

# 2004-2006 CATALOG



*Celebrating a Tradition  
of Excellence in Education  
Since 1930*



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**GRAYS HARBOR  
COLLEGE**

Published Spring, 2004  
Grays Harbor College  
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Aberdeen, WA 98520  
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## Grays Harbor College Board of Trustees Members

*Ms. Carol Carlstad*  
*Mr. Dennis Colwell*  
*Mr. Robert Hitt*  
*Ms. Kathleen Quigg*  
*Mr. John Warring*

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## Important Phone Numbers

College General .....	1-800-562-4830, 360-532-9020
	Fax: 360-538-4299
Admissions and Records .....	360-538-4100
Instruction Office .....	360-538-4009
Student Services Office .....	360-538-4066
Financial Aid Office .....	360-538-4081
Counseling Center .....	360-538-4099
Bookstore .....	360-538-4106
Library .....	360-538-4050
Childcare Center .....	360-538-4190
Student Government .....	360-538-4087

## Off-Campus Locations

Simpson Education Center, Elma .....	360-482-2743
	Fax: 360-482-1327
Riverview Education Center, Raymond .....	360-942-3554
	Fax: 360-942-4874
Ilwaco Education Center, Ilwaco .....	360-642-3978
	Fax: 360-642-5134
Whiteside Education Center, Aberdeen .....	360-533-9733
	Fax: 360-533-9779

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## Catalog Photographs

*Photographs in this catalog were taken by:*

*Marc Sterling, photographer*  
*Michael Jensen, photographer*  
*and Grays Harbor College staff*

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## GHC Catalog 2004-2006

*This catalog is published for information purposes only. Every possible effort has been made to insure accuracy at the time of printing. However, Grays Harbor College reserves the right to change regulations regarding admission, instruction, graduation, and any other matters affecting the student. It also reserves the right to withdraw courses and to change fees. Students must take the responsibility for being aware of any changes in provisions and requirements that could affect them.*

**G**rays Harbor College is a learner-centered community college that exists to improve people's lives through education.

**R**ecognizing the worth of every individual, we offer choices and new beginnings through accessible opportunities for life-long learning. We encourage the development of individuals' potential and serve as a catalyst for positive change.

**W**e carry out our mission by providing the highest quality comprehensive programs in:

- Academic transfer courses
- Basic education, literacy and academic skill development
- Occupational, technical and professional preparation and training
- Services and activities which facilitate student success
- Cultural enrichment, intellectual inquiry and information services

**F**urther, we commit to:

- Attracting and retaining excellent faculty, staff and administration
- Focusing our services on, without limiting them to, the needs of the people of Grays Harbor and Pacific Counties
- Celebrating diversity by promoting and practicing respect and tolerance for all
- Developing relationships with community organizations and institutions of learning
- Fostering ethical behavior and personal integrity
- Employing innovative strategies to enhance learning
- Using our resources effectively
- Addressing changes in our world in order to respond to emerging needs
- Promoting a vision of our college's and our community's role in Washington's future as a leading Pacific Rim trading and cultural center

## **PRIORITY GOALS**

- 1) Provide equal opportunities and equal access to quality education for life-long learning.
- 2) Continue to improve instructional programs as well as student services and other support services.
- 3) Insure a student-centered campus which nurtures success.
- 4) Promote the health, welfare, and equal treatment of all students, faculty and staff by providing a respectful, collaborative learning and working environment.
- 5) Continually evaluate and respond to the educational needs of the communities we serve.
- 6) Continue to upgrade instructional programs and student and support services through the application of appropriate technologies.
- 7) Recognize and enhance the strengths inherent in the diversity within our college, community and nation.
- 8) Manage the resources of the college efficiently and effectively and diversify the sources of revenue appropriately to achieve the mission and priorities of the college.
- 9) Effectively market and promote Grays Harbor College programs and the services it provides.
- 10) Continue to provide high quality and culturally enriching arts exhibitions, activities, presentations and performances.

**Adopted November 18, 2003 by Grays Harbor College Board of Trustees.**

*Learner  
Centered*

*Priority Goals*

*Important  
Dates*

**2004-2005**

**Summer Quarter 2004**

Registration ..... June 3-28  
 Classes Start ..... June 28  
 Late Registration ..... June 28 - July 2  
 Independence Day-Class Holiday ..... July 5  
 Classes End ..... August 6

**Fall Quarter 2004**

Faculty Preparation Day ..... September 10  
 Meet your Advisor Day ..... September 14  
 Advising Day ..... September 16  
 Prep and Final Registration ... September 17  
 First Day of Classes ..... September 20  
 Faculty Professional Day  
 (No Classes) ..... October 8  
 Veterans' Day-Class Holiday . November 11  
 Advising Week ..... November 9-16  
 "W" Day ..... November 17  
 Advising Day (No Classes) .... November 17  
 Thanksgiving Holiday ..... November 25-26  
 Last Day of Classes ..... December 6  
 Testing ..... December 7-9  
 Faculty Preparation Day ..... December 10

**Winter Quarter 2005**

Faculty Prep Day and  
 Final Registration ..... January 3  
 First Day of Classes ..... January 4  
 Martin Luther King Day  
 Class Holiday ..... January 17  
 Faculty Professional Day  
 (No Classes) ..... February 18  
 Presidents' Day-Class Holiday .. February 21  
 Advising Week ..... March 2-8  
 "W" Day ..... March 9  
 Advising Day (No Classes) ..... March 9  
 Last Day of Classes ..... March 21  
 Testing ..... March 22-24  
 Faculty Preparation Day ..... March 25

**Spring Quarter 2005**

Final Registration Day ..... April 1  
 First Day of Classes ..... April 4  
 Advising Week ..... May 24-31  
 Memorial Day-Class Holiday ..... May 30  
 "W" Day ..... June 1  
 Advising Day (No Classes) ..... June 1  
 Last Day of Classes ..... June 13  
 Testing ..... June 14-16  
 Faculty Preparation Day/  
 Graduation ..... June 17

**2005-2006**

**Summer Quarter 2005**

Registration ..... June 3-30  
 Classes Start ..... June 27  
 Late Registration ..... June 27-29  
 Independence Day-Class Holiday ..... July 4  
 Classes End ..... August 5

**Fall Quarter 2005**

Faculty Preparation Day ..... September 8  
 Meet your Advisor Day ..... September 13  
 Advising Day ..... September 15  
 Prep and Final Registration ... September 16  
 First Day of Classes ..... September 19  
 Faculty Professional Day  
 (No Classes) ..... October 7  
 Veterans' Day-Class Holiday . November 11  
 Advising Week ..... November 8-15  
 "W" Day ..... November 16  
 Advising Day (No Classes) .... November 16  
 Thanksgiving Holiday ..... November 24-25  
 Last Day of Classes ..... December 5  
 Testing ..... December 6-8  
 Faculty Preparation Day ..... December 9

**Winter Quarter 2006**

Faculty Prep Day and  
 Final Registration ..... January 3  
 First Day of Classes ..... January 4  
 Martin Luther King Day  
 Class Holiday ..... January 16  
 Faculty Professional Day  
 (No Classes) ..... February 17  
 Presidents' Day-Class Holiday .. February 20  
 Advising Week ..... March 1-7  
 "W" Day ..... March 8  
 Advising Day (No Classes) ..... March 8  
 Last Day of Classes ..... March 20  
 Testing ..... March 21-23  
 Faculty Preparation Day ..... March 24

**Spring Quarter 2006**

Final Registration Day ..... March 31  
 First Day of Classes ..... April 3  
 Advising Week ..... May 23-30  
 Memorial Day-Class Holiday ..... May 29  
 "W" Day ..... May 31  
 Advising Day (No Classes) ..... May 31  
 Last Day of Classes ..... June 12  
 Testing ..... June 13-15  
 Faculty Preparation Day/  
 Graduation ..... June 16

**Accreditation**

Grays Harbor College is accredited as a community college by the Northwest Commission on Colleges and Universities, 8060 165 Avenue NE, Suite 100, Redmond, WA 98052-3981. College-level credits earned by students at Grays Harbor College are accepted by colleges and universities throughout the United States.

The college is a member of the Association of Community College Trustees, the Washington Association of Community and Technical Colleges, the American Association of Community and Junior Colleges, the Northwest Commission on Colleges and Universities, and the Northwest Association of Community and Junior Colleges.

**Equal Opportunity**

Grays Harbor College provides equal opportunities and equal access in education and employment for all persons. The college is committed to ensuring freedom from discrimination based on gender, race, creed, religion, color, national origin, age, marital status, sexual preference, disabled and veterans status, or the presence of any physical, sensory or mental disability, in accordance with current state and federal laws.

Inquiries regarding compliance with equal opportunity/affirmative action should be directed to the Chief Human Resource Officer, Grays Harbor College, Aberdeen, WA 98520 or Equal Employment Opportunity Commission, 2815 Second Avenue, Suite 500, Seattle, WA 98121.

For questions or concerns on matters affecting women or persons with handicaps, contact the Chief Human Resource Officer, Title IX and 504 Officer, Joseph A. Malik Administration Building.

**Desired Student Abilities**

The Grays Harbor College General Education program is designed to help students become intellectually free and able to make informed, enlightened decisions. Courses offered throughout the Humanities, the Social Sciences, the Natural Sciences, and the professional/technical fields emphasize the valuable and remarkable achievements of humankind. The program provides students the opportunity to integrate knowledge and skills, encouraging them to develop in the following competencies:

- **Disciplinary Learning**  
Knowledge of content in prerequisite or transfer courses, as well as preparation for a career.
- **Literacy**  
Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and life-long learning options.
- **Critical Thinking**  
Competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulation of an aesthetic response.
- **Social and Personal Responsibility**  
Awareness of and responsiveness to diversity and commonality among cultures, multiplicity of perspectives, ethical behaviors, and health and wellness issues.
- **Information Use**  
Skills in accessing and evaluating information resources including campus resources, awareness of the role of information resources in making sound decisions, and command of the skills required to use appropriate technologies effectively.

**History**

Grays Harbor College, a community college, was conceived in 1929 by a group of Aberdeen citizens under the leadership of Mr. W.O. McCaw and on August 7, 1930, was incorporated under the laws of the state of Washington. The college operated as a private institution from 1930 to 1945. In 1945, the Aberdeen School District assumed control of the college and provided much needed financial stability. Since that time Grays Harbor College has continued to serve the men and women of this area, offering them academic, professional and technical courses at a low cost and giving them the opportunity to live at home.

At the time of its founding, the college occupied the Franklin School building on Market Street, but in 1934 moved to the A.D. Wood Schoolhouse on Terrace Heights, where it remained until 1945 when it occupied the Samuel Benn School building. In 1955, the State Board of Education approved funds for the construction of new college facilities, and the Aberdeen Board of Education purchased a forty-acre tract on a hill overlooking Aberdeen, Hoquiam, the Chehalis River, and the bay.

*Feel the  
Power  
of an  
Education*

*Accreditation*

*Equal Opportunity*

*Desired Student  
Abilities*

*Grays Harbor  
College History*

*Serving  
Grays Harbor  
and  
Pacific Counties  
Since 1930*

*Grays Harbor  
College History*

*Grays Harbor  
College Foundation*

The construction of the buildings - classrooms, science laboratories, library, gymnasium, administrative offices, and student union - began during the summer of 1956. Classes opened in the completed buildings on January 6, 1958.

In May, 1961, the Choker Union Building was renamed the A. J. Hillier Union Building in memory of Alfred J. Hillier, late professor of history and forensics coach. In order to provide for an increase in enrollment, a new classroom building, an administration building, and additions to the science building, the music building, the gymnasium, and the A.J. Hillier Building were completed in September, 1964.

A new library opened in the fall of 1966, named after John Spellman, long-time librarian at the college. Most recently, the John Spellman Library was extensively renovated, reopening for students in fall 2003. Major changes to campus landscaping, walkways, and traffic patterns also took place at that time.

On July 1, 1967, Grays Harbor College was separated from the local school district by legislative act and became a part of the state higher education system.

The continued growth of the college again demanded expansion of the physical facilities, and two additional new buildings were completed in April, 1972. The Physical Science Building (Building 800) is used by chemistry, physics, earth science and engineering classes. The Vocational Building (Building 700) houses automotive mechanics, carpentry, and welding technology classes. The Bishop Center for the Performing Arts was completed in the spring of 1974 and was renovated in 2003.

The John M. Smith Aquaculture Center, a fish rearing facility, was dedicated in 1987. It was completed with donated funding, materials and labor.

Following a tradition of honoring long-time and well-respected administrators, the Grays Harbor College Board of Trustees renamed Building 200 the Joseph A. Malik Administration Building several years ago, and in January 2000, Building 700 became the Jon V. Krug Industrial Technology Building.

In keeping with the college's commitment to distance learning and accessibility, four community education centers have been opened in Grays Harbor and Pacific Counties. Ilwaco Education Center opened in 1997. The Whiteside Education Center in downtown Aberdeen and the Simpson Education Center in Elma both opened in 1998, and the Riverview Education Center in Raymond was purchased in 1999 and completely renovated in 2001.

**Grays Harbor College Foundation**

The Grays Harbor College Foundation is among the oldest of the community college foundations in the Northwest, founded more than 40 years ago with proceeds raised from gala Starlight Ball events. Since that time, the Foundation has continued to award scholarships for deserving students and identify other ways to be supportive of the College. The Foundation Board of Directors, which meets monthly on the main campus, includes more than 25 community leaders from Grays Harbor and Pacific Counties.

In addition to funding ten full-tuition scholarships each year, the Foundation also sponsors the **World Class Scholars** program, now in its tenth year. Through this outreach program, the Foundation makes a promise of a partial tuition scholarship to every seventh grader in Grays Harbor and Pacific Counties who signs a contract with the College and qualifies for World Class Scholars status by the time they graduate from high school. Students must attend Grays Harbor College to receive the partial tuition scholarship. Thus far, more than 205 young people have qualified and received funding as World Class Scholars.

Recent efforts of the Foundation also include funding for College staff excellence awards, contributions towards capital projects, management of many endowed scholarship funds, plus the scholarships given annually ever since that first Starlight Ball.

The Foundation Office is located on our main campus. For further information about donations to the Foundation or creating scholarship endowments, contact the office at (360) 538-4243 or online at <http://ghc.edu/foundation>.

## Partnership for Rural Improvement

The Partnership for Rural Improvement (PRI) is a consortium of educational institutions (including Washington State University and Grays Harbor College), public service agencies and citizens that acts as a catalyst for community improvements in Washington. The Partnership was established in 1976 with support from the W.K. Kellogg Foundation with goals to:

- Help communities solve local problems
- Aid citizens in locating public resources, training and informational materials; and
- Assist educational institutions and public agencies in providing community and rural development services.

Over the past five years, PRI has played an important role in the development of the following local activities:

- Renovation of Grays Harbor College's Riverview Education Center facility, providing increased educational opportunities to North Pacific County residents. Assistance was provided to conduct an assessment of North Pacific County to determine strengths, weaknesses and goals of the community.
- Initiated planning and funding efforts for an improved Ilwaco Education Center facility, providing expanded higher education opportunities for area residents through a Planning Only Grant from Community Development Block Grant program. The grant provides funds for a higher education needs assessment.
- Worked to enhance participation in World Class Scholars, an incentive program which provides financial support for community college tuition. Junior high and high school students in Grays Harbor and Pacific Counties are encouraged to do their best in school, plan ahead past graduation and to enroll in college. More than 1000 students are participating in this scholarship program. Recruitment efforts continue, including production of improved materials, increased presentations to junior high and high school students and greater involvement of parents and school officials.
- Secured private donations and grant funds earmarked for the purchase of a Big Toy playground for Raymond at the Riverview Education Center site. The new playground provides much needed, high-quality and safe play equipment for neighborhood children.

- Continued work with a local, private donor who provides higher education scholarship opportunities for Hispanic people residing in Grays Harbor County.
- Collaborated on the establishment of the Washington State University Learning Center for local residents to earn bachelor degrees in business, human development, social science, humanities, or nursing while remaining in Grays Harbor County. In addition, PRI helped establish the Washington State University/Grays Harbor College bachelor degree Collaborative Teacher Education Program based on campus.

## Harassment Policy Statement

Grays Harbor College, as a place of work and study, aspires to be free of all forms of harassment, discrimination, intimidation and exploitation. The college will take action to prevent and correct such behavior. Retaliation against any employee, student, applicant or volunteer who reports harassment is also subject to discipline.

Sexual harassment is unwelcome and/or offensive verbal or physical conduct of a sexual nature, unwelcome or unsolicited sexual advances or requests for sexual favors when: 1) submission to such conduct is made a condition of an individual's employment or academic standing; or 2) submission to or rejection of such conduct is used as the basis for employment or academic decisions; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates a hostile working or educational environment.

Examples of sexual harassment can include but are not limited to:

- Repeated, offensive and unwelcome insults and/or jokes
- Repeated, unwelcome comments about an individual's body or clothing
- Deliberate and unwelcome touching such as patting, pinching, hugging or repeated brushing against an individual's body
- Pressure for dates or sex in exchange for grades, promotions or salary increases
- Persistent unwelcome flirtation, advances and/or propositions of a sexual nature

*Partnership for  
Rural Improvement*

*Harassment Policy*

*Harassment Policy*

*Drug and Alcohol Abuse Statement*

*Students' Right to Know*

If a student feels that he or she is being harassed, the student should report it to either the Chief Human Resource Officer or the Vice President for Student Services. Resolution options may include: mediation through a liaison between parties, a face-to-face meeting between parties, or filing of a formal complaint with the Chief Human Resource Officer or the Vice President for Student Services. Information on the formal complaint process is available from the Chief Human Resource Officer or the Vice President for Student Services.

The college's entire sexual harassment policy may be found in the college's Board Policies and Administrative Procedures Manual and is available in the Student Services Office.

**Drug and Alcohol Abuse Statement**

**Purpose**

Grays Harbor College is very concerned about the health and welfare of its students. College programs for drug and alcohol abuse prevention are free and confidential. Students are highly encouraged to seek assistance from the Counseling Center, where counselors are available to refer students to appropriate resources.

The college also offers academic courses dealing with alcohol and substance abuse. Drugs and Our Society (5 credits) is an example of such a course that provides basic understanding of the classifications of drugs. Other courses include Survey of Chemical Dependency and Pharmacology of Alcohol/Drugs.

For more information about the college's Alcohol/Substance Abuse Prevention services and policies, contact the Grays Harbor College Counseling Center, located in the Hillier Union Building (HUB).

The following agencies are also very supportive of students who have alcohol or substance abuse concerns:

- Alcohol & Drug
- 24-Hour HELP line ..... 800-562-1240
- East Center Recovery ..... 537-6460
- Evergreen Counseling Center ..... 532-8629
- Alcoholics Anonymous ..... 532-2691
- Narcotics Anonymous ..... 532-0663
- Crisis Line ..... 1-800-685-6556
- or ..... 532-4357

**Students' Right to Know**

Federal and state laws require higher education institutions like Grays Harbor College to provide students, prospective students and student employees information regarding:

- Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol;
- College security and safety policies and programs including campus crime statistics (see <http://ghc.ctc.edu/srtk.htm>);
- Graduation or completion rates by full-time undergraduate student athletes by race and sex for basketball and baseball, with all other sports combined (see <http://ghc.ctc.edu/srtk.htm>);
- Graduation or completion rates for selected programs.

Specific information regarding the above can be obtained by contacting the Vice President for Student Services Office. The Aberdeen Police Department is the local law enforcement agency with jurisdiction at the main Grays Harbor College campus. Grays Harbor County Sheriff's Department maintains a registered sex offender website (<http://www.co.grays-harbor.wa.us/info/sheriff/Offenders/index.html>).





**BUILDING 100**

***The Hillier Union Building***

- Admissions and Records
- Associated Students/Student Programs
- Bookstore
- Cafeteria
- Counseling/Advising/Testing
- Disability Support Services
- Financial Aid/Veterans Services
- Job Placement
- Native American Students
- Vice President for Student Services
- Visitor Information
- WorkFirst Office

**BUILDING 200**

***Joseph A. Malik Administration Building***

- Business/Purchasing Offices
- Campus Operations
- Continuing Education
- Human Resources
- Music
- President
- Tech Prep
- Vice President for Administrative Services
- Vice President for Instruction
- Workforce Education

**BUILDING 300**

***Classroom Building***

- Classrooms/Labs/Studios
- Faculty Offices
- Grays Harbor College Foundation
- Timberline Newspaper

**BUILDING 400**

***Classroom Building***

- Adult Basic Education/ESL/GED
- Classrooms/Computer Labs
- Faculty Offices
- WSU Learning Center

**BUILDING 450**

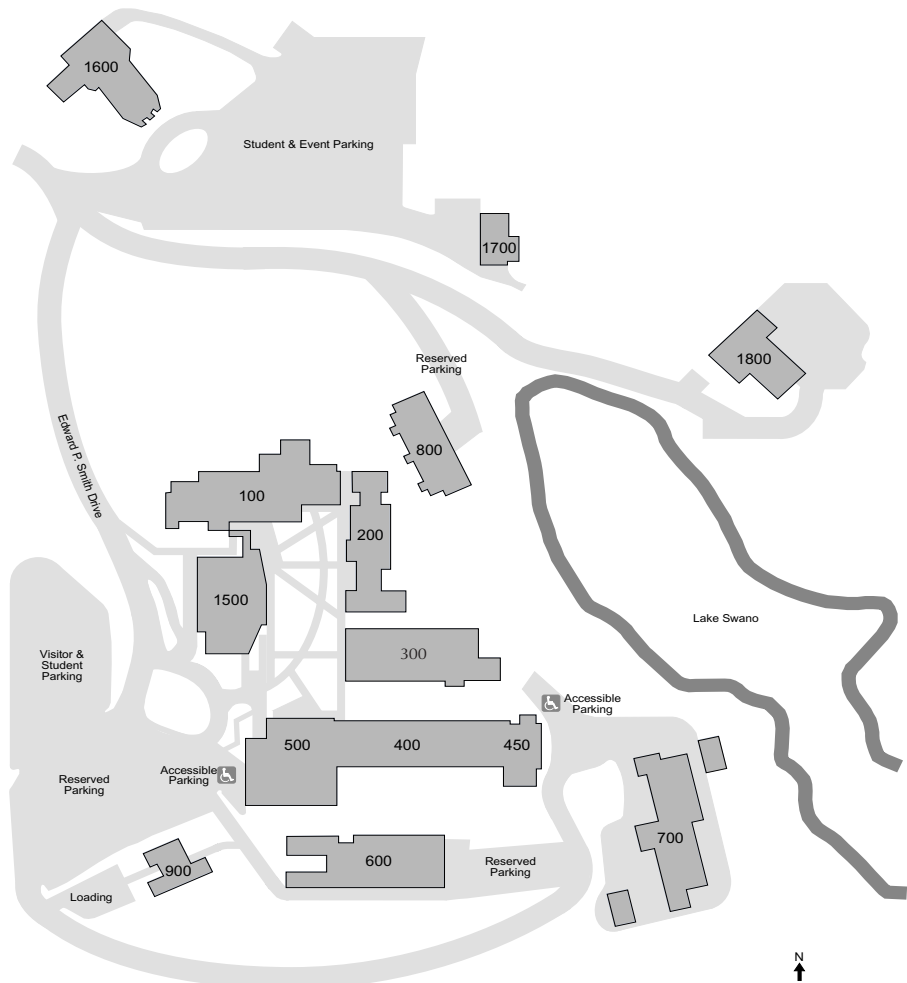
***Technology Building***

- Electronic Classrooms
- Information Services
- WSU Education Center

**BUILDING 500**

***Gymnasium***

- Basketball Court
- Faculty/Coaching Offices
- Fitness Lab/Weight Room



**BUILDING 600**

***Classroom Building***

- Classrooms/Labs
- Computer Labs
- Faculty Offices

**BUILDING 700**

***Jon V. Krug Industrial Technology Building***

- Campus Maintenance Operations
- Classrooms/Shops/Labs
- Faculty Offices
- Shipping & Receiving

**BUILDING 800**

***Math and Physical Science Building***

- Classrooms/Labs
- Faculty Offices

**BUILDING 900**

***Childcare Center***

**BUILDING 1500**

***The John Spellman Library***

- Art Gallery/Exhibits
- The Learning Center
- Media Center
- Reference Desk/Study Rooms

**BUILDING 1600**

***The Bishop Center for Performing Arts***

**BUILDING 1700**

***The John M. Smith Aquaculture Center***

- Fish Hatchery

**BUILDING 1800**

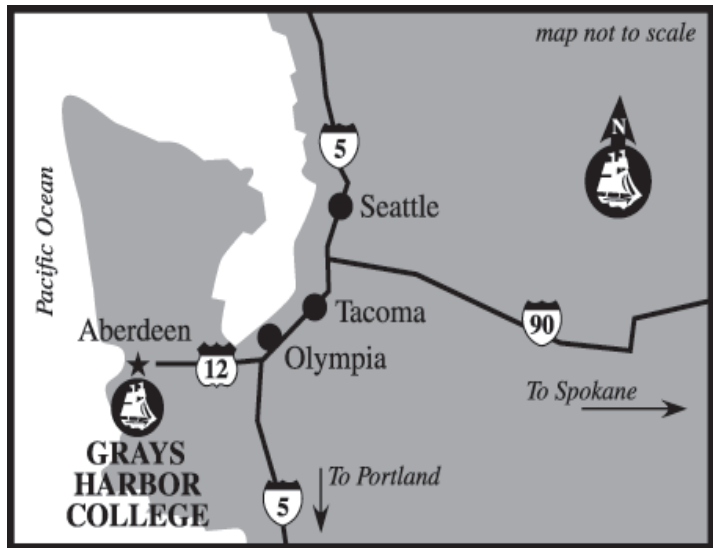
***Diesel Technology Building***

- Classroom/Shop/Lab
- Faculty Office

**MAIN CAMPUS  
DRIVING DIRECTIONS**

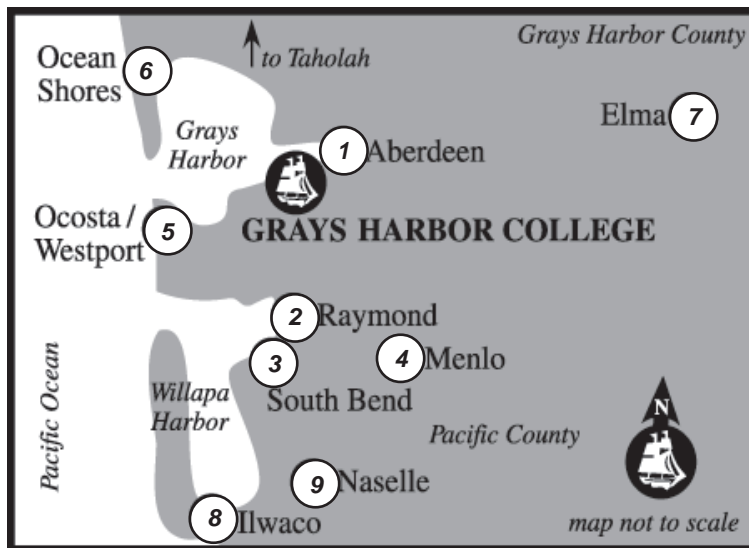
At I-5 in Olympia, take Exit 104, the Aberdeen/Port Angeles exit. Follow signs towards **Aberdeen**. Aberdeen is past the small towns of McCleary, Elma and Montesano.

Arriving in Aberdeen, continue on the main street, **Wishkah**. Stay in the left lane, drive over a small drawbridge, and on the third light after the bridge, turn left on the one-way, **iHi Street**. Travel over a large drawbridge and stay in the right lane. Stay right when leaving the bridge and continue on **Boone Street**. **Pass the South Shore Mall, and the entrance to GHC** is one block past the mall, on the left.



**CLASS SITES**

- ① **Grays Harbor College, Aberdeen**  
Main Campus  
Whiteside Education Center
- ② **GHC North Pacific County**  
Riverview Education Center, Raymond
- ③ South Bend High School
- ④ Willapa Valley High School, Menlo
- ⑤ **GHC South Beach**  
Ocosta High School  
Coast Guard Station - Westport
- ⑥ **GHC North Beach**  
North Beach High School  
Taholah High School
- ⑦ **GHC East County**  
Elma Middle School  
Simpson Education Center, Elma
- ⑧ **GHC South Pacific County**  
Ocean Beach High School  
Ilwaco Education Center  
Coast Guard Station - Ilwaco
- ⑨ Naselle High School



## MAJOR BUILDINGS

Fourteen major buildings on campus house a wide range of academic and vocational education programs and services for students. The buildings and their individual facilities are considered to be up-to-date and effective in providing a positive teaching/learning environment.

### Building 100

#### The Hillier Union Building

Named in honor of Mr. A. J. Hillier, an instructor who served Grays Harbor College students from 1931 to 1961, this building houses the Counseling Center along with cafeteria/dining facilities, multipurpose lounges, bookstore, and the offices for Financial Aid and Veterans Affairs, Student Government, Student Programs and Clubs, Native American Students' Office, the Vice President for Student Services, Admissions and Records, Chief of Information Services, Disability Support Services, WorkFirst Office, Job Placement, and Visitor Information.

### Building 200

#### Joseph A. Malik

#### Administration Building

Named in honor of Joseph A. Malik, former president of Grays Harbor College, this building houses the Business Office and offices of the president, vice president for instruction, vice president for administrative services, human resources, institutional research, campus operations, the deans for workforce education and extended learning, purchasing, and Tech Prep, as well as the music department classrooms, Little Theatre, practice rooms and faculty offices.

### Building 300

#### Arts and Life Sciences

This building houses general classrooms and biology laboratories, journalism facilities, Timberline newspaper, art department classroom and studio, accounting and business classrooms, model watershed office, pharmacy technician classroom, and faculty offices. The Grays Harbor College Foundation is also located in this building.

### Building 400

#### Business, Developmental Education, WSU Learning Center

This building houses general classrooms, business education classrooms, developmental education classrooms, microcomputer laboratories, Adult Basic Education (ABE), the WSU Learning Center, and faculty offices.

### Building 450

#### Technology Building

This building houses the WSU control room, classrooms for interactive courses, and offices.

### Building 500

#### Gymnasium

This building houses a gymnasium, fitness center, weight room, locker rooms, the office of the athletic director, offices for physical education instructors and coaches, and parking office.

### Building 600

#### Classrooms, Laboratories

This building houses general classrooms, nursing program laboratories, microcomputer laboratories and faculty offices.

### Building 700

#### Jon V. Krug Industrial

#### Technology Building

Named in honor of Jon V. Krug, Dean of Occupational Education for 21 years, this building houses faculty offices, classrooms, shops and laboratories for automotive technology, carpentry technology, geographic information systems, and welding technology programs. It also houses the college's shipping, receiving and maintenance departments.

### Building 800

#### Physical Science Building

This building houses classrooms and laboratories for chemistry, physics, geology, mathematics, microcomputer technologies and faculty offices.

### Building 900

#### Child Care Facility

Buildings 900 A and B house the campus childcare program.

### Building 1500

#### The John Spellman Library

This building, named in honor of Mr. J. A. F. Spellman, former librarian at Grays Harbor College, houses an extensive collection of reference and circulating books, periodicals, documents, and networked resources. The building also houses instructional technology services; a visual arts gallery; the Pacific Northwest Room; a conference room with advanced electronic support; the Learning Center which houses the tutoring program; study rooms and offices.

### Building 1600

#### The Bishop Center for Performing Arts

This building, a 440-seat center completed in 1974, was presented as a gift from the estate of E.K. and Lillian Fleet Bishop to Grays Harbor College and the community. It provides a full theater and stage for drama, music, concert/lecture, graduations, and other special presentations.

### Building 1700

#### The John M. Smith Aquaculture Center

This complex, named in honor of Dr. John M. Smith, former associate dean for admissions and records and faculty member at Grays Harbor College, houses an aquaculture training laboratory, hatchery, net pens and raceways for rearing salmon and other marine species.

### Building 1800

#### Diesel Technology Building

This building houses the classroom, shop and faculty office for the Diesel technology program.

## OFF-CAMPUS FACILITIES

### Grays Harbor and Pacific County Locations

Grays Harbor College extends educational services to students living in rural Grays Harbor and Pacific Counties by regularly scheduling courses and supporting student services in the following locations:

#### Grays Harbor County:

- Coast Guard Station, Westport
- Elma High School, Elma
- North Beach High School, Ocean Shores
- Ocosta High School, Westport
- Simpson Education Center, Elma
- Taholah Education Center, Taholah
- Whiteside Education Center, Aberdeen

#### Pacific County:

- Coast Guard Station, Ilwaco
- Ilwaco Education Center, Ilwaco
- Naselle High School, Naselle
- Ocean Beach High School, Ilwaco
- Raymond High School, Raymond
- Riverview Education Center, Raymond
- South Bend High School, South Bend
- Willapa Valley High School, Menlo

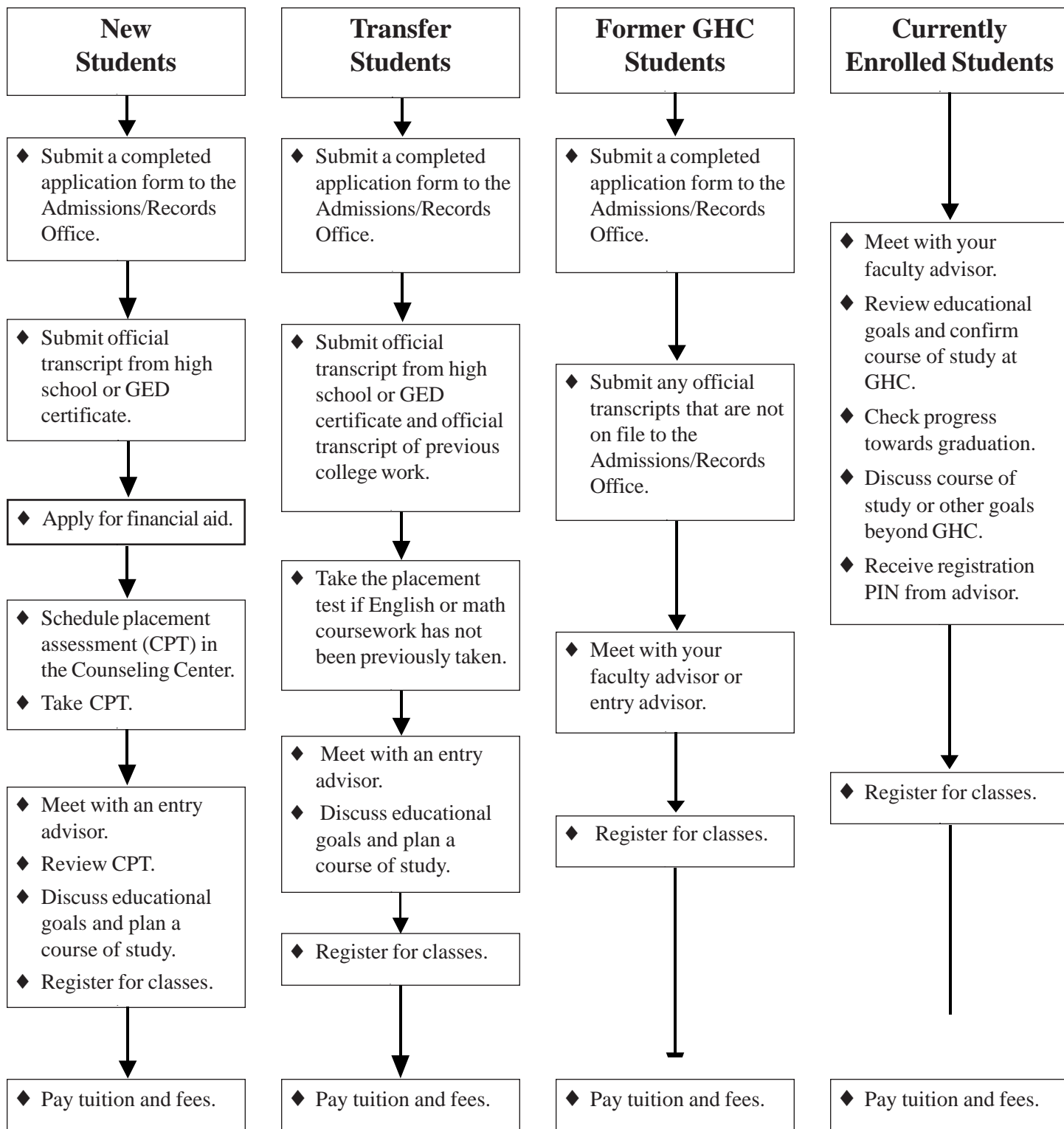
### Whiteside Education Center

The Whiteside Education Center, located at 418 East First in downtown Aberdeen, Washington, offers classes in English as a Second Language (ESL), Adult Basic Education (ABE), General Education Development (GED), and basic computer instruction.

### Riverview Education Center

The Riverview Education Center is located in the renovated Riverview School at 600 Washington Street, Raymond, Washington. This facility offers citizens of Pacific County a full range of college courses ranging from Running Start and Adult Basic Education to transfer and vocational/technical courses.

The basic procedures for admission and registration are provided below.  
Detailed information is available on the following pages.



*Note: Students interested in financial aid should contact the Financial Aid Office early in the application process.*

## Admission Policy

In accordance with WAC 131-12-010, any applicant for admission to Grays Harbor College shall be admitted when, as determined by the president or his or her designee, such applicant:

- Is competent to profit from the curricular offerings of the college; and
- Would not, by his or her conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution; and
- Is eighteen years of age or older; or
- Is a high school graduate, or the equivalent; or
- Has qualified for admission under the provisions of the Running Start student enrollment options program.

Exceptions may be made by the vice president for student services or designee.

## Admission Requirements

### Application Form

All students must complete an application. The student may obtain the Standard Application for Admission at all high schools in Washington State or from the college. The application must be completed by the student and submitted to the Office of Admissions and Records. It is also available on our website, <http://ghc.ctc.edu>.

### High School or GED Verification

All students must provide a high school transcript verifying graduation or a copy of a GED certificate.

### Transcripts of Previous College Work

Students with previous college classes must submit transcripts of former work to the Office of Admissions and Records. These transcripts will be evaluated to determine credit equivalency (see page 44, Transferring Credit to Grays Harbor College, for details).

## Grays Harbor College Placement Test

The placement test measures reading, English and math skills, thereby providing course recommendations to begin a successful academic journey. This test is required of all students planning to register for a course which has a reading, English or math prerequisite. Students are strongly encouraged to take the placement test **prior to advising and enrollment** the first quarter. Transfer students will need to test if they do not have English or math courses completed on their transfer transcript. Students should contact a counselor for information on other exceptions. The Counseling Center conducts computerized placement testing. Appointments are required. Call 360-538-4299 to make your appointment.

## Admission Procedures

### New Students

- Complete a college application.
- Provide a high school transcript or GED certificate.
- Take the placement test.
- Meet with an entry advisor.

### Transfer Students

- Complete a college application.
- Provide a high school transcript or GED certificate.
- Provide official transcripts of previous college work.
- Take the placement test if English or math coursework is not being transferred in or if transfer coursework is five (5) years old or older.
- Meet with your advisor.

### Students Returning After an Absence of One or More Quarters

- Complete a college application.
- Provide official transcripts to the Admissions and Records Office.
- Meet with your faculty or entry advisor.

*First Choice,  
Second Chance,  
Lifelong Learning!*

*Admission Policy*

*Admission  
Requirements*

*Admission  
Procedures*

*Advising is Key to Student Success!*

*Advising and Registration*

### **Advising is Important**

Never underestimate the value of academic advising. The following description of a model advising relationship should help you understand the importance of good academic advising. Work to establish an ideal relationship with your advisor. It will save you time and money.

#### **Why you should work with your academic advisor:**

Academic advisors can help you avoid mistakes like these:

- Taking courses that do not meet graduation requirements.
- Failing to meet admission requirements for other colleges.
- Missing prerequisites and deadlines for professional/technical programs.
- Seeing long-range plans disrupted when not all courses are offered every quarter.
- Failing to have the needed prerequisites for required courses.
- Enrolling in courses which are too difficult and ending up on probation.
- Missing opportunities to discuss career plans.

#### **What you can expect from your academic advisor:**

- Knowledge of institutional programs, procedures and policies, graduation and major requirements, deadlines, registration, and transfer information.
- Assistance in finding the right resources to help solve problems.
- Guidance in planning your career goals.
- Assistance in developing a balanced class schedule.
- Assistance in developing a long-range plan based on educational and career objectives.

### **What your academic advisor expects from you:**

You must take responsibility for your educational plans by:

- Reading the GHC catalog.
- Asking your advisor about certificate and/or degree requirements in your area of study. Be sure you are always moving toward your goal.
- Having all transcripts from other institutions evaluated to determine which classes qualify for your certificate or degree.
- Developing a student file including transcripts, test scores, degree audits, checklists and planning sheets — and bringing it to advising sessions.
- Knowing what assessment tests you've taken (CPT, SAT, vocational interest/apptitude or others) and including copies of the results in your student file.
- Learning the entrance requirements at your transfer school, including any special requirements. Catalogs are available in the Counseling Center.
- Knowing deadlines, especially when advising begins each quarter.
- Setting quarterly appointments with your advisor during designated advising days.

### **Advising and Registration**

#### **Advisors**

- Entry Advisors are advisors who assist new students and those returning after an absence, in registering for classes their first quarter. Students new to Grays Harbor College will schedule an entry advising appointment following completion of the college placement test. Students returning to Grays Harbor College must call the Counseling Center for an advising appointment.
- A permanent advisor will be assigned to each student by the entry advisor. This advisor is typically a faculty member with expertise in the student's area of study.

### Advising

- “Advising” designates a time to meet with your advisor to plan your schedule. The advisor can also answer any questions about programs, eventual transfer to a four-year college or other matters concerning college life.
- There are designated advising days every quarter. Students should schedule an appointment with their advisor to plan their courses at that time.

### Registration Process

- New students will register for their first quarter following their entry advising session.
- In subsequent quarters, the dates for advising week and advising day will be published and students will be notified. Students will need to schedule an appointment with their permanent faculty advisor during this time.
- Obtain a registration PIN (personal identification number) from your advisor.
- Fulfill all financial obligations from previous quarters.
- Register using the World Wide Web via the college website (<http://ghc.ctc.edu>).
- Pay tuition and fees.

### Educational Planning

Whether you are pursuing a transfer degree or a professional/technical degree at GHC, you should plan your education carefully. Here are a few guidelines to help you:

- **Learn about your educational options.** A transfer degree prepares you to enter a university with all or most of the general university requirements (GURs) of a bachelor degree completed. A professional/technical degree or certificate prepares you to enter the workforce in the field you have chosen.
- **Work hard to determine a career goal.** Choosing a major area of study is very difficult if you don't have a career goal. Making a sound career decision as soon as possible saves time and money.
- **Always use available resources.** Talk to GHC counselors, advisors, and instructors about your career options. Their expertise can prove invaluable. Contact the GHC Counseling Center for career planning activities.

- **Know your transfer school.** If you plan to transfer, consult with GHC counselors and advisors and contact the program advisors at your next school as soon as possible. Universities differ in requirements, so obtaining accurate transfer information is vital for a smooth transition between schools.
- **Know the deadlines.** Meeting application and financial aid deadlines is important to your success.

### When Considering a Transfer

- Understand that the receiving college or university decides what credits transfer and whether or not those credits meet its degree requirements.
- Realize that the accreditation of both the originating and the receiving institutions can affect the transfer of credits you earn.
- Know that transfer courses don't necessarily help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, departmental requirements, and electives. It's nice that your credits transfer, but the real question is, “Will my credits meet the requirements of my chosen program?”
- Accept the fact that a change in your career goal or major may increase the number of credits you must take to graduate.
- Visit your chosen transfer college whenever possible. You learn more about a school by visiting. While you're there, talk to everybody you can: students, admissions officers, financial aid staff, counselors, and instructors.
- Call or e-mail your transfer college whenever you can't get answers to your questions. Your chosen school is your best source of information.
- Request all the written information your transfer school has to offer, such as catalogs, brochures, applications, and departmental publications.

*Advising Beyond  
GHC*

*Registration  
Process*

*Educational  
Planning*

*Transferring*

**The Final Step: Applying for Transfer Admission**

- Apply as early as possible before deadlines.
- Remember to enclose the necessary application fees.
- Request official transcripts be sent from every institution you have attended. Check to see if high school transcripts or GED test scores are required.
- Check to make sure all necessary application materials have been received.
- Recheck with your transfer school regarding your application status if you haven't heard from them in a month.
- Request a written evaluation of transfer credit as soon as possible. Transfer credit evaluations are usually available once you have been accepted for admission.

**Residency**

Residency status for tuition purposes requires that an independent student or the parents of a dependent student have a domicile in the state of Washington for the twelve months immediately preceding the quarter application is made. The term "domicile" denotes a person's true, fixed and permanent home and place of habitation. Physical presence in a place is not in itself proof of domicile, and there are a number of factors that are used to determine residency. The factors include, but are not limited to, automobile and driver's licenses, voter registration, permanent full-time employment in the state of Washington, address and other facts listed on a federal income tax return, purchase of a residence or monthly rental receipts for one year immediately prior to the commencement of the quarter for which application is made. Active duty military personnel, their spouses and dependents stationed in the state of Washington can have non-resident fees waived by providing military identification to the Office of Admissions and Records.

Application for a change in residency classification will be accepted up to the 30th calendar day following the first day of instruction of the quarter for which application to the college is made. Residency Questionnaire forms are available at the Office of Admissions and Records.

**Senior Citizens**

Senior citizens may enroll in classes on a space-available basis. A maximum of two classes may be taken each quarter at a reduced rate. Other special fees normally charged students must also be paid by senior citizens. The Office of Admissions and Records at the college can provide the current tuition rate for senior citizens.

**Running Start**

Grays Harbor College fully participates in the Running Start program initiated by the state legislature in 1990. Running Start gives high school juniors and seniors who demonstrate college-level skills the opportunity to take courses at a community college. Students in Running Start attend college full- or part-time. A high school junior or senior who believes that he or she has the skills and maturity to attend college classes should **see a high school counselor to get more information** and an application to the program. Students will be asked to demonstrate their skills by achieving certain scores on the college placement test. Those students who place at the appropriate college-level in reading, English, and math for the classes they wish to take will be given the opportunity to participate in Grays Harbor College's Running Start program. Tuition for all Running Start students is paid by the school district; students need pay only for fees, books, supplies, and transportation.

**High School Completion**

Grays Harbor College offers a program designed to help adult students earn a Washington State High School Diploma. In order for Grays Harbor College to award a student a diploma, the student must complete the minimum number of credits the state requires for a diploma in all the designated subject areas. Those credits a student did not complete at his or her high school can be completed at Grays Harbor College. Students who are 18 years of age and under must pay full tuition for these classes; however, students 19 and over can get their tuition reduced significantly. Placement test scores and high school transcripts are required to enter the program. Students should meet with their assigned advisor to begin their program.

*Transferring*

*Residency*

*Senior Citizens*

*Running Start*

*High School Completion*



## Tech Prep Program

Tech Prep is a partnership between Grays Harbor College and local high schools, providing high school students with more opportunities to enhance their futures. Tech Prep is an in-the-high-school, vocational-technical initiative, combining high school and college classes into a unified course of study, giving high school students a solid start in earning a community college certificate or degree.

Tech Prep classes link high school and two-year college curriculum to eliminate unnecessary duplication of course work. Grays Harbor College instructors work with high school administrators and teachers to identify a variety of skill-based high school courses that are similar to college courses. Students attending area high schools, which have articulated agreements with Grays Harbor College, and who successfully complete the designated Tech Prep courses with a "B" (3.0) or better, may earn college credit by submitting a Tech Prep Enrollment Form at the end of the semester for the designated Tech Prep course.

A student currently enrolled at the high school should talk with his or her guidance counselor or vocational director about the Tech Prep class options and eligibility requirements at your school.

See Grays Harbor Tech Prep on the web for more information: <http://ghc.ctc.edu/TechPrep>.

## Nursing Program Applicants

Students interested in entering the nursing program must complete specific prerequisite courses, admission requirements, and a nursing program application form to be considered for selection. Nursing program information and application packets are available from the Nursing Program Office. The Associate in Applied Science Degree Nursing program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, 1-800-669-1656.

## International Student Programs

International students are welcome to attend Grays Harbor College and may be admitted in two ways: the college credit program or to improve their English skills.

Students earning a TOEFL score of 500 or more may apply directly to the college credit programs. These qualifying students should:

- Submit a completed Washington Community College admission application.
- Send official translated copies of all scholastic records (from secondary school, previous college, language schools, etc.).
- Provide declaration and certification of finances or a notarized statement of support (estimated expenses for a 9-month school year at Grays Harbor College are approximately \$17,000).
- Submit proof of proficiency in the English language. A TOEFL score of 500 or above is required, or native English fluency.

Students earning a TOEFL score of 400 to 500 may apply to improve their English before entering the credit programs. These qualifying students should:

- Submit a completed Washington Community College admission application.
- Send official translated copies of all scholastic records (from secondary school, previous college, language schools, etc.).
- Provide declaration and certification of finances or a notarized statement of support (estimated expenses for a 9-month school year at Grays Harbor College are approximately \$17,000).
- Submit proof of proficiency in the English language. A TOEFL score of 400 to 500 is required, or native English fluency.

*Tech Prep*

*Nursing Program  
Special Admission  
Requirements*

*GHC Welcomes  
International  
Students*

*Late Registration*

*Dropping Courses*

*Adding Courses*

*Complete  
Withdrawal*

*Credits/Credit Load*

**Late Registration**

If, through unavoidable delays, the student cannot register at the appointed time, a request may be made to the Admissions and Records Office for the privilege of registering during the late registration period. However, this will be a disadvantage since the choice of courses and sections may be limited and may be restricted as to the number of credits allowed for late enrollment.

**Dropping a Course**

A student may withdraw from a course any time up to “W” day and receive a “W” grade (withdrawal, no penalty). To do so, a drop form must be obtained from and returned to the Office of Admissions and Records. It must be signed by the instructor after the tenth class day of each quarter. The last withdrawal date is officially designated and announced each quarter.

Withdrawal from one or more classes may negatively impact financial aid. Students should check with the Financial Aid Office regarding their individual situation.

In any case, the student is expected to attend all classes until officially withdrawn. It is the responsibility of the student to turn in the completed drop/add form to the Office of Admissions and Records within three school days.

**Adding a Course**

Any course additions contemplated by the student require the instructor’s approval and should be accomplished prior to ten days after classes begin. Adding a course after this time usually will not be to the advantage of the student. To add a course, an add form must be obtained from and returned to the Office of Admissions and Records.

**Complete Withdrawal From College**

A student may withdraw completely from college at any time during the academic quarter. If a student must withdraw from college, it is the student’s responsibility to complete a withdrawal form, available at the Counseling Office. The student then takes the completed withdrawal form to the Counseling Center for an exit interview with a counselor. Exit interviews may be conducted by telephone. If the official withdrawal procedure is followed, the student will receive a grade of “W” (withdrawal, no penalty) in all courses. If this procedure is not followed, “V” or “F” grades will be assigned in all courses. **A “V” grade is computed as a failure (“F”) grade on the student’s transcript and may have additional negative impacts on financial aid eligibility.**

**Credits/Credit Load**

Quarter credits granted for a course are determined, in part, by the number of clock hours per week the class meets. For example, a typical five-credit lecture class will require the student to be in class five hours per week (laboratory sections may add to the course contact time). The number of credits allowed is indicated in the description of each course in the Courses of Instruction section of this catalog.

If a student expects to graduate in six quarters, he or she will need to enroll in fifteen or more academic credits, per quarter, that fulfill degree requirements.

Completing fewer credits each quarter will lengthen the enrollment period, while taking additional credits per quarter may shorten it. Required physical education credits should be considered above the fifteen credit academic load. **Registration for twenty-one or more credits requires the approval of the vice president for instruction or designee.**



## Concurrent Enrollment

Grays Harbor College students may be able to enroll concurrently at other area community colleges for a combined total of 10 to 18 credits. Please check with the Admissions and Records Office to see if this option is available.

If this option is available, students will be assessed no more than the full-time tuition rate plus fees. Concurrent enrollment may not be an option during summer quarters.

Students must complete a concurrent enrollment form available at the Admissions and Records Office. Changes in class schedule that drop a student's combined registration below full-time may result in additional tuition and fees.

## Recommended Preparation

Some courses that do not list prerequisites may list requirements that are recommended instead. This information is provided by the instructor as a way to explain the skill level they expect students to have prior to enrolling in a course.

If a student does not meet Recommended Preparation requirements, she/he will not be stopped from enrolling in the class. However, considering this information carefully before selecting classes is important for student success.

## Prerequisites

A prerequisite is a requirement that a student must meet prior to enrolling in a particular course. For example, if a student wants to take ENGL 101, (s)he must have received a "C-" or better in ENGL 095 or placed at the ENGL 101 level on the placement test.

Prerequisites are listed with the individual course descriptions in the catalog and quarterly schedule of classes. **If enrolling in a college-level course (numbered 100 or above), it is assumed that the student has appropriate reading, writing and mathematical skills even though prerequisites may not be listed.** These skills are considered successful completion of READ 090, ENGL 095 and MATH 098 or receiving placement scores above those levels.

Grays Harbor College uses a computer registration process that does not allow registration into a course unless prerequisites are met. Prerequisites for a particular course may be waived with permission of the instructor of that course. Students must obtain an entry code or signature from the instructor to have the prerequisite waived.

*Concurrent Enrollment*

*Recommended Preparation*

*Prerequisites*



Affordable  
Quality  
Education

Tuition and Fees

Excess Credit  
Surcharge

Refund Policy

**Tuition and Fees**

**Payment of Tuition and Fees**

Tuition and fee information is printed each term in the quarterly course schedule. Students are required to pay tuition and fees in full by the designated time.

**Excess Credit Surcharge Exceptions For Students Enrolled in Vocational Programs**

1. If the student’s schedule includes ONLY required courses and the total number of credits scheduled exceeds 18, there is no excess credit surcharge.
2. If the student’s schedule includes any elective courses and the total number of scheduled credits exceeds 18, there is an excess credit fee penalty for the number of credits in excess of 18.
3. Students must pay surcharges for developmental and prerequisite courses not required in the official program curriculum, if the total credits enrolled exceeds 18.

**Failure to Meet Financial Obligations**

Release of academic transcripts, degrees and certificates will be withheld for failure to meet financial obligations to the college. Future registrations may also be blocked. If a student questions the accuracy of the claimed indebtedness, an informal hearing from the department administrator may be requested.

**Refund Policy**

The complete refund policy can be found under Refunds, Student Tuition and Fees in the Grays Harbor College Board Policies and Administrative Procedures Manual.

Students requesting refunds must obtain either a total withdrawal form (withdrawing from all classes) from the Counseling Office or an add/drop form (for partial withdrawal) from the Admissions and Records Office. The date the student submits the completed form to the Records Office is the official date of withdrawal and is the date used in determining the rate at which refunds will be made.

Students who leave the college without completing the official withdrawal procedure forfeit all claims for refunds and for credit in courses.

Tuition and fees are refunded according to the schedule below:

GHC will refund tuition and fees if official withdrawal occurs:		
FULL SESSION	100% REFUND (on or before)	50% REFUND
Fall, Winter, Spring	5th day of quarter and within first 20 calendar days	6th day of quarter and within first 20 calendar days
Summer	3rd day of quarter	4th day of quarter and within first 15 calendar days
MINI-SESSIONS	100% REFUND (on or before)	50% REFUND
Half-quarter courses	2nd day of session	3rd day of session and within first 10 calendar days
Four-week courses	2nd day of session	3rd day of session and within first 7 calendar days
Three-week courses	1st day of session	2nd day of session and within first 7 calendar days
Two-week courses	1st day of session	2nd or 3rd day of session
One-week or less courses	Before 1st day of session	On 1st day of session

- Tuition and fees will be refunded at 100 percent (100%) for any class or seminar which is canceled by the college.
- Partial refunds to students will be allowed, based on the schedule above, for part-time students or for full-time students dropping below ten credits.
- Partial refunds for students who have paid a surcharge for more than eighteen credits and then subsequently dropped to eighteen or fewer credits will be based upon the schedule above.
- Students receiving financial aid funded under Title IV of the Higher Education Act shall have their tuition and fees calculated through the sixty percent (60%) point of the enrollment period for which the financial aid recipient has been charged.
- Refund checks are mailed within 30 days from the date the refund application is approved.

