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## Grays Harbor College Board of Trustees Members

***Ms. Rebecca Chaffee***  
***Mr. Dennis Colwell***  
***Ms. Fawn Sharp***  
***Ms. Carol Warfield***  
***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 .....	360-538-4026
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 .....	360-875-9466
	Fax: 360-875-9467
Columbia Education Center, Ilwaco .....	360-642-9433
	Fax: 360-642-9434
Whiteside Education Center, Aberdeen .....	360-533-9733
	Fax: 360-533-9779

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## Catalog Photographs

*Photographs in this catalog were taken by:  
**Molly Curry, photographer and Grays Harbor College staff***

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## GHC Catalog 2008-2009

*This catalog is published for informational 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.*

*Grays Harbor College complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled or Vietnam era veteran.*

**VISION STATEMENT**

Grays Harbor College is committed to being the premier choice for excellence in education, training, and services, responsive to the diverse needs of our communities.

*Vision Statement*

**MISSION STATEMENT**

Grays Harbor College is a student-centered institution that inspires academic achievement, prepares an excellent workforce, and fosters personal growth by providing outstanding educational and cultural opportunities for improving lives in a global community.

*Mission Statement*

**VALUES**

- Accessibility
- Community
- Diversity
- Excellence
- Integrity
- Learning
- Respect
- Success
- Leadership

*Values*

*Strategic Directions*

**STRATEGIC DIRECTIONS**

Below are the six Strategic Directions that guide the planning, decisions, and resource allocation for all GHC programs and services.

**Strategic Direction 1: Instruction**

Evaluate program offerings, scheduling, and resources across the district in order to formulate a comprehensive plan to meet the needs of our students and communities while promoting educational excellence in teaching and learning in accordance with the Desired Student Abilities.

**Strategic Direction 2: College Climate and Staffing**

Evaluate and enhance college climate by providing effective leadership and promoting productive and satisfying relationships among constituencies.

**Strategic Direction 3: Communications and Outreach**

Develop and implement a comprehensive (internal and external) communications and outreach plan to increase student and community access and enrollments, and to communicate a positive image of the college to the communities it serves.

**Strategic Direction 4: Resources and Budget**

Align budget, resource allocation, operations, and decision-making with the Strategic Plan and the mission of the college.

**Strategic Direction 5: Student Services**

Develop and implement a plan for the enhancement of student services and programs to support success for current and prospective students.

**Strategic Direction 6: Technology/Equipment/Facilities**

Develop and communicate a comprehensive, college-wide vision for the integration of technology, equipment and facilities including appropriate training for all staff.

*Important  
Dates*

**2008-2009**

**Summer Quarter 2008**

WAOL first day of classes ..... June 19  
 First day of classes (GHC) ..... June 30  
 July 4<sup>th</sup> Holiday ..... July 4  
 “W” Day ..... July 23  
 Last day of classes (GHC) ..... August 7  
 Last day of classes (WAOL) ..... August 13

**Fall Quarter 2008**

Fall Kick-Off Days ..... September 15,17  
 New Student Day ..... September 16  
 Advising Day ..... September 18  
 Prep and Final Registration ..... September 19  
 First Day of Classes ..... September 22  
 Faculty Professional Day  
 (No Classes) ..... October 10  
 Veterans’ Day Holiday ..... November 11  
 Advising Period ..... November 17-26  
 “W” Day ..... November 26  
 Thanksgiving Holiday ..... November 27-28  
 Last Day of Classes ..... December 8  
 Testing ..... December 9-11  
 Faculty Preparation Day ..... December 12

**Winter Quarter 2009**

Faculty Prep Day and  
 Final Registration ..... January 5  
 First Day of Classes ..... January 6  
 Martin Luther King Holiday ..... January 19  
 All College Day  
 (No Classes) ..... February 17  
 Presidents’ Day Holiday ..... February 16  
 Advising Period ..... March 2-11  
 “W” Day ..... March 11  
 Last Day of Classes ..... March 23  
 Testing ..... March 24-26  
 Faculty Preparation Day ..... March 27

**Spring Quarter 2009**

Final Registration Day ..... April 3  
 First Day of Classes ..... April 6  
 Advising Period ..... May 26-June 3  
 “W” Day ..... June 3  
 Faculty Professional Day ..... June 3  
 Memorial Day Holiday ..... May 25  
 Last Day of Classes ..... June 15  
 Testing ..... June 16-18  
 Faculty Preparation Day/  
 Graduation ..... June 19

**Summer Quarter 2009**

WAOL first day of classes ..... June 25  
 First day of classes (GHC) ..... June 29  
 July 4<sup>th</sup> Holiday ..... July 4  
 “W” Day ..... July 24  
 Last day of classes (GHC) ..... August 7  
 Last day of classes (WAOL) ..... August 19



**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 sex, race, creed, religion, color, national origin, age, marital status, sexual orientation, disabled and veteran 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, in the Manspeaker Instructional 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:

**Desired Student Abilities (continued)**

- **Competency in the Disciplines**  
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.

**Grays Harbor College 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.

*Accreditation*

*Equal Opportunity*

*Desired Student Abilities*

*Grays Harbor College History*

*Grays Harbor  
College History***Grays Harbor College History  
(continued)**

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, (building 200, the Joseph A. Malik Administrative 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. The John Spellman Library was extensively renovated 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) originally housed automotive mechanics, carpentry and welding technology classes. It later was renamed, following a long tradition of honoring well-respected administrators, the Jon V. Krug Industrial Technology Building. A gift to the College and the community from Mrs. E. K. Bishop, the Bishop Center for the Performing Arts was completed in the spring of 1974 and 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.

**Grays Harbor College History  
(continued)**

In keeping with the college's commitment to distance learning and accessibility, four community education centers operate in Grays Harbor and Pacific Counties. In 1997, an education center was established in a leased building in Ilwaco and in 2006, construction of the Columbia Education Center was completed to better serve the residents of South Pacific County. 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.

A recent addition to the main campus is the four-story instructional and administrative office building, named for retired president, Dr. Jewell Manspeaker. Opened for students in January 2007, this new structure dramatically changes the campus, replacing functions previously served by the 200, 400, and 600 buildings. As a result, the impressive landscaped area between the new building and the HUB is dedicated in honor of former president Dr. Joseph A. Malik. The rehearsal hall space in the new music pavilion is dedicated in memory of P. Craig Wellington, former GHC instructor and administrator.

The newest facility on the Aberdeen campus is the Welding/Automotive Technology Building, which opened for students in January 2008. This spacious 22,000 square-foot industrial building, located behind the Heavy Diesel Mechanics Building on lower campus, provides a state-of-the-art safe learning and teaching environment in these two technology fields.

Successful grants and fund-raising efforts, spearheaded by the GH Foundation, ensure that construction will begin soon on the College's new child care center to be located by the upper student/staff parking lot. This new facility will be built and ready for children in 2009. Design work is also underway for the new Science/Math/Art (SMART) Building, a replacement structure for Building 800.

**Grays Harbor College Foundation**

The Grays Harbor College Foundation is among the oldest of the community college foundations in the Northwest, founded nearly 45 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 15th 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 350 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 the 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>.

**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:

**Harassment Policy Statement  
(continued)**

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

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 on the GHC web site (<http://ghc.edu/Handbook/harassment.htm>) and 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.

*Grays Harbor  
College Foundation*

*Harassment Policy  
Statement*

*Drug and Alcohol  
Abuse Statement*

*Drug and Alcohol Abuse Statement*

*Common Course Numbering*

*Students' Right to Know*

**Drug and Alcohol Abuse Statement (continued)**

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 ..... 1-800-562-1240
- 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

**Common Course Numbering**

There are a number of changes in course names and numbers with the edition of the GHC 2007-2008 catalog. These changes have been made to ease the transfer of credits among the 34 community and technical colleges within Washington State. Called the *Common Course Numbering Project*, the same courses will be titled and numbered in a similar way at every Washington community college. Some colleges will implement common course numbering in Summer 2007, others by Summer 2008. The changes should help you, the student, know that a course you have taken at one Washington school is the same at another Washington school and the course will transfer easily. ***Courses that do not appear on the "common" list will still transfer under the Direct Transfer Agreement as in the past.*** If you have any questions or are confused, please contact the GHC Admissions Office, (360) 538-4030. See page 89 for the course list.

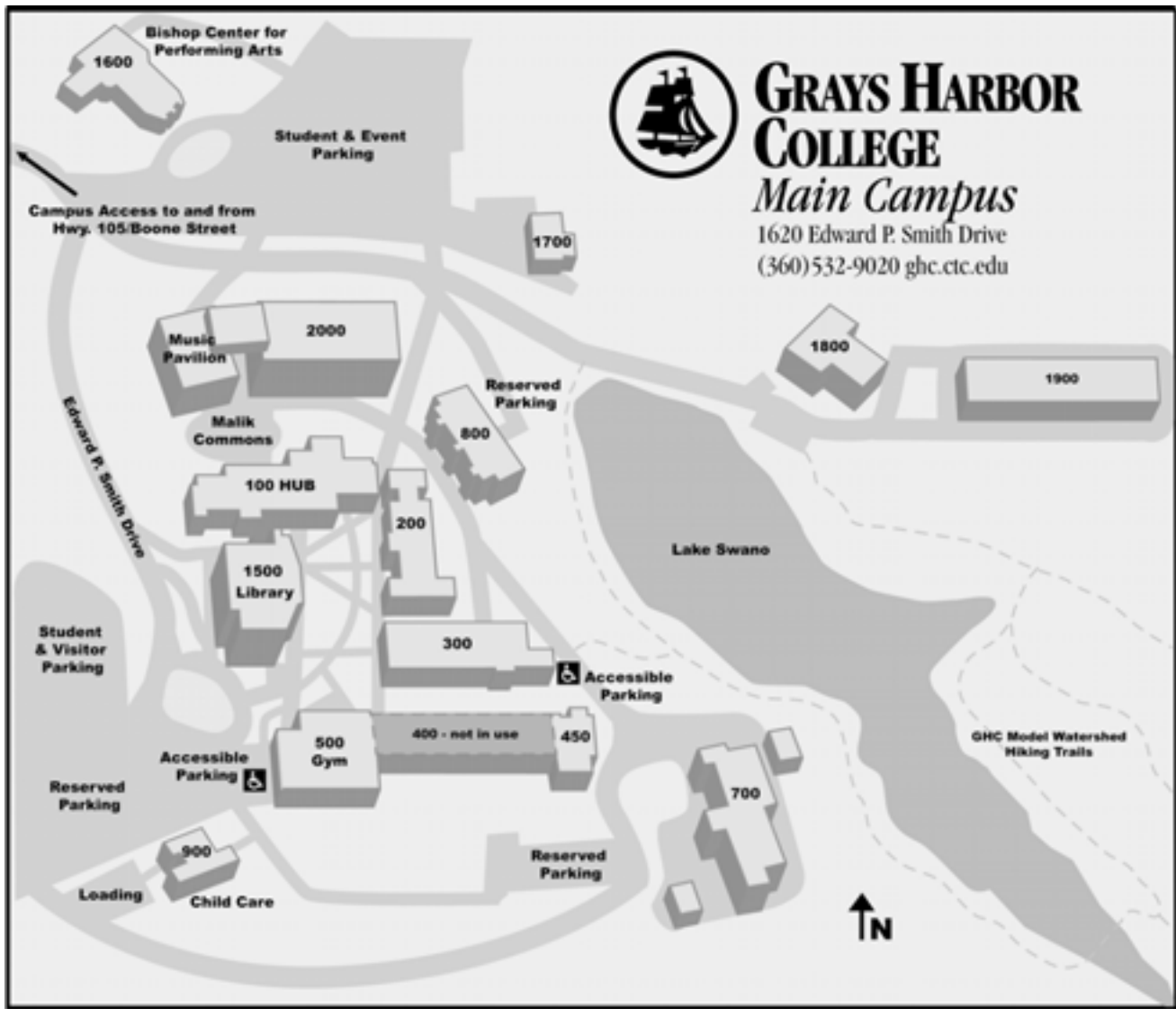
**Students' Right to Know**

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.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.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. The Grays Harbor County Sheriff's Department maintains a registered sex offender website (<http://www.co.grays-harbor.wa.us/info/sheriff/Offenders/index.html>).





**GRAYS HARBOR COLLEGE**  
*Main Campus*  
 1620 Edward P. Smith Drive  
 (360) 532-9020 ghc.etc.edu

**BUILDING 100**  
**The Hillier Union Building**  
 Admissions and Records  
 Associated Students/ASGHC  
 Bookstore  
 Cafeteria  
 Counseling/Advising/Testing  
 Disability Support Services  
 Financial Aid/Veterans Services  
 Native American Students  
 VP for Student Services  
 WorkFirst Office

**BUILDING 200**  
 Clubs/Student Activities  
 Diversity Center  
 Information Technology  
 Job Placement  
 WSU Education Center

**BUILDING 300**  
**Classroom Building**  
 Classrooms/Labs/Studios  
 Crow's Nest (student publication)  
 Faculty Offices

**BUILDING 400**  
 Not in Use

**BUILDING 450**  
**Technology Building**  
 Electronic Classrooms, ITV  
 WSU WHETS

**BUILDING 500**  
**Gymnasium**  
 Faculty/Coaches Office  
 Fitness Lab/Weight Room

**BUILDING 700**  
**Jon V. Krug Industrial Technology Building**  
 Classrooms/Shops/Labs  
 Carpentry Technology  
 Geographic Info Systems  
 Yacht Finish Carpentry  
 Faculty Offices  
 Maintenance & Grounds Dept  
 Shipping & Receiving

**BUILDING 800**  
**Math & 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  
 Title III Offices  
 TRiO Student Support Program

**BUILDING 1600**  
**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

**BUILDING 1900**  
**Automotive/Welding Technology Building**  
 Automotive Technology  
 Welding Technology  
 Faculty Offices

**BUILDING 2000**  
**Jewell C. Manspeaker Instructional Building**  
 Classrooms/Labs/Offices  
 2100 – Nursing/Health Sciences  
 2200 – Adult Basic Education  
 ESL/GED  
 2300 – Business Offices  
 Campus Operations  
 Human Resources  
 Purchasing  
 VP for Administrative Services  
**Music/Wellington Rehearsal Hall**  
 Classrooms/Labs/Offices  
 Communications/Theatre Arts  
 2400 – College Dev/GHC Foundation  
 College Relations/Tech Prep  
 Extended Learning  
 President  
 Public Relations  
 Research/Assessment/Planning  
 VP for Instruction  
 WorkForce Education



**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, "**H**" 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
- GHC North Pacific County**
- ② Riverview Education Center, Raymond
- ③ **GHC South Beach**  
Ocosta High School  
Coast Guard Station - Westport
- ④ **GHC North Beach**  
North Beach High School  
Taholah High School
- ⑤ **GHC East County**  
Elma Middle School  
Simpson Education Center, Elma
- GHC South Pacific County**
- ⑥ Columbia Education Center-Ilwaco  
Coast Guard Station - Ilwaco
- ⑦ 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 Activities and Clubs, Native American Students' Office, the Vice President for Student Services, Admissions and Records, Disability Support Services, WorkFirst Office, and Visitor Information.

### Building 200

#### Associated Students/ASGHC/Clubs

This building houses the Diversity Center, Chief of Information Services, Information Technology, Job Placement, and the WSU Education Center.

### Building 300

#### Arts and Life Sciences

This building houses general classrooms and biology laboratories, student publications, Art Department classroom and studio, Model Watershed Office, and faculty offices.

### Building 400 (not in use)

### 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 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 Carpentry Technology, Geographic Information Systems, and Yacht Finish Carpentry 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. A new facility will be constructed during 2009.

### 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 Media Services; a visual arts gallery; a conference room with advanced electronic support; the Learning Center Title III; TRiO Student Support Services; and 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.

### Building 1900

#### Welding/Automotive Technology Building

This new vocational building opened in 2008 with faculty offices, classrooms, shops and laboratories for the Automotive Technology and Welding Technology programs.

### Building 2000

#### Jewell C. Manspeaker Instructional Building

Named in honor of Jewell C. Manspeaker, former president of Grays Harbor College, this building houses general classrooms, computer labs and faculty offices, as well as the Nursing Department, Adult Basic

Education, ESL/GED programs, the Music Pavilion and the Craig Wellington Rehearsal Hall. The offices of the President, Vice President for Instruction, Vice President for Administrative Services, the Business and Purchasing Offices, Campus Operations, Human Resources, Continuing Education, GHC Foundation/College Resource Development, Tech Prep and WorkForce Education are also located in this building.

## 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:

- Clearwater School, Queets
- Coast Guard Station, Westport
- Elma High School, Elma
- Lake Quinault High School, Lake Quinault
- 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
- Columbia Education Center, Ilwaco
- Naselle High School, Naselle
- Ocean Beach High School, Ilwaco
- Ocean Park Methodist Retreat Center, Ocean Park
- Riverview Education Center, Raymond

#### Whiteside Education Center

The Whiteside Education Center in downtown Aberdeen, offers classes in English as a Second Language (ESL), Adult Basic Education (ABE), General Education Development (GED), basic computer instruction and US Citizenship instruction.

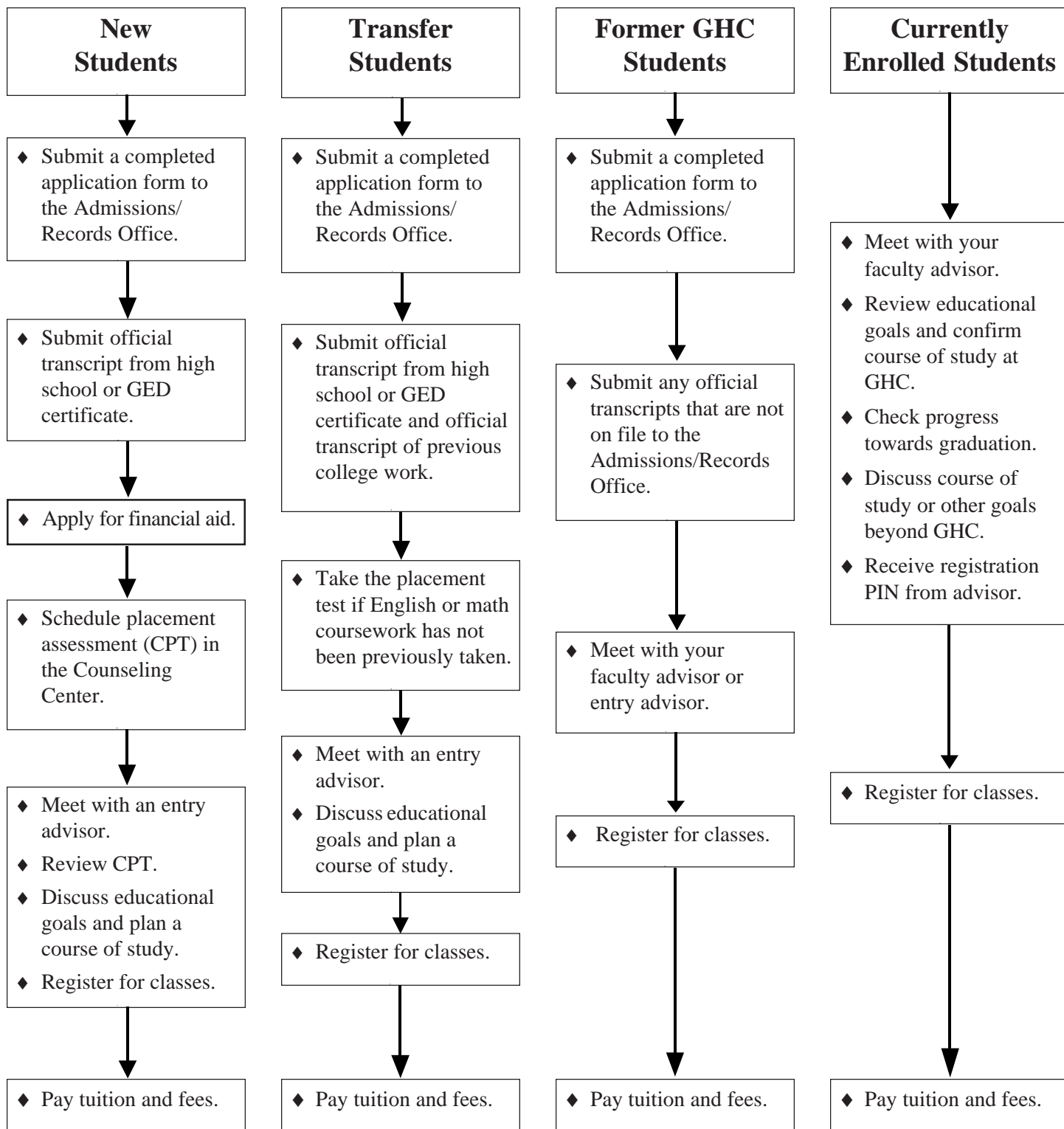
#### Riverview Education Center

The Riverview Education Center is located in Raymond and offers citizens of Pacific County a full range of college courses ranging from Running Start, Adult Basic Education and English as a Second Language, to transfer and vocational/technical courses.

#### Columbia Education Center

The Columbia Education Center is located in Ilwaco and offers citizens of South 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 the college website, <http://ghc.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 48, 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 and math courses completed on their transfer transcript. The Counseling Center conducts computerized placement testing. Appointments are required. Call 360-538-4099 to make an 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.

## Admission Policy

### Admission Requirements

### Admission Procedures

## 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.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.

### Educational Planning (continued)

- **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*

*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 the high school completion advisor in the Counseling and Advising Center 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 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 current high school student should talk with his or her counselor about the Tech Prep class options and eligibility requirements at their school.

**Nursing Program Special Admission Requirements**

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 Workforce Education 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 \$18,500).
- 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 \$18,500).
- 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*

*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 if after the tenth class day of the 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.

**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 contact the Counseling and Advising Center for an exit interview with a counselor. If necessary, exit interviews can be conducted by phone. 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*



*Tuition and Fees*

*Excess Credit Surcharge*

*Failure to Meet Financial Obligations*

*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 date.

**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	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.
- 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.

**Academic Competitiveness Grants (ACG):** These grants are awarded to recent high school graduates who have completed a rigorous course of study in high school and are working on a two-year degree program at Grays Harbor College. Application and eligibility requirements are the same as those for the Pell Grant program.

**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**

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.edu/finaid/veter.htm>.

*Financial Aid*

*Grants*

*Work-study*

*Waivers*

*Loans*

*Veterans Benefits*

*Veterans Benefits*

*How to Apply for Financial Aid*

*Student Financial Aid Application Instructions*

**Veterans Benefits (continued)**

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, cancellation, or repayment 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.
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.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.

**How to Apply for Financial Aid (continued)**

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 satisfactory 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.

### Tuition Refunds and Financial Aid (continued)

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
- Academic Competitiveness Grant
- 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.

*Satisfactory Progress*

*Tuition Refunds and Financial Aid*



*GHC awards  
scholarships to  
over 200  
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.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
- Dislocated Workers
- Long Beach Grange
- Lynn Hedt Memorial
- Richard and Merna Lane Scholarship
- Ocean Spray
- Dr. John N. Terrey
- Neil T. Brown Memorial
- Janet Snodgrass Memorial

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:

### Aberdeen Rotary Club 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.

### American Association of University Women Scholarship

The Twin Harbors Chapter of AAUW offers this scholarship to female students who have graduated from a Grays Harbor high school. They must have a 3.0 grade-point average.

### Aberdeen Business & Professional Women's Memorial Scholarship

The recipient of this scholarship must be a GHC sophomore with a 3.0 grade-point average or better, a graduate of a Grays Harbor County high school and a returning student. General merit and financial need are also considered.

### E. K. and Lillian Fleet Bishop Scholarships

Created by the Bishop Foundation several years ago, these scholarships are awarded through the GHC Foundation to younger students coming to the College. Strong academics and focus on an educational path are considered. Generosity of the Bishops, pioneer Harborites, is reflected by various spaces and structures named in their memory throughout the Harbor.

### Claudia Wallace Brokos Scholarship

This scholarship supports a qualifying student who is majoring in Education. It was established by Mr. Emmanuel N. Brokos in memory of his wife.

**Bruener Family Scholarship**

Established by Fred and Arlene Bruener and their family, this scholarship is awarded to two deserving students each year who are involved in GHC Choker athletics.

**Robert and Wanda Bush Memorial Scholarship**

Awarded annually to two deserving students with financial need, this scholarship was initiated by the late Robert Bush, Congressional Medal of Honor recipient and successful Twin Harbors businessman. Preference is given to high school graduates from Pacific County.

**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.

**Timothy C. Dills Scholarship**

This scholarship will be presented to a Montesano High School graduate meeting the qualifications.

**James and Ethel Doyle Memorial Scholarship**

Jim and Ethel Doyle raised their family of eight children in West Aberdeen. Although their home was small, there was always room for 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 a student with financial need enrolled in building trades coursework; however, if there are no qualified applicants, the scholarship may be awarded to a student enrolled in any vocational program.

**Victor and Elizabeth Druzianich Family 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.

**Jim Fenton Memorial Scholarship**

The family of this well-liked and dedicated GHC administrator established this scholarship in his memory. Deserving high school graduates or displaced workers with financial need will be considered. A minimum 2.5 grade-point average is required.

**Brent Goeres Memorial Scholarship**

Two hard-working students receive this scholarship each year, given in memory of this outstanding and beloved English instructor at Grays Harbor College. Mr. Goeres was also an accomplished poet who lived most of his life in rural East County.

**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. Since its inception, the GHC Foundation has annually awarded 10 scholarships, one in the name of its first executive director, Lynne Glore, and numerous others supported by the Bishop Foundation. Five additional scholarships were established in 2007, specifically for students who do not otherwise qualify for scholarships or other financial support. Scholarships for qualifying athletes are also funded by the GHC Foundation. Periodically, Challenge Scholarships are created, with donors designating the person or cause to be honored and the GHC Foundation matches the contribution. For the 2008-2009 year, these Challenge Scholarships will be awarded in the names of Blanacs Family/UBS; Ben & Darlene Brewster; Linnenkohl Family; Daniel Mark Downey; Ken B. Hunt Memorial; Little Hoquiam Shipyard; Morean Family; Ocean Shores Lions Club; Liz Preble; Kiwanis Club of Ocean Shores; Randy & Laura Rust; and Windermere Real Estate.

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



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

### **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.

### **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.

### **Joseph C. Hernandez Scholarship**

A bequest from the estate of Joseph Hernandez, two scholarships are available each year, one for a male and one for a female student. They must be Hispanic, with a preference given to students with need. These are renewable scholarships for the second year.

### **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.

### **Hoquiam Push Rods**

Members of this civic organization honor one student each year. Recipient must be enrolled in the Automotive Technology program, preferably with sophomore status.

### **Hughes Tool Scholarships**

Established in 2004 by Lawrence "Pat" Hughes and his wife, Mary Ellen, these generous scholarships help GHC Industrial Technology students purchase tools required for their particular field of vocational study. Mr. Hughes believes that students learning valuable new job skills need to start with good quality tools and continues this scholarship donation to help them.

### **Marjorie K. Johnson Scholarship Fund**

A bequest from this Montesano community leader, this scholarship is awarded to two deserving students each year. Ms. Johnson was involved in organizing the Montesano Community School program, in addition to other civic causes.

### **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.

### **George V. and Millie K. Lonngren Scholarship**

Awarded to four qualifying Grays Harbor and Pacific county students each year, the Lonngrens endowed these renewable scholarships through their estates. Students must have a 3.0 grade-point average with preference given to dislocated workers. The Lonngrens were longtime Harbor residents; he had a successful forestry career with Rayonier and other logging operations.

### **Manspeaker/Venture Bank**

Venture Bank established this scholarship when Jewell C. Manspeaker retired as president of GHC. It is awarded to one student each year who qualifies with financial need and a minimum 2.0 grade-point average in any major.

### **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 donors' longtime 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.

### **The George Powell Moir and Miriam C. Moir Scholarship**

Presented to two recipients annually, this scholarship reflects the donors' long-standing interest in supporting education. Qualifying students must be majoring in nursing, education or automotive technology.

### **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.

### **Chris and Jo Pickering Memorial Scholarship**

Honoring two longtime Montesano residents, this renewable scholarship is awarded to a nursing student with a 3.0 grade-point average with financial need. Preference is given to students from Montesano High School.

### **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.

### **Reiner Family Scholarship**

The Reiner Family established this scholarship specifically for students who are at risk and with financial need. The family operated retail businesses on the Harbor for several generations.

