tools common to aluminum fabrication and application of those tools. Job-specific focus on blueprint reading. Standard layout, cutting and fitting techniques. Intermediate to advanced aluminum GMAW and GTAW procedures. Plate weld in 2G, 3G, and 4G positions for USCG hull certification using GMAW and optionally GTAW.

Prerequisite: WELD 140 or instructor permission.

WELD 210 **ADVANCED WELDING AND METAL FABRICATION I** **15cr**

Continuation of entry-level welding program designed to increase skills and prepare for certification. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

Prerequisite: WELD 130. Enrollment on space-available basis.

WELD 220 **ADVANCED WELDING AND METAL FABRICATION II** **15cr**

Continuation of welding program designed to increase skills and provide preparation for the American Welding Society (AWS) certification. Learn to layout, cut, prepare, fit-up, and weld together metal to repair parts and fabricate projects.

Prerequisite: WELD 210. Enrollment on space-available basis.

WELD 230 **ADVANCED WELDING AND METAL FABRICATION III** **15cr**

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.

Prerequisite: WELD 220. Enrollment on space-available basis.

WELD 265 **ADVANCED METAL FABRICATION I** **3cr**

Hands-on experience using skills gained in the welding class to repair parts and fabricate projects.

WELD 270 **ADVANCED METAL FABRICATION II** **3cr**

Students will be required to make sketches, create material lists, plan and construct projects.

Prerequisite: WELD 220.

Course Descriptions

WELD 275 **3cr**
ADVANCED METAL FABRICATION III

Continuation of WELD 270.

WELD 290 **1-6cr**
WELDING CERTIFICATION PREP

One credit provides 22 hours of practice time for experienced welders to prepare for American Welding Society (AWS) Certification. Instructor will target skills needed to pass certification.

Prerequisite: Instructor permission required. Entry is on a space-available basis.

ZOOL 281L **5cr**
VERTEBRATE ZOOLOGY

Examination of vertebrate origins and phylogenies; 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)

Zoology

ZOOL 101L **5cr**
INTRODUCTION TO ZOOLOGY

Introduction to the animal phyla. Studies of animal anatomy, physiology, behavior, ecology, and evolution illustrate the diversity and unity of animal life. Emphasis on animals of the Pacific Northwest.

Prerequisites: Eligibility for ENGL& 101 and MATH 091. (NS)

ZOOL 115L **5cr**
BIOL, TAXONOMY, LIFE HIST AQUATIC INVERTEBRATES

Survey course on classification, physiology, and life history of ecologically and commercially important invertebrates. Emphasis on mollusks and arthropods. Field and laboratory exercises emphasize collection methods, identification using dichotomous keys, and dissection.

Prerequisites: Eligibility for ENGL& 101 and MATH MATH 091. (E)

ZOOL 216L **5cr**
FISH BIOLOGY

Survey course on fish classification, anatomy, physiology, genetics, and life history. Laboratory portion emphasizes identification using dichotomous keys, dissections, and student participation in research projects.

Prerequisites: BIOL& 100L or equivalent, ENGL& 101; eligibility for MATH 091.(E)

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, Finance and Administration

B.A., Drury College; M.B.A., Western Governors University

Jack R. Huls (2003)

Vice President, Student Services

A.A., Highline Community College; B.S., Seattle Pacific University; M.Ed., Western Washington University

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.*

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

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

A.A., Olympic College; B.A.E., M.S., Eastern Washington University

Yvette D. Cline* (1997), Early Childhood Education

B.S., Central Missouri State University; M.Ed., Lesley College

Jackson J. Ganzhorn (1990), Biology

B.S., New Mexico State University; M.Ag., Oregon State University

Janice A. Gardner (1991), Developmental Education

B.A., M.A.T., Washington State University; Ed.D., Seattle University

Sean S. Gomez (2008), English as Second Language

B.A., University of California, Los Angeles; M.S., Shenandoah University

Thomas R. Grimes* (2002), Philosophy

A.B., Brown University; M.A., Ph.D., University of Arizona

Mike Hansen* (2008), Automotive

Peninsula College

Karen I. Hart (1981), Biology/Zoology

B.S., M.S., University of Washington

J. Brian Hauge (2004), Terrestrial Field Biology

B.S., M.S., South Dakota State University; Ph.D., Auburn University

Eduardo Jaramillo (2003), Bachelor of Applied Science

B.A., University of San Diego; M.B.A., University of California, Irvine

David P. Jones (2008), Music

B.M., University of Washington; M.M., New England Conservatory; D.M., Indiana University

Tom K. Kim (2008), Mathematics

B.A., M.A., California State University, Fullerton; Ph.D., University of California, Davis.