**There will be no refund:**

- If the college indicates in its catalog, quarterly schedule or course announcement that such fees are non-refundable.
- For community special interest courses, seminars and short courses unless the participant withdraws at least 24 hours before the first session.
- If the student is dismissed from the college for disciplinary reasons or fails to follow official withdrawal procedures.

**Financial Aid**

Grays Harbor College offers many forms of assistance designed to help students with college costs. These forms of assistance range from Federal Title IV aid programs to scholarships. Financial aid is intended only to support students in attaining their education. The major responsibility for financing the student's education is with the student and, where applicable, his or her parents. The Financial Aid Office at Grays Harbor College is ready to assist with all the application materials.

Available types of aid include:

**Federal Pell Grants:** Pell Grants are available to students attending Grays Harbor College. To apply for this grant, the student must complete the Free Application for Federal Student Aid (FAFSA). Students also need to meet other qualifications such as satisfactory academic progress. **Federal Supplemental Educational Opportunity Grants (FSEOG):** FSEOG may be awarded to the most needy students who are receiving Pell Grants. Students apply using the FAFSA form mentioned above. It is important to apply for aid by the May 1 deadline in order to be considered for this funding source.

**Federal College Work-Study Program:** This program provides jobs to assist students with their education. Recipients work either on-campus or off-campus and receive a paycheck. The jobs cannot exceed 19 hours per week while school is in session. Students are allowed to work up to 40 hours per week while college is not in session. Work-study awards will vary depending on the nature of the job and the student's financial need. The Financial Aid Office works with the Job Placement Center on-campus to place recipients in positions. The May 1 deadline will be used to determine eligibility.

**Washington State Work-Study:** This program is intended for on-campus and off-campus employment. Recipients must be residents of the state of Washington with financial need and have indicated a desire for work. The purpose of the program is to assist students by stimulating and promoting their employment and to provide students, whenever possible, with employment related to their academic pursuit. Applicants would be considered for either State Work-Study or Federal Work-Study but not both. The May 1 deadline will be used to determine eligibility.

**Washington State Need Grant (SNG):**

Washington residents with financial need will be considered for the SNG. Students need to apply with the FAFSA form early in the award year in order to qualify for this source of funding.

**Tuition Waivers:** Tuition waivers are awarded only to students who are residents of the state of Washington as determined by WAC 200-18. The amount of the waiver varies up to the actual cost of the incurred tuition. A limited number of waivers are available and are given on an individual case-by-case basis.

**Federal Family Education Loan Program (FFELP):** This program encompasses the Stafford Loan (Subsidized and Unsubsidized) and the Parent Loan for Undergraduate Students (PLUS). These are long-term loans available through banks, credit unions, savings and loan associations, or other participating lenders. Students can apply by completing a loan application, promissory note and the FAFSA form. There are many provisions and conditions for these loans, and applicants should read the loan packet carefully.

**Veterans Benefits**

Selected academic programs of study are approved by the Washington State Higher Education Coordinating Board's State Approving Agency for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 U.S. Code (Montgomery G.I. Bill). Selected vocational programs of study are approved by the State Board for Community and Technical Colleges.

Veterans, eligible members of the selected reserves and dependents of deceased or 100% disabled veterans interested in attending the college must contact the Veterans Office in the Hillier Union Building (HUB), where they may apply for benefits. The office is located within the Financial Aid Office in Room 120. Applicants may contact the Veterans Office at (360) 538-4084 or 1-800-562-4830, extension 4084 (calls from within Washington State) or TDD/TTY (360) 538-4223. Information is also available on the Grays Harbor College Financial Aid website: <http://ghc.ctc.edu/finaid/veter.htm>.

*Financial Assistance Opportunities*

*Grants*

*Work-study*

*Waivers*

*Loans*

*Veterans Benefits*

*Apply Early*

*How to Apply*

*Financial Aid Application*

While the Muskogee, Oklahoma, Regional Processing Office is processing an application for educational benefits, the student should be prepared to meet the costs of tuition, fees, books and supplies and living expenses.

Students are reminded to familiarize themselves with the scholastic standards and the academic regulations stated in this catalog. Failure to maintain standard satisfactory progress could result in the reduction or cancellation of education benefits.

Students who receive education benefits must meet three minimum standard requirements in addition to those required by the college:

1. Veterans, reservists and dependents using benefits must declare a program of study or degree and will be paid only for those classes that apply toward graduation from the declared program of study. No benefits will be paid for repeated courses or programs previously completed.
2. Complete all coursework paid for. Grades of "I," "N," "V," or "W" will result in an overpayment; this means you will have to repay some or all of the benefits you received. "I" grades do not meet the completed coursework requirements and must be changed to an acceptable letter grade to avoid repayment.
3. Veterans, reservists and dependents must notify the Veterans Office when changing classes, changing program of study, withdrawing from classes or when deciding to stop attending school.

All benefit payments are made directly to the student. It is the student's responsibility to complete applications, pay tuition and fees and maintain contact with the Veterans Administration and the college.

**How to Apply for Financial Aid**

The Free Application for Federal Student Aid (FAFSA) is the aid application form used by Grays Harbor College. Students may pick up one of these forms at most high schools, other colleges, Grays Harbor College, or access the web-based application from the Grays Harbor College Financial Aid website (<http://ghc.ctc.edu/finaid/forms.htm>). The forms are generally available in January of every year for the following academic year. Students should apply for federal aid at Grays Harbor College by May 1 of every year. Applications received after May 1 will be accepted but may result in delays in aid awards and smaller award packages due to shortages of funds. Questions concerning financial aid should be referred to the Financial Aid Office at Grays Harbor College.

**Student Financial Aid Application Instructions**

The filing of the Free Application for Federal Student Aid (FAFSA) is only the first step to the financial aid process. The Financial Aid Office will determine the student's eligibility for all aid programs based on the information from the FAFSA. In addition, students will need other documents to complete their files. In order to be considered complete, the file must contain the following documents:

1. **Institutional Student Information Record.** This is a summary of the information you provided on the Free Application for Federal Student Aid (FAFSA). If Grays Harbor College was listed on the FAFSA, the information will be sent directly to the college. This information will be used to determine eligibility for federal aid. If you did not list Grays Harbor College on the FAFSA, you should call or come in to the Financial Aid Office. (The Federal school code for Grays Harbor College is 003779.)
2. **Grays Harbor College Financial Aid Data Sheet.** This form is sent or given to students from the Financial Aid Office. The information requested on this form is instrumental in helping formulate a financial aid package custom designed for students' individual needs. It also contains important messages that the applicant will be required to affirm before financial aid can be awarded. Incomplete or unsigned applications will be returned, causing a delay in processing.

3. **Verification Documents.** Applicants may be requested to verify the information contained on the Student Aid Report. To comply, you will need to submit copies of tax returns and other documents as required. In addition, a verification worksheet will be given to the applicant for completion. It is important to answer all questions and to sign the document and return it to the Financial Aid Office.
4. **Other Forms as Required.** There may be other forms required for information or for documentation. The Financial Aid Office will notify applicants or provide the forms as necessary.

**Satisfactory Financial Aid Academic Progress**

Federal and state financial aid regulations require recipients to demonstrate they are making reasonable progress towards their degree or other educational credential. A copy of the Grays Harbor College Satisfactory Academic Progress Standards is provided annually to each student with his or her financial aid award letter. Students with questions, or who want to request a copy of this information, should contact the Financial Aid Office.



**Tuition Refunds and Financial Aid**

Any student who withdraws from a quarter after receiving federal or state financial aid will have a refund calculated according to federal regulations governing the return of these funds. The Financial Aid Office will determine the amount of the refund and to which program it will be returned and will notify the Business Office. **Students who withdraw may have to repay a portion of the funds they received.** The Financial Aid Office will determine the amount and type of repayment and will notify the student if a repayment must be made. It is essential that students who will no longer be attending classes officially withdraw.

Students receiving federal or state financial aid who withdraw and receive a refund and/or owe a repayment will have these funds allocated to the appropriate financial aid program in the following order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal PLUS loans received on behalf of the student
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Other Title IV programs (except workstudy)
- State programs
- The student

The refund and/or repayment is allocated up to the full amount the student received from a particular program.

*Financial Aid Application*

*Satisfactory Progress*

*Tuition Refunds and Financial Aid*

*GHC awards  
scholarships to  
about 213  
students a year!*

*Grays Harbor  
College Foundation  
supports student  
success*

## Scholarships

Grays Harbor College has a variety of scholarships available from various organizations and individuals in the community. Most of these scholarships are administered by the Financial Aid Office. However, some donors provide separate applications and administer their own scholarships. Applications for scholarships are generally available during winter quarter for the following academic year. While the Scholarship Committee selects the recipients for many of the scholarships listed, some private donors use a separate process to make their selection. Any scholarships that are renewable require certain criteria be met, such as grade-point-average, in order to receive the second year installment. The Financial Aid Office has more detailed information about the criteria and application process for these scholarships. Scholarship information is also available on the Grays Harbor College Financial Aid Website: <http://ghc.ctc.edu/finaid/schol.htm>.

## In Appreciation

Often times contributions are made to the Grays Harbor College Scholarship Fund in honor and in memory of a special person or organization. These donations are sincerely appreciated and awarded to deserving students as stipulated. The memory of the honoree or group continues long after the scholarship has been used. Among the GHC scholarships we are not currently awarding but wish to acknowledge are:

- Credit Professionals International of Grays Harbor
- Lynn Hedt Memorial
- George Powell and Miriam Moir
- Ocean Spray
- Dr. John N. Terrey
- Neil T. Brown Memorial
- M. J. Phipps Memorial
- Janet Snodgrass Memorial
- Reiner Family Scholarship

For further information about establishing a scholarship or contributing to an existing fund, contact the GHC Financial Aid Office at (360) 538-4084 or the GHC Foundation Office at (360) 538-4243. Scholarships make a difference in the lives of many students attending Grays Harbor College.

## Grays Harbor College Foundation

The scholarships listed below are managed by the Grays Harbor College Foundation. For information about contributing to an existing scholarship, to make a donation in honor or in memory of an individual or cause, or to establish a scholarship fund, please contact the Foundation Office at (360) 538-4243. Specific scholarships offered through the Foundation include:

### Association of Business and Professional Women's Memorial Scholarship

This scholarship is awarded to a graduate of a Grays Harbor County high school. General merit and financial need of the applicant are considered in the selection process.

### Associated Students of Grays Harbor College Scholarship

This scholarship is awarded and funded by an endowment established through the hopes and efforts of the student body. It is awarded to a full-time returning student with a minimum 2.7 grade-point average who is involved in campus activities (clubs, council, etc.).

### Cavins' Complete Scholar

Cavins' Complete Scholar is awarded to students graduating from Harbor High School in Aberdeen. Scholarship funds can be used for tuition and fees (first priority) and/or books and supplies. Preference is given to students with financial need. Darby Cavin, a professor at Grays Harbor College, and his wife Sara, established this scholarship in 2003.

### James and Ethel Doyle Memorial Scholarship

Jim and Ethel Doyle raised their family of eight children in West Aberdeen. Although their home was small, it never seemed crowded. There was always room for any of the children's many friends to visit, play, or study and the peanut butter jar was never empty. They looked on the world with kind eyes and a sense of humor. Mrs. Patricia Nelson established this scholarship in their memory. Preference for this scholarship is given to student(s) with financial need who are enrolled in building trades coursework; however, if there are no qualified applicants, the scholarship(s) may be awarded to student(s) enrolled in any vocational program.



### **Victor and Elizabeth Druzianich Scholarship**

Long-time county residents, Victor and Elizabeth Druzianich, established this scholarship in the spring of 2003. The award is available to students in any field of study who reside in the Grays Harbor College district. Grade-point average is not a critical consideration.

### **Volney and Yetive Easter Scholarship**

The family and friends of Volney R. and Yetive M. Easter established this scholarship. It is awarded to a second-year social sciences major planning to transfer to a four-year college or university after graduating from Grays Harbor College. Preference is given to psychology or sociology majors. A minimum college grade-point average of 3.0 in transfer level classes is also required.

### **Grays Harbor College Foundation Scholarships**

The Grays Harbor College Foundation awards scholarships to area high school graduates or equivalent who show aptitude for college work and have good academic records.

### **Victor H. Grinich Memorial Scholarships**

These scholarships are granted annually to residents of Grays Harbor or Pacific Counties in memory of Mr. Victor H. Grinich. Each recipient must be studying math, astronomy, science or engineering and planning a career in a math- or science-related field.

### **Bertha & A. J. Hillier Memorial Scholarship**

This scholarship is awarded by the family and friends of A. J. Hillier, former forensics coach and history instructor at Grays Harbor College, and his wife. This is presented to an outstanding returning student in history, general education or forensics.

### **Hispanic Student Scholarship**

Established in 2001 by Mr. James B. Sterling of Montesano, this fund provides full tuition and books to students from Grays Harbor County who are recent immigrants (or the offspring of recent immigrants) from Mexico or Central America. Students may be enrolled in courses of study leading to four-year professional degrees, two-year vocational degrees or vocational certificates. Selection is primarily based on the applicant's desire to succeed and become a contributing member of the community and the applicant's financial need. Academic performance is not the prime consideration.

### **Eric Jolly Memorial Scholarship**

This scholarship was established in 1994 by the Chester Jolly family, Chet, Evelyn, Craig, and Lisa, in loving memory of their son and brother. The scholarship has no restrictions and is open to all students.

### **Forest C. and Ruth V. Kelsey Foundation Scholarship**

During their lifetime, Mr. and Mrs. Forest Kelsey of Montesano, felt very strongly that in any field of work, education was the key to success. Mr. Kelsey spent nearly his entire life in Grays Harbor with his wife, Ruth, and it was Grays Harbor that enabled him to be successful. Mr. Kelsey very much wanted to "give back" to the Harbor in some way. The establishment of the Kelsey Foundation has given him that avenue. These scholarships, established in 2004, are available to students who are pursuing careers in nursing, education or the automotive field.

### **Jon V. Krug Memorial Scholarship**

This scholarship was established by family, faculty, staff and friends of Grays Harbor College in honor of Dr. Jon V. Krug, who served as Director of Occupational Education and Dean for Instruction from 1979 until 2000. The Industrial Technology Building (Building 700) was named in his honor. The recipient of this scholarship will preferably be an entering student or a returning student who is majoring in an occupational field. This includes students entering any of the occupational short-term or long-term training programs.

*Scholarship applications are available at the Financial Aid Office, the GHC Foundation Office, and through local high school counselors*

*Scholarships are available based on financial need and/or academic merit*

### **Long Beach Grange Scholarship**

Members of Long Beach Grange #667 set aside one month's bingo proceeds to fund this scholarship for a Grays Harbor College student who resides in South Pacific County. Preference is given to students with financial need.

### **Patsy E. McDonald Memorial Scholarship**

This scholarship, established in 2003 by Drs. Les Reid and Estelle Connolly Reid, is awarded to a student who has been accepted in the Grays Harbor College Practical Nursing (PN) program. The award honors the Reid's long time employee and friend, Ms. McDonald, who graduated from the Grays Harbor College PN program and worked in their practices in Aberdeen and Tacoma. Preference is given to students with financial need.

### **Neighborworks of Grays Harbor County Scholarship**

As a result of a partnership between Neighborworks of Grays Harbor County and the Grays Harbor College carpentry program, the board of directors of Neighborworks established this scholarship to honor several students enrolled in the Grays Harbor College carpentry program. Preference is given to students with financial need.

### **Rhea Pinckney Memorial Scholarship, Chapter BC, P.E.O. Sisterhood**

This scholarship is awarded to a recent graduate of a Grays Harbor or Pacific County high school, with a grade-point average of 3.2 or above, and attending as a full-time sophomore. The scholarship was created by Chapter BC, P.E.O. Sisterhood in memory of Rhea Pinckney. Mrs. Pinckney was the last living charter member of Chapter BC, P.E.O., which was organized in 1923. Mrs. Pinckney was elected Washington State president of P.E.O. and served her term during 1944.

### **The Rotary Club of Aberdeen Carole Hunt Memorial Scholarship**

The Aberdeen Rotary Club of Aberdeen sponsors this annual scholarship in memory of Carole Hunt, a long time Aberdeen resident and community activist. Preference is given to an Aberdeen High School graduate who is pursuing a major in English, teaching or literacy.

### **Peter and Marie Schafer Memorial Scholarships**

These scholarships are granted by the family of Peter and Marie Schafer to students returning for their sophomore year who have shown aptitude for college work and have need for financial assistance.

### **Gloria Seguin Memorial Scholarship**

These scholarships are granted annually to two graduates of Grays Harbor County high schools in memory of Ms. Gloria Seguin by her brother, Mr. Victor Grinich. Each recipient must be studying biological or health sciences, planning a career in a health-related field.

### **Dr. Eddie and Barbara Smith Scholarship**

This scholarship was established in 1986 by Dr. Edward P. Smith, Grays Harbor College president from 1953 to 1972, and his wife, Barbara. The scholarship is based upon need, academic achievement and character.

### **The Stewart Educational Fund**

James and Vera Stewart established this scholarship to recognize academic performance and character. The applicants for this scholarship will be considered on their character, academic performance, community service, and their potential for achieving success in their chosen field of endeavor and not their need. Funding of these scholarships was from a timber harvest of private forest lands owned and tended by the donors. It is hoped that the recipients will help improve public understanding of the benefits of private forestry and the local forest industry.

### **Student to Student Scholarship**

This unique scholarship is funded through donations made by Grays Harbor College students. The award is designed to assist students taking 10 credits or more who will have 30 credits completed at the time they receive the scholarship. Students with a GPA between 2.4 and 3.4 will be given preference, though it is not required. Financial need is not a requirement.

### **Ruth West Scholarship**

Established at the bequest of the late Ruth West, this scholarship is for a student who has graduated from any area high school. Selection of the recipient is based on financial need and the student's sincerity in attempting to further his or her education.

### **World Class Scholars**

This year marks the tenth year of Grays Harbor College's unique World Class Scholars program, a promise of scholarship support offered to every seventh grader in Grays Harbor and Pacific Counties. The young students are contacted and encouraged to think ahead to their future. Those who sign a contract with the College and qualify for World Class Scholars status by the time they graduate from high school receive partial tuition scholarships from the Grays Harbor College Foundation.

### **Bishop Scholarship Program**

#### **Continuing College Education for Juniors, Seniors, and Graduate Students**

Grays Harbor College also administers a scholarship program for eligible Grays Harbor County students enrolled full-time in the third or fourth years of bachelor degree programs, as well as those in the first or second years of graduate school. While this program is not exclusively for students who have earned associate degrees from Grays Harbor College, applicants must have successfully completed their freshman and sophomore years in pursuit of a bachelor degree program or be enrolled in a master degree program. In addition, applicants must meet specific age, residency and scholastic requirements and demonstrate financial need. A committee reviews applications each summer and makes appropriate awards in keeping with the criteria originally established by the E. K. and Lillian Fleet Bishop Foundation. The endowed program, created in memory of the area's two generous benefactors, continues to recognize deserving young Grays Harbor collegians with financial support to help them follow their educational pursuits.

Application forms are available at the Grays Harbor College Financial Aid Office, at Timberland Libraries within Grays Harbor County, and on the Grays Harbor College website (<http://ghc.ctc.edu/bishop/scholarship>). Further information about eligibility for this program also appears in the application form.

### **General Scholarships**

#### **The Aberdeen Lions Club/Jack Vanderbeek Scholarship**

The Aberdeen Lions Club, in memory of Jack Vanderbeek, a long-time member, established this scholarship in 2001. It is designated for a first- or second-year vocational student.

#### **Aberdeen Rotary Club Scholarship**

The Aberdeen Rotary Club sponsors a one-year non-renewable scholarship to GHC.

#### **Aiken and Sanders, Inc., P.S. Accounting Scholarship**

This scholarship requires that the recipient be entering the sophomore year at Grays Harbor College with a 3.0 cumulative GPA and working toward a degree in business administration with an emphasis in accounting.

#### **Anchor Bank Scholarships**

Anchor Bank sponsors two scholarships for students attending Grays Harbor College. Both recipients should be graduates of a Grays Harbor County high school. The first scholarship will be awarded to an entering freshman. The second scholarship will be awarded to a sophomore student. Consideration will be given to the student on the basis of scholastic achievement and financial need.

#### **Athletic Scholarships**

Grays Harbor College is a member of the Northwest Athletic Association of Community Colleges. Athletic scholarship recipients are chosen by coaches. Interested students should contact the coach of the sport(s) they are interested in playing.

#### **Walter E. Brown Scholarship in Chemistry**

This scholarship is awarded to a deserving student with interests in chemistry and other sciences. Walter E. Brown, who died in 1993, made this scholarship endowment in gratitude to Grays Harbor College for the education and support he received as a young student here. He continued his education at the University of Washington with bachelor and master degrees in chemistry, later earning a doctorate in chemistry from Harvard University in 1949. His pioneering research work with the American Dental Association Health Foundation is renowned.

*World Class Scholars*

*Bishop Scholarship Program*

*General Scholarships*

*Many opportunities  
are available*

### **D. P. Carsten Scholarship**

This scholarship was established to assist a student who is a dislocated worker, a displaced homemaker or underemployed. It is awarded to a returning student who is in need of financial assistance.

### **Clagett-Beale Memorial Scholarship**

Relatives of Mr. and Mrs. Charles Clagett, Mrs. Helen Beale Foote and Miss Hilda Beale, established this scholarship in Mr. and Mrs. Clagett's memory. Students awarded this scholarship are returning students majoring in English, education and/or mathematics. The committee considers general merit and need when selecting the recipient.

### **Lynn Daneker Scholarship**

The Lynn Daneker scholarship is sponsored by The Bank of the Pacific in honor of Mr. Lynn Daneker. Mr. Daneker is a member of the bank's Board of Directors and was selected as The Daily World Citizen of the Year in 1986. The scholarship is for an entering freshman or a returning student who is preparing for a career in business administration, computer science or economics. It is granted to a student with financial need who has demonstrated strong potential for success in academic work.

### **Delta Kappa Gamma Chapter Phi Scholarship**

This scholarship was established in memory of Emma Helsep. The recipient of this award is a freshman at Grays Harbor College who is majoring in education. The funds are to be used for the second year of study at Grays Harbor College.

### **John A. Earley Memorial Scholarship**

In memory of John A. Earley, founder of Earley Tire Factory in Aberdeen, the scholarship is granted to a graduating senior of any Grays Harbor County high school. Recipients should show good academic performance during their high school years and have potential for college work. Financial need is considered as one of the criteria.

### **H. C. Elliott, Sr. Scholarship**

H. C. Elliott chose to memorialize his father by establishing a scholarship at Grays Harbor College. The recipient of this scholarship will be an entering student or a returning student who is majoring in a vocational field. Preference will be given to students in need of financial assistance who show strong potential in one of the trades.

### **Sharri Faulkner-Boyd and Olivetta Faulkner Nursing Scholarships**

Nursing majors who are worthy and needy will be awarded this scholarship. The award pays the tuition of each recipient.

### **Olivetta Faulkner Memorial Scholarships**

This scholarship program was established by the estate of Olivetta Faulkner. Ms. Faulkner moved to Grays Harbor in 1907 and lived most of her life in Aberdeen and Cosmopolis. In creating the scholarship fund, she asked that the money be awarded to worthy and needy students. The number of scholarships awarded and the amounts may vary.

### **Martha Finch Memorial Scholarship, Chapter BC, P.E.O. Sisterhood**

This scholarship is offered to a Grays Harbor County resident who is returning to Grays Harbor College for a second year. Personal integrity and scholarship achievement are considered. The grade-point average should be 3.0 or higher.

### **The Dr. James R. Frost Scholarship**

This scholarship was established by faculty, staff and friends of Grays Harbor College in honor of Dr. James R. Frost. Dr. Frost served as an instructor, registrar and dean of instruction from 1951 until 1980. It is awarded to an entering freshman student who has demonstrated scholarship and academic potential.

### **Tom Gillies Memorial Scholarships**

Created by a generous endowment from the estate of Mr. Tom Gillies, these scholarships are awarded to deserving students based on their merit and financial need. A native of the Twin Harbors, Mr. Gillies had an outstanding career in the field of library science at several major mid-western city libraries. He later retired to the Olympia area. He shared an appreciation for education and an enjoyment of helping others. His brother, Mr. Stan Gillies served on the Grays Harbor College Board of Trustees from 1970 to 1982.

### **Grays Harbor Chapter of Washington Credit Unions Scholarship**

The Grays Harbor Chapter of Washington Credit Unions has approved an ongoing commitment to fund a scholarship at Grays Harbor College. This scholarship is granted to any second-year student with a 3.0 grade-point average or better pursuing an area of study. It is awarded to Credit Union members or potential members.

### **Grays Harbor Forty & Eight, Voiture 91, Nurses Training Scholarships**

The Forty & Eight Voiture 91 Club provides scholarships to students preparing to be registered nurses. The scholarships, based upon need, are awarded to either new or returning students from Grays Harbor or Pacific Counties who have been accepted into the nursing program.

### **Grays Harbor Medical Alliance Scholarship**

This scholarship is awarded to a student entering the second year of the nursing program at Grays Harbor College. It is funded by monies raised within the local medical community.

### **Grays Harbor Poggie Club/George H. Powers, Sr. Scholarship**

The Poggie Club sponsors this scholarship to support a local fisheries or game management major for his or her sophomore year at Grays Harbor College.

### **Grays Harbor School Retirees Association Scholarship**

This scholarship is awarded to a returning student by the Grays Harbor County Retired Teachers' Association to a resident of the county who has graduated from a county high school. Recipients must have maintained a minimum grade-point average of 2.75 for one year at Grays Harbor College.

### **Ida M. Greer Memorial Scholarship**

This scholarship is awarded to a student who has completed one year of college and who is studying for a degree in forestry, logging, engineering or education. The recipient must have attended a college or university within the states of Washington or Oregon and must have graduated from a high school in Grays Harbor or Pacific Counties.

### **Richard and Merna Lane Scholarship**

This scholarship was established by the Lane family to honor their parents, Richard A. Lane, a former drama instructor at the college, and his wife Merna. This scholarship is awarded to a returning student majoring in the humanities who has proven involvement in service to the community, school and academic endeavors.

### **Lempi Koli Lillegaard Scholarship**

In honor of her husband, Othar (George), her brother, Oliver Koli, and her mother, Eva Kangas, who all preceded her in death, Lempi Koli Lillegaard generously willed her entire estate to establish a scholarship fund at Grays Harbor College in their memory. Eligible applicants must be graduates from Aberdeen High School, regardless of grade-point average, or Westport area high school graduates with a 3.2 grade-point average or better during their senior year. Preference will be given to full-time freshmen, although full-time sophomores are also eligible. Students from low or lower-middle income families will be given preference.

### **Russell V. Mack Memorial Scholarship**

This scholarship is awarded to an entering freshman who is majoring in journalism, communications or education.

*Many scholarships to apply for*

*Scholarships  
honor  
memories*

**Midnight Cruizers of  
Grays Harbor Scholarship**

The Midnight Cruizers, a non-profit organization, established this scholarship in 2001. It is intended for a student majoring in automotive technology and maintaining a 2.5 GPA.

**Olympic Candy Company/Robert  
Tompkins Memorial Scholarship**

Robert Tompkins was a longtime employee of the Olympic Candy Company, mentor and friend to many. This scholarship is awarded to a graduating senior from a Grays Harbor or Pacific County area high school who will attend Grays Harbor College. It is granted to a student with a minimum grade-point average of 3.2 and will be studying for a certificate or degree. This scholarship is for one year.

**Percy A. Parker Scholarship**

This scholarship was established in memory of Percy A. Parker, a charter member of the Grays Harbor Symphony Orchestra, and is awarded to an entering freshman majoring or minoring in music.

**Tyney Parpala Memorial Scholarship,  
Chapter DP, P.E.O. Sisterhood**

This scholarship is awarded to an Aberdeen student to attend Grays Harbor College. The scholarship is granted on academic performance and need.

**Jerry Pavletich Memorial Scholarship**

This scholarship is provided by the Grays Harbor Chapter 111 of Trout Unlimited to a local student pursuing a two- or four-year degree in the field of Fisheries or Natural Resources. It is awarded to a freshman who will be attending Grays Harbor College as a full-time sophomore. The student should have a strong academic record; should be a proactive leader at both the College and in his or her community; and possess a genuine knowledge and interest in promoting and enhancing salmonid fish and their habitat in our region.

**Stuart Polson Memorial Scholarship**

This scholarship is awarded to a needy student who is majoring in forestry. If no forestry student is eligible, the scholarship may be awarded to another needy student. This scholarship was established by the Marigold Read Polson Trust in memory of her husband.

**Rayonier Foundation Scholarships**

This scholarship is awarded by the Rayonier Foundation to assist deserving students from Grays Harbor and/or Pacific Counties.

**Howard and Juanita Rowe  
Memorial Scholarship**

This scholarship was established in 1989 by the family and friends of Howard and Juanita Rowe. Mrs. Rowe worked for many years at Grays Harbor College as the scholarship secretary. Because of her devotion and love for the students at the college, her family created this scholarship. The recipient will be selected on the basis of outstanding scholarship and need.

**The Spellman Scholarship**

This tuition scholarship is awarded annually to an applicant from Grays Harbor or Pacific Counties who has a 3.0 grade-point average or higher. The scholarship was established in 1990 by John and Rosalie Spellman. Mr. Spellman was librarian at Grays Harbor College for 23 years, and Mrs. Spellman served as the librarian at the Aberdeen Public Library for 29 years. The library at the College was named in Mr. Spellman's honor when he retired in 1978.

**Lewis C. Tidball Scholarship**

This scholarship was established during Grays Harbor College's 50th Anniversary by the Grays Harbor Symphony in memory of Dean Lewis C. Tidball, an early-day college administrator. This award is given to an entering freshman who majors or minors in music.

**Edwin T. VanSyckle Scholarship**

This scholarship is intended for a first-year student with a 2.5 grade-point average or better who is in need of financial assistance. Preference will be given to a student interested in communications or history who shows evidence of commitment to learning and strong potential for success in college work. Mr. VanSyckle was editor of The Daily World for many years and served as a Grays Harbor College Trustee from 1967-1978.

**Bruce Vreeland Memorial Scholarship**

This scholarship was created by the estate of Bruce Vreeland. Mr. Vreeland was a graduate of Grays Harbor College and worked for a number of years for the Juvenile Court of Grays Harbor County. The scholarship is intended for a Grays Harbor or Pacific County student studying music or criminal justice.

**Connie Waugh Memorial Scholarship, Chapter AK, P.E.O. Sisterhood**

This scholarship is awarded to a student who is finishing the freshman year and who wishes to return to Grays Harbor College for the second year. Need for financial assistance must be established. General merit of the student is considered rather than high scholarship.

**Weyerhaeuser Company Scholarships**

Two tuition scholarships are awarded annually to returning sophomores who have maintained a 3.0 grade-point average in their freshman year. They are sponsored by the Weyerhaeuser Company's Twin Harbors Region.

**Jeff Yearout Memorial Scholarship**

This scholarship is awarded by relatives of Jeff Yearout to a student in business administration returning to Grays Harbor College for a second year. It is granted on the student's scholarship and ability.

**Athletic Awards Available Through Grays Harbor College****Neal A. Eddy Memorial Award**

Established in 1937 by Radio Station KXRO, this award is presented annually to an athlete who shows consistent performance in both athletic and scholastic endeavors. Nominations are received from all coaches and the selection is made by the athletic director and the vice president for student services.

**Dr. O.R. Austin Memorial Award**

Established in 1959 by Radio Station KBKW, this memorial award is presented annually to the outstanding sophomore male athlete of Grays Harbor College. Nominations are received from all coaches and the selection is made by the athletic director and the vice president for student services.

**P. Craig Wellington Award**

Established in 1978, this award is presented annually to the outstanding sophomore female athlete of Grays Harbor College. In 1993, this award was named to honor Craig Wellington, former dean of students and athletic director. Nominations are received from all coaches and the selection is made by the athletic director and the vice president for student services.

**Grays Harbor College Foundation Student-Athlete Award**

Student-athletes are eligible to receive this scholarship award. The award is open to first- and second-year students who maintain a



*Athletic awards  
keep tradition*

<i>Student Rights</i>	<p><b>Student Rights to Their Records</b></p>	<p><b>Student Identification Number (SID)</b></p>
<i>Social Security Number</i>	<p>The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, provides that Grays Harbor College students have: (1) the right to inspect their educational records that are maintained by Grays Harbor College; (2) the right to a hearing to challenge the contents of those records when they allege the records contain misleading or inaccurate information; (3) the right to give their written consent prior to the release of their records to any person, agency, or authorities. Information about specific procedures is available upon request from the Office of Admissions and Records.</p>	<p>Each student will be assigned a nine-digit number that will be used as a Student Identification Number (SID). This is the number that will be used for identification purposes on course rosters, college identification cards, etc. The SID will be assigned automatically upon admission to the college or upon first-time enrollment in community special interest or other courses. Questions concerning student identification numbers can be addressed to the associate dean for student services.</p>
<i>Student Identification Numbers</i>	<p>Grays Harbor College complies with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) concerning the information which becomes a part of a student’s permanent educational record and governing the conditions of its disclosure. Procedural guidelines governing compliance with this statute have been developed and are available through the Office of Admissions and Records. The following directory data is considered public information and will routinely be given in response to requests: student’s name, address, e-mail address, gender, date of birth, major field of study, extracurricular activities, height and weight of athletic team members, dates of attendance, degrees, scholarships and awards received, other institutions attended, and veteran status. Any student wishing to have such information withheld when inquiries are received must notify the Office of Admissions and Records in writing.</p>	<p><b>Personal Identification Number (PIN)</b> Grays Harbor College issues two different personal identification numbers to students.</p>
<i>Personal Identification Numbers</i>	<p>Grays Harbor College complies with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) concerning the information which becomes a part of a student’s permanent educational record and governing the conditions of its disclosure. Procedural guidelines governing compliance with this statute have been developed and are available through the Office of Admissions and Records. The following directory data is considered public information and will routinely be given in response to requests: student’s name, address, e-mail address, gender, date of birth, major field of study, extracurricular activities, height and weight of athletic team members, dates of attendance, degrees, scholarships and awards received, other institutions attended, and veteran status. Any student wishing to have such information withheld when inquiries are received must notify the Office of Admissions and Records in writing.</p>	<p>1. <b>Global PIN:</b> This is a six-digit number that will be randomly assigned by the Admissions and Records Office. It is mailed to you as a new student. Use your <b>Global PIN, along with your SID</b> to access the following information about yourself (see <a href="http://www.ctc.edu/~grays/student">www.ctc.edu/~grays/student</a>).</p> <ul style="list-style-type: none"> <li>• Degree audit</li> <li>• Your class schedule (“Student Schedule”)</li> <li>• Unofficial transcript (“final term grades” will be shown here)</li> <li>• Financial Aid inquiry</li> </ul>
<i>Official Transcripts</i>	<p><b>Social Security Number (SSN)</b></p>	<p>2. <b>Registration PIN:</b> This is also a randomly assigned six-digit number assigned by Admissions and Records and given to the academic advisors only before the start of advising for each quarter. You obtain this PIN from your advisor to be used for registration on the World Wide Web. Registration PIN’s change every quarter.</p>
	<p>Each student will be asked to present his or her social security number. The social security number is used for purposes of employment, financial aid, research, assessment, accountability and/or transcripts. Disclosure of your social security number (SSN) is voluntary. If a student is applying for Federal Financial Aid, however, the social security number is required. Questions concerning social security numbers can be addressed to the associate dean for student services.</p>	<p><b>Official Transcript</b></p>
		<p>An official transcript is a copy of the student’s permanent grade record which is signed by the appropriate student records officer and carries the official seal of the College. If a student is to furnish an official transcript to another college or university, it usually must be mailed directly to the registrar of that institution.</p>



**Transcript Requests**

Students requesting release of transcripts to employers or other colleges must do so in writing. The request should include their name, address, student identification number and/or social security number, former name (if applicable), signature and period of attendance. A form is available at the Admissions and Records Office or on our website at <http://ghc.ctc.edu/transcripts.htm>.

**Advanced Placement**

Grays Harbor College will give advanced credit to students who have completed Advanced Placement Tests of the College Board. Tests can be taken at local high schools and are scored by the College Entrance Examination Board in Princeton, New Jersey. A variety of subjects are available. Students must achieve a score of 3, 4, or 5 to receive “Pass” credit at Grays Harbor College for each test. (No letter grades are awarded for these test scores.) There is a fee for taking the test. It is recommended that students verify with other institutions if the test score will be accepted for transfer. Further information can be obtained from the Counseling Center or the high school counselors.

**College Level Examination Program (CLEP)**

Students who are well prepared in a specific subject may attain credit through the College Level Examination Program (CLEP). A variety of subjects are available. Students must achieve a score in the 50th percentile or higher to receive “Pass” credit at Grays Harbor College for each test. (No letter grades are awarded for these test scores.) A limit of 45 quarter credits can be applied towards a degree at Grays Harbor College through the CLEP program. It is recommended that students verify with other institutions if the test score will be accepted for transfer. There is a fee for taking the test. For further information, contact the Counseling Center.

**Change of Major or Advisor**

A student who wishes to change majors or advisors must obtain a Student Information Change Form at the Office of Admissions and Records. This form must be signed by the new advisor and returned to the Office of Admissions and Records.

**Change of Address**

Students should report any change of address at once to the Office of Admissions and Records, where they will complete a “Change of Directory Information Form” indicating the change. Students should also notify the Financial Aid Office or the Business Office, if appropriate.

*Transcript Requests*

*Advanced Placement*

*CLEP*

*Change Major/ Advisor/Address*



Grading Policy

GPA Computation

**Grading Policy**

The quality of a student’s work in a course is measured by an A - F, four point maximum, grading system. Plus (+) and minus (-) signs are used to indicate achievement above or below the grades listed in the following description. A+ and D- grades are not used. For the purpose of assigning grade points, a plus (+) increases the grade value by 0.3 and a minus (-) decreases the value by 0.3. For example, a C grade has a value of 2.0, a C+ has a value of 2.3 and a C- a value of 1.7. Grades are normally assigned according to the following criteria.

- A = 4.0 grade points per credit hour.** The highest grade, “A,” is reserved for students who have excelled in every phase of the course.
- A- = 3.7 grade points per credit hour.**
- B+ = 3.3 grade points per credit hour.**
- B = 3.0 grade points per credit hour.** The “B” grade is for students whose work is excellent but does not warrant the special distinction of the “A.”
- B- = 2.7 grade points per credit hour.**
- C+ = 2.3 grade points per credit hour.**
- C = 2.0 grade points per credit hour.** The “C” grade indicates that a student has made substantial progress toward meeting the objectives of the course and has fulfilled the requirements of the course.
- C- = 1.7 grade points per credit hour.**
- D+ = 1.3 grade points per credit hour.**
- D = 1.0 grade point per credit hour.** The “D” grade is the minimal passing grade for those students who have made progress toward meeting the objectives of the course but who have fulfilled the requirements in a substandard manner.
- F = No credit.** 0 grade points (credits attempted are calculated in grade-point average). The “F” grade indicates that the student has failed to meet or has accomplished so few of the requirements of the course that he or she is not entitled to credit.
- W = No credit.** A course withdrawal made officially through the Office of Admissions and Records will be recorded with a “W” designation.

- I = Incomplete.** Special circumstances may warrant the use of the temporary grade “I” to indicate that the student is doing passing work in the class but has been unable to complete an essential requirement of the course because of factors beyond his or her control. An incomplete grade must be made up within the time period specified by the instructor; otherwise, the “I” will be converted to an “F.” **Students do not re-enroll in an incomplete course.**
- V = Unofficial Withdrawal.** A “V” grade indicates that the student has not completed the essential work of the class and has discontinued participation without officially withdrawing. This grade will be computed into the student’s grade-point average as an “F.”
- P = Passing.** No grade points. The “P” grade is given only in courses adopting the passing or unsatisfactory system. All courses must have a number less than 100 for use of a “P” grade.
- U = Unsatisfactory.** No grade points. The “U” grade may be given only in courses adopting the passing or unsatisfactory system, unless otherwise approved by the Instructional Council.
- N = Audit.** No credit or grade points.
- R = Repeated.** This designation is placed next to the grade earned in a course for which a student had previously received a grade, but has since repeated. Grade points and credit will be determined by the last grade earned.

The circumstances involved in determining whether the student receives a grade of “F,” “W,” or “V” are explained under the sections entitled Dropping a Course and Withdrawal from College.

No grade points or credits are allowed for the grades of “I” or “W;” those grades are not computed in the grade-point average.

**Computation of Grade-Point Average (GPA)**

The grade-point average is computed as illustrated in the following example:

Courses	Credit Hours	Letter Grade	Grade Points
MATH 107	5	A- (3.7*)	18.5
HIST 101	5	B (3.0*)	15.0
MUSIC 231	2	C+ (2.3*)	4.6
PSYCH 100	5	D (1.0*)	5.0
PE 104	<u>1</u>	F (0.0*)	<u>0.0</u>
<b>Total</b>	<b>18</b>		<b>43.1</b>

\* (points per credit)

In order to compute the grade-point average, the total number of grade points earned is divided by the total number of credits attempted. The sum of the credits must include those courses in which an “F” or “V” grade is received. In this example, 43.1 divided by 18 credit hours results in a grade-point average of 2.39.

In computing the grade-point average when a course has been repeated, only the last grade earned is used.

**Auditing a Course**

A student must obtain permission from the instructor prior to registering as an auditor. No student will be allowed to audit a course after withdrawal day. Auditors are expected to attend class regularly but do not take examinations nor receive grades or credit for the course. An auditor can receive credit for the course only by enrolling in a future quarter as a regular student. The regular fee schedule is charged for all audits.

**Repeating a Course**

A student may repeat any course to improve his or her grade. The most recent grade will be used to calculate the grade-point average. Grade repeat forms are available at the Office of Admissions and Records or from the advisor during registration. These forms must be completed by the student and returned to the Office of Admissions and Records for the proper adjustments on the transcripts.

**Repeat Withdrawal Restriction**

Students may withdraw from a course and subsequently re-enroll two times without penalty (one initial enrollment, plus two repeats). Past the third attempt, the student will need the permission of the instructor to re-enroll in a course from which the student has previously withdrawn. Re-admittance, even with permission, will be dependent upon development of a course-completion plan.

**Grades**

Students access their grades by using the Information Kiosk on our website and requesting an unofficial transcript. A Student Identification Number and a Global PIN are required in order to see an unofficial transcript. If a student finds omissions or errors on the transcript, a written request must be made to the Admissions and Records Office for a review of the transcript not later than the last day of the next quarter in residence. In no case may a student make a written request for a change after two years have elapsed. If all obligations to the college have not been fulfilled, the transcript will be withheld.

**Scholastic Standards Policy**

Through its scholastic standards policies, Grays Harbor College expects students to assume responsibility for their own academic progress. As such, these policies reflect the belief that, by functioning as self-directed learners, students can gain the greatest possible satisfaction and benefit from their college experience.

Students whose names appear on the President’s List are recognized for high academic achievement.

Low scholarship status is a warning to the student to improve his or her educational performance. It also emphasizes that the student should, where appropriate, undertake basic skills course work or seek help from instructors and/or counselors.

These standards also serve as minimum levels of progress for veterans enrolled at Grays Harbor College.

These standards are not used as minimum levels of progress for financial aid recipients enrolled at Grays Harbor College.

*Auditing a Course*

*Repeating a Course*

*Repeat Withdrawal Restriction*

*Grades*

*Scholastic Standards*

*High Scholarship Status*

*Low Scholarship Status*

*Academic Warning*

*Academic Probation*

*Academic Suspension*

*Academic Dismissal*

**A. High Scholarship Status**

President’s Honor Roll: A student who completes fifteen or more credit hours of courses, which must be numbered 100 or above, and earns a grade-point average of 3.5 or higher in any one quarter will be placed on the President’s List. The student’s transcript will be endorsed HONOR ROLL for that quarter.

President’s Graduation Honors: A student who receives an associate degree with a cumulative grade-point average of 3.5 or higher will be honored as a President’s Scholar. The student’s transcript will be endorsed PRESIDENT’S SCHOLAR. On a one-time only basis, transcripts are also endorsed GRADUATED WITH HONORS to recognize those who graduate in the top ten students of their graduation year.

**B. Low Scholarship Status**

Low scholarship regulations pertain to those students who enroll in ten or more credit hours in any college courses. A student is considered to be on low scholarship status for one or more of the following reasons:

1. Transfer from another college with an accumulated GPA of less than 2.0.
2. Transfer from another college while on academic probation, suspension, or dismissal status.
3. Failure to maintain a cumulative GPA of at least 2.0.
4. Accumulation of ten or more credits attempted as a part-time student (over a period of two or more successive quarters) with a cumulative GPA of less than 2.0.

**C. Academic Warning**

The first time a student is on Low Scholarship Status, the transcript will be endorsed ACADEMIC WARNING. The student will receive written notification of this status. The student will remain on Warning Status in subsequent quarters until the cumulative GPA is raised above 2.0. If the cumulative GPA is raised to 2.0 or above in the subsequent quarter, the student will be removed from academic warning. If the cumulative GPA is below 2.0 in the subsequent quarter, the student will be placed on ACADEMIC PROBATION. The vice president for student services shall develop and maintain appropriate intervention strategies to assist students on academic warning to improve their performance.

**D. Academic Probation**

If a student is on Warning Status and does not attain a cumulative GPA of 2.0 in a subsequent quarter, the transcript will be endorsed ACADEMIC PROBATION.

The student will receive written notification of this status. The student will remain on Probation Status in subsequent quarters until the cumulative GPA is raised above 2.0. However, the quarterly GPA must be at 2.0 or higher or the student will be placed on ACADEMIC SUSPENSION. The vice president for student services shall develop and maintain appropriate intervention strategies to assist students on Academic Probation to improve their performance.

**E. Academic Suspension**

If a student is on Probationary Status and does not attain a quarterly GPA of 2.0 in a subsequent quarter, the transcript will be endorsed ACADEMIC SUSPENSION. The student will receive written notification of ineligibility to take classes for credit at Grays Harbor College for the next quarter.

A student who has been suspended, stays out the required quarter, and returns to school will automatically remain on Probationary Status until the cumulative GPA is raised to 2.0, even though the quarterly GPA may be above 2.0. As long as the quarterly GPA is at least 2.0 the student may continue to re-enroll.

A student who has been suspended may petition the Academic Review Committee, in writing, for special reinstatement.

**F. Academic Dismissal**

A student is on Academic Dismissal if, following Academic Suspension and subsequent reinstatement by the Academic Review Committee, the student:

1. Completes one quarter of ten or more enrolled credits with a GPA of less than 2.0; or,
2. Accumulates ten or more credits with a GPA of less than 2.0; or,
3. Fails to meet the requirements of reinstatement defined by the Academic Review Committee. Normally, failure to enroll in or withdrawal from courses approved by the Academic Review Committee constitutes failure to meet the Committee’s requirements.

The student’s transcript will be endorsed **ACADEMIC DISMISSAL** and the student will receive written notification of ineligibility to attend classes at Grays Harbor College for credit.

A student on Dismissal Status must appeal to the Academic Review Committee for readmission to Grays Harbor College. Students who have been dismissed will usually not be considered for readmission for at least one calendar year.

**G. Appeals from Academic Suspension or Dismissal**

A student may appeal for reinstatement by submitting a written petition and responding to a written questionnaire. An appointment must also be scheduled with the Academic Review Committee to review the appeal request. Students should contact the Counseling Office to make the appeal arrangements. The Committee meets quarterly to review appeals.

**H. Removal from Low Scholarship Status**

A student is removed from Low Scholarship Status the quarter a cumulative GPA of 2.0 is obtained. The student’s transcript is endorsed with **REMOVED FROM LOW SCHOLARSHIP** and the student receives written notification of academic good standing.

A student who has been removed from Low Scholarship Status and subsequently receives a cumulative GPA below 2.0 is placed on Warning Status.

A student who is placed on Probationary Status and is removed from Low Scholarship Status and then receives a cumulative GPA below 2.0 is placed on Warning Status and not Probationary Status.

A student who has been on Academic Suspension and is removed from Low Scholarship Status and subsequently receives a cumulative GPA below 2.0 will be placed on Warning Status.

A readmitted student who has been on Academic Dismissal and is removed from Low Scholarship Status and subsequently received a cumulative GPA below 2.0 will be placed on Warning Status.

**I. Degree/Certificate Completion Policies**

In 2003, the Legislature of the State of Washington established a law requiring colleges to develop policies to ensure that undergraduate students complete degree and certificate programs in a timely manner in order to make the most efficient use of instructional resources and provide capacity within the institution for additional students. Per SB 5135, Grays Harbor College has adopted policies that address:

- Students who accumulate more than 125% of the number of credits required to complete their degree or certificate programs;
- Students who drop more than 25% of their course load; and
- Students who remain on academic probation for more than one quarter.

Please see the vice president for student services or vice president for instruction for details.

**J. Exclusions**

The only courses not subject to Low Scholarship Status are basic education courses, community service courses, community special interest courses, and audit courses in which the student originally enrolled for audit.

**Forgiveness/Red Line Policy**

Some students, when they first enroll in college, earn poor grades for a quarter or more and later perform successfully (grades of C or better). In computing grade points for transfer or scholarships, the poor work may lower the grade-point average so that the student is ineligible for transfer or scholarship opportunities. Grays Harbor College offers an opportunity to remove the previous poor work from such a student’s academic record through red lining.

“Red Lining” will remove entire quarters of enrollment, beginning at the first quarter. The student **CANNOT** select specific courses or specific quarters for red lining. For example, if a student wishes to red line courses in which failing or poor grades were received during the fourth quarter at Grays Harbor College, all work taken during the first four quarters would be red lined also.

*Academic Suspension or Dismissal Appeals*

*Removal from Low Scholarship*

*Degree/Certificate Completion*

*Exclusions*

*Forgiveness/Red Line Policy*

<i>Forgiveness/ Red Line Policy</i>	<p>To qualify for red lining, a student must have completed at least thirty-six credits with a GPA of 2.2 or higher in the course work that will remain on the transcript after the red lining occurs.</p>	<b>Quarterly Schedule of Classes</b>	<p>A schedule of classes is published prior to each academic quarter (summer, fall, winter, and spring). It contains a listing of the courses offered that particular quarter, the times and days they are offered, location of each class, and the instructor's name.</p>
<i>Quarter System</i>	<p>For students who qualify, a petition for red lining and a student copy of the transcript must be presented to the vice president for instruction or the Counseling Center. When the petition is approved, the transcript will be updated to reflect the red lining and a footnote will be added to the transcript noting the date that previous courses were red lined.</p>	<b>Examinations</b>	<p>Final examinations are held regularly at the end of each quarter. Students are required to take the tests at the college at the time and the place designated. Exceptions to this regulation require the approval of the instructor of the class and the vice president for instruction. A schedule of final examinations is printed in the quarterly schedule.</p>
<i>College Catalog</i>	<p>Once the red lining process is completed, only the courses and grades earned after that time will be used in computing the GPA and course completion towards a degree or certificate.</p>	<b>Attendance</b>	<p>It is essential that students attend the first sessions of their courses. If a student knows that he or she will be unable to attend due to an emergency or scheduling conflict of a serious nature, he or she should contact the instructor. If the student unavoidably misses classes, arrangements must be made with the instructor to complete all of the required work.</p>
<i>Annual Planning Schedule</i>	<p><b>Quarter System</b></p> <p>Classes at Grays Harbor College are conducted on a quarterly basis. A quarter is a measure of an academic term. Grays Harbor College divides its calendar into three regular quarters (fall, winter, and spring) comprised of approximately ten weeks of instruction and one week of finals. Summer quarter is unique because credit requirements are condensed, requiring an increased workload within a shorter amount of time when compared to a regular quarter.</p>	<b>Academic Program Publications</b>	<p>Students who do not attend class the first and second day of the quarter may be administratively withdrawn if:</p> <ul style="list-style-type: none"> <li>• the student has not contacted the instructor; and</li> <li>• the instructor has not been able to contact the student.</li> </ul>
<i>Quarterly Schedule of Classes</i>	<p><b>College Catalog</b></p> <p>Published every two years, the college catalog describes instructional programs, student services, general regulations, requirements, and procedures. Courses offered by the college are described in this publication.</p>	<b>Annual Planning Schedule</b>	<p>Students who do not attend the first three sessions may be withdrawn with no requirement that the instructor attempt to contact them.</p>
<i>Examinations</i>	<p><b>Annual Planning Schedule</b></p> <p>An annual planning schedule is prepared prior to the beginning of the academic year. It contains courses tentatively planned to be offered throughout the year. The intent of this schedule is to assist students with longer range planning. The quarterly schedules should be consulted as well, in case unforeseen scheduling changes occur.</p>		<p>A student is expected to attend all class sessions of each course for which (s)he is registered; failure to do so may result in lower grades.</p>
<i>Attendance</i>			

## Counseling Center

The Counseling Center is an important educational resource and provides students with comprehensive counseling services. These services encompass three broad areas: academic, career, and personal counseling.

Academic counseling refers to topics such as selection of an appropriate major, college transfer information, program planning, class scheduling, study skills and habits, test anxiety, time management, and overcoming learning difficulties.

Career/vocational counseling assists students in understanding their values, skills, interests, and personality characteristics as these relate to their occupational choice.

Personal counseling is helpful in learning how to deal with pressures or concerns which interfere with academic success. These may include assertiveness, crisis, self-esteem, stress, family and relationship concerns, interpersonal conflicts, parenting difficulties, anxiety, depression, or grief issues.

The Counseling and Student Development Center also offers a number of career, interest, and personality inventories.

The Center takes pride in offering a library of career, occupational, and two- and four-year college information, as well as numerous books on personal development. In addition to these materials, interactive computers are available to use the Washington Occupational Information System (WOIS).

The Center also promotes student success through presentations, orientations, human development classes, consultations, and workshops.

## Counselors

Counselors are trained in one of the helping professions such as psychology, social work, or counseling. Counselors are the people to see when students have a problem that is affecting their ability to succeed in college. They can help students to assess and clarify career goals and direction, can assist with personal problems and can help students find appropriate resources. Counselors will also help with choosing courses, changing schedules, and providing specific transfer information about other colleges. All information shared during counseling is confidential. Appointments are recommended; however, drop-in hours are available.

The Counseling Center is located in the Hillier Union Building (HUB).

The local crisis line is also available to individuals needing immediate assistance by calling 1-800-685-6556 or (360) 532-4357.

## The Grays Harbor College

### Learning Center

The Learning Center is located on the first floor of the Spellman Library in room 1519. The primary goal of the Learning Center is to help students be successful.

Resources located in the Center include: resource books, computers, and study skills information. The peer tutoring program is located in the Center and faculty members also provide assistance to students. Classes such as Writing Lab and College Study Skills are held in the Learning Center as well. All students can use the Center any time the doors are open. For more information, visit the GHC library website at <http://www.ghc.ctc.edu/library>.

### Tutoring Program

All students at Grays Harbor College are eligible to use tutoring services. Tutoring is free, and scheduling of tutoring hours is flexible to accommodate most schedules. The program is staffed by students who have successfully completed the course for which they tutor, have instructor approval, and have been trained in aspects of tutoring. More information is available in the Learning Center.

### Disability Support Services

Grays Harbor College supports the right of students with disabilities to an accessible education. Faculty and staff are committed to help minimize barriers to education and activities.

Services are available for students with known, documented disabilities. Reasonable accommodations are available for both physical and specific learning disabilities. These services are available through the Office for Disability Support Services. This office can provide accessibility information regarding classroom accommodations, liaison with faculty, and community referral. Medical reserve parking authorizations are also handled through this office.