### **Rhododendron Chapter #45, Order of Eastern Star**

Funded by this civic organization, this scholarship is awarded to a fulltime sophomore from either Grays Harbor or Pacific counties with financial need. To qualify, the student must be majoring in music, nursing or another medical field.

### **Rust Nursing Scholarship**

Supported by the generous contribution of Randy and Laura Rust, this scholarship is for a nursing student with financial need. Mr. Rust is a member of the GHC Foundation Board.

### **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.

*World Class Scholars*

*Bishop Scholarship Program*

*General Scholarships*

## Scholarship Opportunities

### **Barbara Hill Scott Scholarship**

Students applying for this annual scholarship must have at least a 2.0 grade-point average. Named in memory of this GHC graduate, Mrs. Hill was an elementary school educator, retiring in 1993.

### **Seely Science Scholarship**

Two students may receive this annual scholarship. To be eligible, recipients have a 3.0 grade-point average, with preference given to science majors with financial need. The Seelys share a keen interest in science fields.

### **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.

### **Ann Swanson Golf Scholarship**

The first woman to play golf for the GHC Chokers, Ann Swanson provides this scholarship annually for a female golfer. She graduated from GHC and has had a lengthy and successful professional career in golf.

### **Townsend Education Fund Scholarship**

This endowed scholarship is presented each year to a GHC student with disabilities or a student with a disabled family member. The Townsends are longtime educators from Pacific County.

### **Marian J. Weatherwax Endowment Fund**

This endowed bequest from the widow of one of Aberdeen's founding fathers provides several scholarships for qualifying students. Income from this portion of Mrs. Weatherwax's estate also supports the Bishop Center for Performing Arts and the Spellman Library, two areas of interest for this very generous donor. The first Weatherwax Scholarships will be awarded in Spring 2008.

### **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.

### **Westport Shipyards Scholarship**

This scholarship is awarded to deserving students, with preference given to Ocosta High School graduates. It was first established many years ago and continues as a way of emphasizing the importance of college education.

### **Wolfenbarger/Gurr Family Scholarship**

This annual scholarship supports deserving students who are majoring in broadcasting, communications or other media fields. The family established Jodesha Broadcasting in the Twin Harbors area.

## World Class Scholars

This year marks the 15th 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.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.

## Scholarship Opportunities

*Scholarship  
Opportunities*

*Scholarships  
honor  
memories*

**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 Memorial 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 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.

### **Jeane Jones Scholarship**

In honor of this longtime counselor at the College, this scholarship is awarded to a first- or second-year student with financial need. Jeane Jones was director of counseling for 25 years.

### **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.

### **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.

*Scholarships  
honor  
memories*

*Scholarships  
honor  
memories*

**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.

**Tyenne 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.

**M. J. Phipps Memorial Scholarship**

Named in honor of a longtime GHC instructor and administrator, this scholarship is awarded to students returning for their sophomore year who demonstrate need and have a grade-point average above 2.7. Preference is given to students with an interest in student government and golf. Mr. Phipps was an instructor, golf coach and dean of students at GHC from 1948 to 1973.

**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 minimum 3.0 grade-point average in Grays Harbor College courses. Selection for this award is made through the GHC Athletic Department.

*Scholarships honor memories*

*Athletic awards through GHC*



*Student Rights to Their Records*

*Confidentiality of Student Records*

*Social Security Number*

*Student Identification Number*

*Personal Identification Number*

**Student Rights to Their Records**

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.

**Confidentiality of Student Records**

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 may routinely be given in response to requests: student’s name, mailing address, e-mail address, major field of study, participation in officially recognized activities or sports, height and weight of athletic team members, dates of attendance (includes verifying current quarterly enrollment), part time or full time enrollment status, tuition and fees owed, degrees and certificates received or not received, other institutions attended, veteran status, honors and awards received, and photographs. Any student wishing to have such information withheld when inquiries are received must notify the Office of Admissions and Records in writing.

Persuant to the Solomon Amendment, Grays Harbor College is required to provide some or all of the following information, upon request, to representatives of the Department of Defense for military recruiting purposes: student’s name, address, telephone listing, date of birth (17 years or older), level of education, and academic major (for currently enrolled students only).

**Social Security Number (SSN)**

To comply with federal laws, Grays Harbor College is required to ask for the student Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). GHC will use the student SSN/ITIN to report Hope Scholarship/ Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If a student does not submit their SSN/ITIN, they will not be denied access to the college; however, they may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect the student SSN from unauthorized use and/or disclosure.

**Student Identification Number (SID)**

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.

**Personal Identification Number (PIN)**

Grays Harbor College issues two different personal identification numbers to students.

1. **Global PIN:** This is a six-digit number that will be randomly assigned by the Admissions and Records Office. It is mailed to each new student. Use Student **Global PIN, and student SID** to access the following information see: (<http://www.edu/~grays/student>).

- Degree audit
- student class schedule (“Student Schedule”)
- Unofficial transcript (“final term grades” will be shown here)
- Financial Aid inquiry

**Personal Identification Number  
(continued)**

2. **Registration PIN:** 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. Students obtain this PIN from their advisor to be used for registration via the World Wide Web. Registration PINs change every quarter.

**Official Transcript**

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.

**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.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 of 50 or higher in all subjects except Foreign Language above the 121 level. All Foreign Language 122 or higher will need a score of 62 or higher. These scores give the student a “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 Major and Advisor Change Form at the Office of Admissions and Records. The completed form must be returned to the Office of Admissions and Records. When a student is changing advisors the form must be signed by the new advisor.

**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.

*Personal  
Identification  
Number*

*Official Transcript*

*Transcript  
Requests*

*Advanced  
Placement*

*CLEP*

*Change Major/  
Advisor/Address*

## Grading Policy

Grading for WAOL  
Classes**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.

**Grading for WAOL Classes**

The grading policy of WAOL classes is the same as GHC with the exception of the use of a "D-" grade. GHC's grading policy does not recognize a "D-" grade. When a "D-" grade is reported for a WAOL class, it will be converted to an "F".

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

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

<u>Courses</u>	<u>Credit Hours</u>	<u>Letter Grade</u>	<u>Grade Points</u>
MATH& 107	5	A- (3.7*)	18.5
HIST& 116	5	B (3.0*)	15.0
MUSIC& 221	2	C+ (2.3*)	4.6
PSYC& 100	5	D (1.0*)	5.0
PE 104	1	F (0.0*)	0.0
<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. Students auditing a course are expected to attend class regularly but do not take examinations nor receive grades or credit for the course. Auditing students 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.

**Grades**

Students access their grades by using the Information Kiosk on the GHC 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 no 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.

**Grade Change/Appeals**

Students who believe that an error has been made in the grade received for a course should contact the instructor as soon as possible to discuss the issue. Appeals will be addressed through the Student Grievance Procedures described in the Grays Harbor College Student Handbook

**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.

*GPA Computation*

*Auditing a Course*

*Repeating a Course*

*Grades*

*Grades Change/  
Appeals*

*Scholastic  
Standards Policy*

*High Scholarship Status*

**A. High Scholarship Status**

President’s Honor Roll: A student who completes twelve 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.

*Low Scholarship Status*

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.

*Academic Warning*

**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.

*Academic Probation*

**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.

*Academic Suspension*

**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.

*Academic Dismissal*

**Academic Dismissal (continued)**

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 Admissions and Records 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. 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.

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.

For students who qualify, a petition for red lining and a student copy of the transcript must be presented to Admissions and Records. 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.

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.

*Academic Dismissal*

*Appeals from Academic Suspension or Dismissal*

*Removal from Low Scholarship Status*

*Exclusions*

*Forgiveness/Red Line Policy*

*Quarter System*

*College Catalog*

*Annual Planning Schedule*

*Quarterly Schedule of Classes*

*Examinations*

*Attendance*

**Quarter System**

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.

**Academic Program Publications**

**College Catalog**

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.

**Annual Planning Schedule**

An annual planning schedule is prepared prior to the beginning of the academic year and is available on the college website at <http://ghc.edu>. 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.

**Quarterly Schedule of Classes**

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.

**Examinations**

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.

**Attendance**

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, (s)he should contact the instructor.

Students who do not attend class the first and second day of the quarter may be administratively withdrawn if:

- the student has not contacted the instructor and
- the instructor has not been able to contact the student.

Students who do not attend the first three sessions may be withdrawn with no requirement that the instructor attempt to contact them.

In those cases where professional-technical faculty, prior to the start of the quarter, have advised their students (orally and/or in writing) of the consequences of not attending the first hours of class, students may be dropped for non-attendance on the first day.

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.



## Counseling and Advising Center

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

The Center offers 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 and Advising 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 GHC Learning Center is here to help all GHC students achieve success. Learning Center resources include drop-in or scheduled tutoring, writing assistance, computers with supplemental instruction programs and internet access, study skills books and videos, and study space. The Learning Center is staffed with trained tutors who can help students at all educational levels (see <http://ghc.edu/t3/tutoring.htm> for current tutor schedule). The Learning Center also sponsors success workshops for students throughout the year and assists with the formation of study groups. All services are free for GHC students. The Learning Center is located on the ground floor of the Spellman Library, room 1519. For more information call 360-538-4060 or see our website at <http://ghc.edu/t3/lc.htm>. We're here to help!

### TRiO Student Support Services

The TRiO Program provides many different services to students who are new or unfamiliar with the college system. The program's activities are designed to increase students' academic success at the college and assist in their transfer to four-year schools. TRiO teaches students how to be successful in the college environment and provides various forms of academic assistance. TRiO offers long term academic planning, financial aid preparation and assistance, scholarship writing seminars as well as provides other college skills workshops. This federally funded program has some entrance criteria and mostly works with students whose parents have not completed a four-year degree. TRiO is located on the ground floor of the Spellmen Library. For more information about TRiO call 360-538-4076 or email [trio@ghc.edu](mailto:trio@ghc.edu).

### Tutoring

GHC students are eligible for free tutoring to support them in their classes. Students may drop in the Learning Center to meet with a tutor or schedule an appointment. Students wishing to arrange ongoing, one-on-one tutoring should contact the Learning Center Coordinator at 360-538-4060. Tutors are current GHC students who have been trained in tutoring techniques. They have successfully completed the courses for which they tutor and have been recommended by instructors. All services are free for GHC students. The Learning Center is located on the first floor of the Spellman Library, room 1519. For more information call 360-538-4060 or see our website at <http://ghc.edu/t3/lc.htm>. We're here to help!

*Counseling and Advising Center*

*Counselors*

*The Learning Center*

*TRiO Student Support Services*

*Tutoring*



*Transition Services*

*Campus Childcare*

*Job Placement Center*

*Disability Support Services*

**Transition Services**

Transition Services are available to all current and potential Grays Harbor College students. Whether transitioning from high school, GED, or from work to college, from one’s first language and culture to the English language and American society, or from one level of coursework to the next, Transitions Services can provide the services and help you need to achieve your educational goals. The Transition Services Facilitator specializes in and works closely with non-traditional students, such as people who have been out of school for a while, and students transitioning from Adult Basic Education classes, GED completion and English language learning courses (ESL). Transition Services include, but are not limited to:

- One-on-one orientations
- College Placement Test (CPT) assistance
- Financial Aid Information
- Academic Advising
- Professional and Vocational advising
- Referrals to on and off-campus resources
- On and off-campus presentations

There are two courses offered through Transition Services that address the needs of new students: “Transitions” and the “Career Survey” course. The office is located on the ground floor of the Spellman Library building, room 1518 and is open Monday through Thursday from 8:00 am to 6:00 pm. On Fridays, contact the office at (360) 538-4169 to schedule appointments or for more information. You can also visit <http://www.ghc.edu/t3/message.htm> or call the Transition Services Facilitator directly at (360) 538-4163.

*Grays Harbor College recognizes that there are many important transitions and that transitioning successfully results in positive transformation.*

**Campus Childcare**

Year-round licensed childcare is available on campus through Wunderland Childcare.

- Full-Time**
- Part-Time**
- Drop-In**

Operating hours are 7:00 a.m. to 9:30 p.m. Monday through Friday. 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.

**Job Placement Center**

The Job Placement Center office assists students with referrals to federal, state, and campus work study positions, and provides job placement assistance to students and alumni. Assistance is offered in resume preparation, interview techniques and networking information. Notices of employment opportunities are posted on the bulletin boards in Building 200 and online at <http://ghc.edu/cdc/>.

**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 and/or documented disabilities. 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.**

**WorkFirst Services**

WorkFirst Services provides tuition assistance and short-term training for eligible parents. Parents **may** qualify if they are receiving TANF assistance, or are a working parent that meet WorkFirst low income guidelines. Services include vocational counseling, admission and enrollment for short term vocational and technical courses as well as basic skills classes, child care referrals, tuition assistance, and WorkFirst work study. WorkFirst work study helps to provide students with work experience in preparation for employment. WorkFirst financial aid gives parents access to skill training to increase opportunities for employment. For more information please contact the WorkFirst Services Office at (360) 538-4058 or email [workfirst@ghc.edu](mailto:workfirst@ghc.edu).

**Bookstore**

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 (<http://ghc.edu/bookstore>) for details.

**Food Service**

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).

**Smoking Policy**

According to the Amended Clean Air Act, Initiative 901, effective 12-8-05, smoking is prohibited within 25 feet of doorways and ventilation openings. Smoking is limited to designated areas only.

**Parking Regulations**

1. Campus speed limit is 20 mph.
2. Yellow painted curbs are “No Parking Areas.”
3. Drivers must obey all posted traffic and parking signs and park only between white painted lines.
4. Cars in violation of the parking regulations will be ticketed.
5. Repeat parking offenses, parking in handicap zones or blocking fire lanes may result in vehicles being towed and impounded.

**REGULATIONS: 8:00 a.m. - 3:00 p m.**

**Registration:** 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.

**Parking Areas:** Student vehicles may park either in the designated student areas 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.

**REGULATIONS: 3:00 p m. - 10:00 p m.**

Between 3:00 p m. and 10:00 p m. student parking is permitted in any space in any lot on a first-come, first-served basis with the **exception** 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.

**Housing**

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).

**Student Rights and Responsibilities**

Campus codes and policies affecting students and student rights and responsibilities are available on the Grays Harbor College website (<http://ghc.edu>) and in the Student Handbook. Copies are also available in the office of the Vice President for Student Services.

*WorkFirst Services*

*Bookstore*

*Food Service*

*Smoking Policy*

*Parking Regulations*

*Housing*

*Student Rights and Responsibilities*

*Student Activities*

**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*

**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 Activities Office located in the Hillier Union Building (HUB).

*Performing Arts Series*

**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*

**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*

**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.

*Student Organizations*

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

**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 Ministry*
- Gay, Lesbian, Bisexual, Transgender and Straight Students Club*
- Grays Harbor College Athletics*
- Human Services Student Association*
- Native American Student Association*
- Natural Resources Club*
- Phi Theta Kappa (honor society)*
- Soccer Club*
- Student Government*
- Student Nurses Association*
- Tyee Service Club*
- Willapa Harbor Chokers*

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.

## Student Handbook/Calendar

The ASGHC issues an annual 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.

## Honor Societies

**Phi Theta Kappa** is the official International Honor Society for the two year college. **Beta Iota Chapter of Phi Theta Kappa (PTK)** 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 12 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.edu/athletics>.



*Student  
Handbook/Calendar*

*Honor Societies*

*Athletics*

*Resources  
for the  
21st Century*

### **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. The center provides 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 the college's services are enhanced by rapid access to those of other libraries throughout the Pacific Northwest.

Digital cameras, scanners, audio and video recorders, binoculars, projectors, photocopier, fax, typewriters and word processors, tape duplicators, laminators, etc. are all available for student use.

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. The college's main art gallery displays the works of a variety of artists in frequently changing exhibits.

Any resident of Grays Harbor or Pacific County is welcome to borrow books and unbound periodicals, and 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.edu/library>.



### **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), US citizenship, 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.

ABE classes also 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.

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.

### **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. Three vocational skills programs are also offered at Stafford Creek. These include Building Maintenance Technology, Welding/Powder Coating, and Computer Literacy/Information Technology. A life skills class titled "Partners in Parenting" is also offered. All courses are aimed at helping the offender students become well prepared, upon release, to enter the world of work and become productive citizens.

*Adult Basic Education (ABE)*

*GED Testing*

*Diagnostic Testing*

*Literacy Project*

*English as a Second Language (ESL)*

*Stafford Creek Corrections Center*

*Continuing Education*

*Four-Year Degrees*

*Reservation Based Associate in Arts Degree*

**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, Criminal Justice, Humanities or Business Administration with a General Business or Management Information Systems concentration, Bachelor of Science and Master of Science in Agriculture, Engineering Management, 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.

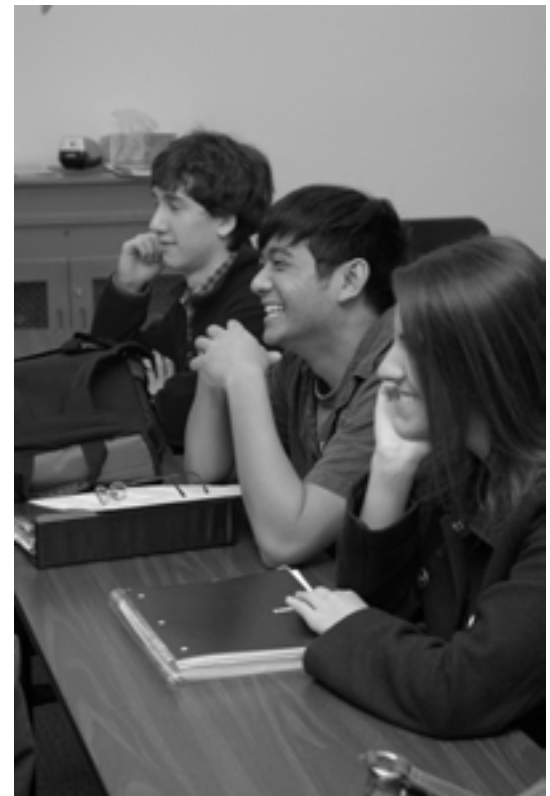
**Reservation Based Associate in Arts Degree**

Grays Harbor College, The Evergreen State College and the State Board for Community and Technical Colleges have partnered to provide improved access to the transfer Associate in Arts degree to residents of tribal communities in Western Washington. This liberal arts program is intellectually rigorous and culturally relevant. It honors indigenous knowledge and Western European scholarly traditions.

Students enrolled in this cohort program earn the GHC direct transfer Associate in Arts degree and can matriculate directly into Evergreen’s Reservation Based, Community Determined B.A. program, a liberal arts degree, which has served 6 Western Washington tribal communities with positive outcomes since 1989.

Courses supporting the GHC A. A. program are offered to students via the WWW through Washington Online and on ground at Evergreen’s Longhouse on its campus in Olympia.

Students are supported by upper division students and faculty mentors, by GHC outreach and student support services and by community based study leaders. For more information on the Reservation Based A.A. please contact Mark Ramon, Outreach Specialist, at 360-538-4090, or mramon@ghc.edu.



### 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.

### Coastal Resources Learning Center





*Degree Requirements*

*Physical Education Requirements*

*Exceptions, Substitutions, and Waivers*

*Applications for Degrees or Certificates*

*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.

HPF 101 and Health and Wellness and PE 177 First Aid/CPR do not meet the one (1) activity credit of PE required for the Associate of Applied Science (AAS) Nursing degree.

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

**Transferring Credit to GHC (continued)**

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).

**Reciprocity Agreement**

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree. Students who complete any individual course that meets distribution degree requirements or fulfill entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact Admissions and Records for information.

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.

**Reciprocity Agreement (continued)**

- CLEP credits awarded by another institution will not be accepted. The student must provide the test scores and have them evaluated according to GHC 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 Arts Direct Transfer Agreement**

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.

*Transferring Credit*

*Reciprocity Agreement*

*Limitations*

*Appeals*

*Associate in Arts Direct Transfer Agreement*

*Associate in Arts  
Direct Transfer  
Agreement*

*Associate in  
Business Direct  
Transfer Agreement*

*Associate in  
Pre-Nursing Direct  
Transfer Agreement*

*Associate in  
Science  
(Track 1 and 2)*

**Associate in Arts - Direct Transfer Agreement (continued)**

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.

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

**Associate in Business Direct Transfer Agreement Major Related Program**

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).

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 Pre-Nursing Direct Transfer Agreement Major Related Program**

This degree requires completion of a minimum of ninety credits in academic courses numbered 100 or above with a minimum of 2.0 cumulative GPA, plus three physical education requirement course credits. Required are ten credits in writing skills and five credits in quantitative skills (statistics) plus fifteen credits in social sciences, fifteen credits in humanities, thirty-five credits in natural sciences (with at least twenty-five credits lab-based) and ten credits of general elective coursework.

**Associate in Science - Transfer (AS-T Track 1 and AS-T Track 2)**

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.

**AS-T Track 1:**

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

This degree is designed to prepare students for upper division study in the areas of biological sciences, environmental/resource sciences, chemistry, geology, and earth science.

**AS-T Track 2:**

**Engineering, Computer Science, Physics, and Atmospheric Sciences**

This degree is designed to prepare students for upper division study in the areas of Engineering, Computer Science, Physics, and Atmospheric Sciences.

Completion of all required courses in these programs satisfies Intercollege Relations Commission (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.

Completing these degrees does not guarantee students admission to the major.

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

**Associate in Science (AS)**

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.

**With an advisor’s help, the degree can be tailored for students planning to major in the areas below.**

- Architecture
- Chiropractic
- Criminal Justice
- Dental Hygiene
- Dentistry
- Fisheries
- Forestry
- Medical Technology
- Medicine
- Natural Resources
- Naturopathic Medicine
- Optometry
- Pharmacy
- Physical Therapy
- Veterinary Medicine

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

**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 professional/technical curricula listed in the catalog.

All Associate in Applied Science and Associate in Technology degrees contain a core of required general education courses in communication, computation, and human relations.

In general, Grays Harbor College’s Associate in Applied Science (AAS) and Associate in Technology (AT) degrees are not designed for transfer to other colleges or universities. AAS and AT degrees will not be accepted as appropriate preparation for most BA or BS degrees. The Associate in Applied Science, Associate in Technology, Certificate of Completion (CC), and Certificate of Achievement (CA) are designed for students whose primary goal is to enter the job market after completion.

**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 ENGL& 101 (or higher), plus ten credits each from science, social science and humanities. The candidate must complete MATH& 107 or higher.



*Associate in Science*

*Associate in Applied Sciences & Technology*

*Associate in General Studies*

Associate in Arts Degree - Direct Transfer Agreement (DTA)

General College Requirements

Quantitative Skills

Physical Education Requirements

Distribution Requirements

**ASSOCIATE IN ARTS DEGREE  
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 (for which intermediate algebra is a required prerequisite)
- 3 PE requirement credits

**Distribution Requirements**

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

**Electives**

- 20 specified 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 48.

**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	English Composition I	5
ENGL& 102	English Composition II	5
	<b>or</b>	
ENGL& 235	Technical Writing	5

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

The quantitative skills requirement (for which intermediate algebra is a required prerequisite) can be satisfied by taking one of the following courses:

		<u>Credits</u>
MATH 111	Introduction to Finite Math	5
MATH& 107	Math in Society	5
MATH& 146	Introduction to Statistics	5
MATH& 148	Business Calculus	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5

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

MATH& 131	Math for Elementary Education 1	5
MATH& 132	Math for Elementary Education 2	5

**NOTE: Students who complete both MATH& 131 and MATH& 132 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.

**Distribution Requirements (continued)**

**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>		<u>Credits</u>
HIST& 116	Western Civilization I	5
HIST& 117	Western Civilization II	5
HIST& 118	Western Civilization III	5
HIST 122	History of Modern East Asia	5
HIST& 146	US History I	5
HIST& 147	US History II	5
HIST& 148	US History III	5
HIST& 210	Native American History	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& 201	Micro Economics	5
ECON& 202	Macro Economics	5
POL S 102	Law and Society	5
POLS& 202	American Government	5

**Area C: Anthropology/Sociology**

ANTH& 100	Introduction to Anthropology	5
ANTH& 206	Cultural Anthropology	5
CJ& 106	Juvenile Justice	5
CJ& 112	Criminology	5
SOC 106	Juvenile Justice	5
SOC 206	Criminology	5
SOC 252	Marriage and Family	5
SOC& 101	Introduction to Sociology	5

**Area D: Psychology**

PSYC& 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 (5 credit maximum from foreign language) are required from three different areas, labeled A through F.

<b>Area A: Visual Arts</b>		<u>Credits</u>
ART& 100	Art Appreciation	5
ART 101	Drawing I	5
ART 104	Design I	5
ART 105	Design II	5

**Area B: Theatrical Arts**

DRMA& 101	Introduction to Theatre	5
FILM 125	Film Interpretation	5
THEA 161	Introduction to Acting	4
THEA 163	Introduction to Directing	3

**Humanities (continued)**

**Area C: Musical Arts**

MUSIC 100	Music Fundamentals	5
MUSC& 105	Music Appreciation	5
MUSC& 121	Ear Training I	2
MUSC& 131	Music Theory I	3

**Area D: Literary Arts**

		<u>Credits</u>
ENGL& 220	Shakespeare	5
ENGL 252	Survey of World Literature	5
ENGL 263	Survey of British Literature	5
ENGL 266	American Writers/Writing	5
PHIL& 101	Introduction to Philosophy	5

**Area E: Languages (5 credit maximum)**

CHIN& 121	Chinese I	5
FRCH& 121-123	French I, II, III	5
GERM& 121-123	German I, II, III	5
ITAL 125	Italian I	5
JAPN& 121-123	Japanese I, II, III	5
LATIN 125	Latin I	5
POL 125	Polish I	5
RUSS 125	Russian I	5
SPAN& 121-123	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>(\* indicates lab)

**Area A: Biological Science**

		<u>Credits</u>
BIOL& 100	Introductory Biology*	5
BIOL 102	General Biology II*	5
BIOL 109	Plants of Western Washington*	5
BIOL 118	Human Biology*	5
BIOL& 160	General Biology I*	5
BIOL& 221	Biological Science I*	5
BIOL& 222	Biological Science II*	5
BIOL& 223	Biological Science III*	5
BIOL& 260	Microbiology*	5

**Area B: Chemical Science**

CHEM& 121	Introduction to Chemistry*	5
CHEM& 131	Introduction to Organic and Biochemistry*	5
CHEM& 161	General Chemistry *	5

**Area C: Environmental Science**

BIOL 140	Ecology*	5
ENVR& 100	Environmental Science	5
GEOL 107	Introduction to Weather	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& 221	Engineering Physics I*	5

*Distribution Requirements*

*Social Science*

*Humanities*

*Science*

		<b>Science (continued)</b>		<b>Specified Electives (continued)</b>		
		<b>Area F: Mathematics</b>	<b>Credits</b>			
<b>Science</b>	MATH 111	Introduction to Finite Mathematics	5	ENGL 241	Fiction Writing	2
	MATH& 141	Precalculus I	5	ENGL 242	Poetry Writing	2
	MATH& 142	Precalculus II	5	ENGL 243	Playwriting	2
	MATH& 146	Introduction to Statistics	5	ENGL 253	Multicultural Literature in America	5
	MATH& 148	Business Calculus	5	FISH 121	Introduction to Fisheries Management	5
<b>Electives</b>	MATH& 152	Calculus I	5	FISH 122	Introduction to Aquaculture	5
	MATH& 152	Calculus II	5	FISH 215	Fisheries Biology	5
<b>Specified Electives</b>	<i>Note: Credits used to satisfy quantitative skills requirements may not be used for distribution credit.</i>			FISH 222	Advanced Aquaculture	5
				HIST 220	20th Century Europe	5
				HIST 225	Women and Men: The History of Gender	5
				HIST& 214	Pacific Northwest History	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	Student Publication I	4
				JOURN 112	Student Publication II	4
			JOURN 113	Student Publication III	4	
			JOURN 211	Advanced Student Publication I	4	
			JOURN 212	Advanced Student Publication II	4	
			JOURN 213	Advanced Student Publication III	4	
			LATIN 126	Latin II	5	
			LATIN 127	Latin III	5	
			LIB 120	Learning for the 21st Century	5	
			MATH 241	Differential Equations I	5	
			MATH& 153	Calculus III	5	
			MUSIC 117	Beginning Piano I	1	
			MUSIC 118	Beginning Piano II	1	
			MUSIC 119	Beginning Piano III	1	
			MUSC& 122	Ear Training II	2	
			MUSC& 123	Ear Training III	2	
			MUSC& 132	Music Theory II	3	
			MUSC& 133	Music Theory III	3	
			MUSIC 150- 157	Applied Music (Private Lessons)	1	
			MUSIC 161- 181*	Performance Groups	1-1.5	
			MUSIC 217	Intermediate Piano I	1	
			MUSIC 218	Intermediate Piano II	1	
			MUSIC 219	Intermediate Piano III	1	
			MUSC& 221	Intermediate Ear Training I	2	
			MUSC& 222	Intermediate Ear Training II	2	
			MUSC& 223	Intermediate Ear Training III	2	
			MUSIC 231	Intermediate Harmony	3	
			MUSIC 232	Advanced Harmony I	3	
			MUSIC 233	Advanced Harmony II	3	
		<b>Electives (30 credits)</b>				
		<b>Specified Electives (20 credits)</b>				
		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 <b>and/or</b>				
		b. the following listed specified electives.				
			<b>Credits</b>			
	ACCT& 201	Principles of Accounting I	5	LATIN 126	Latin II	5
	ACCT& 202	Principles of Accounting II	5	LATIN 127	Latin III	5
	ACCT& 203	Principles of Accounting III	5	LIB 120	Learning for the 21st Century	5
	ART 102	Drawing II	5	MATH 241	Differential Equations I	5
	ART 103	Drawing III	5	MATH& 153	Calculus III	5
	ART 251	Painting I	5	MUSIC 117	Beginning Piano I	1
	ART 252	Painting II	5	MUSIC 118	Beginning Piano II	1
	ART 260	Introduction to Printmaking	5	MUSIC 119	Beginning Piano III	1
	BUS& 101	Introduction to Business	5	MUSC& 122	Ear Training II	2
	BUS& 201	Business Law I	5	MUSC& 123	Ear Training III	2
	BIOL 105	Modern Day Plagues	5	MUSC& 132	Music Theory II	3
	BIOL& 241	Human Anatomy/Physiology I	5	MUSC& 133	Music Theory III	3
	BIOL& 242	Human Anatomy/Physiology II	5	MUSIC 150- 157	Applied Music (Private Lessons)	1
	CHEM& 162	General Chemistry w/Lab II	6	MUSIC 161- 181*	Performance Groups	1-1.5
	CHEM& 163	General Chemistry w/Lab III	6	MUSIC 217	Intermediate Piano I	1
	CHEM& 261	Organic Chemistry w/Lab I	6	MUSIC 218	Intermediate Piano II	1
	CHEM& 262	Organic Chemistry w/Lab II	6	MUSIC 219	Intermediate Piano III	1
	CHEM& 263	Organic Chemistry w/Lab III	3	MUSC& 221	Intermediate Ear Training I	2
	CHIN& 122	Chinese II	5	MUSC& 222	Intermediate Ear Training II	2
	CHIN& 123	Chinese III	5	MUSC& 223	Intermediate Ear Training III	2
	CIS 102	Microcomputer Applications	3	MUSIC 231	Intermediate Harmony	3
	CIS 110	Introduction to Programming	5	MUSIC 232	Advanced Harmony I	3
	CJ& 101	Intro to Criminal Justice	5	MUSIC 233	Advanced Harmony II	3
	CJUS 110	Law and Justice	5			
	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			

**Specified Electives (continued)**

		<u>Credits</u>
MUSIC 250-257	Advanced Applied Music (Private Lessons)	2
MUSIC 261-281 *	Performance Groups	1-1.5
NR 120	Society and Natural Resources	5
NR 130	Aquatic Entomology	5
NUTR& 101	Human Nutrition	5
PHYS& 122	General Physics II	5
PHYS& 123	General Physics III	5
PHYS& 222	Engineering Physics II	5
PHYS& 223	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 Policy of the U.S.	5
POL S 204	Introduction to Public Administration	5
PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
PSYCH 210	Psychology of Adjustment	5
5PSYC& 220	Abnormal Psychology	5
PSYCH 250	Social Psychology	5
READ 120	College Reading/Study Skills	5
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& 201	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.