Ritu S. Lauer (2008), International Studies

B.A., University of Delhi; M.A., Ph.D., University of Denver

Helen Lovejoy (2011), English

B.A., 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

Tara Lopez Martin (2014), Sociology

B.A., University of New Mexico; M.A. University of California, San Diego; Ph.D. University of Manchester

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

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

Jeramie O'Dell* (2007), Welding

A.A.S., Peninsula College

Rachel Pairsh* (2013), Medical Assisting

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; Ed.D., Walden University

Steven N. Snyder (1977), Information Technology

B.A., Central Washington University; M.B.A., City University; C.P.A., State of Washington

Sherry B. Sparrowk (1997), Administrative Office Systems

B.S., Walla Walla College; M.A., Pacific Lutheran University

Lara E. Starcevich (2008), Speech/Theater

B.A., Vassar College; M.A., Wimbledon School of Art; Ph.D., University of Colorado

Daniel Stengel (1994), Political Science

B.A., Humboldt State University; M.A., Ph.D., Michigan State University

Matthew Teorey (2005), English

B.A., Northwestern University; M.A., Central Washington University; Ph.D. University of New Mexico

Daniel A. Underwood (1992), Economics

A.A., Fullerton College; B.A., California State University, Fullerton; Ph.D., University of Utah

Eric Waterkotte* (2012), I. T. -Cyber Security

B.S., B.A., Northern Arizona University; M.S. University of Washington

Benjamin Weintraub (2011), Chemistry

B.A., University of California, Berkeley; Ph.D. Georgia Institute of Technology

Tim Williams (2012), Librarian

B.S., B.A., Northern Arizona University; M.S. University of Washington

Emeriti

Retired Peninsula College faculty and administrators who have worked for the college for at least 10 years are eligible for recommendation for inclusion on the college emeriti list.

- Phillip D. Adams, Counseling (1974-2010)
Marjorie Avalon, English (1961-1979)
Thelma Barnes, Nursing (1963-1975)
Karl Baumwell, Criminal Justice (1984-1997)
Leonard W. Beil, Director of Vocational Education (1970-1981)
Ruth A. Bopp, Secretarial Science (1969-1985)
Richard Brauning, Mathematics (1968-2000)
Gary Brown, Computer Electronics (1980-2001)
Allan A. Carr, Vice President (1980-2001)
Philip L. Churchley, Chemistry (1961-1996)
Barbara Clampett, Family Life Education (1973-2006)
Stan Compton, Computer Science (1989-2003)
Paul G. Cornaby, President (1975-1992) William Cozzolino, Corrections Training (1997-2011)
Dennis Crabb, Music (1988-2011)
Grace Crawford, English/Literature (1988-2006)
Ronald Crawford, Physics/Physical Science (1965-2004)
Alice Derry, English/German (1980-2009)
Dorothy Drain, History (1996-2003)
L. Jane Emmenegger, Director of Library Services (1969-1982)
Jack Estes, English (1967-1991)
David Estrem (1992-2008)
Joan Ethier, Vice President (1993-2003)
John Evans, Mathematics (1964-2000)
Helen Farrington, Nursing (1972-1989)
Arthur Feiro, Dean of Students (1961-1982)
Richard Fisch, History (1961-1987)
George Galles, Accounting (1961-1977)
William D. Garrison, Computer Technology (1983-2002)
Carmen Germain, English (1987-2011)
Douglas Gilleland, Automotive Technology (1972-1992)
Thomas Hanley, Adult Basic Education (1995-2013)
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)
Gary Ledbetter, Corrections Education (1987-2013)
Marjorie Lindberg, Mathematics (1981-1997)
Jon J. Livingston, Physical Education (1969-1994)
William E. Lucas, English (1965-1981)
H. James Lunt, Associate Dean, Financial Aid, Athletics (1969-2001)
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)
Dona Smasal, Administrative Assistant (1982-2012)
Margaret Holm Spillane, English (1962-1986)
William Spring, Psychology (1991-2012)
Gary Stocker, Automotive Technology (1985-1988 and 1992-1999)
Craig S. Switzer, Technical Engineering (1972-1993)
Frank H. Thayer, Dean of Administrative Services (1965-1992)
Frederick S. Thompson, English/Humanities (1979-2010)
Edward Tisch, Biology/Botany, posthumous (1966-2007)
George Van Deusen, Engineering (1969-2000)
James Walton, Vice President (1980-2001)
W. Laurence Welch, Education, Reading (1968-1990)
Thomas Wells, Diesel Technology (1971-1999)
Bob Willicut, Counseling (1972-2001)
John M. Willits, Jr., Technical Engineering (1968-1995)
Floyd F. Young, Dean of Instruction (1961-1987)
Philip Young, Corrections Training (1987-2013)

Catalog Information

This catalog is designed to provide information for persons who are planning to attend Peninsula College. Although the college staff has attempted to make it as comprehensive and accurate as possible, the catalog may contain errors, and program changes may occur during the one year the current catalog is used. Peninsula College reserves the right to cancel courses. While each individual may work with a Peninsula College advisor, you retain personal responsibility for meeting requirements in this catalog and for being aware of any changes in provisions and requirements.