Any questions about services, direct accommodations, or access should be directed to the office of the coordinator for disability support services located in the Hillier Union Building (HUB). You can contact this office by phone at (360) 538-4068 or for TTY/TDD users (360) 538-4223.

**Grays Harbor College does not assume the responsibility for arrangement or cost of assessment for any disability diagnosis for disability documentation.**

*Counseling*

*The Learning Center*

*Tutoring*

*Disability Support Services*

<i>Childcare</i>	<p><b>Campus Childcare</b> Year-round licensed childcare is available on campus through Wunderland Childcare.</p>	<p><b>Parking Regulations</b></p> <ol style="list-style-type: none"> <li>1. Campus speed limit is 20 mph.</li> <li>2. Yellow painted curbs are “No Parking Areas.”</li> <li>3. Drivers must obey all posted traffic and parking signs and park only between white painted lines.</li> <li>4. Cars in violation of the parking regulations will be ticketed.</li> <li>5. Repeat parking offenses, parking in handicap zones or blocking fire lanes may result in vehicles being towed and impounded.</li> </ol>
<i>Job Placement</i>	<p><b>Full-Time</b> <b>Part-Time</b> <b>Drop-In</b></p> <p>Operating hours are 7:00 a.m. to 9:30 p.m. Monday through Friday. Child care is often available for Bishop Center events (24-hour advance registration required). The center enrolls children age one month through 12 years. Call 360-538-7211 or 1-800-562-4830, extension 4190 for information and registration.</p>	<p><b>REGULATIONS: 8:00 a.m. - 3:00 p.m.</b> <b>Registration:</b> Every vehicle, including motorcycles, using the college parking lots must display an official identification sticker which is obtained at the cashier window in the Business Office.</p>
<i>Bookstore</i>	<p><b>Job Placement Office</b></p> <p>In collaboration with the Washington State Employment Security Department, the Job Placement Office places campus and state work study students and provides job placement assistance to students and alumni. Assistance is offered in resume preparation, interview techniques and labor market information. A job board lists on- and off-campus job openings, full- and part-time. Notices of employment opportunities will be posted on the bulletin boards in the Hillier Union Building (HUB) or you may visit the Job Placement Office. Numerous handouts and information are available. Job match registration and the Washington Employment Security Department JOBNET system listing statewide openings in all occupations are also available.</p>	<p><b>Parking Areas:</b> Student vehicles may park either in the designated student lot on upper campus or in the lower lot. Handicapped spaces are available for students with State of Washington handicapped decals. Students should refer to the campus map for designated student parking areas. More information about parking areas and parking violations is available in the Student Handbook.</p>
<i>Food Service</i>	<p><b>Bookstore</b></p> <p>The Grays Harbor College Bookstore is open 7:30 a.m. - 4:00 p.m. Monday through Friday. Evening hours are provided during the first four evenings of the quarter until 7 p.m., excluding Fridays, and every Tuesday during the remainder of the quarter from 4:00 p.m. - 6:00 p.m. Book buyback is held for three (3) days during finals of fall, winter, and spring quarters. See the Bookstore for details.</p>	<p><b>REGULATIONS: 3:00 p.m. - 10:00 p.m.</b> Between 3:00 and 10:00 p.m. student parking is permitted in any space in any lot on a first-come, first-served basis with the <b>exception</b> of the visitor’s parking spaces, part-time faculty/staff spaces, fire zones, the handicapped parking areas, and the service/loading areas. Vehicles must be parked between the white lines in the stalls provided.</p>
<i>Smoking Policy</i>	<p><b>Food Service</b></p> <p>The Grays Harbor College Food Service is open 7:00 a.m. - 2:30 p.m. during fall, winter, and spring quarters. Limited summer quarter hours will be posted. Pop and snacks are also available from vending machines located in the Hillier Union Building (HUB).</p>	<p><b>Housing</b></p> <p>Grays Harbor College does not provide housing for students. Information regarding housing in the community may be available on the bulletin board in the Hillier Union Building (HUB).</p>
<i>Parking Regulations</i>	<p><b>Smoking</b></p> <p>Smoking is limited to designated outdoor areas only.</p>	<p><b>Student Rights and Responsibilities</b></p> <p>Campus codes and policies affecting students and student rights and responsibilities are available on the Grays Harbor College homepage (<a href="http://ghc.ctc.edu">http://ghc.ctc.edu</a>) and in the Student Handbook. Copies are also available in the office of the vice president for student services.</p>
<i>Housing</i>		
<i>Student Rights and Responsibilities</i>		



## Student Activities

Students can participate in a variety of activities and programs to meet new friends, pursue personal interests, and expand learning opportunities at Grays Harbor College. Student activities programs focus on working with others, development of leadership skills, creative use of leisure time, and the use of critical thinking skills. These activities include novelty entertainment, club participation and student council endeavors.

## Student Government

The Associated Students of Grays Harbor College (ASGHC) consists of all students who enroll in one or more college credit hours and pay the services and activities (S & A) fees. The ASGHC Student Government represents students' interests to the college administration and faculty. They also participate in setting college policy, allocating funds for campus activities, serving on numerous college committees, and evaluating student activities to meet the changing needs of today's diverse student body. The Student Government members are elected each spring and fall quarters by the student body. Weekly meetings are open and all members of the ASGHC are welcome to attend. More information about the ASGHC and its governing council may be obtained from the Student Programs Office located in the Hillier Union Building (HUB).

## Student Organizations

The Club Coordinating Council (CCC), overseen by ASGHC Student Government, serves to coordinate the activities, functions, membership, and structure of the college clubs and organizations. The CCC consists of representatives from all active student organizations. Membership in student clubs and organizations is open, with the exception of the Honor Societies, to all enrolled GHC students. Current active organizations include:

*AGAPE Christian Fellowship*  
*Fisheries and Wildlife*  
*Foreign Language and Culture Club*  
*Grays Harbor College Athletics*  
*Human Services Association*  
*Native American Student Association*  
*Phi Theta Kappa (honor society)*  
*Student Government*  
*Student Nurses Association*  
*Timberline Newspaper*  
*Tyee Service Club (honor society)*

Students also have the opportunity and are encouraged to charter and commence a club reflecting their own interests. Contact the Student Programs Office in the HUB for more details.

## Performing Arts Series

Each year, Grays Harbor College sponsors a performing arts series, combining student productions and performances with nationally recognized stage acts. These events take place in the Bishop Center for Performing Arts on the Aberdeen campus. Each season varies and carries an eclectic array of events. Student performances include a quarterly Music Department concert; a fall quarter drama; a winter quarter musical and dramatic, original, one-act plays in the spring. Community members also participate in the Grays Harbor Symphony Orchestra and the Grays Harbor Civic Choir. Other talent booked to perform in the Bishop Center includes family-oriented theatre, music, comedy, dance and opera. Grants from the Bishop Foundation and partnerships with local businesses help sustain the performing arts series and keep ticket prices affordable.

## Dramatic Productions

Any student at Grays Harbor College interested in theatre is provided with many opportunities to participate in campus dramatic activities. Experience is provided in acting, lighting, scene construction, make-up, and play writing. Events include quarterly productions in the Bishop Center for Performing Arts. All auditions will be publicly announced.

## Musical Organizations

Grays Harbor College offers a number of excellent instrumental and vocal performance groups. These include a jazz choir and jazz band. The performance groups rehearse during the regular daytime schedule and are open to all students with choral and/or instrumental experience.

The Grays Harbor Symphony Orchestra and the Civic Choir rehearse one night each week and enrollment is open to students and community members on an audition basis.

*Get Involved*

*Student Activities*

*Student Government*

*Student Organizations*

*Performing Arts Series*

*Dramatic Productions*

*Musical Organizations*

*Make Your College Experience Complete!*

*Be a part of College Life*

*Student Newspaper*

*Honor Societies*

*Athletics*

**Publications**

The Grays Harbor College official newspaper, *The Timberline*, is produced exclusively by students. Participation on *The Timberline* provides student staff members a solid introduction to professional journalism. To join this staff, students should contact the newspaper’s advisor or editor, or the Student Programs Office.

The ASGHC issues a Student Calendar and Handbook. This publication includes all pertinent dates, information for new students, campus codes and policies, student rights and responsibilities and easy reference guides. The calendar also includes activities scheduled for the school year and reserves places for noting homework assignments and other activities. This handbook is free of charge to all students and may be picked up during registration times.

Weekly events and activity updates are provided in *This Week at GHC*, a one-page information sheet available throughout campus.

**Honor Societies**

**Phi Theta Kappa** is the official International Honor Society for the two year college. **Beta Iota Chapter of Phi Theta Kappa** was chartered in 1932 and is the oldest chapter in the state of Washington. The hallmarks of PTK are scholarship, leadership, service and fellowship.

Only full-time students who have met the following requirements are eligible for invitation: attainment of a quarterly grade-point average of 3.5 in at least fifteen credits listed as meeting requirements for earned degrees, accumulation of at least five credits listed as meeting requirements for the Associate in Arts degree, and maintenance of a cumulative grade-point average of no less than 3.0 in required degree courses.

**The Tyee Club**, organized April 1, 1947, is an honorary service club. Tyees are chosen on the basis of scholarship, demonstrated leadership, initiative, and desire to be of service to the College. Club members serve as hosts and hostesses at college events both on- and off-campus. Activities include ticket taking, ushering and refreshment serving at Bishop Center events, as well as other services and various fundraising events. Active membership is limited to 15 students of sophomore standing; therefore, to be a Tyee is a distinct honor.

**Athletics**

Grays Harbor College is a member of the Northwest Athletic Association of Community Colleges (NWAACC) and competes in the Western Region of the NWAACC conference. Teams travel throughout the Northwest for competition.

The following sports are offered at Grays Harbor College:

- Women’s Volleyball - first official practice is in late August
- Women’s Basketball - first official practice is in mid-October
- Men’s Basketball - first official practice is in mid-October
- Softball - fall ball season starts in September and spring season starts the first of February
- Baseball - fall ball season starts in September and spring season starts the first of February
- Men’s and Women’s Golf - fall ball season starts in September and spring season starts the first of March

Athletes interested in a sport should contact the coach well before the official season begins.

Athletic scholarships are awarded annually by the coach of each sport and can include a partial tuition waiver and/or work-study job on campus.

For more information on athletics, visit our website at: <http://ghc.ctc.edu/athletics>.

## Library/Media Center

The John Spellman Library/Media Center (LMC) at Grays Harbor College supports students as they develop skills in accessing, evaluating, and using information in their instructional programs. The comprehensive LMC has one of the larger collections of information resources of the state's community colleges, carefully selected to support the educational needs of our students. We provide 38,500 books, more than 200 printed journal subscriptions, and over 2,500 videotapes, DVDs, audio cassettes, etc. In addition, the Spellman Library has been a leader in providing networked resources, with 10 specialized subscription databases providing access to professional information only available through the "invisible" Web. All computers in the LMC have access to the "open" Web's free resources, and our own services are enhanced by rapid access to those of other libraries throughout the Pacific Northwest.



The equipment and facilities students need to accomplish this goal are also available. Digital cameras, scanners, audio and video recorders, binoculars, projectors, photocopier, fax, typewriters and word processors, tape duplicators, laminators, etc. are all available. The Spellman facility offers student conference rooms for quiet or small-group study, a room to video record practice speeches or interviews, workstations for instructional media production and video tape viewing, and space to paste up posters or other aids for classroom presentations.

Special collections and exhibits are available to enhance students' educational experience while at GHC. For example, the Eichelsdoerfer North American Indian Artifacts Collection is permanently displayed, and the college's main art gallery displays the works of a variety of artists in frequently changing exhibits.

All residents of Grays Harbor and Pacific Counties are always welcome to borrow books and unbound periodicals, and they may use other materials and computerized resources while visiting the LMC. Most of the electronic resources may be accessed by currently enrolled students from off-campus through the LMC's website: <http://ghc.ctc.edu/library>.



*Resources  
for the  
21st Century*

*A Place for Everyone*

*Adult Basic Education (ABE)*

*GED Testing*

*Diagnostic Testing*

*Literacy Project*

*English as a Second Language (ESL)*

*Work Readiness*

*WorkFirst*

*Stafford Creek Corrections Center*

**Adult Basic Education (ABE)**

The Adult Basic Education program at Grays Harbor College provides classes in reading, writing, mathematics, General Education Development (GED) preparation, English as a Second Language (ESL), basic computer, and work readiness skills. Students may enroll anytime throughout the quarter.

Adult Basic Education classes are for individuals who need to improve their basic skills in order to pass the GED tests, to meet the requirements for enrolling in higher level academic or vocational classes, or to improve family, work, and community skills.

Classes are held on campus and at other locations throughout Grays Harbor and Pacific Counties.

Students between the ages of 16 and 18 may be enrolled only on a permission basis. The request for permission must include written release from the student’s high school and/or parent.

**GED Testing**

The five tests of the General Education Development (GED) Battery are provided by appointment on the Grays Harbor College campus and throughout Grays Harbor and Pacific Counties. English and Spanish versions of the GED Test are available. Appointments can be made by phone or in person by contacting the Adult Basic Education Office. There is a one-time testing fee to be paid when the individual takes his or her first test.

**Diagnostic Testing**

Diagnostic tests in reading, writing, and mathematics are available by appointment. These tests are free and are used to help place students in courses or to determine readiness for GED testing. Appointments can be made by contacting the Adult Basic Education Office.

**Grays Harbor College Literacy Project**

The Grays Harbor College Literacy Project provides a positive, learning opportunity for adult learners who want to increase their reading, writing and math skills. Individual tutors help learners achieve their educational goals. People interested in being trained as volunteer tutors or learners wishing to work with an individual tutor can contact the Grays Harbor College Literacy Coordinator in the Adult Basic Education Office.

**English as a Second Language (ESL)**

English as a Second Language classes emphasize listening, speaking, reading, and writing instruction for non-native English speakers for whom language skills are a barrier to employment. U.S. Citizenship classes are also available at some class locations.

**Work Readiness**

Work Readiness classes provide ongoing support for students who need help realizing their employment potential. A wide range of topics that enhance a client’s marketability and prepare them for the world of work are covered.

**WorkFirst**

WorkFirst Services provides tuition assistance and short-term training for eligible parents. To be eligible, you must be currently receiving TANF or be a parent working in a low-wage job and meet income guidelines. Services include vocational counseling, streamlined admission and enrollment, child care referrals, tuition assistance, WorkFirst work study and short-term training. WorkFirst financial aid gives parents access to skill training to increase opportunities for better jobs and higher wages.

For more information, please call the WorkFirst Services Office at (360) 538-4058 or email [workfirst@ghc.ctc.edu](mailto:workfirst@ghc.ctc.edu).

**Stafford Creek Corrections Center**

Grays Harbor College offers classes to the offenders housed at Stafford Creek Corrections Center located approximately seven miles west of the campus. The College offers classes in Adult Basic Education, English as a Second Language, and assists offender students with the completion of their GED. Grays Harbor College also offers courses that help offender students change behaviors. The courses offered at this time include Stress/Anger Management, Victim Awareness Education, Human Relations and a variety of courses to assist them with their transition back into the community. Three vocational skills programs are also offered at Stafford Creek. These include Building Maintenance Technology, Welding/Powder Coating, and Computer Literacy/Information Technology. All courses are aimed at helping the offender students become well prepared, upon release, to enter the world of work and become productive citizens.

## Continuing Education

Grays Harbor College is committed to the belief that every person should have the opportunity for lifelong learning to investigate new career possibilities, to upgrade work skills, enhance personal skills and further individual vocational interests.

The Continuing Education Division at Grays Harbor College provides support for the following educational services:

- Access to the Associate in Arts degree and vocational certificates for adult learners who cannot enroll in day, on-campus courses.
- Support for Grays Harbor College programs using telecommunications technologies to extend educational services to time- and place-bound adult learners.
- Programming for summer session courses except Adult Basic Education, workforce training, and Nursing Division courses.
- Courses supporting professional and state certification in Flagger Operations, and Emergency Medical Technician.
- Short-term training supporting student transition from welfare to work and supporting worker skill development.
- Lifelong learning opportunities for adults.
- Access to educational services designed to benefit adult lifelong learners.

## Four-Year Degrees

The Evergreen State College offers the Bachelor of Arts in Liberal Arts and the Bachelor of Arts in Business in partnership with Grays Harbor College.

Washington State University (WSU) offers a number of degree completion programs: Bachelor of Arts in Elementary Education through the Collaborative Teacher Education Program (CTEP) with Grays Harbor College, Bachelor of Arts in Social Sciences, Human Development, or Business Administration with a General Business or Management Information Systems concentration, Bachelor of Science and Master of Science in Agriculture, RN to Bachelor of Science in Nursing. WSU also offers a Professional Writing Certificate, Volunteer Management Certificate, and a Leadership Advancement Series. For more information about these programs, students should contact the WSU Learning Center, located in the 400 building, Room 423. The Learning Center staff is able to provide information and make referrals related to WSU.

## Coastal Resources Learning Center

Grays Harbor College is located within a small watershed which includes a five-acre lake (Lake Swano) fed by two small creeks. Conifer and deciduous forests surround Lake Swano. The lake flows into Alder Creek, which in turn flows into the Chehalis River and out to the Pacific Ocean.

Faculty and students began using **Lake Swano** and **Alder Creek** for instructional use in the 1960's when the College moved to its current site. Access to the lake for study and recreation became easier when crude trails were created in the 1970's. During the 1970's and 1980's students began rearing coho salmon on campus as part of the fisheries program. The **John M. Smith Aquaculture Center** was completed in 1983. The hatchery has the capacity to raise 350,000 salmon and trout annually. Grays Harbor College Natural Resources/Fisheries Technology students operate this year-round hatchery.

In 1992, the Washington Department of Ecology (DOE) and Centennial Clean Water Fund (CCWF) awarded Grays Harbor College a major grant to create the **Model Watershed Project** (Phase I). Phase I included the construction of a 1.0 mile, handicapped-accessible nature trail around the lake (Lake Swano Trail). A second major DOE grant (Phase II), awarded in 1994, was used to construct an additional 0.8 miles of nature trails within the watershed. A wildlife viewing deck, a fishing platform, a boardwalk and interpretive signs were also added.

Current Model Watershed educational activities include: annual water quality and stream monitoring; a community environmental awareness program; a K-12 educational outreach program called "Students, Watersheds, Invertebrates, Streams, and Habitats" (SWISH); a clearing house for inter-library loan materials; and a watershed curriculum guide for use by local elementary and secondary teachers.

During the 2002-2004 academic years, GHC faculty and students partnered with business, industry, and local communities to write grants to construct a **Renewable Energy Demonstration Project**. Renewable resources, including wind, solar, and micro-hydro power, will provide heat and electrical energy, and will help defray traditional energy costs at various locations on our campus.

*Continuing  
Education*

*Four-Year  
Degrees*

*Coastal Resource  
Learning Center*

*Degree Requirements**Physical Education Requirements**Exceptions, Substitutions, and Waivers**Degree Applications**Graduation**Transferring Credit***Degrees**

The Grays Harbor College Board of Trustees has authorized the following degrees. These brief descriptions of the degrees are listed for students' use in selecting a program and degree which meets their educational goal. More detailed information for each degree is shown on the following pages of this catalog.

The college president is authorized to certify the eligibility of students to receive the associate degrees.

The president may issue certificates of completion and certificates of achievement for specific programs of training which are of two years or less in duration.

**Requirements for all Degrees**

The college provides assistance in determining completion of the required curricula for graduation through its system of career advisors and counselors. However, the final responsibility for meeting all course and graduation requirements rests with the individual student. The requirements for all degrees are as follows:

1. Earn a minimum of ninety quarter hours of credit, plus three credits of physical education, in courses numbered 100 and above. No credit in a physical education requirement may be substituted for academic credit in meeting graduation requirements. Courses numbered below 100 do not count towards a degree.
2. Earn a minimum of 23 of the last 45 quarter hours applicable toward the degree while in attendance at Grays Harbor College.
3. Earn a cumulative grade-point average of 2.0 or better in all work, including transfer credits.
4. Meet the graduation requirements in effect during the year in which the student started a program leading to a degree. These requirements must be met within a seven-year period. The student also has the option to meet the requirements in effect at the time of graduation.
5. Fulfill all obligations to the College, financial or otherwise.
6. Satisfy all specific requirements for the degree sought.
7. Declare a major on the admissions application form, or in the case of a change in major, complete a change of major form at the Office of Admissions and Records.

**Physical Education Requirements**

In order to meet the requirements for graduation, all students must complete three credits of physical education courses numbered 100 or above or take HPF 101, Health and Wellness.

A student may receive credit for more than one activity per quarter. No credit in a physical education requirement may be substituted for academic credit in meeting graduation requirements.

**Exceptions, Substitutions and Waivers**

No one shall be excused from completing any course required for graduation without first receiving the approval of the vice president for instruction. Letters of petition must be submitted before the graduation term.

**Application for Degrees or Certificates**

Students must submit an application for graduation in order for their transcript to be evaluated for certificate or degree completion. A separate application must be submitted for each certificate or degree a student plans to complete. This application is usually completed during registration for the fourth quarter of attendance and must be submitted no later than the start of the final quarter of attendance.

**Graduation Ceremony Participation**

Students who complete the requirements for a degree in any quarter of the academic year may participate in the graduation ceremony in June of that academic year. Students must notify the Office of Student Services no later than mid-term of spring quarter of the year they intend to graduate in order to receive information about a cap and gown and to sign up for guest tickets to the graduation ceremony.

**Transferring Credit to GHC**

Credit for work done at other institutions may be accepted according to the following policy:

The decision to accept credit from other institutions is based mainly on accreditation. For transfer purposes, GHC recognizes those institutions that have received regional accreditation, or are national, professional and specialized accrediting bodies recognized by the U.S. Secretary of Education. Credits are transferred from institutions which are candidates for accreditation the same as if accredited. Credits earned while an institution was not accredited will not be accepted.

Evaluations of transfer credit are made from official transcripts that have been requested of an institution by the student and sent to the Admissions and Records Office. A copy of GHC's evaluation will be sent to the student. (Allow a minimum of three to four weeks process time.)

Transcripts are evaluated on a course-by-course basis. Upon completion, a written evaluation indicates which courses have been accepted as transfer credit to GHC and the GHC course equivalent for each transfer course. When a course is accepted in transfer, the same number of credits as was originally assigned to the course will be assigned at GHC. Semester credits at another college or university are converted to quarter credits on a basis of 1.5 quarter credits for each semester credit (i.e. 3 semester credits equal 4.5 quarter credits).

Although there is no limit on the number of credits a student may transfer to GHC before graduating, the student must meet all GHC degree requirements, including residency requirements, for any degree or certificate.

Courses numbered below 100 are not transferable to GHC, however, they may be noted on a written evaluation if they can be used as a prerequisite to GHC courses.

**Limitations**

- Any course completed with a grade of “D” or better may be accepted.
- Some programs (i.e. Nursing) may not accept courses which may be similar to our courses but which have not been completed recently enough to contain up-to-date material.
- Survey courses in religion that are historical, philosophical or literary in nature may be accepted as elective credit. No credit will be given for religion or theology courses that are sectarian in nature.
- CLEP credits awarded by another institution will not be accepted. The student must provide the test scores and have them evaluated according to our standards.
- Advanced Placement credits awarded by another institution will not be accepted. The student must provide the test scores and have them evaluated according to our standards.
- Course challenge credits earned at another institution will not be accepted at GHC.
- Credit awarded by the assessment of prior learning at another college will not be accepted at GHC.

- Credits may be granted for completion of certain education programs sponsored by the Armed Forces. The Guide to the Evaluation of Educational Experiences in the Armed Services is used as a reference in helping to determine the amount and type of credit, if any, a specific course is worth. Military credit evaluations are also subject to approval of department faculty.
- Graduates of the Basic Police Academy, Correctional Officer Academy, and Police Reserve Academy may request in-lieu credit. Credit for advanced training provided by the Washington State Criminal Justice Training Commission may be accepted. Please see the Criminal Justice advisor for additional information.

**Appeals**

Students who wish to appeal a decision concerning acceptance of transfer credit should do so in writing to the vice president for instruction.

**Associate in Applied Science or Associate in Technology**

The Associate in Applied Science (AAS) and Associate in Technology (AT) degrees require completion of a minimum of ninety credits, plus three physical education credits, which fulfill the specific requirements of one of the occupational curricula listed in the catalog.

Both degree options are intended to provide students with occupational knowledge and skills, as well as certain computational and communication skills, for job market entry or advanced levels of technology-related education.

**Associate in General Studies**

The Associate in General Studies degree allows maximum exploration of courses by the student. It is not intended for students who plan to transfer to a senior institution and pursue a baccalaureate degree.

The specific program for the Associate in General Studies degree will be made in conjunction with an academic advisor or counselor.

This degree requires completion of ninety academic credits in courses numbered 100 or above plus three physical education credits. The ninety academic credits must include English 101 (or higher), plus ten credits each from science, social science and humanities. The candidate must complete MATH 107 or higher.

*Degree Requirements*

*Limitations*

*Appeals*

*Associate in Applied Science*

*Associate in Technology*

*Associate in General Studies*

*Associate in Arts*

*Associate in Business - Direct Transfer Agreement*

*Associate in Science*

**Associate in Arts**

The Associate in Arts (AA) degree is an appropriate degree for students who will ultimately seek a bachelor degree from a four-year college or university. The Associate in Arts degree at Grays Harbor College meets the 1996 Inter-College Relations Commission's (ICRC) AA transfer degree guidelines for Washington colleges and universities. Transfer under the ICRC guidelines is dependent upon completion of an associate degree prior to transfer to a four-year institution. The AA degree requires courses primarily from the liberal arts area which are transferable to senior institutions. A student transferring with an Associate in Arts degree enters all Washington public and many private four-year institutions with junior-level standing and all general education requirements satisfied.

This degree requires completion of ninety academic credits in courses numbered 100 or above plus three physical education requirement course credits. The ninety academic credits include fifteen credits in writing and quantitative skills plus fifteen credits each in science, social science and humanities, and thirty credits additional coursework, with a minimum of twenty credits from the distribution requirement course list or from the specified elective list. **With an advisor's help, the degree can be tailored for students planning to major in the areas below.**

- |                  |                    |
|------------------|--------------------|
| Anthropology     | Law                |
| Art              | Librarianship      |
| Communications   | Mathematics        |
| Criminal Justice | Music              |
| Economics        | Philosophy         |
| Education        | Physical Education |
| English          | Political Science  |
| Foreign Language | Psychology         |
| Geography        | Sociology          |
| History          | Speech             |
| Journalism       | Theatre            |

**Students will work with their academic advisor(s) in planning for these programs and for others that are not listed.**

**Associate in Business - Direct Transfer Agreement**

The Associate in Business - Direct Transfer Agreement (AB-DTA) degree is for students who intend to secure a bachelor degree in business from a four-year college or university. Students who complete the AB-DTA degree will have satisfied the lower division general education requirements and lower division business requirements at the baccalaureate institutions. It does not, however, guarantee admission to Washington public baccalaureate schools of business. The degree meets the guidelines of the Direct Transfer Agreement set forth by the Inter-College Relations Commission (ICRC).

**Associate in Business**

**Direct Transfer Agreement (continued)**

This degree requires completion of ninety academic credits in courses numbered 100 or above with a minimum of 2.0 cumulative GPA, plus three physical education requirement course credits. Required are fifteen credits in writing and quantitative skills plus fifteen credits in social science, fifteen credits in humanities, ten credits in science, five credits in math, plus twenty credits of specified business electives and ten credits of general elective coursework.

**Associate in Science**

The Associate in Science degree is intended for the student planning to transfer to a four-year institution to pursue a professional or pre-professional program. The basic requirement is to complete the departmental requirements at the institution to which the student intends to transfer. Therefore, all courses taken at Grays Harbor College should be transfer courses. The student must complete ninety academic credits, numbered 100 or above, plus three physical education requirement credits. The overall grade-point average must be at least 2.0. Listed below are several pre-professional options, which are outlined in this catalog, available to students. **With an advisor's help, the degree can be tailored for students planning to major in the areas below.**

- |                         |                        |
|-------------------------|------------------------|
| Architecture            | Marine Biology*        |
| Biology*                | Medical Technology     |
| Botany*                 | Medicine               |
| Business Administration | Natural Resources      |
| Chemistry*              | Naturopathic Medicine  |
| Chiropractic            | Oceanography           |
| Criminal Justice        | Optometry              |
| Dental Hygiene          | Pharmacy               |
| Dentistry               | Physical Therapy       |
| Engineering *           | Physics *              |
| Fisheries               | Pulp and Paper Science |
| Forestry                | Registered Nursing     |
| Geology*                | Veterinary Medicine    |
|                         | Zoology*               |

\* Completion of all required courses in these programs satisfies Inter-College Relations Commission's (ICRC) Associate in Science transfer degree requirements. A student transferring with a transfer Associate in Science degree enters all Washington public and some private four-year institutions with junior-level standing.

**Students will work with their academic advisor(s) in planning for these programs.**



**ASSOCIATE IN ARTS DEGREE**

**Summary of Requirements**

Complete a minimum of ninety credits in courses numbered 100 or above with a minimum of 2.0 cumulative GPA, plus three PE requirement credits including:

**General College Requirements**

- 10 credits writing skills
- 5 credits quantitative skills
- 3 PE requirement credits

**Distribution Requirements**

- 15 credits social science electives
- 15 credits humanities electives
- 15 credits science-math electives, including laboratory science

**Electives**

- 30 credits additional coursework, with a minimum of twenty credits from the distribution requirement course list or from the specified elective list

**General Electives**

- 10 credits maximum of general electives **plus**
  - fulfill all obligations to the college, financial or otherwise
  - fulfill general requirements for all degrees as described on page 44.

**General College Requirements (18 credits required)**

With literacy, numeracy, and health as aims, General College Requirements build foundations for student success in college. College-level writing, mathematics, and physical education courses are required of Associate in Arts students as follows:

**I. Writing Skills (10 credits)**

	<u>Credits</u>
ENGL 101 Expository/ Argumentative Writing	5
ENGL 201 Critical/Analytical Writing	5 or
ENGL 250 Technical Writing	5

**II. Quantitative Skills (5 credits)**

The quantitative skills requirement can be satisfied by taking one of the following courses:

	<u>Credits</u>
BA 260 Introduction to Statistics	5
MATH 107 Mathematical Applications	5
MATH 111 Introduction to Finite Math	5
MATH 112 Introduction to Calculus	5
MATH 121 Functions and Graphs	5
MATH 122 Precalculus	5
MATH 124 Calculus I	5
MATH 125 Calculus II	5
MATH 126 Calculus III	5
MATH 260 Introduction to Statistics	5

The quantitative skills requirement may also be satisfied by taking **both** of the following courses:

MATH 151 Math for Elementary School Teachers I	5
MATH 152 Math for Elementary School Teachers II	5

**NOTE: Students who complete both MATH 151 and MATH 152 will be granted 5 credits of specified elective credit as well as satisfying the quantitative skills requirement.**

**III. Physical Education (3 credits)**

In order to meet the requirements for graduation, all students must complete three credits of physical education courses numbered 100 or above or take HPF 101, Health and Wellness.

**Distribution Requirements (45 credits required)**

Associate in Arts degree students must distribute at least 45 credits in the areas of the humanities, social sciences, and sciences (15 credits each). Shaped by a shared concern for academic breadth and depth, distribution courses lay a foundation for college or university education, grounding further work in four-year transfer institutions. Beyond 45 credits, these courses may also be used to fulfill specified and general elective requirements.

*Advising Helps!*

*General Requirements*

*Quantitative Skills*

*Physical Education Requirements*

*Distribution Requirements*

See Your  
Advisor!Distribution  
Requirements

Social Science

Humanities

Science

**Social Science (15 credits)**

A total of 15 credits is required in social science. One course from three different areas, labeled A through D, is required.

<b>Area A: History</b>		<b>Credits</b>
HIST 101	Western Civilization I	5
HIST 102	Western Civilization II	5
HIST 103	Western Civilization III	5
HIST 122	History of Modern East Asia	5
HIST 210	North American Indian History	5
HIST 241	U. S. History: Origins to 1825	5
HIST 242	U. S. History: 1825 to 1918	5
HIST 243	U. S. History: 1898-1980	5
HIST 252	Latin American History	5
HIST 270	African-Americans in Slavery and Freedom	5
HIST 271	African-American History: 1865-1975	5

**Area B: Economics/Political Science**

CJUS 102	Law and Society	5
ECON 100	Introduction to Economics	5
ECON 200	Principles of Macroeconomics	5
ECON 201	Principles of Microeconomics	5
POL S 102	Law and Society	5
POL S 230	Government of the United States	5

**Area C: Anthropology/Sociology**

ANTH 100	Introduction to Anthropology	5
ANTH 202	Cultural Anthropology	5
CJUS 106	Juvenile Justice in America	5
CJUS 206	Crime and Criminology	5
SOC 106	Juvenile Justice in America	5
SOC 110	Introduction to Sociology	5
SOC 206	Crime and Criminology	5
SOC 252	Marriage and Family	5

**Area D: Psychology**

PSYCH 100	General Psychology	5
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**Humanities (15 credits)**

A total of 15 credits is required in humanities. A minimum of three credits are required from three different areas, labeled A through F.

<b>Area A: Visual Arts</b>		<b>Credits</b>
ART 100	Art Appreciation	5
ART 101	Drawing I	5
ART 104	Design I	5
ART 105	Design II	5
<b>Area B: Theatrical Arts</b>		
FILM 125	Film Interpretation	5
THEA 161	Introduction to Acting	4
THEA 163	Introduction to Directing	3
THEA 200	Introduction to Theatre	5
<b>Area C: Musical Arts</b>		
MUSIC 100	Music Fundamentals	5
MUSIC 101	Appreciation of Music	5
MUSIC 121	Music Theory I	3
MUSIC 131	Ear Training I	2

**Humanities (continued)****Area D: Literary Arts** **Credits**

ENGL 252	Survey of World Literature	5
ENGL 263	Survey of British Literature	5
ENGL 266	American Writers/Writing	5
ENGL 270	Shakespeare	5
PHIL 100	Introduction to Philosophy	5

**Area E: Languages**

CHIN 125	Chinese I	5
FREN 101-103	French I, II, III	5
GERM 101-103	German I, II, III	5
ITAL 125	Italian I	5
JAPN 101-103	Japanese I, II, III	5
LATIN 125	Latin I	5
POL 125	Polish I	5
RUSS 125	Russian I	5
SPAN 101-103	Spanish I, II, III	5

**Area F: Speech**

SPCH 101	Fundamentals of Speech	5
SPCH 201	Fundamentals of Group Discussion	3

**Science (15 credits)**

A total of 15 credits is required in science. One course from three different areas, labeled A through F is required. At least one course with a laboratory must be taken.

**Area A: Biological Science** **Credits**

BIOL 100	Biology and Human Progress	5
BIOL 101	General Biology I	5
BIOL 102	General Biology II	5
BIOL 109	Plants of Western Washington	5
BIOL 118	Human Biology	5
BIOL 201	Biological Science I	5
BIOL 202	Biological Science II	5
BIOL 203	Biological Science III	5
BIOL 211	Microbiology	5

**Area B: Chemical Science**

CHEM 101	Introduction to Chemistry	5
CHEM 102	Introduction to Organic and Biochemistry	5
CHEM 111	General Chemistry I	5

**Area C: Environmental Science**

BIOL 140	Ecology	5
ENVIR 100	Environmental Science	5
GEOL 107	Introduction to Weather	5
NR 120	Introduction to Natural Resources	5

**Area D: Earth Science**

BIOL 114	Marine Biology	5
EARTH 102	Earth Science	5
GEOL 101	Physical Geology	5

**Area E: Physical Science**

ASTRO 101	Astronomy	5
PHYS 121	General Physics I	5
PHYS 217	Engineering Physics I	5

Science (continued)

Area F: Mathematics		<u>Credits</u>
BA 260	Business Statistics	5
MATH 111	Introduction to Finite Mathematics	5
MATH 112	Introduction to Calculus	5
MATH 121	Functions and Graphs	5
MATH 122	Precalculus	5
MATH 124	Calculus I	5
MATH 125	Calculus II	5
MATH 260	Introduction to Statistics	5

*Note: Credits used to satisfy quantitative skills requirements may not be used for distribution credit.*

**Electives (30 credits)**

**Specified Electives (20 credits)**

Specified electives represent specialized or advanced college-level transfer courses. They include courses in traditional and pre-professional fields, including business, engineering, computer science, and education. Degree students must choose a minimum of 20 additional credits selected from:

- a. the distribution requirements on the previous pages **and/or**
- b. the following listed specified electives.

		<u>Credits</u>
ACCT 150	Principles of Accounting I	5
ACCT 151	Principles of Accounting II	5
ACCT 152	Managerial Accounting	5
ART 102	Drawing II	5
ART 103	Drawing III	5
ART 106	Design III	5
ART 251	Painting I	5
ART 252	Painting II	5
ART 253	Painting III	5
ART 260	Introduction to Printmaking	5
BA 101	Introduction to Business	5
BA 201	Business Law I	5
BIOL 105	Modern Day Plagues	5
BIOL 114	Marine Biology	5
BIOL 160	Human Nutrition	5
BIOL 208	Human Anatomy/Physiology I	5
BIOL 209	Human Anatomy/Physiology II	5
CHEM 112	General Chemistry II	6
CHEM 113	General Chemistry III	6
CHEM 231	Organic Chemistry I	6
CHEM 232	Organic Chemistry II	6
CHEM 233	Organic Chemistry III	3
CHIN 126	Chinese II	5
CHIN 127	Chinese III	5
CIS 102	Microcomputer Applications	3
CIS 110	Introduction to Programming	5
CJUS 101	Understanding the Criminal Justice System	5
CJUS 110	Law and Justice	5

Specified Electives (continued)

		<u>Credits</u>
CJUS 151	Drugs and Our Society	5
CJUS 204	Introduction to Public Administration	5
EDUC 201	Introduction/Orientation to Teaching	5
EDUC 202	Education Practicum	3
ENGL 241	Fiction Writing	2
ENGL 242	Poetry Writing	2
ENGL 243	Playwriting	2
ENGL 253	Survey of American Literature	5
FISH 121	Introduction to Fisheries Management	4
FISH 122	Introduction to Aquaculture	4
FISH 215	Fisheries Biology	7
FISH 220	Chemical Field/ Laboratory Methods	6
FISH 221	Biological Field/ Laboratory Methods	6
FISH 222	Advanced Aquaculture	6
HIST 214	20th Century Europe	5
HIST 225	Women and Men: The History of Gender	5
HIST 264	History of the Pacific Northwest	5
HUST 101	Introduction to Human Services	5
HPE 151	Drugs and Our Society	5
ITAL 126	Italian II	5
ITAL 127	Italian III	5
JOURN 111	Newspaper Production I	4
JOURN 112	Newspaper Production II	4
JOURN 113	Newspaper Production III	4
JOURN 211	Advanced Newspaper Production I	4
JOURN 212	Advanced Newspaper Production II	4
JOURN 213	Advanced Newspaper Production III	4
LATIN 126	Latin II	5
LATIN 127	Latin III	5
LIB 120	Learning for the 21st Century	5
MATH 126	Calculus III	5
MATH 241	Differential Equations I	3
MATH 243	Differential Equations II	3
MUSIC 117	Beginning Piano I	1
MUSIC 118	Beginning Piano II	1
MUSIC 119	Beginning Piano III	1
MUSIC 122	Music Theory II	3
MUSIC 123	Music Theory III	3
MUSIC 132	Ear Training II	2
MUSIC 133	Ear Training III	2
MUSIC 150-157	Applied Music (Private Lessons)	1
MUSIC 161-186*	Performance Groups	1-1.5
MUSIC 217	Intermediate Piano I	1
MUSIC 218	Intermediate Piano II	1
MUSIC 219	Intermediate Piano III	1
MUSIC 221	Intermediate Harmony	3
MUSIC 222	Advanced Harmony I	3
MUSIC 223	Advanced Harmony II	3

Choose Carefully!

Distribution Requirements

Electives

Specified Electives

*Specified Electives*

*General Electives*

*Specified Electives (continued)*

		<u>Credits</u>
MUSIC 231	Intermediate Ear Training I	2
MUSIC 232	Intermediate Ear Training II	2
MUSIC 233	Intermediate Ear Training III	2
MUSIC 250-257	Advanced Applied Music (Private Lessons)	2
MUSIC 261-281 *	Performance Groups	1-1.5
NR 130	Wildlife Management	5
NR 140	Watershed Ecosystems I	5
NR 240	Watershed Ecosystems II	5
PHYS 122	General Physics II	5
PHYS 123	General Physics III	5
PHYS 218	Engineering Physics II	5
PHYS 219	Engineering Physics III	5
POL 126	Polish II	5
POL 127	Polish III	5
POL S 110	Law and Justice	5
POL S 200	Foreign Policies of the U.S.	5
POL S 204	Introduction to Public Administration	5
PSYCH 130	Human Sexuality	5
PSYCH 200	Introduction to Experimental Psychology	5
PSYCH 210	Psychology of Adjustment	5
PSYCH 220	Developmental Psychology	5
PSYCH 250	Social Psychology	5
PSYCH 260	Abnormal Psychology	5
READ 120	College Reading/Study Skills	3
RUSS 126	Russian II	5
RUSS 127	Russian III	5

*Specified Electives (continued)*

		<u>Credits</u>
SOC 140	Introduction to the Social Sciences	5
SOC 270	Social Problems	5
THEA 151*	Theatre Workshop	3
THEA 235	Stagecraft	4
THEA 236	Stage Lighting	4
THEA 270	Stage Makeup	3

*\*A maximum of five credits in performance courses (those marked with an asterisk) will be allowed to apply to the AA degree.*

**General Electives (10 credits maximum)**

General electives include:

- a. any distribution courses **and/or**
- b. any specified electives, **and/or**
- c. any other college-level courses numbered 100 or higher.

Although not all courses may transfer independently, they may be acceptable as part of Grays Harbor College's transfer arrangements at four-year institutions. They may constitute, however, no more than ten credits in any degree program. Physical education requirement credits cannot be used as electives.



**ASSOCIATE IN BUSINESS  
DIRECT TRANSFER AGREEMENT  
Summary of Requirements**

Complete a minimum of ninety credits in courses numbered 100 or above with a minimum of 2.0 cumulative GPA, plus three PE requirement credits including:

**General College Requirements**

- 10 credits writing skills
- 5 credits quantitative skills
- 3 PE requirement credits

**Distribution Requirements**

- 15 credits social science
- 15 credits humanities
  - 10 credits science
  - 5 credits math

**Required Electives**

- 20 credits specified business electives
  - 10 credits maximum of general electives
- plus**
- fulfill all obligations to the college, financial or otherwise
  - fulfill general requirements for all degrees as described on page 44.

*Business school admission requirements at specific universities are in the "Business School Admission" section on the following page.*

**General College Requirements  
(18 credits required)**

With literacy, numeracy, and health as aims, General College Requirements build foundations for student success in college. College-level writing, mathematics, and physical education courses are required of Associate in Business - Direct Transfer Agreement students as follows:

<b>I. Writing Skills (10 credits)</b>		<u>Credits</u>
ENGL 101	Expository/ Argumentative Writing	5
ENGL 201	Critical/Analytical Writing	5 or
ENGL 250	Technical Writing	5

**II. Quantitative Skills (5 credits)**

See note (1) for EWU and CWU requirements.

	<u>Credits</u>
MATH 112* Introduction to Calculus	5 or
MATH 124* Calculus I	5

*\*Minimum grade of 2.0 required.*

**III. Physical Education (3 credits)**

In order to meet the requirements for graduation, all students must complete three (3) credits of physical education courses numbered 100 or above or take HPF 101, Health and Wellness.

**Distribution Requirements  
(45 credits required)**

Associate in Business - Direct Transfer Agreement students must distribute at least 45 credits in the areas of the humanities, social science, and science (15 credits each). Shaped by a shared concern for academic breadth and depth, distribution courses lay a foundation for college or university education, grounding further work in four-year transfer institutions. Beyond 45 credits, these courses may also be used to fulfill general elective requirements.

**Social Science (15 credits)**

A total of fifteen (15) credits is required (10 credits in Economics and 5 credits selected from Associate in Arts distribution areas). See note (2) for WSU and UW Tacoma requirements.

	<u>Credits</u>
ECON 200* Principles of Macroeconomics	5
ECON 201* Principles of Microeconomics	5
<b>plus</b>	
AA Distribution Areas A, C, or D*	5

*Courses selected from Associate in Arts degree social science distribution areas A, C, or D listed on page 48.*

*\*Minimum grade of 2.0 required.*

**Humanities (15 credits)**

A total of fifteen (15) credits is required in humanities. A minimum of three (3) credits are required from three different areas, labeled A through F from the Associate in Arts degree humanities distribution courses listed on page 48. See note (3) for WSU requirements; see note (4) for all International Business majors and UW requirements.

Associate in  
Business Direct  
Transfer Agreement

General College  
Requirements

Distribution  
Requirements

Associate in  
Business Direct  
Transfer AgreementDistribution  
Requirements

## Specified Electives

## General Electives

Business School  
Admission

## Notes

**Science (15 credits)**

A total of fifteen (15) credits is required in science (5 credits in Statistics and 10 credits in two different areas of science -- physical, biological, and earth). At least one laboratory course is required. **A minimum of ten credits are required from areas A, D, and E from the Associate in Arts degree science distribution courses listed on page 48. See note (5) for WSU requirements, see note (6) for WWU requirements.**

BA 260*	Introduction to Statistics	<b>Credits</b>
MATH 260*	Introduction to Statistics	5 or
		5

**\*Minimum grade of 2.0 required.**

**Specified Business Electives  
(20 credits)**

The following courses, for a total of 20 credits, are required. **See note (7) for specific university requirements.**

		<b>Credits</b>
ACCT 150*	Principles of Accounting I	5
ACCT 151*	Principles of Accounting II	5
ACCT 152*	Managerial Accounting	5
BA 201*	Business Law I	5

**\*Minimum grade of 2.0 required.**

**General Electives  
(10 credits maximum)**

General electives include:

- any distribution courses **and/or**
- any specified electives, **and/or**
- any other college-level courses numbered 100 or higher.

Although not all courses may transfer independently, they may be acceptable as part of Grays Harbor College's transfer arrangements at four-year institutions. They may constitute, however, no more than ten credits in any degree program. Physical education requirement credits cannot be used as electives.

**Business School Admission**

Admission to Washington public baccalaureate Schools of Business is not guaranteed to students holding an Associate in Business - DTA Degree. It is strongly recommended that students contact the baccalaureate-granting business school early in their Associate in Business - DTA program to be advised about additional requirements (e.g., GPA) and procedures for admission.

Please note that admission for many Business Schools is competitive, and higher grade-point averages and course grades are often required. Please check with your destination school and college. In addition, the minimum grade for business courses is a 2.0. These courses are denoted by an asterisk (\*). UW Bothell requires a minimum of 2.0 in all prerequisite courses.

**Specific University Information**

For program planning purposes, students are advised that the lower-division requirements for individual Washington public university business schools may vary.

**Notes**

- EWU's business program requires MATH 111, Finite Math. EWU will also accept a course equivalent to EWU's MATH 115, Math Reasoning, courses equivalent to EWU's MATH 105 and 106, Precalculus I and II, or a course equivalent. CWU requires a minimum of pre-calculus.
- WSU's business school requires a political science course for admission to the program and encourages prospective transfers to take 5 credits in psychology or sociology; UW Tacoma's business school encourages prospective transfers to take 5 credits in psychology, sociology or anthropology.
- WSU's business school requires 5 quarter credits of public speaking (SPCH 101); transferable courses must include formal, coached public speaking instruction with written and oral feedback; students must have multiple opportunities for presentations and at least one-half of a course must include those components in order for it to be acceptable for transfer.
- For admission to UW Seattle, Bothell, and Tacoma, two years of high school foreign language or two quarters of college-level foreign language are required. Students not admitted to the business school at UW Seattle and selecting an alternate major from the College of Arts and Sciences will be required to demonstrate foreign language proficiency (grade of 2.0 in third quarter of foreign language.)
- WSU's business school requires a computer course comparable to MIS 250, Managing Information Technology - the role of managing information systems in business (CIS 251).
- WWU's Manufacturing Management requires Introduction to Chemistry and Introduction to Physics.
- University of Washington requires Introduction to Law; EWU requires a course equivalent to EWU's Accounting 261; WWU requires a course equivalent to their business law course; either course will satisfy the requirements at CWU, UW Bothell, UW Tacoma, WWU, and WSU.

**ASSOCIATE IN SCIENCE DEGREE**

**Summary of Requirements**

Complete the departmental requirements of the institution to which the student intends to transfer. **All courses taken at Grays Harbor College should be transfer courses.**

- Complete an approved ninety credit program containing pre-professional and general education coursework
- Complete three PE requirement credits
- Maintain an overall GPA of at least 2.0
  - Fulfill all obligations to the college, financial or otherwise
- and —**
- Fulfill general requirements for all degrees as described on page 44.

**ACADEMIC TRANSFER OPTIONS**

**Architecture**

Architects provide a variety of professional services to individuals, organizations, corporations, or government agencies and play an important role in the creation of a better built environment. They are involved in all phases of development of a building project and thus require a variety of skills in design, engineering, managerial and supervisory capacities. Employment opportunities are with private practitioners, for large corporations or for governmental agencies. A transfer program will be designed by a faculty advisor to fit the program of the student's intended transfer institution. It will include courses in mathematics, physics, design, communication, humanities, social science and physical education.

**Biology, Botany, Zoology, Marine Biology\***

Biologists are employed in a wide variety of fields. These include research, teaching, industry, governmental agencies, and consulting firms in environmental work. Some positions are open to holders of the bachelor degree, but most of the opportunities exist at the master and doctoral levels of preparation. Most biologists need a broad background in the natural sciences, mathematics, and communication skills.

Students should choose from among these recommended courses, depending on the main field of interest. The academic advisor will assist the student to prepare for upper-division work at a four-year college or university.

**Credits**

BIOL 114, 201, 202, 203 .....	15
CHEM 111, 112, 113 .....	17
CHEM 231, 232, 233 or .....	15
PHYS 121, 122, 123 .....	
ENGL 101 .....	5
MATH 122, 124, 125 .....	15
MATH 126 or 260 .....	5
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	3
PE requirement credits .....	3

*\*Completion of all required courses in this program satisfies Intercollege Relations Commission's (ICRC) Associate in Science transfer degree requirements. A student transferring with a transfer Associate in Science degree enters all Washington public and some private four-year institutions with junior-level standing.*

**Business Administration**

Business administration is a very broad field in which students major in a specific area, such as accounting, marketing, or finance. They work in many areas of business such as accounting, marketing, sales, and management, in large or small businesses. Many are self-employed. A degree in business administration usually requires four years of college training. The first two years are spent meeting certain requirements necessary to enter the school of business administration. The last two years are generally spent majoring in a specific area of business.

*Be Smart!  
See your advisor!*

*Academic  
Transfer Options*

*Architecture*

*Biology*

*Botany*

*Zoology*

*Marine Biology*

*Business  
Administration*

Business Administration

Chemistry

Pre-Chiropractic

Criminal Justice

**Business Administration (continued)**

The following courses are recommended to meet the common core requirements of the first two years of business administration. The general education requirements vary among the four-year institutions. Students should make sure they meet the requirements of their transfer institution. **Most students planning to transfer to a Washington college or university for upper division work are advised to complete an Associate in Business - Direct Transfer degree.**

	<u>Credits</u>
ACCT 150, 151, 152 .....	15
BA 201, 260 .....	10
CIS 102, 150 .....	6
ECON 200, 201 .....	10
ENGL 101, 201 .....	10
MATH 111 or 122 .....	5
MATH 112 or 124 .....	5
Social Science: .....	10
Humanities: .....	10
Science: .....	10
PE requirement credits .....	3

**NOTE: The student planning to transfer to Western Washington should choose the Associate in Arts degree. Within social science, science and humanities, individual colleges may have specific requirements. Students should consult with their advisor or a counselor.**

**Chemistry\***

Chemistry is the study of matter and the manner in which it changes and reacts as well as the laws governing those reactions. Chemists develop models and theories and perform research in chemical, medical and several related sciences. Qualified graduates find employment in teaching or in virtually every industry.

	<u>Credits</u>
CHEM 111, 112, 113 .....	17
CHEM 231, 232, 233 .....	15
ENGL 101 .....	5
PHYS 217, 218, 219 .....	15
MATH 122, 124, 125, 126 .....	20
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	3
PE requirement credits .....	3

**\*Completion of all required courses in this program satisfies Intercollege Relations Commission's (ICRC) Associate in Science transfer degree requirements. A student transferring with a transfer Associate in Science degree enters all Washington public and some private four-year institutions with junior-level standing.**

**Pre-Chiropractic**

Chiropractic is a method of natural health care. The major therapeutic tool used by chiropractors is the adjustment of the body's skeletal system and soft tissues. Chiropractors must be licensed to practice in all states. A degree program requires five or six years of training. The first two years are pre-chiropractic studies, followed by three to four years at a professional chiropractic college. There are minimum admission standards and completion of the two-year pre-chiropractic program does not guarantee acceptance to a chiropractic college.

	<u>Credits</u>
BIOL 201, 208, 209 .....	15
CHEM 111, 112, 113 .....	17
CHEM 231, 232 .....	12-15
(233 recommended)	
ENGL 101, 201 .....	10
MATH 122 .....	5
PHYS 121, 122, 123 .....	15
PSYCH 100 .....	5
Social Science and Humanities .....	10
PE requirement credits .....	3

**Criminal Justice**

The typical career ladder for criminal justice graduates includes entry-level assignments in law enforcement, courts, correctional services or related criminal justice activities. Additional advanced-level assignments include supervision and management functions. Completion of a bachelor degree typically requires at least four years of study. The first two years are spent meeting general college or university requirements. These requirements may be appropriately met at a community college. The last two years are generally spent at a four-year college or university, majoring in a specific area of criminal justice.

The following courses are recommended to meet the common core requirements of the first two years of criminal justice. The general education requirements vary among the four-year institutions. Students should make sure they meet the requirements of their transfer institution. Most students planning to transfer to a college or university in Washington for upper-division work are advised to complete an Associate in Science degree.



**Criminal Justice (continued)**

All courses, including electives, must be approved by the student’s academic advisor at Grays Harbor College.

	<u>Credits</u>
CJUS 101, 102, 104, 106, 110, 151, 201,202, 204, 206, 258 (select courses from the above) .....	20-30
ENGL 101, 201 or ENGL 250 .....	10
MATH 107 or higher .....	5
Social Science .....	15
Humanities .....	15
Science .....	15
Electives .....	0-10
PE requirement credits .....	3

*NOTE: Graduates of the Basic Police Academy, Correctional Officer Academy, and Police Reserve Academy may request in lieu credit. Credit for advanced training provided by the Washington State Criminal Justice Training Commission may be accepted. Please see the Criminal Justice advisor for additional information.*

**Pre-Dental Hygiene**

Dental hygiene is a health profession primarily involved with preventive care. This will involve patient education as well as cleaning, radiographs and certain types of treatment. Dental hygienists must be graduates of an accredited professional school and be licensed by the state in which they wish to practice. Admission to a professional program will require course work in chemistry, biology, communication skills and certain electives. Because the prerequisites for the professional programs vary, an appropriate course schedule will be developed for each student by an academic advisor.