*Specified Electives*

*General Electives*





Associate in  
Pre-Nursing  
Direct Transfer  
Agreement

**ASSOCIATE IN PRE-NURSING  
DIRECT TRANSFER AGREEMENT / MAJOR  
RELATED PROGRAM**

**Summary of Requirements**

This degree is applicable for students planning to transfer to an upper division Bachelor of Science, Nursing (Entry-to-practice/basic BSN pathway). The student completes 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 (Statistics)
- 3 PE requirement credits

**Distribution Requirements**

- 15 credits social science
- 15 credits humanities
- 35 credits natural sciences (with at least 25 credits lab-based)

**Required 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 48.

*Students should contact their potential transfer institutions regarding the requirement for overall minimum GPA, a higher GPA in a selected subset of courses or a specific minimum grade in one or more courses such as math or English.*

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.

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

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

(See note 1)

	<u>Credits</u>
ENGL& 101 English Composition I	5
ENGL& 102 English Composition II	5
<b>or</b>	
ENGL& 235 Technical Writing	5

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

(See note 2)

	<u>Credits</u>
MATH& 107 Math in Society	5

**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 or PE 177.

**Distribution Requirements  
(65 credits required)**

**Students should make early contact with their potential transfer institutions regarding the specific courses they should take in these distribution areas.**

**Social Sciences Credits**

(See note 3)

PSYC& 100 General Psychology	5
PSYC& 200 Lifespan Psychology	5
SOC& 101 Introduction to Sociology	5

**Humanities Credits**

*5 credits maximum in world language or ASL;  
5 credits maximum in performance/skills classes.*

(See note 4)

SPCH 101 Fundamentals of Speech	5
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**Sciences Credits**

(See note 5)

BIOL& 160 General Biology	5
BIOL& 260 Microbiology	5
BIOL& 241 Human Anatomy/Physiology I	5
BIOL& 242 Human Anatomy/Physiology II	5
CHEM& 121 Introduction to Chemistry	5
CHEM& 131 Introduction to Organic/Biochemistry	5
NUTR& 101 Human Nutrition	5

**Required Electives Credits**

(See note 6)

10

## Notes

**Note 1:** Northwest University and Walla Walla College require that the second English composition class be a research writing class.

**Note 2:** UW Seattle and Seattle University require 10 credits in quantitative/symbolic reasoning with the additional class in college algebra or precalculus (at UW Seattle, a class in Logic also serves for the additional class).

**Note 3:** Northwest University requires Cultural Anthropology and does not accept a course in the sociology discipline as a substitute. Students may be admitted to the BSN without Cultural Anthropology if they agree to complete the course at NU in the summer prior to the junior year. A curriculum that provides students with an understanding of and sensitivity to human diversity is encouraged (required by WSU). The credits in sociology provide one opportunity for such a curriculum. See the sociology choices in the WSU "Diversity Course Identification Guidelines" for possible selection or choose courses that include minority, non-western, ethnic or other "area" studies.

**Note 4:** In order to better prepare for successful transfer, students are encouraged to consult with the institution(s) to which they wish to transfer regarding the humanities courses that best support or may be required as prerequisites to their nursing curriculum.

A curriculum that provides students with an understanding of and sensitivity to human diversity is encouraged (required by WSU). Credits in the humanities distribution area provide one opportunity for such a curriculum. See the humanities choices in the WSU "Diversity Course Identification Guidelines" for possible selection or choose course that include minority, non-western, ethnic or other "area" studies.

*5 credits maximum in world language or ASL;  
5 credits maximum in performance/skills classes.*

**Note 5:** Northwest University requires 2 credits of Genetics as well. Students may be admitted to the BSN without Genetics if they agree to complete the course at NU in the summer prior to the junior year.

At the time of application when some of the course work may not yet be completed, UW Seattle requires a minimum GPA of 3.0 for 3 out of 7 courses or 2.8 for 4 out of the 7.

**Note 6:** A curriculum that provides students with an understanding of and sensitivity to human diversity is encouraged (required by WSU). The elective credits provide one opportunity for such a curriculum. See the humanities choices in the WSU "Diversity Course Identification Guidelines" for possible selection or choose course that include minority, non-western, ethnic or other "area" studies.

## Associate in Pre-Nursing Direct Transfer Agreement Notes



Associate in Business  
Direct Transfer Agreement

Social Science

Humanities

**ASSOCIATE IN BUSINESS  
DIRECT TRANSFER AGREEMENT/  
MAJOR RELATED PROGRAM  
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
- 10 credits quantitative skills
- 3 PE requirement credits

**Distribution Requirements**

- 15 credits social science
- 15 credits humanities
- 15 credits science

**Required Electives**

- 20 credits specified business electives
- 5 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 48.

**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 English Composition I	5
ENGL& 102 English Composition II	5
<b>or</b>	
ENGL& 235 Technical Writing	5

See note (1) for EWU and CWU requirements on following page.

**II. Quantitative Skills (10 credits)**

	<u>Credits</u>
MATH 111* Intro to Finite Math	5
MATH& 148* Business Calculus	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 on following page.

	<u>Credits</u>
ECON& 201* Micro Economics	5
ECON& 202* Macro Economics	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 53.*

*\*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 51. Students intending the international business major should consult their potential transfer institution regarding the level of world language required for admission to the major. 5 credits in world languages may apply to the Humanities requirement.

**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, or E from the Associate in Arts degree science distribution courses listed on page 53.**

See note (2).

Credits

MATH 146\* Business Statistics 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 (3) for specific university requirements.

Credits

ACCT& 201\* Principles of Accounting I 5  
 ACCT& 202\* Principles of Accounting II 5  
 ACCT& 203\* Principles of Accounting III 5  
 BUS& 201\* Business Law I 5

\*Minimum grade of 2.0 required.

**General Electives (5 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.

See note (4)

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.

**Business School Admission (continued)**

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**

- (1) To meet the current EWU requirements, the second English Composition course must be equivalent to EWU’s English 201-College Composition: Analysis, Research, and Documentation
- (2) Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.
- (3) Regarding Business Law or Introduction to Law - these are two distinct subject areas with minimal (approximately 20 percent) content overlap. University with a requirement: UW (all campuses) Course Equivalent to: Introduction to Law (MBMT 200) University with a requirement: EWU, CWU, WSU (all campuses), SMU, SPU Course Equivalent to: Business Law. The following institutions do not require a **lower division** Business Law course and agree to accept the course taken as part of this degree as a lower division elective, but generally not as an equivalent to the course required at the upper division: Heritage, PLU, SU, and Walla Walla College.
- (4) 4 institutions have requirements for admission to the major that go beyond those specified above that students can meet by careful selection of the elective course: University: UW (all campuses) Course Equivalent to: Management Information Systems (MIS 250) University: Gonzaga Course Equivalent to: Management Information Systems (BMIS 235) University: PLU Course Equivalent to: Computer Applications (CSCE 120), or equivalent course or skills test. University: SPU Course Equivalent to: Spreadsheets (BUS 1700), or equivalent course or skill test.

Science

Specified Business Electives

General Electives

Business School Admission

Specific University Information

Associate in Science Transfer Degree Track 1

Biology, Botany, Zoology, Marine Biology

Chemistry

**ASSOCIATE IN SCIENCE DEGREE  
TRACK 1 AND TRACK 2**

**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 48.

Completion of all required courses in these programs satisfies Intercollege Relations Commission (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 institution with junior-level standing. Completing these degrees does not guarantee students admission to the major. Where courses are sequenced (ie. 121,122,123) students are strongly advised to complete the sequence from one institution.

Students interested in pursuing a 4-year degree are strongly encouraged to complete the requirements for Associate in Science Transfer Degree #1 (AS-T #1) - Biological science, environmental/resource sciences, chemistry, geology, and earth science or Associate in Science Transfer Degree #2 (AS-#2) - Engineering, computer science, physics, and atmospheric sciences. Students who do not complete all Track #1 or Track #2 course requirements may still be eligible to receive an Associate of Science (AS) degree from Grays Harbor College. Consult your advisor for more information.

**Associate in Science Transfer Track 1**

Associate in Science Transfer Track 1 is designed to prepare students for upper division study in the areas of biological sciences, environmental/resources sciences, chemistry, geology, and earth science.

**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 required 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.

<u>Credits</u>	
BIOL 114, BIOL& 221, 222, 223 .....	15
CHEM& 161, 162, 163 .....	17
CHEM& 261, 262, 263 or .....	15
PHYS& 121, 122, 123	
ENGL& 101 .....	5
MATH& 142, 151, 152 .....	15
MATH& 153 <b>or</b> 146 .....	5
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	3
PE requirement credits .....	3

**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& 161, 162, 163 .....	17
CHEM& 261, 262, 263 .....	15
ENGL& 101 .....	5
PHYS& 221, 222, 223 .....	15
MATH& 142, 151, 152, 153 .....	20
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	3
PE requirement credits .....	3

**Associate in Science Transfer  
Track 1 (continued)**

**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, BIOL& 221, 222, 223 .....	15
CHEM& 161, 162, 163 .....	17
ECON& 201, 202 .....	10
ENGL& 101, 235 .....	10
MATH& 141, 142, 151, 152, 153 .....	25
PHYS& 121, 122, 123, or 221, 222, 223 .....	15
Electives: (include at least five hours each in Humanities and Social Science) .....	10
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.

**Geology (Continued)**

	<u>Credits</u>
CHEM& 161, 162, 163 .....	17
ENGL& 101 .....	5
GEOL& 101 .....	5
MATH& 142, 151, 152, 153 .....	20
PHYS& 121, 122, 123, or 221, 222, 223 .....	15
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	13
PE requirement credits .....	3

**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, BIOL& 221, 222, 223 .....	20
CHEM& 161, 162, 163 .....	17
ECON& 201, 202 .....	10
ENGL& 101, 235 .....	10
MATH& 141, 142, 151, 152, 153 .....	25
PHYS& 121, 122, 123, or 221, 222, 223 .....	15
Electives: .....	10
(include at least five hours each in Humanities and Social Science)	
PE requirement credits .....	3

*Fisheries*

*Geology*

*Natural Resources*

Associate in  
Science Transfer  
Track 2

Physics

Pre-Engineering

## Associate in Science Transfer

### Track 2

Associate in Science Transfer Track 2 is designed to prepare students for upper division study in the areas of Engineering, Computer Science, Physics, and Atmospheric Sciences. Some institutions require Physics with calculus to meet the Physics lab sequence.

### 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& 161, 162, 163 .....	17
COMSC 209 .....	5
ENGL& 101 and 102 or 235 .....	10
MATH& 142, 151, 152, 153; MATH 241 .....	25
PHYS& 221, 222, 223 .....	15
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	3
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.

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

	<u>Credits</u>
CHEM& 161, 162 .....	11
COMSC 209 .....	5
ENGL& 101 and 102 or 235 .....	10
MATH& 142, 151, 152, 153; MATH 241 .....	25
PHYS& 221, 222, 223 .....	15
Humanities and Social Science .....	15
(at least 5 credits in each area)	
Electives .....	9
PE requirement credits .....	3



**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 48.

**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.

**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.

**Credits**

BIOL& 221, 241, 242 .....	15
CHEM& 161, 162, 163 .....	17
CHEM& 261, 262 (263 recommended) .....	12-15
ENGL& 101, 102 .....	10
MATH& 142 .....	5
PHYS& 121, 122, 123 .....	15
PSYC& 100 .....	5
Social Science and Humanities .....	10
PE requirement credits .....	3

*Academic  
Transfer Options*

*Architecture*

*Pre-Chiropractic*





*Criminal Justice*

*Pre-Dental Hygiene*

*Pre-Dentistry*

**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.

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

	<u>Credits</u>
CJ& 101, 106, 112; CJUS 102, 104,110, 151, 201, 204, 258 (select courses from the above) .....	20-30
ENGL& 101 and 102 or 235 .....	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. Admission to professional programs are quite competitive. Students should make contact with their intended professional program as early as possible during their time at GHC. An academic advisor will help each student select GHC courses that will meet prerequisites of the professional program of his or her choice.

	<u>Credits</u>
BIOL& 160, 241, 242, 260 .....	20
CHEM& 121, 131 .....	10
ENGL& 101, 102 .....	10
MATH& 107 .....	5
PSYC& 100 .....	5
SOC& 101 .....	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 Pre-Dentistry recommended as lower-division requirements for a pre-dentistry major:

**Pre-Dentistry (continued)**

	<u>Credits</u>
BIOL& 221, 222, 223, 260 .....	20
CHEM& 161, 162, 163, 261, 262, 263 .....	32
ENGL& 101, 102 .....	10
MATH& 142 .....	5
PHYS& 121, 122, 123 .....	15
Humanities .....	10
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:

<b>University of Washington</b>	<u>Credits</u>
BIOL& 221, 222, 223 .....	15
CHEM& 121, 131 .....	10
ECON& 201, 202 .....	10
ENGL& 101, 102 .....	10
GEOL& 101 .....	5
MATH& 142, 146, 151 .....	15
PHYS& 121 .....	5
POLS& 202 .....	5
SPCH 101 .....	5
Electives: (include at least one Humanities course) .....	17
PE requirement credits .....	3

**Washington State University**

	<u>Credits</u>
BIOL& 221, 222, 223 .....	15
CHEM& 121, 131 .....	10
ECON& 201, 202 .....	10
ENGL& 101, 102 .....	10
GEOL& 101 .....	5
MATH 111 or MATH& 142 .....	5
MATH& 148 or 151 .....	5
MATH& 146 .....	5
SPCH 101 .....	5
Electives: (include at least nine hours in Humanities) .....	27
PE requirement credits .....	3

**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.

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

	<u>Credits</u>
BIOL& 221, 222, 223, 260 .....	20
CHEM& 161, 162, 163, 261, 262, 263 .....	32
ENGL& 101, 102 .....	10
MATH& 142,, 146, 151 .....	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& 221, 222, 223 .....	15
CHEM& 161, 162, 163, 261, 262, 263 .....	32
ENGL& 101, 102 .....	10
MATH& 142, 151, 152, 153 .....	5-20
PHYS& 121, 122, 123 or 221, 222, 223 .....	15
Humanities .....	10
Social Science .....	10
PE requirement credits .....	3

*Pre-Dentistry*

*Forestry*

*Pre-Medical  
Technology*

*Pre-Medicine*

Pre-Naturopathic  
Medicine

Pre-Optometry

Pre-Pharmacy

**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, and psychology 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& 221, 222, 223 .....	15
CHEM& 161, 162, 163, 261, 262* .....	29
ENGL& 101, 102 .....	10
MATH& 142 .....	5
PHYS& 121, 122, 123 .....	15
PSYC& 100 .....	5
SPCH 101 .....	5
Electives .....	6
(include at least 5 credits of Humanities)	
PE requirement credits .....	3

*\* CHEM& 263 (3 credits) recommended but not required.*

**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.

**Pre-Optometry (continued)**

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& 160 or 260 and BIOL&241, 242 .....	20
CHEM& 161, 162, 163, 261,262, 263 .....	32
ENGL& 101, 102 .....	10
MATH& 142, 146, 151 .....	15
PHYS& 121, 122, 123 .....	15
PSYC& 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.

The following courses are recommended for pre-pharmacy majors:

	<u>Credits</u>
BIOL& 221, 222, 223, 260 .....	20
CHEM& 161, 162, 163, 261,262, 263 .....	32
ENGL& 101, 102 .....	10
MATH& 141, 146, 148 .....	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& 160 or BIOL& 221 .....	5
BIOL& 241, 242, 260 .....	15
CHEM& 161, 162, 163 .....	17
ENGL& 101, 102 .....	10
MATH& 142, 146 .....	10
PHYS& 121, 122, 123 .....	15
PSYC& 100, 220 .....	10
Electives .....	8
(include at least 5 credits 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 221, 222, 223 .....	15
CHEM& 161, 162, 163, 261, 262, 263 .....	32
ENGL& 101, 102 .....	10
MATH& 142, 146 .....	10
PHYS& 121, 122, 123 .....	15
Humanities .....	10
Social Science .....	10
PE requirement credits .....	3

*Pre-Physical  
Therapy*

*Pre-Veterinary  
Medicine*



**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 professional-technical 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 48.

**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 89 of this catalog.

**Professional Technical Programs**

In general, Grays Harbor College’s Associate in Applied Science (AAS) and Associate in Technology (AT) degrees are not designed for transfer to other colleges or universities. AAS and AT degrees will not be accepted as appropriate preparation for most BA or BS degrees. The Association in Applied Science, Associate in Technology, Certificate of Completion (CC), and Certificate of Achievement (CA) are designed for students whose primary 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 professional technical program choices are listed below with a page number reference:

<u>Program</u>	<u>Page #</u>
<b>Accounting Programs</b>	
Accounting (AAS)	69
Accounting/Bookkeeping (CC)	69
Bookkeeping (CA)	70
Retail Bookkeeping (CA)	70
<b>Automotive Technology Programs</b>	
Automotive Technology (AT)	70
Automotive Technology (CC)	71
Automotive Technology Levels 1-6 (CA)	71
<b>Business Management Programs</b>	
Business Management (AAS, CC)	72
Small Business/Entrepreneurship (CC)	73
Basic Small Business Skills (CA)	73
Retailing (CA)	73
<b>Carpentry Technology Programs</b>	
Carpentry Technology (AT)	73
Trim Carpentry (CC)	74
<b>Commercial Truck Driving Programs</b>	
Commercial Truck Driving (CC)	74
Beginning Commercial Truck Driving (CA)	75
Commercial Drivers License (CA)	75
Truck Driving Work Experience (CA)	75
<b>Computer Aided Drafting Programs</b>	
AutoCAD (CA)	75
<b>Computer Information Systems Programs</b>	
Technical Support Specialist - Information Technology (AAS)	75
PC Maintenance and Service Technician (CC)	76

<u>Program</u>	<u>Page #</u>
<b>Criminal Justice Programs</b>	
Criminal Justice (AAS, CC)	76
<b>Diesel Technology Programs</b>	
Diesel Technology (AT)	77
Diesel Technology Fundamentals (CC)	78
Advanced Diesel Technology (CC)	78
Diesel Technology Levels 1-3 (CA)	78
Diesel Technology Levels 4-5 (CA)	79
<b>Early Childhood Education Programs</b>	
Early Childhood Education (CA)	79
<b>Geographic Information Systems</b>	
Geographic Info. Systems (CC, CA)	79
<b>Health Sciences Programs</b>	
Nursing Program	80
Admission Requirements	80
Practical Nursing (CC)	80
Registered Nursing (AAS)	81
Nursing Assistant Training (CA)	81
<b>Human Services Programs</b>	
Human Services (AAS)	82
Human Services (CC)	83
<b>Medical Records Office Assistant Programs</b>	
Medical Records Office Assistant (CC)	83
Medical Coding (CA)	83
Medical Transcription (CA)	83
<b>Natural Resources Programs</b>	
Natural Resources Technology (AAS)	84
Aquaculture Technician (CC)	84
Watershed Restoration (CC)	85
Aquaculture (CA)	85
Natural Resource Management (CA)	85
Watershed Assessment (CA)	85
<b>Office Technology Programs</b>	
Office Technology (AAS, CC)	85-86
Software Applications (CC)	86
Formatting/Publishing Business Documents (CA)	86
Microcomputer Applications (CA)	87
Microsoft Office Applications (CA)	87
Office Professional Certification (CA)	87
<b>Welding Technology Programs</b>	
Welding Technology (AT, CC)	87-88
Related Welding (CC)	88
Welding Basics Level 1 (CA)	88
Welding Basics Level 2 (CA)	88
Pipe Welding Level 3 (CA)	88
Industrial Welding Level 4 (CA)	88
<b>Yacht Finish Carpentry</b>	
Beginning Yacht Finish Carpentry (CA)	88
Intermediate Yacht Finish Carpentry (CA)	88

**ACCOUNTING PROGRAMS**

**Accounting**

**Associate in Applied Science Degree**

Core Courses

	<u>Credits</u>
ACCT 113 Introduction to Accounting I <b>and</b> ACCT 114 Introduction to Accounting II or ACCT& 201 Principles of Accounting I	5-10
ACCT& 202 Principles of Accounting II	5
ACCT& 203 Principles of Accounting III	5
ACCT 175 Business/Payroll Tax Accounting	3
ACCT 176 Computerized Accounting Functions	3
ACCT 220 Federal Income Tax I	5
BA 150 Fundamentals of Finance <b>Credits Required</b>	<b>31-36</b>

Support Courses Options

**Math and Computing Skills**

BA 104 Mathematics for Business <b>or</b> MATH 101 Applications of Algebra (or higher)	3-5
CIS 102 Microcomputer Applications	3
CIS 131 Access	5
CIS 140 Word Processing Applications	5
CIS 150 Excel	5
CIS 251 Management of Information Systems	5
OFTC 115 Electronic Math Applications <b>Credits Required</b>	<b>29-31</b>

**Business Skills**

(select 4 of the following)

BA 174 Small Business Management	5
BA 240 Principles of Marketing	5
BA 258 Principles of Management	5
BUS& 101 Introduction to Business	5
BUS& 201 Business Law	5
ECON& 202 Macro Economics <b>Credits Required</b>	<b>20</b>

General Education Courses

ENGL& 101 English Composition I <b>or</b> ENGL 150 Vocational/Technical/ Business Writing	5
PSYC& 100 General Psychology <b>or</b> PSYCH 106 Applied Psychology	3-5
SPCH 101 Fundamentals of Speech <b>or</b> SPCH 201 Fundamentals of Group Discussion <b>Credits Required</b>	<b>11-15</b>
<b>Minimum Credits Required</b>	<b>91+</b>

3 PE credits

**Accounting/Bookkeeping  
Certificate of Completion**

Core Courses

	<u>Credits</u>
ACCT 113 Introduction to Accounting I <b>and</b> ACCT 114 Introduction to Accounting II <b>or</b> ACCT& 201 Principles of Accounting I <b>and</b> ACCT& 202 Principles of Accounting II	10
ACCT 175 Business/Payroll Tax Accounting	3
ACCT 176 Computerized Accounting Functions	3
ACCT 220 Federal Income Tax I <b>Credits Required</b>	<b>21</b>

Support Courses

BA 174 Small Business Management <b>or</b> BUS& 101 Introduction to Business	5
BA 104 Mathematics for Business <b>or</b> MATH 101 Applications of Algebra (or higher)	3-5
CIS 102 Microcomputer Applications	3
CIS 140 Word Processing Applications	5
CIS 150 Excel	5
OFTC 115 Electronic Math Applications <b>Credits Required</b>	<b>24-26</b>

General Education Courses

ENGL& 101 English Composition I <b>or</b> ENGL 150 Vocational/Technical/ Business Writing	5
PSYC& 100 General Psychology <b>or</b> PSYCH 106 Applied Psychology	3-5
SOC& 101 Introduction to Sociology <b>Credits Required</b>	<b>8-10</b>
<b>Minimum Credits Required</b>	<b>53</b>

Accounting

Accounting/  
Bookkeeping

Bookkeeping

Retail Bookkeeping

Automotive Technology

**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	3
ACCT 176	Computerized Accounting Functions	3
CIS 150	Excel	5
<b>Minimum Credits Required</b>		<b>16</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	3
ACCT 176	Computerized Accounting Functions	3
BA 200	E-Commerce and Retailing	5
CIS 150	Excel	5
<b>Minimum Credits Required</b>		<b>21</b>

**AUTOMOTIVE  
TECHNOLOGY PROGRAMS**

Recommended Preparation for automotive 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.

**Automotive Technology  
Associate in Technology Degree**

Prerequisite Requirements  
Placement in ENGL 060, MATH 060 and instructor permission.