Nondiscrimination and 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

Date Revised: 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 inci-

dents 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) 452-9277

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 visitor(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.

Campus Contacts:

Peninsula College Port Angeles

1502 East Lauridsen Blvd.
Port Angeles, Washington 98362

Phone: (360) 452-9277
Toll free: (877) 452-9277
Fax: (360) 457-8100

Forks Extension Site

Mailing Address:
P.O. Box 330
Forks, Washington 98331

Physical Address:
71 South Forks Avenue
Forks, WA

Phone: (360) 374-3223 or (360) 374-9881
Fax: (360) 374-9738
Email: dscannell@pencol.edu

East Jefferson Extension Site

Fort Worden State Park
298 Battery Way
Port Townsend, Washington 98368

Phone: (360) 385-4605
Fax: (360) 385-4570
Email: pt@pencol.edu

Sequim Education Center

124 W. Spruce Street (corner of Sequim Ave & Spruce St.)
Sequim, WA 98382

Departments:

Admissions

Phone: (360) 417-6340
Toll-free: (877) 417-6340
Email: admissions@pencol.edu

Adult Basic Education

Brian Betts
Phone: (360) 417-6380
TDD: (360) 417-6563
Email: bbetts@pencol.edu

Athletics/Student Programs

Rick Ross
Phone: (360) 417-6533
Fax: (360) 417-6547
Email: rross@pencol.edu

Bookaneer Bookstore

Camilla Rico
Phone: (360) 417-6440
Email: crico@pencol.edu
Web: <http://bookaneer.pencol.edu>

Business Services

Phone: (360) 417-6232
Email: businessoffice@pencol.edu

Campus Safety

Marty Martinez
Phone: (360) 417-6559
Email: mmartinez@pencol.edu
for an emergency dial 911

Cashiering Services

Phone: (360) 417-6340
Email: cashier@pencol.edu

Community Job Postings Contact

Jean Carmack
Phone: (360) 417-6346
Email: jcarmack@pencol.edu

Child Care / Educare

Mary Lou Melly
Phone: (360) 417-6532
Email: mlmelly@pencol.edu

Community Education

Linty Hopie
Phone: (360) 417-6504
Email: lhopic@pencol.edu

Distance Learning

Vicki Sievert
Phone: (360) 417-6272
Email: vsievert@pencol.edu

Financial Aid

Phone: (360) 417-6390
Fax: (360) 417-6395
Email: financialaid@pencol.edu

Foundation Office

Getta Rogers
Phone: (360) 417-6400
Email: grogers@pencol.edu

International Services

Sophia Iliakas-Doherty
USA Country Code: 1
Phone: (360) 417-6491
Email: sdoherty@pencol.edu

Library / Media Center

Phone: (360) 417-6280
Fax: (360) 417-6295
Email: pclibrary@pencol.edu

Maintenance

Rick Croot
Phone: (360) 417-6551
Fax: (360) 417-6560
Email: rcroot@pencol.edu

Public Information Office

Phyllis Van Holland
Phone: (360) 417-6291
Email: pvanholland@pencol.edu

President's Office

Pattie Fischer
Phone: (360) 417-6201
Fax: (360) 417-6220
Email: pfischer@pencol.edu

Registration

Phone: (360) 417-6340
Toll-free: (877) 452-9277
Email: admissions@pencol.edu

Student Development Center (Student Services)

Phone: (360) 417-6340
Email: studentservices@pencol.edu
Toll-free: (877) 452-9277, Ext. 6340
TDD: (360) 417-6339

Professional Technical Education (Tech Prep)

Cindy Lauderback
Phone: (360) 417-6341
Email: clauderback@pencol.edu

Veterans Services

Melissa Delikat
Phone: (360) 417-6373
Email: veterans@pencol.edu

Web Manager

Emma Janssen
Phone: (360) 417-6503
Email: ejanssen@pencol.edu

Workfirst

Laura Brogden
Phone: (360) 417-6351
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Course Catalog