	<u>Credits</u>
BIOL 101, 208, 209, 211 .....	20
CHEM 101, 102 .....	10
ENGL 101, 201 .....	10
MATH 107 .....	5
PSYCH 100 .....	5
SOC 110 .....	5
SPCH 101 .....	5
Electives .....	30
PE requirement credits .....	3

**Pre-Dentistry**

Dentists examine and treat patients for oral diseases and abnormalities of the teeth. Dentists must be licensed to practice. Applicants for a license must be graduates of an accredited dental school and have passed the written examination, given by the National Board of Dental Examiners, and a practical examination. Most D.D.S. degrees require eight years of training. Dental colleges require from two to four years of pre-dental education, but most students accepted into dental school have a baccalaureate degree in science. The first two years of training in the dental school emphasize basic sciences, clinical science and pre-clinical techniques. The last two years are spent in a dental clinic treating patients. Admission to a school of dentistry is very competitive and completion of a bachelor of science degree does not guarantee acceptance into the professional program. The following courses are recommended as lower-division requirements for a pre-dentistry major:

	<u>Credits</u>
BIOL 201, 202, 203, 211 .....	20
CHEM 111, 112, 113, 231, 232, 233 .....	32
ENGL 101, 201 .....	10
MATH 122 .....	5
PHYSICS 121, 122, 123 .....	15
Humanities .....	10
Social Science .....	10
PE requirement credits .....	3

**Pre-Engineering\***

Engineers apply theories and principles of science and mathematics to practical technical problems. They design machinery, products, systems and processes for efficient and economical performance. Engineers work for manufacturing industries, public utilities, engineering and architectural services, construction firms, and business and management consulting services. A degree in engineering generally requires four years of college training. The first two years are usually spent meeting science, mathematics and general education requirements. The last two years are spent majoring in a specific area such as civil, mechanical, electrical, or aeronautical engineering.

*Criminal Justice*

*Pre-Dental Hygiene*

*Pre-Dentistry*

*Pre-Engineering*

## Pre-Engineering

**Pre-Engineering (continued)**

The following courses are recommended to meet the lower-division requirements for a major in pre-engineering:

	<u>Credits</u>
CHEM 111, 112 .....	11
COMSC 209 .....	5
ENGL 101 and 201 or 250 .....	10
MATH 122, 124, 125, 126, 241 .....	23
PHYSICS 217, 218, 219 .....	15
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	3
PE requirement credits .....	3

## Fisheries

## Forestry

*\*Completion of all required courses in this program satisfies Intercollegiate Relations Commission's (ICRC) Associate in Science transfer degree requirements. A student transferring with a transfer Associate in Science degree enters all Washington public and some private four-year institutions with junior-level standing.*

**Fisheries**

Fisheries is the science of harvesting, culture, and management of finfish and shellfish. Fisheries scientists serve as culturists, researchers, and managers for state and federal natural resource agencies, tribes and private industry in the Pacific Northwest. A degree in fisheries science usually requires four years of college training. The first two years are spent completing lower-division courses required of all majors. During the last two years, a student majors in core areas such as aquaculture, seafood technology, habitat protection, management or enforcement.

The following list of courses is typical of the first two years of a fisheries program. Due to a wide choice and variation in bachelor degree programs, consultation with an academic advisor or counselor is necessary.

	<u>Credits</u>
BIOL 114, 201, 202, 203 .....	15
CHEM 111, 112, 113 .....	17
ECON 200, 201 .....	10
ENGL 101, 250 .....	10
MATH 121, 122, 124, 125, 126 .....	25
PHYS 121, 122, 123, or 217, 218, 219 .....	15
Electives: (include at least five hours each in Humanities and Social Science) .....	10
PE requirement credits .....	3

**Forestry**

Some foresters manage resources such as timber, water, wildlife, rangeland and recreational areas. Other foresters work mainly as engineers or do work related to the chemistry of wood. In general, foresters work for lumber and paper companies and government agencies such as the U.S. Forest Service. A bachelor degree in forestry requires four years of college training. The first two years are spent taking basic courses required of all forestry majors.

The following courses are representative of courses used to meet the lower-division requirements for a major in forestry:

**University of Washington**

	<u>Credits</u>
BIOL 201, 202, 203 .....	15
CHEM 101, 102 .....	10
ECON 200, 201 .....	10
ENGL 101, 201 .....	10
GEOL 101 .....	5
MATH 122, 124, 260 .....	15
PHYS 121 .....	5
POL S 230 .....	5
SPCH 101 .....	3
Electives: (include at least one Humanities course) .....	17
PE requirement credits .....	3

**Washington State University**

	<u>Credits</u>
BIOL 201, 202, 203 .....	15
CHEM 101, 102 .....	10
ECON 200, 201 .....	10
GEOL 101 .....	5
MATH 111 or 122 .....	5
MATH 112 or 124 .....	5
MATH 260 .....	5
SPCH 101 .....	3
Electives: (include at least nine hours in Humanities) .....	27
PE requirement credits .....	3

**Geology\***

Geology is the study of the earth, its materials, and the processes that shape those materials into the familiar forms of mountains, oceans, plains and valleys. An understanding of geology is fundamental to the development of mineral and energy resources in a resource poor world; to the appropriate handling of environmental concerns, like hazardous waste disposal and water pollution in an increasingly polluted world; and to the understanding of the nature of violent events like floods, volcanic eruptions, and earthquakes. Consequently, geologists are employed by a variety of state and federal agencies, oil and mineral exploration firms, construction and engineering firms, and, of course, colleges and universities.

	<u>Credits</u>
CHEM 111, 112, 113 .....	17
ENGL 101 .....	5
GEOL 101 .....	5
MATH 122, 124, 125, 126 .....	20
PHYS 121, 122, 123, or 217, 218, 219 .....	15
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	13
PE requirement credits .....	3

*\*Completion of all required courses in this program satisfies Intercolleage Relations Commission's (ICRC) Associate in Science transfer degree requirements. A student transferring with a transfer Associate in Science degree enters all Washington public and some private four-year institutions with junior-level standing.*

**Pre-Medical Technology**

Medical technologists aid physicians by preparing tissues for examination, performing analysis on all body fluids and making various technical tests. They work in clinics, hospitals, research laboratories and physicians' offices. Medical technologists must be certified to practice. The basic requirements for certification generally include three years of college training and twelve months of specialized training in an approved hospital.

**Pre-Medical Technology (continued)**

The following courses are recommended to meet the lower-division requirements for a major in medical technology:

	<u>Credits</u>
BIOL 201, 202, 203, 211 .....	20
CHEM 111, 112, 113, 231, 232, 233 .....	32
ENGL 101, 201 .....	10
MATH 122, 124, 260 .....	15
PHYS 121, 122, 123 .....	15
Humanities .....	10
Social Science .....	10
PE requirement credits .....	3

**Pre-Medicine**

Physicians perform medical examinations, diagnose disease and treat people suffering from injury or disease. Physicians must be licensed to practice. Applicants for a license must have a doctor of medicine (M.D.) degree from an accredited college of medicine, have passed the National Board of Medical Examiners test and have completed two years of residency. Most M.D. degrees require eight years of professional training and two years of residency. The first four years are spent acquiring a bachelor degree followed by four years of professional training and two years of residency. Admission into a college of medicine is very competitive and completion of a bachelor degree does not guarantee acceptance into the professional program.

The following courses are recommended as lower-division requirements for a pre-medicine major:

	<u>Credits</u>
BIOL 201, 202, 203 .....	15
CHEM 111, 112, 113, 231, 232, 233 .....	32
ENGL 101, 201 .....	10
MATH 122 and 112, or 124, 125, 126 .....	10-20
PHYS 121, 122, 123 or 217, 218, 219 .....	15
Humanities .....	10
Social Science .....	10
PE requirement credits .....	3

*Geology*

*Pre-Medical  
Technology*

*Pre-Medicine*

## Natural Resources

Pre-Naturopathic  
Medicine**Natural Resources**

Natural resource science includes a systematized, yet holistic study of both the natural and physical worlds. Well developed communication, leadership, and teamwork skills will be of equal value to sound scientific knowledge and skills, since much of the work natural resource scientists do (watershed analysis, water quality monitoring, and development of habitat management plans) is done collaboratively with individuals from non-natural resource backgrounds (i.e. engineers, sociologists, economists, and legislators). A bachelor degree in natural resources requires four to five years of training. The first two to three years are usually spent meeting science, mathematics, and general education requirements. The last two years are spent majoring in core specific, natural resources areas (i.e. environmental studies, fish and wildlife management, conservation ecology and range management).

The following list of courses is typical of the first two years of a natural resources program. Due to a wide choice and variation in bachelor degree programs, consultation with an academic advisor or counselor is necessary.

	<u>Credits</u>
BIOL 114, 201, 202, 203 .....	20
CHEM 111, 112, 113 .....	17
ECON 200, 201 .....	10
ENGL 101, 250 .....	10
MATH 121, 122, 124, 125, 126 .....	25
PHYS 121, 122, 123, or 217, 218, 219 .....	15
Electives: .....	10
(include at least five hours each in Humanities and Social Science)	
PE requirement credits .....	3

**Pre-Naturopathic Medicine**

Naturopathic physicians treat illness and strive for disease prevention through a variety of methods including nutritional regimens and treatment with substances of natural origin. Some include in their practice midwifery or acupuncture, but these activities are not limited to those with the N.D. degree. Naturopathic physicians are licensed as primary-care physicians in the state of Washington. Prerequisites for professional programs vary; therefore, course schedules will be developed for each student by their advisors. Admission to a school of naturopathic medicine is competitive and generally requires a bachelor degree from an accredited college or university, but sometimes exceptions are made for those with 45 upper-division (junior, senior) quarter credits and significant life experience.

Prospective naturopathic physicians need a foundation in the sciences, but should also have an education that includes the humanities and social sciences as well. The Associate in Science degree in Pre-Naturopathic Medicine fulfills the science, math, psychology and language prerequisites for admission to a naturopathic medical school. Further studies beyond the A.S. degree are required. The following courses are recommended for a pre-naturopathic major:

	<u>Credits</u>
BIOL 201, 202, 203 .....	15
CHEM 111, 112*, 231, 232* .....	29
ENGL 101, 201 .....	10
MATH 122 .....	5
PHYS 121, 122, 123** .....	15
PSYCH 100, 220 .....	10
SPCH 101 .....	5
Electives .....	8
PE requirement credits .....	3

\* *CHEM 113 (6 credits), CHEM 233 (3 credits) recommended but not required.*

\*\* *Students choosing PHYS 121, 122, 123 should include MATH 122 (5 credits).*

**Pre-Optometry**

Optometrists examine people’s eyes for vision problems, disease, and various abnormal conditions and prescribe lenses and treatment. Optometrists must be licensed to practice. Applicants for a license must have a Doctor of Optometry degree from an accredited optometric school and pass a state-board examination. A degree program typically requires six years of training. The first two years are pre-optometry studies, followed by four years at a professional optometry school. Prerequisites for professional programs vary; therefore, course schedules will be developed for each student by their advisors. Admission to a professional school is very competitive and completion of the two-year, pre-optometry program does not guarantee acceptance into the professional program.

The following courses are recommended for a pre-optometry major:

	<u>Credits</u>
BIOL 101 or 201 and 208, 209, 211 .....	20
CHEM 111, 112, 113, 231, 232, 233 .....	32
ENGL 101, 201 .....	10
MATH 112,121, 260 .....	15
PHYS 121, 122, 123 .....	15
PSYCH 100 .....	5
Humanities .....	10
Social Science .....	5
PE requirement credits .....	3

**Pre-Pharmacy**

Pharmacists work in hospitals, clinics, and prescription pharmacies, are self-employed, or work as sales and medical service representatives. Pharmacists must have a license to practice. An applicant for a license must be a graduate from an accredited school of pharmacy, pass a state board examination and have a specified amount of practical experience or internship under the supervision of a registered pharmacist. A degree in pharmacy typically requires six years of training. The last four years must be spent in an accredited school of pharmacy. Prerequisites for professional programs vary; therefore, course schedules will be developed for each student by their advisors.

**Pre-Pharmacy (continued)**

The following courses are recommended for pre-pharmacy majors:

	<u>Credits</u>
BIOL 201, 202, 203, 211 .....	20
CHEM 111, 112, 113, 231, 232, 233 .....	32
ENGL 101, 201 .....	10
MATH 112, 121, 260 .....	15
Humanities .....	10
Social Science .....	10
PE requirement credits .....	3

**Pre-Physical Therapy**

Physical therapists help people with muscle, nerve, joint and bone diseases or injuries to overcome their disabilities. They work in hospitals, nursing homes, rehabilitation centers, physicians’ offices and clinics. They must be licensed to practice. Applicants for a license must have a degree or certificate from an accredited physical therapy program and pass a state board examination. Prerequisites for professional programs vary; therefore, course schedules will be developed for each student by their advisor. Admission into the program is very competitive and students must attain excellent grades in science to be accepted into the program.

The following courses are recommended for pre-physical therapy majors:

	<u>Credits</u>
BIOL 101 or 201 .....	5
BIOL 208, 209, 211 .....	15
CHEM 111, 112, 113 .....	17
ENGL 101, 201 .....	10
MATH 122, 260 .....	10
PHYS 121, 122, 123 .....	15
PSYCH 100, 260 .....	10
Electives .....	8
(include at least 5 credits of Humanities)	
PE requirement credits .....	3

*Pre-Optometry*

*Pre-Pharmacy*

*Pre-Physical  
Therapy*

Physics

Pulp and Paper Science

Registered Nursing

Pre-Veterinary Medicine

**Physics\***

Physics inquires into the nature of the physical world and the laws governing our universe and is thus basic to the physical sciences, engineering, technology and life sciences. The career opportunities are broad, including scientific research, teaching, business, law, health and related fields.

	<u>Credits</u>
CHEM 111, 112, 113 .....	17
COMSC 209 .....	5
ENGL 101 and 201 or 250 .....	10
MATH 122, 124, 125, 126, 241, 243 .....	26
PHYS 217, 218, 219 .....	15
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	3
PE requirement credits .....	3

*\*Completion of all required courses in this program satisfies Intercollege Relations Commission's (ICRC) Associate in Science transfer degree requirements. A student transferring with a transfer Associate in Science degree enters all Washington public and some private four-year institutions with junior-level standing.*

**Pulp and Paper Science**

Graduates in pulp and paper science are placed in management, research, engineering, marketing, and production. Positions include product and process engineering, technical service engineering, and quality control chemistry. A bachelor degree requires four years of college training. The first two years provide a background in pulp and paper science, mathematics, chemistry, physics and humanities.

The following courses are representative of courses used to fulfill the lower division requirements for a major in pulp and paper science:

	<u>Credits</u>
CHEM 111, 112, 113, 231, 232* .....	29-32
ENGL 101 .....	5
MATH 122, 124, 125, 126, 241 .....	23
PHYS 121, 122, 123** .....	15
PPS 102, 205 .....	6
Electives: .....	12
(include one course each in Humanities and Social Science)	
PE requirement credits .....	3

*\* CHEM 233 recommended  
\*\* PHYS 217, 218, 219 recommended  
in place of 121, 122, 123*

**Registered Nursing**

**(For persons wishing to transfer to a BSN program)**

Registered nurses perform health assessment, plan care, and intervene to assist persons in the prevention of illness, the promotion, restoration, or maintenance of health, and in end-of-life care for persons who are dying. Registered nurses work in a variety of health care settings including hospitals, nursing homes, community and home health agencies, schools, and offices. A license is required to practice professional nursing. Applicants for licensure in Washington State must be graduates of a school of nursing approved by the Nursing Care Quality Assurance Commission, an agency of the Department of Health.

The following courses are recommended for a pre-nursing major:

	<u>Credits</u>
BIOL 101, 160, 208, 209, 211 .....	25
CHEM 101, 102 .....	10
ENGL 101, 201 .....	10
PSYCH 100, 220 .....	10
SOC 110 .....	5
Elective courses .....	34
(include at least 5 hours of Humanities)	
PE requirement credits .....	3

**Pre-Veterinary Medicine**

Veterinarians diagnose and treat disease and injuries among animals. Veterinarians must be licensed to practice. Applicants for a license must have a doctor of veterinary medicine degree from an accredited college of veterinary medicine and pass a state board examination. Most degrees require seven years of training. The first three years are pre-veterinary studies, followed by four years of professional training. Admission to a college of veterinary medicine is extremely competitive and completion of the three-year, pre-veterinary medicine program does not guarantee acceptance into the professional program.

The following courses are recommended for the pre-veterinary medicine major:

	<u>Credits</u>
BIOL 201, 202, 203 .....	15
CHEM 111, 112, 113, 231, 232, 233 .....	29
ENGL 101, 201 .....	10
MATH 122, 260 .....	10
PHYS 121, 122, 123 .....	15
Humanities .....	10
Social Science .....	10
PE requirement credits .....	3

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

**ASSOCIATE IN TECHNOLOGY DEGREE**

**CERTIFICATE OF COMPLETION**

**CERTIFICATE OF ACHIEVEMENT**

**Summary of Requirements**

- Fulfill the specific course requirements of the published occupational program curricula
  - Complete the required credits, depending on program selected
  - Complete three PE requirement credits for Associate in Applied Science and Technology degrees
  - Maintain a GPA of at least 2.0 in core courses and overall
  - Fulfill all obligations to the college, financial or otherwise
  - Meet the graduation requirements in effect during the year in which the student started a program leading to a certificate of completion (these requirements must be met within a seven- year period), or meet the requirements in effect at the time of completion
- and —**
- Fulfill general requirements for all degrees beginning on page 44.

**Outline of Programs**

The following pages outline the degree and certificate programs, the specific courses required in each program, and the number of credits required. Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with titles and descriptions of required program courses beginning on page 83 of this catalog.

**Occupational Programs**

The Associate in Applied Science (AAS), Associate in Technology (AT), Certificate of Completion (CC), and Certificate of Achievement (CA) programs are designed for the student whose goal is to enter the job market after completion. Students completing the requirements for the degrees or certificates will receive either the Associate in Applied Science degree, the Associate in Technology degree, a Certificate of Completion, or a Certificate of Achievement. The occupational program choices are listed below with a page number reference:

<u>Program</u>	<u>Page #</u>
<b>Accounting Programs</b>	
Accounting (AAS)	62
Accounting/Bookkeeping (CC)	62
Bookkeeping (CA)	63
Retail Bookkeeping (CA)	63
<b>Automotive Technology Programs</b>	
Automotive Technology (AT, CC)	64
Automotive Technology Levels 1-6 (CA)	64
<b>Business Management Programs</b>	
Business Management (AAS, CC)	65
Small Business/Entrepreneurship (CC)	66
Basic Small Business Skills (CA)	66
Basic Web Marketing Skills (CA)	66
Retailing (CA)	66
<b>Carpentry Technology Programs</b>	
Carpentry (AT)	66
Trim Carpentry (CC)	67
<b>Computer Aided Drafting Programs</b>	
AutoCAD (CA)	67
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PC Networking Technician II (AAS)	67
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Basic PC Support and Networking (CA)	69
Basic Web Design (CA)	69
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<u>Program</u>	<u>Page #</u>
<b>Criminal Justice Programs</b>	
Criminal Justice (AAS, CC)	70
<b>Diesel Technology Programs</b>	
Diesel Technology (AT)	71
Diesel Engines (CC, CA)	71, 72
Diesel Power Trains (CC, CA)	71, 72
<b>Early Childhood Education Programs</b>	
Early Childhood Education (CA)	72
<b>Geographic Information Systems Programs</b>	
Geographic Information Systems (AAS, CC, CA)	73, 74
GIS - ArcInfo (CA)	74
GIS - ArcGIS Desktop (CA)	74
<b>Health Sciences Programs</b>	
Nursing Program Admissions	74
Nursing Assistant Training (CA)	75
Practical Nursing (CC)	75
Registered Nursing (AAS)	75
Pharmacy Technician (CC)	76
<b>Human Services Programs</b>	
Human Services (AAS, CC)	76, 77
<b>Medical Records Office Assistant Programs</b>	
Medical Records Office Assistant (CC)	77
Medical Coding (CA)	78
Medical Transcription (CA)	78
<b>Natural Resources Programs</b>	
Natural Resources/ Fisheries Technology (AAS)	78
Aquaculture Technician (CC)	79
Fish and Wildlife Restoration (CA)	79
Watershed Restoration (CC, CA)	79
<b>Office Technology Programs</b>	
Office Technology (AAS, CC)	80
Software Applications (CC)	80
Formatting/Publishing Business Documents (CA)	81
Microcomputer Applications (CA)	81
Microsoft Office Applications (CA)	81
Office Professional Certification (CA)	81
<b>Welding Technology Programs</b>	
Welding Technology (AT, CC)	81, 82
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Welding Basics Level 1 (CA)	82
Welding Basics Level 2 (CA)	82
Pipe Welding Level 3 (CA)	82
Industrial Welding Level 4 (CA)	82

## ACCOUNTING PROGRAMS

Accounting

Accounting/  
Bookkeeping

### Accounting

#### Associate in Applied Science Degree

<u>Core Courses</u>	<u>Credits</u>
ACCT 150 Principles of Accounting I	5
<b>or</b>	
ACCT 113 Introduction to Accounting I	5
<b>and</b>	
ACCT 114 Introduction to Accounting II	5
ACCT 151 Principles of Accounting II	5
ACCT 152 Managerial Accounting	5
ACCT 175 Business/Payroll Tax Accounting	4
ACCT 176 Computerized Accounting	2
ACCT 220 Federal Income Tax I	5
BA 150 Fundamentals of Finance	5
<b>Credits Required</b>	<b>31-36</b>

#### Support Courses Options

##### Math and Computing Skills

BA 104 Mathematics for Business	3
<b>or</b>	
MATH 101 Applications of Algebra (or higher)	5
CIS 102 Microcomputer Applications	3
CIS 131 Database Applications	3
CIS 140 Word Processing Applications	5
CIS 150 Spreadsheet Applications	3
CIS 251 Management of Information Systems	5
OFTC 115 Electronic Math Applications	3
<b>Credits Required</b>	<b>25-27</b>

##### Business Skills

(select 4 of the following)

BA 101 Introduction to Business	5
BA 174 Small Business Management	5
BA 201 Business Law	5
BA 240 Principles of Marketing	5
BA 258 Principles of Management	5
ECON 200 Principles of Macroeconomics	5
<b>Credits Required</b>	<b>20</b>

### Accounting Degree (continued)

<u>General Education Courses</u>		<u>Credits</u>
ENGL 101 Expository/ Argumentative Writing		5

**or**

ENGL 150 Vocational/Technical/ Business Writing	5
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**or**

PSYCH 100 General Psychology	5
------------------------------	---

**or**

PSYCH 106 Applied Psychology	3
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SPCH 101 Fundamentals of Speech	5
---------------------------------	---

**or**

SPCH 201 Fundamentals of Group Discussion	3
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**Credits Required 11-15**

#### Elective Courses

*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*

**Credits Required 0-3****Minimum Credits Required 90+****3 PE credits**

### Accounting/Bookkeeping

#### Certificate of Completion

<u>Core Courses</u>	<u>Credits</u>
ACCT 113 Introduction to Accounting I	5
<b>and</b>	
ACCT 114 Introduction to Accounting II	5
<b>or</b>	
ACCT 150 Principles of Accounting I	5
<b>and</b>	
ACCT 151 Principles of Accounting II	5
ACCT 175 Business/Payroll Tax Accounting	4
ACCT 176 Computerized Accounting	2
ACCT 220 Federal Income Tax I	5
<b>Credits Required</b>	<b>21</b>

#### Support Courses

BA 101 Introduction to Business	5
<b>or</b>	
BA 174 Small Business Management	5
BA 104 Mathematics for Business	3
<b>or</b>	
MATH 101 Applications of Algebra (or higher)	5
CIS 102 Microcomputer Applications	3
CIS 140 Word Processing Applications	5
CIS 150 Spreadsheet Applications	3
OFTC 115 Electronic Math Applications	3
<b>Credits Required</b>	<b>22-24</b>



**Accounting Certificate (continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>8-10</b>
<b>Minimum Credits Required</b>		<b>51</b>

**Bookkeeping**

**Certificate of Achievement**

Prerequisite Requirements

Basic working knowledge of computers or CIS 102.

<u>Core Course</u>		<u>Credits</u>
ACCT 113	Introduction to Accounting I	5
ACCT 175	Business/Payroll Tax Accounting	4
ACCT 176	Computerized Accounting	2
CIS 150	Spreadsheet Applications	3
<b>Credits Required</b>		<b>14</b>

**Retail Bookkeeping**

**Certificate of Achievement**

Prerequisite Requirements

Basic working knowledge of computers or CIS 102.

<u>Core Course</u>		<u>Credits</u>
ACCT 113	Introduction to Accounting I	5
ACCT 175	Business/Payroll Tax Accounting	4
ACCT 176	Computerized Accounting	2
BA 200	E-Commerce and Retailing	5
CIS 150	Spreadsheet Applications	3
<b>Credits Required</b>		<b>19</b>

**AUTOMOTIVE TECHNOLOGY PROGRAMS**

Recommended Preparation for AUTO programs.  
Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions of required program courses in this catalog.

**Automotive Technology.  
Associate in Technology Degree**

Prerequisite Requirements

Instructor permission is required prior to enrollment in core courses in this program.

<u>Core Courses</u>		<u>Credits</u>
AUTO 111	Brakes/Suspension/Steering	16
AUTO 112	Electrical/Electronics/ABS	16
AUTO 113	Engines/Electrical/ Tune-up/Ignition	16
AUTO 211	Power Train/Transmissions (Manual and Automatic)	16
AUTO 212	Fuel Systems/Electronic/ Computer Controls	16
AUTO 213	Advanced Engine Performance/ Air Conditioning/Heating/ Shop Management	16
<b>Credits Required</b>		<b>96</b>

Support Courses

WELD 101	Related Welding I	6
<b>or</b>		
WELD 102	Related Welding II	6
<b>Credits Required</b>		<b>6</b>

General Education Courses

ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>13-15</b>

Elective Courses

AUTO 224	Work Experience	1-5
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Elective courses must be approved by the student's academic advisor at Grays Harbor College.

**Minimum Credits Required 116+  
3 PE credits**

Accounting

Bookkeeping

Retail  
Bookkeeping

Automotive  
Technology

Automotive  
Technology**Automotive Technology  
Certificate of Completion****Prerequisite Requirements**

*Instructor permission is required prior to enrollment in the core courses for this program. Students select any three (3) of the six (6) core courses listed.*

<u>Core Courses</u>	<u>Credits</u>
AUTO 111 Brakes/Suspension/Steering	16
AUTO 112 Electrical/Electronics/ABS	16
AUTO 113 Engines/Electrical/ Tune-up/Ignition	16
AUTO 211 Power Train/Transmissions (Manual and Automatic)	16
AUTO 212 Fuel Systems/Electronic/ Computer Controls	16
AUTO 213 Advanced Engine Performance/ Air Conditioning/Heating/ Shop Management	16
<b>Credits Required</b>	<b>48</b>

**General Education Courses**

ENGL 101 Expository/ Argumentative Writing	5
<b>or</b>	
ENGL 150 Vocational/Technical/ Business Writing	5
MATH 100 Vocational/Technical Math (or higher)	5
PSYCH 100 General Psychology	5
<b>or</b>	
PSYCH 106 Applied Psychology	3
<b>or</b>	
SOC 110 Introduction to Sociology	5
<b>Credits Required</b>	<b>13-15</b>

**Elective Courses**

AUTO 224 Work Experience	1-5
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*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*

**Minimum Credits Required 62**

**Automotive Technology Level 1  
Certificate of Achievement**

<u>Core Courses</u>	<u>Credits</u>
AUTO 111 Brakes/Suspension/Steering	16
<b>Credits Required</b>	<b>16</b>

**Automotive Technology Level 2  
Certificate of Achievement**

<u>Core Courses</u>	<u>Credits</u>
AUTO 112 Electrical/Electronics/ABS	16
<b>Credits Required</b>	<b>16</b>

**Automotive Technology Level 3  
Certificate of Achievement**

<u>Core Courses</u>	<u>Credits</u>
AUTO 113 Engines/Electrical/ Tune-up/Ignition	16
<b>Credits Required</b>	<b>16</b>

**Automotive Technology Level 4  
Certificate of Achievement**

<u>Core Courses</u>	<u>Credits</u>
AUTO 211 Power Train/Transmissions (Manual and Automatic)	16
<b>Credits Required</b>	<b>16</b>

**Automotive Technology Level 5  
Certificate of Achievement**

<u>Core Courses</u>	<u>Credits</u>
AUTO 212 Fuel Systems/Electronic/ Computer Controls	16
<b>Credits Required</b>	<b>16</b>

**Automotive Technology Level 6  
Certificate of Achievement**

<u>Core Courses</u>	<u>Credits</u>
AUTO 213 Advanced Engine Performance/ Air Conditioning/Heating/ Shop Management	16
<b>Credits Required</b>	<b>16</b>

**BUSINESS MANAGEMENT PROGRAMS**

**Business Management**

**Associate in Applied Science Degree**

Entry-level employment for Business Management graduates can happen with a wide variety of potential employers. Business Management students can customize their degree by taking electives that relate to their interests and the potential job market.

**Core Courses** **Credits**  
(required of all students)

BA 101	Introduction to Business	5
BA 104	Mathematics for Business	3
<b>or</b>		
MATH 101	Applications of Algebra (or higher)	5
BA 150	Fundamentals of Finance	5
BA 201	Business Law I	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
<b>Credits Required</b>		<b>28-30</b>

**Support Courses**

ACCT 113	Introduction to Accounting I	5
<b>and</b>		
ACCT 114	Introduction to Accounting II	5
<b>or</b>		
ACCT 150	Principles of Accounting I	5
<b>and</b>		
ACCT 151	Principles of Accounting II	5
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
CIS 150	Spreadsheet Applications	3
<b>Credits Required</b>		<b>21</b>

**General Education Courses**

ENGL 101	Expository/ Argumentative Writing	5
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>18-20</b>

**Electives**

Elective courses must be approved by the student's academic advisor at Grays Harbor College. **Credits Required 19-23**

**Business Degree (continued)**

**Recommended Electives**

Students may take classes offered by the Business/Computer Information Systems Division. They include classes in Accounting (ACCT), Business Administration (BA), Computer Information Systems (CIS), Economics (ECON), or Office Technology (OFTC). By carefully selecting their electives, students can simultaneously meet the requirements of the Business Management Degree and earn a certificate in a related field, such as Small Business, Accounting, or Office Technology.

**Minimum Credits Required 90+  
3 PE credits**

**Business Management**

**Certificate of Completion**

Select 15 credits along with your academic advisor from the following core courses.

**Core Courses** **Credits**

BA 101	Introduction to Business	5
BA 159	Principles of Salesmanship	5
BA 174	Small Business Management	5
BA 200	E-Commerce and Retailing	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
<b>Credits Required</b>		<b>15</b>

**Support Courses**

ACCT 113	Introduction to Accounting I	5
<b>and</b>		
ACCT 114	Introduction to Accounting II	5
<b>or</b>		
ACCT 150	Principles of Accounting I	5
<b>and</b>		
ACCT 151	Principles of Accounting II	5
BA 104	Mathematics for Business	3
CIS 102	Microcomputer Applications	3
<b>Credits Required</b>		<b>16</b>

Business Management

**Business Certificate (continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>13-15</b>

Elective Courses  
*Elective courses must be approved by the student's academic advisor at Grays Harbor College.* **Credits Required 0-1**  
**Minimum Credits Required 45**

**Small Business/Entrepreneurship Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
BA 174	Small Business Management	5
BA 159	Principles of Salesmanship	5
<b>or</b>		
BA 200	E-Commerce and Retailing	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
<b>Credits Required</b>		<b>20</b>

Support Courses

ACCT 113	Introduction to Accounting I	5
ACCT 175	Business/Payroll Tax Accounting	4
ACCT 176	Computerized Accounting	2
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
<b>Credits Required</b>		<b>19</b>

General Education Courses

BA 140	Business English	3
SPCH 101	Fundamentals of Speech	5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	3
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>9-13</b>
<b>Minimum Credits Required</b>		<b>48</b>

**Basic Small Business Skills**

**Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
ACCT 113	Introduction to Accounting I	5
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
<b>Credits Required</b>		<b>15</b>

**Basic Web Marketing Skills**

**Certificate of Achievement**

Prerequisite Requirements  
 Completion of CIS 181 or CIS 125.

<u>Core Courses</u>		<u>Credits</u>
BA 200	E-Commerce and Retailing	5
BA 240	Principles of Marketing	5
CIS 135	Basic Web Design	5
<b>Credits Required</b>		<b>15</b>

**Retailing**

**Certificate of Achievement**

Prerequisite Requirements  
 Basic working knowledge of computers or CIS 102.

<u>Core Courses</u>		<u>Credits</u>
BA 159	Principles of Salesmanship	5
BA 200	E-Commerce and Retailing	5
BA 240	Principles of Marketing	5
<b>Credits Required</b>		<b>15</b>

**CARPENTRY TECHNOLOGY PROGRAMS**

**Carpentry Technology**

**Associate in Technology Degree**

Prerequisite Requirements  
 Instructor permission is required prior to enrollment in CARP 101 and CARP 111.

<u>Core Courses</u>		<u>Credits</u>
CARP 101	Trim Carpentry I	5
CARP 102	Trim Carpentry II	5
CARP 103	Trim Carpentry III	5
CARP 111	Introduction to Carpentry	12
CARP 112	Residential/Commercial Carpentry I	12
CARP 113	Residential/Commercial Carpentry II	12
CARP 211	Residential/Commercial Carpentry III	12
CARP 212	Residential/Commercial Carpentry IV	12
CARP 213	Residential/Commercial Carpentry V	12
<b>Credits Required</b>		<b>87</b>

Business  
Management

Small Business/  
Entrepreneurship

Basic Small  
Business Skills

Basic Web  
Marketing Skills

Retailing

Carpentry  
Technology

**Carpentry Degree (continued)**

<u>Support Courses</u>		<u>Credits</u>
WELD 101	Related Welding I	6
<b>or</b>		
WELD 102	Related Welding II	6
<b>or</b>		
WELD 103	Related Welding III	6
<b>Credits Required</b>		<b>6</b>
<u>General Education Courses</u>		
ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>106+</b>
<b>3 PE credits</b>		

**Trim Carpentry  
Certificate of Completion**

Prerequisite Requirements  
Instructor permission is required prior to enrollment in CARP 101.

<u>Core Courses</u>		<u>Credits</u>
CARP 101	Trim Carpentry I	5
CARP 102	Trim Carpentry II	5
CARP 103	Trim Carpentry III	5
<b>Credits Required</b>		<b>15</b>
<u>Support Courses</u>		
BA 101	Introduction to Business	5
CIS 102	Microcomputer Applications	3
<b>Credits Required</b>		<b>8</b>
<u>General Education Courses</u>		
ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>13-15</b>
<u>Elective Courses</u>		
Elective courses must be approved by the student's academic advisor at Grays Harbor College.		
<b>Credits Required</b>		<b>7-9</b>
<b>Minimum Credits Required</b>		<b>45</b>

**COMPUTER AIDED  
DRAFTING PROGRAMS**

**AutoCAD  
Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
CAD 105	AutoCAD I	5
CAD 106	AutoCAD II	5
CAD 107	AutoCAD III	5
<b>Credits Required</b>		<b>15</b>

**COMPUTER INFORMATION  
SYSTEMS PROGRAMS**

Recommended Preparation for CIS Programs  
Students are particularly encouraged to take note of the skills required in English, reading, mathematics and computers prior to enrollment in the core courses.

**PC Networking Technician II  
Associate in Applied Science Degree**

<u>Core Course Options</u>		<u>Credits</u>
<u>Hardware Component</u>		
CIS 130	Operating Systems	5
CIS 161	Hardware/Software/ Configuration/Upgrades	5
CIS 162	Computer Diagnostics	5
<b>Credits Required</b>		<b>15</b>
<u>Network Component</u>		
CIS 270	Networking Essentials	5
CIS 276	TCP/IP and Internetworking	5
CIS 279	Network Client and Server Administration	5
CIS 280	Network Connectivity	5
<b>or</b>		
CIS 282	Network Security	5
<b>or</b>		
CIS 285	Current Topics in Networking	5
<b>Credits Required</b>		<b>20</b>
<u>Software Component</u>		
CIS 110	Visual Basic	5
CIS 125	Internet Fundamentals	5
CIS 150	Spreadsheet Applications	3
CIS 251	Management Information Systems	5
<b>Credits Required</b>		<b>18</b>

Carpentry  
Technology

Trim Carpentry

AutoCAD

PC Networking  
Technician II

**PC Networking Degree (continued)**

Support and General Education Courses      Credits

BA 101	Introduction to Business	5
<b>or</b>		
BA 174	Small Business Management	5
<b>or</b>		
BA 200	E-Commerce and Retailing	5
ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
BA 124	Cooperative Work Experience	3
MATH 107	Mathematical Applications (or higher)	5
<b>or</b>		
MATH 121	Functions and Graphs	5
SPCH 101	Fundamentals of Speech	5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	3
<b>Credits Required</b>		<b>24-28</b>

Elective Courses

*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*      **Credits Required**      **9-13**

**Minimum Credits Required**      **90+**  
**3 PE credits**

**PC Maintenance and Service Technician**

**Certificate of Completion**

Core Courses      Credits

CIS 125	Internet Fundamentals	5
CIS 130	Operating Systems	5
CIS 161	Hardware/Software/ Configuration/Upgrades	5
CIS 162	Computer Diagnostics	5
CIS 270	Networking Essentials	5
<b>Credits Required</b>		<b>25</b>

**PC Maintenance Certificate (continued)**

Support and General Education Courses      Credits

BA 101	Introduction to Business	5
<b>or</b>		
BA 174	Small Business Management	5
<b>or</b>		
BA 200	E-Commerce and Retailing	5
ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
BA 104	Mathematics for Business	3
<b>or</b>		
MATH 107	Mathematical Applications (or higher)	5
<b>or</b>		
MATH 121	Functions and Graphs	5
<b>Credits Required</b>		<b>16-20</b>

Elective Courses

*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*      **Credits Required**      **0-4**

**Minimum Credits Required**      **45**

**PC Networking Support Technician I**

**Certificate of Completion**

Core Courses      Credits

CIS 130	Operating Systems	5
CIS 161	Hardware/Software/ Configuration/Upgrades	5
CIS 162	Computer Diagnostics	5
CIS 251	Management Information Systems	5
CIS 270	Networking Essentials	5
CIS 276	TCP/IP and Internetworking	5
CIS 279	Network Client and Server Administration	5
<b>Credits Required</b>		<b>35</b>

*PC Networking Technician II*

*PC Maintenance/Service Technician*

*PC Networking Support Technician I*

**PC Networking Support Technician I  
Certificate (continued)**

<u>Support and General Education Courses</u>	<u>Credits</u>
BA 101 Introduction to Business	5
<b>or</b>	
BA 174 Small Business Management	5
<b>or</b>	
BA 200 E-Commerce and Retailing	5
ENGL 101 Expository/ Argumentative Writing	5
<b>or</b>	
ENGL 150 Vocational/Technical/ Business Writing	5
PSYCH 100 General Psychology	5
<b>or</b>	
PSYCH 106 Applied Psychology	3
<b>or</b>	
SOC 110 Introduction to Sociology	5
BA 104 Mathematics for Business	3
<b>or</b>	
MATH 107 Mathematical Applications (or higher)	5
<b>or</b>	
MATH 121 Functions and Graphs	5
<b>Credits Required</b>	<b>16-20</b>
<b>Minimum Credits Required</b>	<b>51</b>

**Basic PC Support and  
Networking  
Certificate of Achievement**

Prerequisite Requirements  
*Thorough working knowledge of operating systems and computer applications or CIS 130.*

<u>Core Courses</u>	<u>Credits</u>
CIS 161 Hardware/Software/ Configuration/Upgrades	5
CIS 162 Computer Diagnostics	5
CIS 270 Networking Essentials	5
<b>Credits Required</b>	<b>15</b>

**Basic Web Design  
Certificate of Achievement**

Prerequisite Requirements  
*Basic working knowledge of computers or CIS 102.*

<u>Core Courses</u>	<u>Credits</u>
ART 104 Design I	5
CIS 125 Internet Fundamentals	5
CIS 135 Basic Web Design	5
<b>Credits Required</b>	<b>15</b>

**Intermediate PC Support  
and Networking  
Certificate of Achievement**

Prerequisite Requirements  
*Basic PC Support and Networking Certificate.*

<u>Core Courses</u>	<u>Credits</u>
CIS 125 Internet Fundamentals	5
CIS 276 TCP/IP and Internetworking	5
CIS 279 Network Client and Server Administration	5
<b>Credits Required</b>	<b>15</b>

**Publishing on the Internet  
Certificate of Achievement**

Prerequisite Requirements  
*Basic working knowledge of computers or CIS 102.*

<u>Core Courses</u>	<u>Credits</u>
CIS 125 Internet Fundamentals	5
CIS 135 Basic Web Design	5
CIS 140 Word Processing Applications	5
OFTC 252 Desktop Publishing	5
<b>Credits Required</b>	<b>20</b>

*PC Networking  
Support  
Technician I*

*Basic PC Support  
and Networking*

*Basic Web Design*

*Intermediate  
PC Support and  
Networking*

*Publishing on the  
Internet*



## Criminal Justice

## CRIMINAL JUSTICE PROGRAMS

Graduates of the Basic Police Academy, Correctional Officer Academy, and Police Reserve Academy may request in lieu credit. Credit for advanced training provided by the Washington State Criminal Justice Training Commission may also be accepted. Please see the Criminal Justice advisor for additional information.

### Criminal Justice

#### Associate in Applied Science Degree

(With specializations in Law Enforcement, Correctional Services, or Juvenile Justice)

<u>Core Courses</u>	<u>Credits</u>
CJUS 101 Understanding the Criminal Justice System	5
CJUS 102 Law and Society	5
CJUS 104 The Line Officer Function: Police and Corrections	5
CJUS 106 Juvenile Justice in America	5
CJUS 110 Law and Justice	5
CJUS 201 The Art of Public and Private Investigation	5
CJUS 204 Introduction to Public Administration	5
CJUS 206 Crime and Criminology	5
<b>Credits Required</b>	<b>35</b>
<u>Support Courses</u>	
CIS 102 Microcomputer Applications	3
CJUS 151 Drugs and Our Society	5
<b>or</b>	
HPE 151 Drugs and Our Society	5
CJUS 258 Criminal Justice Internship	1-5
PSYCH 250 Social Psychology	5
<b>or</b>	
PSYCH 260 Abnormal Psychology	5
<b>Credits Required</b>	<b>14-18</b>
<u>General Education Courses</u>	
ENGL 101 Expository/Argumentative Writing	5
MATH 101 Applications of Algebra (or higher)	5
PSYCH 100 General Psychology	5
PSYCH 106 Applied Psychology	3
<b>or</b>	
PSYCH 220 Developmental Psychology	5
SOC 110 Introduction to Sociology	5
SPCH 101 Fundamentals of Speech	5
<b>Credits Required</b>	<b>28-30</b>

### Criminal Justice Degree (continued)

#### Elective Courses

Elective courses must be approved by the student's academic advisor at Grays Harbor College. **Credits Required** 7-13

**Minimum Credits Required** 90+  
3 PE credits

### Criminal Justice

#### Certificate of Completion

(With specializations in Law Enforcement, Correctional Services, or Juvenile Justice)

#### Prerequisite Requirements

MATH 095 or placement in MATH 098 is a requirement for program completion.

<u>Core Courses</u>	<u>Credits</u>
CJUS 101 Understanding the Criminal Justice System	5
<i>In consultation with your academic advisor, select 20 additional credits from the following core courses.</i>	
CJUS 102 Law and Society	5
CJUS 104 The Line Officer Function: Police and Corrections	5
CJUS 106 Juvenile Justice in America	5
CJUS 110 Law and Justice	5
CJUS 201 The Art of Public and Private Investigation	5
CJUS 204 Introduction to Public Administration	5
CJUS 206 Crime and Criminology	5
<b>Credits Required</b>	<b>25</b>

#### Support Courses

CJUS 151 Drugs and Our Society	5
<b>or</b>	
HPE 151 Drugs and Our Society	5
CIS 102 Microcomputer Applications	3
<b>or</b>	
SPCH 101 Fundamentals of Speech	5
<b>Credits Required</b>	<b>8-10</b>

#### General Education Courses

ENGL 101 Expository/Argumentative Writing	5
PSYCH 100 General Psychology	5
<b>or</b>	
PSYCH 106 Applied Psychology	3
SOC 110 Introduction to Sociology	5
<b>Credits Required</b>	<b>13-15</b>
<b>Minimum Credits Required</b>	<b>46</b>



## DIESEL TECHNOLOGY PROGRAMS

**Recommended Preparation for DT programs**

Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions in this catalog.

### Diesel Technology

#### Associate in Technology Degree

**Prerequisite Requirements**

Instructor permission is required prior to enrollment in core courses in this program.

<u>Core Courses</u>		<u>Credits</u>
DT 111	Power Trains I	10
DT 112	Power Trains II	10
DT 113	Electrical Systems	10
DT 211	Engines I	10
DT 212	Engines II	10
DT 213	Hydraulics	10
<b>Credits Required</b>		<b>60</b>

**Support Courses**

WELD 101	Related Welding I	6
<b>and</b>		
WELD 102	Related Welding II	6
<b>and/or</b>		
WELD 103	Related Welding III	6
<b>Credits Required</b>		<b>12</b>

**General Education Courses**

ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>13-15</b>

**Elective Courses**

Elective courses must be approved by the student's academic advisor at Grays Harbor College. **Credits Required 3-5**

**Minimum Credits Required 90+  
3 PE credits**

### Diesel Engines

#### Certificate of Completion

**Prerequisite Requirements**

Instructor permission is required prior to enrollment in the core courses for this program.

<u>Core Courses</u>		<u>Credits</u>
DT 113	Electrical Systems	10
DT 211	Engines I	10
DT 212	Engines II	10
<b>Credits Required</b>		<b>30</b>

**Support Courses**

WELD 101	Related Welding I	6
<b>Credits Required</b>		<b>6</b>

**General Education Courses**

ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>49</b>

### Diesel Power Trains

#### Certificate of Completion

**Prerequisite Requirements**

Instructor permission is required prior to enrollment in the core courses for this program.

<u>Core Courses</u>		<u>Credits</u>
DT 111	Power Trains I	10
DT 112	Power Trains II	10
DT 213	Hydraulics	10
<b>Credits Required</b>		<b>30</b>

**Support Courses**

WELD 101	Related Welding I	6
<b>Credits Required</b>		<b>6</b>

Diesel Technology

Diesel Engines

Diesel Power Trains

	<b>Diesel Power Trains Certificate (continued)</b>		
	<u>General Education Courses</u>		<u>Credits</u>
<i>Diesel Power Trains</i>	ENGL 101	Expository/ Argumentative Writing	5
	<b>or</b>		
<i>Diesel Engines</i>	ENGL 150	Vocational/Technical/ Business Writing	5
	MATH 100	Vocational/Technical Math (or higher)	5
<i>Early Childhood Education</i>	PSYCH 100	General Psychology	5
	<b>or</b>		
	PSYCH 106	Applied Psychology	3
	<b>or</b>		
	SOC 110	Introduction to Sociology	5
	<b>Credits Required</b>		<b>13-15</b>
	<b>Minimum Credits Required</b>		<b>49</b>

**Diesel Engines  
Certificate of Achievement**

Prerequisite Requirements  
Instructor permission is required prior to enrollment in the core courses for this program.

	<u>Core Courses</u>		<u>Credits</u>
	DT 113	Electrical Systems	10
	DT 211	Engines I	10
	DT 212	Engines II	10
	<b>Credits Required</b>		<b>30</b>

**Diesel Power Trains  
Certificate of Achievement**

Prerequisite Requirements  
Instructor permission is required prior to enrollment in the core courses for this program.

	<u>Core Courses</u>		<u>Credits</u>
	DT 111	Power Trains I	10
	DT 112	Power Trains II	10
	DT 213	Hydraulics	10
	<b>Credits Required</b>		<b>30</b>

**EARLY CHILDHOOD  
EDUCATION**

**Early Childhood Education  
Certificate of Achievement**

*Busy childcare professionals can now improve their professional skills, complete mandatory continuing education requirements, and receive high-quality training, anytime, anywhere, via Grays Harbor College's on-line Early Childhood Education Certificate of Achievement Program.*

*This twenty credit program includes STARS training and other important continuing education skill programs for working childcare professionals. For more information, please visit the WAOL Virtual Campus of Grays Harbor College (<http://www.ghc.ctc.edu/distance/index.htm>).*

	<u>Core Courses</u>		<u>Credits</u>
	ECE 101	Introduction to Childcare	2
	ECE 102	Child Development	3
	ECE 103	Child Guidance	3
	ECE 111	Methods in Designing Curriculum	3
	ECE 112	Health Safety and Nutrition	3
	ECE 113	Family Dynamics and Culture	3
	ECE 114	Introduction to Issues and Trends	3
	<b>Credits Required</b>		<b>20</b>



**GEOGRAPHIC INFORMATION SYSTEMS PROGRAMS**

**Recommended Preparation for GIS programs**  
 Students are particularly encouraged to take note of the skills required in English, reading, math and computers before entering the core courses in geographic information systems.

**Geographic Information Systems Associate in Applied Science Degree**

<u>Core Courses</u>		<u>Credits</u>
GIS 101	Introduction to GIS	3
GIS 115	Cartography	3
GIS 118	ArcGIS Desktop I	5
GIS 120	ArcInfo I	5
GIS 130	ArcGIS Desktop II	5
GIS 140	ArcInfo II	5
GIS 145	ArcInfo III	5
GIS 150	GIS Applications	5
GIS 258/259	Cooperative Work Experience	10
NR 120	Introduction to Natural Resources	5
NR 130	Wildlife Management	5
<b>Credits Required</b>		<b>56</b>
<u>Support Courses</u>		
CIS 102	Microcomputer Applications	3
CIS 130	Operating Systems	5
CIS 131	Database Applications	3
<b>Credits Required</b>		<b>11</b>
<u>General Education Courses</u>		
ENGL 101	Expository/Argumentative Writing	5
ENGL 250	Technical Writing	5
MATH 107	Mathematical Applications (or higher)	5
<b>or</b>		
MATH 260	Introduction to Statistics	5
MATH 111	Introduction to Finite Math	5
<b>or</b>		
MATH 121	Functions and Graphs	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>28-30</b>
<b>Minimum Credits Required</b>		<b>95+</b>
<b>3 PE credits</b>		

**Geographic Information Systems Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
GIS 101	Introduction to GIS	3
GIS 115	Cartography	3
GIS 150	GIS Applications	5
GIS 258	Cooperative Work Experience	5
<b>Credits Required</b>		<b>16</b>

<u>Core Course Options</u>		
<b>ArcGIS Desktop Concentration</b>		
GIS 118	ArcGIS Desktop I	5
GIS 130	ArcGIS Desktop II	5
<b>Credits Required</b>		<b>10</b>

<u>ArcInfo Concentration</u>		
GIS 120	ArcInfo I	5
GIS 140	ArcInfo II	5
GIS 145	ArcInfo III	5
<b>Credits Required</b>		<b>15</b>

<u>Support Courses</u>		
CIS 102	Microcomputer Applications	3
CIS 130	Operating Systems	5
CIS 131	Database Applications	3
<b>Credits Required</b>		<b>11</b>

<u>General Education Courses</u>		
ENGL 101	Expository/Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/Business Writing	5
<b>or</b>		
ENGL 250	Technical Writing	5
MATH 107	Mathematical Applications (or higher)	5
<b>or</b>		
MATH 260	Introduction to Statistics	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>50</b>

Geographic Information Systems

**Geographic Information Systems**

**Certificate of Achievement**

Geographic Information Systems

<u>Core Course</u>		<u>Credits</u>
GIS 101	Introduction to GIS	3
GIS 115	Cartography	3
GIS 150	GIS Applications Natural Resource Management	5
GIS 258	Cooperative Work Experience	5
<b>Credits Required</b>		<b>16</b>

**GIS – ArcInfo**

**Certificate of Achievement**

Health Sciences Programs

<u>Core Course</u>		<u>Credits</u>
GIS 120	ArcInfo I	5
GIS 140	ArcInfo II	5
GIS 145	ArcInfo III	5
GIS 258	Cooperative Work Experience	5
<b>Credits Required</b>		<b>20</b>

Nursing

**GIS – ArcGIS Desktop**

**Certificate of Achievement**

<u>Core Course</u>		<u>Credits</u>
GIS 118	ArcGIS Desktop I	5
GIS 130	ArcGIS Desktop II	5
GIS 258	Cooperative Work Experience	5
<b>Credits Required</b>		<b>15</b>



**HEALTH SCIENCES PROGRAMS**

**Nursing**

*These are competitive admission programs. Nursing Program Applications are available from the Nursing Office. **The following are minimum requirements but do not guarantee admission.** Each of the admission requirements and prerequisite courses must be completed with a minimum grade of “C” (2.0) prior to consideration for admission. **Admission and prerequisite courses must be completed by the end of spring quarter to be considered for selection for the following fall entry.** Each of the core nursing and support courses must be completed with a grade of “C” or better to remain in the program.*

*The nursing program is designed as a career ladder program. All students admitted to the first-year of the program are practical nursing students. Upon successful completion of the fourth quarter, the graduate is eligible to take the NCLEX-PN examination for licensure as a Licensed Practical Nurse.*

*Upon admission, students must submit documentation of current immunizations, Adult/Child CPR certification, and submit to Criminal History Background checking. Students are responsible for providing their own insurance for illness/injury.*

*Nursing students and qualified LPN’s who wish to complete the Associate in Applied Science Degree for RN licensure must apply for admission to the second-year of the program. Upon successful completion of the second-year, the graduate is eligible to take the NCLEX-RN examination for licensure as a Registered Nurse.*

*Clinical rotations are scheduled during day and evening hours with some night and weekend rotations possible in order to gain specific experiences. Students must provide their own transportation.*

*The Associate in Applied Science Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, 1-800-669-1656.*

**Nursing Assistant Training**

**Certificate of Achievement**

Successful completion of this Nursing Assistant Training qualifies a student to take the state licensure exam for NA-C.

<u>Core Courses</u>		<u>Credits</u>
CNA 102	Certified Nursing Assistant Training	9
<b>Credits Required</b>		<b>9</b>

**Practical Nursing**

**Certificate of Completion**

Admission Requirements - PN Program

- Age 18
- Earned high school diploma or GED
- GPA 2.5
- READ 090 (grade of “C” or better) or placement in READ 120; students with AA or BA/BS are exempt
- MATH 095 (grade of “C” or better) or placement in MATH 098
- High school biology within the past 3 years and ability to pass a competency exam for BIOL 101 or BIOL 101 (grade of “C” or better)
- High school chemistry within the past 3 years or CHEM 101 (grade of “C” or better)
- CIS 100 or CIS 102 (grade of “C” or better) (or demonstrated competency)
- AHLTH 130 or AHLTH 150 (grade of “C” or better) or demonstrated competency

Prior to beginning any PN Program Core Courses

- NA-C licensure in Washington State
- Documentation of current CPR certification
- Immunizations on file in Nursing Office
- Submit to Washington State Patrol Criminal Background checking

<u>Prerequisite Courses: PN Program</u>		<u>Credits</u>
BIOL 208	Anatomy and Physiology I	5
BIOL 209	Anatomy and Physiology II	5
<b>Credits Required</b>		<b>10</b>

PN (First-Year) Core Courses

NURS 141	Concepts Basic to Nursing	4
NURS 142	Concepts Basic Clinical	5
NURS 143	Common Health Alterations I	5
NURS 144	Common Health I Clinical	6
NURS 145	Common Health Alterations II	5
NURS 146	Common Health II Clinical	6
NURS 147	Common Health Alterations III	5
NURS 148	Common Health III Clinical	6
<b>Credits Required</b>		<b>42</b>

**Practical Nursing Certificate (continued)**

<u>PN (First-Year) Support Courses</u>		<u>Credits</u>
ENGL 101	Expository/ Argumentative Writing	5
BIOL 211	Microbiology	5
PSYCH 100	General Psychology	5
<b>Credits Required</b>		<b>15</b>
<b>Minimum Credits Required</b>		<b>67</b>

**Associate Degree Nursing**

**Associate in Applied Science Degree**

Admission Requirements - ADN Program

- Graduation from an approved Practical Nursing Program
- Current unencumbered Washington State LPN license (recent graduates must take NCLEX-PN by October 1st)
- Evidence of clinical practice within the last 3 years

Prerequisite Courses: ADN Program

- CHEM 101, BIOL 208, BIOL 209, BIOL 211, ENGL 101, PSYCH 100 (all with a grade of “C” or better)
- Graduates of GHC who have been out of school longer than one (1) year or graduates of other PN programs must take NURS 149

<u>ADN (Second-Year) Core Courses</u>		<u>Credits</u>
NURS 241	Complex Health Alterations I	5
NURS 242	Complex Health I Clinical	4
NURS 243	Complex Health Alterations II	5
NURS 244	Complex Health II Clinical	4
NURS 245	Transition to Professional Practice	4
NURS 246	Transition to Professional Clinical	4
<b>Credits Required</b>		<b>26</b>

ADN (Second-Year) Support Courses

BIOL 160	Human Nutrition	5
PSYCH 220	Developmental Psychology	5
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>15</b>

**Minimum Credits Required 108+  
3 PE credits**

Nursing Assistant  
Training

Practical Nursing

Associate Degree  
Nursing

Pharmacy  
Technician

Human Services

**Pharmacy Technician****Certificate of Completion****Prerequisite Requirements**

Students must have a high school diploma or GED. Licensing laws require that Pharmacy Technician applicants complete a declaration that he/she has never been found guilty by any court or competent jurisdiction of any violation of any laws relating to drugs or the practice of pharmacy. A grade of "C" or better is required in all core courses to receive this certificate of completion.