<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	16
<b>Credits Required</b>		<b>96</b>

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

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
or		
PSYCH 106	Applied Psychology	
or		
SOC& 101	Introduction to Sociology	13-15
<b>Credits Required</b>		<b>13-15</b>

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

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

**Automotive Technology  
Certificate of Completion**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission. 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/ <b>Credits Required</b>	16 <b>48</b>

General Education Courses

ENGL& 101 English Composition I <b>or</b>	5
ENGL 150 Vocational/Technical/ Business Writing	
MATH 100 Vocational/Technical Math (or higher)	5
PSYC& 100 General Psychology <b>or</b>	
PSYCH 106 Applied Psychology <b>or</b>	3-5
SOC& 101 Introduction to Sociology <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**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 2  
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 3  
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 4  
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 5  
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

**Automotive Technology Level 6  
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

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

Automotive  
Technology

Automotive  
Technology  
Levels 1-6



Business Management

**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.

<u>Core Courses</u> (required of all students)	<u>Credits</u>
BA 104 Mathematics for Business <b>or</b> MATH 101 Applications of Algebra (or higher)	3-5
BA 150 Fundamentals of Finance	5
BA 174 Small Business Management	5
BA 240 Principles of Marketing	5
BA 258 Principles of Management	5
BUS& 101 Introduction to Business	5
<b>Credits Required</b>	<b>28-30</b>

Additional Core Courses  
(students select two courses from the following)

BA 200 E-Commerce and Retailing	5
BUS& 201 Business Law	5
ECON& 201 Micro Economics	5
ECON& 202 Macro Economics	5
<b>Credits Required</b>	<b>10</b>

Support Courses

ACCT 113 Introduction to Accounting I <b>and</b> ACCT 114 Introduction to Accounting II <b>or</b> ACCT& 201 Principles of Accounting I <b>and</b> ACCT& 202 Principles of Accounting II	10
CIS 102 Microcomputer Applications	3
CIS 125 Internet Fundamentals	5
CIS 150 Excel	5
<b>Credits Required</b>	<b>23</b>

General Education Courses

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

**Business Management Degree (continued)**

<u>Electives</u>	<u>Credits</u>
<i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i>	
<b>Credits Required</b>	<b>7-11</b>
<b>Minimum Credits Required</b>	<b>90+ 3 PE credits</b>

**Business Management Certificate of Completion**

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

<u>Core Courses</u>	<u>Credits</u>
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
BUS& 101 Introduction to Business	5
<b>Credits Required</b>	<b>15</b>

Support Courses

ACCT 113 Introduction to Accounting I <b>and</b> ACCT 114 Introduction to Accounting II <b>or</b> ACCT& 201 Principles of Accounting I <b>and</b> ACCT& 202 Principles of Accounting II	10
BA 104 Mathematics for Business	3
BA 150 Fundamentals of Finance	5
CIS 102 Microcomputer Applications	3
<b>Credits Required</b>	<b>21</b>

General Education Courses

ENGL& 101 English Composition I <b>or</b> ENGL 150 Vocational/Technical/ Business Writing	5
PSYC& 100 General Psychology <b>or</b> PSYCH 106 Applied Psychology <b>or</b> SOC& 101 Introduction to Sociology	3-5
SPCH 101 Fundamentals of Speech	5
<b>Credits Required</b>	<b>13-15</b>
<b>Minimum Credits Required</b>	<b>49</b>

**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
BA 200	E-Commerce and Retailing	
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
<b>Credits Required</b>		<b>20</b>

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

<u>General Education Courses</u>		
BA 140	Business English	3
SPCH 101	Fundamentals of Speech	3-5
SPCH 201	Fundamentals of Group Discussion	
PSYC& 100	General Psychology	3-5
PSYCH 106	Applied Psychology	
SOC& 101	Introduction to Sociology	9-13
<b>Credits Required</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>Minimum 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>Minimum Credits Required</b>		<b>15</b>

**CARPENTRY TECHNOLOGY  
PROGRAMS**

Recommended Preparation for carpentry 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.

**Carpentry Technology  
Associate in Technology Degree**

Prerequisite Requirements  
Placement in ENGL 060, MATH 060 and instructor permission.

<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>

<u>Support Courses</u>		
WELD 101	Related Welding I (or higher)	6
<b>Credits Required</b>		<b>6</b>

<u>General Education Courses</u>		
ENGL& 101	English Composition I	5
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5

PSYC& 100	General Psychology	3-5
PSYCH 106	Applied Psychology	
SOC& 101	Introduction to Sociology	13-15
<b>Credits Required</b>		

**Minimum Credits Required 106+  
3 PE credits**

Small Business/  
Entrepreneurship

Basic Small  
Business Skills

Retailing

Carpentry  
Technology

<p>Trim Carpentry</p>  <p>Commercial Truck Driving</p>	<p><b>Trim Carpentry</b>  <b>Certificate of Completion</b></p> <p><u>Prerequisite Requirements</u>  <i>Placement in ENGL 060, MATH 060 and instructor permission.</i></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Core Courses</u></th> <th style="text-align: right;"><u>Credits</u></th> </tr> </thead> <tbody> <tr> <td>CARP 101 Trim Carpentry I</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CARP 102 Trim Carpentry II</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CARP 103 Trim Carpentry III</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="text-align: right;"><b>Credits Required</b></td> <td style="text-align: right;"><b>15</b></td> </tr> <tr> <td colspan="2"> <u>Support Courses</u></td> </tr> <tr> <td>BUS&amp; 101 Introduction to Business</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CIS 102 Microcomputer Applications</td> <td style="text-align: right;">3</td> </tr> <tr> <td style="text-align: right;"><b>Credits Required</b></td> <td style="text-align: right;"><b>8</b></td> </tr> <tr> <td colspan="2"> <u>General Education Courses</u></td> </tr> <tr> <td>ENGL&amp; 101 English Composition I</td> <td></td> </tr> <tr> <td style="text-align: center;"><b>or</b></td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td>ENGL 150 Vocational/Technical/ Business Writing</td> <td></td> </tr> <tr> <td>MATH 100 Vocational/Technical Math (or higher)</td> <td style="text-align: right;">5</td> </tr> <tr> <td>PSYC&amp; 100 General Psychology</td> <td></td> </tr> <tr> <td style="text-align: center;"><b>or</b></td> <td></td> </tr> <tr> <td>PSYCH 106 Applied Psychology</td> <td style="text-align: right;">3-5</td> </tr> <tr> <td style="text-align: center;"><b>or</b></td> <td></td> </tr> <tr> <td>SOC&amp; 101 Introduction to Sociology</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Credits Required</b></td> <td style="text-align: right;"><b>13-15</b></td> </tr> <tr> <td colspan="2"> <u>Elective Courses</u></td> </tr> <tr> <td colspan="2"><i>Elective courses must be approved by the student's academic advisor at Grays Harbor College.</i></td> </tr> <tr> <td style="text-align: right;"><b>Credits Required</b></td> <td style="text-align: right;"><b>7-9</b></td> </tr> <tr> <td style="text-align: right;"><b>Minimum Credits Required</b></td> <td style="text-align: right;"><b>45</b></td> </tr> </tbody> </table>	<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>		BUS& 101 Introduction to Business	5	CIS 102 Microcomputer Applications	3	<b>Credits Required</b>	<b>8</b>	 <u>General Education Courses</u>		ENGL& 101 English Composition I		<b>or</b>		5		ENGL 150 Vocational/Technical/ Business Writing		MATH 100 Vocational/Technical Math (or higher)	5	PSYC& 100 General Psychology		<b>or</b>		PSYCH 106 Applied Psychology	3-5	<b>or</b>		SOC& 101 Introduction to Sociology		<b>Credits Required</b>	<b>13-15</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>7-9</b>	<b>Minimum Credits Required</b>	<b>45</b>
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<p><b>COMMERCIAL TRUCK DRIVING PROGRAMS</b></p>																																																	
<p><b>Commercial Truck Driving</b>  <b>Certificate of Completion</b></p> <p><u>Recommended Preparation for Commercial Truck Driving Program</u>  <i>Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions in the general college catalog.</i></p> <p><u>Prerequisite Requirements</u>  <i>Instructor permission is required prior to enrollment in core courses in this program. CDL 101 is offered each academic quarter. Only 9 students will be accepted each quarter into CDL 101 on a first-come-first-serve basis.</i></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Core Courses</u></th> <th style="text-align: right;"><u>Credits</u></th> </tr> </thead> <tbody> <tr> <td>CDL 101 Commercial Drivers License Training</td> <td style="text-align: right;">8</td> </tr> <tr> <td>CDL 120 Range Operations &amp; Equipment</td> <td style="text-align: right;">2</td> </tr> <tr> <td>CDL 125 Range Operations and Maneuvers II</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CDL 130 Range Operations and Beginning Over the Road</td> <td style="text-align: right;">6</td> </tr> <tr> <td>CDL 135 Over the Road Driving II</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CDL 140 Cooperative Work Experience Seminar</td> <td style="text-align: right;">1</td> </tr> <tr> <td>CDL 141 Cooperative Work Experience</td> <td style="text-align: right;">7</td> </tr> <tr> <td style="text-align: right;"><b>Credits Required</b></td> <td style="text-align: right;"><b>32</b></td> </tr> <tr> <td colspan="2"> <u>Support and General Education Courses</u></td> </tr> <tr> <td>ENGL&amp; 101 English Composition I</td> <td></td> </tr> <tr> <td style="text-align: center;"><b>or</b></td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td>ENGL 150 Vocational/Technical/Business Writing</td> <td></td> </tr> <tr> <td>FKLT 101 Forklift Certification Training</td> <td style="text-align: right;">1</td> </tr> <tr> <td>MATH 100 Vocational/Technical Math (or higher)</td> <td style="text-align: right;">5</td> </tr> <tr> <td>PE 177 First Aid/CPR</td> <td style="text-align: right;">2</td> </tr> <tr> <td>PSYC&amp; 100 General Psychology</td> <td></td> </tr> <tr> <td style="text-align: center;"><b>or</b></td> <td></td> </tr> <tr> <td>PSYCH 106 Applied Psychology</td> <td style="text-align: right;">3-5</td> </tr> <tr> <td style="text-align: center;"><b>or</b></td> <td></td> </tr> <tr> <td>SOC&amp; 101 Introduction to Sociology</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Credits Required</b></td> <td style="text-align: right;"><b>16-18</b></td> </tr> <tr> <td style="text-align: right;"><b>Minimum Credits Required</b></td> <td style="text-align: right;"><b>48</b></td> </tr> </tbody> </table>		<u>Core Courses</u>	<u>Credits</u>	CDL 101 Commercial Drivers License Training	8	CDL 120 Range Operations & Equipment	2	CDL 125 Range Operations and Maneuvers II	5	CDL 130 Range Operations and Beginning Over the Road	6	CDL 135 Over the Road Driving II	3	CDL 140 Cooperative Work Experience Seminar	1	CDL 141 Cooperative Work Experience	7	<b>Credits Required</b>	<b>32</b>	 <u>Support and General Education Courses</u>		ENGL& 101 English Composition I		<b>or</b>		5		ENGL 150 Vocational/Technical/Business Writing		FKLT 101 Forklift Certification Training	1	MATH 100 Vocational/Technical Math (or higher)	5	PE 177 First Aid/CPR	2	PSYC& 100 General Psychology		<b>or</b>		PSYCH 106 Applied Psychology	3-5	<b>or</b>		SOC& 101 Introduction to Sociology		<b>Credits Required</b>	<b>16-18</b>	<b>Minimum Credits Required</b>	<b>48</b>
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## Beginning Commercial Truck Driving

### Certificate of Achievement

**Prerequisite Requirements**

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

<u>Core Courses</u>		<u>Credits</u>
CDL 101	Commercial Drivers License Training	8
CDL 120	Range Operations and Equipment	2
<b>Credits Required</b>		<b>10</b>

## Commercial Drivers License

### Certificate of Achievement

**Prerequisite Requirements**

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

<u>Core Courses</u>		<u>Credits</u>
CDL 125	Range Operations and Maneuvers II	5
CDL 130	Range Operations and Beginning Over the Road	6
CDL 135	Over the Road Driving II	3
<b>Credits Required</b>		<b>14</b>

## Truck Driving Work Experience

### Certificate of Achievement

**Prerequisite Requirements**

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

<u>Core Courses</u>		<u>Credits</u>
CDL 140	Cooperative Work Experience Seminar	1
CDL 141	Cooperative Work Experience	7
FKLT 101	Forklift Certification Training	1
<b>Credits Required</b>		<b>9</b>

## COMPUTER AIDED DESIGN PROGRAM

### 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>Minimum Credits Required</b>		<b>15</b>

## COMPUTER INFORMATION SYSTEMS PROGRAMS

### Technical Support Specialist - Information Technology Associate in Applied Science Degree

<u>Core Courses</u>		<u>Credits</u>
BA 124	Cooperative Work Experience I	3
BA 224	Cooperative Work Experience II	3
BA 174	Small Business Management	5
<b>or</b>		
BA 200	E-Commerce and Retailing	5
BA 281	Client/Customer Relations	5
CIS 110	Introduction to Programming	5
CIS 115	Cisco Networking	5
CIS 125	Internet Fundamentals	5
CIS 130	Operating Systems	5
CIS 131	Access	5
CIS 150	Excel	5
CIS 161	Hardware/Software/Configuration/Upgrades	5
CIS 211	Technical Support	5
CIS 251	Management Information Systems	5
CIS 279	Network Client and Server Administration	5
CIS 284	Using and Supporting Linux	5
CIS 285	Current Topics in Networking	5
<b>Credits Required</b>		<b>76</b>

**General Education/Support Courses**

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/Business Writing	5
MATH& 107	Math in Society (or higher)	5
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	3-5
SPCH 101	Fundamentals of Speech	3-5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	3-5
<b>Credits Required</b>		<b>16-20</b>

**Minimum Credits Required 92+  
3 PE credits**

*Beginning Commercial Truck Driving*

*Commercial Drivers License*

*Truck Driving Work Experience*

*Computer Aided Design*

*Technical Support Specialist - Information Technology*

PC Maintenance  
and Service  
Technician

Criminal Justice

**PC Maintenance and  
Service Technician  
Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
CIS 115	Cisco Networking	5
CIS 125	Internet Fundamentals	5
CIS 130	Operating Systems	5
CIS 161	Hardware/Software/ Configuration/Upgrades	5
CIS 211	Technical Support	5
<b>Credits Required</b>		<b>25</b>

<u>General Education/Support Courses</u>		
BA 104	Mathematics for Business	3-5
<b>or</b>		
MATH& 107	Math in Society (or higher)	
BA 174	Small Business Management	5
<b>or</b>		
BA 200	E-Commerce and Retailing	
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>16-20</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>0-4</b>
<b>Minimum Credits Required</b>		<b>45</b>

**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>
CJ& 101	Introduction to Criminal Justice	5
CJ& 106	Juvenile Justice	5
CJ& 112	Criminology	5
CJUS 102	Law and Society	5
CJUS 104	The Line Officer Function: Police and Corrections	5
CJUS 110	Law and Justice	5
CJUS 201	The Art of Public and Private Investigation	5
CJUS 204	Introduction to Administration & Management	5
<b>Credits Required</b>		<b>40</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	
CJUS 258	Criminal Justice Internship	1-5
PSYCH 250	Social Psychology	5
<b>or</b>		
PSYC& 220	Abnormal Psychology	
<b>Credits Required</b>		<b>14-18</b>

**Criminal Justice Degree (continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
MATH 101	Applications of Algebra (or higher)	5
PSYC& 100	General Psychology	5
PSYCH 106	Applied Psychology	3-5
PSYC& 200	Lifespan Psychology	
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>28-30</b>

Elective Courses

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

**Credits Required** 2-8  
**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>
CJ& 101	Introduction to Criminal Justice	5
<i>In consultation with your academic advisor, select 20 additional credits from the following core courses.</i>		
CJ& 106	Juvenile Justice	5
CJ& 112	Criminology	5
CJUS 102	Law and Society	5
CJUS 104	The Line Officer Function: Police and Corrections	5
CJUS 110	Law and Justice	5
CJUS 201	The Art of Public and Private Investigation	5
CJUS 204	Introduction to Administration & Management	5
<b>Credits Required</b>		<b>25</b>

Support Courses

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

**Criminal Justice Certificate (continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	3-5
PSYCH 106	Applied Psychology	
SOC& 101	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 diesel 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

Placement in ENGL 060, MATH 060 and instructor permission.

<u>Core Courses</u>		<u>Credits</u>
DT 121	Introduction to Diesel Technology	16
DT 122	Intermediate Diesel Technology	16
DT 123	Advanced Diesel Technology	16
DT 221	Diagnostics, Testing, and Repair	16
DT 222	Advanced Diagnostics, Testing, and Repair	16
DT 223	Certification and Testing	16
<b>Credits Required</b>		<b>96</b>

Support Courses

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

General Education Courses

ENGL& 101	English Composition I	5
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
PSYCH 106	Applied Psychology	
SOC& 101	Introduction to Sociology	13-15
<b>Credits Required</b>		
<b>Minimum Credits Required</b>		<b>115+</b> 3 PE credits

Criminal Justice

Diesel Technology

*Diesel Technology  
Fundamentals*

**Diesel Technology  
Fundamentals  
Certificate of Completion**

Prerequisite Requirements  
*Placement in ENGL 060, MATH 060 and  
instructor permission.*

<u>Core Courses</u>		<u>Credits</u>
DT 121	Introduction to Diesel Technology	16
DT 122	Intermediate Diesel Technology	16
DT 123	Advanced Diesel Technology	16
<b>Credits Required</b>		<b>48</b>

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

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	13-15
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>67</b>

**Advanced Diesel Technology  
Certificate of Completion**

Prerequisite Requirements  
*Placement in ENGL 060, MATH 060 and  
instructor permission.*

<u>Core Courses</u>		<u>Credits</u>
DT 221	Diagnostics, Testing, and Repair	16
DT 222	Advanced Diagnostics, Testing, and Repair	16
<b>Credits Required</b>		<b>32</b>

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

**Advanced Diesel Certificate  
(continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	13-15
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>51</b>

**Diesel Technology Level 1  
Certificate of Achievement**

Prerequisite Requirements  
*Placement in ENGL 060, MATH 060 and  
instructor permission.*

<u>Core Courses</u>		<u>Credits</u>
DT 121	Introduction to Diesel Technology	16
<b>Minimum Credits Required</b>		<b>16</b>

**Diesel Technology Level 2  
Certificate of Achievement**

Prerequisite Requirements  
*Placement in ENGL 060, MATH 060 and  
instructor permission.*

<u>Core Courses</u>		<u>Credits</u>
DT 122	Intermediate Diesel Technology	16
<b>Minimum Credits Required</b>		<b>16</b>

**Diesel Technology Level 3  
Certificate of Achievement**

Prerequisite Requirements  
*Placement in ENGL 060, MATH 060 and  
instructor permission.*

<u>Core Courses</u>		<u>Credits</u>
DT 123	Advanced Diesel Technology	16
<b>Minimum Credits Required</b>		<b>16</b>

**Diesel Technology Level 4  
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

<u>Core Courses</u>		<u>Credits</u>
DT 221	Diagnostics, Testing, and Repair	16
<b>Minimum Credits Required</b>		<b>16</b>

**Diesel Technology Level 5  
Certificate of Achievement**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

<u>Core Courses</u>		<u>Credits</u>
DT 222	Advanced Diagnostics, Testing, and Repair	16
<b>Minimum Credits Required</b>		<b>16</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.edu/distance/index.htm>).*

<u>Core Courses</u>		<u>Credits</u>
ECE 103	Guiding the Behavior of Young Children	3
ECE 111	Methods in Designing Curriculum	3
ECE 112	Health Safety and Nutrition	3
ECE 113	Family Dynamics and Culture	3
ECE 114	Issues and Trends in ECE	3
EDUC& 114	Child Development	3
<b>Minimum Credits Required</b>		<b>18</b>

**GEOGRAPHIC  
INFORMATION SYSTEMS**

**Geographic Information Systems  
Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
GIS 110	Principles of GIS I	5
GIS 115	Cartography	5
GIS 200	Principles of GIS II	5
GIS 250	GIS Applications in Natural Resources	5
NR 258/259	Coopertive Work Experience	10
<b>Credits Required</b>		<b>30</b>

Support Courses

CIS 102	Microcomputer Applications	3
CIS 110	Intro to Programming	5
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	5
<b>or</b>		
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>26-28</b>
<b>Minimum Credits Required</b>		<b>56</b>

**Geographic Information Systems  
Certificate of Achievement**

<u>Core Courses</u>		<u>Credits</u>
GIS 110	Principles of GIS I	5
GIS 115	Cartography	5
GIS 200	Principles of GIS II	5
GIS 250	GIS Applications in Natural Resources	5
NR 258	Coopertive Work Experience	5
<b>Credits Required</b>		<b>25</b>

*Diesel Technology  
Levels 4-5*

*Early Childhood  
Education*

*Geographic  
Information  
Systems*



**NURSING PROGRAMS**

Health Sciences

Nursing

**Nursing**

**Associate in Applied Science Degree**

This is a competitive admission program. Nursing Program Applications are available during the application period each year in the Workforce Education Office or online at <http://ghc.edu/nursing>.

The following are minimum requirements but do **not guarantee admission**. Each of the admission requirements must be completed with a minimum grade of “C” (2.0) prior to consideration for admission. **Admission requirements must be completed by the end of spring quarter to be considered for selection for the following fall entry.** Points toward selection will be awarded for support courses completed by the end of spring quarter as detailed in the “Nursing Information Packet” available from the Workforce Education Office or online at <http://ghc.edu/nursing>. Each of the core nursing and support courses must be completed with a grade of “C” or better to remain in the program. A failing grade in clinical will result in a “C-” for the course.

Grays Harbor College offers a six-quarter program (2 academic years) leading to an Associate of Applied Science Degree in Registered Nursing. Most students take a year of admission and support courses prior to entry. Student who take an additional one (1) credit course in “Personal and Vocational Relationships” at the end of their first year will have the option to apply for a Certificate of Completion in Practical Nursing and be eligible to take the NCLEX-PN licensure examination to become a Licensed Practical Nurse. Qualified LPNs who wish to complete the Associate of Applied Science Degree in Registered Nursing must apply for admission to the second year of the program. Admission is on a space available basis. Upon successful completion of the Associate of Applied Science Degree, the graduate is eligible to take the NCLEX-RN licensure examination for licensure as a Registered Nurse.

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

**Nursing Degree (continued)**

Clinical rotations are schedule during the day and evening hours with some night and weekend rotations possible in order to gain specific experiences. Students are responsible for providing 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.

**Admission Requirements**

- Age 18
- Earned high school diploma or GED
- GPA 2.5
- MATH 095 (grade of “C” or better) or placement in MATH 098
- High school chemistry within the past 3 years or CHEM& 121 (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 Core Nursing Courses**

Documentation of CNA licensure in Washington State.

**First-Year Core Courses**

		<b>Credits</b>
NURS 151	Concepts Basic to Nursing	11
NURS 152	Nursing Pharmacology	3
NURS 153	Common Health Alterations I	12
NURS 154	Common Health Alterations II	12
<b>Credits Required</b>		<b>38</b>

**First-Year Support Courses**

BIOL& 160	General Biology *	5
BIOL& 241	Anatomy & Physiology I	5
BIOL& 242	Anatomy & Physiology II	5
BIOL& 260	Microbiology	5
ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
<b>Credits Required</b>		<b>35</b>

**Optional Courses**

NURS 198	Personal & Vocational Relationship PN option	1
<b>Practical Nursing</b>		
<b>Minimum Credits Required</b>		<b>74</b>

\* BIOL& 160 is waived if BIOL& 241, BIOL& 242, and BIOL& 260 have been successfully completed.

**Nursing Degree (continued)**

<u>Second-Year Core Courses</u>		<u>Credits</u>
NURS 251	Complex Health Alterations I	13
NURS 252	Complex Health Alterations II	13
NURS 253	Transition to Professional Nursing	10
<b>Credits Required</b>		<b>36</b>

ADN (Second-Year) Support Courses

NUTR& 101	Human Nutrition	5
SOC& 101	Introduction to Sociology	5
PE	Any Activity Course	1
<b>Credits Required</b>		<b>11</b>
<b>Minimum Credits Required</b>		<b>120</b>

**LPN to RN Completion**

**Associate in Applied Science Degree**

See Selection Process: Associate of Applied Science Nursing Degree for details of the Point Value Scale for selection into the program. Placement in the program is on a space available basis.

Admission Requirements

- Graduation from an approved practical nursing program
- Current unencumbered Washington State LPN license
- Evidence of clinical practice within the last three (3) years
- High school chemistry within the past three (3) years or CHEM& 121 (grade of "C" or better)
- BIOL& 241, Anatomy & Physiology I
- BIOL& 242, Anatomy & Physiology II
- BIOL& 260, Microbiology
- ENGL& 101, English Composition I
- PSYC& 100, General Psychology
- PSYC& 200, Lifespan Psychology

<u>Nursing Courses</u>		<u>Credits</u>
NURS 149	LPN to RN Transition	3
NURS 251	Complex Health Alterations I	13
NURS 252	Complex Health Alterations II	13
NURS 253	Transition to Professional Practice	10
<b>Credits Required</b>		<b>39</b>

Support Courses

NUTR& 101	Human Nutrition	5
SOC& 101	Introduction to Sociology	5
PE	Any Activity Course	1
<b>Credits Required</b>		<b>11</b>
<b>Minimum Credits Required</b>		<b>50</b>

**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.

Prerequisites:

Completion of Washington State Criminal History Background Check is required prior to entry into clinical agencies. Documentation on file in Nursing Program Office of the following immunizations: Hepatitis B immunization series started, skin test or x-ray findings negative for active TB within 1 year.

Additional Information:

This course includes both classroom lecture and work in a nursing home under the direct supervision of the instructor. Students will spend 8 hours weekly providing direct care to residents. Clinical sections will be established during the first week of class. Only 10 students are allowed per instructor in clinicals.

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

Nursing

LPN to RN Completion

Nursing Assistant Training

Human Services

**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**

<u>Core Courses</u>	<u>Credits</u>
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>Credits Required 48</b>	
<b><u>General Education Courses</u></b>	
ENGL& 101 English Composition I	5
MATH 101 Applications of Algebra (or higher)	5
PSYC& 100 General Psychology	5
PSYC& 200 Lifespan Psychology	5
SPCH 101 Fundamentals of Speech	3-5
or SPCH 201 Fundamentals of Group Discussion	
<b>Credits Required 23-25</b>	

**Human Services Degree (continued)**

**Support Course Options**

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.

<u>Support Courses</u>	<u>Credits</u>
AIDS 103 AIDS/ Substance Abuse Counselor (4 hours minimum)	2
ALSA 120 Pharmacology of Alcohol/Drugs	4
ALSA 125 The Dysfunctional Family	3
ALSA 136 Group Dynamics	3
ALSA 140 Chem. Dependency/Case Mgmt.	3
ALSA 209 Law and Ethics in Chemical Dependency Treatment	2
ALSA 210 Chemical Dependency Treatment and the Law	2
ALSA 211 Relapse Prevention	2
ALSA 212 Youth Chemical Dependency	2
ALSA 270 Alcohol/Substance Abuse Couns.	4
CJ& 101 Introduction to Criminal Justice	5
CJ& 106 Juvenile Justice	5
CJ& 112 Criminology	5
CJUS 102 Law and Society	5
CJUS 104 The Line Officer Function: Police and Corrections	5
CJUS 110 Law and Justice	5
ECE 101 Introduction to Childcare	2
ECE 103 Guiding the Behavior of Young Children	3
EDUC& 114 Child Development	3
HSSA& 101 Intro to Addictive Drugs	4
HUMDV 109 Personal Development	2
HUMDV 111 Career Options/ 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 250 Social Psychology	5
PSYC& 220 Abnormal Psychology	5
SOC 110 Introduction to Sociology	5
SOC 252 Marriage and Family	5
<b>Credits Required 20</b>	
<b>Minimum Credits Required 91+</b>	
<b>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>		
CIS 102	Microcomputer Applications	3
ENGL& 101	English Composition I	5
MATH 101	Applications of Algebra for Vocational/Technical Students	5
SPCH 101	Fundamentals of Speech	3-5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	3-5
<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>

**MEDICAL RECORDS OFFICE ASSISTANT PROGRAMS**

**Medical Records Office Assistant**

**Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
AHLTH 150	Comprehensivise Medical Terminology	5
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>25</b>

**Medical Records Certificate (continued)**

<u>Support Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 140	Word Processing Applications	5
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 124	Keyboard Skillbuilding I	2
OFTC 205	Records Information Management	5
<b>Credits Required</b>		<b>23</b>
<u>General Education Courses</u>		
BA 140	Business English	3
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	3-5
<b>Credits Required</b>		<b>11-13</b>
<b>Minimum Credits Required</b>		<b>59</b>

Human Services

Medical Records Office Assistant

Medical Coding

Medical Transcription

**Medical Coding Certificate of Achievement**

<u>Core Course</u>		<u>Credits</u>
AHLTH 150	Comprehensivise Medical Terminology	5
OFTC 132	Medical Records: Insurance Billing and Coding	3
OFTC 175	Medical Coding	3
<b>Minimum Credits Required</b>		<b>11</b>

**Medical Transcription Certificate of Achievement**

<u>Core Course</u>		<u>Credits</u>
AHLTH 150	Comprehensivise Medical Terminology	5
BIOL 118	Human Biology	5
OFTC 117	Medical Transcription	3
OFTC 118	Medical Transcription II	3
OFTC 124*	Keyboard Skillbuilding I	2
<b>Minimum Credits Required</b>		<b>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

Aquaculture Technician

**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 natural resources, fisheries, or geographic information systems core courses.*

**Natural Resources Technology Associate in Applied Science Degree**

<u>Common Core Courses</u>		<u>Credits</u>
BIOL 114	Marine Biology	5
<b>or</b>		
NR 140	Stream Ecology	
FISH 215	Fish Biology	5
<b>or</b>		
NR 131	Plant Biology	
FISH 121	Fisheries Management	5
GIS 110	Principles of GIS I	5
NR 120	Society and Natural Resources	5
NR 221	Population Assessment	5
NR 240	Ecosystem Assessment	5
	<b>Credits Required</b>	<b>35</b>

**Core Course Options**

*Students need to complete 15 credits from one of the three options listed.*

**Fisheries Technician Option A**

FISH 122	Introduction to Aquaculture	5
FISH 222	Advanced Aquaculture	5
NR 258/259	Cooperative Work Experience	5

**Watershed Technician Option B**

NR 220	Water Quality Analysis	5
NR 230	Aquatic Entomology	5
NR 258/259	Cooperative Work Experience	5

**Geographic Information Systems Option C**

GIS 200	Principles of GIS II	5
GIS 250	GIS Applications in NR	5
NR 258/259	Cooperative Work Experience	5

**Option Credits Required 15**

**Natural Resources Degree (continued)**

**General Education Courses** **Credits**

ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

MATH& 107	Mathematical Applications	5
<b>or</b>		
MATH& 141	Precalculus I	

PSYC& 100	General Psychology	5
<b>or</b>		
SOC& 101	Introduction to Sociology	

SPCH 101	Fundamentals of Speech	5
	<b>Credits Required</b>	<b>25</b>

**Support Courses**

BIOL& 160	General Biology	5
BIOL 102	General Biology II	5

CHEM& 121	Introduction to Chemistry	5
<b>or</b>		
CHEM& 161	General Chemistry I	

NR 100	Vehicle Safety	1
PE 177	First Aid and CPR	2
	<b>Credits Required</b>	<b>18</b>

**Minimum Credits Required 93+  
1 additional PE credit**

**Aquaculture Technician Certificate of Completion**

**Core Courses** **Credits**

BIOL 114	Marine Biology	5
FISH 121	Fisheries Management	5
FISH 122	Introduction to Aquaculture	5
FISH 215	Fish Biology	5
FISH 222	Advanced Aquaculture	5
NR 258	Cooperative Work Experience	5
	<b>Credits Required</b>	<b>30</b>

**Support and General Education Courses**

CIS 102	Microcomputer Applications	3
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ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
ENGL& 235	Technical Writing	

MATH 100	Vocational/Technical Math (or higher)	5
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PSYC& 100	General Psychology	3-5
<b>or</b>		
PSYCH 106	Applied Psychology	
<b>or</b>		
SOC& 101	Introduction to Sociology	

SPCH 101	Fundamentals of Speech	5
	<b>Credits Required</b>	<b>21-23</b>

**Minimum Credits Required 51**

**Watershed Restoration**

**Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
NR 131	Plant Ecology	5
NR 140	Stream Ecology	5
NR 220	Water Quality Analysis	5
NR 230	Aquatic Entomology	5
NR 240	Ecosystem Assessment	5
NR 258	Cooperative Work Experience	5
<b>Credits Required</b>		<b>30</b>

Support and General Education Courses

CIS 102	Microcomputer Applications	3
ENGL& 101	English Composition I	
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	5
<b>or</b>		
ENGL& 235	Technical Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	
<b>or</b>		
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	5
<b>Credits Required</b>		<b>21-23</b>
<b>Minimum Credits Required</b>		<b>51</b>

**Aquaculture**

**Certificate of Achievement**

<u>Core Course</u>		<u>Credits</u>
BIOL 114	Marine Biology	5
FISH 121	Fisheries Management	5
FISH 122	Introduction to Aquaculture	5
FISH 215	Fish Biology	5
FISH 222	Advanced Aquaculture	5
<b>Minimum Credits Required</b>		<b>25</b>

**Natural Resources Management**

**Certificate of Achievement**

<u>Core Course</u>		<u>Credits</u>
BIOL 114	Marine Biology	
<b>or</b>		
NR 140	Stream Ecology	5
FISH 121	Fisheries Management	5
FISH 215	Fish Biology	
<b>or</b>		
NR 131	Plant Biology	5
NR 120	Society and Natural Resources	5
NR 221	Population Assessment	5
<b>Minimum Credits Required</b>		<b>25</b>

**Watershed Assessment**

**Certificate of Achievement**

<u>Core Course</u>		<u>Credits</u>
NR 131	Plant Ecology	5
NR 140	Stream Ecology	5
NR 220	Water Quality Analysis	5
NR 230	Aquatic Entomology	5
NR 240	Ecosystem Assessment	5
<b>Minimum Credits Required</b>		<b>25</b>

Watershed  
Restoration

Aquaculture

Natural Resources  
Management

Watershed  
Assessment

Office Technology

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**OFFICE TECHNOLOGY  
PROGRAMS**

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**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	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 116	Machine Transcription	3
OFTC 124	Keyboard Skillbuilding I	2
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>58</b>

Support Courses

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

Office Technology

Software Applications

Formatting and Publishing Business Documents

**Office Technology Degree (continued)**

<u>General Education Courses</u>		<u>Credits</u>
ENGL& 101	English Composition I	5
ENGL 150	Vocational/Technical/ Business Writing	5
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	3-5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	
<b>Credits Required</b>		<b>16-20</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>0-3</b>
<b>Minimum Credits Required</b>		<b>90+ 3 PE credits</b>

**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	Excel	5
OFTC 113	Document Formatting	5
OFTC 115	Electronic Math Applications	3
OFTC 116	Machine Transcription	3
OFTC 124	Keyboard Skillbuilding I	2
OFTC 205	Records Information Management	5
OFTC 220	Office Procedures and Ethics	5
<b>Credits Required</b>		<b>36</b>
<u>General Education Courses</u>		
BA 140	Business English	3
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>11-13</b>
<b>Minimum Credits Required</b>		<b>47</b>

**Software Applications Certificate of Completion**

<u>Core Courses</u>		<u>Credits</u>
CIS 102	Microcomputer Applications	3
CIS 125	Internet Fundamentals	5
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
OFTC 252	Desktop Publishing	5
OFTC 253	Integrated Software Applications	5
<b>Credits Required</b>		<b>35</b>
<u>Support and General Education Courses</u>		
ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
PSYC& 100	General Psychology	
<b>or</b>		
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	
SPCH 101	Fundamentals of Speech	3-5
<b>or</b>		
SPCH 201	Fundamentals of Group Discussion	
<b>Credits Required</b>		<b>11-15</b>
<b>Minimum Credits Required</b>		<b>46</b>

**Formatting and Publishing Business Documents Certificate of Achievement**

<u>Prerequisite Requirements</u>		<u>Credits</u>
<i>Basic working knowledge of computers or CIS 100 and CIS 101; CIS 102.</i>		
<u>Core Courses</u>		
CIS 140	Word Processing Applications	5
OFTC 113	Document Formatting	5
OFTC 252	Desktop Publishing	5
<b>Minimum Credits Required</b>		<b>15</b>

**Microcomputer Applications  
Certificate of Achievement**

Prerequisite Requirements

Basic working knowledge of computers and accounting or CIS 102 and ACCT 113.

<u>Core Courses</u>		<u>Credits</u>
ACCT 176	Computerized Accounting Functions	3
CIS 125	Internet Fundamentals	5
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
<b>Minimum Credits Required</b>		<b>25</b>

**Microsoft Office Applications  
Certificate of Achievement**

Prerequisite Requirements

Basic working knowledge of computers or CIS 100 and CIS 101; CIS 102.

<u>Core Courses</u>		<u>Credits</u>
CIS 131	Access	5
CIS 140	Word Processing Applications	5
CIS 141	PowerPoint	2
CIS 150	Excel	5
<b>Minimum Credits Required</b>		<b>17</b>

**Office Professional  
Certification  
Certificate of Achievement**

Prerequisite Requirements

Basic working knowledge of computers or CIS 100 and CIS 101; CIS 102.

<u>Core Courses</u>		<u>Credits</u>
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>Minimum Credits Required</b>		<b>21</b>

**WELDING TECHNOLOGY  
PROGRAMS**

Recommended Preparation for welding 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.

**Welding Technology  
Associate in Technology Degree**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

<u>Core Courses</u>		<u>Credits</u>
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>

General Education Courses

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Technical/ Business Writing	
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	
<b>or</b>		
PSYCH 106	Applied Psychology	3-5
<b>or</b>		
SOC& 101	Introduction to Sociology	
<b>Credits Required</b>		<b>13-15</b>
<b>Minimum Credits Required</b>		<b>114+</b> <b>3 PE credits</b>

**Welding Technology  
Certificate of Completion**

Prerequisite Requirements

Placement in ENGL 060, MATH 060 and instructor permission.

<u>Core Courses</u>		<u>Credits</u>
WELD 100	Welding Blueprint Reading	5
WELD 110	Beginning Welding	16
WELD 120	Intermediate Welding	16
WELD 130	Advanced Welding	16
<b>Credits Required</b>		<b>53</b>

Microcomputer Applications

Microsoft Office Applications

Office Professional Certification

Welding Technology



<p><i>Welding Technology</i></p> <p><i>Related Welding</i></p> <p><i>Welding Basics Levels 1-2</i></p> <p><i>Pipe Welding Level 3</i></p> <p><i>Industrial Welding Level 4</i></p> <p><i>Beginning Yacht Finish Carpentry</i></p> <p><i>Intermediate Yacht Finish Carpentry</i></p>	<p><b>Welding Technology Certificate (continued)</b></p> <p><u>General Education Courses</u></p> <p>ENGL&amp; 101 English Composition I <b>or</b> ENGL 150 Vocational/Technical/ Business Writing</p> <p>MATH 100 Vocational/Technical Math (or higher)</p> <p>PSYC&amp; 100 General Psychology <b>or</b> PSYCH 106 Applied Psychology <b>or</b> SOC&amp; 101 Introduction to Sociology</p> <p style="text-align: right;"><b>Credits Required 13-15</b></p> <p style="text-align: right;"><b>Minimum Credits Required 66</b></p> <p><b>Related Welding Technology Certificate of Completion</b></p> <p><u>Core Courses</u></p> <p>WELD 100 Welding Blueprint Reading WELD 101 Related Welding I WELD 102 Related Welding II WELD 103 Related Welding III</p> <p style="text-align: right;"><b>Credits Required 23</b></p> <p><u>General Education Courses</u></p> <p>ENGL&amp; 101 English Composition I <b>or</b> ENGL 150 Vocational/Technical/ Business Writing</p> <p>MATH 100 Vocational/Technical Math (or higher)</p> <p>PSYC&amp; 100 General Psychology <b>or</b> PSYCH 106 Applied Psychology <b>or</b> SOC&amp; 101 Introduction to Sociology</p> <p style="text-align: right;"><b>Credits Required 13-15</b></p> <p style="text-align: right;"><b>Minimum Credits Required 36</b></p> <p><b>Welding Basics Level 1 Certificate of Achievement</b></p> <p><u>Core Courses</u></p> <p>WELD 101 Related Welding I WELD 102 Related Welding II WELD 103 Related Welding III</p> <p style="text-align: right;"><b>Minimum Credits Required 18</b></p>
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**Welding Basics Level 2 Certificate of Achievement**

Prerequisite Requirements  
*Placement in ENGL 060, MATH 060 and instructor permission.*

<u>Core Courses</u>	<u>Credits</u>
WELD 100 Welding Blueprint Reading	5
WELD 110 Beginning Welding	16
WELD 120 Intermediate Welding	16
<b>Minimum Credits Required</b>	<b>37</b>

**Pipe Welding Level 3 Certificate of Achievement**

Prerequisite Requirements  
*Placement in ENGL 060, MATH 060 and instructor permission.*

<u>Core Courses</u>	<u>Credits</u>
WELD 130 Advanced Welding	16
WELD 240 Pipe Welding	16
<b>Minimum Credits Required</b>	<b>32</b>

**Industrial Welding Level 4 Certificate of Achievement**

Prerequisite Requirements  
*Placement in ENGL 060, MATH 060 and instructor permission.*

<u>Core Courses</u>	<u>Credits</u>
WELD 245 Fabrication	16
WELD 250 Certification	16
<b>Minimum Credits Required</b>	<b>32</b>

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**YACHT FINISH CARPENTRY**

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**Beginning Yacht Finish Carpentry Certificate of Achievement**

<u>Core Courses</u>	<u>Credits</u>
YFC 081 Yacht Finish Carpentry I	2.5
YFC 082 Yacht Finish Carpentry II	2.5
YFC 083 Yacht Finish Carpentry III	2.5
<b>Minimum Credits Required</b>	<b>7.5</b>

**Intermediate Yacht Finish Carpentry Certificate of Achievement**

<u>Core Courses</u>	<u>Credits</u>
YFC 084 Yacht Finish Carpentry IV	2.5
YFC 085 Yacht Finish Carpentry V	2.5
YFC 086 Yacht Finish Carpentry VI	2.5
<b>Minimum Credits Required</b>	<b>7.5</b>

The *Common Course Numbering Project* will allow the same courses to be titled and numbered in a similar way at every Washington community college. The changes should help you, the student, know that a course you have taken at one Washington school is the same at another Washington school and the course will transfer easily. ***Courses that do not appear on the “common” list will still transfer under the Direct Transfer Agreement as in the past.*** If you have any questions or are confused, please contact the GHC Admissions Office, (360) 538-4030. See page 6 for additional details.

<u>Previous Course</u>	<u>Common Course</u>
ACCT 150	ACCT& 201
ACCT 151	ACCT& 202
ACCT 152	ACCT& 203
ALSA 110	HSSA& 101
ANTH 100	ANTH& 100
ANTH 104	ANTH& 204
ANTH 202	ANTH& 206
ANTH 210	ANTH& 210
ART 100	ART& 100
BA 101	BUS& 101
BA 201	BUS& 201
BIOL 100	BIOL& 100
BIOL 101	BIOL& 160
BIOL 201	BIOL& 221
BIOL 202	BIOL& 222
BIOL 203	BIOL& 223
BIOL 160	NUTR& 101
BIOL 208	BIOL& 241
BIOL 209	BIOL& 242
BIOL 211	BIOL& 260
CHEM 101	CHEM& 121
CHEM 102	CHEM& 131
CHEM 111	CHEM& 161
CHEM 112	CHEM& 162
CHEM 113	CHEM& 163
CHEM 231	CHEM& 261
CHEM 232	CHEM& 262
CHEM 233	CHEM& 263
CHIN 125	CHIN& 121
CHIN 126	CHIN& 122
CHIN 127	CHIN& 123
CJUS 101	CJ& 101
CJUS 106	CJ& 106
CJUS 206	CJ& 112
ECE 102	EDUC& 114
ECON 200	ECON& 202
ECON 201	ECON& 201
ENGL 101	ENGL& 101
ENGL 201	ENGL& 102
ENGL 250	ENGL& 235
ENGL 266	ENGL& 240
ENGL 270	ENGL& 220
ENVIR 100	ENVS& 100
FREN 101	FRCH& 121
FREN 102	FRCH& 122
FREN 103	FRCH& 123
GEOL 101	GEOL& 101
GERM 101	GERM& 121
GERM 102	GERM& 122
GERM 103	GERM& 123

<u>Previous Course</u>	<u>Common Course</u>
HIST 101	HIST& 116
HIST 102	HIST& 117
HIST 103	HIST& 118
HIST 210	HIST& 219
HIST 241	HIST& 146
HIST 242	HIST& 147
HIST 243	HIST& 148
HIST 264	HIST& 214
JAPN 101	JAPN& 121
JAPN 102	JAPN& 122
JAPN 103	JAPN& 123
MATH 107	MATH& 107
MATH 112	MATH& 148
MATH 121	MATH& 141
MATH 122	MATH& 142
MATH 124	MATH& 151
MATH 125	MATH& 152
MATH 126	MATH& 153
MATH 151	MATH& 131
MATH 152	MATH& 132
MATH 260	MATH& 146
MUSIC 101	MUSC& 105
MUSIC 121	MUSC& 131
MUSIC 122	MUSC& 132
MUSIC 123	MUSC& 133
MUSIC 131	MUSC& 121
MUSIC 132	MUSC& 122
MUSIC 133	MUSC& 123
MUSIC 231	MUSC& 221
MUSIC 232	MUSC& 222
MUSIC 233	MUSC& 223
PHIL 100	PHIL& 101
PHYS 121	PHYS& 121
PHYS 122	PHYS& 122
PHYS 123	PHYS& 123
PHYS 217	PHYS& 221
PHYS 218	PHYS& 222
PHYS 219	PHYS& 223
POL S 230	POLS& 202
PSYCH 100	PSYC& 100
PSYCH 130	PSYC& 180
PSYCH 220	PSYC& 200
PSYCH 260	PSYC& 220
SOC 110	SOC& 101
SOC 270	SOC& 201
SOC 206	CJ& 112
SPAN 101	SPAN& 121
SPAN 102	SPAN& 122
SPAN 103	SPAN& 123
THEA 200	DRMA& 101

Accounting

**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 175 3 Credits**  
**Business and Payroll Tax Accounting**

*Prerequisites: ACCT 113 or ACCT& 201 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. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ACCT 176 3 Credits**  
**Computerized Accounting Functions**

*Prerequisites: ACCT 113 or ACCT& 201; 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. 2 lecture hour; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**ACCT& 201 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& 202 5 Credits**  
**Principles of Accounting II**

*Prerequisites: ACCT& 201 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& 203 5 Credits**  
**Principles of Accounting III**

*Prerequisite: ACCT& 202.*

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.

**ACCT 220 5 Credits**  
**Federal Income Tax I**

*Prerequisite: ACCT 113 or ACCT& 201 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** **Variable Credits** **ABE Orientation**

This week-long workshop assists students in increasing their awareness of their academic and employability strengths and weaknesses through a series of assessment instruments, interest inventories, and goal-setting strategies. This course focuses on students' current abilities, characteristics, styles, and readiness to learn; personal, educational and employment background and interests; skill gaps, learning deficiencies and difficulties; term goals, and the skills needed to reach those goals; and a plan of action to reach the goals (personal learning/action plan). Course does not meet any degree requirements.

### **BASED 021** **Variable Credits** **Basic Skills I**

Non-transfer credit instructional course designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills and, at intake, score less than 201 on a CASAS test (grade equivalents 0-1.9).

### **BASED 022** **Variable Credits** **Basic Skills II**

Non-transfer credit instructional course designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills and, at intake, score 201-210 on a CASAS test (grade equivalents 2.0-3.9).

### **BASED 023** **Variable Credits** **Basic Skills III**

Non-transfer credit instructional course designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills and, at intake, score 211-220 on a CASAS test (grade equivalents 4.0-5.9).

### **BASED 024** **Variable Credits** **Basic Skills IV**

Non-transfer credit instructional course designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills and, at intake, score 221-235 on a CASAS test (grade equivalents 6.0-8.9).

### **BASED 025** **Variable Credits** **GED Prep I**

Non-transfer credit instructional course for adult and family literacy students who have a goal of earning the General Educational Development (GED) equivalency certificate who, at intake, score 236-245 on a CASAS test.

### **BASED 026** **Variable Credits** **GED Prep II**

Non-transfer credit instructional course for adult and family literacy students who have a goal of earning the General Educational Development (GED) equivalency certificate who, at intake, score 246-255 on a CASAS test.

### **BASED 031** **Variable Credits** **Career Survey**

The focus of Career Survey is to facilitate awareness of skills, interests, and opportunities as they relate to the student's career journey and the world of work. Students will be exposed to different career options and programs of study via job or class shadowing and hands-on workshops. Students will become familiar with occupational resources such as WOIS, interviewing techniques, resume and cover letter writing, and job/market analysis. Importantly, the student must be willing to dream and explore diverse career possibilities. This course is also designed to help prepare students for the transition from Adult Basic Education to Developmental Education to college level coursework. 6 lecture hours. Students must test into ABE IV in reading and writing to be eligible for admittance.

### **BASED 032** **Variable Credits** **Transitions**

This course prepares students for entering college by providing an introduction to basic materials and concepts that are covered in a college classroom, such as text type and style, reference citation styles, and sentence grammar. Emphasis will be placed on academic literacy competencies, including fundamental academic vocabulary and commonly utilized technologies. Further, cultural competencies focusing on geography, literature, and history will be explored. Problem-solving and critical thinking techniques will be applied, and certain social barriers to academic success will be addressed. Students will apply to the college for admission, fill out the federal financial aid form, and investigate alternative sources of funding. Daily homework assigned. 6 lecture hours; 2 math lab hours.

### **BASED 036** **Variable Credits** **Promoting Your Strengths**

This short-term, intensive workshop assists students with the process of determining individual personal and work-related strengths, and how to apply those strengths as a part of increasing employability skills. Strategies from Dependable Strengths will be the center of focus for the workshop, and will be applied in the development of a personalized 60-second commercial and resume.

### **BASED 057** **Variable Credits** **Adult Special Education**

Special training in pre-vocational and vocational education skills for developmentally disabled adults.

## *Adult Basic Education*

AIDS  
Alcohol/Substance Abuse

**Aids**

**AIDS 102 0.8 Credits**  
**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 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.

**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/Ethics Chemical Dependency**  
This 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 & 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: HSSA & 101.*

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.

**HSSA & 101 4 Credits****Introduction to Addictive Drugs**

Introduction to the physiological, psychological and sociological 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, 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.

**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. CD ROMs enhance learning. 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.

**American Sign Language****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.

**Anthropology****ANTH& 100 5 Credits****Survey of 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.

Alcohol/Substance Abuse

Allied Health

American Sign Language

Anthropology

Anthropology

Art

**ANTH& 204** **5 Credits**  
**Archaeology**

*Prerequisite: A grade of "C" or better in ENGL& 101 or instructor permission.*  
 This introduction to Archaeology on-line course explores the history, field practices, and objectives of archaeology, with an effort to understand how archaeologists do what they do, and why they do what they do. You will become familiar with the general terminology, principles and methods of archaeology, including excavation, site survey, laboratory analysis, ethno archaeology, archaeological experimentation, and the theoretical reconstruction of past societies. You will examine the controversies and political issues within the field of archaeology, and be able to develop your own opinions on these issues based upon your personal, cultural, and educational backgrounds. The overall goal is to begin training students to qualify as Cultural Resource Technicians for Native American communities. 5 lecture hours. Satisfies specified elective requirements for the AA degree.

**ANTH& 206** **5 Credits**  
**Cultural Anthropology**

*Prerequisite: ANTH& 100 or SOC& 101 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.

**ANTH& 210** **5 Credits**  
**Indians of North America**

*Prerequisite: A grade of "C" or better in ENGL& 101 or instructor permission.*  
 Native American Cultures and Culture Contact provides a general view of the variations in the life ways of the Native Americans up to current times. Major Native American culture areas are visited and discussed in a broad comparative content. We examine current indigenous and scientific thoughts about the origins, development and variation of North American Native culture areas. We also examine current issues and legal contexts, with a particular focus on cultural resource management (CRM) and the laws applied throughout North America and their continuing applications in attempts to protect cultural resources. This vocationally oriented course is intended to train students to become familiar with the available information compiled concerning the past and present peoples of Native North America. It is important for Cultural Resource Technicians being trained in these classes (CRTs) become quite familiar with what has been written about past and present peoples, so that they can help build, improve and correct upon these perspectives. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**ANTH 220** **5 Credits**  
**Pacific Northwest Coast Peoples**

*Prerequisite: A grade of "C" or better in ENGL 101 or instructor permission.*  
 Pacific Northwest Coast Peoples - Past and Present examines current indigenous and scientific thoughts about the origins, development and variation of Pacific Northwest cultures. We consider at least 12,000 years of cultural history in the Northwest Coast region, leading to one of the culturally most complex maritime societies to have existed into the contemporary times. Pacific Northwest Coast Peoples, rich in culture, tradition and with an extensive knowledge of the environment they occupy, are recorded with mile-long villages containing as many as 1,000 inhabitants, monumental construction in homes, canoes and art, and highly complex societies, consisting of nobles, commoners and slaves. We will discuss how these cultures shape modern life throughout this region today. This vocationally oriented course is intended to train students to become familiar with the available information compiled concerning the past and present peoples of the Pacific Northwest Coast. It is important to become quite familiar with what has been written about past and present peoples, so that they can help build, improve and correct upon these perspectives. 5 lecture hours. Satisfies specified elective requirement 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 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.

**ART 102** **5 Credits**  
**Drawing II**

*Prerequisites: ART 101 or ART 104.*

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**

*Prerequisite: ART 102.*

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.*

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 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



Art

**ART 252** **5 Credits**  
**Painting II**

*Prerequisite: ART 251 or instructor permission.*  
 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.

Astronomy

Automotive  
Technology

**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.

**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.

**Auto Technology**

**AUTO 111** **16 Credits**  
**Brakes/Suspension/Steering**

*Prerequisites: Placement in MATH 060, ENGL 060, and 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**

*Prerequisites: Placement in MATH 060 ENGL 060, and 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 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. 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**

*Prerequisites: Placement in MATH 060 ENGL 060, and 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 teardown/reassembly methods, measurement techniques, and part wear/failure analysis to make diagnosis of engine systems. Ignition systems in current use, 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**

*Prerequisites: Placement in MATH 060, ENGL 060, and 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**

*Prerequisites: Placement in MATH 060, ENGL 060, and 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 Engines Performance/Air Conditioning/Heat/Shop Management**

*Prerequisites: Placement in MATH 060, ENGL 060, and 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 Science****BIOL& 100** **5 Credits**  
**Survey of Biology**

*Prerequisites: ENGL 095 or placement in ENGL& 101; READ 090 or placement in READ 120; MATH 093 or placement in MATH 098 or higher.*

This is an introductory biology course intended for non-majors and will not serve as prerequisite for other biology courses. The course deals with the process of science, evolutionary concepts, and modern applications in biology and bioethics. 4 lecture hours; 2 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

*Automotive  
Technology*

*Biological Science*

## Biological Science

<b>BIOL 102</b>	<b>5 Credits</b>	<b>BIOL 118</b>	<b>5 Credits</b>
<b>General Biology II</b>		<b>Human Biology</b>	
<i>Prerequisite: BIOL&amp; 100 or BIOL&amp; 160.</i>		<i>Prerequisites: ENGL 095 or placement in ENGL&amp; 101; READ 090 or placement in READ 120; MATH 093 or higher or placement in MATH 098.</i>	
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.		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.	
<b>BIOL 105</b>	<b>5 Credits</b>	<b>BIOL 140</b>	<b>5 Credits</b>
<b>Modern Day Plagues</b>		<b>Ecology</b>	
<i>Prerequisites: READ 090 or placement in READ 120; ENGL&amp; 101 or concurrent enrollment.</i>		<i>Recommended Preparation: BIOL&amp; 100 or BIOL&amp; 160.</i>	
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 re-emergence of old plagues, antibiotic resistance, and the use of microbes for bioterrorism. 5 lecture hours. Satisfies specified elective requirement for the AA degree.		<i>Prerequisites: ENGL 095 or placement in ENGL&amp; 101; READ 090 or placement in READ 120; MATH 093 or placement in MATH 098 or higher.</i>	
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.			
<b>BIOL 109</b>	<b>5 Credits</b>		
<b>Plants of Western Washington</b>			
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.			
<b>BIOL 114</b>	<b>5 Credits</b>		
<b>Marine Biology</b>			
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 specified elective requirement for the AA degree.			
		<b>BIOL&amp; 160</b>	
		<b>General Biology</b>	
		<i>Prerequisites: ENGL 095 or placement in ENGL&amp; 101; READ 090 or placement in READ 120; MATH 093 or placement in MATH 098 or higher.</i>	
		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. requirement area A distribution or specified elective for the AA degree. Offered spring quarter.	

**BIOL& 221** **5 Credits**  
**Biological Science I :  
 Evolution & Ecology**

*Prerequisites: One year of high-school biology or instructor permission. READ 090 or placement in READ 120. MATH 098 and CHEM&121 or CHEM&161 recommended.*

The first course in a three-quarter sequence for students intending to take advanced courses in the biological sciences or to enroll in pre-professional health programs. The course covers principles of Mendelian genetics, evolution, diversity, and ecology. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree requirement area A distribution or specified elective for the AA degree. Offered spring quarter.

**BIOL& 222** **5 Credits**  
**Biological Science II:  
 Molecular & Cell Biology**

*Prerequisites: A grade of "C" or better in BIOL& 221 and in CHEM& 121 or CHEM& 161 or instructor permission.*

The second course in a three-quarter sequence for students intending to take advanced courses in the biological sciences or to enroll in pre-professional health programs. The course covers the structures and functions of biomolecules and cells, cell division, molecular genetics and gene expression, biotechnology, and the genetics of development. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree. Offered fall quarter.