<b><u>Core Courses</u></b>		<b><u>Credits</u></b>
AIDS 102	AIDS Education	0.8
PHAR 104	Introduction to Pharmacy	4
PHAR 108	Pharmacy Calculations	3
PHAR 113	Pharmacology I	3
PHAR 116	Pharmacy Records Management	2
PHAR 116L	Pharmacy Records Management Lab	2
PHAR 120	Internship I	4
PHAR 121	Internship Seminar I	1
PHAR 129	Pharmacy Law	2
PHAR 134	Pharmacology II	3
PHAR 137	Sterile Products/Aseptic Techniques	2
PHAR 137L	Sterile Products Lab	2
PHAR 141	Internship II	4
PHAR 142	Internship Seminar II	1
<b><i>Credits Required</i></b>		<b>33.8</b>
<b><u>Support and General Education Courses</u></b>		
AHLTH 130	Medical Terminology	3
<b>or</b>		
AHLTH 150	Comprehensive Medical Terminology	5
CIS 102	Microcomputer Applications	3
ENGL 101	Expository/Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/Business Writing	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
SPCH 201	Fundamentals of Group Discussion	3
<b><i>Credits Required</i></b>		<b>17-21</b>
<b><i>Minimum Credits Required</i></b>		<b>50.8</b>

**HUMAN SERVICES PROGRAMS****Recommended Preparation for HUST programs**

Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions in this catalog.

**Human Services****Associate in Applied Science Degree**

<b><u>Core Courses</u></b>		<b><u>Credits</u></b>
HUST 101	Introduction to Human Services	5
HUST 102	Community Resources	5
HUST 103	Interview/Assessments	5
HUST 108	Counseling/Crisis Intervention	5
HUST 110	Nutrition/Medication Management	5
HUST 158	Cooperative Work Internship	3
HUST 202	Counseling Special Populations	5
HUST 203	Law/Ethics Human Services	5
HUST 204	Advanced Counseling/Case Management	5
HUST 258	Advanced Cooperative Work Internship	5
<b><i>Credits Required</i></b>		<b>48</b>
<b><u>General Education Courses</u></b>		
ENGL 101	Expository/Argumentative Writing	5
MATH 101	Applications of Algebra (or higher)	5
PSYCH 100	General Psychology	5
PSYCH 220	Developmental Psychology	5
SPCH 101	Fundamentals of Speech	5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	3
<b><i>Credits Required</i></b>		<b>23-25</b>
<b><u>Support Course Options</u></b>		

Entry level employment in human services crosses a broad spectrum of career options. These include mental health, chemical dependency counseling, criminal justice/corrections, among other related areas. Many students also transfer to The Evergreen State College under the Direct Transfer Agreement. Support courses can be selected to pursue a specific career objective, to explore the human services field, or to transfer to a four-year program. Support course selections must be approved by the student's academic advisor. A minimum of twenty (20) support course credits are required.

**Human Services Degree (continued)**

<u>Support Courses</u>		<u>Credits</u>
AIDS 103	AIDS and the Substance Abuse Counselor (4 hours minimum)	2
ALSA 110	Survey of Chemical Dependency	4
ALSA 120	Pharmacology of Alcohol/Drugs	4
ALSA 125	The Dysfunctional Family	3
ALSA 136	Group Dynamics	3
ALSA 140	Chemical Dependency and Case Management	3
ALSA 209	Law and Ethics in Chemical Dependency Treatment	2
ALSA 210	Chemical Dependency Treatment and the Law	2
ALSA 270	Alcohol/Substance Abuse Counseling	4
CJUS 101	Understanding the Criminal Justice System	5
CJUS 102	Law and Society	5
CJUS 104	The Line Officer Function: Police and Corrections	5
CJUS 106	Juvenile Justice in America	5
CJUS 110	Law and Justice	5
CJUS 206	Crime and Criminology	5
ECE 101	Introduction to Childcare	2
ECE 102	Child Development Birth through Six	3
ECE 103	Guiding the Behavior of Young Children	3
HUMDV 109	Personal Development	2
HUMDV 111	Career Options and Life Planning	3
HUST 150	Introduction to Family Violence Counseling	5
HUST 151	Case Management and Counseling in Family Violence	5
PSYCH 106	Applied Psychology	3
PSYCH 210	Psychology of Adjustment	5
PSYCH 260	Abnormal Psychology	5
PSYCH 250	Social Psychology	5
SOC 110	Introduction to Sociology	5
SOC 252	Marriage and Family	5
	<b>Credits Required</b>	<b>20</b>
	<b>Minimum Credits Required</b>	<b>91+ 3 PE credits</b>

**Human Services**

**Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
HUST 101	Introduction to Human Services	5
HUST 102	Community Resources	5
HUST 108	Counseling/Crisis Intervention	5
	<b>or</b>	
HUST 110	Nutrition/Medication Management	5
HUST 158	Cooperative Work Internship	3
HUST 203	Law/Ethics Human Services	5
HUST 258	Advanced Cooperative Work Internship	5
	<b>Credits Required</b>	<b>28</b>
<u>General Education Courses</u>		
ENGL 101	Expository/Argumentative Writing	5
MATH 101	Applications of Algebra for Vocational/Technical Students	5
CIS 102	Microcomputer Applications	3
SPCH 101	Fundamentals of Speech	5
	<b>or</b>	
SPCH 201	Fundamentals of Group Discussion	3
	<b>Credits Required</b>	<b>16-18</b>
<u>Elective Courses</u>		
<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>		
	<b>Credits Required</b>	<b>0-1</b>
	<b>Minimum Credits Required</b>	<b>45</b>

Human Services

Medical Records Office Assistant

**MEDICAL RECORDS OFFICE ASSISTANT PROGRAMS**

**Medical Records Office Assistant Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
AHLTH 130	Medical Terminology	3
AHLTH 140	Advanced Medical Terminology	3
BIOL 118	Human Biology	5
OFTC 117	Medical Transcription	3
OFTC 132	Insurance Billing and Coding	3
OFTC 175	Medical Coding	3
OFTC 221	Medical Office Procedures	3
OFTC 254	Computerized Information Processing	3
	<b>Credits Required</b>	<b>26</b>

### Medical Records Office Assistant Certificate (continued)

	<u>Support Courses</u>	<u>Credits</u>
<i>Medical Records Office Assistant</i>	CIS 102 Microcomputer Applications	3
	CIS 140 Word Processing Applications	5
	OFTC 113 Document Formatting	5
	OFTC 116 Machine Transcription	3
	OFTC 124 Keyboard Skillbuilding I	1
	OFTC 205 Records Information Management	5
<i>Medical Coding</i>	<b>Credits Required 22</b>	
	<u>General Education Courses</u>	
<i>Medical Transcription</i>	BA 140 Business English	3
	ENGL 101 Expository/ Argumentative Writing	5
	<b>or</b>	
	ENGL 150 Vocational/Technical/ Business Writing	5
<i>Natural Resources</i>	PSYCH 106 Applied Psychology	3
	<b>or</b>	
	SOC 110 Introduction to Sociology	5
	<b>Credits Required 11-13</b>	
<b>Minimum Credits Required 59</b>		

### Medical Coding Certificate of Achievement

<u>Core Course</u>	<u>Credits</u>
AHLTH 130 Medical Terminology	3
AHLTH 140 Advanced Medical Terminology	3
OFTC 132 Medical Records: Insurance Billing and Coding	3
OFTC 175 Medical Coding	3
<b>Credits Required 12</b>	

### Medical Transcription Certificate of Achievement

<u>Core Course</u>	<u>Credits</u>
AHLTH 130 Medical Terminology	3
AHLTH 140 Advanced Medical Terminology	3
BIOL 118 Human Biology	5
OFTC 117 Medical Transcription	3
OFTC 118 Medical Transcription II	3
OFTC 124* Keyboard Skillbuilding I	1
<b>Credits Required 18</b>	

\* OFTC 124 is used for speed-building.  
Transcription candidates need an entry level typing speed of 35-40 wpm and an exit speed of 60-75 wpm.

## NATURAL RESOURCES PROGRAMS

Recommended Preparation for NR Programs  
Students are particularly encouraged to take note of the skills required in English, reading, math and computers prior to enrollment in core natural resources or fisheries option courses.

### Natural Resources Technology Associate in Applied Science Degree

<u>Common Core Courses</u>	<u>Credits</u>
FISH 121 Introduction to Fisheries Management	4
FISH 215 Fisheries Biology	7
FISH 220 Chemical Field/Lab Methods	6
FISH 221 Biological Field/Lab Methods	6
NR 130 Wildlife Management	5
NR 140 Watershed Ecosystems I	5
NR 240 Watershed Ecosystems II	5
<b>Credits Required 38</b>	

#### Core Course Options

Students need to complete 21 credits from one of the two options listed below.

#### Natural Resources Option

NR 120 Introduction to Natural Resources	5
BIOL 109 Plants of Western Washington	5
BIOL 140 Ecology	5
NR 258/259 Cooperative Work Experience	6
<b>Credits Required 21</b>	

#### Fisheries Technology Option

BIOL 114 Marine Biology	5
FISH 122 Introduction to Aquaculture	4
FISH 222 Advanced Aquaculture	6
NR 258/259 Cooperative Work Experience	6
<b>Credits Required 21</b>	

#### Support Courses

CHEM 101 Introduction to Chemistry	5
<b>or</b>	
CHEM 111 General Chemistry I	5
CIS 102 Microcomputer Applications	3
CIS 150 Spreadsheet Applications	3
GEOG 101 Physical Geology	5
GIS 101 Introduction to GIS	3
<b>Credits Required 19</b>	



**Natural Resources Degree (continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL 101	Expository/ Argumentative Writing	5
ENGL 250	Technical Writing	5
MATH 107	Mathematical Applications (or higher)	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
	<b>Credits Required</b>	<b>23-25</b>
	<b>Minimum Credits Required</b>	<b>101+</b> <b>3 PE credits</b>

**Aquaculture Technician**

**Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
FISH 100	Small Boat Operations	4
FISH 121	Introduction to Fisheries Management	4
FISH 122	Introduction to Aquaculture	4
FISH 222	Advanced Aquaculture	6
NR 258/259	Cooperative Work Experience	10
	<b>Credits Required</b>	<b>28</b>

Support Courses

CIS 102	Microcomputer Applications	3
NR 120	Introduction to Natural Resources	5
	<b>Credits Required</b>	<b>8</b>

General Education Courses

ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
<b>or</b>		
ENGL 250	Technical Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
	<b>Credits Required</b>	<b>18-20</b>
	<b>Minimum Credits Required</b>	<b>54</b>

**Fish and Wildlife Restoration**

**Certificate of Achievement**

<u>Core Course</u>		<u>Credits</u>
BIOL 109	Plants of Western Washington	5
FISH 121	Introduction to Fisheries	4
NR 120	Introduction to Natural Resources	5
NR 130	Wildlife Management	5
NR 258/259	Cooperative Work Experience	6
	<b>Credits Required</b>	<b>25</b>

**Watershed Restoration**

**Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
NR 120	Introduction to Natural Resources	5
NR 140	Watershed Ecosystems I	5
NR 240	Watershed Ecosystems II	5
NR 258/259	Cooperative Work Experience	10
	<b>Credits Required</b>	<b>25</b>

Support and General Education Courses

CIS 102	Microcomputer Applications	3
ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
<b>or</b>		
ENGL 250	Technical Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
	<b>Credits Required</b>	<b>21-23</b>
	<b>Minimum Credits Required</b>	<b>46</b>

**Watershed Restoration**

**Certificate of Achievement**

<u>Core Course</u>		<u>Credits</u>
BIOL 109	Plants of Western Washington	5
GIS 101	Introduction to GIS	3
NR 120	Introduction to Natural Resources	5
NR 140	Watershed Ecosystems I	5
NR 258/259	Cooperative Work Experience	6
	<b>Credits Required</b>	<b>24</b>

Natural Resources

Aquaculture  
Technician

Fish and Wildlife  
Restoration

Watershed  
Restoration

Office Technology

Software Applications

**OFFICE TECHNOLOGY PROGRAMS**

**Office Technology  
Associate in Applied Science Degree**

<u>Core Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
CIS 131	Database Applications	3
CIS 140	Word Processing Applications	5
CIS 150	Spreadsheet Applications	3
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 116	Machine Transcription	3
OFTC 124	Keyboard Skillbuilding I	1
OFTC 125	Keyboard Skillbuilding II	1
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
OFTC 252	Desktop Publishing	5
OFTC 253	Integrated Software Applications	5
<b>Credits Required</b>		<b>52</b>

<u>Support Courses</u>		
ACCT 113	Introduction to Accounting I	5
BA 101	Introduction to Business	5
BA 140	Business English	3
<b>Credits Required</b>		<b>13</b>

<u>General Education Courses</u>		
ENGL 101	Expository/ Argumentative Writing	5
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	3
<b>Credits Required</b>		<b>16-20</b>

Elective Courses  
*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*  
**Credits Required 5-9**

**Minimum Credits Required 90+  
3 PE credits**

**Office Technology  
Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 140	Word Processing Applications	5
CIS 150	Spreadsheet Applications	3
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 116	Machine Transcription	3
OFTC 124	Keyboard Skillbuilding I	1
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
<b>Credits Required</b>		<b>33</b>

<u>General Education Courses</u>		
BA 140	Business English	3
ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
<b>Credits Required</b>		<b>11-13</b>

Elective Courses  
*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*  
**Credits Required 0-1**

**Minimum Credits Required 45**

**Software Applications  
Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
CIS 131	Database Applications	3
CIS 140	Word Processing Applications	5
CIS 150	Spreadsheet Applications	3
OFTC 252	Desktop Publishing	5
OFTC 253	Integrated Software Applications	5
<b>Credits Required</b>		<b>29</b>

**Software Applications Certificate  
(continued)**

Support and General Education Courses      Credits

BA 104	Mathematics for Business	3
<b>or</b>		
MATH 101	Applications of Algebra (or higher)	5
ENGL 101	Expository/ Argumentative Writing	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3
<b>or</b>		
SOC 110	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	3
<b>Credits Required</b>		<b>14-20</b>

Elective Courses

*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*

**Credits Required**      **0-2**

**Minimum Credits Required**      **45**

**Formatting and Publishing  
Business Documents  
Certificate of Achievement**

Prerequisite Requirements

*Basic working knowledge of computers or CIS 100 and CIS 101.*

Core Courses      Credits

CIS 102	Microcomputer Applications	3
CIS 140	Word Processing Applications	5
OFTC 113	Document Formatting	5
OFTC 252	Desktop Publishing	5
<b>Credits Required</b>		<b>18</b>

**Microcomputer Applications  
Certificate of Achievement**

Prerequisite Requirements

*Basic working knowledge of computers and accounting or CIS 102 and ACCT 113.*

Core Courses      Credits

ACCT 176	Computerized Accounting	2
CIS 125	Internet Fundamentals	5
CIS 131	Database Applications	3
CIS 140	Word Processing Applications	5
CIS 150	Spreadsheet Applications	3
<b>Credits Required</b>		<b>18</b>

**Microsoft Office Applications  
Certificate of Achievement**

Prerequisite Requirements

*Basic working knowledge of computers or CIS 100 and CIS 101.*

Core Courses      Credits

CIS 102	Microcomputer Applications	3
CIS 131	Database Applications	3
CIS 140	Word Processing Applications	5
CIS 150	Spreadsheet Applications	3
<b>Credits Required</b>		<b>14</b>

**Office Professional Certification  
Certificate of Achievement**

Prerequisite Requirements

*Basic working knowledge of computers or CIS 100 and CIS 101.*

Core Courses      Credits

BA 140	Business English	3
CIS 140	Word Processing Applications	5
OFTC 115	Electronic Math Applications	3
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
<b>Credits Required</b>		<b>21</b>

**WELDING TECHNOLOGY  
PROGRAMS**

**Welding Technology  
Associate in Technology Degree**

Prerequisite Requirements

*Instructor permission is required prior to enrollment in core courses in this program.*

Core Courses      Credits

WELD 100	Welding Blueprint Reading	5
WELD 110	Beginning Welding	16
WELD 120	Intermediate Welding	16
WELD 130	Advanced Welding	16
WELD 240	Pipe Welding	16
WELD 245	Fabrication	16
WELD 250	Certification	16
<b>Credits Required</b>		<b>101</b>

Software  
Applications

Formatting and  
Publishing  
Business  
Documents

Microcomputer  
Applications

Microsoft Office  
Applications

Office Professional  
Certification

Welding  
Technology

	<b>Welding Degree (continued)</b>		<b>Related Welding Certificate (continued)</b>
	<u>General Education Courses</u>	<u>Credits</u>	<u>General Education Courses</u>
	ENGL 101 Expository/ Argumentative Writing	5	ENGL 101 Expository/ Argumentative Writing
<i>Welding Technology</i>	<b>or</b>		<b>or</b>
	ENGL 150 Vocational/Technical/ Business Writing	5	ENGL 150 Vocational/Technical/ Business Writing
	MATH 100 Vocational/Technical Math (or higher)	5	MATH 100 Vocational/Technical Math (or higher)
<i>Related Welding</i>	PSYCH 100 General Psychology	5	PSYCH 100 General Psychology
	<b>or</b>		<b>or</b>
	PSYCH 106 Applied Psychology	3	PSYCH 106 Applied Psychology
	<b>or</b>		<b>or</b>
<i>Welding Basics Level 1</i>	SOC 110 Introduction to Sociology	5	SOC 110 Introduction to Sociology
	<b>Credits Required</b>	<b>13-15</b>	<b>Credits Required</b>
	<b>Minimum Credits Required</b>	<b>114+</b>	<b>Minimum Credits Required</b>
		<b>3 PE credits</b>	<b>36</b>
<i>Welding Basics Level 2</i>	<b>Welding Technology Certificate of Completion</b>		<b>Welding Basics Level 1 Certificate of Achievement</b>
	<u>Prerequisite Requirements</u>		<u>Core Courses</u>
	<i>Instructor permission is required prior to enrollment in core courses in this program.</i>		WELD 101 Related Welding I
<i>Pipe Welding Level 3</i>			WELD 102 Related Welding II
	<u>Core Courses</u>	<u>Credits</u>	WELD 103 Related Welding III
	WELD 100 Welding Blueprint Reading	5	<b>Credits Required</b>
	WELD 110 Beginning Welding	16	<b>18</b>
	WELD 120 Intermediate Welding	16	
	WELD 130 Advanced Welding	16	
	<b>Credits Required</b>	<b>53</b>	
<i>Industrial Welding Level 4</i>	<u>General Education Courses</u>		<b>Welding Basics Level 2 Certificate of Achievement</b>
	ENGL 101 Expository/ Argumentative Writing	5	<u>Core Courses</u>
	<b>or</b>		WELD 100 Welding Blueprint Reading
	ENGL 150 Vocational/Technical/ Business Writing	5	WELD 110 Beginning Welding
	MATH 100 Vocational/Technical Math (or higher)	5	WELD 120 Intermediate Welding
	PSYCH 100 General Psychology	5	<b>Credits Required</b>
	<b>or</b>		<b>37</b>
	PSYCH 106 Applied Psychology	3	
	<b>or</b>		
	SOC 110 Introduction to Sociology	5	
	<b>Credits Required</b>	<b>13-15</b>	
	<b>Minimum Credits Required</b>	<b>66</b>	
	<b>Related Welding Technology Certificate of Completion</b>		<b>Pipe Welding Level 3 Certificate of Achievement</b>
	<u>Prerequisite Requirements</u>		<u>Core Courses</u>
	<i>Instructor permission is required prior to enrollment in core courses in this program.</i>		WELD 130 Advanced Welding
			WELD 240 Pipe Welding
	<u>Core Courses</u>	<u>Credits</u>	<b>Credits Required</b>
	WELD 100 Welding Blueprint Reading	5	<b>32</b>
	WELD 101 Related Welding I	6	
	WELD 102 Related Welding II	6	
	WELD 103 Related Welding III	6	
	<b>Credits Required</b>	<b>23</b>	
	<b>Industrial Welding Level 4 Certificate of Achievement</b>		<u>Core Courses</u>
			WELD 245 Fabrication
			WELD 250 Certification
			<b>Credits Required</b>
			<b>32</b>

## Independent Study

Credit for independent study (290 series courses) may be permitted under special circumstances. Up to three credits in courses in the 290 series may be earned when an instructor agrees to supervise independent study that allows the student to pursue topics above and beyond the regular course offerings. Students requesting an independent study must demonstrate that they have already completed a substantial amount of relevant coursework in Grays Harbor College's regular curriculum and that, therefore, an opportunity for additional, enhanced study is appropriate. A "**Course Contract for Independent Study**" must be completed by the student and instructor and approved by the appropriate division chair and vice president for instruction.

Independent study courses are not acceptable for fulfilling distribution requirements in any degree. A maximum of three independent study course credits may be used as general elective credit to fulfill degree requirements. **GRAYS HARBOR COLLEGE DOES NOT GUARANTEE THE TRANSFERABILITY OF THESE COURSES.**

## Special Topics

Special Topics 199 and 299 are regular courses designed to deal with unique subjects or timely topics. These topics may be offered in any discipline, typically on a one-time basis. The purpose of these courses is to provide students with the opportunity to explore specialized subjects within a chosen field of study. Special Topics courses may vary from one to five credit hours. Prerequisites are determined on a course-by-course basis. Credits are variable. Special Topics 199 and 299 courses are not acceptable for fulfilling distribution requirements for any degree. They serve as general electives only.

## Accounting

### ACCT 113 5 Credits Introduction to Accounting I

*Prerequisites: READ 090, completion of or current enrollment in MATH 093 or instructor permission.*

Theory and practice of double-entry bookkeeping and accounting for professional, service and merchandising business organizations. Coverage of both cash and accrual systems with preparation of worksheets, adjusting and closing entries, reversing entries, and financial statements. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### ACCT 114 5 Credits

#### Introduction to Accounting II

*Prerequisite: ACCT 113.*

Introduction to accounting for partnerships and corporations. Valuation of receivables, inventories and plant equipment. Students complete a practice set. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### ACCT 150 5 Credits

#### Principles of Accounting I

*Recommended Preparation: CIS 102.*

*Prerequisites: MATH 098 or placement in MATH 107 or higher. Completion of ENGL 095 or placement in ENGL 101 or instructor permission.*

A foundation course for accounting program students and students planning to transfer to a four-year institution. The theory and practice of financial accounting are introduced and developed. Involves the measuring of business income and expenses, the accounting cycle, merchandising transactions, the sole proprietorship form of business organization and the relationship and preparation of the accounting statements. Includes emphasis on the accounting for current assets, property, plant and equipment. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

### ACCT 151 5 Credits

#### Principles of Accounting II

*Prerequisites: ACCT 150 or ACCT 114.*

This course continues the study of financial accounting theory through the application of the basic concepts and principles of the partnerships and corporation form of business organization. Includes the study of liabilities, time value of money, statement of cash flow, additional financial reporting issues and the analysis and interpretation of financial statements. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

### ACCT 152 5 Credits

#### Managerial Accounting

*Prerequisite: ACCT 151.*

A study of accounting information and its application and uses within the business organization. Includes the study of manufacturing operations with emphasis on determination, behavior and control of costs, cost-volume-profit analysis, budgeting and responsibility accounting, and management decision making for pricing, capital expenditures and short-run analysis. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## Independent Study

### Special Topics

### Accounting

Accounting

Adult Basic Education

**ACCT 175 4 Credits**

**Business and Payroll Tax Accounting**

*Prerequisites: ACCT 113 or ACCT 150 or instructor permission.*

A study of the various aspects of federal, state and local taxes levied upon business. Emphasis placed on federal income and Social Security tax withholding, sales tax requirements and various state regulations regarding employee health, safety, unemployment insurance and business and occupation tax. Students will practice completion of various tax reports and maintenance of accurate tax related records. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ACCT 176 2 Credits**

**Computerized Accounting Functions**

*Prerequisites: ACCT 113 or ACCT 150; CIS 102 or instructor permission.*

Introduction to computer applications in an accounting environment. Students will analyze transactions, enter data into a computerized accounting system and prepare various financial reports. Included are integrated general ledgers, accounts receivable and payable, depreciation, inventory and payroll systems. 1 lecture hour; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**ACCT 220 5 Credits**

**Federal Income Tax I**

*Prerequisite: ACCT 113 or ACCT 150 or instructor permission.*

An introduction to the basic concepts of the Internal Revenue Code as applied to individual and sole proprietorship-small business tax problems. The course involves integrating concepts and the application of recent laws and regulations to the preparation of 1040 Individual Income Tax return; Schedule A, Itemized Deductions; Schedule C, Profit or (Loss) from Business, and depreciation methods. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**Adult Basic Education**

**BASED 020 1-3 Credits**

**Steps to Success**

The purpose of this course is to improve learner retention and persistence through research-proven goal setting, learning readiness, problem solving, evaluation and intervention and self-awareness strategies. It will also enable staff to collect data in order to predict student performance outcomes accurately. This course focuses on six areas: (1) Orientation to the program, its resources and services; (2) Current abilities, characteristics, styles and readiness to learn; (3) Personal, educational and employment background and interests; (4) Skill gaps, learning deficiencies and difficulties, barrier identification with strategies, recommendations and interventions for improvement; (5) Long-term and short-term goals; (6) The skills needed to reach those goals; and a plan of action to reach the goals (personal learning/action plan).

**BASED 021 1-18 Credits**

**Basic Skills I**

This course provides instruction in reading, writing and math to students whose basic skills are between beginning literacy and grade level 1.9. Upon completing this level, a learner will be able to read simple directions and forms; convey ideas in writing for basic survival needs; use basic whole number math; listen actively; and use very simple computer programs.

**BASED 022 1-18 Credits**

**Basic Skills II**

This course provides instruction in reading, writing, and math to students whose basic skills are between grade levels 2.0 and 3.9. Upon completing this level, a learner will be able to read simple materials; convey ideas in writing for basic family needs; process whole number operations; listen actively; set goals; take responsibility for own behavior; and use simple computer programs.

**BASED 023 1-18 Credits**

**Basic Skills III**

This course provides instruction in reading, writing, and math to students whose basic skills are between grade levels 4.0 and 5.9. Upon completing this level, a learner will be able to read real-life materials such as employee manuals and letters from a child's teacher; write using increasingly complex sentence structure; use fractions and decimals; listen actively; identify conflicts and cooperate with others; set goals; and use most basic computer software.

**BASED 024** **1-18 Credits**  
**Basic Skills IV**

This course provides instruction in reading, writing and math to students whose basic skills are between grade levels 6.0 and 8.9. Upon completing this level, a learner will be able to read higher-level written material such as common legal forms; write paragraphs with few mistakes; use percents, measurements, and simple formulas; listen actively; resolve conflicts and work with others; set goals; and use computers proficiently.

**BASED 025** **1-18 Credits**  
**GED Prep I**

This course provides instruction in reading, writing, and math to students whose basic skills are between grade levels 9.0 and 10.9. Upon completing this level, a learner will be able to comprehend higher-level written material; compose essays; work productively in groups; solve algebraic equations; use math in business transactions; and use computers and common computer applications proficiently. The GED Prep I student should be able to pass at least three official GED practice tests.

**BASED 026** **1-18 Credits**  
**GED Prep II**

This course provides instruction in reading, writing, and math to students whose basic skills are between grade levels 11.0 and 12.9. Upon completing this level, a learner will be able to read technical information and complex manuals; write clearly; use the principles of geometry; use higher level thinking skills; work productively in groups; and use all common computer software.

**Aids**

**AIDS 102** **0.8 Credit**  
**Health Care Perspective on AIDS**

*NOTE: This course is offered on an independent study basis. Students can enroll at any time through the end of the quarter.*

A workshop meeting WAMI, HIV, core curriculum requirements aimed at health care professionals to meet licensing requirements related to AIDS training.

**AIDS 103** **2 Credits**  
**AIDS and the Substance Abuse Counselor**

This course is designed for the chemical dependency counselor in the state of Washington who requires a seven-hour course in developing AIDS-relevant counseling skills. Topics include HIV clinical picture, epidemiology, HIV transmission modes and variables, managing personal fear and resistance, substance abuse and AIDS risk relationships, strategic risk intervention, risk intervention skills and procedures, HIV test counseling, and special treatment needs of the HIV-positive client. This course meets the requirements as stipulated by the Bureau of Alcohol and Substance Abuse. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**Alcohol/Substance Abuse**

**ALSA 110** **4 Credits**  
**Survey of Chemical Dependency**

Introduction to the physiological, psychological and sociocultural aspects of alcoholism and drug abuse. Analyzes patterns of dependency and addiction associated with prescription, over-the-counter, and illegal substances. Explores methods of prevention, control, and treatment. Includes techniques for assessing the degree of involvement with alcoholism and drugs. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 120** **4 Credits**  
**Pharmacology of Alcohol/Drugs**

The interaction of alcohol and other drugs in the human body; absorption, distribution, metabolism, mechanism of action, peripheral and central nervous system effect, interaction with other chemicals and physiological consequences of chronic high dosage use. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 125** **3 Credits**  
**The Dysfunctional Family**

Examines major family counseling theories and their application to the family system that is being affected by and is affecting the chemically dependent person. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 136** **3 Credits**  
**Group Dynamics**

This course is an introduction to the principles of group process with emphasis on group counseling with chemically dependent clients. By its very nature a course in group counseling must be experiential. All students will be expected and encouraged to participate in the group activities. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

*Adult Basic Education*

*AIDS*

*Alcohol/Substance Abuse*

Alcohol/Substance  
Abuse

## Allied Health

**ALSA 140 3 Credits****Chemical Dependency/Case Management**

This course introduces the student to the role of case management in human services. Models of case management and the varying roles of the counselor/case manager are examined. The student will learn approved methods of managing client record documentation, information gathering, processes, treatment planning and interfacing with community agencies. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 209 2 Credits****Law and Ethics in Chemical  
Dependency Treatment**

The course will cover the appropriate interaction between chemical dependency counselors and consumers of chemical dependency treatment. Ethical principles will be applied in a chemical dependency context, and relevant WACs will be covered. The Washington State Department of Alcohol and Substance Abuse (DASA) requires that chemical dependency counselors take a course pertaining to ethics in chemical dependency treatment. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 210 2 Credits****Chemical Dependency  
Treatment and the Law**

The course will cover the interaction of alcohol/drug treatment facilities and the various elements of the judicial system. A primary focus will be the legal responsibility of individual chemical dependency counselors. The Washington Department of Alcohol and Substance Abuse (DASA) requires that chemical dependency counselors take a course pertaining to the legal system. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 211 2 Credits****Relapse Prevention**

The course will focus on relapses in chemical dependency treatment. Preventing and dealing with relapses will be a special focus. The stages of recovery in substance abuse treatment and the likelihood of relapse in treatment will also be covered. The Washington State Department of Alcohol and Substance Abuse (DASA) requires that chemical dependency counselors take a course in this area. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 212 2 Credits****Youth Chemical Dependency  
Assessment/Counseling**

*Prerequisite: ALSA 110.*

This course will focus on youth chemical dependency counseling and assessment. At-risk youth will be a particular focus along with family issues, assessment, and treatment planning. The Washington State Department of Alcohol and Substance Abuse (DASA) requires that chemical dependency counselors take a course in this area. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 270 4 Credits****Alcohol/Substance Abuse Counseling**

Students learn basic communications, interview and assessment skills as used in community mental health settings. Development of beginning-level counseling skills and awareness of unique qualities each brings into the helping profession. This course will review the major therapeutic approaches including client-centered therapy, rational-emotive therapy, reality therapy, gestalt therapy, and transactional analysis. Includes some demonstration of techniques associated with the therapies. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## Allied Health

**AHLTH 130 3 Credits****Medical Terminology**

*Prerequisite: READ 090 or placement in READ 120.*

A self-programmed, module course designed to build a basic knowledge of medical vocabulary. The material presents a logical step-by-step method of learning medical terminology. The student is able to recognize and build thousands of terms after learning the meaning of a few word parts. Audio tapes and/or CD ROMs enhance learning. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**AHLTH 140 3 Credits****Advanced Medical Terminology**

*Prerequisite: AHLTH 130.*

This course is primarily designed for students pursuing the Medical Office Assistant Clerical program. This course provides simple, non-technical explanations of current medical terminology along with descriptions of anatomy, physiology, and pathology as it relates to the preparation of medical reports. Instruction includes vocabulary, pronunciation, diagrams, and word usage. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.



**AHLTH 150** **5 Credits**  
**Comprehensive Medical Terminology**

*Prerequisite: READ 090 or placement in READ 120.*

This course presents a comprehensive systems approach to the study of selected roots, prefixes, and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of the various systems of the body. There is an emphasis on accurate spelling and pronunciation of all medical terms. Study includes common medical abbreviations, selected eponyms, clinical laboratory procedures and radiology procedures with associated terminology for each body system. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## Anthropology

**ANTH 100** **5 Credits**  
**Introduction to Anthropology**

*Recommended Preparation: ENGL 095 or placement in ENGL 101.*

Survey of the fields which make up anthropology: physical anthropology, archeology, prehistory and beginning of history including the earliest cultures and civilizations; ethnology/social anthropology, living and recent societies of the world. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

**ANTH 202** **5 Credits**  
**Cultural Anthropology**

*Prerequisite: ANTH 100 or SOC 110 or instructor permission.*

The study of cultural traditions in various sections of the world, leading to an understanding of cultural differences and similarities. Emphasis will be placed upon anthropological examples of human behavior in societies that contrast with Western civilizations. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

## Art

**ART 100** **5 Credits**  
**Art Appreciation**

*Recommended Preparation: ENGL 101.*

*Prerequisites: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120.*

A study of the basic elements of visual form and their application to the variety and richness of art. Traditional and contemporary art from around the world, including architecture, design, painting, photography, and sculpture are examined in ways that provide meaningful responses to form and content. The broad objective of this course is for the student to recognize and become conversant with the basic concepts, styles, terminology, and elements of visual art. Major examples of two- and three-dimensional art will be examined and discussed. 5 lecture hours. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

**ART 101** **5 Credits**  
**Drawing I**

*Prerequisite: ENGL 095 or placement in ENGL 101.*

A practical introduction to the methods, materials and visual elements necessary to draw from life. The basic skills and vocabulary of representing visual observations will be discussed, demonstrated and practiced. This course is an exploration of concepts and techniques basic to representational drawing. Projects chosen by the instructor will develop, through observation, the skills applicable to perspective drawing, landscape, still life, the human figure, and graphic layout. Through demonstration, critique, and problem-solving, students will be exposed to the traditions of two-dimensional representation in black and white including the elements of composition, proportion, values, contours, cross-contours, chiaroscuro and basic perspective. 4 lecture hours; 2 studio hours. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

Allied Health

Anthropology

Art

## Art

**ART 102** **5 Credits**  
**Drawing II**

*Prerequisites: ART 101 or ART 104; ENGL 095 or placement in ENGL 101.*

Further application of the principles, materials, and methods presented in ART 101 with increased emphasis on effective development of form, volume and expressive composition. This course is designed to extend basic skill levels and encourage more individual application of the skills, basic principles, terminology, and techniques of representational drawing developed in ART 101. Through demonstration, critique, and individual problem-solving, students will further their understanding of the traditions of two-dimensional representation in black and white using the familiar elements of composition, proportion, values, contours, cross-contours, chiaroscuro and basic perspective. 4 lecture hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

**ART 103** **5 Credits**  
**Drawing III**

*Prerequisites: ART 102; ENGL 095 or placement in ENGL 101.*

Advanced study of principles and methods of observational drawing with special attention to traditional concepts and contemporary forms. In addition to studio assignments, independent projects will be developed jointly by student and instructor. This course is designed to encourage more individual application of the skills, basic principles, terminology, and techniques of representational drawing developed in ART 101 and 102. Drawing from observation and the in-class study of visual relationships will continue to be emphasized as well as synthesizing images from a variety of other sources. 4 lecture hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

**ART 104** **5 Credits**  
**Design I**

*Recommended Preparation: ENGL 101.*

*Prerequisite: ENGL 095 or placement in ENGL 101.*

A practical introduction to the basic elements, techniques, and principles of two-dimensional visual art with an emphasis on projects using line, shape, pattern, and interval in black and white. This course introduces the visual principles essential to all graphic design and the visual aspects of web design and desktop publishing. Use of the personal computer as a design tool is encouraged. The basic goals of this course are for the student to learn the elements of the form-language, become aware of traditional practices and materials, and develop concepts and skills useful in graphic problem-solving. 4 lecture hours; 2 studio hours. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

**ART 105** **5 Credits**  
**Design II**

*Recommended Preparation: ENGL 101.*

*Prerequisites: ART 101 or ART 104; ENGL 095 or placement in ENGL 101.*

An extended exploration of the basic elements, techniques, and principles of the basic elements and principles of visual art introduced in ART 101 and ART 104 with an emphasis on color and three-dimensional design problems. The objective of this studio course is to develop practical understanding of the basic elements and complexities of color perception, color terminology, additive and subtractive color, the application of color concepts to visual problem solving, volume, mass, planes, geometric figures, expressive three-dimensional forms and the effects of color on three-dimensional structures. The sequence of assignments provides the experience to execute and evaluate design problems of increasing complexity. 4 lecture hours; 2 studio hours. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

**ART 106** **5 Credits**  
**Design III**

*Prerequisites: ART 105 or instructor permission; ENGL 095 or placement in ENGL 101.*

Advanced explorations in design conceptualization and development of creative design solutions. 4 lecture hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

**ART 175** **4 Credits**  
**Beginning Metalworking - Jewelry Design**

*Prerequisites: ART 101 or ART 104 or instructor permission; ENGL 095 or placement in ENGL 101.*

An introduction to the techniques and skills necessary in the craft of metalsmithing. Through a sequence of metal fabricating and joining processes, this course provides experience in working with nonferrous metals in combination with other materials. Development of conceptual and artistic ability is as equally encouraged as technical advancement. 2 lecture hours; 4 lab hours. Satisfies general elective requirement for the AA degree.

**ART 251** **5 Credits**  
**Painting I**

*Prerequisites: ART 101 or ART 104 or instructor permission; ENGL 095 or placement in ENGL 101.*

Introduction to painting materials and techniques. Emphasis upon acquiring skills in color mixing, paint handling, and visual observation to form expressive compositions. This is an introductory course to acquaint the student with representational means of expression with the use of pigments and concepts of color mixing. It is designed to develop a practical understanding of painting based on traditional concepts, techniques, vocabulary, and materials. 4 lecture hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

**ART 252** **5 Credits**  
**Painting II**

*Prerequisite: ART 251.*

Continuation of ART 251 with an emphasis on the observation and use of color and value in forming effective visual statements. Presentation and visual analysis of master paintings will be integrated with the development of individual work to further acquaint the student with representational means of expression, with greater variety in the use of pigments and concepts of color and composition. It is designed to further develop a practical understanding of painting based on traditional concepts, techniques, vocabulary, and materials. 4 lecture hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

**ART 253** **5 Credits**  
**Painting III**

*Prerequisite: ART 252.*

Continuation of methods and principles presented in the prerequisites with added emphasis upon the personal development of a focused and extended series of related paintings. This is an advanced painting course emphasizing awareness, creative ability, and understanding of formal organization. Oils and acrylics are among the media explored. This course is designed to challenge painters who wish to further their skills and knowledge with an emphasis on observation and representation. 4 lecture hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

**ART 260** **5 Credits**  
**Introduction to Printmaking**

*Prerequisites: ART 101 or ART 104 or instructor permission; ENGL 095 or placement in ENGL 101.*

A practical introduction to the history and methods of printmaking with special attention to relief printing in wood and linoleum, monotypes, and intaglio processes. Studio assignments and projects will include work in multi-color registration and black and white. The sequence of assignments is designed to increase the student's ability to control the visual relationships in many forms of printmaking related to a personal choice of imagery and subject matter. 4 lecture hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

Art

Astronomy

AutoCAD

Automotive Technology

**Astronomy**

**ASTRO 101** **5 Credits**  
**Astronomy**

*Prerequisite: MATH 098 or placement in college level math.*

This course provides an introduction to the universe beyond the Earth. The course begins with a study of the night sky and the history of astronomy. The course then explores the various objects seen in the cosmos beginning with a study of the solar system followed by stars, galaxies, and the evolution of the universe itself. 5 lecture hours. Satisfies science distribution area E requirement or specified elective for the AA degree.

**AutoCAD**

(see Computer Aided Drafting - CAD)

**Automotive Technology**

**AUTO 101** **3 Credits**  
**Nuts and Bolts**

A journey level course designed to update technicians on current automotive electronic and computer control systems, problems, and service. Specifically intended for technicians who work with domestic, and common import product care and light trucks. 2 lecture hours; 2 lab hours. May be used as a general elective in the AA degree.

Automotive  
Technology**AUTO 111** 16 Credits  
**Brakes/Suspension/Steering**

*Prerequisite: Instructor permission.*

The foundation of Automotive Technology provided in this course includes a study of safety rules and procedures, use of shop tools, equipment, steering, suspension, and alignment procedures currently in use by the automotive industry. This course provides theory and application of conventional and strut-type suspension systems and modern braking systems. The student is introduced to conventional and rack and pinion types of steering systems, applies two-wheel and four-wheel alignment procedures, applies tire and wheel balance procedures. The second part of this course is a study of brakes and brake control systems, including brake system hydraulics and hardware. The student will practice brake service procedures, brake performance, diagnostic, and troubleshooting methods. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**AUTO 112** 16 Credits  
**Electrical/Electronics/ABS**

*Prerequisite: Instructor permission.*

An introduction to the fundamental laws of electricity and the principles of magnetism and induction. The course will include a study of Ohm's Law and Kirchoff's Laws of Electricity as well as electrical circuit schematic reading, wire repair and use of electrical test equipment. Also included will be a study of the automotive batteries, starting systems and charging systems and ignition systems in current use. The second portion of this course includes the principles of Anti-Lock brake systems. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**AUTO 113** 16 Credits  
**Engines/Electrical/Tune-up/Ignition**

*Prerequisite: Instructor permission.*

The student will be introduced to engine construction, valve and camshaft arrangements, cooling systems, and lubrication systems. The student will use applications of engine tear down/reassembly methods, measurement techniques, and part wear/failure analysis to make diagnosis of engine systems. Tune-up and troubleshooting with electrical and electronic test equipment will be emphasized. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**AUTO 211** 16 Credits  
**Power Train/Transmissions/  
Manual and Automatic**

*Prerequisite: Instructor permission.*

This course is a study of the vehicle power train and methods of delivering power from the engine to the drive wheels. Topics of study will include details of power flow in a manual transmission/transaxle and automatic transmission/transaxle, gear ratios, driveline components and construction, differential components, clutch systems, transfer cases, and drive axles. Much emphasis will be given to diagnosis and troubleshooting techniques. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**AUTO 212** 16 Credits  
**Fuel Systems/Electronic/Computer Controls**

*Prerequisite: Instructor permission.*

This course is an advanced study of the fuel management systems presently used in current emission, fuel economy and performance requirements of the modern automobile. The course includes an in-depth study of fuel injection systems used on domestic and foreign vehicles. Included in the class will be identification of components, on car diagnosis, replacement of components. Utilization of modern test equipment such as scanners and analyzers will be stressed. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**AUTO 213** 16 Credits  
**Advanced Engine Performance/Air  
Conditioning/Heating/Shop Management**

*Prerequisite: Instructor permission.*

This course is an advanced study of the equipment that is used in diagnosing the modern automobile. This course will include the use of diagnostic equipment such as current industry engine analyzers, lab scopes, scanners, multi-gas analyzers and various meters and sensor testers. A study of the principles of refrigeration, and the heating and air-conditioning systems currently used by the automotive industry including manual, semiautomatic, and automatic systems. The course will include details of the electrical control circuits for the compressor, blower, and coolant fan(s). The description, purpose and function of air conditioning system components are explained in this course, and service and repair procedures will be presented and practiced by the student. Safety procedures for handling R-12 and 134-A are discussed. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**AUTO 224** 1-5 Credits**Cooperative Work Experience**

*Prerequisite: Instructor permission.*

Students participate in on-the-job training as volunteers or for pay. Students achieve specific learning objectives based on job-related conferences, faculty work-site visitations, and other appropriate assignments. 5-25 hours per week. Vocational program course. May be used as a general elective in the AA degree.

## Biological Sciences

**BIOL 100** 5 Credits**Biology and Human Progress**

*Prerequisites: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120; MATH 093 or placement in MATH 098 or higher.*

A basic course in the biological sciences with an emphasis on the process of science, evolutionary concepts, modern applications of biology and bioethics. This course is intended for biology non-majors and will not serve as a prerequisite for other biology courses. 4 lecture hours; 2 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL 101** 5 Credits**General Biology I**

*Prerequisites: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120; MATH 093 or placement in MATH 098 or higher.*

An introduction to the processes and principles that are common to all living things. The chemistry of life, cell structure and function, molecular basis of heredity, Mendelian genetics, and evolutionary theory are covered. This course is intended for, but not limited to, students intending to continue in biology or the health sciences. 4 lecture hours; 2 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL 102** 5 Credits**General Biology II**

*Prerequisite: BIOL 100 or BIOL 101.*

A study of the major plant and animal groups. Relationships between various plant and animal groups and humans with the central theme being evolution, diversity and unity. 4 lecture hours; 2 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL 105** 5 Credits**Modern Day Plagues**

*Prerequisites: READ 090 or placement in READ 120; ENGL 101 or concurrent enrollment.*

Modern Day Plagues is an overview of microbial disease and disease transmission. The course focuses on the interaction between modern behaviors and environmental changes and the spread of disease in both the local community and globally. Of special concern is the emergence of new viruses, the reemergence of old plagues, antibiotic resistance and the use of microbes for bio-terrorism. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**BIOL 109** 5 Credits**Plants of Western Washington**

This course covers the identification and classification of higher plants found in Western Washington. The course is suitable for both biology majors and non-majors. 3 lecture hours; 4 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL 114** 5 Credits**Marine Biology**

Reproduction, identification, ecology and ecosystem dynamics of life in marine waters will be examined. Field trips and aquaria will be utilized to concentrate on Pacific Northwest ecosystems and species. Lectures will take a more global perspective. 3 lecture hours; 4 lab hours. Satisfies science or lab requirement area D distribution or specified elective for the AA degree.

**BIOL 118** 5 Credits**Human Biology**

*Prerequisites: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120; MATH 093 or higher or placement in MATH 098.*

This one-quarter course is a survey of human anatomy and physiology. The student will learn how the body is put together and how it functions in health as well as disease. Students will also identify lifestyle changes that can enhance personal health. For non-majors and allied health students. Some students take this survey course to prepare for BIOL 208 and BIOL 209. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

Automotive  
Technology

Biological Sciences

## Biological Sciences

## Business

**BIOL 140** 5 Credits**Ecology**

*Recommended Preparation: BIOL 100 or BIOL 101. Prerequisites: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120; MATH 093 or placement in MATH 098 or higher.*

A study of the interactions between organisms and the environment, the flow of energy through ecosystems, biogeochemical cycles, population dynamics, and the human impact on the environment. 4 lecture hours; 2 lab hours. Saturday field trip. Satisfies science or lab requirement area C distribution or specified elective for the AA degree.

**BIOL 160** 5 Credits**Human Nutrition**

*Recommended Preparation: BIOL 100, BIOL 101 or higher. Prerequisites: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120; MATH 093 or placement in MATH 098 or higher or instructor permission.*

A study of the structure, function, and metabolism of nutrients and their roles in preventing diseases related to nutrient deficiency in healthy people. Analysis of food labels and diet planning. This course is intended for science, non-science, and health sciences students. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**BIOL 201** 5 Credits**Biological Science I**

*Prerequisite: A grade of "C-" or better in CHEM 101 or CHEM 112.*

For students intending to take advanced biology or pre-professional medical programs. This course emphasizes the features common to all forms of living organisms: biological molecules, cell structure, bioenergetics and metabolism, the genetic basis of inheritance and evolution. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL 202** 5 Credits**Biological Science II**

*Prerequisites: BIOL 201 or instructor permission.*

For students intending to take advanced biology, or pre-professional medical programs. This course covers basic zoological concepts, emphasizing structure and function with the central theme being evolution and diversity. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL 203** 5 Credits**Biological Science III**

*Prerequisite: BIOL 201 or instructor permission.*

For students intending to take advanced biology programs or pre-professional medical programs. This course covers basic botanical concepts, emphasizing structure and function with the central theme being evolution and diversity, and includes a survey of microorganisms and basic concepts of ecology. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL 208** 5 Credits**Human Anatomy/Physiology I**

*Prerequisite: BIOL 101, BIOL 201, or instructor permission.*

An integrated study of the structure and function of the human body. The following systems are studied: integumentary, skeletal, muscular and nervous. 4 lecture hours; 3 lab hours. Satisfies specified elective requirement for the AA degree.

**BIOL 209** 5 Credits**Human Anatomy/Physiology II**

*Prerequisite: BIOL 208 or instructor permission.*

A continued study of the structure and function of the human body. The following systems are studied: the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. 4 lecture hours; 3 lab hours. Satisfies specified elective requirement for the AA degree.

**BIOL 211** 5 Credits**Microbiology**

*Prerequisites: BIOL 101, BIOL 201, or CHEM 101.*

Basic microbiological concepts and techniques. The role of microorganisms in health and disease. 3 lecture hours; 6 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

## Business

**BA 101** 5 Credits**Introduction to Business**

*Prerequisites: Math 060 and READ 080 or instructor permission.*

Introduction to Business is a general course designed to provide an understanding of how the American business system operates and its place in the economy. The course provides background for more effective and better use of business services in personal affairs as well as foundation for future courses in various business programs. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## Business

- BA 104** **3 Credits**  
**Mathematics for Business**  
*Prerequisites: MATH 095, placement in MATH 098 or instructor permission.*  
 Review of basic arithmetic and algebraic fundamentals and their application to typical business problems. A practical mathematical approach to business problems, such as cash and trade discounts, commissions, simple and compound interest, markups and markdowns, net present values, and insurance rates, etc., will be employed. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.
- BA 124** **1-5 Credits**  
**Cooperative Work Experience**  
*Prerequisite: Instructor permission.*  
 This course involves supervised work experience for freshmen as a practicum for full-time job preparation. Students work in an office or other business environment five to twenty-five hours per week. Vocational program course. May be used as a general elective in the AA degree.
- BA 140** **3 Credits**  
**Business English**  
*Prerequisite: A grade of "C" or better in ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120.*  
 The study of English grammar, spelling, and punctuation as particularly applied to business applications. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.
- BA 150** **5 Credits**  
**Fundamentals of Finance**  
*Prerequisites: BA 104; ACCT 113 or ACCT 150 or instructor permission.*  
 This course presents the basics of financial analysis, forecasting, operating and financial leverage, working capital, current asset management, short term financing, and investment options. Orientation will be towards small business and personal finance. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.
- BA 156** **4 Credits**  
**Fundamentals of Purchasing I**  
 Introduction to the basic principles of procurement and sourcing process and includes approaches for managing the procurement and sourcing process. 4 lecture hours. May be used as a general elective in the AA degree.
- BA 157** **4 Credits**  
**Fundamentals of Purchasing II**  
 Provides an understanding of strategic supply management concepts, issues, and activities that support the procurement and sourcing process. 4 lecture hours. May be used as a general elective in the AA degree.
- BA 159** **5 Credits**  
**Principles of Salesmanship**  
*Prerequisites: READ 090; ENGL 095 or instructor permission.*  
 Designed to develop sales abilities and teach the importance of marketing and product knowledge as a part of selling and the technical aspects of opening, prospecting, managing time, and closing a sale. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.
- BA 174** **5 Credits**  
**Small Business Management**  
*Prerequisites: READ 090; ENGL 095; MATH 095 or instructor permission.*  
 A study of small business covering reasons for success and failure and a practical approach on how to start a small business and continue successfully. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.
- BA 200** **5 Credits**  
**E-Commerce and Retailing**  
*Prerequisites: CIS 125; ENGL 095; BA 104 or MATH 107 or higher or instructor permission.*  
 This course examines how the Internet is used for the marketing, selling, promoting and distribution of goods and services. The class will demonstrate the many ways business functions can be enhanced and impacted through the use of information technology and the Internet. Students will explore electronic commerce from both a theoretical and applied perspective. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.
- BA 201** **5 Credits**  
**Business Law I**  
*Prerequisite: READ 080 or instructor permission.*  
 A study of the United States legal system, institutions and processes. Principles of the law of contracts, sales, property, negotiable instruments, secured transactions and agency. Includes legal reasoning. 5 lecture hours. Satisfies specified elective requirement for the AA degree.
- BA 224** **1-5 Credits**  
**Advanced Cooperative Work Experience**  
*Prerequisite: BA 124 and instructor permission.*  
 This course involves supervised work experience for sophomores as a practicum for full-time job preparation. Students work in an office or other business environment five to twenty-five hours per week. Vocational program course. May be used as a general elective in the AA degree.

## Business

Carpentry  
Technology**BA 240** **5 Credits****Principles of Marketing**

*Prerequisites: READ 090; ENGL 095 or instructor permission.*

Inquiry into the institutions engaged in the movement of goods and services from producers to consumers. Primary emphasis on basic marketing with a managerial approach. Required for business management. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**BA 258** **5 Credits****Principles of Management**

*Prerequisites: READ 090; ENGL 095 or instructor permission.*

A study of leadership and executive behavior and how to develop a successful leadership style. Employee motivation, managerial environment, planning, controlling, and organizing are also studied. A "systems" approach to management is emphasized. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**BA 260** **5 Credits****Business Statistics**

*Prerequisite: A grade of "C-" or better in MATH 111 or MATH 121 or instructor permission.*

An introduction to probability theory and statistical analysis with applications to business and a variety of other fields. Topics covered include describing data graphically and numerically, correlation and linear regression, probability, the binomial and normal distributions, sampling distributions, confidence intervals, and hypothesis testing. Same as MATH 260; students may not receive credit for both. 5 lecture hours. Satisfies quantitative skills requirement or science distribution area F requirement or specified elective requirement for the AA degree.