**BIOL& 223** **5 Credits**  
**Biological Science III:  
 Plant/Animal Anatomy & Physiology**

*Prerequisites: A grade of "C" or better in BIOL& 222 or instructor permission.*

The third course in a three-quarter sequence for students intending to take advanced courses in the biological sciences or to enroll in pre-professional health programs. The course covers basic botanical and 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. Offered winter quarter.

**BIOL& 241** **5 Credits**  
**Human Anatomy/Physiology I**

*Recommended Preparation: AHLTH 130.*

*Prerequisites: Grade of "C" or better in BIOL& 160 or BIOL& 221 within the last 5 years, 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& 242** **5 Credits**  
**Human Anatomy/Physiology II**

*Prerequisites: Grade of "C" or better in BIOL& 160 or BIOL& 221 within the last 5 years and a grade of "C" or better in BIOL& 241 within the last 5 years, or instructor permission.*

A continued study of the structure and function of the human body. The following systems are studied: the cardiovascular, lymphatic, respiratory, urinary, water balance, pH, and reproductive. 4 lecture hours; 3 lab hours. Satisfies specified elective requirement for the AA degree.

**BIOL& 260** **5 Credits**  
**Microbiology**

*Prerequisites: A grade of "C" or better in BIOL& 160, BIOL& 221 or instructor permission.*

Basic microbiological concepts and techniques. The role of microorganisms in health and disease. 4 lecture hours; 4 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

## Business

**BUS& 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.

Biological Science

Business

## Business

<b>BA 104</b>	<b>3 Credits</b>	<p><b>Mathematics for Business</b>  <i>Prerequisite: MATH 095, placement in MATH 098 or instructor permission.</i>            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.</p>	<b>BA 157</b>	<b>4 Credits</b>	<p><b>Fundamentals of Purchasing II</b>            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.</p>
<b>BA 124</b>	<b>1-5 Credits</b>	<p><b>Cooperative Work Experience</b>  <i>Prerequisite: Instructor permission.</i>            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.</p>	<b>BA 159</b>	<b>5 Credits</b>	<p><b>Principles of Salesmanship</b>  <i>Prerequisites: READ 090; ENGL 095 or instructor permission.</i>            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.</p>
<b>BA 140</b>	<b>3 Credits</b>	<p><b>Business English</b>  <i>Prerequisite: A grade of "C" or better in ENGL 095 or placement in ENGL&amp; 101; READ 090 or placement in READ 120.</i>            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.</p>	<b>BA 174</b>	<b>5 Credits</b>	<p><b>Small Business Management</b>  <i>Prerequisites: READ 090; ENGL 095; MATH 095 or instructor permission.</i>            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.</p>
<b>BA 150</b>	<b>5 Credits</b>	<p><b>Fundamentals of Finance</b>  <i>Prerequisites: BA 104; ACCT 113 or ACCT&amp; 201 or instructor permission.</i>            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.</p>	<b>BA 200</b>	<b>5 Credits</b>	<p><b>E-Commerce and Retailing</b>  <i>Prerequisites: CIS 125; ENGL 095; MATH 095 or higher or instructor permission.</i>            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.</p>
<b>BA 156</b>	<b>4 Credits</b>	<p><b>Fundamentals of Purchasing I</b>            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.</p>	<b>BUS&amp; 201</b>	<b>5 Credits</b>	<p><b>Business Law</b>  <i>Prerequisite: READ 080 or instructor permission.</i>            A study of the United States legal system, institutions and processes. Principles of the law of contracts, sales, property, negotiable instruments, secured transactions, agency and business organizations. Includes legal reasoning. 5 lecture hours. Satisfies specified elective requirement for the AA degree.</p>

**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.

**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& 141 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.

**BA 281** **5 Credits**  
**Client-Customer Relations**

*Prerequisites: CIS 102, CIS 130, and CIS 161; or comprehensive experience using computers and instructor permission.*  
 This course provides the general principles of customer service within a technical environment. Topics include internal/external customer relationships, best practices, and verbal and non-verbal communications skills. Designed to be "how to" oriented, the course uses lectures and exercises to provide students specific techniques they can use to acquire and demonstrate business skills, soft skills, and self-management skills. The course also describes the "bigger picture" benefits of acquiring and demonstrating those skills. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

## Carpentry Technology

**CARP 101** **5 Credits**  
**Trim Carpentry I**

*Prerequisites: Placement in MATH 060, ENGL 060, and 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: Completion of CARP 101 with a passing grade 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: Completion of CARP 102 with a passing grade 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.

Business

Carpentry  
Technology

Carpentry  
Technology

## Chemistry

**CARP 111** 12 Credits**Introduction to Carpentry**

*Prerequisites: Placement in MATH 060, ENGL 060, and 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: Completion of CARP 111 with a passing grade 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: Completion of CARP 112 with a passing grade 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: Completion of CARP 113 with a passing grade 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: Completion of CARP 211 with a passing grade 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: Completion of CARP 212 with a passing grade 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.

## Chemistry

**CHEM& 121** 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, including nuclear chemistry. This course is intended for students preparing for CHEM& 141, as well as for pre-allied health and natural resources students. This course, with CHEM& 131, 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& 131** 5 Credits**Introduction to Organic/Biochemistry**

*Prerequisites: A grade of "C-" or better in CHEM& 121 or instructor permission.*

A continuation of CHEM& 121. 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& 161** 5 Credits  
**General Chemistry I**

*Prerequisites: One year of high school chemistry or CHEM& 121 and concurrent enrollment in MATH& 141 or placement in MATH& 142.*

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, thermo chemistry, 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& 162** 6 Credits  
**General Chemistry II**

*Prerequisites: A grade of "C-" or better in both CHEM& 161 and MATH& 141 (or placement in MATH& 142).*

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& 163** 6 Credits  
**General Chemistry III**

*Prerequisites: A grade of "C-" or better in CHEM& 162.*

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.

**CHEM& 261** 6 Credits  
**Organic Chemistry I**

*Recommended Preparation: CHEM& 163.*

*Prerequisites: A grade of "C-" or better in CHEM& 162.*

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& 262** 6 Credits  
**Organic Chemistry II**

*Prerequisites: A grade of "C-" or better in CHEM& 261 or instructor permission.*

This course is a continuation of CHEM& 261. 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& 263** 3 Credits  
**Organic Chemistry III**

*Prerequisites: A grade of "C-" or better in CHEM& 262 or instructor permission.*

This course is a continuation of CHEM& 262 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.

## Commercial Driver's License

**CDL 101** 8 Credits  
**Commercial Driver's License Training**

*Prerequisites: Place 22 or higher on CASAS test or place at READ 080, program application packet, clear 3-year driving abstract, DOT physical, valid CDL permit from Washington State, meet the Federal Motor Carrier Safety Regulations, Sections 391.41 and 391.49; 5 ), pass a DOT alcohol and substance abuse test (contact 360-538-4011 for all program details). Concurrent enrollment in CDL 120 and 130. All core CDL courses need to be completed with a grade of "C" or better.*

Training is for entry-level long haul truck driving jobs and CDL testing. This course begins with the basics of the trucking industry and the equipment involved; DOT rules and regulations; safety, mechanical overview of the trucks; control systems, inspection of equipment; mechanical components; brake adjustment; preventative maintenance; servicing; defensive driving techniques; cargo loading, securement and documentation; trip planning; managing life on the road, personal resources, defensive driving; and communication and multicultural competencies are stressed. 8 lecture hours.

Chemistry

Commercial  
Driver's License



Commercial  
Driver's License

Computer Aided  
Design

**CDL 120** **2 Credits**

**Range Operations and Equipment**

*Corequisites: Concurrent enrollment in CDL 101 and 130.*

After the classroom instruction, students will move to the practice area and backing range. This includes but is not limited to safety, vehicle control, starting, shifting, proper cornering, straight backing and docking, backing and maneuvering. 4 lab hours.

**CDL 125** **5 Credits**

**Range Operations and Maneuvers II**

*Prerequisites: Completion of CDL 101, 120 and 130 with a grade of "C" or better.*

*Corequisites: Concurrent enrollment in CDL 135, 140, and 141.*

Students will enhance and practice backing and maneuvering skills. This will include but is not limited to safety, 45 degree blind site backing, 90 degree sight backing, 90 degree blind sight backing, "S" backing, and other advanced backing and maneuvering. 10 lab hours.

**CDL 130** **6 Credits**

**Range Operations and Beginning Over the Road**

*Corequisites: Concurrent enrollment in CDL 101 and 120.*

After the classroom instruction and basics in the practice area and backing range, students will begin over the road practice. This will include but not be limited to safety, visual search, vehicle communication; speed and space management; up- and down-hill maneuvers; highway, city and driving maneuvers and techniques; lane changes; and defensive driving. 12 lab hours.

**CDL 135** **3 Credits**

**Over the Road Driving II**

*Corequisites: Concurrent enrollment in CDL 125, 140, and 141.*

Students will enhance and practice over the road skills. This will include, but not be limited to, safety; night operations; extreme driving conditions; hazard perception; emergency maneuvers and skid avoidance; skid control and recovery; and other advanced driving techniques. 6 lab hours.

**CDL 140** **1 Credit**

**Cooperative Work Experience Seminar**

*Corequisites: Concurrent enrollment in CDL 125, 135, and 141.*

Discussion of issues surrounding the work site experiences in CDL 141. Work ethics, leadership, interpersonal communication, problem-solving and success in the work place are emphasized. 1 lecture hour.

**CDL 141** **7 Credits**

**Cooperative Work Experience**

*Corequisites: Concurrent enrollment in CDL 125, 135, and 140.*

Advanced on-the-job training for entry-level long haul truck driving jobs and CDL testing. Truck drivers in the program are on the road for approximately 231 hours (split between driving time and navigating time). Behind the wheel practice includes backing techniques, proper cornering, up- and down-hill maneuvers, space and speed management, coupling/uncoupling, city and highway maneuvers. Training on cargo loading, securement and documentation, map reading, DOT logbooks, trip planning, accident and fire prevention and reporting, hazardous material transportation and documentation. 21 cooperative work experience hours.

**FKLT 101** **1 Credit**

**Forklift Certification Training**

This class provides all the necessary instruction and training required by the forklift regulation and it prepares the student for the site-specific evaluation required by regulation (the forklift code requires that all forklift operators be evaluated by the employer operating forklifts in the actual work environment). Forklift operator certification is required every three years or sooner if the operator fails the evaluation; uses unsafe behavior; or has an accident or near miss. Training is completed in one day.

**Computer Aided Design**

**CAD 105** **5 Credits**

**AutoCADI**

This course introduces computer-aided drafting using AutoCAD 2005 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 2005 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 2005 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 2005 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

**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** **2 Credits****Keyboarding**

This course is designed to teach students the touch system in using the computer keyboard. 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**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.*

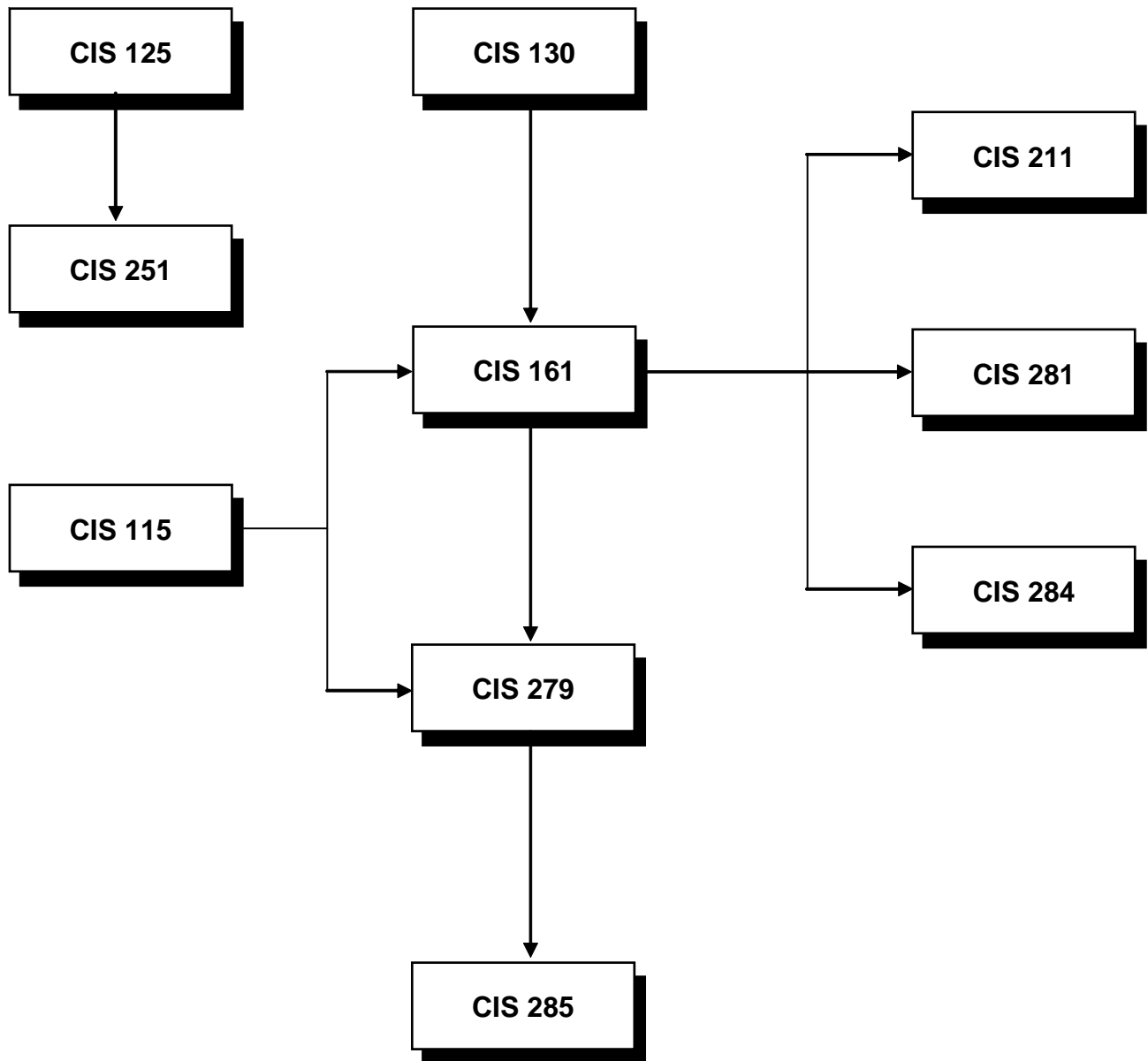
Networking Basics is the first of the four courses leading to the CISCO Certified Network Associate (CCNA) certification. CCNA I introduces CISCO Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area 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.

Computer Aided  
Design

Computer  
Information  
Systems

*Prerequisites for Computer Information Systems (CIS) Courses*

All CIS courses numbered above CIS 102 require successful completion of CIS 102.



*Please see course descriptions for details.*

Computer  
Information  
Systems**CIS 125** **5 Credits****Internet Fundamentals**

*Prerequisite: CIS 102 with a grade of "C" or better or demonstrated proficiency using Windows XP measured by the ability to use the command line and Windows Explorer to locate, create, and manipulate folders and files; or instructor permission.*

The goal of this course is to provide an introduction to Web Browsers, E-mail clients and Basic HTML. This course prepares students to work with and understand the basic concepts and terminology associated with the tools we use today when working with the Internet. Students will learn how to use and configure a web browser, how to use e-mail and finally how to be able to put together 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 Windows based 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. Together with CIS 161, these courses prepare students for the Comp TIA A+ exams. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 131** **5 Credits****Access**

*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. 4 lecture hours; 2 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 141** **2 Credits****PowerPoint**

*Prerequisite: CIS 102 or instructor permission.*

Students learn and apply intermediate and advanced features of Microsoft PowerPoint to create and modify presentations by customizing the color schemes; adding charts, diagrams, and graphs; importing Word and Excel documents; adding links and animation; and creating self-running presentations. 1 lecture hour; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 150** **5 Credits****Excel**

*Prerequisites: MATH 070; 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. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CIS 161** **5 Credits****Hardware & Software Installation/  
Configuration & Upgrade**

*Prerequisite: CIS 130 or instructor permission.*

This course 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. Together with CIS 130, these courses help prepare students for the Comp TIA A+ exams. 3 lecture hours; 4 lab hours. A vocational program course. May be used as a general elective in the AA degree.

**CIS 211** **5 Credits****Technical Support**

*Prerequisites: CIS 102, CIS 130, and CIS 161; or comprehensive experience using computers and instructor permission.*

This class will prepare students to provide technical support to computer users. The skills taught will include diagnosing problems, researching solutions, meeting user needs, developing training materials, and giving workshops and lessons. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

Computer Information Systems

Computer Science

**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 online 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**

*Prerequisite: 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.*

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 115 or CIS 270 with a grade of "C" or better or instructor permission.*

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 NOS. 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 284 5 Credits**

**Using and Supporting Linux**

*Prerequisites: CIS 102, CIS 130, and CIS 161; or comprehensive experience using computers and instructor permission.*

This course is intended for those wanting to understand what Linux/Unix is and how to use it. Students will gain a technical overview of Linux/Unix by building a knowledge and understanding through hands-on experiences. The topics covered will include basic commands and system structures; system tools; output redirection; command line text editing, e-mail and system calls; file system basics; and, basic shell scripting. This course is designed to provide a solid foundation on which students will build their knowledge of the Linux/Unix operating systems. The course material is intended to prepare students for use of most Linux/Unix systems and as a foundation for numerous Linux/Unix certification programs. Specifically, it will help prepare students for the CompTIA Linux+ Certification exam if they so desire. 3 lecture hour; 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 279 with a grade of "C" or better or instructor permission.*

Designed to respond to the rapidly changing field of Information Technology. This course will cover topics such as designing a technical support infrastructure and designing and building the underlying processes to enhance troubleshooting in a communications network. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**Computer Science**

**COMSC 209** **5 Credits**

**Introduction to Programming**

*Prerequisite: MATH& 141.*

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**

**CJ& 101** **5 Credits**

**Introduction to Criminal Justice**

*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 every one 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 & 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.

**CJ& 106** **5 Credits**

**Juvenile Justice**

*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. CJ& 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. 5 lecture hours. Satisfies social science distribution area C requirement or serves as a specified elective in the AA degree.

Computer  
Information  
Systems

Computer Science

Criminal Justice

Criminal Justice

Diesel Technology

**CJUS 110 5 Credits**

**Law and Justice**

*Recommended Preparation: ENGL 095 or placement in ENGL& 101.*

Law and Justice will examine the basic trends in law and the social changes made within our communities. The focus will be the study and analysis of the concepts of family law, labor-relations law, welfare law, and civil rights laws as they impact each and every one of us. Same as POL S 110; students may not receive credit for both. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**CJ& 112 5 Credits**

**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. 5 lecture hours. Satisfies social science distribution area C requirement or may be used as a specified elective in the AA degree.

**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. 5 lecture hours. May be used as a specified elective in the AA degree.

**CJUS 258 1-5 Credits**

**Criminal Justice Internship**

*Prerequisites: CJ& 101; CJUS 102 or instructor permission. Interns must also meet the requirement 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 121 16 Credits**

**Introduction to Diesel Technology**

*Prerequisite: Placement in MATH 060, ENGL 060 and instructor permission.*

A lecture-lab course to provide an introduction to safe shop work practices, work ethics, basic tool use, and introduction to basic mechanical tasks. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**DT 122 16 Credits**

**Intermediate Diesel Technology**

*Prerequisite: Completion of DT 121 with a grade of "C" or better and instructor permission.*

A lecture-lab course to build upon skills learned in DT 121. The course promotes work habits and safe work practices. Training increases skills and expands tasks learned in DT 121. Projects are completed to industry standards. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**DT 123 16 Credits****Advanced Diesel Technology**

*Prerequisite: Completion of DT 122 with a grade of "C" or better and instructor permission.*

A lecture-lab course to build upon skills learned in DT 122. This course continues to promote work habits and safe work practices. Advanced Diesel Technology projects are completed to industry standards. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**DT 221 16 Credits****Diagnostics, Testing and Repair**

*Prerequisite: Completion of DT 123 with a grade of "C" or better and instructor permission.*

A lecture-lab course to build upon skills learned in DT 121 through DT 123. Individual projects are assigned that will challenge the student and expand upon the skills learned in DT 121 through DT 123 and introduces diagnostics, testing, and problem solving to the student. Individual projects are completed to industry standards. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**DT 222 16 Credits****Advanced Diagnostics, Testing and Repair**

*Prerequisite: Completion of DT 221 with a grade of "C" or better and instructor permission.*

A lecture-lab course to build upon skills learned in DT 121 through DT 221. This course will see Advanced Individual Projects assigned to students that will emphasize diagnostics, testing, and problem solving by the student and will replicate, as close as possible, real world shop conditions for the student to work in. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**DT 223 16 Credits****Certification and Testing**

*Prerequisite: Completion of DT 222 with a grade of "C" or better and instructor permission.*

A lecture-lab course to build upon and confirm the diesel mechanics skills learned in DT 121 through DT 222. Course covers selected industry certification test requirements, procedures, and standards. Successful students will practice and pass selected ASE certification tests. Testing fees may apply for each certification test. Course includes a written and performance capstone exam to ensure retention of competency in previous Diesel Technology program course topics. 8 lecture hours; 16 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 103 3 Credits****Guiding the Behavior of Young Children**

*Prerequisite: EDUC& 114.*

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

**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 care giving for young children in an ECE environment. 3 lecture hours. May be used as a general elective in the AA degree.

Earth Science

**EDUC& 114** **3 Credits**  
**Child Development**

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.

Economics

Education

**ECON& 201** **5 Credits**  
**Micro Economics**

*Prerequisite: ECON& 202 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.

**ECON& 202** **5 Credits**  
**Macro Economics**

*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.

### 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.

### Education

**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.

### 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.

**EDUC 202** **3 Credits**  
**Education Practicum**

*Prerequisite: EDUC 201 or instructor permission.*

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**

*Prerequisite: 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& 101** **5 Credits** **English Composition I**

*Prerequisite: 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& 102** **5 Credits** **English Composition II**

*Prerequisite: A grade of "C-" or better in ENGL& 101.*

ENGL& 102 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 150** **5 Credits** **Vocational/Technical and Business Writing**

*Recommended Preparation: Competency 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.

### **ENGL& 220** **5 Credits** **Introduction to 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.

### **ENGL& 235** **5 Credits** **Technical Writing**

*Recommended Preparation: Competency 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.

English

## English

**ENGL& 240** **5 Credits****Introduction to American Literature**

*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 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 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, 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 275** **5 Credits**

**Gender in Literature**

*Prerequisite: A grade of "C-" or better in ENGL& 101.*

This introductory course deals with the role of gender in literature. The specific topic/theme of the course varies from quarter to quarter. Students will analyze, discuss, and write about selected literary works, highlighting a variety of themes, styles, and perspectives. Satisfies humanities distribution area D requirement or specified elective for the AA degree. 5 credits.

## English as a Second Language

**ESL 010** **Variable Credits**

**ESL Orientation**

The purpose of this orientation course is to improve learner retention and persistence through research-proven goal setting, learning readiness, problem solving, evaluation, and intervention and self-awareness strategies. Students will complete the intake and academic assessment processes, identify career goals and develop strategies for determining short and long term educational pathways to reach their goals, identify current abilities and learning styles, as well as discover and utilize their personal strengths to help them succeed. This course does not meet any degree requirements.

**ESL 011** **Variable Credits**

**ESLI**

Non-transfer credit course in listening, speaking, reading and writing for limited English-proficient adults with a goal to improve English literacy who, at intake, score less than 181 on a CASAS test.

**ESL 012** **Variable Credits**

**ESL II**

Non-transfer credit course in listening, speaking, reading and writing for limited English-proficient adults with a goal to improve English literacy who, at intake, score 181-190 on a CASAS test.

**ESL 013** **Variable Credits**

**ESL III**

Non-transfer credit course in listening, speaking, reading and writing for limited English-proficient adults with a goal to improve English literacy who, at intake, score 191-200 on a CASAS test.

**ESL 014** **Variable Credits**

**ESL IV**

Non-transfer credit course in listening, speaking, reading and writing for limited English-proficient adults with a goal to improve English literacy who, at intake, score 201-210 on a CASAS test.

**ESL 015** **Variable Credits**

**ESL V**

Non-transfer credit course in listening, speaking, reading and writing for limited English-proficient adults with a goal to improve English literacy who, at intake, score 211-220 on a CASAS test.

**ESL 016** **Variable Credits**

**ESL VI**

Non-transfer credit course in listening, speaking, reading and writing for limited English-proficient adults with a goal to improve English literacy who, at intake, score 221-235 on a CASAS test.

## Entrepreneurship

**ENTRE 130** **5 Credits**

**The Entrepreneur**

This course is the first in a series of three courses that utilizes NxLevel Training as the education and training model to teach entrepreneurship and business start-up skills. This course focuses on a personal business concept assessment. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ENTRE 131** **5 Credits**

**Business Organization/Finance/Management/Legal Structure**

This course is the second in a series of three courses that utilizes NxLevel Training as the education and training model to teach entrepreneurship and business start-up skills. This course focuses on the topics of organizational structure, legal organizational form and financial record keeping fundamentals for a small business. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ENTRE 132** **5 Credits**

**Writing a Business Plan**

This course is the third in a series of three courses that utilizes NxLevel Training as the education and training model to teach entrepreneurship and business start-up skills. The focus of this course is to prepare and write a business plan. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

*English*

*English as a Second Language*

*Entrepreneurship*

Environmental  
Science

Film

Fisheries  
Technology

**Environmental Science**

**ENVS& 100** **5 Credits**

**Survey of 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.*

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.

**FILM 135** **5 Credits**

**Introduction to Film Production**

*Recommended Preparation: ART 101 or 104; ENGL 243; THEA 161; THEA 163.*

*Prerequisite or Corequisite: FILM 125 or ART& 100.*

This course is designed to provide basic instruction in the planning, shooting and assembly of the short feature film. Students will use digital video and sound equipment to create a film which will be assembled using computer-based editing systems. The course will provide students the opportunity to explore the techniques of scriptwriting, performance, visual composition (mise-en-scene), cinematography, sound recording and editing shots into a final piece. Because film production is a collaborative process, this class will make use of group processes in which students share ideas, crew positions, and postproduction duties. 5 credits: 3 lecture hours; 4 lab hours. Satisfies specified elective requirement for the AA degree.

**Fisheries Technology**

**FISH 121** **5 Credits**

**Introduction to Fisheries Management**

*Prerequisite: ENGL 095 or placement in ENGL& 101; or instructor permission.*

This course is designed to acquaint students with contemporary fisheries management concepts and practices. Pacific Northwest commercial fishing methods, and economic aspects of the U.S. commercial fishing industry are discussed in detail. Students will gain an understanding of the concepts and applications of ecosystem management, biological diversity, the Endangered Species Act, and habitat restoration, as they apply to fisheries management. Guest speakers bring their work-related knowledge and experiences to the students. Scientific, administrative and enforcement personnel, along with commercial and recreational fishermen, are invited to discuss their fisheries management involvement with the students. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**FISH 122** **5 Credits**

**Introduction to Aquaculture**

*Prerequisite: ENGL 095 or placement in ENGL& 101; or instructor permission.*

Introduction to aquaculture is the first course in the year-long aquaculture sequence. Lectures will focus on the history and theory of aquaculture as well as basic water quality, fish health and fish handling. Laboratory exercises will focus on the measurement of routine water quality parameters and basic fish handling and care. Students will also participate in a series of field trips that visit a variety of aquaculture facilities. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**FISH 215** **5 Credits**

**Fish Biology**

*Prerequisite: ENGL 095 or placement in ENGL& 101; or instructor permission.*

Fish biology will discuss the basic physiological, anatomical and behavioral characteristics of a variety of fish species. Lectures will focus on the theoretical aspects of physiology, phylogeny, endocrinology and behavioral ecology. Laboratory exercises focus on fish taxonomy and anatomy. 3 lecture hours; 4 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** 5 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 and incubation systems, loading capacity, feeding, nutrition, and fish diseases are covered. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**FISH 250** 5 Credits**Sustainable Aquaculture**

*Prerequisites: FISH 122; FISH 222; and ENGL 095 or placement in ENGL& 101; or instructor permission.*

Sustainable Aquaculture is the final course in the year-long aquaculture sequence. Lectures will focus on the theory of salmonid culture and the culture of non-salmonid species (particularly shellfish) and the role of aquaculture in sustainable development. Laboratory exercises focus on the mastery of the final stages of salmonid culture (e.g., fish transport, net-pen rearing). Students will also participate in a series of field trips that visit a variety of aquaculture facilities. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**Foreign Languages****CHIN& 121** 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& 122** 5 Credits**Chinese II**

*Recommended Preparation: A grade of “C-” or better in CHIN& 121 or instructor permission.*

A continuation of CHIN& 121. 5 lecture hours. Satisfies specified elective requirement for AA degree.