## Carpentry Technology

**CARP 101** **5 Credits****Trim Carpentry I**

*Prerequisite: Instructor permission.*

Study of basic trim and finish carpentry concepts, principles, laminating, casework, anchoring devices, construction techniques in these fields and material estimating. Emphasis is on the proper use and safety of hand, power and stationary tools. 1 lecture hour; 8 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 102** **5 Credits****Trim Carpentry II**

*Prerequisite: CARP 101 or instructor permission.*

Study of cabinet design, application and installation, finish millwork, door and window installation, and shop safety. Students will plan, design and construct a project using all skills from previous trim carpentry coursework, including estimating all materials and costs. 1 lecture hour; 8 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 103** **5 Credits****Trim Carpentry III**

*Prerequisite: CARP 102 or instructor permission.*

Students will build a planned project using trim carpentry skills and will learn to use jigs for multiple piece manufacturing. Emphasis will continue on shop safety practices. 1 lecture hour; 8 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 111** **12 Credits****Introduction to Carpentry**

*Prerequisite: Instructor permission.*

Study of basic trade practices, labor organizations, employment opportunities, building codes, power tool and job safety, job-site participation in blueprint reading and building layout, material estimating and cutting of foundation forms and other structural members. Includes study of basic surveying and layout procedures using transit and levels. 5 lecture hours; 14 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 112** **12 Credits****Residential and Commercial Carpentry I**

*Prerequisite: CARP 111 or instructor permission.*

Study of residential and commercial building types and designs. Job-site participation in framing walls, partitions, window and door openings for residential structures. Extensive use of hand and power tools with continued study of job-site safety. 5 lecture hours; 14 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 113** **12 Credits****Residential and Commercial Carpentry II**

*Prerequisite: CARP 112 or instructor permission.*

Study of residential and commercial building types and designs. Field trips to building sites and materials manufacturers. Continued job-site participation in framing walls, partitions, and roof rafters and trusses. Continued emphasis on job-site safety. 5 lecture hours; 14 lab hours. Vocational program course. May be used as a general elective in the AA degree.



**CARP 211** 12 Credits**Residential and Commercial Carpentry III**

*Prerequisite:* CARP 113 or instructor permission.

Study of residential and commercial building types and designs. Job-site participation in installation of exterior walls and roof sheeting, hanging doors and windows, and installation of insulation. Continued emphasis on job-site safety with hand and power tool use. 5 lecture hours; 14 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 212** 12 Credits**Residential and Commercial Carpentry IV**

*Prerequisite:* CARP 211 or instructor permission.

Study of residential and commercial building types and designs. Job-site participation in installation of exterior wall siding and roof covering. Layout, cutting and installation of stairs and landings. Continued emphasis on job-site safety. 5 lecture hours; 14 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 213** 12 Credits**Residential and Commercial Carpentry V**

*Prerequisite:* CARP 212 or instructor permission.

Study of residential and commercial building types and designs. Field trips to building sites and materials manufacturers. Job-site participation in installation of sheetrock, interior and exterior trim and construction of decks and porches. Continued emphasis on job-site and shop safety. 5 lecture hours; 14 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**Certified Nursing Assistant**

(see Nursing)

**Chemistry****CHEM 101** 5 Credits**Introduction to Chemistry**

*Prerequisites:* A grade of "C-" or better in MATH 095 or placement in MATH 098.

A survey of general chemistry principles and applications. This course is intended for students preparing for CHEM 111, as well as for pre-allied health and natural resources students. This course, with CHEM 102, constitutes a terminal sequence in chemistry and does not prepare one for advanced courses in the field. 4 lecture hours; 2 lab hours. Satisfies science or lab requirement area B distribution or specified elective for the AA degree.

**CHEM 102** 5 Credits**Introduction to Organic and Biochemistry**

*Prerequisites:* A grade of "C-" or better in CHEM 101 or instructor permission.

A continuation of CHEM 101. A survey of organic and biochemistry including hydrocarbons, alcohols, aldehydes and ketones, acids and their derivatives, carbohydrates, proteins, nucleic acids, lipids and metabolism. This course does not prepare a student for a second year of chemistry. 4 lecture hours; 2 lab hours. Satisfies science or lab requirement area B distribution or specified elective for the AA degree.

**CHEM 111** 5 Credits**General Chemistry I**

*Prerequisites:* One year of high school chemistry or CHEM 101 and concurrent enrollment in MATH 121 or placement in MATH 122.

For science, engineering and other majors who plan to take a year or more of chemistry courses. Principles of general chemistry including atomic structure and periodic properties, stoichiometry, chemical reactions, thermochemistry, and electronic structure. Laboratory work emphasizes the quantitative nature of these principles. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area B distribution or specified elective for the AA degree.

**CHEM 112** 6 Credits**General Chemistry II**

*Prerequisites:* A grade of "C-" or better in CHEM 111.

A continuation of general chemistry including bonding and molecular structure, states of matter, solutions, kinetics, equilibria, and acids and bases. Laboratory work includes elementary quantitative analysis. 4 lecture hours; 4 lab hours. Satisfies specified elective requirement for the AA degree.

**CHEM 113** 6 Credits**General Chemistry III**

*Prerequisites:* A grade of "C-" or better in CHEM 112.

A continuation of general chemistry including thermodynamics, electrochemistry, nuclear chemistry, descriptive chemistry of the elements, and fundamentals of organic chemistry. Laboratory work includes qualitative analysis. 4 lecture hours; 4 lab hours. Satisfies specified elective requirement for the AA degree.

Carpentry  
Technology

Certified Nursing  
Assistant

Chemistry

## Chemistry

**CHEM 231** 6 Credits**Organic Chemistry I**

*Recommended Preparation:* CHEM 113.  
*Prerequisites:* A grade of "C-" or better in CHEM 112.

This course is designed as the first of a three-quarter sequence of organic chemistry for majors in physical and biological sciences and for pre-professional students. Structure, nomenclature, reactions and synthesis of hydrocarbons and their monofunctional derivatives are covered. 3 lecture hours; 6 lab hours. Satisfies specified elective requirement for the AA degree.

**CHEM 232** 6 Credits**Organic Chemistry II**

*Prerequisites:* A grade of "C-" or better in CHEM 231 or instructor permission.

This course is a continuation of CHEM 231. Structure, nomenclature, reactions and synthesis of aldehydes, ketones and aromatic compounds. Grignard synthesis of alcohols. Free radical reactions. 3 lecture hours; 6 lab hours. Satisfies specified elective requirement for the AA degree.

**CHEM 233** 3 Credits**Organic Chemistry III**

*Prerequisites:* A grade of "C-" or better in CHEM 232 or instructor permission.

This course is a continuation of CHEM 232 for students desiring three quarters of organic chemistry. FMO theory, nonclassical carbocations, heterocycles, rearrangements, amino acids, lipids, carbohydrates, proteins and nucleic acids. 3 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

**Computer Aided Design****CAD 105** 5 Credits**AutoCAD I**

This course introduces computer-aided drafting using AutoCAD 2004 and examines the hardware that makes up a CAD workstation. It also covers the operating system that enables the equipment to function as a unit. The course shows how to use AutoCAD to set up drawings and add lines, circles, arcs, other shapes, geometric constructions, and text. Students will use display and editing techniques to obtain information about their drawings and work with drawing files. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CAD 106** 5 Credits**AutoCAD II**

*Prerequisite:* CAD 105 or instructor permission.

This course will focus on intermediate and advanced functions of AutoCAD 2004 and its application to the basic drafting disciplines. Students will work with blocks, w-blocks, xref drawings, dimensioning, paper/model space, and be introduced to 3D modeling techniques. The course will focus on producing industry standard drawings for mechanical, architectural and civil drafting. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CAD 107** 5 Credits**AutoCAD III**

*Prerequisite:* CAD 106 or instructor permission.

This course is a continuation of the AutoCAD 2004 series and builds on the knowledge that the student has acquired in CAD 105 and CAD 106. It expands the concepts and use of AutoCAD 2004 into 3D drawing, solid modeling, surface modeling and rendering. Students will learn about Isometric drawings, using point filter, 3D revolutions, and 3D primitives. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**Computer Information Systems****CIS 100** 2 Credits**Introduction to Personal Computers**

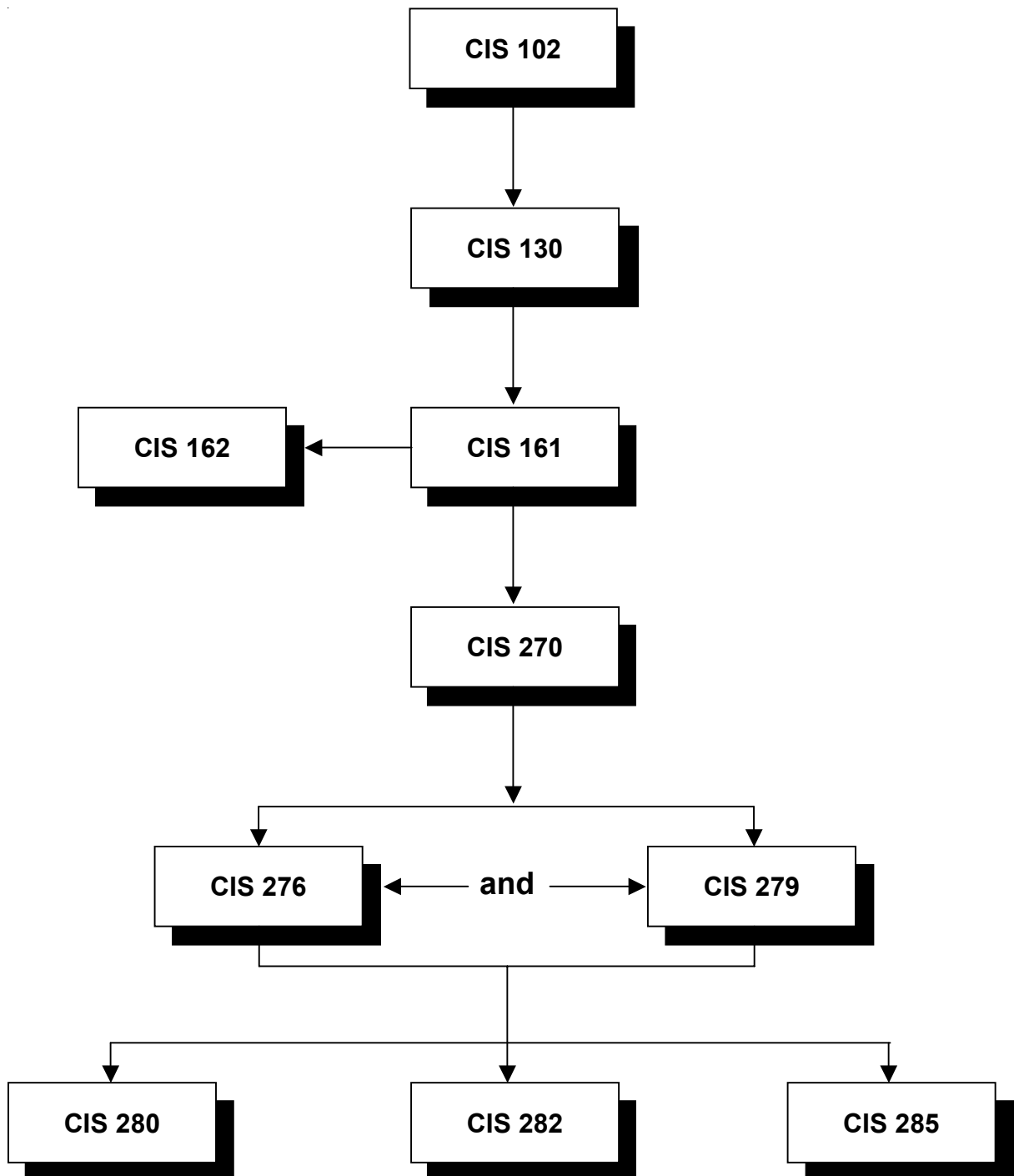
This is a basic computer literacy course designed to provide a beginning level of competency in using personal computers as productivity tools. Hardware and software components will be introduced, and students will learn the purpose and uses of operating systems and of word processing with Word. This course is graded Pass/Fail. 1 lecture hour; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 101** 1 Credit**Keyboarding**

This course is designed to teach students the touch system in using the computer keyboard. 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

## Computer Aided Design

## Computer Information Systems

*Prerequisites for Computer Information Systems Courses*

*Please see course descriptions for details*

Computer  
Information  
Systems**CIS 102** **3 Credits****Microcomputer Applications**

*Recommended Preparation: CIS 100 and CIS 101 or concurrent enrollment. Prerequisite: READ 080.*

This course introduces computer systems with emphasis on applications. Students will work with various applications including electronic spreadsheets, word processing and presentation software. 2 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

**CIS 110** **5 Credits****Introduction to Programming**

*Prerequisites: MATH 098 or placement in MATH 107 or higher; CIS 102 or concurrent enrollment; access to a computer capable of running the working edition of VB included with textbook. Basic knowledge of using computers (saving and copying files, using email).*

This course is designed to introduce students to computer programming. While Visual Basic is used as the programming language, the focus of the course is on general programming techniques and concepts that apply to most programming languages. Topics include: the event-driven program model, developing single-form applications, calculations and data manipulation, decision structures, repetition structures, procedures and functions. Students will design, code and debug programs of increasing complexity during the course. 4 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

**CIS 115** **5 Credits****CISCO Internetworking I**

*Prerequisites: CIS 130; CIS 161 or instructor permission.*

Networking Basics is the first of the four courses leading to the CISCO Certified Network Associate (CCNA) certification. CCNA I introduces CISCO Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet Internet Protocol (IP) addressing, and network standards. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 116** **5 Credits****CISCO Internetworking II**

*Prerequisites: Grade of 80% in the class and final in CIS 115 (CISCO Internetworking I).* Router and Routing Basics is the second of four CCNA courses leading to the CISCO Certified Network Associate (CCNA) certification. This course focuses on initial router configuration, CISCO IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 117** **5 Credits****CISCO Internetworking III**

*Prerequisites: Grade of 80% in the class and final in CIS 116 (CISCO Internetworking II).* Switching Basics and Intermediate Routing is the third of four courses leading to the CISCO Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 118** **5 Credits****CISCO Internetworking IV**

*Prerequisite: Grade of 80% in the class and final in CIS 117 (CISCO Internetworking III).* WAN Technologies is the last of four courses leading to the CISCO Certified Network Associate (CCNA) certification. The course focuses on advanced IP, addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR Frame Relay, network management and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

Computer  
Information  
Systems**CIS 125** 5 Credits**Internet Fundamentals**

*Prerequisites: CIS 102 or instructor permission.*

This course provides an introduction to Internet Explorer 6, Outlook Express and Basic HTML. This course prepares students to apply basic concepts and terminology associated with Internet tools. Students will use and configure IE6, use email and construct a basic web page using HTML tags. Optional lab components will be used to enhance student learning. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 130** 5 Credits**Personal Computer Operating Systems**

*Prerequisite: CIS 102 or instructor permission.*

This course provides an overview of computer operating systems. Topics covered will include function, structure, installation, configuration, troubleshooting, file management and other OS features. Students will learn to assess the system and make uses of its resources, applications and utilities. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 131** 3 Credits**Database Applications**

*Prerequisite: CIS 102 or instructor permission.*

This course teaches basic electronic database capabilities. The course emphasizes the skills necessary to create, edit and utilize a database. Filters, forms, queries and reports are covered. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 135** 5 Credits**Basic Web Design**

*Prerequisites: Access to a computer with an internet connection, completion of CIS 125, Internet Fundamentals, or instructor permission.*

This course will provide students with a strong understanding of the design principles necessary to create a user-centered web site. Students will explore various pages and content designs, as well as evaluate overall site navigational architectures. The importance of an ongoing communication between client and designer will be emphasized, along with the methods for identifying and assessing user needs. Discussions and activities will focus primarily on specific design considerations and limitations unique to web sites. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 140** 5 Credits**Word Processing Applications**

*Prerequisite: CIS 102 or instructor permission.*

This course provides thorough coverage of text editing and formatting using word processing software. Tables, columns, styles, graphics, merge operations, and basic web design are covered. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 150** 3 Credits**Spreadsheet Applications**

*Prerequisites: MATH 093; CIS 102 or instructor permission.*

This course teaches electronic spreadsheet capabilities in realistic private or business related problems. The course emphasizes the skills necessary to create, modify and print a worksheet and includes the use of functions, graphics, data lists, and other enhancements. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 161** 5 Credits**Hardware and Software Installation/ Configuration and Upgrades**

*Prerequisite: CIS 130 or instructor permission.*

This is the first in a two course series that provides students with "hands-on" experience in installing microcomputer hardware and software. Students will learn to diagnose and resolve most computer problems, increase PC performance, and provide for cost-effective and efficient maintenance schedules for PCs. 3 lecture hours; 4 lab hours. A vocational program course. May be used as a general elective in the AA degree.

**CIS 162** 5 Credits**Computer Diagnostics/Troubleshooting/ Customer Support**

*Prerequisite: CIS 161 with a grade of "C" or better or instructor permission.*

This course is a continuation of CIS 161. It looks at more advanced issues of computer diagnostics and repair including network maintenance and configuration (both software and hardware). In addition to the text, on-line resources and reference manuals will be utilized for troubleshooting hardware and software problems. Advanced diagnostic and repair techniques will be covered. The class will also focus on the human side of computer maintenance and customer service. In addition to advanced repair techniques, the course will look at effectively assisting users and organizations with their technology needs. 3 lecture hours; 4 lab hours. A vocational program course. May be used as a general elective in the AA degree.

Computer  
Information  
Systems**CIS 251** **5 Credits****Management Information Systems**

*Prerequisites: BA 104 or MATH 107 or higher; CIS 125 or instructor permission.*

Elements of information processing systems are covered with emphasis on design, development and management of computer-based information systems. Extensive use of on-line activities will be utilized. The course looks at how a modern organization collects, distributes, organizes and manages information. The approach will be sociotechnical, i.e. both technical and behavioral considerations will be examined. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 270** **5 Credits****Networking Essentials**

*Prerequisites: CIS 161 with a grade of "C" or better.*

This course will introduce students to the concepts associated with computer networks. Primary focus will be on the physical layer of the OSI model, network theory and terminology. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 276** **5 Credits****TCP/IP and Internetworking**

*Prerequisite: CIS 270 with a grade of "C" or better or instructor permission. Co-requisite: Concurrent enrollment in CIS 279 lecture and lab.*

This course will help students learn how the Transport layer bridges the gap between network-specific processes and local computer-specific processes. They will also learn basic functions of the major protocols that make up the TCP/IP protocol suite. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 279** **5 Credits****Network Client and Server Administration**

*Prerequisite: CIS 270 with a grade of "C" or better or instructor permission. Co-requisite: Concurrent enrollment in CIS 276 lecture and lab.*

This course will cover how to plan and implement a network using different server platforms and clients. Focus will be on implementing and configuring Network Operating Systems. Students will also be introduced to network design concepts and troubleshooting skills as they pertain to the different NOSs. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 280** **5 Credits****Network Connectivity Essentials**

*Prerequisites: CIS 276 and CIS 279 with a grade of "C" or better or instructor permission.*

This course will provide students with the opportunity to learn about the characteristics of Transport services/processes within the Network. Students will learn how to choose and configure connectivity devices (Bridges, Switches, Repeaters, and Routers) in order to enhance network performance. Primary focus of this course will be on the upper layers of the OSI model and network connectivity theory and terminology. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 282** **5 Credits****Network Security/Troubleshooting Issues**

*Prerequisite: CIS 276 and CIS 279 with a grade of "C" or better or instructor permission.*

This course provides students an opportunity to develop the knowledge and skills necessary in providing security on a network that incorporates remote access to a LAN. Topics will range from dealing with hardware or software failures that cause security breaches to learning how to install, maintain and troubleshoot common network security software and hardware devices. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 285** **5 Credits****Current Topics in Networking Administration**

*Prerequisite: CIS 276 and CIS 279 with a grade of "C" or better or instructor permission.*

Designed to respond to the rapidly changing networking field, this course will cover such topics as designing directory services, designing security systems, designing network infrastructures, or upgrading from one networking system to another. The student should consult with the networking instructor to determine the topics to be explored in any given quarter. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

## Computer Sciences

### COMSC 209 5 Credits

#### Introduction to Programming

*Prerequisite: MATH 121.*

For freshmen or sophomore computer science or engineering students. This course provides an introduction to the logical structure of the digital computer and the use of operating systems, text editors, and programming language compilers. Algorithm development and flowcharting will be used to develop problem-solving skills. Laboratory work will emphasize correct syntax and structured programming techniques using a high-level programming language. 4 lecture hours; 2 lab hours. May be used as a general elective in the AA degree.

## Criminal Justice

### CJUS 101 5 Credits

#### Understanding the Criminal Justice System

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

A survey of the historical development of the criminal justice system to present-day practices. This course studies the development of the police, courts and correctional agencies in meeting the demands society has placed on them. Students will explore career opportunities at the federal, state and local levels. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

### CJUS 102 5 Credits

#### Law and Society

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

Laws affect each and everyone of us, impacting both our public and private lives from birth until our death. This course has been designed to provide each student with a basic knowledge and understanding of how the law controls each person's actions, what rights the individual has under our laws, and how laws are introduced and changed. Law is a system of social thought and behavior, and provides the framework within which our disputes are resolved. Law and Society will examine the impact that constitutional law, administrative law, criminal law, civil law, and family law have on the individual. Same as POL S 102; students may not receive credit for both. 5 lecture hours. Satisfies social science distribution area B requirement or as a specified elective in the AA degree.

### CJUS 104 5 Credits

#### The Line Officer Function: Police and Corrections

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

An in-depth look at the basic duties and functions of police officers and correctional officers in cities and counties throughout the nation. Students will examine the responsibilities of the police and corrections from violator contact and arrest, through the court process. Discussions will focus on police encounters with the public, and the methods used by correctional officers in their dealing with prisoners. Emphasis will be placed on the impact that police and corrections have on our community today. 5 lecture hours. May be used as a general elective in the AA degree.

### CJUS 106 5 Credits

#### Juvenile Justice in America

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

This course will examine how the juvenile justice process has evolved and expanded as society has sought to understand, control and influence change in the delinquent behavior of children and youth. CJUS 106 will examine the attitudes of and crimes committed by juvenile offenders, the juvenile legal system, and the response by police, courts and juvenile corrections. Same as SOC 106; students may not receive credit for both. 5 lecture hours. Satisfies social science distribution area C requirement or serves as a specified elective in the AA degree.

### CJUS 110 5 Credits

#### Law and Justice

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission. Prerequisite: CJUS 101 or instructor permission.*

This course will provide an introduction to and an overview of our judicial system and legal process. Students will become aware of our sources of law, the function of the courts, and the impact they have on our daily lives. The judicial system will be examined at the federal level, state level, and local levels. Primary emphasis will be placed on the United States Supreme Court and the power the Court holds. Same as POL S 110; students may not receive credit for both. 5 lecture hours. Satisfies social science distribution area B requirement or serves as a specified elective in the AA degree.

## Computer Sciences

## Criminal Justice

## Criminal Justice

## Diesel Technology

**CJUS 151** 5 Credits**Drugs and Our Society**

*Recommended Preparation: Placement in ENGL 095.*

This class is designed to give students a basic understanding of all classifications of drugs. Topics to be covered include the biology of drug action, effects of drugs on the body, dependence and treatment, alternatives to drug use, and drugs and the law. Types of drugs discussed will range from prescription drugs, to alcohol, to illegal drugs, and over-the-counter drugs. Same as HPE 151; students may not receive credit for both. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**CJUS 201** 5 Credits**The Art of Public and Private Investigation**

*Prerequisite: CJUS 101 or instructor permission.*

Students will gain an understanding of the need for investigative services and how they impact our present-day society. The investigative techniques used by police, correctional investigators, juvenile officers, probation and parole, state agency investigators, and private investigators will be examined. Students will become aware of sources for information and the scientific aids that are available to assist in case completion. Investigation theories will be examined and students will become familiar with the process of scientific reasoning. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**CJUS 204** 5 Credits**Introduction to Public Administration**

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

This course will provide students with a basic knowledge of administrative functions within the public service. We will address concerns within the management of public programs found at all levels of government: federal, state, and local. Students will examine the work of public administrators in various aspects of organizations, from the Internal Revenue Service to the public works department in a city or county government. Students will become aware of the political and historical context within which public organizations operate, and their commitment to public service. Same as POL S 204; students may not receive credit for both. 5 lecture hours. May be used as a specified elective in the AA degree.

**CJUS 206** 5 Credits**Crime and Criminology**

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

An in-depth look at the causes of crime and the people who are committing them. Crime trends will be examined and students will become familiar with intervention techniques and methods to reduce criminal activity. Students will research crime trends and prevention strategies of local communities. Same as SOC 206; students may not receive credit for both. 5 lecture hours. Satisfies social science distribution area C requirement or may be used as a specified elective in the AA degree.

**CJUS 258** 1-5 Credits**Criminal Justice Internship**

*Prerequisites: CJUS 101; CJUS 102 or instructor permission. Interns must also meet the requirements set forth by the agency selected.*

On-the-job training experience within a criminal justice agency. Interns work from 55 to 250 hours with or without remuneration. Vocational program course. May be used as a general elective in the AA degree.

## Diesel Technology

**DT 111** 10 Credits**Power Trains I**

*Prerequisite: Instructor permission.*

Study of shop safety, hand and power tool safety, hand and power tool use. Includes introductory study of wheels and axles, steering systems, suspension systems, drive lines, vehicle and truck brake systems, electrical systems, basic engine design and construction and fuels systems. 5 lecture hours; 10 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**DT 112** 10 Credits**Power Trains II**

*Prerequisite: Instructor permission.*

Study of clutches, mechanical transmissions, gearing, final drives and differential assemblies, drive line alignment, transfer cases, parts identification and failure analysis. 5 lecture hours; 10 lab hours. Vocational program course. May be used as a general elective in the AA degree.



**DT 113 10 Credits****Electrical Systems**

*Prerequisite: Instructor permission.*

Study of electrical safety, electrical theory and systems, basic low voltage circuits, Ohm's Law, test equipment usage and care, handling, storage and testing of storage batteries, starter, generator and alternator testing and repair, testing and troubleshooting electrical circuits, lighting and accessory circuits, electrical maintenance. 5 lecture hours; 10 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**DT 211 10 Credits****Engines I**

*Prerequisite: Instructor permission.*

Study of engines including how they work, basic engine design and construction, air intake systems, exhaust systems, lubrication systems, cooling systems, safety practices for the technician, precision measuring tools, engine disassembly and assembly procedures, parts inspection, failure analysis and reuse guidelines. 5 lecture hours; 10 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**DT 212 10 Credits****Engines II**

*Prerequisite: Instructor permission.*

Study of fuel systems and governors, electronic engine control, special tools and equipment, engine overhaul, tune-up, troubleshooting and maintenance. 5 lecture hours; 10 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**DT 213 10 Credits****Hydraulics**

*Prerequisite: Instructor permission.*

Study of the basic principles of hydraulics, how hydraulics work, definitions of terms and symbols, pumps, valves, cylinders, motors, accumulators, filters, reservoirs, oil coolers and plumbing, fluids, general maintenance of hydraulic systems and testing diagnosis. 5 lecture hours; 10 lab hours. Vocational program course. May be used as a general elective in the AA degree.

## Early Childhood Education

**ECE 101 2 Credits****Introduction to Childcare**

This course provides a foundation for learning within the first six months of employment in the ECE field and covers these basics: optimal child growth and development, child guidance and health and safety in ECE settings. 2 lecture hours. May be used as a general elective in the AA degree.

**ECE 102 3 Credits****Child Development Birth through Six**

Child Growth and Development from birth to age six including the physical, emotional, cultural, cognitive and creative age-related changes with a focus on the development of a sense of self. 3 lecture hours. May be used as a general elective in the AA degree.

**ECE 103 3 Credits****Guiding the Behavior of Young Children**

*Prerequisite: ECE 102.*

Our environment and our interactions with each other impact our lives from the time we are born until we die. Becoming aware, understanding and applying the foundational elements of guidance will not only impact our relationships with young children but with all people whom we come in contact with throughout our lives. This course explores the observation of human behavior and the interpretations of meaning. We will examine issues of cultural relevancy, impacts of oppression, personal history, and preferences surrounding our approach to guidance. Additionally, we will attempt to discover possible responses to varying perceived situations by becoming aware of how our values impact relationships and inform our work with young children. 3 lecture hours. May be used as a general elective in the AA degree.

**ECE 111 3 Credits****Methods of Curriculum Care**

Curriculum development is designed to introduce students to the elements of planning. Emphasis is on integrating a variety of methods, materials, and activities into curriculum plans meeting the needs of young children. 3 lecture hours. May be used as a general elective in the AA degree.

**ECE 112 3 Credits****Health, Nutrition and Safety for Young Children**

This course helps students understand factors contributing to the health of young children. It assists students' development of skills necessary to promote health, safety and good nutrition in ECE environments. 3 lecture hours. May be used as a general elective in the AA degree.

**ECE 113 3 Credits****Family Dynamics and Culture**

ECE teachers understand families as the primary context of child learning and development. This course teaches students to understand, respect and deal with the diversity in family structure and values as they impact the professional ECE environment. The course considers issues and social impacts which can affect child behavior and learning in an ECE environment. 3 lecture hours. May be used as a general elective in the AA degree.

*Diesel Technology*

*Early Childhood Education*

Early Childhood  
Education

Earth Science

Economics

Education

**ECE 114** **3 Credits**

**Issues and Trends in ECE**

This course helps students explore, understand and analyze issues and challenges in ECE as they affect the education and care needs of preschool age children. The course will survey the scope, depth and breadth of the field as these issues impact teaching and caregiving for young children in an ECE environment. 3 lecture hours. May be used as a general elective in the AA degree.

**Earth Science**

**EARTH 102** **5 Credits**

**Earth Science**

*Recommended Preparation: ENGL 095 or placement in ENGL 101. Prerequisite: MATH 095 or placement in MATH 098.*

This course provides an introduction to the Earth and the processes that shape our planet. A major theme of the course is how different aspects of the Earth system interact with each other. Selected topics in four basic areas: astronomy, oceanography, meteorology, and geology, and their relation and interaction with the Earth system will be explored. 5 lecture hours. Satisfies science distribution area D requirement or specified elective for the AA degree.

**Economics**

**ECON 100** **5 Credits**

**Introduction to Economics**

*Prerequisites: MATH 060; READ 080 or instructor permission.*

This course is designed to introduce economics and the economic approach to the problems created by scarcity. Specifically, the course will be “economics for non-majors: fundamental concepts of economic analysis with application to contemporary problems.” The student should learn what a market system is and how it has come to be the predominate economic system. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

**ECON 200** **5 Credits**

**Principles of Macroeconomics**

*Prerequisites: MATH 060; READ 080 or instructor permission.*

A macroeconomic study of the U.S. economy as a system for solving the fundamental problems of how a society uses its material resources. Emphasis is given to national income, inflation, unemployment, international trade, business cycles, and the monetary system. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

**ECON 201** **5 Credits**

**Principles of Microeconomics**

*Prerequisite: ECON 200 or instructor permission.*

An introduction to microeconomics. A study of the decision-making processes of individual economic units including businesses and consumers. Basic theoretical tools are applied to problems of current interest. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

**Education**

**EDUC 196** **3 Credits**

**Beginning Sign Language I**

This course teaches students to communicate with the deaf. Students will learn the skills of sending and receiving the alphabet, numbers, basic sentences and conversation. Beginning skills are introduced in EDUC 196 and further developed in EDUC 197 and 198. 3 lecture hours. Satisfies general elective requirement for the AA degree.

**EDUC 197** **3 Credits**

**Beginning Sign Language II**

*Prerequisite: EDUC 196 or instructor permission.*

A continuation of EDUC 196. 3 lecture hours. Satisfies general elective requirement for the AA degree.

**EDUC 198** **3 Credits**

**Beginning Sign Language III**

*Prerequisite: EDUC 197 or instructor permission.*

A continuation of EDUC 197. 3 lecture hours. Satisfies general elective requirement for the AA degree.

**EDUC 201** **5 Credits**

**Introduction/Orientation to Teaching**

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

Designed as a course for the student interested in a teaching career. Examines the qualities of good teachers, basic teaching skills, the rewards and responsibilities of teaching, the history and philosophy of teaching, and current innovations in teaching. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**EDUC 202** **3 Credits****Education Practicum**

This course is designed to give the student an opportunity to learn about schools and teachers. It provides early field experiences and related seminar discussions. Observation hours are flexible, but students should be available for periodic seminars. 1 lecture hour; 6 clinical hours. Satisfies specified elective requirement for the AA degree.

## English

**ENGL 060** **5 Credits****English Language Study**

*Recommended Preparation:* CIS 100 or CIS 101 or concurrent enrollment. *Prerequisite:* Placement in ENGL 060 or instructor permission.

ENGL 060 is a basic composition course designed to develop those writing/sentence skills necessary in both everyday writing and subsequent college writing through classroom exercises, group problem-solving, and short writing assignments. Skills gained in this course should help students improve their ability to perform such tasks as writing short-answer tests, brief responses to readings, and brief papers. Designed as preparation for ENGL 095. 5 lecture hours.

**ENGL 095** **5 Credits****Writing Fundamentals**

*Prerequisites:* Appropriate English placement score or a grade of "C-" or better in ENGL 060.

ENGL 095 is a developmental course that focuses on a review of writing fundamentals including organization, sentence structure and usage, vocabulary, spelling, and grammar. Writing assignments are generally limited to the paragraph. Skills gained in this course should help students improve their ability to write logically developed short-essay tests and brief, formal summaries and reports. 5 lecture hours.

**ENGL 100** **1-2 Credits****Writing Lab**

*Recommended Preparation:* All students should be concurrently enrolled in a course that will require the submission of prepared academic writing and must meet the prerequisite for that course.

Writing Lab is an open-laboratory tutorial course emphasizing the principles and skills involved in preparing informative and argumentative writing for college classes. Available through the individualized workshop, instruction is a thorough introduction to the research methods necessary for evidence-backed writing, as well as instruction in such crucial areas as essay structure, the use of logic in writing, and appropriate use of English grammar and syntax. Skills gained in this course should help students improve their ability to perform such tasks as writing for a variety of purposes and audiences, as well as writing informative and persuasive essays and research-backed reports, projects and papers. 4 variable lecture hours. May be used as a general elective in the AA degree.

**ENGL 101** **5 Credits****Expository/Argumentative Writing**

*Prerequisites:* Appropriate English placement test score or a grade of "C-" or better in ENGL 095.

ENGL 101 emphasizes the basic rhetorical principles and development of expository and argumentative prose. Included is an introduction to the research methods necessary for evidence-backed writing. Skills gained in this course should help students improve their performance of such tasks as writing for a variety of purposes and audiences, as well as writing informative and persuasive essays and research-backed reports, projects and papers. 5 lecture hours. Satisfies writing skills requirement for the AA degree.

**ENGL 150** **5 Credits****Vocational/Technical and Business Writing**

*Recommended Preparation:* Competence in basic computer operation or concurrent enrollment in CIS 100. *Prerequisite:* Appropriate English placement score or a grade of "C-" or better in ENGL 095.

This course is designed for both vocational/technical and business students. It emphasizes written and oral communication required in the world of work. Major topics include business letters and memorandums, formal and informal reports, computer graphics, basic principles of technical writing, and oral presentations. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

Education

English

## English

**ENGL 201** **5 Credits**  
**Critical/Analytical Writing**

*Prerequisite: A grade of "C-" or better in ENGL 101.*

ENGL 201 is a continuation of writing skills practiced in ENGL 101 directed towards writing expository/argumentative and critical/analytical themes focusing on literature. The course also continues the instruction of research methods begun in ENGL 101, emphasizing the preparation of a research paper. Skills gained in this course should improve students' performance in such tasks as writing for various purposes and audiences, writing critically and analytically in a variety of settings, and creating formal, written research projects. 5 lecture hours. Satisfies writing skills requirement for the AA degree.

**ENGL 241** **2 Credits**  
**Fiction Writing**

*Recommended Preparation: A grade of "C-" or better in ENGL 095 or placement in ENGL 101.*

This course emphasizes the various concerns surrounding the understanding and creation of the short story. Topics addressed in the course include the processes of drafting and revision, analysis of literary style and technique, and methods of offering and accepting constructive criticism. Students are expected to submit original manuscripts for workshop critique during the course of the quarter. 2 lecture hours. Satisfies specified elective requirement for the AA degree.

**ENGL 242** **2 Credits**  
**Poetry Writing**

*Recommended Preparation: A grade of "C-" or better in ENGL 095 or placement in ENGL 101.*

This course emphasizes the various concerns surrounding the understanding and creation of poetry. Topics addressed in the course include the processes of drafting and revision, analysis of literary style and technique, and methods of offering and accepting constructive criticism. Students are expected to write a variety of poetic exercises, as well as submit original manuscripts for workshop critique, during the course of the quarter. 2 lecture hours. Satisfies specified elective requirement for the AA degree.

**ENGL 243** **2 Credits**  
**Playwriting**

*Recommended Preparation: A grade of "C-" or better in ENGL 095 or placement in ENGL 101.*

This course emphasizes the various concerns surrounding the understanding and creation of the one-act play. Topics addressed in the course include the processes of drafting and revision, analysis of literary style and technique, and methods of offering and accepting constructive criticism. Additionally, the collaborative nature of playwriting, as compared to writing fiction or poetry, will be addressed; a play is not complete until the writer has involved others in the creative process. The student is expected to submit original manuscripts during the quarter. 2 lecture hours. Satisfies specified elective requirement for the AA degree.

**ENGL 250** **5 Credits**  
**Technical Writing**

*Recommended Preparation: Competence in basic computer operation or concurrent enrollment in CIS 100. Prerequisite: A grade of "C-" or better in ENGL 101.*

This course emphasizes techniques of technical writing and the preparation of informal and formal technical reports commonly found in vocational, technical, and business environments. 5 lecture hours. Satisfies writing skills requirement for the AA degree.

**ENGL 252** **5 Credits**  
**Survey of World Literature**

*Prerequisite: A grade of "C-" or better in ENGL 101.*

Survey of World Literature covers literary selections from a wide variety of the world's cultures. Specifically, it addresses stories, poems and plays from Africa, Asia, the Americas, Australia, Europe and the Middle East. It also covers literary genre, critical methodologies, research, and critical thinking. 5 lecture hours. Satisfies humanities distribution area D requirement or specified elective requirement for the AA degree.

**ENGL 253** **5 Credits**  
**Multicultural Literature in America**

*Prerequisite: A grade of "C-" or better in ENGL 101.*

This course is an introduction to the cultural diversity of American literature. Celebrating the rich variety of American voices, the course will focus on the literary contribution of African Americans, Asian Americans, Chicanos/Latinos, European Americans, and Native Americans. It will introduce the literary genres of poetry, fiction, drama, and essay as it explores the diverse cultural heritage, currents, perspectives, and issues that have shaped the consciousness of the United States. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**ENGL 263** **5 Credits**  
**Survey of British Literature**

*Prerequisite:* A grade of "C-" or better in ENGL 101.

A history of British literature covering the Anglo-Saxon period to the early Twentieth Century and with emphasis on the reactions of literature to the social and political movements and some study of literary forms. Recommended as an introduction to advanced courses in English literature. 5 lecture hours. Satisfies humanities distribution area D requirement or specified elective for the AA degree.

**ENGL 266** **5 Credits**  
**American Writers/Writing**

*Prerequisite:* A grade of "C-" or better in ENGL 101.

Course readings reflect our diverse national experience during the past two centuries. Authors are selected to highlight peculiarly American themes, forms and cultural conflicts. Fiction, poetry, drama and nonfiction prose are variously emphasized. Most recent emphasis: the tradition of American nature writing. 5 lecture hours. Satisfies humanities distribution area D requirement or specified elective for the AA degree.

**ENGL 270** **5 Credits**  
**Shakespeare**

*Prerequisite:* A grade of "C-" or better in ENGL 101.

An introduction to the comedies, the histories and the tragedies, this course emphasizes development of the analytical skills necessary to read, write, speak, and think critically about the meaning and dramatic effect of Shakespeare's plays. Additionally, attention is given to understanding the plays within the context of early modern history and culture. 5 lecture hours. Satisfies humanities distribution area D requirement or specified elective for the AA degree.

## English as a Second Language

**ESL 011** **1-18 Credits**  
**ESL I**

Upon completing this level, a learner will be able to understand commonly used words in context and very simple, slowly spoken phrases in English; be aware of nonverbal communication; and speak to convey very basic knowledge of computers.

**ESL 012** **1-18 Credits**  
**ESL II**

Upon completing this level, a learner will be able to understand simple English phrases; speak to express basic survival needs and participate in routine social conversations; read simple material such as schedules, signs, and maps; write simple notes and messages; set goals; and use very basic computer programs.

**ESL 013** **1-18 Credits**  
**ESL III**

Upon completing this level, a learner will be able to understand short phrases containing familiar vocabulary and to respond appropriately to verbal and non-verbal communication; express basic survival and social needs so others can understand; read about familiar subjects with understanding; write and edit simple paragraphs; complete basic forms and job applications; set goals; and use basic computer programs.

**ESL 014** **1-18 Credits**  
**ESL IV**

Upon completing this level, a learner will be able to understand much of spoken English and respond appropriately; speak on many everyday subjects so others can understand; comprehend written material on familiar subjects; write simple essays on familiar topics; complete basic forms and applications; set goals; and use basic computer programs. Curriculum may include materials to prepare students for taking the US Citizenship test.

**ESL 015** **1-18 Credits**  
**ESL V**

Upon completing this level, a learner will be able to participate effectively and independently in conversations on everyday survival; understand real-life written materials such as charts and graphs; write and edit essays; complete basic forms and applications; set goals; use common computer programs and help others use them; and use critical thinking skills.

**ESL 031** **1-18 Credits**  
**English Language Experience**

This course provides international students with instruction in English language development. Instruction will focus on listening, speaking, reading, and writing skills and is designed to help students transition into the American culture. This course is lecture and does not meet any degree requirements.

English

English as a  
Second Language

Environmental  
Science

## Film

## Fisheries

## Environmental Science

**ENVIR 100** 5 Credits**Environmental Science**

*Recommended Preparation:* ENGL 095 or placement in ENGL 101; placement in MATH 098.

A course addressing the nature of the physical environment and changes in the environment caused by people. Fundamental considerations of matter and energy are followed by studies of human population dynamics, food supplies, hazardous chemicals, air and water pollution, geological and energy resources, and problems associated with storing waste. 5 lecture hours. Satisfies science distribution area C requirement or specified elective for the AA degree.

## Film

**FILM 125** 5 Credits**Film Interpretation**

*Recommended Preparation:* ENGL 101.  
*Prerequisites:* ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120.

Film interpretation is a survey course providing the student with a solid background in written, structural analysis and appreciation of film as an art form. All of the elements that make up the film experience are examined, including the contributions of producers, scriptwriters, directors, actors, cinematographers, editors and designers. 4 lecture hours; 2 lab hours. Satisfies humanities distribution area B requirement or specified elective for the AA degree.

## Fisheries Technology

**FISH 100** 4 Credits**Small Boat Operation**

*Prerequisite:* Valid Washington driver's license. Basic concepts and skills of responsible trailering, launching, operations, navigation, maintenance and repair of small motorized watercraft are emphasized. Hands-on training in the use of marine electronics, navigation charts, tide and current tables, research applications and marine safety are covered. 2 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**FISH 121** 4 Credits**Introduction to Fisheries Management**

*Prerequisites:* ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120.

Designed to acquaint students with contemporary fisheries ecosystem management, concepts and issues, work ethics, regulations and techniques. Guest speakers, lecture, seminars, and homework are utilized. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**FISH 122** 4 Credits**Introduction to Aquaculture**

This course introduces the basic concepts of aquaculture. Students will learn the origins and history of aquaculture, career opportunities, biological fundamentals of aquatic plants and animals, water management, growing and processing of aqua crops, and aqua business management. 3 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**FISH 215** 7 Credits**Fisheries Biology**

*Prerequisites:* FISH 121; CIS 102; MATH 095 or placement in MATH 098; ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.

This lecture, laboratory and field course includes the study of finfish and shellfish, classification and identification, anatomy and physiology, age and growth, and fish behavior. Emphasis is on local species of recreational and commercial importance. 4 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**FISH 220** 6 Credits**Chemical Field/Laboratory Methods**

*Prerequisites:* CHEM 101 or CHEM 111; CIS 102; ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.

An interdisciplinary field and laboratory "capstone" course designed to teach techniques of collection, analysis and reporting of data, while providing training in the use of water quality instrumentation. The scientific method, precision and accuracy of analytical performance, quality control and laboratory safety are stressed. Prior learned math, chemistry, technical writing and computer skills are integrated with new field and laboratory skills learned in this course. 3 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**FISH 221** **6 Credits**  
**Biological Field/Laboratory Methods**

*Prerequisites: MATH 098; CIS 102; ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

Concepts and techniques used in natural resource surveys and research are presented in this "capstone" course. Experimental design; data collection; recording and analysis; statistical methods; and use of computers are emphasized. Training includes safety procedures, the use and care of biological sampling equipment, aquatic and marine field sampling, and laboratory bioassay procedures. Students will employ previously learned math, statistics, biology, technical writing, communications, computing and teamwork skills into their field and laboratory training. 3 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**FISH 222** **6 Credits**  
**Advanced Aquaculture**

*Prerequisites: FISH 122; MATH 095 or placement in MATH 098; ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

Trout and salmon rearing including private and public hatchery operations, reproductive biology, artificial spawning, egg handling, incubation systems, loading capacity, feeding, nutrition, and fish diseases are covered. 3 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

## Foreign Languages

**CHIN 125** **5 Credits**  
**Chinese I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL 101.*

This course is designed to provide students with elementary knowledge of spoken and written Chinese. The course will focus on speaking, listening, reading and writing skills. Additional attention is given to relevant topics in Chinese culture and history. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

**CHIN 126** **5 Credits**  
**Chinese II**

*Recommended Preparation: A grade of "C-" or better in CHIN 125 or instructor permission.*

A continuation of CHIN 125. 5 lecture hours. Satisfies specified elective requirement for AA degree.

**CHIN 127** **5 Credits**  
**Chinese III**

*Recommended Preparation: A grade of "C-" or better in CHIN 126 or instructor permission.*

A continuation of CHIN 126. 5 lecture hours. Satisfies specified elective requirement for AA degree.

**FREN 101** **5 Credits**  
**French I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL 101.*

FREN 101, 102, 103 is a sequence designed to provide students with elementary through intermediate knowledge of spoken and written French. It is viewed as a series and as such has a goal of structuring the load throughout an academic year rather than from quarter to quarter. FREN 101 focuses on developing elementary speaking, listening, reading, and writing skills. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective in the AA degree.

**FREN 102** **5 Credits**  
**French II**

*Recommended Preparation: A grade of "C-" or better in FREN 101 or instructor permission.*

A continuation of FREN 101, this course is designed to provide students with elementary to intermediate knowledge of spoken and written French. The course will focus on speaking, listening, reading and writing skills. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

**FREN 103** **5 Credits**  
**French III**

*Recommended Preparation: A grade of "C-" or better in FREN 102 or instructor permission.*

A continuation of FREN 102, focusing on developing intermediate knowledge of spoken and written French. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

Fisheries

Foreign Languages

## Foreign Languages

**GERM 101** **5 Credits**  
**German I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL 101.*

German 101, 102, 103 is a sequence designed to provide students with elementary through intermediate knowledge of spoken and written German. It is viewed as a series and as such has a goal of structuring the load throughout an academic year rather than from quarter to quarter. GERM 101 focuses on developing speaking, listening, reading, and writing skills. 5 lecture hours. Satisfies humanities area E requirement or specified elective for the AA degree.

**GERM 102** **5 Credits**  
**German II**

*Recommended Preparation: A grade of "C-" or better in GERM 101 or instructor permission.*

A continuation of GERM 101, focusing on developing elementary to intermediate knowledge of spoken and written German. 5 lecture hours. Satisfies humanities area E requirement or specified elective for the AA degree.

**GERM 103** **5 Credits**  
**German III**

*Recommended Preparation: A grade of "C-" or better in GERM 102 or instructor permission.*

A continuation of GERM 102, focusing on developing intermediate knowledge of spoken and written German. 5 lecture hours. Satisfies humanities area E requirement or specified elective for the AA degree.

**ITAL 125** **5 Credits**  
**Italian I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL 101.*

Designed to provide students with elementary knowledge of spoken and written Italian, this course will focus on speaking, listening, reading and writing skills, as well as on the practical applications of the Italian language in Western art and culture. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

**ITAL 126** **5 Credits**  
**Italian II**

*Recommended Preparation: A grade of "C-" or better in ITAL 125 or instructor permission.*

A continuation of ITAL 125. 5 lecture hours. Satisfies specified elective for the AA degree.

**ITAL 127** **5 Credits**  
**Italian III**

*Recommended Preparation: A grade of "C-" or better in ITAL 126 or instructor permission.*

A continuation of ITAL 126. 5 lecture hours. Satisfies specified elective for the AA degree.

**JAPN 101** **5 Credits**  
**Japanese I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL 101.*

Japanese 101, 102, 103 is a sequence designed to provide students with elementary through intermediate knowledge of spoken and written Japanese. It is viewed as a series and as such has a goal of structuring the load throughout an academic year rather than from quarter to quarter. JAPN 101 focuses on developing elementary speaking, listening, reading and writing skills. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

**JAPN 102** **5 Credits**  
**Japanese II**

*Recommended Preparation: A grade of "C-" or better in JAPN 101 or instructor permission.*

A continuation of JAPN 101, focusing on developing elementary to intermediate knowledge of spoken and written Japanese. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

**JAPN 103** **5 Credits**  
**Japanese III**

*Recommended Preparation: A grade of "C-" or better in JAPN 102 or instructor permission.*

A continuation of JAPN 102, focusing on developing elementary to intermediate knowledge of spoken and written Japanese. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

**LATIN 125** **5 Credits**  
**Latin I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL 101.*

Designed to provide students with elementary knowledge of classical Latin, this course will focus on reading and understanding the written language through the study of grammar and texts. Additional attention will be given to the influence of Latin on modern English, as well as to relevant topics in Roman culture and history. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective requirement for the AA degree.



**LATIN 126** **5 Credits**  
**Latin II**

*Recommended Preparation: LATIN 125 with a grade of "C-" or better.*

A continuation of LATIN 125. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**LATIN 127** **5 Credits**  
**Latin III**

*Recommended Preparation: LATIN 126 with a grade of "C-" or better or instructor permission.*

A continuation of LATIN 126. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**POL 125** **5 Credits**  
**Polish I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL 101.*

Designed to provide students with elementary knowledge of spoken and written Polish, this course will focus on speaking, listening, reading, and writing skills, as well as relevant topics in Polish culture and history. 5 lecture hours. Satisfies humanities distribution Area E requirement or specified elective requirement for the AA degree.

**POL 126** **5 Credits**  
**Polish II**

*Recommended Preparation: POL 125 with a grade of "C-" or better or instructor permission.*

A continuation of POL 125. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**POL 127** **5 Credits**  
**Polish III**

*Recommended Preparation: POL 126 with a grade of "C-" or better or instructor permission.*

A continuation of POL 126. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**RUSS 125** **5 Credits**  
**Russian I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL 101.*

RUSS 125 is designed to provide students with elementary knowledge of spoken and written Russian. This course focuses on developing speaking, listening, reading, and writing skills. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective requirement for the AA degree.

**RUSS 126** **5 Credits**  
**Russian II**

*Recommended Preparation: A grade of "C-" or better in RUSS 125 or instructor permission.*

RUSS 126 is a continuation of RUSS 125. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**RUSS 127** **5 Credits**  
**Russian III**

*Recommended Preparation: A grade of "C-" or better in RUSS 126 or instructor permission.*

RUSS 127 is a continuation of RUSS 126. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**SPAN 101** **5 Credits**  
**Spanish I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL 101.*

Spanish 101, 102, 103 is a sequence designed to provide students with elementary through intermediate knowledge of spoken and written Spanish. It is viewed as a series and as such has a goal of structuring the load throughout an academic year rather than from quarter to quarter. SPAN 101 focuses on developing elementary speaking, listening, reading, and writing skills. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

**SPAN 102** **5 Credits**  
**Spanish II**

*Recommended Preparation: A grade of "C-" or better in SPAN 101, or one year of high school Spanish, or instructor permission.*

A continuation of SPAN 101, focusing on developing elementary to intermediate knowledge of spoken and written Spanish. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

**SPAN 103** **5 Credits**  
**Spanish III**

*Recommended Preparation: A grade of "C-" or better in SPAN 102, or two years of high school Spanish, or instructor permission.*

A continuation of SPAN 102, focusing on developing intermediate knowledge of spoken and written Spanish. 5 lecture hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

## Foreign Languages

Freshman Year  
ExperienceGeographic  
Information  
Systems

## Freshman Year Experience

**FYE 100** 4 Credits**Student Orientation and Academic Readiness (SOAR)**

SOAR is a short, intensive course designed to help new students adjust to college by providing an overview of higher education, a general orientation to college resources, a review and brush-up of study skills and a review of English or math skills. Self-management skills and personal responsibility are emphasized. 3 lecture hours; 2 lab hours. May be used as a general elective in the AA degree.

**FYE 101** 1 Credit**College Success**

*Recommended Preparation:* Placement in READ 080 and ENGL 060.

College Success is designed to help you succeed in college. The course provides both an introduction to the nature of college education and a general orientation to the functions and resources of the college as a whole. Students will examine problems and questions common to the first year experience in an atmosphere somewhat less formal than that of traditional courses. A community college offers opportunities for new beginnings and ongoing benefits. You will be encouraged to not only survive at college but thrive by doing your best. 1 lecture hour. Maybe used as a general elective in the AA degree.

**FYE 102** 1-2 Credits**College Study Skills**

This course is designed to provide students with a foundation of study skills necessary to be successful in college. Students will choose from four study skills modules that include, but are not limited to: note-taking skills, test-taking skills, time management, learning styles, computer skills and information use. Completion of two modules is required to earn one (1) credit. Students who complete all four modules of the class will earn two (2) credits. Students will be required to average 2-4 lecture/lab hours per week depending on the number of modules selected. Note: Students wishing to earn 2 credits must be in the class by mid-quarter to allow for adequate time to complete all four study skills modules. May be used as a general elective in the AA degree.

Geographic Information  
Systems**GIS 101** 3 Credits**Introduction to Geographic Information Systems**

*Recommended Preparation:* ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120; MATH 095 or concurrent enrollment; CIS 102 or instructor permission.

This course is an introductory course intended to serve those who are interested in the core functions and operations of Geographic Information System (GIS). Students will learn work ethics, leadership, and the components, capabilities, functionalities, and applications of GIS as well as the concepts of geographic data structures, relational databases, and the geo-relational data model used by GIS to store and manipulate geographic data. This course also utilizes the Internet to familiarize students with the GIS resources on the World Wide Web. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**GIS 115** 3 Credits**Cartography**

*Recommended Preparation:* MATH 107 or concurrent enrollment; GIS 101 or concurrent enrollment or instructor permission.

Cartography is the art and science of compiling and drafting maps. This course introduces the basic concepts and techniques necessary to design and construct straightforward maps with an emphasis on thematic mapping. It also examines the processing, compilation and symbolization of spatial data and the application of related statistical techniques. Upon completion of the course, students are expected to have a basic understanding of maps and how to design and construct them in order to provide a tool useful for other courses and later professional work. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**GIS 118** **5 Credits**  
**ArcGIS Desktop I**

*Recommended Preparation:* CIS 130; CIS 231; GIS 101; GIS 115 or instructor permission.

This course provides students with an introduction to the components, capabilities, and functionalities of Geographic Information System (GIS) through the ArcGIS Desktop software package running on PC platform. This course presents the concepts upon which GIS is based, how it works, and what it does. The students will learn how to use ArcGIS to create, edit, display, query, and analyze geographic and tabular data and create presentation maps and charts. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**GIS 120** **5 Credits**  
**ArcInfo I**

*Recommended Preparation:* CIS 130; GIS 101 or instructor permission.

The underlying purpose of this course is to introduce students to the creation and maintenance of Geographic Information System (GIS) database and the capabilities and functionalities of ArcInfo. This course provides the conceptual overview and hands-on experience needed to understand GIS and perform GIS tasks. In this introductory course the student will perform geographic database design, data entry and editing. As a background for understanding the spatial components for GIS, basic mapping and location skill will be reviewed. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**GIS 130** **5 Credits**  
**ArcGIS Desktop II**

*Prerequisites:* GIS 118 or instructor permission.