**CHIN& 123** 5 Credits**Chinese III**

*Recommended Preparation: A grade of “C-” or better in CHIN& 122 or instructor permission.*

A continuation of CHIN& 122. 5 lecture hours. Satisfies specified elective requirement for AA degree.

**FRCH& 121** 5 Credits**French I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL& 101.*

FRCH& 121, 122, 123 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. FRCH& 121 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.

**FRCH& 122** 5 Credits**French II**

*Recommended Preparation: A grade of “C-” or better in FRCH& 121 or instructor permission.*

A continuation of FRCH& 121, 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.

Fisheries  
Technology

Foreign Languages

Foreign Languages

**FRCH& 123** **5 Credits**  
**French III**

*Recommended Preparation: A grade of "C-" or better in FRCH& 122 or instructor permission.*  
A continuation of FRCH& 122, 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.

**GERM& 121** **5 Credits**  
**German I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL& 101.*  
GERM& 121, 122, 123 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& 121 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& 122** **5 Credits**  
**German II**

*Recommended Preparation: A grade of "C-" or better in GERM& 121 or instructor permission.*  
A continuation of GERM& 121, 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& 123** **5 Credits**  
**German III**

*Recommended Preparation: A grade of "C-" or better in GERM& 122 or instructor permission.*  
A continuation of GERM& 122, 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& 121** **5 Credits**  
**Japanese I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL& 101.*  
JAPN& 121, 122, 123 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& 121 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& 122** **5 Credits**  
**Japanese II**

*Recommended Preparation: A grade of "C-" or better in JAPN& 121 or instructor permission.*  
A continuation of JAPN& 121, 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& 123** **5 Credits**  
**Japanese III**

*Recommended Preparation: A grade of "C-" or better in JAPN& 122 or instructor permission.*  
A continuation of JAPN& 122, 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 or instructor permission.*

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 skill, 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& 121** **4 Credits**  
**Spanish I**

*Recommended Preparation: ENGL 095 or concurrent enrollment; or placement in ENGL& 101.*

SPAN& 121, 122, 123 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& 121 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.

Foreign Languages



Foreign Languages

Freshman Year Experience

**SPAN& 122** **4 Credits**  
**Spanish II**

*Recommended Preparation: A grade of "C-" or better in SPAN& 121, or 1 year of high school Spanish, or instructor permission.*

A continuation of SPAN& 121, 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& 123** **4 Credits**  
**Spanish III**

*Recommended Preparation: A grade of "C-" or better in SPAN& 122, or 2 years of high school Spanish, or instructor permission.*

A continuation of SPAN& 122, 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.

**Freshmen Year Experience**

**FYE 100** **4 Credits**  
**Student Orientation & 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. May be 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 in the arranged section 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 in the scheduled section will earn two (2) credits. Students will be required to attend 2-4 hours per week depending on the format of the class. May be used as a general elective in the AA degree.

**FYE 103** **2 Credits**  
**College Study Skills for MATH 098**

Corequisite: Concurrent enrollment in MATH 098. The purpose of Math Study Skills is to teach students study strategies to succeed in MATH 098 and future math classes. Activities will include, but are not limited to: making flash cards, annotating class notes, reviewing challenging topics, creating practice tests, preparing test note cards, completing test corrections, and exploring math learning resources. Lecture topics will include, but are not limited to: math vocabulary, organizational skills, note taking, test taking strategies, adult learning theory, time management, and math and test anxiety.

**FYE 104** **2 Credits**  
**College Study Skills for MATH&141**

Corequisite: Concurrent enrollment in MATH& 141 and MATH& 141 Lab. The purpose of Math Study Skills is to teach students study strategies to succeed in MATH& 141 and future math classes. Activities will include, but are not limited to: making flash cards, annotating class notes, reviewing challenging topics, creating practice tests, preparing test note cards, completing test corrections, and exploring math learning resources. Lecture topics will include, but are not limited to: math vocabulary, organizational skills, note taking, test taking strategies, adult learning theory, time management, and math and test anxiety.

**FYE 199** **2 Credits**  
**StartSmart**

StartSmart is a short, intensive course designed to help students adjust to college by providing an opportunity to identify strengths important for student success including personal strengths, learning styles and motivation. In addition, students will receive assistance with long range academic planning and/or career exploration. A review of math skills will also be included. May be used as a general elective for the AA degree.

## Geographic Information Systems

### GIS 110 5 Credits

#### Principles of GIS I

*Prerequisites: ENGL 095 or placement in ENGL& 101; MATH 098 or placement in MATH& 107; or instructor permission.*

The course will provide students a basic knowledge of geographical information systems (e.g., sources of GIS data, various data models, capturing GIS data and manipulating GIS data). Concepts in geography, spatial data, and their integration will be included. Lectures will convey an understanding of the fundamental principles of GIS. One of the objectives of the course is to provide students with hands-on experience with GIS/GPS hardware and software components. Lectures will also be supplemented with guest lectures in the application of GIS from individuals working in a diversity of application areas. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### GIS 115 5 Credits

#### Cartography

*Prerequisites: ENGL 095 or placement in ENGL& 101; MATH 098 or placement in MATH& 107; or instructor permission.*

The course will provide students with information on effective map design and enhancing skills in presenting GIS products effectively to different audiences. The objective of this course is to provide students with skills to communicate GIS products effectively. Course material on map contents, their layout, and organization will be addressed in detail. Selection of classification patterns, symbols, fonts, and appropriate color schemes for maps will also be included in the course. The importance of map elements such as the scale bar, direction indicators, and legends will be emphasized as a part of the course. Students will have the opportunity to view guest lectures on the application of cartographic principles to GIS maps. This course meets the requirements for the Associate of Applied Science Degree in Natural Resources and the Certificates of Completion and Achievement in Geographic Information Systems.

### GIS 200 5 Credits

#### Principles of GIS II

*Prerequisites: GIS 110; ENGL 095 or placement in ENGL& 101; MATH 098 or placement in MATH& 107; or instructor permission.*

The course will provide students advanced knowledge in geographical information systems (e.g., raster and vector data models, terrain analysis, and interpolation methods). Students will be exposed to a range of geospatial data analysis methods and analytical tools. Students will participate in three hours of lecture and four hours of lab each week. Lectures will expose students to various quantitative methods and data standards in GIS. One of the objectives of the course is to provide students with guest lectures in the application of GIS from individuals working in a diversity of application areas. This course meets the requirements for the Associate in Applied Science Degree in Natural Resources and the Certificates of Completion and Achievement in Geographic Information Systems.

### GIS 250 5 Credits

#### GIS Application in Natural Resources Management

*Prerequisites: GIS 110; GIS 200; ENGL 095 or placement in ENGL& 101; MATH 098 or placement in MATH& 107; or instructor permission.*

The course has been designed with an emphasis on application of GIS for natural resource management. It is assumed that students who enroll into this course would have prior knowledge in both GIS and natural resource management. The course will provide students with specific methods in point pattern analysis and continuous data analysis. The course will also expose students to techniques in aerial photography and digital image processing for assessing natural resources. Detailed case studies demonstrating the application of GIS to natural resources management, such as watershed analysis and radio telemetry studies will be presented. Lectures will be supplemented by visiting guest lectures from practitioners of GIS in natural resource management. This course meets requirements for the Associate of Applied Science Degree in Natural Resources and the Certificates of Completion and Achievement in Geographic Information Systems.

## Geographic Information Systems

**Geology**

Geology

**GEOL& 101** **5 Credits**

**Introduction to Physical Geology**

*Recommended Preparation: ENGL 095 or placement in ENGL& 101.*

*Prerequisite: MATH 095 or placement in MATH 098.*

A study of the Earth, its materials, the development of landforms and the geologic processes involved. Common rocks, minerals, and geologic maps are studied in the laboratory. In the fall, a field trip to Mt. St. Helens to study volcanic processes is planned. 4 lecture hours; 2 lab hours. Satisfies science or lab requirement area D distribution or specified elective in the AA degree.

Health Promotion and Fitness

Health/Physical Education

History

**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, green house warming, El Nino and acid rain will be discussed. 5 lecture hours. Satisfies science distribution area C requirement or specified elective for the AA degree.

**Health Promotion & 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. (Does not satisfy the one activity credit of PE required for the Associate of Applied Science Nursing 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. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**History**

**HIST& 116** **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& 117** **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& 118** **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& 146** **5 Credits**  
**US History 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 recommended.*

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& 147** **5 Credits**  
**US History 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 recommended.*

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& 148** **5 Credits**  
**US History 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 recommended.*

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& 214** **5 Credits**  
**Pacific Northwest 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 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.

History

History

**HIST& 219 5 Credits**

**Native 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 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 220 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 recommended.*

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.

**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 recommended.*

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 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 recommended.*

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 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 recommended.*

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 recommended.*

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.

**HIST 272** **5 Credits**  
**History of England**

*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 is a survey of the history of Great Britain with an emphasis on England and will deal with a variety of historical approaches; social history, popular culture, institution and legal history, as well as political history. The class will start with prehistoric Britain and move through the various waves of conquerors until Great Britain emerges. It will review the impact of nationalism, imperialism, colonialism, especially in Ireland, wars in the 20th century, and the rise of the modern English welfare state until the Thatcher years. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

## Human Development

**HUMDV 104** **2 Credits**  
**Stress Management and Wellness**

*Prerequisite: Placement in READ 080 and ENGL 060 or instructor permission.*

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 109** **2 Credits**  
**Personal Development**

*Prerequisites: Placement in READ 080 and ENGL 060.*

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** **2 Credits**  
**Career Options and Life Planning**

*Prerequisites: Placement in READ 080 and ENGL 060.*

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. 2 lecture hours. Satisfies general elective requirement for the AA degree.

**HUMDV 140** **2 Credits**  
**Community Leadership**

*Prerequisite: A grade of "C-" or better in ENGL 095 or placement in ENGL& 101.*

This course is intended to provide a foundation to students who are involved in or are interested in becoming involved in leadership activities on the GHC campus or in the local community. The main objective of the course is to give students a theoretical introduction to the field of leadership and to provide students with the skills to move community members to action and empowerment. Topics covered are team development, listening skills, facilitation skills, conflict management, nondefensive communication, power structures, motivating others, goal setting, visioning, leadership ethics, and values. In addition to weekly readings, assignments and lectures, students will be expected to participate in class discussions, interviews, case-studies, role-plays and skill development exercises. 1 lecture hour; 2 lab hours. Satisfies the general elective requirement for the AA degree.

**HUMDV 150** **1 Credit**  
**Tutoring Techniques**

*Prerequisite: Instructor permission.*

This class prepares students to become peer tutors. We will explore the role and responsibilities of a peer tutor, adult learning theory, learning styles, effective tutoring techniques, communication skills, and creating a positive environment. Practicum will include observation and supervised tutoring in the GHC Learning Center. Actual tutoring experiences will be evaluated during the quarter. 7 lecture hours; 4 lab hours. Satisfies specified elective for the AA degree.

History

Human  
Development

Human Development

Human Services

**HUMDV 151** **2 Credits**  
**Interpersonal Skills**

*Prerequisite: Placement in READ 080 and ENGL 060.*  
 This class is designed to assist students in increasing the effectiveness of their interactions with others. Students will gain skills in topics such as effective listening, initiating conversations, assertive communication, conflict resolution, and the use of appropriate body language and nonverbal communication. The goal is to help each student to develop an awareness of his or her own communication strengths and weaknesses and to teach each student to express thoughts, feelings and opinions in an effective, socially appropriate manner. 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.

**Human Services**

**HUST 101** **5 Credits**  
**Introduction to Human Services**

*Recommended Preparation: ENGL& 101 or concurrent enrollment; CIS 100 and CIS 101 or equivalent skill level.*  
 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.

**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**

*Prerequisites: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL& 101, or instructor permission.*  
 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 & 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 multidisciplinary 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 and 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 & 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.

*Human Services*



**Journalism**

Journalism

**JOURN 111** **1-4 Credits**  
**Student Publication I**

*Recommended Preparation: 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 Crow's Nest*. Variable hours. Satisfies specified elective requirement for the AA degree.

Library

**JOURN 112** **1-4 Credits**  
**Student Publication II**

*Recommended Preparation: 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 Crow's Nest*. Variable hours. Satisfies specified elective requirement for the AA degree.

Mathematics

**JOURN 113** **1-4 Credits**  
**Student Publication III**

*Recommended Preparation: 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 Crow's Nest*. Variable hours. Satisfies specified elective requirement for the AA degree.

**JOURN 211** **1-4 Credits**  
**Advanced Student Publication 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 Crow's Nest*. Variable hours. Satisfies specified elective requirement for the AA degree.

**JOURN 212** **1-4 Credits**  
**Advanced Student Publication 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 Crow's Nest*. Variable hours. Satisfies specified elective requirement for the AA degree.

**JOURN 213** **1-4 Credits**

**Advanced Student Publication 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 Crow's Nest*. 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 online 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**

**MATH058** **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.

**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** **5 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. 5 lecture hours.

**MATH 093** **3 Credits**  
**Elementary Algebra I**

*Prerequisites: A grade of "C-" or better in 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, and graphing. 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 latter two fifths of MATH 095. Topics include: polynomials, factoring, quadratic equations, exponents and scientific notation. 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 070; 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, 141, 131, and 132. The course includes application and solution of rational, radical, quadratic, exponential, and logarithmic equations and systems of equations. 5 lecture hours.

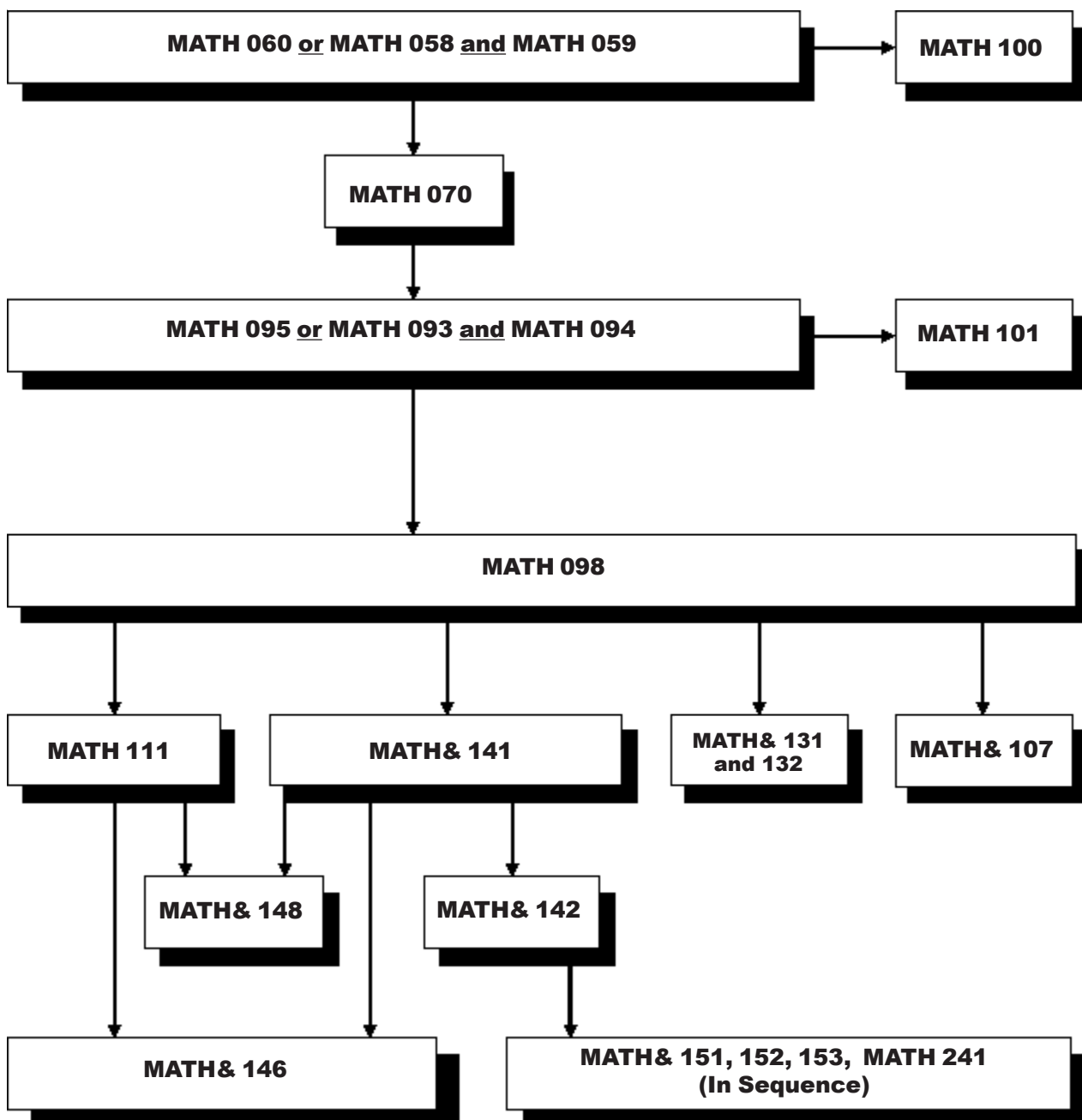
**MATH 100** **5 Credits**  
**Vocational Technical Mathematics**

*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

*Mathematics Course Sequence*



**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, 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 for the AA degree.

**MATH& 107** **5 Credits**  
**Math in Society**

*Prerequisites: MATH 098 or appropriate placement score or instructor permission.*  
 MATH& 107 covers sets, counting, basic probability, descriptive statistics, exponential growth and decay, and financial models. Given time, sampling techniques and the normal distribution are discussed. The material is presented at a level accessible to students who have successfully completed a course in intermediate algebra or the equivalent. MATH& 107 is intended for students who wish to complete the quantitative reasoning requirement for the AA degree. It is taught at approximately the same level as college algebra and finite mathematics, but the material is intended to be more practical for the liberal arts student. MATH& 107 does not satisfy the prerequisites for either MATH& 148 or MATH 260. 5 lecture hours. Satisfies the quantitative skills requirement, science distribution area F requirement, or specified elective 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.*  
 MATH 111 is designed for transfer students majoring in business, and many of the social sciences. In addition to the prerequisite, it is assumed that students have a working knowledge of the material from MATH 098. Topics covered include linear, quadratic, exponential and logarithmic functions, systems of linear equations and inequalities with solution by simplex methods, and financial math. Applications are drawn from business, economics, and the management and social sciences. 5 lecture hours. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

**MATH 114** **5 Credits**  
**Inferential Statistics**

*Prerequisites: A grade of "C" or better in MATH 111 or MATH& 141 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. 5 lecture hours. Satisfies quantitative skills requirement or science distribution area F requirement or specified elective for the AA degree.

**MATH& 131** **5 Credits**  
**Mathematics for Elementary Education 1**

*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& 131 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& 131 and MATH& 132 satisfy the quantitative reasoning requirement for the AA degree.

**MATH& 132** **5 Credits**  
**Mathematics for Elementary Education 2**

*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& 132 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& 131 and MATH& 132 satisfy the quantitative reasoning requirement for the AA degree.

## Mathematics

**MATH& 141** **5 Credits**  
**Precalculus I**

*Prerequisites: A grade of "C+" or better in MATH 098 or appropriate placement score or instructor permission.*

MATH& 141 and MATH& 142 are designed for transfer students majoring in Engineering, Science and Mathematics. One of the goals of these courses is to prepare students for the more challenging problems they will encounter as they move on to calculus and more advanced science courses. In addition to the prerequisite, it is assumed that students have a working knowledge of the material from MATH 098. Material covered in 141 includes coordinate systems, lines, circles, functions, graphical analysis, quadratic functions, inverse functions, exponentials and logarithms. Applications are drawn from the physical, life, and engineering sciences. 4 lecture hours; 2 lab hours. Satisfies the quantitative skills requirement, science distribution area F requirement, or specified elective for the AA degree.

**MATH& 142** **5 Credits**  
**Precalculus II**

*Prerequisites: A grade of "C" or better in MATH& 141 or appropriate placement score or instructor permission.*

This course continues the analysis of functions begun in MATH& 141. One 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. Topics include trigonometric functions and their inverses, exponential functions, logarithmic functions, and parametric equations. Applications are drawn from the physical, life, and engineering sciences. 4 lecture hours; 2 lab hours. Satisfies the quantitative skills requirement, science distribution area F requirement, or specified elective for the AA degree.

**MATH& 146** **5 Credits**  
**Introduction to Statistics**

*Prerequisites: A grade of "C" or better in MATH 111 or MATH& 141 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.

**MATH& 148** **5 Credits**  
**Business Calculus**

*Prerequisites: A grade of "C" or better in MATH 111 or MATH& 141; or instructor permission.*

MATH& 148 is designed for transfer students majoring in business and many of the social sciences. Topics covered include differentiation, applications of derivatives, anti-differentiation, basic differential equations, integration, and partial derivatives. Applications are drawn from business, economics, and the management and social sciences. 5 lecture hours. Satisfies quantitative skills requirement, science distribution area F requirement, or specified elective for the AA degree.

**MATH& 151** **5 Credits**  
**Calculus I**

*Prerequisites: A grade of "C" or better in MATH& 142 or appropriate placement score or instructor permission.*

MATH& 151, 152, and 153 are designed for transfer students in Science, Engineering and Mathematics. Topics include a review of functions, introduction to limits, the derivative, differentiation techniques, applications of differentiation and antiderivatives. Applications from the sciences and engineering. 5 lecture hours. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

**MATH& 152** **5 Credits**  
**Calculus II**

*Prerequisites: A grade of "C" or better in MATH& 151 or instructor permission.*

Topics include the definite integral, the fundamental theorem of calculus, techniques of integration, applications of integrals, differential equations, and parametric equations. Applications from the sciences and engineering. 5 lecture hours. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

**MATH& 153** **5 Credits**  
**Calculus III**

*Prerequisite: A grade of "C" or better in MATH& 152 or instructor permission.*

Topics include infinite sequences and series, vectors and the geometry of space, vector functions, and calculus of functions of several variables including differentiation and double integrals. Applications from the sciences and engineering. 5 lecture hours. Satisfies quantitative skills requirement or specified elective for the AA degree.

**MATH 241** **5 Credits**  
**Differential Equations I**

*Prerequisite: A grade of "C" or better in MATH& 153 or instructor permission.*

Theory and solution techniques for first and second order ordinary differential equations, including Laplace transform and series solutions. Linear systems of first order differential equations, including a brief introduction to linear algebra. Applications from various science and engineering areas. 5 lecture hours. Satisfies specified elective requirement 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 MUSC& 105. 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.

**MUSC& 105** **5 Credits**  
**Music Appreciation**

*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.

**MUSC& 121** **2 Credits**  
**Ear Training I**

*Corequisite: Concurrent enrollment in MUSC& 131.*

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.

**MUSC& 122** **2 Credits**  
**Ear Training II**

*Recommended Preparation: Concurrent enrollment in MUSC& 132.*

*Prerequisite: MUSC& 121.*

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.

Mathematics

Music

Music

<b>MUSC&amp; 123</b>	<b>2 Credits</b>	<b>MUSIC 151</b>	<b>1 Credit</b>
<b>Ear Training III</b>		<b>Applied Music Strings</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSC&amp; 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>	
<i>Prerequisite: MUSC&amp; 122.</i>		Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.	
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.			
<b>MUSC&amp; 131</b>	<b>3 Credits</b>	<b>MUSIC 152</b>	<b>1 Credit</b>
<b>Music Theory I</b>		<b>Applied Music Voice</b>	
<i>Prerequisites: Concurrent enrollment in MUSC&amp; 121; basic piano or guitar skills, or concurrent enrollment in MUSIC 117.</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>	
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.		Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.	
<b>MUSC&amp; 132</b>	<b>3 Credits</b>	<b>MUSIC 154</b>	<b>1 Credit</b>
<b>Music Theory II</b>		<b>Applied Music Woodwinds</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSC&amp; 122 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>	
<i>Prerequisites: MUSC&amp; 121; MUSC&amp; 131.</i>		Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.	
Continuation of MUSC& 131 with emphasis on harmonic analysis and four-part writing. 3 lecture hours. Satisfies specified elective requirement for the AA degree.			
<b>MUSC&amp; 133</b>	<b>3 Credits</b>	<b>MUSIC 155</b>	<b>1 Credit</b>
<b>Music Theory III</b>		<b>Applied Music Brass</b>	
<i>Recommended Preparation: Concurrent enrollment in MUSC&amp; 123 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>	
<i>Prerequisites: MUSC&amp; 122; MUSC&amp; 132.</i>		Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.	
Continuation of MUSC& 132 with emphasis on harmonic analysis and four-part writing. 3 lecture hours. 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 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>	Music	
<p><b>MUSIC 161</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Symphony Orchestra</b>  <i>Prerequisite: 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 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 171</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Civic Choir</b>  <i>Prerequisite: 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>MUSC&amp; 221</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Ear Training 4</b>  <i>Recommended Preparation: Concurrent enrollment in MUSIC 231.</i>  <i>Prerequisite: MUSC&amp; 123.</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.</p>		
<p><b>MUSIC 173</b> <span style="float: right;"><b>1.5 Credits</b></span>  <b>Jazz Choir</b>  <i>Prerequisite: 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>MUSC&amp; 222</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Ear Training 5</b>  <i>Recommended Preparation: Concurrent enrollment in MUSIC 232.</i>  <i>Prerequisite: MUSC&amp; 221.</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.</p>		
<p><b>MUSIC 181</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Jazz Band</b>  <i>Prerequisite: 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 217</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Piano I</b>  <i>Prerequisite: 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

**MUSC& 223** **2 Credits**

**Ear Training 6**

*Recommended Preparation: Concurrent enrollment in MUSC 233.*

*Prerequisite: MUSC& 222.*

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.

**MUSIC 231** **3 Credits**

**Intermediate Harmony**

*Recommended Preparation: Concurrent enrollment in MUSC& 221.*

*Prerequisite: MUSC& 133 or instructor permission.*

Secondary dominants, modulation, chromatic harmony; introduction to form and analysis. 3 lecture hours. Satisfies specified elective requirement for the AA degree.

**MUSIC 232** **3 Credits**

**Advanced Harmony I**

*Recommended Preparation: Concurrent enrollment in MUSC& 222.*

*Prerequisite: MUSIC 231 or instructor permission.*

Continuation of MUSIC 231 with emphasis on original composition as an approach to form and analysis. 3 lecture hours. Satisfies specified elective requirement for the AA degree.

**MUSIC 233** **3 Credits**

**Advanced Harmony II**

*Recommended Preparation: Concurrent enrollment in MUSC& 223.*

*Prerequisite: MUSIC 232 or instructor permission.*

Continuation of MUSIC 232 with emphasis in the modern idiom. 3 lecture hours. Satisfies specified elective requirement for the AA degree.

**MUSIC 250** **2 Credits**

**Advanced Applied Music Piano**

*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 251** **2 Credits**

**Advanced Applied Music Strings**

*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 252** **2 Credits**

**Advanced Applied Music Voice**

*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 254** **2 Credits**

**Advanced Applied Music Woodwinds**

*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 255** **2 Credits**

**Advanced Applied Music Brass**

*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 256** **2 Credits**

**Advanced Applied Music Percussion**

*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 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 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.

**NR 100** **1 Credit**

**Vehicle Safety**

*Prerequisite: Valid Washington State driver's license.*

Vehicle safety will provide students with the training necessary to safely operate a variety of different automobiles and watercraft. Students will successfully complete one 3-hour driver training course and one on-line watercraft safety course. All students must have a valid driver's license prior to registration. Meets State requirements for watercraft operation. Vocational program course. May be used as a general elective in the AA degree.