This course is a continuation of GIS 118 that focuses on visualizing and querying data; analyzing spatial relationships; and producing maps and graphic presentations. The students will learn VBA, a simplified programming language that customizes and develops the software environment for ArcGIS. VBA includes procedures for designing user interfaces for applications, writing codes, compiling, debugging, running scripts, customizing start-up and shutdown scripts, communicating among applications, and building project files for distribution. Students will learn how to use the Customize dialog box and VBA scripts to drag, drop, and click their way to a new customized interface. Students will write their own scripts to perform different tasks for all areas of GIS implementation. They will use VBA to create, display, and query information and to output hard-copy maps. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**GIS 140** **5 Credits**  
**ArcInfo II**

*Recommended Preparation:* CIS 231.

*Prerequisites:* GIS 120 or instructor permission.

This course emphasizes the management, manipulation, and analysis of geographic data with extensive hands-on use of the ArcInfo software package. The student will perform geographic overlay analysis to assess site suitability. In the process, the students will learn techniques for capturing, storing, and maintaining geographic data in a geographic database. Students will conduct queries, create displays, and analyze data. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**GIS 145** **5 Credits**  
**ArcInfo III**

*Prerequisites:* GIS 115 and GIS 140 or instructor permission.

Continuing with the previous ArcInfo coursework, this course introduces map design and production as well as macro language programming in ArcInfo. Students will use ArcInfo to design and create maps using various cartographic techniques introduced in GIS 115. Methods of importing maps and attribute data into other software packages (i.e., word processor, spreadsheet, presentation graphics) will also be discussed. In addition, students will learn how to automate various ArcInfo tasks with macros, custom-designed menus, forms, and other graphical user interfaces. 3 lecture hours; 4 lab hours. Vocational program course. Maybe used as a general elective in the AA degree.

**GIS 150** **5 Credits**  
**GIS Applications in Natural Resources Management**

*Prerequisites:* GIS 130 or GIS 145 or instructor permission.

By taking advantage of the analytical and modeling capabilities of contemporary GIS technology, this course will provide students with techniques for monitoring, modeling, and research in natural resources management. Using the outputs from GIS, the students will gain valuable insights for organizing, planning, and evaluating methods and alternatives for natural resources management. The students will also review policies, acts, guidelines, standards, methods and ethics which guide natural resources management in Washington State. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**Geographic  
Information  
Systems**

Geographic Information Systems

Geology

Health/Physical Education

Health Promotion and Fitness

**GIS 258 1-5 Credits**

**Cooperative Work Experience**

*Prerequisites: GIS 130 or GIS 145 or instructor permission or concurrent enrollment in GIS 130 or GIS 145.*

Students participate in on-the-job Geographic Information System (GIS) training with natural resource agencies, cities, counties, tribes, private organizations and industries. Forestry, fisheries, wildlife, and other natural resources are a major focus of this work experience. Land use planning, design and management, engineering, and business management are other important applications for consideration. Trainees keep a daily diary of work, are evaluated periodically by their supervisors, and submit a final written summary of their work. Students can participate for a maximum of 10 credits (up to five credits per term). Variable cooperative site hours. Vocational program course. May be used as a general elective in the AA degree.

**GIS 259 1-5 Credits**

**Cooperative Work Experience**

*Prerequisites: GIS 130 or GIS 145 or instructor permission or concurrent enrollment in GIS 130 or GIS 145.*

Students participate in on-the-job Geographic Information System (GIS) training with natural resource agencies, cities, counties, tribes, private organizations and industries. Forestry, fisheries, wildlife, and other natural resources are a major focus of this work experience. Land use planning, design and management, engineering, and business management are other important applications for consideration. Trainees keep a daily diary of work, are evaluated periodically by their supervisors, and submit a final written summary of their work. Students can participate for a maximum of 10 credits (up to five credits per term). Variable cooperative site hours. Vocational program course. May be used as a general elective in the AA degree.

**Geology**

**GEOL 101 5 Credits**

**Physical Geology**

*Recommended Preparation: ENGL 095 or placement in ENGL 101. Prerequisites: MATH 095 or placement in MATH 098.*

A study of the Earth, its materials, the development of land forms and the geologic processes involved. Common rocks, minerals, and topographic maps are studied in the laboratory. Landslides and volcanoes are usually studied on field trips. 4 lecture hours; 2 lab hours. Satisfies science or lab requirement area D distribution requirement or specified elective for the AA degree.

**GEOL 107 5 Credits**

**Introduction to Weather**

*Prerequisites: MATH 095 or placement in MATH 098, READ 090 or placement in READ 120.*

This course examines the science of the Earth's atmosphere. Course goals are to provide the student with a better understanding of the processes occurring in the atmosphere that are responsible for the weather and climate that we experience. The course will focus on the why and how things happen rather than have the student memorize climate classification and statistics. The student will also learn how to read the sky and weather maps. The cause of selected natural environmental issues such as ozone depletion, greenhouse warming, El Nino and acid rain will be discussed. 5 lecture hours. Satisfies science Area C distribution or specified elective for the AA degree.

**Health/Physical Education**

**HPE 151 5 Credits**

**Drugs and Our Society**

*Recommended Preparation: Placement in ENGL 095.*

This class is designed to give students a basic understanding of all classifications of drugs. Topics to be covered include the biology of drug action, effects of drugs on the body, dependence and treatment, alternatives to drug use, and drugs and the law. Types of drugs discussed will range from prescription drugs, to alcohol, to illegal drugs, and over-the-counter drugs. Same as CJUS 151; students may not receive credit for both. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**Health Promotion and Fitness**

**HPF 101 5 Credits**

**Health and Wellness**

This course encompasses a total wellness concept of one's physical, mental and emotional well being. Students will examine major health issues of contemporary society. Students will also learn to make responsible lifestyle decisions that will directly affect their quality of life and attainment of well being. 5 lecture hours. May be used as a general elective in the AA degree or to satisfy PE requirement for all degrees.

## History

### HIST 101 5 Credits Western Civilization I

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

A survey of the Greco-Roman and Judeo-Christian roots of Western Civilization emphasizing the cultures, societies, philosophies, and politics of ancient civilizations as well as the controversies of early Christianity. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

### HIST 102 5 Credits Western Civilization II

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

A survey of European society, politics and culture from the fall of Rome to the Reformation emphasizing feudalism, the battles between Church and State, Scholasticism, medieval science, and the life of the common folk. We will explore the roots of the early modern era and the shattering of the medieval consensus. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

### HIST 103 5 Credits Western Civilization III

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

A survey of European society, culture and politics from the Seventeenth to the Twentieth Centuries emphasizing the witchcraft craze, the rise of science, the Enlightenment, Romanticism, the French Revolution, industrialism, imperialism, and the two world wars. We will explore the "nature" of the modern world and the social tensions it has produced. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

### HIST 122 5 Credits History of Modern East Asia

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

This course is an introduction to the history, geography, culture, and sociology of East Asia during the last two centuries. We will study the development of modern China and Japan, Asian interaction with the West, the role of religions in East Asian societies, the varying political and cultural systems, economics, and the challenges of the 20th and 21st Centuries. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

### HIST 210 5 Credits North American Indian History

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101 or instructor permission. Completion of or concurrent enrollment in ENGL 101 recommended.*

This course offers an overview of Native-American history, culture, politics and the interactions of Native-Americans and the peoples who arrived after them. The course places an emphasis on political and social events and persons critical to the history of Native-Americans and the larger culture. The course also places an on-going emphasis on the history of Native-Americans in the Pacific Northwest and the Olympic Peninsula. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

### HIST 214 5 Credits 20th Century Europe

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

An introduction to the political, social, economic, and intellectual history of Europe in the Twentieth Century. The course will cover the background to World War I, the era of the World Wars, the rise of Communism and Fascism, the Welfare State, European imperialism, and Europe's role in the global environment of the 1990's. Important social and intellectual movements will be discussed in their political context. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

History

## History

**HIST 225** **5 Credits****Women and Men: The History of Gender**

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

This course is an introduction to the history of gender relations in Europe and America. It will combine material traditionally covered in "History of Women" courses with discussion of the relations between the sexes, and discussion of how sex roles have changed over time in different cultures. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**HIST 241** **5 Credits****United States History: Origins to 1825**

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

This course offers a survey of North American history from first contact by Original Peoples, approximately 30,000 BCE, through the European exploration and period of conquest, European colonialism, foundations of an "American" culture and society, and concludes with an overview of the Revolutionary era and the early years of the Republic. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

**HIST 242** **5 Credits****United States History: 1825-1918**

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

This course offers a survey of United States' history during the 19th Century. Topics of inquiry include slavery and the development of the abolitionist and women's movements, the coming of the Civil war, Reconstruction, conquest of the continent, the triumph of capitalism through industrialization, the development of labor movements, and the origins of U.S. involvement in world-wide imperialist movements. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

**HIST 243** **5 Credits****United States History: 1918 to Present**

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

This course offers a survey of United States' history during the 20th Century. Topics of inquiry include the development of the "Progressive Movement," radical and anti-radical movements, racism and the Black liberation struggle, economic depression and recovery, women's liberation struggles, and U.S. involvement in a century of warfare from the Spanish-American-Philippine War beginning in 1898 through war with Mexico, World War I and II, the Korean and Vietnam wars, and the half-century-long "Cold War." 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

**HIST 252** **5 Credits****Latin American History**

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

An introduction to Latin American studies. The first half of the quarter focuses attention on Pre-Columbian civilizations, especially the Maya. The second half of the quarter explores Modern Latin America from the time of the colonial period and focuses on independence movements, nation building, and the problems of the last two centuries. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

**HIST 264** **5 Credits****History of the Pacific Northwest**

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

This course offers a survey of the history of the Pacific Northwest region of North America from the arrival of the Original Peoples, approximately 30,000 BCE through European conquest and colonial development, incorporation into the United States, exploitation of natural resources, race, class and gender conflicts as they developed throughout the 19th and 20th Centuries and political, social, and economic development in the 20th Century through the era of the Vietnam War. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**HIST 270** **5 Credits****African-Americans in Slavery and Freedom**

*Recommended Preparation:* READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.

This course offers an overview of African-American history, from African origins to the end of the Civil War. The course will analyze the political, economic, social, and cultural responses of both individuals and groups of African-Americans as they encountered European culture and survived through 250 years of slavery in the United States. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

**HIST 271** **5 Credits****African-American History 1865-1975**

*Recommended Preparation:* READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.

This course offers an analysis of the various movements and trends for liberation pursued by African-Americans from Reconstruction through the 1970's. We will look at the political, economic, social, and cultural responses of both individuals and groups of African-Americans, and examine the parallel responses of the majority White culture (racists and anti-racists) to these liberation movements. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

## Human Development

**HUMDV 104** **1-2 Credits****Stress Management and Wellness**

This course is designed to provide general information, tools, and guides for stress management and wellness promotion. Students will look at the physical, cognitive, psychological, and behavioral factors related to stress and coping. The goal is to help each student improve in the ability to manage stress. Instruction techniques will include lectures, extensive use of group activities, and introduction of relaxation methods, such as progressive relaxation. 2 lecture hours. Satisfies general elective requirement for the AA degree.

**HUMDV 105** **1-2 Credits****Assertion Training**

This discussion-practice class is designed to teach students how to express thoughts, feelings, and opinions in an effective, socially appropriate manner. The goal is to assist each student to develop an awareness of his or her own communication strengths and weaknesses as well as improve expression in academic and non-academic settings. Instruction techniques will include lecture, role playing, extensive use of group activities and discussion, and practice assignments. 2 lecture hours. Satisfies general elective requirement for the AA degree.

**HUMDV 109** **1-2 Credits****Personal Development**

A balanced view of current theory and research in psychology with an emphasis on personality, motivation, decision making and learning. The focus is on understanding the role of family, the environment and individual choices and how they combine in shaping the development of the individual. 2 lecture hours. Satisfies general elective requirement for the AA degree.

**HUMDV 111** **1-3 Credits****Career Options and Life Planning**

The focus of HUMDV 111 is to facilitate awareness of values, skills, interests, and attitudes as they relate to the student's career journey and the world of work. Students will become familiar with occupational resources including self-employment and entrepreneurial options, labor market trends, resume and cover letter writing, interviewing, and the process for career decision-making. Students will learn career concepts and develop career researching and planning skills. 3 lecture hours. Satisfies general elective requirement for the AA degree.

## Human Services

**HUST 101** **5 Credits****Introduction to Human Services**

*Recommended Preparation:* ENGL 101; CIS 100 and CIS 101 or equivalent skill level.  
*Prerequisite:* PSYCH 100 or concurrent enrollment or instructor permission.

Overview of the history, philosophy and present status of the major human service delivery systems. Also examines the roles of associate degree practitioners as well as occupational and educational alternatives for graduates. Orientation to services provided by the human service agencies of Grays Harbor and Pacific Counties. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

History

Human  
Development

Human Services

## Human Services

**HUST 102** **5 Credits**  
**Survey of Community Resources  
in Human Services**

*Prerequisite: HUST 101 or instructor permission.*

Provides an understanding of the state, county and regional network that supports community services. Overview includes continual effects of current legislation and funding. Emphasis is on local human service providers as a network of community resources. This includes community mental health centers, residential programs, advocacy groups, and consumer groups. Students will learn the relevance of each component to the whole system. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**HUST 103** **5 Credits**  
**Interview/Assessments in  
Human Services Settings**

*Prerequisite: HUST 202 or instructor permission.*

Introduction to interviewing and assessment techniques in the human services field. Emphasis is on information gathering and building productive individual service plans for human services clients. Importance is placed on assessing the person's complete psycho-social structure. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**HUST 108** **5 Credits**  
**Counseling and Crisis Intervention**

*Prerequisite: HUST 102 or instructor permission.*

Introduction to interviewing, basic counseling skills and crisis theory. The focus will be on learning counseling theory and models for crisis intervention. Through lecture, discussion, demonstration and independent study, students will master basic concepts and develop needed skills. Emphasis on high-stress populations requiring immediate intervention, including psychiatric emergencies and death and dying, sexual assault, battered women, suicide and others. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**HUST 110** **5 Credits**  
**Nutrition/Medication Management  
Human Services Clients**

*Prerequisite: HUST 102 or instructor permission.*

Students gain a basic understanding of medications and their use across the diverse spectrum of human services clients. Emphasis is placed on the importance of good nutrition to enhance the health and well-being of the person. The relationship of good nutrition and prescribed medications will be explored. The side-effects and interactions of the various medications is discussed along with the interaction between prescribed and illegal drugs, alcohol and nicotine. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**HUST 150** **5 Credits**  
**Introduction to Family Violence Counseling**

A course for people interested in working in the domestic violence field. Overview of the history, myths and realities, dynamics of victims, abusers and other family members plus an overview of the cycle of violence. The course includes a progression of debriefing and listening skills, role-playing and group exercises. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**HUST 151** **5 Credits**  
**Case Management and  
Counseling in Family Violence**

Case management and counseling services in the field of domestic and other family violence require a depth of understanding of the dynamics of the cycle of family violence, the continuum of services needed by individual clients and their families and the framework of strength-based approaches to change. Theoretical approaches to case management and counseling will be studied integrating standards of good practice, ethical considerations and multi-disciplinary factors along with the understanding of the special needs of each individual in the family: victims, batterers and children. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.



**HUST 158** **1-3 Credits**  
**Cooperative Work Internship**

*Prerequisites: HUST 102 with a grade of "C+" or better or instructor permission.*

Supervised experience with a human service-related agency or program. The instructor, in cooperation with the student, will determine the site, credit hours and learning objectives. A student, in conjunction with an instructor, will arrange for 1-3 credit hours to be earned within a given quarter. One credit may be earned for each fifty hours of documented agency or program experience. Emphasis is placed on achieving human services skills and integrating professional ethics and conduct into performance as a learner appropriate to the internship site, and exploring career potential in the human services field. Variable hours. Vocational program course. May be used as a general elective in the AA degree.

**HUST 202** **5 Credits**  
**Counseling Special Populations**

*Prerequisite: HUST 203 or instructor permission.*

Needs of and treatment for special consumer populations such as persons of diversity including children and families, couples, the elderly, persons with physical disabilities, sexual minorities, developmental disabilities and cultural and ethnic minorities. Focus will be on the recommended treatment of choice for special populations with diverse backgrounds and needs. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**HUST 203** **5 Credits**  
**Law/Ethics in Human Services**

*Prerequisite: HUST 102 or instructor permission.*

Explores central work-related issues students will face in the human services field and the ethical implications and laws dealing with those issues. Emphasis includes consumer confidentiality, consumer rights, rights and responsibilities of human service professionals, and standards of conduct. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**HUST 204** **5 Credits**  
**Advanced Counseling and Case Management**

*Prerequisite: HUST 103 or instructor permission.*

Students will gain knowledge of the rationale and philosophy supporting the development of counseling and case management and different models of counseling/case management interventions. Students will learn about counseling techniques; resource development; strategies for dealing with resistance, grief and loss; treatment planning; and development of a personal counseling style. Using case management forms, students will formulate accurate and understandable case files and records. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**HUST 258** **1-5 Credits**  
**Advanced Cooperative Work Internship**

*Prerequisite: HUST 158 with a grade of "C+" or better or instructor permission.*

Supervised experience in human services agencies. Students work a minimum of 250 hours in an agency, with or without remuneration. One credit may be earned for each fifty hours of documented agency or program experience. Includes organizational leadership, work ethics, and employer-employee relationships. Students meet during the quarter with the assigned College supervisor and agency advisor to discuss skill development and process field experiences. Emphasis is placed on achieving human services skills and integrating professional ethics and conduct into performance as a learner and appropriate to the internship site. Variable hours. Vocational program course. May be used as a general elective in the AA degree.

## Journalism

**JOURN 111** **1-4 Credits**  
**Newspaper Production I**

*Prerequisites: ENGL 101 or concurrent enrollment; READ 090 or placement in READ 120.*

Practical experience in news writing, editing, photography, advertising, and management through the production of the student publication, The Timberline. Variable hours. Satisfies specified elective requirement for the AA degree.

Human Services

Journalism

Journalism

Library

Mathematics

**JOURN 112 1-4 Credits**

**Newspaper Production II**

*Prerequisites: ENGL 101 or concurrent enrollment; READ 090 or placement in READ 120.*

Practical experience in news writing, editing, photography, advertising, and management through the production of the student publication, [The Timberline](#). Variable hours. Satisfies specified elective requirement for the AA degree.

**JOURN 113 1-4 Credits**

**Newspaper Production III**

*Prerequisites: ENGL 101 or concurrent enrollment; READ 090 or placement in READ 120.*

Practical experience in news writing, editing, photography, advertising, and management through the production of the student publication, [The Timberline](#). Variable hours. Satisfies specified elective requirement for the AA degree.

**JOURN 124 1-5 Credits**

**Journalism Practicum**

*Prerequisites: Instructor permission, approval of publications's appropriate department editor.* This course provides supervised work experience at a local publication for students interested in pursuing careers in journalism, especially those who plan to transfer to four-year institutions in pursuit of such career goals. Variable hours. Satisfies general elective requirement for the AA degree.

**JOURN 211 1-4 Credits**

**Advanced Newspaper Production I**

*Prerequisites: Journalism 111, 112 or 113.* Advanced work in interviewing, news writing and rewriting. Study of newspaper financing. Introduction to feature writing and staff writing as related to the student publication, [The Timberline](#). Variable hours. Satisfies specified elective requirement for the AA degree.

**JOURN 212 1-4 Credits**

**Advanced Newspaper Production II**

*Prerequisites: Journalism 111, 112 or 113.* Advanced work in interviewing news writing and rewriting. Study of newspaper financing. Introduction to feature writing and staff writing as related to the student publication, [The Timberline](#). Variable hours. Satisfies specified elective requirement for the AA degree.

**JOURN 213 1-4 Credits**

**Advanced Newspaper Production III**

*Prerequisites: Journalism 111, 112 or 113.* Advanced work in interviewing news writing and rewriting. Study of newspaper financing. Introduction to feature writing and staff writing as related to the student publication, [The Timberline](#). Variable hours. Satisfies specified elective requirement for the AA degree.

**Library**

**LIB 101 2 Credits**

**Introduction to Information Resources**

*Prerequisite: ENGL 095 or placement in ENGL 101.*

Introduction to strategies and skills for locating, evaluating and using information resources in the research process. Emphasis is on using print and electronic resources appropriate for research at the undergraduate or pre-professional level, including those available on the library's information networks, the on-line catalog, the Internet and other standard research tools. 2 lecture hours. May be used as a general elective in the AA degree.

**LIB 120 5 Credits**

**Learning for the 21st Century**

Emphasis will be on building the skills and techniques for successful life-long learning and identifying personal learning styles and strengths that facilitate learning in an on-line environment. Through a quarter-long research project on a global issue, participants will examine various strategies for locating, evaluating, and applying information resources in the research process with attention to information policy issues like censorship and freedom of information. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**Mathematics**

**MATH 058 3 Credits**

**Fundamentals of Arithmetic I**

*Prerequisite: Appropriate placement test score or instructor permission.*

This course is designed for students who need to strengthen their skills in arithmetic. Students will use the basic concepts and procedures that apply to fractions and decimals. Mathematical reasoning will be used to define and solve problems. Effective communication of these ideas and application to everyday situations are part of the curriculum. The specific course content includes topics on estimation, order of operations, fractions, and decimals. Problem solving strategies will be stressed. 1 lecture hour; 4 lab hours.

## Mathematics

**MATH 059** 2 Credits  
**Fundamentals of Arithmetic II**

*Prerequisite: A grade of "C-" or better in MATH 058 or instructor permission.*

This course is designed for students who need to strengthen their skills in arithmetic. It is a continuation of MATH 058. Mathematical reasoning will be used to define and solve problems. The specific course content includes topics on ratios, proportions, percents, English and metric measurements, area, volume and perimeter of geometric objects, with an introduction to integer arithmetic. Effective communication of these ideas and application to everyday situations are part of the curriculum. Problem solving strategies will be stressed. Together, MATH 058 and MATH 059 are the equivalent of MATH 060. 4 lab hours.

**MATH 060** 5 Credits  
**Fundamentals of Arithmetic**

*Prerequisite: Appropriate placement test score or instructor permission.*

This course is designed for students who need to strengthen their skills in arithmetic. Mathematical reasoning will be used to define and solve problems. The specific course content includes topics on fractions, decimals, ratios, proportions, percents, English and metric measurements, area, volume and perimeter of geometric objects, with an introduction to integer arithmetic. Effective communication of these ideas and application to everyday situations are part of the curriculum. Problem solving strategies will be stressed. 5 lecture hours.

**MATH 070** 3 Credits  
**Pre-Algebra**

*Prerequisites: A grade of "C-" or better in MATH 059 or MATH 060 or appropriate placement score or instructor permission.*

This course is designed for the student who has little or no background in algebra. The course focuses on problem solving and includes a thorough review of fractions, estimation, rounding, and order of operations. Radical expressions, properties of real numbers and variable expressions will be introduced. 3 lecture hours.

**MATH 093** 3 Credits  
**Elementary Algebra I**

*Prerequisites: A grade of "C-" or better in MATH 059 or MATH 060 or MATH 070 or placement in MATH 095 or instructor permission.*

This course constitutes the first three fifths of MATH 095. Topics include: real numbers, equations and problem solving, graphing, and polynomials. Problem solving and applications to real life situations are part of the curriculum. 1 lecture hour; 4 lab hours.

**MATH 094** 2 Credits  
**Elementary Algebra II**

*Prerequisite: A grade of "C-" or better in MATH 093 or instructor permission.*

This course constitutes the later two fifths of MATH 095. Topics include: polynomials, factoring, quadratic equations, rational expressions and equations. Problem solving and applications to real life situations are part of the curriculum. Together MATH 093 and MATH 094 are equivalent to MATH 095. 4 lab hours.

**MATH 095** 5 Credits  
**Elementary Algebra**

*Prerequisites: A grade of "C-" or better in MATH 059 or MATH 060 or placement in MATH 095 or instructor permission.*

Elementary algebra includes solution, graphing and application of linear and quadratic equations of one and two variables, exponent rules, scientific notation, polynomials, and factoring. NOTE: MATH 093 and MATH 094 (combined) are equivalent to MATH 095. 5 lecture hours.

**MATH 098** 5 Credits  
**Intermediate Algebra**

*Prerequisites: A grade of "C-" or better in MATH 094 or MATH 095 or appropriate placement score or instructor permission.*

This course is the prerequisite to the college level courses MATH 107, 111, 121, 151, and 152. The course includes application and solution of rational, radical, quadratic, exponential, and logarithmic equations and systems of equations. 5 lecture hours.

**MATH 100** 5 Credits  
**Vocational Technical Mathematics**

*Prerequisites: A grade of "C-" or better in MATH 059 or MATH 060 or appropriate placement score.*

This course is designed to meet the needs of the vocational-technical student. Topics will include powers and roots, signed numbers, formulae manipulation, plane and solid geometry, trigonometry and specialized formulae. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## Mathematics

**MATH 101** 5 Credits**Applications of Algebra for Vocational-Technical Students**

*Prerequisites:* A grade of "C-" or better in MATH 094 or MATH 095 or placement in MATH 098 or higher or instructor permission.

This is a non-transferable course designed to expose vocational students to mathematical concepts in the context of applications. Topics will include linear and exponential models, trigonometry, financial mathematics, and descriptive statistics. This course satisfies the mathematics requirement for some vocational-technical programs; however, it does not satisfy the quantitative reasoning skills requirement for an AA degree and does not serve as a prerequisite to any math course. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**MATH 107** 5 Credits**Mathematical Applications: Basic Probability/Statistics**

*Prerequisites:* A grade of "C-" or better in MATH 098 or appropriate placement score or instructor permission.

This course covers basic probability, descriptive statistics, sampling techniques, experimental design, the normal distribution, confidence intervals, exponential growth and decay, and financial models. The material is presented at a level accessible to students who have successfully completed a course in Intermediate Algebra or the equivalent. MATH 107 does not satisfy the prerequisites for either MATH 112 or MATH 260. 5 lecture hours. Satisfies the quantitative skills requirement for the AA degree.

**MATH 111** 5 Credits**Introduction to Finite Mathematics**

*Prerequisites:* A grade of "C-" or better in MATH 098 or appropriate placement score or instructor permission.

This course is appropriate for many students majoring in business, the social sciences or the liberal arts. Topics covered include theory and application of linear, quadratic, exponential and logarithmic functions, linear programming, and financial math. Probability, data description, and matrices may also be covered. 5 lecture hours. Satisfies quantitative requirement or science distribution area F requirement or specified elective for the AA degree.

**MATH 112** 5 Credits**Introduction to Calculus**

*Prerequisites:* A grade of "C-" or better in MATH 111 or MATH 121 or instructor permission.

A survey of Calculus appropriate for many students majoring in business, the social sciences, or the liberal arts. Topics include rate of change, the derivative, differentiation of elementary functions, applications of derivatives, anti-differentiation, basic differential equations, and integration. Applications and problem solving will be emphasized throughout the course. This course is not intended to prepare students for MATH 124. 5 lecture hours. Satisfies quantitative skills requirement or science distribution area F requirement or specified elective for the AA degree.

**MATH 121** 5 Credits**Functions and Graphs**

*Prerequisites:* A grade of "C-" or better in MATH 098 or appropriate placement score or instructor permission.

This course introduces and analyzes the elementary functions. Emphasis is on sketching graphs of functions, finding formulas for functions based on data, and basic application from the sciences, social sciences and business. 5 lecture hours. Satisfies the quantitative skills requirement or science distribution area F requirement or specified elective for the AA degree.

**MATH 122** 5 Credits**Precalculus**

*Prerequisites:* A grade of "C-" or better in MATH 121 or appropriate placement score or instructor permission.

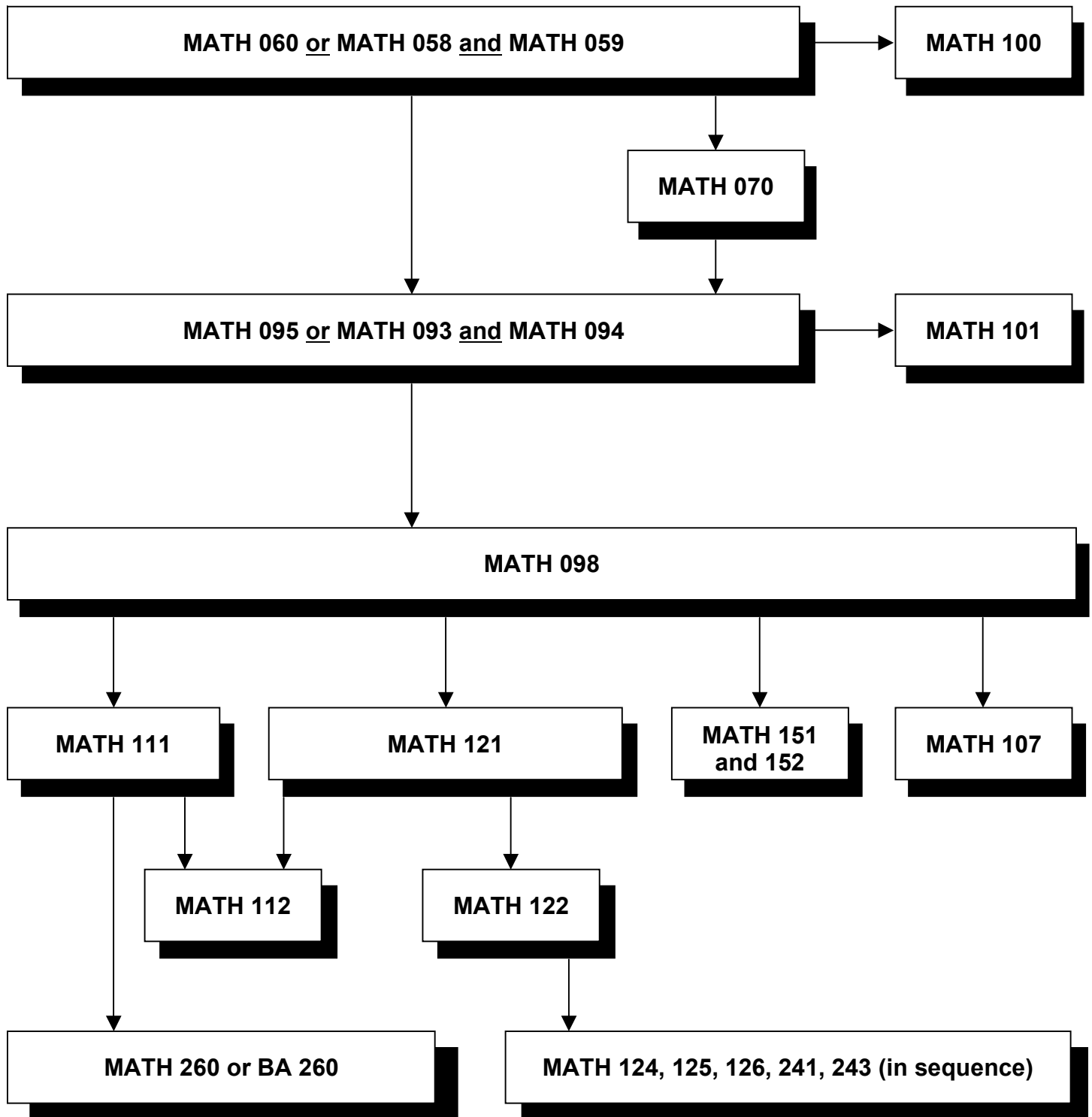
This course extends the analysis of the elementary functions begun in MATH 121 to solving more extended application problems. The goal of the course is to prepare students for the more challenging problems they will encounter as they enter calculus and more advanced science courses. Parametric equations, trigonometric identities, polar coordinates and conic sections are also discussed. 5 lecture hours. Satisfies the quantitative skills requirement or science distribution area F requirement or specified elective for the AA degree.

**MATH 124** 5 Credits**Calculus I**

*Prerequisites:* A grade of "C-" or better in MATH 122 or appropriate placement score or instructor permission.

A review of functions, rates of change, introduction to limits, the derivative, differentiation techniques, applications of derivatives and antiderivatives, and some numerical methods. 5 lecture hours. Satisfies the quantitative skills requirement or science distribution area F requirement or specified elective for the AA degree.

**Mathematics Course Sequence**



## Mathematics

**MATH 125** **5 Credits**  
**Calculus II**

*Prerequisites: A grade of "C-" or better in MATH 124 or instructor permission.*

The definition of the definite integral, the fundamental theorem of calculus, techniques of integration, applications of integrals, and separable differential equations. 5 lecture hours. Satisfies the quantitative skills requirement or science distribution area F requirement or specified elective for the AA degree.

**MATH 126** **5 Credits**  
**Calculus III**

*Prerequisite: A grade of "C-" or better in MATH 125 or instructor permission.*

Sequences and infinite series, Taylor series and applications, vectors in 3 dimensional space, vector functions, analysis of space curves, functions of several variables, partial derivatives, tangent planes, and, time permitting, line integrals. 5 lecture hours. Satisfies the quantitative skills requirement or specified elective for the AA degree.

**MATH 151** **5 Credits**  
**Mathematics for Elementary School Teachers I**

*Recommended Preparation: ENGL 095 or placement in ENGL 101. Prerequisites: A grade of "C-" or better in MATH 098 or appropriate placement score or instructor permission.*

MATH 151 is the first of two courses that is designed to fulfill the requirements and give adequate mathematics preparation for entry into the WSU Collaborative Teacher Education Program (CTEP). 5 lecture hours. MATH 151 and MATH 152 satisfy the quantitative reasoning requirement for the AA degree.

**MATH 152** **5 Credits**  
**Mathematics for Elementary School Teachers II**

*Recommended Preparation: ENGL 095 or placement in ENGL 101. Prerequisites: A grade of "C-" or better in MATH 098 or appropriate placement score or instructor permission.*

MATH 152 is the second of two courses that is designed to fulfill the requirements and give adequate mathematics preparation for entry into the WSU Collaborative Teacher Education Program (CTEP). 5 lecture hours. MATH 151 and MATH 152 satisfy the quantitative reasoning requirement for the AA degree.

**MATH 241** **3 Credits**  
**Differential Equations I**

*Prerequisite: A grade of "C-" or better in MATH 126 or instructor permission.*

Theory and solution techniques for first and second order ordinary differential equations. Applications include growth and decay problems, mixing problems, damped spring-mass systems, and AC circuit analysis. Solution of differential equations by Laplace transforms. Applications include discontinuous forcing functions. 3 lecture hours. Satisfies specified elective requirement for the AA degree.

**MATH 243** **3 Credits**  
**Differential Equations II**

*Prerequisite: A grade of "C-" or better in MATH 241 or instructor permission.*

Series solutions of ordinary differential equations, Fourier series solutions of partial differential equations, and systems of ordinary differential equations and eigenvalue problems. Applications include the heat and wave equations. 3 lecture hours. Satisfies specified elective requirement for the AA degree.

**MATH 260** **5 Credits**  
**Introduction to Statistics**

*Prerequisites: A grade of "C-" or better in MATH 111 or MATH 121 or instructor permission.*

An introduction to probability theory and statistical analysis with applications to a variety of fields. Topics covered include describing data graphically and numerically, correlation and linear regression, probability, the binomial and normal distributions, sampling distributions, confidence intervals, and hypothesis testing. Same as BA 260; students may not receive credit for both. 5 lecture hours. Satisfies quantitative skills requirement or science distribution area F requirement or specified elective for the AA degree.

## Music

### MUSIC 100 5 Credits Music Fundamentals

*Prerequisites:* READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101.

This course is designed for preparing elementary education majors for the upper division course or courses which they will take to complete the education degree. This course is also aimed at the student seeking an AA degree who may have an interest more in learning the mechanics of music reading and composition rather than the more general music history taught in MUSIC 101. In addition, this course is aimed at students who wish to major in music, but who do not have enough basic skills to begin the Music Theory sequence. 5 lecture hours. Satisfies humanities distribution area C requirement or specified elective for the AA degree.

### MUSIC 101 5 Credits Appreciation of Music

*Prerequisites:* READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101.

The purpose of this course is to expand the student's musical listening pleasure through a brief study of the elements of music and the major periods of music history with an emphasis on the Classical and Romantic Periods. Exploration of music from other cultures will also be included. 5 lecture hours. Satisfies humanities distribution area C requirement or specified elective for the AA degree.

### MUSIC 117 1 Credit Beginning Piano Techniques I

This course is designed for music majors or students desiring basic keyboard performance skills. MUSIC 117 is a beginning course which covers the relationship of the grand staff notation to the piano keyboard, basic rhythm notation, major and minor five-finger patterns, triads, and formulating major scales. Emphasis is also placed on harmonization, transposition, improvisation, and playing by ear. Repertoire played uses these concepts. 2 lab hours. Satisfies specified elective requirement for the AA degree.

### MUSIC 118 1 Credit Beginning Piano Techniques II

*Prerequisite:* MUSIC 117 or instructor permission.

This course is a continuation of MUSIC 117. This in-depth study covers major scales, formation of relative minor scales, triad inversions, introduction of augmented and diminished triads, seventh chords, chord symbols, variations of bass patterns, intricate rhythm notations, arrangements and variations. Coursework includes written notation, harmonization, improvisation, and playing by ear. Repertoire played uses these concepts. 2 lab hours. Satisfies specified elective requirement for the AA degree.

### MUSIC 119 1 Credit Beginning Piano Techniques III

*Prerequisite:* MUSIC 118 or instructor permission.

This course is a continuation of MUSIC 118 and continues major and minor scale study, arpeggios, cadences and other harmonic progressions, rhythmic syncopation, double sharps and double flats, keyboard improvisation, transposition, harmonization and composition. Repertoire includes various historical keyboard periods. Repertoire played uses these concepts. 2 lab hours. Satisfies specified elective requirement for the AA degree.

### MUSIC 121 3 Credits Music Theory I

*Prerequisites:* Concurrent enrollment in MUSIC 131; basic piano or guitar skills, or concurrent enrollment in MUSIC 117.

This is the first class of the music theory sequence required by music majors. Notation, scales, keyboard harmony, intervals, triads, terminology, analysis of simple harmony and beginning ear training. 3 lecture hours. Satisfies humanities distribution area C requirement or specified elective for the AA degree.

### MUSIC 122 3 Credits Music Theory II

*Recommended Preparation:* Concurrent enrollment in MUSIC 132 or instructor permission. *Prerequisites:* MUSIC 121; MUSIC 131.

Continuation of MUSIC 121 with emphasis on harmonic analysis and four-part writing. 3 lecture hours. Satisfies specified elective requirement for the AA degree.

Music

## Music

<b>MUSIC 123</b>	<b>3 Credits</b>	<b>MUSIC 151</b>	<b>1 Credit</b>
<b>Music Theory III</b>		<b>Applied Music Strings</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSIC 133 or instructor permission. Prerequisites: MUSIC 122; MUSIC 132.</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Continuation of MUSIC 122 with emphasis on harmonic analysis and four-part writing. 3 lecture hours. Satisfies specified elective requirement for the AA degree.		Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.	
<b>MUSIC 131</b>	<b>2 Credits</b>	<b>MUSIC 152</b>	<b>1 Credit</b>
<b>Ear Training I</b>		<b>Applied Music Voice</b>	
<i>Prerequisite: Concurrent enrollment in MUSIC 121.</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Beginning ear training within major and minor scales as well as sight-singing within the octave, the basic major and minor intervals to a fifth, whole and half steps, triad qualities, primary chords in harmonic progressions, and rhythmic dictation of quarters, eighths and half notes and quarter rests. 2 lecture hours. Satisfies humanities distribution area C requirement or specified elective for the AA degree.		Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.	
<b>MUSIC 132</b>	<b>2 Credits</b>	<b>MUSIC 154</b>	<b>1 Credit</b>
<b>Ear Training II</b>		<b>Applied Music Woodwinds</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSIC 122. Prerequisite: MUSIC 131.</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Intermediate listening, melodic and harmonic dictation to the octave, and harmonic dictation to include minor chords, basic chord identification, sight singing and part singing, rhythmic dictation to include sixteenth notes. 2 lecture hours. Satisfies specified elective requirement for the AA degree.		Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.	
<b>MUSIC 133</b>	<b>2 Credits</b>	<b>MUSIC 155</b>	<b>1 Credit</b>
<b>Ear Training III</b>		<b>Applied Music Brass</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSIC 123. Prerequisite: MUSIC 132.</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Advanced listening, identification of seventh chords, major and minor chords, augmented and diminished chords, advanced melodic and harmonic dictation, advanced sight singing. 2 lecture hours. Satisfies specified elective requirement for the AA degree.		Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.	
<b>MUSIC 150</b>	<b>1 Credit</b>	<b>MUSIC 156</b>	<b>1 Credit</b>
<b>Applied Music Piano</b>		<b>Applied Music Percussion</b>	
<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.		Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.	



<p><b>MUSIC 157</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Applied Music Guitar</b>  <i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>            Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.</p>	<p><b>MUSIC 217</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Piano I</b>  <i>Prerequisites: MUSIC 119 or instructor permission.</i>            This course, a continuation of MUSIC 119, reviews harmonizing, accompanying, transposing and sight reading skills and introduces arpeggios, substitute chords and Dominant of the Dominant. Playing by ear, transposition, harmonization, and improvisation are continued. Music majors have specific qualifications to fulfill for this course. 2 lab hours. Satisfies specified elective requirement for the AA degree.</p>	Music
<p><b>MUSIC 161</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Symphony Orchestra</b>  <i>Instructor permission or audition required.</i>            Credit is given to college students who are regular members of the Grays Harbor Symphony. 2 lab hours. Satisfies specified elective requirement for the AA degree.</p>	<p><b>MUSIC 218</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Piano II</b>  <i>Prerequisite: MUSIC 217 or instructor permission.</i>            This course, a continuation of MUSIC 217, reviews harmonizing, accompanying, transposing and sight reading skills and introduces voicing seventh chords and jazz symbols. Repertoire from various historical periods, history and corresponding keyboard ornamentation and some jazz harmonizations. Music majors have specific qualifications to fulfill for this course. 2 lab hours. Satisfies specified elective requirement for the AA degree.</p>	
<p><b>MUSIC 171</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Civic Choir</b>  <i>Instructor permission or audition required.</i>            Credit is given to college students who are regular members of the Civic Choir. 2 lab hours. Satisfies specified elective requirement for the AA degree.</p>	<p><b>MUSIC 219</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Piano III</b>  <i>Prerequisite: MUSIC 218 or instructor permission.</i>            This course, a continuation of MUSIC 218, introduces diminished seventh chords in modulating patterns and progressions. Repertoire from various historical periods and some jazz harmonizations. Music majors have specific qualifications to fulfill for this course. 2 lab hours. Satisfies specified elective requirement for the AA degree.</p>	
<p><b>MUSIC 173</b> <span style="float: right;"><b>1.5 Credits</b></span>  <b>Jazz Choir</b>  <i>Instructor permission or audition required.</i>            This group performs a wide variety of vocal jazz. There will be a minimum of one concert a quarter, but often more concerts each quarter. 3 lab hours. Satisfies specified elective requirement for the AA degree.</p>	<p><b>MUSIC 221</b> <span style="float: right;"><b>3 Credits</b></span>  <b>Intermediate Harmony</b>  <i>Recommended Preparation: Concurrent enrollment in MUSIC 231. Prerequisite: MUSIC 123 or instructor permission.</i>            Secondary dominants, modulation, chromatic harmony; introduction to form and analysis. 3 lecture hours. Satisfies specified elective requirement for the AA degree.</p>	
<p><b>MUSIC 180</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Workshop Band</b>  <i>Instructor permission or audition required.</i>            Workshop Band is a performance group, meeting one evening per week. 2 lab hours. Satisfies specified elective requirement for the AA degree.</p>	<p><b>MUSIC 222</b> <span style="float: right;"><b>3 Credits</b></span>  <b>Advanced Harmony I</b>  <i>Recommended Preparation: Concurrent enrollment in MUSIC 232. Prerequisite: MUSIC 221 or instructor permission.</i>            Continuation of MUSIC 221 with emphasis on original composition as an approach to form and analysis. 3 lecture hours. Satisfies specified elective requirement for the AA degree.</p>	
<p><b>MUSIC 181</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Jazz Band</b>  <i>Instructor permission or audition required.</i>            This is a performance group which will play a variety of big-band styles from the 40's to present. 3 lab hours. Satisfies specified elective requirement for the AA degree.</p>		
<p><b>MUSIC 186</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Hand Drumming</b>  <i>Instructor permission or audition required.</i>            This is a hands-on class. Absolutely no experience in drumming or music is required. Conga-style drums and hand percussion from Africa and Latin America will be explored. Students will learn how to hit the drum to get the desired sounds and patterns and put them all to rhythm. 2 lab hours. Satisfies specified elective requirement for the AA degree.</p>		

## Music

<b>MUSIC 223</b>	<b>3 Credits</b>	<b>MUSIC 251</b>	<b>2 Credits</b>
<b>Advanced Harmony II</b>		<b>Advanced Applied Music Strings</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSIC 233. Prerequisite: MUSIC 222 or instructor permission.</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Continuation of MUSIC 222 with emphasis in the modern idiom. 3 lecture hours. Satisfies specified elective requirement for the AA degree.		Private lessons - one one-hour lesson and twelve hours of practice per week. Satisfies specified elective requirement for the AA degree.	
<b>MUSIC 231</b>	<b>2 Credits</b>	<b>MUSIC 252</b>	<b>2 Credits</b>
<b>Intermediate Ear Training I</b>		<b>Advanced Applied Music Voice</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSIC 221. Prerequisite: MUSIC 133</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Continuation of ear training. Basic intervals within the octave as well as sight singing within the octave, major and minor scales. Review of concepts presented in first-year ear training. Inclusion of more difficult intervals and rhythms in melodic dictation. Harmonic dictation includes all diatonic chords and inversions, advanced rhythmic dictation. 2 lecture hours. Satisfies specified elective requirement for the AA degree.		Private lessons - one one-hour lesson and twelve hours of practice per week. Satisfies specified elective requirement for the AA degree.	
<b>MUSIC 232</b>	<b>2 Credits</b>	<b>MUSIC 254</b>	<b>2 Credits</b>
<b>Intermediate Ear Training II</b>		<b>Advanced Applied Music Woodwinds</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSIC 222. Prerequisite: MUSIC 231.</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Intermediate listening, melodic and harmonic dictation, seventh chord identification and use within harmonic progressions, sight singing and part singing. 2 lecture hours. Satisfies specified elective requirement for the AA degree.		Private lessons - one one-hour lesson and twelve hours of practice per week. Satisfies specified elective requirement for the AA degree.	
<b>MUSIC 233</b>	<b>2 Credits</b>	<b>MUSIC 255</b>	<b>2 Credits</b>
<b>Intermediate Ear Training III</b>		<b>Advanced Applied Music Brass</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSIC 223. Prerequisite: MUSIC 232.</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Advanced listening, identification of seventh chords, and altered chords, advanced melodic and harmonic dictation, advanced sight singing. 2 lecture hours. Satisfies specified elective requirement for the AA degree.		Private lessons - one one-hour lesson and twelve hours of practice per week. Satisfies specified elective requirement for the AA degree.	
<b>MUSIC 250</b>	<b>2 Credits</b>	<b>MUSIC 256</b>	<b>2 Credits</b>
<b>Advanced Applied Music Piano</b>		<b>Advanced Applied Music Percussion</b>	
<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>		<i>Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.</i>	
Private lessons - one one-hour lesson and twelve hours of practice per week. Satisfies specified elective requirement for the AA degree.		Private lessons - one one-hour lesson and twelve hours of practice per week. Satisfies specified elective requirement for the AA degree.	

**MUSIC 257** **2 Credits**  
**Advanced Applied Music Guitar**

*Prerequisite: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.*

Private lessons - one one-hour lesson and twelve hours of practice per week. Satisfies specified elective requirement for the AA degree.

**MUSIC 261** **1 Credit**  
**Symphony Orchestra**

*Recommended Preparation: MUSIC 161 or instructor permission.*

A continuation of MUSIC 161. 2 lab hours. Satisfies specified elective requirement for the AA degree.

**MUSIC 271** **1 Credit**  
**Civic Choir**

*Recommended Preparation: MUSIC 171 or instructor permission.*

A continuation of MUSIC 171. 2 lab hours. Satisfies specified elective requirement for the AA degree.

**MUSIC 273** **1.5 Credits**  
**Jazz Choir**

*Recommended Preparation: MUSIC 173 or instructor permission.*

A continuation of MUSIC 173. 3 lab hours. Satisfies specified elective requirement for the AA degree.

**MUSIC 280** **1 Credit**  
**Workshop Band**

*Recommended Preparation: MUSIC 180 or instructor permission.*

A continuation of MUSIC 180. 2 lab hours. Satisfies specified elective requirement for the AA degree.

**MUSIC 281** **1 Credit**  
**Jazz Band**

*Recommended Preparation: MUSIC 181 or instructor permission.*

A continuation of MUSIC 181. 3 lab hours. Satisfies specified elective requirement for the AA degree.

## Natural Resources Technology

**NR 120** **5 Credits**  
**Introduction to Natural Resources**

Provides students with basic concepts related to sustainable natural resources of Pacific Northwest ecosystems. Field trips, guest speakers and role playing are used to examine commercial and recreational resource demand, use and laws.

Leadership and teamwork skills, safety issues, work ethics, study skills, computer use, field notebook and journal keeping and portfolios are end products of this course. 3 lecture hours; 4 lab hours. Vocational program course. Satisfies science or lab requirement area C distribution or specified elective for the AA degree.

**NR 130** **5 Credits**  
**Wildlife Management**

*Prerequisites: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120; or instructor permission.*

The structure, dynamics and behavior of wildlife species populations and ecosystems are taught. Students assist Washington Department of Fisheries and Wildlife (WDFW) personnel to conduct wildlife and habitat evaluations. Guest speakers provide an overview of contemporary management. 2 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**NR 140** **5 Credits**  
**Watershed Ecosystems I:  
Functions and Processes**

*Prerequisites: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120; MATH 095 or MATH 098; and NR 120.*

This course is the first of a two-part "capstone" series which focuses on ecosystem concepts associated with watershed analysis, monitoring and management. Students are introduced to the functions and processes of watershed ecosystems, and the recovery process after natural and human disturbances. To complement the watershed data collections and analysis skills learned throughout the field and laboratory portions of this course, students will exercise previously learned math, technical writing, communications and teamwork skills, to present their data to a variety of general and professional audiences. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

Music

Natural Resources

Natural Resources

Nursing

**NR 240** **5 Credits**  
**Watershed Ecosystems II:  
 Assessment and Monitoring**

*Prerequisite:* NR 140.  
 This interdisciplinary, field-oriented “capstone” course is the second of a two-part series that focuses on the role of monitoring and assessment of watershed ecosystems. Students will examine how qualitative and quantitative data can be used to assess stream channel and riparian habitats over space and time. They will evaluate the effectiveness of upland watershed restoration and make estimates of resulting salmonid carrying capacities in streams. Students will utilize previously learned math, statistics, and computer skills to design experiments and analyze data. Technical writing, communications, and continuous quality improvement skills will be employed to write research reports and present data. Lab and field exercises will culminate in a personal portfolio demonstrating both individual and team competencies. 3 lecture hours; 4 lab hours.  
 Vocational program course. May be used as a general elective in the AA degree.

**NR 258** **1-5 Credits**  
**Cooperative Work Experience**

*Prerequisite:* Instructor permission.  
 Students participate in on-the-job training with natural resource agencies, tribes, and private industry. Forestry, fisheries, wildlife, and other natural resources are the focus of this work experience. Trainees keep a daily diary of work, are evaluated periodically by their supervisor, and submit a final summary of their work. Students can participate for a maximum of ten credits (up to 5 credits per term). Variable lab hours. Vocational program course. May be used as a general elective in the AA degree.

**NR 259** **1-5 Credits**  
**Cooperative Work Experience**

*Prerequisite:* Instructor permission.  
 Students participate in on-the-job training with natural resource agencies, tribes, and private industry. Forestry, fisheries, wildlife, and other natural resources are the focus of this work experience. Trainees keep a daily diary of work, are evaluated periodically by their supervisor, and submit a final summary of their work. Students can participate for a maximum of ten credits (up to 5 credits per term). Variable lab hours. Vocational program course. May be used as a general elective in the AA degree.

**Nursing**

**CNA 102** **9 Credits**  
**Certified Nursing Assistant Training**

*Prerequisite:* Students must submit to Washington State Highway Patrol Criminal Background Checking; provide documentation of TB skin test/chest X-ray and Hepatitis B immunization; and instructor permission.  
 The learner is introduced to basic nursing care, resident rights, safety and emergency nursing procedures. Principles of therapeutic relationships and client care are presented as well as the legal/ethical issues related to nursing assistant practice. Students demonstrate competencies required to assist in giving basic nursing care to patients in long-term care agencies under the supervision of the instructor or licensed nursing staff. AIDS education and training (8 hours) and CPR certification (8 hours) are included. 5 lecture hours and 8 lab hours.

**NURS 141** **4 Credits**  
**Concepts Basic to Nursing**

*Prerequisites:* Acceptance to the Nursing Program. Documentation of current NA-C in Washington State. Current CPR certification and immunizations on file in the Nursing Office. Willingness to submit to criminal background checking. Effective fall 2005, BIOL 208 and 209 with a grade of “C” or better.  
*Co-requisites:* BIOL 211 or completion with a grade of “C” or better; concurrent enrollment in NURS 142.  
 The student is introduced to concepts basic to nursing practice including adaptation and maintenance of homeostasis; nursing roles; communication; ethical, legal, values, and attitudes; critical thinking; nursing process with emphasis on health assessment; therapeutic intervention with emphasis on pharmacology; and professional responsibility and accountability. The client as a holistic being is the central focus with emphasis on the aging individual. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 142** **5 Credits**  
**Concepts Basic to Nursing Clinical**

*Prerequisites:* Admission to the Nursing Program; current CPR certification on file. *Co-requisite:* Concurrent enrollment in NURS 141.

Students apply the basic nursing concepts gained in NURS 141 in selected health care facilities. Communication, health assessment, and practice in use of nursing process are introduced. The student practices medication administration and sterile procedures in the campus laboratory. 10 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 143** **5 Credits**  
**Common Health Alterations I**

*Prerequisites:* A grade of "C" or better in NURS 141, NURS 142 and BIOL 211.

*Co-requisites:* Concurrent enrollment in NURS 144. Effective winter quarter 2006, ENGL 101 or completion with a grade of "C" or better.

Nursing care of the client with selected common health alterations is studied with nursing process and adaptation in health and illness as organizing frameworks. The focus includes concepts related to common mental health, immune, musculoskeletal, neurological, and cardiac and respiratory system health alterations. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 144** **6 Credits**  
**Common Health Alterations I Clinical**

*Prerequisite:* Concurrent enrollment in NURS 143.

The student integrates classroom concepts in the clinical setting in the care of clients in acute and long-term care settings. The student continues to develop skills in therapeutic communication techniques, health assessment, and application of nursing process. Opportunities to perform basic nursing care, sterile procedures, and medication administration are provided. 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 145** **5 Credits**  
**Common Health Alterations II**

*Prerequisites:* A grade of "C" or better in NURS 143, NURS 144 and ENGL 101 (effective spring 2006). *Co-requisites:* PSYCH 100 or completion with a grade of "C" or better (effective spring 2006); concurrent enrollment in NURS 146.

Nursing care of the client with common health alterations is studied with nursing process and adaptation in health and illness as organizing frameworks. The focus includes concepts related to peri-operative care, intravenous therapeutics, care of the childbearing woman during normal pregnancy, delivery, and postpartum periods including care of the normal newborn, health promotion in children, care of clients facing cancer, and care of clients with reproductive health alterations. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 146** **6 Credits**  
**Common Health Alterations II Clinical**

*Prerequisite:* Concurrent enrollment in NURS 145.

The student continues to integrate classroom concepts in the clinical setting in the care of clients with selected health alterations. The student assesses client needs and plans care using nursing process as a problem-solving tool. The student gains competence in medication administration and performance of increasingly complex professional nursing skills, including intravenous therapy. Nursing care is provided in a variety of health care settings. 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 147** **5 Credits**  
**Common Health Alterations III**

*Prerequisites:* A grade of "C" or better in NURS 145, NURS 146, and PSYCH 100 (effective summer 2006). *Co-requisite:* Concurrent enrollment in NURS 148.

Nursing care of the clients with fluid, electrolyte, and acid-base imbalances, gastrointestinal, endocrine system health alterations, and care of children experiencing common health alterations is included in this course. Emphasis is placed on the role of the practical nurse in health care delivery. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

Nursing

## Nursing

**NURS 148** **6 Credits****Common Health Alterations III Clinical**

*Prerequisite: Concurrent enrollment in NURS 147.*

The student continues to integrate classroom concepts in the clinical setting in the care of clients with selected health alterations. The student assesses client needs and plans care using nursing process as a problem-solving tool. The student nursing care is proved in a variety of health care settings. 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 149** **3 Credits****Transition from LPN to ADN**

*Prerequisites: Graduation from an approved practical nursing program. Current unencumbered Washington State LPN license. Acceptance into the ADN nursing program. Evidence of clinical practice within the last three years.*

This course is designed to facilitate the articulation of the licensed practical nurse (LPN) into the role of student in the associate degree program. The student will be introduced to the philosophy, conceptual framework and major conceptual organizers of the Grays Harbor College nursing curriculum. The LPN is introduced to the expectations of students in clinical courses and evaluated regarding ability to use nursing process, perform sterile procedures, and administer medications safely. Students will receive instruction in and opportunity to practice intravenous therapeutics. 2 lecture hours; 2 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 241** **5 Credits****Complex Health Alterations I**

*Prerequisites: Acceptance into ADN nursing program. Current LPN license to practice nursing in Washington State or date to take NCLEX-PN no later than October 1.*

*Co-requisites: BIOL 160 or completion with a grade of "C" or better; concurrent enrollment in NURS 242.*

The student learns advanced principles and concepts about the care of adults adapting to multi-system, high acuity health alterations. Care of client experiencing acute cardio-respiratory, neurological, emergency and traumatic health alterations is studied. Adaptation to chronic illnesses across the lifespan is explored. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 242** **4 Credits****Complex Health Alterations I Clinical**

*Prerequisites: Documentation of current CPR certification and immunizations. Co-requisite: Concurrent enrollment in NURS 241.*

The student integrates advanced nursing concepts in the care of clients adapting to complex and life-threatening health alterations. The student has opportunities to apply the nursing process in specialty areas, in acute care environments, and in ambulatory settings. The emphasis is on providing care to more than one client with complex nursing care needs. 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 243** **5 Credits****Complex Health Alterations II**

*Prerequisites: A grade of "C" or better in NURS 241, NURS 242 and BIOL 160.*

*Co-requisites: Concurrent enrollment in NURS 244 and (effective winter quarter 2006) PSYCH 220 or completion with a grade of "C" or better.*

Concepts related to the care of high-risk childbearing and child rearing families are presented. Nursing process is applied to women and their newborns adapting to complications occurring during pregnancy, delivery, and postpartum periods. Mental health concepts relating to care of adults, families, and children with severe or life threatening psychiatric disorders are examined. The students explore basic concepts of community health and types of community resources available for maintenance and restoration of health, promotion of wellness, and support for the dying. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 244** **4 Credits****Complex Health Alterations II Clinical**

*Prerequisite: Concurrent enrollment in NURS 243.*

The student integrates advanced nursing concepts in the care of clients adapting to complex and life-threatening health alterations. The student has opportunities to apply the nursing process in specialty areas, in acute care environments, and in ambulatory settings. The emphasis is on providing care to more than one client with complex nursing care needs. 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 245** **4 Credits****Transition to Professional Practice**

*Prerequisites:* A grade of "C" or better in NURS 243, NURS 244, and PSYCH 220.

*Co-requisites:* Concurrent enrollment in NURS 246, SOC 110 or completion with grade of "C" or better.

Nursing concepts in the care of children with complex health alterations is included in this final professional nursing course. In addition, the student has the opportunity to explore role transition to professional practice. Leadership and management concepts are studied as they relate to managing care of clients in entry-level nursing positions. Guiding principles of the course include working with others, time management, power and influence, managing conflicts, problem solving, sound clinical decision making, change process, and managing stress in the workplace. Current issues in contemporary nursing practice are studied as are legal and ethical issues affecting nursing. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 246** **4 Credits****Transition to Professional Practice Clinical**

*Prerequisite:* Concurrent enrollment in NURS 245.

The student works in a preceptorship with an experienced registered nurse in acute care or long term care facilities. The student gains experience with leadership and management of client care in addition to gaining competence in applying nursing process to groups of clients with complex health alterations. The student has opportunities to gain experience leading a team of nursing personnel under the direct mentorship of the preceptor. Proficiency is gained in the performance of advanced nursing practice procedures. 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

## Office Technology

**OFTC 113** **5 Credits****Document Formatting**

*Prerequisite:* CIS 101 or keyboarding ability.

Students will learn rules for preparing business letters, memos, tables, forms, and various reports (including meeting minutes, agendas, and itineraries) using word processing software. Speed and accuracy in the preparation of mailable copy is emphasized. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**OFTC 115** **3 Credits****Electronic Math Applications**

*Prerequisite:* MATH 059 or MATH 060 or instructor permission.

Students will learn the touch system on electronic calculators using special time-saving functions to solve math applications. Proficiency in speed and accuracy of the 10-key pad is emphasized. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**OFTC 116** **3 Credits****Machine Transcription**

*Prerequisites:* OFTC 113; BA 140 or instructor permission. Minimum typing speed of 45 wpm.

This course reviews English fundamentals and emphasizes proficiency of machine transcription skills with word processing using general correspondence tapes. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**OFTC 117** **3 Credits****Medical Transcription**

*Prerequisites:* AHLTH 130; AHLTH 140; and OFTC 116.

This course reinforces medical terminology in anatomy and physiology by providing medical transcription practice utilizing word processing software and actual medical dictation. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**OFTC 118** **3 Credits****Medical Transcription II**

*Prerequisites:* AHLTH 140 or AHLTH 150; OFTC 117; or instructor permission.

This course is designed to enhance the medical transcription skills learned in OFTC 117 in order to obtain the highest accuracy level and the highest output level. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**OFTC 124** **1 Credit****Keyboard Skillbuilding I**

*Prerequisite:* CIS 101 or keyboarding ability.

This individualized program builds keyboarding skills with a computer program that focuses on technique, speed, and accuracy through planned drill and practice exercises. 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

Nursing

Office Technology

## Office Technology

<b>OFTC 125</b>	<b>1 Credit</b>	<b>OFTC 220</b>	<b>5 Credits</b>
<b>Keyboard Skillbuilding II</b>		<b>Office Procedures and Ethics</b>	
<i>Prerequisite: OFTC 124.</i>		<i>Prerequisite: OFTC 113 or instructor permission.</i>	
This individualized program builds keyboarding skills with a computer program that focuses on technique, speed, and accuracy through planned drill and practice exercises. 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.		This is a finishing course for students taking the office technology curriculum. Instruction and practice of office standards, routines, and procedures are given. Telephone/FAX usage, mail processing, email, communication, and human relations skills are included. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.	
<b>OFTC 126</b>	<b>1 Credit</b>	<b>OFTC 221</b>	<b>3 Credits</b>
<b>Keyboard Skillbuilding III</b>		<b>Medical Office Procedures</b>	
<i>Prerequisite: OFTC 125.</i>		<i>Prerequisite: AHLTH 130 or AHLTH 150 or concurrent enrollment.</i>	
This individualized program builds keyboarding skills with a computer program that focuses on technique, speed, and accuracy through planned drill and practice exercises. 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.		This course is designed for medical office technology students simulating an actual medical office by scheduling, charting, processing paperwork, bill preparation and other general office procedures. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.	
<b>OFTC 132</b>	<b>3 Credits</b>	<b>OFTC 252</b>	<b>5 Credits</b>
<b>Medical Records - Insurance Billing and Coding</b>		<b>Desktop Publishing</b>	
<i>Prerequisite: AHLTH 140 or AHLTH 150 or Instructor permission.</i>		<i>Prerequisites: CIS 140 or instructor permission.</i>	
Provides knowledge and skill in organizing and processing medical bills utilizing industry standard coding methods and manually completed CMS billing forms. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.		This course emphasizes professional use of desktop publishing software, including advanced text editing, in the production of various business documents. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.	
<b>OFTC 175</b>	<b>3 Credits</b>	<b>OFTC 253</b>	<b>5 Credits</b>
<b>Medical Coding</b>		<b>Integrated Software Applications</b>	
<i>Prerequisite: AHLTH 130 or AHLTH 150 or instructor permission.</i>		<i>Prerequisites: OFTC 252 or instructor permission.</i>	
This course is designed for medical office technology students and allied health professionals seeking to gain greater proficiency in medical coding. The course includes hands-on coding in ICD diagnostic coding, CPT Level I procedural coding and HCPCS Level II coding, covering a wide variety of medical specialties. 2 lecture hours; 2 lab hours.		This course is designed for the advanced student. It covers production jobs that would be expected of a secretary in an executive capacity utilizing integrated software packages. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.	
<b>OFTC 205</b>	<b>5 Credits</b>	<b>OFTC 254</b>	<b>3 Credits</b>
<b>Records Information Management</b>		<b>Medical Office Computerized Information Processing</b>	
<i>Prerequisites: MATH 093 and CIS 102 or instructor permission.</i>		<i>Prerequisite: AHLTH 130 or AHLTH 150 or concurrent enrollment.</i>	
This course is a study of the principles of filing classification, storage, retrieval, and management of paper and electronic business records. Introduction to database software with hands-on practice in the maintenance and management of computerized databases. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.		The course is designed for the advanced student and includes computerized practice of actual medical office procedures utilizing Medisoft, the industry standard software. Students perform computerized simulations of patient processing from the scheduling call to the patient's final payment. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.	



## Pharmacy Technician

### PHAR 104 4 Credits

#### Introduction to Pharmacy

*Prerequisites:* ENGL 101 or ENGL 150; READ 090 or placement in READ 120; AHLTH 130 or AHLTH 150 or instructor permission. *Co-requisite:* AIDS 102.

Introduction to the role of the pharmacy technician in practice settings including history, personnel, resources, and ethical standards of pharmacy practice. Students will learn the role and scope of pharmacy technicians, identify the various practice settings, display appropriate work ethic and concepts, and articulate the role of pharmacy technicians as support personnel in a pharmacy. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### PHAR 108 3 Credits

#### Pharmacy Calculations

*Prerequisites:* MATH 095 or placement in MATH 098; PHAR 104 or concurrent enrollment, or instructor permission.

This course will cover basic math and arithmetic skills as they relate to pharmacy practice and calculations and manipulations of metrics and related dosages. Pharmacy topics related to mathematical functions are emphasized. The objective of this course is to review with the student basic math functions and skills specific to pharmacy. Systems used in daily practice for dosage calculations, IV flow rates, prescription preparation and activities will be discussed in depth. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### PHAR 113 3 Credits

#### Pharmacology I

*Prerequisite:* PHAR 104 or instructor permission.

An overview of the drugs, both prescription and over-the-counter, that are useful in prevention, diagnosis, and treatment of human disease, including their classifications, dosages, and therapeutic and adverse effects. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### PHAR 116 2 Credits

#### Pharmacy Records Management

*Prerequisites:* PHAR 104; PHAR 108 with a grade of "C" or better or instructor permission.

This course provides opportunities to gain information and abilities prerequisite to meeting common pharmacy challenges. The course will cover computer technology, institutional medication distribution systems, repackaging pharmaceuticals in institutional practice, interpreting medication orders, prescription medication errors, and purchasing and inventory control. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### PHAR 116L 2 Credits

#### Pharmacy Records Management Lab

This course provides opportunities to practice in a laboratory setting the skills of pharmacy technician practice. Practicing the use of pharmacy record-keeping computer systems, institutional medication distribution systems, repackaging pharmaceuticals, interpreting medication orders, and purchasing and inventory control will be included. 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### PHAR 120 4 Credits

#### Pharmacy Technician Internship I

*Prerequisites:* Washington State Pharmacy Assistant License. PHAR 104, PHAR 108, and PHAR 116 with a grade of "C" or better or instructor permission.

This experience includes practical, on-the-job instruction in the knowledge base required of a pharmacy assistant (technician) in the work force. Community pharmacies/facilities will be used for this course. The objective of this internship is to expose the student to the practice of pharmacy in a pharmacy site. Students will be required to complete a written project relevant to the practice site. The student will work under the immediate supervision of a registered pharmacist and a certified Level A technician (if applicable). The student will learn and demonstrate the job knowledge of a pharmacy assistant. Vocational program course. May be used as a general elective in the AA degree.

Pharmacy  
Technician

Pharmacy Technician	<p><b>PHAR 121</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Internship Seminar I</b></p>	<p><b>PHAR 141</b> <span style="float: right;"><b>4 Credits</b></span>  <b>Pharmacy Technician Internship II</b></p>
Philosophy	<p><i>Co-requisite: Concurrent enrollment in PHAR 120.</i>                  Discussion of issues surrounding the work site experiences in PHAR 120. Work ethics, interpersonal communication, problem solving and success in the work place is emphasized. Leadership and pharmacy assisting will also be discussed. The objective of this seminar is for the student and instructor to discuss their experience in a pharmacy site. The discussions will include skills and knowledge learned and how student objectives are being met through the internship. 1 lecture hour. Vocational program course. May be used as a general elective in the AA degree.</p>	<p><i>Prerequisites: PHAR 120 and PHAR 121. Concurrent enrollment in PHAR 142 and instructor permission.</i>                  This continued experience includes practical, on-the-job instruction in the knowledge base required of a pharmacy technician in the workforce. Vocational program course. May be used as a general elective in the AA degree.</p>
Physical Education	<p><b>PHAR 129</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Pharmacy Law</b></p>	<p><b>PHAR 142</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Internship Seminar II</b></p>
	<p><i>Prerequisites: PHAR 104 or concurrent enrollment or instructor permission.</i>                  This course will discuss the state and federal laws and regulations that have the most impact on the duties of the pharmacy technician. Revised Code of Washington and Washington Administrative Codes will be reviewed. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.</p>	<p><i>Co-requisite: Concurrent enrollment in PHAR 141 and instructor permission.</i>                  Discussion of issues surrounding the work site experiences in PHAR 141. Work ethics, interpersonal communication, problem-solving and success in the work place are continued. Leadership and pharmacy assisting in a new pharmacy site will also be discussed. 1 lecture hour. Vocational program course. May be used as a general elective in the AA degree.</p>
	<p><b>PHAR 134</b> <span style="float: right;"><b>3 Credits</b></span>  <b>Pharmacology II</b></p>	<p><b>Philosophy</b></p>
	<p><i>Prerequisite: PHAR 113 or instructor permission.</i>                  An overview of the drugs, both prescription and over-the-counter, that are useful in prevention, diagnosis, and treatment of human disease, including their classification, dosages, and therapeutic and adverse effects. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.</p>	<p><b>PHIL 100</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Introduction to Philosophy</b></p>
	<p><b>PHAR 137</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Sterile Products and Aseptic Techniques</b></p>	<p><i>Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101.</i>                  An introduction to the oldest of academic disciplines, PHIL 100 explores the discipline's basic issues and traditional tools: the nature of reality, the limits of knowledge, the meaning of human value, and, as its primary tool, the rigorous employment of rational argument. 5 lecture hours. Satisfies humanities distribution area D requirement or specified elective for the AA degree.</p>
	<p><i>Prerequisites: PHAR 104 or concurrent enrollment or instructor permission.</i></p>	<p><b>Physical Education</b></p>
	<p>This course will discuss sterile products information and aseptic admixture techniques. Principles of sterile products manipulation for the purpose of intravenous admixture of drug doses and products. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.</p>	<p><b>PE 104</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Pickleball</b></p>
	<p><b>PHAR 137L</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Sterile Products and Aseptic Techniques Lab</b></p>	<p><i>Prerequisite: Apparent good health or physician's approval for participation.</i>                  This class is designed to introduce the student to the game of pickleball. Fundamental instruction in the use of equipment as well as an emphasis on court strategy will be stressed. Doubles and singles tournaments will be part of the class. 2 lab hours.</p>
	<p>This course will discuss sterile products information and aseptic techniques. Principles of sterile products manipulation for the purpose of intravenous admixture of drug doses and products. 4 lab hours.</p>	

<p><b>PE 106</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Badminton</b>  <i>Prerequisite: Apparent good health or physician's approval for participation.</i>            This course is designed to meet the needs of all players interested in learning and improving their skills in badminton. 2 lab hours.</p>	<p><b>PE 116</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Beginning Step Aerobics</b>  <i>Prerequisite: Apparent good health or physician's approval for participation with modifications.</i>            This class is designed to promote cardiovascular fitness through step aerobic routines set to music. Exercises for the abdominal muscles, hips, thighs and arms are also done to help strengthen and tone those muscle groups. 2 lab hours.</p>
<p><b>PE 108</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Pickleball</b>  <i>Prerequisite: Apparent good health or physician's approval for participation; PE 104 or instructor permission.</i>            A continuation of PE 104. 2 lab hours.</p>	<p><b>PE 117</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Intermediate Step Aerobics</b>  <i>Prerequisites: Apparent good health or physician's approval for participation with modifications; PE 116 or instructor permission.</i>            This course is designed to provide instruction on the major areas of lifetime fitness and wellness utilizing step aerobic routines and floorwork. Concepts and techniques taught in PE 116 will be enhanced and built upon, providing the student with the necessary information to continue this activity for a lifetime. 4 lab hours.</p>
<p><b>PE 109</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Basketball (Co-ed)</b>  <i>Prerequisite: Apparent good health or physician's approval for participation.</i>            Fundamental skills and rules of basketball are taught. Skills include shooting, dribbling, passing, individual and team defense and offense. 2 lab hours.</p>	<p><b>PE 118</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Advanced Step Aerobics</b>  <i>Prerequisites: Apparent good health or physician's approval for participation with modifications; PE 116 and PE 117 or instructor permission.</i>            This class is designed to teach the student how to apply the principles of lifetime fitness and wellness utilizing step aerobics both in the class and outside the class. Students will be provided the opportunity to present a practical application of their knowledge during class. 4 lab hours.</p>
<p><b>PE 110</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Basketball (Co-ed)</b>  <i>Prerequisite: Apparent good health or physician's approval for participation; PE 109 or instructor permission.</i>            This class is designed for those with a basic knowledge and ability to play basketball. The class will stress development of advanced skills and team play. 2 lab hours.</p>	<p><b>PE 119</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Beginning Social Dancing</b>  <i>Prerequisite: Apparent good health or physician's approval for participation with modifications.</i>            This course introduces the student to the beginning levels of basic social dances. Students will develop confidence in the social dance situation in addition to gaining appreciation of and techniques for swing, fox trot, Latin, waltz, polka, and schottische rhythms. Lifetime enjoyment, utilization of social skills, and enrichment of mental and physical health will be emphasized. 2 lab hours.</p>
<p><b>PE 112</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Badminton</b>  <i>Prerequisite: Apparent good health or physician's approval for participation; PE 106 or instructor permission.</i>            A continuation of PE 106. 2 lab hours.</p>	<p><b>PE 120</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Beginning Softball</b>            Students in this class will learn the fundamental skills of fast-pitch softball. The skills of hitting, fielding, throwing and pitching will be taught along with the basic strategies of offense and defense. The benefits of softball as a lifetime fitness activity will also be emphasized. Students must provide their own glove to participate. 2 lab hours.</p>
<p><b>PE 113</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Beginning Golf</b>            Students in this class will learn the fundamentals of the golf swing, putting, and chipping. The basic rules of golf and golf etiquette will also be emphasized, along with the benefits of golf as a lifetime fitness activity. Students must provide their own golf clubs, balls and golf course fees to participate. 2 lab hours.</p>	
<p><b>PE 114</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Golf</b>  <i>Prerequisite: PE 113.</i>            This course is designed to help students not only learn how to improve their golf skills but their golf game. Emphasis will be on shot selection and shot execution. The rules of the game of golf and golf etiquette will also be taught. This class will promote the benefits of golf as a lifetime fitness activity. Students must provide their own clubs, golf balls and golf course fees to participate. 2 lab hours.</p>	

## Physical Education

Physical Education

**PE 121 1 Credit**

**Exercise Walking, Beginning**

*Prerequisites: Apparent good health or physician's approval for participation with modification.*

This class is designed to improve aerobic fitness and overall wellness through walking. The three components of exercise walking - the stride, posture and arm swing - will be emphasized, as well as important flexibility exercises. After needed orientation and screening, each student will work on an exercise walking program appropriate to his or her current level of fitness. This course will also introduce the student to the basic principles of physical fitness and promote this activity for lifetime wellness. 2 lab hours.

**PE 122 2 Credits**

**Intermediate Exercise Walking**

*Prerequisites: Apparent good health or physician's approval for participation with modification; PE 121 or instructor permission.*

This course will build on the principles of fitness and wellness learned in PE 121. After initial evaluation, each student will follow a walking program suited to his or her fitness level and more advanced walking techniques will be introduced. Students will learn the major components of lifetime fitness and wellness utilizing handouts and class discussion, all centered around the activity of exercise walking. 4 lab hours.

**PE 124 1 Credit**

**Intermediate Softball**

*Prerequisite: PE 120.*

Students in this class will further develop their softball skills and learn more advanced strategies of fastpitch softball. Offensive skills, other than hitting, will be introduced and team concepts will be further enhanced. The benefits of softball as a lifetime fitness activity will also be emphasized. Each student must provide their own glove to participate. 2 lab hours.

**PE 125 1 Credit**

**Beginning Volleyball**

This course is designed to teach the fundamental skills of volleyball to the inexperienced or beginning-level player. The skills of serving, passing and spiking are emphasized along with basic strategies. The benefits of playing volleyball as a lifetime fitness activity are also emphasized. 2 lab hours.

**PE 126 1 Credit**

**Intermediate Volleyball**

*Prerequisite: PE 125 or instructor permission.*

This class is designed to enhance the basic skills of volleyball learned in PE 125. The more advanced techniques of blocking, setting and hitting will also be taught. Different strategies of offense and serving will be emphasized. The benefits of playing volleyball as a lifetime fitness activity will also be discussed. 2 lab hours.

**PE 127 1 Credit**

**Advanced Volleyball**

*Prerequisite: PE 125 and PE 126 or instructor permission.*

This class is designed for those with a basic knowledge and ability to play volleyball. The class will stress the development of advanced skills in the context of multiple offensive and defensive strategies. Emphasis will be on advanced techniques and building an understanding of the game itself. 2 lab hours.

**PE 129 1 Credit**

**Weight Lifting**

*Prerequisite: Apparent good health or physician's approval for participation with modifications.*

This class is designed to orient the student to the correct use of weight training equipment for the purposes of lifetime fitness. Instruction will focus on lifting for the purposes of strength and conditioning. 2 lab hours.

**PE 130 2 Credits**

**Intermediate Weight Lifting**

*Prerequisite: Apparent good health or physician's approval for participation with modifications; PE 129 or instructor permission.*

This is an intermediate level weight lifting program designed to help the student continue development of both size, strength and fitness conditioning. The theory of high repetition promoting strength is emphasized. 4 lab hours.

**PE 131 2 Credits**

**Advanced Weight Lifting**

*Prerequisite: Apparent good health or physician's approval for participation with modifications; PE 130 or instructor permission.*

This course requires the student to apply the physical fitness principles of weight lifting on an individual basis. Advanced weight training techniques are stressed. 4 lab hours.

<p><b>PE 149</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Mobility/Fitness for the Physically Challenged</b>            This course provides students who are coping with a recent injury or disability, and are therefore in need of assistance with basic mobility, an exercise program adapted to their own personal strengths and capabilities. Emphasis will include building self-esteem, improving mobility and learning to adapt to new lifestyle demands. Students must provide medical documentation of injury/disability, including limitations for exercise, before workouts can begin. Workouts must be completed between 9:00 a.m. - 12:00 p.m. 2 lab hours.</p>	<p><b>PE 166</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Baseball</b>  <i>Prerequisite: PE 165.</i>            This course is a continuation of PE 165, Beginning Baseball, and will build upon the skills and strategies learned there. Emphasis will be placed on continued skill development with more advanced skills taught. More sophisticated offensive and defensive strategies will also be developed. The days and time of this class will be arranged by the instructor. Students must provide their own glove to participate. 2 lab hours.</p>	<i>Physical Education</i>
<p><b>PE 150</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Fitness for the Physically Challenged</b>  <i>Prerequisite: PE 149 or instructor permission.</i>            This course will provide an opportunity to improve fitness for a disabled student by providing an exercise program adapted to his or her own personal strengths and capabilities. Emphasis will include building self-esteem and improving overall fitness. Any student with a documented physical disability, including those on Labor and Industries or SSI, disabled veterans, and/or an independent insurance disability may register for this class. Documentation, including exercise limitations, must be provided before workouts can begin. Students must be available to workout between 9:00 a.m. - 12:00 p.m. 4 lab hours.</p>	<p><b>PE 170</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Fitness Lab</b>  <i>Prerequisite: Apparent good health or physician's approval for participation with modifications.</i>            This is a designed exercise system that will help the student become physically fit by training aerobically utilizing the concepts of circuit training within a personal exercise program. The goal for each student will be improved strength, fitness and flexibility. Proper technique and benefits of lifetime fitness will be emphasized. NOTE: Students should attend the first day of class. 2 lab hours.</p>	
<p><b>PE 151</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Intermediate Fitness for Physically Challenged</b>  <i>Prerequisite: PE 150 or instructor permission.</i>            This class provides students a progressive and sequential step forward to continue to enhance their fitness level established in PE 150. Each student will be provided an exercise program adapted to his or her own improving strengths and capabilities. Course highlights will continue to build self-esteem and improve fitness awareness. Students must be available to work out between 9:00 a.m. - 12:00 p.m. 4 lab hours.</p>	<p><b>PE 171</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Intermediate Fitness Lab</b>  <i>Prerequisites: Apparent good health or physician's approval for participation with modifications; PE 170 or instructor permission.</i>            This is an intermediate level exercise program that will help students continue the development of their physical fitness by training aerobically, using stations, with the theory of high repetition. The emphasis of the program will be increased strength, better aerobic fitness with continued or increased flexibility. 4 lab hours.</p>	
<p><b>PE 165</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Beginning Baseball</b>            This course is designed to teach the basic fundamental skills of baseball. Emphasis will be on throwing, batting, fielding and basic strategy. This course will also emphasize the benefits of all around fitness and lifetime activity. Time spent in class will be divided between drills and simulated scrimmage situations. The days and time of this class will be arranged by the instructor. Students must provide their own glove to participate. 2 lab hours.</p>	<p><b>PE 172</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Advanced Fitness Lab</b>  <i>Prerequisites: Apparent good health or physician's approval for participation with modification; PE 170 and PE 171 or instructor permission.</i>            This course requires the student to apply the principles of physical fitness to his or her individual situation utilizing the fitness lab setting as well as outside opportunities. 4 lab hours.</p>	
	<p><b>PE 177</b> <span style="float: right;"><b>2 Credits</b></span>  <b>First Aid/CPR</b>            This course is designed to meet Department of Labor and Industry, OSHA and WISHA requirements. Intended for all students with a desire to have or who are required to have first aid and CPR training. 2 lecture hours.</p>	

## Physics

## Physics

**PHYS 121** 5 Credits**General Physics I**

*Prerequisites: MATH 122 or concurrent enrollment in MATH 122 or instructor permission.*

This course covers the first term of the general physics program. It partially satisfies the pre-curriculum requirements in medicine, dentistry, forestry and related fields. The main topic studied is mechanics including motion, energy and momentum. Problem solving and laboratory practices are integrated with this work. 5 lecture hours; 2 lab hours. Satisfies science or lab requirement area E distribution requirement or specified elective for the AA degree.

**PHYS 122** 5 Credits**General Physics II**

*Prerequisite: PHYS 121.*

A continuation of PHYS 121, this course covers the second term of the general physics program. It partially satisfies the pre-curriculum requirements in medicine, dentistry, forestry and related fields. Topics studied include special relativity, heat, sound, fluid dynamics, and properties of matter. Problem solving and laboratory practices are integrated with this work. 5 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

**PHYS 123** 5 Credits**General Physics III**

*Prerequisite: PHYS 122.*

A continuation of PHYS 122, this course covers the third term of the general physics program. It satisfies the pre-curriculum requirements in medicine, dentistry, and related fields. Topics studied include light, electricity, magnetism, optics, atomic and nuclear physics. Physical principles are illustrated with many life science applications. Problem solving and laboratory practices are integrated with this work. 5 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

**PHYS 217** 5 Credits**Physics for Scientists and Engineers I**

*Prerequisites: MATH 125 or concurrent enrollment in MATH 125, or instructor permission.*

Physics 217, 218, and 219 are the year-long introductory sequence in physics required for students majoring in the physical sciences and engineering. Topics included in the sequence include classical mechanics, thermodynamics, electromagnetism, fluid mechanics, waves, optics, and a brief introduction to modern physics including special relativity, particle physics and quantum mechanics. Calculus is used and applications and problem solving are emphasized. The main topic in PHYS 217 is Newtonian mechanics. 5 lecture hours; 2 lab hours. Satisfies science or lab requirement area E distribution requirement or specified elective for the AA degree.

**PHYS 218** 5 Credits**Physics for Scientists and Engineers II**

*Prerequisites: PHYS 217 and MATH 126 or concurrent enrollment in MATH 126 or instructor permission.*

This course is a continuation of PHYS 217. Topics include fluid mechanics, thermodynamics, and electromagnetism. 5 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

**PHYS 219** 5 Credits**Physics for Scientists and Engineers III**

*Prerequisites: PHYS 218 and MATH 126 or instructor permission.*

This course is a continuation of PHYS 218. Topics include electromagnetism, waves, optics and modern physics. 5 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.



## Political Science

### **POL S 102** **5 Credits** **Law and Society**

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

Laws affect each and everyone of us, impacting both our public and private lives from birth until our death. This course has been designed to provide each student with a basic knowledge and understanding of how the law controls each person's actions, what rights the individual has under our laws, and how laws are introduced and changed. Law is a system of social thought and behavior and provides the framework within which our disputes are resolved. Law and Society will examine the impact that constitutional law, administrative law, criminal law, civil law, and family law have on the individual. Same as CJUS 102; students may not receive credit for both. 5 lecture hours. Satisfies social science distribution area B requirement or as a specified elective in the AA degree.

### **POL S 110** **5 Credits** **Law and Justice**

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission. Prerequisite: CJUS 101 or instructor permission.*

This course will provide an introduction to and an overview of our judicial system and legal process. Students will become aware of our sources of law, the function of the courts, and the impact they have on our daily lives. The judicial system will be examined at the federal level, state level, and local levels. Primary emphasis will be placed on the United States Supreme Court and the power the Court holds. Same as CJUS 110; students may not receive credit for both. 5 lecture hours. Satisfies social science distribution area B requirement or as a specified elective requirement for the AA degree.

### **POL S 200** **5 Credits** **Foreign Policy of the United States**

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

This course offers a survey of the foreign policy adopted by the United States since 1898 and the responses to that policy in various areas of the world including Russia and the Soviet Union, China, the Middle East, and Central and South America. Emphasis will be placed on the conflicting interpretations of foreign policy controversies. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

### **POL S 204** **5 Credits** **Introduction to Public Administration**

*Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.*

This course will provide students with a basic knowledge of administrative functions within the public service. We will address concerns within the management of public programs found at all levels of government: federal, state, and local. Students will examine the work of public administrators in various aspects of organizations, from the Internal Revenue Service to the public works department in a city or county government. Students will become aware of the political and historical context within which public organizations operate and their commitment to public service. Same as CJUS 204; students may not receive credit for both. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

### **POL S 230** **5 Credits** **Government of the United States**

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL 101, or instructor permission. Completion of or concurrent enrollment in ENGL 101.*

An introductory survey concerned with the political operation of the government of the United States, including origins of the Declaration of Independence and the Constitution, a close review of the three branches of government, the electoral process and a critique of current political issues. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

## Psychology

### **PSYCH 100** **5 Credits** **General Psychology**

*Recommended Preparation: Placement in ENGL 101.*

An introduction to psychology utilizing lectures and group exercises. Deals with the psychology of behavior, development, learning, cognition, motivation and emotion, perception, memory, and both normal and abnormal personalities. Provides an overview of modern psychology in terms of biological, social and intrapsychic factors. 5 lecture hours. Satisfies social science distribution area D requirement or specified elective for the AA degree.

Political Science

Psychology

<b>Psychology</b>  <b>Pulp and Paper Science</b>	<p><b>PSYCH 106</b> <span style="float: right;"><b>3 Credits</b></span>  <b>Applied Psychology</b>            Applications of theory and current research in psychology with major topics of personality, decision making, communications, motivation, learning and the workplace. Focuses on individual and group thought and behavior in the world of work. Emphasis is placed on change, personal and professional growth. 3 lecture hours. May be used as a general elective in the AA degree.</p>	<p><b>PSYCH 250</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Social Psychology</b>  <i>Prerequisite: SOC 110 or PSYCH 100.</i>            This course is the basic, beginning course in social psychology. Included in the course is a study of human nature within sociocultural systems. Group processes, perception, self-concept, attitudes, and symbolic interaction are investigated. 5 lecture hours. Satisfies specified elective requirement for the AA degree.</p>
	<p><b>PSYCH 130</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Human Sexuality</b>  <i>Recommended Preparation: ENGL 095 or placement in ENGL 101.</i>            A survey of the biological, psychosocial, behavioral, cultural, and clinical dimensions of human sexuality and their interrelationships. Specific topics covered will be determined by class interests and needs. 5 lecture hours. Satisfies specified elective requirement for the AA degree.</p>	<p><b>PSYCH 260</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Abnormal Psychology</b>  <i>Recommended Preparation: ENGL 101.</i>  <i>Prerequisite: PSYCH 100.</i>            An introduction to the study of abnormal behavior utilizing lectures, group exercises and case studies. This course will cover organic and environmental etiology of abnormal behavior including various disorders related to stress, anxiety, substance abuse, sexuality and moods, as well as personality dysfunction. Also, methods of therapy including cognitive-behavioral, psychodynamic and experimental as they apply to individuals and groups will be discussed. 5 lecture hours. Satisfies specified elective requirement for the AA degree.</p>
<p><b>PSYCH 200</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Introduction to Experimental Psychology</b>  <i>Prerequisite: PSYCH 100 or instructor permission.</i>            An introduction to principles of hypothesis testing and basic statistical techniques. Application of experimental methods and the designing of an original experiment and reporting the results in a research paper. 5 lecture hours. Satisfies specified elective requirement for the AA degree.</p>	<b>Pulp and Paper Science</b>	
<p><b>PSYCH 210</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Psychology of Adjustment</b>  <i>Recommended Preparation: ENGL 101.</i>  <i>Prerequisite: PSYCH 100 or instructor permission.</i>            Emphasis is placed on practical application of knowledge and techniques within various theoretical frameworks. These frameworks are applied to normal adjustment situations in human lifespan, such as gender-role development, love, sex, relationships, work, marriage, separation and divorce, and death and loss. Students will explore methods of effecting change in their lives. 5 lecture hours. Satisfies specified elective requirement for the AA degree.</p>	<p><b>PPS 102</b> <span style="float: right;"><b>3 Credits</b></span>  <b>Introduction to Pulp and Paper Science</b>            Technology of production of pulp and manufacture of paper. Laboratory study of papermaking including the deinking and recycling of newsprint. On-site visits to local pulp and paper enterprises. 2 lecture hours; 2 lab hours. Satisfies general elective requirement for the AA degree.</p>	<p><b>PPS 205</b> <span style="float: right;"><b>3 Credits</b></span>  <b>Pulp and Paper Process Analysis</b>            Inorganic chemistry of pulping and bleaching inclusive of sulfur-, chlorine- and oxygen-based chemicals; reactivities; chemical analysis. Wood raw material and conversion to mechanical pulps. 2 lecture hours; 2 lab hours. Satisfies general elective requirement for the AA degree.</p>
<p><b>PSYCH 220</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Developmental Psychology</b>  <i>Prerequisite: PSYCH 100 or instructor permission.</i>            This course presents a comparative look at the various human development models. Students will have an opportunity to gain knowledge of the various stages of human development. This course typically fulfills basic requirements in human development for nursing, psychology and related occupations. 5 lecture hours. Satisfies specified elective requirement for the AA degree.</p>		



## Reading

**READ 080** 5 Credits  
**Developmental Reading/Study I**

*Prerequisite:* Appropriate reading placement test score or instructor permission.

Extensive reading in texts and on computer of developmental (8.0 - 10.0 grade level) academic, vocational, motivational, and Internet passages coupled with short writing assignments to build literal comprehension skills, vocabulary, and basic study techniques such as organization, note-taking and exam preparation. 3 lecture hours; 4 lab hours.

**READ 081** 5 Credits  
**Developmental Reading/Study II**

*Prerequisite:* Instructor permission.

A continuation of READ 080 for those students needing an additional quarter to reach the prescribed reading grade level. 3 lecture hours; 4 lab hours.

**READ 090** 5 Credits  
**College Preparatory Reading/Study I**

*Prerequisite:* Appropriate reading placement test score or instructor permission.

Extensive reading, in texts and on computer, of college preparation (10.0 - 12.9 grade level) academic, vocational, Internet, and general interest passages coupled with short writing assignments to build literal and inferential reading skills, vocabulary, and basic techniques such as note-taking, memory enhancement and exam preparation. 3 lecture hours; 4 lab hours.

**READ 091** 5 Credits  
**College Preparatory Reading/Study II**

*Prerequisite:* Instructor permission.

A continuation of READ 090 for those students needing an additional quarter to reach the prescribed reading grade level. 3 lecture hours; 4 lab hours.

**READ 120** 3 Credits  
**College Reading/Study Skills**

*Prerequisite:* READ 090 or appropriate placement test score.

Emphasizes analysis of college-level reading using specific techniques for critical comprehension, rate flexibility, and vocabulary development when reading to remember academic and vocational texts, technical manuals, Internet content and other nonfiction, fiction and poetry. Includes note-taking, text annotation, memory enhancement, and exam preparation. 2 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

## Sociology

**SOC 106** 5 Credits  
**Juvenile Justice in America**

*Recommended Preparation:* ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120.

This course will examine how the juvenile justice process has evolved and expanded as society has sought to understand, control and influence change in the delinquent behavior of children and youth. SOC 106 will examine the attitudes of and crimes committed by juvenile offenders, the juvenile legal system, and the response by police, courts and juvenile corrections. Same as CJUS 106; students may not receive credit for both. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

**SOC 110** 5 Credits  
**Introduction to Sociology**

*Recommended Preparation:* ENGL 095 or placement in ENGL 101.

An introduction to the principles, concepts, theories and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

**SOC 140** 5 Credits  
**Introduction to the Social Sciences**

This course is intended to introduce students to the interdependence of four disciplines within the social sciences: geography, civics, economics, and history. The course covers basic content knowledge in the disciplines as it relates to the Washington State EALRs; emphasis will be placed on understanding how various academic disciplines rationalize social and physical phenomena. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**SOC 206** 5 Credits  
**Crime and Criminology**

*Recommended Preparation:* ENGL 095 or placement in ENGL 101; READ 090 or placement in READ 120 or instructor permission.

An in-depth look at the causes of crime and the people who are committing them. Crime trends will be examined and students will become familiar with intervention techniques and methods to reduce criminal activity. Students will research crime trends and prevention strategies of local communities. Same as CJUS 206; students may not receive credit for both. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

Reading

Sociology

Sociology	<p><b>SOC 252</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Marriage and Family</b>  <i>Recommended Preparation: ENGL 095 or placement in ENGL 101.</i>                  A study of the development of the family, the family and personality development, courtship, mate selection, predicting marital adjustment, disruption and reorganization. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.</p>
Speech	
Study Skills	<p><b>SOC 270</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Social Problems</b>  <i>Recommended Preparation: SOC 110.</i>                  Study and analysis of social, economic and political cases of contemporary social problems. Examination of poverty, racial inequality, crime, deviance, alienation and anomaly, suicide, family disorganization and other similar social issues. 5 lecture hours. Satisfies specified elective requirement for the AA degree.</p>
Theatre Arts	

**Speech**

SPCH 101	<p><b>SPCH 101</b> <span style="float: right;"><b>5 Credits</b></span>  <b>Fundamentals of Speech</b>                  Principles of effective oral communication including delivery, organization, content, and stress management. A functional approach to effective speaking with practical application in informative, impromptu, and persuasive speeches. 5 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.</p>
SPCH 124	<p><b>SPCH 124</b> <span style="float: right;"><b>1-5 Credits</b></span>  <b>Broadcasting Practicum</b>  <i>Prerequisite: Instructor permission.</i>                  The course provides supervised work experience at a local radio or television station for students interested in pursuing careers in broadcasting, especially those who plan to transfer to four-year institutions in pursuit of such career goals. Variable hours. Satisfies general elective requirement for the AA degree.</p>
SPCH 201	<p><b>SPCH 201</b> <span style="float: right;"><b>3 Credits</b></span>  <b>Fundamentals of Group Discussion</b>                  Introduction to problem solving in small groups. Emphasis is given to practical experience in group discussion participation and leadership. Additional attention is given to meeting management and panel discussion. 3 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.</p>

**Study Skills**

STUDY 105	<p><b>STUDY 105</b> <span style="float: right;"><b>2 Credits</b></span>  <b>College Skills</b>  <i>Prerequisite: Students must be concurrently enrolled in a specific linked course and have instructor permission.</i>                  Emphasizes learning techniques specific to the study of one linked area such as a math, English, history, or biology class. Skills include previewing texts and course content, setting up study plans, taking notes from books and lectures, learning technical vocabulary, memory techniques, exam preparation, and using the library or other course related resources. 2 lecture hours. Satisfies general elective requirements for the AA degree.</p>
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**Theatre Arts**

THEA 151	<p><b>THEA 151</b> <span style="float: right;"><b>1-3 Credits</b></span>  <b>Theatre Workshop</b>                  This class is made up of those who are in the cast or on the production staff of the play or plays being presented that quarter. A student may take this course six quarters. Satisfies specified elective requirement for the AA degree.</p>
THEA 161	<p><b>THEA 161</b> <span style="float: right;"><b>4 Credits</b></span>  <b>Introduction to Acting</b>                  An introduction to drama as a performing art with emphasis upon physical movement and the use of voice in the development of characterization. A functional approach to the basic techniques of acting with an in-class performance final. 4 lecture hours. Satisfies humanities distribution area B requirement or specified elective for the AA degree.</p>
THEA 163	<p><b>THEA 163</b> <span style="float: right;"><b>3 Credits</b></span>  <b>Introduction to Directing</b>                  Application of directing and staging techniques upon selected scenes and short plays for laboratory purposes. Included are the fundamentals of blocking, the achievement of emphasis and the development of aesthetic values. 3 lecture hours. Satisfies humanities distribution area B requirement or specified elective for the AA degree.</p>

**THEA 200** **5 Credits**  
**Introduction to Theatre**

*Prerequisite: ENGL 095 or placement in ENGL 101.*

A theatre class from the spectator's point of view. All of the elements that make up the theatrical experience are examined including the contributions of the playwright, the director, the designer, and the actor. Professional and local productions are viewed and discussed in terms of both enjoyment and workability. 4 lecture hours, 2 lab hours. Satisfies humanities distribution area B requirement or specified elective for the AA degree.

**THEA 235** **4 Credits**  
**Stagecraft**

*Prerequisite: ENGL 095 or placement in ENGL 101.*

Principles of set construction including design, drafting, technical production, scenery construction, color, scene painting, and the handling of scenery. 4 lecture hours. Satisfies specified elective requirement for the AA degree.

**THEA 236** **4 Credits**  
**Stage Lighting**

*Prerequisite: ENGL 095 or placement in ENGL 101.*

Principles of stage lighting including color and light, distribution intensity, light plotting and electricity. 4 lecture hours. Satisfies specified elective requirement for the AA degree.

**THEA 270** **3 Credits**  
**Stage Makeup**

*Prerequisite: ENGL 095 or placement in ENGL 101.*

Principles of stage makeup including corrective, modeling with paint, three-dimensional, creation of beards and mustaches, and non-realistic. A workshop to develop skills with practical application in stage makeup techniques. 3 lecture hours. Satisfies specified elective requirement for the AA degree.

## Welding Technology

**WELD 100** **5 Credits**  
**Welding Blueprint Reading**

*Prerequisite: Instructor permission.*

Introduction to shop drawings, welding symbols, and basic blueprints. Emphasis is on interpretation of drawing information in order to determine individual part, joint, and weld dimensions. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**WELD 101** **6 Credits**  
**Related Welding I**

*Prerequisite: Instructor permission.*

Students are given an overview of welding employment opportunities, the most common welding processes (SMAW, GMAW, FCAW and GTAW), and oxyacetylene cutting and heating. 3 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**WELD 102** **6 Credits**  
**Related Welding II**

*Prerequisite: Instructor permission.*

A lecture-lab course to build upon skills learned in WELD 101. The course promotes proper work habits and safe work practices. Training increases skills with oxy-fuel cutting and common manual and semi-automatic welding processes. 3 lecture hours; 6 lab hours. Vocational program course. May be used as general elective in the AA degree.

Theatre Arts

Welding  
Technology

Welding  
Technology**WELD 103** 6 Credits**Related Welding III**

*Prerequisite: Instructor permission.*

A lecture-lab course to build upon skills learned in WELD 101 and WELD 102. The course promotes proper work habits and safe work practices. Advanced joint configurations are cut, fit, and welded with common manual and semi-automatic cutting and welding processes. Students will be provided the opportunity to practice for certification testing. 3 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**WELD 110** 16 Credits**Beginning Welding**

*Prerequisite: Instructor permission.*

A lecture-lab course to provide an introduction to safe industrial work practices, work ethics, oxy-fuel cutting and common manual and semi-automatic welding processes. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**WELD 120** 16 Credits**Intermediate Welding**

*Prerequisite: Instructor permission.*

A lecture-lab course to build upon skills in WELD 110. This course promotes work habits and safe work practices. Training increases skills with oxy-fuel cutting and common manual and semi-automatic welding processes. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**WELD 130** 16 Credits**Advanced Welding**

*Prerequisite: Instructor permission.*

A lecture-lab course to build upon skills learned in WELD 120. Work habits and safety are emphasized. Advanced joint configurations are cut, fit, and welded in all positions with common manual and semi-automatic cutting and welding processes. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**WELD 240** 16 Credits**Pipe Welding**

*Prerequisite: Instructor permission.*

A lecture-lab course to build upon skills learned in WELD 110 through WELD 130. Pipe is stick and TIG welded in all positions. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**WELD 245** 16 Credits**Fabrication**

*Prerequisite: Instructor permission.*

A lecture-lab course to build upon skills learned in WELD 100 through WELD 130. Course covers basic layout and fitting. Student will be assigned projects to design, draw, and build. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**WELD 250** 16 Credits**Certification**

*Prerequisite: Instructor permission.*

A lecture-lab course to build upon skills learned in WELD 110 through WELD 245. Course covers selected industry certification test requirements, procedures, and acceptance standards. Successful students will practice and pass selected certification tests. Testing fees apply for each certification test. Course includes a capstone exam to ensure retention of competency in previous Welding Technology program course topics. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.



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2003

Darby Cavin

2002

Brent Goeres

2001

Jeff Koskela

2000

Dean Harris

1999

Chris Portmann

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Year Awards**

1998

Mark Scholz

1997

Mark Scholz

1996

Ron Bradbury

1995

Ron Bradbury

1994

Russ Jones

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**Teacher of the  
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1993

Lyman Pedersen

1992

Karen Stinger

1991

Ed Butts

1990

Lyman Pedersen

1989

Mark Zerr

**Teacher of the  
Year Awards**

1988

*Glen Clothier*

1987

*Jeff Wagnitz*

1986

*Dick Lane*

1985

*Bill Van Vactor*

1984

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1983

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1982

*Vincent Aleksey*

1981

*Lyman Pedersen*

1980

*Mark Reisman*

1979

*Ronald Swartz*



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Year Awards**

1978

*Richard Frazer*

1977

*Glen Clothier  
Jim Phipps*

1976

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M. Ed., University of Washington**Harry L. Beeler****(years of service 1961-2000)**Science and Mathematics  
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M.A., Washington University  
Ph. D., Washington State University**Lionel A. Brown****(years of service 1968 - 1998)**Division Chair, Social Science and  
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Anthropology, Sociology  
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M. Libr., University of Washington**Charles R. Catterlin****(years of service 1972 - 1993)**Automotive Mechanics  
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Ph. D., Oregon State University**Jane M. Cook****(years of service 1975-2000)**Office Technology  
Vocational Certificate**John K. Crew****(years of service 1963 - 1993)**History, Philosophy, Political Science  
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B.E., M. Ed., Gonzaga University**E. Ruth Goodman****(years of service 1970 - 1993)**Secretarial Science  
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M.A., New Mexico Highland University  
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**Jewell C. Manspeaker**

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English

B.A., M.A., University of Oregon

**Elmer C. Wagner**

(years of service 1956 - 1991)

Counseling Director

A.B., Whitman College

M. Ed., University of Idaho

**Dianne D. Weaver**

(years of service 1977 - 1996)

Business, Microcomputers

B.A., Washington State University

M.B.A., University of Puget Sound

Vocational Certificate

**P. Craig Wellington**

(years of service 1961 - 1992)

Dean for Student Services, Music

A.A., Grays Harbor College

B.A., M.A., Washington State University

**Teacher of the  
Year Awards**

1975

*Ralph Koal*

1974

*Lyman Pedersen*

1973

*Pete DuFour*

1972

*Pete DuFour*

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# Student Planner - Checklist

## Graduation Requirements for Associate in Arts Direct Transfer Degree

Year 1 - 1st Quarter Classes	
Course and Number	Cred.

Year 1 - 2nd Quarter Classes	
Course and Number	Cred.

Year 1 - 3rd Quarter Classes	
Course and Number	Cred.

Year 2 - 1st Quarter Classes	
Course and Number	Cred.

Year 2 - 2nd Quarter Classes	
Course and Number	Cred.

Year 2 - 3rd Quarter Classes	
Course and Number	Cred.

## Maximum Requirements for AA-DTA Degree

*Please note: Official graduation evaluations must be completed*

10 Credits-- Writing Skills  
                   English 101  
                   English 201 or ENGL 250

Have	Need
_____	_____
_____	_____

5 Credits-- Quantitative Skills  
                   (see note on page 47)  
                   MATH 107 (or higher or  
                   MATH 151 & MATH 152\*)

_____	_____
_____	_____

3 Credits-- Physical Education Courses or HPF 101

_____	_____
-------	-------

45 Credits-- Distribution  
                   (see Distribution on pages 47-49)  
                   Humanities  
                   (from three different subject areas)

_____	_____
-------	-------

15 Math/Science  
                   (from three different subject areas)

_____	_____
-------	-------

15 Social Sciences  
                   (from three different subject areas)

_____	_____
-------	-------

30 Credits-- Electives  
                   Specified (minimum 20 credits)  
                   (see pages 49-50 for specified electives)  
                   General (maximum 10 credits)  
                   (see page 50 for general electives)

_____	_____
_____	_____

Minimum Total for Degree: 90 + 3 PE credits

_____	_____
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Electives	
Course and Number	Cred.

Humanities	
Course and Number	Cred.

Math/Science	
Course and Number	Cred.

Social Sciences	
Course and Number	Cred.

\* Students who complete both MATH 151 and MATH 152 will be granted 5 credits of specified elective credit as well as satisfying this requirement.



# Associate in Arts - Direct Transfer Degree Requirements

## General Education Requirements 15 credits

### I. Writing Skills ..... 10 credits

English 101 required  
English 201 or 250 required

### II. Quantitative Skills ..... 5 credits

Business 260  
Math 107 or higher **OR**  
Math 151 & Math 152

*(Students who complete both MATH 151 and 152 will be granted 5 credits of specified elective credit as well as satisfying this requirement.)*

### III. Physical Education

#### Requirement ..... 3 credits

Physical Education 104, 106, 108,  
109, 110, 112, 113, 114, 116,  
117, 118, 119, 120, 121, 122,  
124, 125, 126, 127, 129, 130,  
131, 149, 150, 151, 165, 166,  
170, 171, 172, 177

**or**

Health Promotion/Fitness 101

*If more than 3 credits for HPF are earned, the excess credit may be used to meet other graduation requirements.*

## Distribution Requirements 45 credits

*If more than 45 general education credits are earned, the excess credit may be used to meet other graduation requirements.*

## SOCIAL SCIENCE

### 15 credits

*A total of 15 credits are required. One course from three different areas, A through D, is required.*

#### Area A: History

History 101, 102, 103, 122, 210,  
241, 242, 243, 252, 270, 271

#### Area B: Economics/Political Science

Criminal Justice 102  
Economics 100, 200, 201  
Political Science 102, 230

#### Area C: Anthropology/Sociology

Anthropology 100, 202  
Criminal Justice 106, 206  
Sociology 106, 110, 206, 252

#### Area D: Psychology

Psychology 100

## HUMANITIES

### 15 credits

*A total of 15 credits are required with at least one course from three different areas, A through F.*

#### Area A: Visual Arts

Art 100, 101, 104, 105

#### Area B: Theatrical Arts

Film 125  
Theatre 161, 163, 200

#### Area C: Musical Arts

Music 100, 101, 121, 131

#### Area D: Literary Arts

English 252, 263, 266, 270,  
Philosophy 100

#### Area E: Languages

Chinese 125  
French 101, 102, 103  
German 101, 102, 103  
Italian 125  
Japanese 101, 102, 103  
Latin 125  
Polish 125  
Russian 125  
Spanish 101, 102, 103

#### Area F: Speech

Speech 101, 201

## SCIENCE

### 15 credits

*A total of 15 credits are required. One course from three different areas, A through F, is required. At least one course with a laboratory must be taken.*

#### Area A: Biological Science

Biology 100, 101, 102, 109,  
118, 201, 202, 203, 211

#### Area B: Chemical Science

Chemistry 101, 102, 111

#### Area C: Environmental Science

Biology 140  
Environmental Sci. 100

#### Area D: Earth Science

Earth Science 102  
Geology 101

#### Area E: Physical Science

Astronomy 101  
Physics 121, 217

#### Area F: Mathematics

Business 260  
Math 111, 112, 121, 122, 124,  
125, 260

## Additional Elective Requirements

### 30 credits minimum

**Specified Electives:** *These electives are normally accepted at institutions that grant bachelor's degrees whether or not a DTA degree is earned. All courses listed in the section of distribution requirements may also be used as electives. A minimum of 20 credits is required.*

**The following additional courses may be used as specified electives:**

Accounting 150, 151, 152  
Art 102, 103, 106, 251, 252, 253, 260  
Business 101, 201  
Biology 105, 114, 160, 208, 209  
Chemistry 112, 113, 231, 232, 233  
Chinese 126, 127  
CIS 102, 110  
Criminal Justice 101, 110, 151, 204  
Education 201, 202  
English 241, 242, 243, 253  
History 214, 225, 264  
Human Services 101  
Health/Physical Education 151  
Italian 126, 127  
Journalism 111, 112, 113, 211, 212, 213  
Latin 126, 127  
Library 120  
Math 126, 241, 243  
Music 117, 118, 119, 122, 123, 132, 133,  
150-157, 161-186\*, 217, 218, 219, 221, 222,  
223, 231, 232, 233, 250-257, 261-281\*  
Physics 122, 123, 218, 219  
Polish 126, 127  
Political Science 110, 200, 204  
Psychology 130, 200, 210, 220, 250, 260  
Read 120  
Russian 126, 127  
Sociology 140, 270  
Theatre 151\*, 235, 236, 270

*\*A maximum of five credits in performance courses (those marked with an asterisk) will be allowed to apply to the AA degree.*

**GENERAL ELECTIVES.** *These courses may be distribution courses, specified electives or any other course at the 100 level or higher. These courses may only be acceptable as part of the AA-DTA degree. They may constitute no more than 10 credits in any degree program. PE credits cannot be used as electives.*