**NR 120** **5 Credits**

**Society and Natural Resources**

This course will provide students with a broad overview of the role of social sciences (e.g., sociology, psychology, political science and economics) in natural resources management. Lectures will cover a broad background of the role of the social science in natural resources management; however, the curriculum will focus on case studies that highlight specific resource management issues. Lectures will be supplemented with guest presentation from individuals that represent a variety of natural resource stakeholders (Tribal, State, Federal and private) in Western Washington. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**NR 130** **Credits**

**Aquatic Entomology**

*Prerequisites: ENGL 095 or placement in ENGL& 101; or instructor permission.*

Aquatic entomology will explore the basic ecology, life history and identification of aquatic invertebrates. Lectures will focus on the basic invertebrate ecology and life history. Laboratory exercises will focus on the sampling/identification of aquatic invertebrates as both larvae and adults and the use of species indices to characterize water quality. Students will be evaluated on both lecture and laboratory material, however, the focus of the curriculum will be the collection and preservation of a 200 specimen insect collection. Insect collections will also be digitally cataloged and compiled into an online invertebrate identification guide to be used by water quality monitoring and educational groups. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**NR 131** **5 Credits**

**Plant Biology**

*Prerequisite: ENGL 095 or placement in ENGL& 101; or instructor permission.*

Plant ecology lectures will focus on the basic plant ecology, life history and distribution. Laboratory exercises will focus on the identification of plants of the Pacific Northwest and the use of plant identification in watershed assessment and restoration. Students will be evaluated on both lecture and laboratory material, however, the focus of the curriculum will be identification and description of the plants of coastal Washington. Students will be required to create a series of on-line slides that depict the distribution, identification, life history and cultural significance of coastal plants to be used as a resource for watershed restoration and education. 3 lecture hours; 4 lab hours. Satisfies science or lab requirement area C distribution or specified elective for the AA degree.

Music

Natural Resources

**Natural Resources**

## Natural Resources

**NR 140****5 Credits****Stream Ecology**

*Prerequisite: ENGL 095 or placement in ENGL& 101; or instructor permission.*

Stream ecology will explore the biological, chemical and physical components of stream and watershed function. Lectures will focus on the processes of stream formation, and the factors that control, sediment run-off, nutrient cycling, species abundance and distribution. Particular emphasis will be placed on the role that the upland watershed plays in the determination of stream function. Laboratory exercises will focus on the field observation and analysis of the on-campus model watershed and stream as well as a comparison of this system to additional off-site watersheds. Students will be evaluated on both lecture and laboratory material, however, the focus of the curriculum will be the application of these techniques to a student directed group research project. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**NR 220****5 Credits****Water Quality Analysis**

*Prerequisite: ENGL 095 or placement in ENGL& 101; or instructor permission.*

Water Quality Analysis will explore the laboratory and field techniques used to assess a variety of basic water quality parameter. Lectures will discuss the source(s) of water pollution and a variety of different techniques to assess water pollution. Laboratory exercises will focus on the application of these techniques to quantify water quality in coastal Washington. Students will be evaluated on both lecture and laboratory material, however, the focus of the curriculum will be the application of these techniques to a student directed group research project. Students will create a technical report to aid in the management of State and Federal water resources and/or the ongoing campus watershed restoration project. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**NR 221****5 Credits****Population Assessment**

*Prerequisites: ENGL 095 or placement in ENGL& 101; MATH 098 or higher; NR 130 or FISH 121; or instructor permission.*

Population Assessment will explore the techniques used to quantify plant and animal species abundance and distribution. Lectures will focus on a discussion of the basic biological, mathematical and statistical techniques used to assess plant and animal populations. Laboratory exercises will focus on the application of these techniques to assess plant and animal populations in coastal Washington. Students will be evaluated on both lecture and laboratory material, however, the focus of the curriculum will be the application of these techniques to a student directed research project. Students will create technical report to aid in the State and Federal Agencies management of a particular species. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**NR 230****5 Credits****Aquatic Entomology**

*Prerequisite: ENGL 095 or placement in ENGL& 101; or instructor permission.*

Aquatic entomology will explore the basic ecology, life history and identification of aquatic invertebrates. Lectures will focus on the basic invertebrate ecology and life history. Laboratory exercises will focus on the sampling/identification of aquatic invertebrates as both larvae and adults and the use of species indices to characterize water quality. Students will be evaluated on both lecture and laboratory material, however, the focus of the curriculum will be the collection and preservation of a 200 specimen insect collection. Insect collections will also be digitally cataloged and compiled into an online invertebrate identification guide to be used by water quality monitoring and educational groups. 3 lecture hours; 4 lab hours. Vocational program course. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**NR 240 Credits****Ecosystem Assessment**

*Prerequisite: ENGL 095 or placement in ENGL& 101; or instructor permission.*

Ecosystem Assessment will provide students with the hands-on skills necessary to conduct watershed assessment and design watershed monitoring programs. Lectures will focus on the theoretical aspects of watershed management and assessment. Laboratory exercises will teach the hands-on skills necessary to assess and monitor watershed health. Students will be evaluated on both lecture and laboratory material, however, the focus of the curriculum will be the application of watershed assessment techniques to a student directed group research project. 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 Check; 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 149 2 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 for students who are new to Grays Harbor College or who are former Grays Harbor College practical nursing program graduates who have been out of school for more than one year. It is designed to facilitate the articulation of the licensed practical nurse into the role of student in the associate degree program. The student will be introduced to the philosophy, conceptual framework, and 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 and to perform sterile procedures and administer medications safely. Students will receive instruction in and opportunity to practice intravenous therapeutics. 1 lecture hour; 1 clinical hour.

Natural Resources

Nursing

## Nursing

**NURS 151** **11 Credit**  
**Concepts Basic to Nursing**

*Prerequisites: Acceptance to the Nursing Program. Documentation of current NA-C in WA State. Current CPR certification & immunizations on file in nursing office. Willingness to submit to criminal background checking. BIOL& 160 and PSYC& 100 with a grade of "C" or better.*

*Corequisites: BIOL& 260 or completion of with a grade of "C" or better.*

The student is introduced to concepts basic to nursing including nursing roles, communication; ethical, legal, values, and attitudes; critical thinking; nursing process with emphasis on health assessment; professional responsibility and accountability; adaptation and maintenance of homeostasis; nursing interventions for clients experiencing fluid, electrolyte, or acid-base imbalances, immobility; surgery, and pain. The client as a holistic being is the central focus with emphasis on the aging individual. Students will be given the opportunity to apply concepts and skills in selected health care facilities. The student practices communication, health assessment, administration of medications, and sterile procedures in the campus lab and in clinical settings. 5 lecture hours; 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 152** **3 Credits**  
**Nursing Pharmacology**

*Prerequisites: Acceptance to the Nursing Program. Documentation of current NA-C in WA State. Current CPR certification & immunizations on file in nursing office. Willingness to submit to criminal background checking. BIOL& 160 and PSYC& 160 with a grade of "C" or better.*

*Corequisites: NURS 151; BIOL& 260 or completion with a grade of "C" or better.*

The student examines the application of nursing process as it relates to pharmacology. Students will review basic math skills necessary for safe dosage calculations and learn pharmacology principles; legal considerations; and study of drug actions, adverse effects, and nursing implications of selected drug classifications. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 153** **12 Credits**  
**Common Health Alterations I**

*Prerequisites: NURS 151 and NURS 152 with a grade of "C" or better; BIOL& 260 or completion with a grade of "C" or better.*

*Corequisites: BIOL& 241 and PSYC& 200 or completion with a grade of "C" or better.*

The student will gain knowledge of nursing care of the client with selected common health alterations with nursing process and adaptation in health and illness as organizing frameworks. The focus includes concepts related to care of the normal childbearing family, chronic, stable mental health alterations; and cardiac, respiratory, endocrine (diabetes) system health alterations. The student has opportunities to integrate classroom concepts in acute and long-term care clinical settings. 6 lecture hours; 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 154** **12 Credits**  
**Common Health Alterations II**

*Prerequisites: NURS 153 with a grade of "C" or better; BIOL& 241 and PSYC& 200 or completion with a grade of "C" or better.*

*Corequisites: BIOL& 242 and ENGL& 101 or completion with a grade of "C" or better.*

The student learns about nursing care of the client with selected common health alterations with nursing process and adaptation in health and illness as organizing frameworks. The focus includes concepts related to intravenous therapeutics, common childhood health alterations, gastrointestinal, musculoskeletal, and immune system health alterations, and care of the client with cancer. The student has opportunities to integrate classroom concepts in acute and long-term care clinical settings. 6 lecture hours; 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 198** **1 Credit**  
**Personal & Vocational Relationships PN**

*Prerequisites: Completion of NURS 151, 152, 153, 154 and all corequisite courses with a grade of "C" or better.*

This is a course designed for nursing students wishing to take NCLEX-PN. It is approved by the Washington State Nursing Care Quality Assurance Commission to fulfill the requirements of the "Law as it relates to nursing practice in Washington State" WAC 246-840-575 (3) curriculum for approved nursing education programs: for practical nurse programs. This section of the Law requires practical nursing programs to include content about personal and vocational relationships and vocational and legal aspects of nursing.

**NURS 251** **13 Credits**  
**Complex Health Alterations I**

*Prerequisites: NURS 154 with a grade of "C" or better or Washington State LPN license and acceptance into ADN nursing program.*

*Corequisite: NUTR& 101 or completion with a grade of "C" or better.*

The student learns advanced principles and concepts related to the care of adults adapting to multi-system, high acuity health alterations. Care of the client with complex cardiac, respiratory, neurological, renal, emergency, thermal, and traumatic health alterations is studied. The student integrates advanced nursing concepts in caring for clients adapting to complex and life-threatening health alterations. The student applies nursing process in specialty areas, acute care and in community settings. The emphasis is on caring for more than one client with complex nursing care needs. 7 lecture hours; 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 252** **13 Credits**  
**Complex Health Alterations II**

*Prerequisite: Completion of NURS 251 and NUTR& 101 with a grade of "C" or better.*

The student continues the study of advanced principles and concepts related to the care of adults adapting to multi-system, high acuity health alterations. Concepts related to the care of high-risk childbearing and child rearing families are presented. Nursing process is applied to women and their families adapting to complications of pregnancy, delivery and parenthood. Care of the child with complex health alterations is studied. Mental health concepts relating to the care of adults, families and children with severe or life-threatening psychiatric disorders, and the care of adults with complex endocrine and hematological health alterations are examined. The student applies nursing process in specialty areas, acute care and in community settings. 7 lecture hours; 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 253** **10 Credits**  
**Transition to Professional Practice**

*Prerequisite: NURS 252 with a grade of better.*

*Corequisite: SOC& 101 or completion with a grade of "C" or better; one (1) PE activity credit with grade "C" or better.*

The student has the opportunity to explore role transition from student to professional practice. Leadership and management concepts are studied as they relate to managing care for groups of clients. Guiding principles of the course include working with others, time management, power and influence, managing conflicts, problem solving, sound clinical decisions 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. Concepts related to care of the children with complex health needs are also included. 4 lecture hours. 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

Nursing

Nutrition

Office Technology

**Nutrition**

**NUTR& 101** **5 Credits**  
**Human Nutrition**

*Prerequisite: Grade of "C" or better in BIOL& 100 or BIOL& 160 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, nonscience, and health sciences students. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**Office Technology**

**OFTC 113** **5 Credits**  
**Document Formatting**

*Prerequisite: CIS 101 or keyboarding ability and CIS 100.*

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.

Office Technology

**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 35 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 and BA 140.*

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 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** **2 Credits**

**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. 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**OFTC 125** **2 Credits**

**Keyboard Skillbuilding II**

*Prerequisite: OFTC 124.*

This individualized program builds keyboarding skills with a computer program that focuses on technique, speed, and accuracy through planned drill and practice exercises. 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**OFTC 126** **2 Credits**

**Keyboard Skillbuilding III**

*Prerequisite: OFTC 125.*

This individualized program builds keyboarding skills with a computer program that focuses on technique, speed, and accuracy through planned drill and practice exercises. 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**OFTC 132** **3 Credits**

**Medical Records - Insurance Billing and Coding**

*Prerequisite: AHLTH 150 or concurrent enrollment or instructor permission.*

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.

**OFTC 175** **3 Credits**

**Medical Coding**

*Prerequisite: AHLTH 150 and OFTC 132 or instructor permission.*

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.

**OFTC 205** **5 Credits**

**Records Information Management**

*Prerequisites: MATH 070 and CIS 102 or instructor permission.*

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.

**OFTC 220** **5 Credits****Office Procedures and Ethics**

*Prerequisite: OFTC 113 and BA 140 or instructor permission.*

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.

**OFTC 221** **3 Credits****Medical Office Procedures**

*Prerequisite: AHLTH 150 or concurrent enrollment.*

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.

**OFTC 252** **5 Credits****Desktop Publishing**

*Prerequisite: CIS 140 or instructor permission.*

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.

**OFTC 253** **5 Credits****Integrated Software Applications**

*Prerequisite: CIS 140, CIS 150 and OFTC 252 or instructor permission.*

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.

**OFTC 254** **3 Credits****Medical Office Computerized Information Processing**

*Prerequisite: AHLTH 150 or concurrent enrollment.*

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.

**Philosophy****PHIL& 101** **5 Credits****Introduction to Philosophy**

*Recommended Preparation: READ 090 or placement in READ 120; ENGL 095 or placement in ENGL& 101.*

An introduction to the oldest of academic disciplines, PHIL& 101 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.

**Physical Education****PE 104** **1 Credit****Pickleball**

*Prerequisite: Apparent good health or physician's approval for participation.*

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.

**PE 106** **1 Credit****Badminton**

*Prerequisite: Apparent good health or physician's approval for participation.*

This course is designed to meet the needs of all players interested in learning and improving their skills in badminton. 2 lab hours.

**PE 108** **1 Credit****Intermediate Pickleball**

*Prerequisite: Apparent good health or physician's approval for participation; PE 104 or instructor permission.*

A continuation of PE 104.

**PE 109** **1 Credit****Basketball (Co-ed)**

*Prerequisite: Apparent good health or physician's approval for participation.*

Fundamental skills and rules of basketball are taught. Skills include shooting, dribbling, passing, individual and team defense and offense. 2 lab hours.

Office Technology

Philosophy

Physical Education



## Physical Education

<b>PE 110</b> <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.	<b>1 Credit</b>	<b>PE 118</b> <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.	<b>2 Credits</b>
<b>PE 112</b> <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.	<b>1 Credit</b>	<b>PE 119</b> <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, foxtrot, 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.	<b>1 Credit</b>
<b>PE 113</b> <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.	<b>1 Credit</b>	<b>PE 120</b> <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.	<b>1 Credit</b>
<b>PE 114</b> <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.	<b>1 Credit</b>	<b>PE 121</b> <b>Exercise Walking, Beginning</b> <i>Prerequisites: Apparent good health or physician's approval for participation with modification.</i> 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.	<b>1 Credit</b>
<b>PE 116</b> <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.	<b>1 Credit</b>		
<b>PE 117</b> <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.	<b>2 Credits</b>		

## Physical Education

<p><b>PE 122</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Intermediate Exercise Walking</b>  <i>Prerequisites: Apparent good health or physician's approval for participation with modification; PE 121 or instructor permission.</i>            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 on the activity of exercise walking. 4 lab hours.</p>	<p><b>PE 129</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Weight Lifting</b>  <i>Prerequisite: Apparent good health or physician's approval for participation with modifications.</i>            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.</p>
<p><b>PE 124</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Softball</b>  <i>Prerequisite: PE 120.</i>            Students in this class will further develop their softball skills and learn more advanced strategies of fast-pitch 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.</p>	<p><b>PE 130</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Intermediate Weight Lifting</b>  <i>Prerequisite: Apparent good health or physician's approval for participation with modifications; PE 129 or instructor permission.</i>            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.</p>
<p><b>PE 125</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Beginning Volleyball</b>            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.</p>	<p><b>PE 131</b> <span style="float: right;"><b>2 Credits</b></span>  <b>Advanced Weight Lifting</b>  <i>Prerequisite: Apparent good health or physician's approval for participation with modifications; PE 130 or instructor permission.</i>            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>
<p><b>PE 126</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Intermediate Volleyball</b>  <i>Prerequisite: PE 125 or instructor permission.</i>            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.</p>	<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 127</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Advanced Volleyball</b>  <i>Prerequisite: PE 125 and PE 126 or instructor permission.</i>            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.</p>	<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>

Physical Education

Physical Science

**PE 151 2 Credits**

**Intermediate Fitness for Physically Challenged**

*Prerequisite: PE 150 or instructor permission.*

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.

**PE 165 1 Credit**

**Beginning Baseball**

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.

**PE 166 1 Credit**

**Intermediate Baseball**

*Prerequisite: PE 165.*

This course is a continuation of the Beginning Baseball class 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.

**PE 170 1 Credit**

**Fitness Lab**

*Prerequisite: Apparent good health or physician's approval for participation with modifications.*

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.

**PE 171 2 Credits**

**Intermediate Fitness Lab**

*Prerequisites: Apparent good health or physician's approval for participation with modifications; PE 170 or instructor permission.*

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.

**PE 172 2 Credits**

**Advanced Fitness Lab**

*Prerequisites: Apparent good health or physician's approval for participation with modification; PE 170 and PE 171 or instructor permission.*

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.

**PE 177 2 Credits**

**First Aid/CPR**

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. (Does not satisfy the one activity credit of PE required for the Associate of Applied Science Nursing Degree.)

**Physical Science**

**PHYS& 121 5 Credits**

**General Physics I**

*Prerequisites: MATH& 142 or concurrent enrollment in MATH& 142 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& 221** 5 Credits**Engineering Physics I**

*Prerequisite: MATH& 152 or concurrent enrollment in MATH& 152, or instructor permission.*

PHYS& 221, 222, and 223 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& 221 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& 222** 5 Credits**Engineering Physics II**

*Prerequisites: PHYS& 221 and MATH& 153 or concurrent enrollment in MATH& 153 or instructor permission.*

This course is a continuation of PHYS& 221. Topics include fluid mechanics, thermodynamics, and electromagnetism. 5 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

**PHYS& 223** 5 Credits**Engineering Physics III**

*Prerequisites: PHYS& 222 and MATH& 153 or instructor permission.*

This course is a continuation of PHYS& 222. 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 every one 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.*

Law and Justice will examine the basic trends in law and the social changes made within our communities. The focus will be the study and analysis of the concepts of family law, labor-relations law, welfare law, and civil rights laws as they impact each and every one of us. Same as CJUS 110; students may not receive credit for both. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

Physical Science

Political Science

Political Science

Psychology

**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.

**POLS& 202** **5 Credits**

**American Government**

*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.

**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.

**Psychology**

**PSYC& 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.

**PSYCH 106** **3 Credits**

**Applied Psychology**

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.

**PSYC& 180** **5 Credits**

**Human Sexuality**

*Recommended Preparation: ENGL 095 or placement in ENGL& 101.*

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.

**PSYC& 200** **5 Credits**

**Lifespan Psychology**

*Prerequisite: PSYC& 100 or instructor permission.*

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.

**PSYCH 210** **5 Credits**

**Psychology of Adjustment**

*Recommended Preparation: ENGL& 101.*

*Prerequisite: PSYC& 100 or instructor permission.*

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.

**PSYC& 220** **5 Credits**

**Abnormal Psychology**

*Recommended Preparation: ENGL& 101.*

*Prerequisite: PSYC& 100.*

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.

**PSYCH 250** **5 Credits**

**Social Psychology**

*Prerequisite: SOC& 101 or PSYC& 100.*

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.

**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** **5 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& 101** **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.

Psychology

Reading

Sociology

Sociology

Speech

**SOC 106** **5 Credits**  
**Juvenile Justice**

*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. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

**SOC 112** **5 Credits**  
**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. 5 lecture hours. Satisfies social science distribution area C requirement or may be used as a specified elective in 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& 201** **5 Credits**  
**Social Problems**

*Recommended Preparation: SOC& 101.*  
 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.

**SOC 252** **5 Credits**  
**Marriage and Family**

*Recommended Preparation: ENGL 095 or placement in ENGL& 101.*

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.

**Speech**

**SPCH 101** **5 Credits**  
**Fundamentals of Speech**

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.

**SPCH 124** **1-5 Credits**  
**Broadcasting Practicum**

*Prerequisite: Instructor permission.*

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.

**SPCH 201** **3 Credits**  
**Fundamentals of Group Discussion**

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.

## Study Skills

### STUDY 105 2 Credits

#### College Skills

*Prerequisite: Students must be concurrently enrolled in a specific linked course and have instructor permission.*

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.

## Theatre Arts

### DRMA & 101 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 151 1-3 Credits

#### Theatre Workshop

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.

### THEA 161 4 Credits

#### Introduction to Acting

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.

### THEA 163 3 Credits

#### Introduction to Directing

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.

### 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

*Prerequisites: Placement in MATH 060, ENGL 060 or 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.

Study Skills

Theatre Arts

Welding Technology



Welding  
Technology

<b>WELD 101</b>	<b>6 Credits</b>	<b>WELD 130</b>	<b>16 Credits</b>
<b>Related Welding I</b>		<b>Advanced Welding</b>	
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.		<i>Prerequisites: Placement in MATH 060, ENGL 060, and instructor permission.</i>	
<b>WELD 102</b>		<b>WELD 240</b>	
<b>Related Welding II</b>		<b>Pipe Welding</b>	
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.		<i>Prerequisites: Placement in MATH 060, ENGL 060, and instructor permission.</i>	
<b>WELD 103</b>		<b>WELD 245</b>	
<b>Related Welding III</b>		<b>Fabrication</b>	
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.		<i>Prerequisites: Placement in MATH 060, ENGL 060, and instructor permission.</i>	
<b>WELD 110</b>		<b>WELD 250</b>	
<b>Beginning Welding</b>		<b>Certification</b>	
<i>Prerequisites: Placement in MATH 060, ENGL 060, and instructor permission.</i>		<i>Prerequisites: Placement in MATH 060, ENGL 060, and instructor permission.</i>	
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.		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.	
<b>WELD 120</b>			
<b>Intermediate Welding</b>			
<i>Prerequisites: Placement in MATH 060, ENGL 060, and instructor permission.</i>			
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.			

## Yacht Finish Carpentry

### YFC 081 2.5 Credits

#### Yacht Finish Carpentry I

This course will introduce students to the basic tools, materials, adhesives, fasteners, and methods of yacht finish carpentry. Safety and the practical use of tools and materials will be stressed. 1.5 lecture hours; 2 lab hours. Vocational program course.

### YFC 082 2.5 Credits

#### Yacht Finish Carpentry II

*Prerequisite: YFC 081 or YFC 084 or instructor permission and some finish carpentry experience.*

This course will continue instruction in basic tools, materials, adhesives, fasteners, and mid-level methods of Yacht Finish Carpentry. Safety and the practical use of tools and materials will be stressed. 1.5 lecture hours; 2 lab hours. Vocational program course.

### YFC 083 2.5 Credits

#### Yacht Finish Carpentry III

*Prerequisite: YFC 082 or YFC 085 or instructor permission.*

This course will continue instruction in the tools, adhesives, fasteners, and methods of Yacht Finish Carpentry. Safety and the practical use of tools and materials will be stressed. 1.5 lecture hours; 2 lab hours. Vocational program course.

### YFC 084 2.5 Credits

#### Yacht Finish Carpentry IV

*Prerequisite: YFC 083 or instructor permission.*

This is the fourth in a series of six courses. Students will complete projects to enhance their problem solving abilities, to work more efficiently and to create higher quality products. The course will introduce advanced techniques, processes and methods using table and band saws and build upon the student's use of tools, materials, adhesives, and fasteners used in yacht finish carpentry. 1.5 lecture hours; 2 lab hours. Vocational program course.

### YFC 085 2.5 Credits

#### Yacht Finish Carpentry V

*Prerequisites: YFC 083 or YFC 084 with a grade of "C" or better or instructor permission.*

Students will complete projects to enhance their problem solving abilities, to work more efficiently and to create higher quality products. The course will introduce advanced techniques, processes and methods using routers and miter saws and build upon the student's use of tools, materials, adhesives, and fasteners used in yacht finish carpentry. 1.5 lecture hours; 2 lab hours. Vocational program course.

### YFC 086 2.5 Credits

#### Yacht Finish Carpentry VI

*Prerequisites: YFC 083 or YFC 085 with a grade of "C" or better or instructor permission.*

Students will complete projects to enhance their problem solving abilities, to work more efficiently and to create higher quality products. The course will introduce advanced techniques, processes and methods using jointers and planers and build upon the student's use of tools, materials, adhesives and fasteners used in yacht finish carpentry. 1.5 lecture hours; 2 lab hours. Vocational program course.

## Yacht Finish Carpentry



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*Brent Goeres*

2001  
*Jeff Koskela*

2000  
*Dean Harris*

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*Mark Scholz*

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*Ron Bradbury*

1995  
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*Russ Jones*

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*Lyman Pedersen*

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*Mark Zerr*

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*Glen Clothier*

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*Dick Lane*

1985  
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# Student Planner - Checklist

## Graduation Requirements for Associate in Business – DTA/MRP Degree

Year 1 – 1 <sup>st</sup> Quarter Classes	
Course and Number	Cred.

Year 1 – 2 <sup>nd</sup> Quarter Classes	
Course and Number	Cred.

Year 1 – 3 <sup>rd</sup> Quarter Classes	
Course and Number	Cred.

Year 2 – 1 <sup>st</sup> Quarter Classes	
Course and Number	Cred.

Year 2 – 2 <sup>nd</sup> Quarter Classes	
Course and Number	Cred.

Year 2 – 3 <sup>rd</sup> Quarter Classes	
Course and Number	Cred.

### Maximum Requirements for Associate in Business – DTA/MRP Degree

*Please note: Official graduation evaluations must be completed*

	Have	Need
10 Credits— Writing Skills		
English 101	___	___
English 102 or English 235	___	___
10 Credits— Quantitative Skills		
Mathematics 111*	___	___
Mathematics 148*	___	___
3 Credits— Physical Education Courses or		
Health Promotion and Fitness 101	___	___
45 Credits— Distribution		
15 credits Social Science		
Economics 201 (5 credits)*	___	___
Economics 202 (5 credits)*	___	___
AA Social Science Distribution: Areas A, C or D (5 credits)	___	___
15 credits Humanities		
From 3 different AA Humanities:		
Distribution Areas A through F	___	___
15 credits Math/Science		
Mathematics 114 (5 credits)	___	___
From 2 different AA Science Distribution		
Areas A, D, or E (10 credits)	___	___
20 Credits— Specified Business Electives		
Accounting 201*	___	___
Accounting 202*	___	___
Accounting 203*	___	___
Business 201*	___	___
5 Credits— General Electives (Any distribution, specified or other -		
college level courses numbered 100 or above)	___	___
<b>MINIMUM TOTAL FOR DEGREE: 90+3 PE CREDITS</b>	___	___

\* Minimum grade of 2.0 required

# Student Planner - Checklist

## Graduation Requirements for Associate in Pre-Nursing – DTA/MRP Degree

Year 1 – 1 <sup>st</sup> Quarter Classes	
Course and Number	Cred.

Year 1 – 2 <sup>nd</sup> Quarter Classes	
Course and Number	Cred.

Year 1 – 3 <sup>rd</sup> Quarter Classes	
Course and Number	Cred.

Year 2 – 1 <sup>st</sup> Quarter Classes	
Course and Number	Cred.

Year 2 – 2 <sup>nd</sup> Quarter Classes	
Course and Number	Cred.

Year 2 – 3 <sup>rd</sup> Quarter Classes	
Course and Number	Cred.

### Maximum Requirements for Associate in Pre-Nursing – DTA/MRP Degree

*Please note: Official graduation evaluations must be completed*

		Have		Need
10 Credits—	Writing Skills			
	English 101	----		----
	English 102 or English 235	----		----
5 Credits—	Quantitative Skills			
	Mathematics 107 (intermediate Algebra proficiency required)	----		----
3 Credits—	Physical Education Courses or			
	Health Promotion and Fitness 101	----		----

**STUDENTS SHOULD MAKE EARLY CONTACT WITH THEIR POTENTIAL TRANSFER INSTITUTIONS REGARDING THE SPECIFIC COURSES THEY SHOULD TAKE IN THESE DISTRIBUTION AREAS:**

65 Credits—	Distribution			
	15 credits Social Science			
	Psychology 100	----		----
	Psychology 200	----		----
	Sociology 101	----		----
	5 credits Speech 101	----		----
	10 credits Humanities			
	From 2 different AA Humanities:			
	Distribution Areas A through E	----		----
	35 credits Natural Science			
	Biology 160	----		----
	Biology 241	----		----
	Biology 242	----		----
	Biology 260	----		----
	Chemistry 121	----		----
	Chemistry 131	----		----
	Nutrition 101	----		----
10 Credits—	General Electives (Any distribution, specified or other - college level courses numbered 100 or above)	----		----

**MINIMUM TOTAL FOR DEGREE: 90 + 3 PE CREDITS**

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# Direct Transfer Degree Distribution Areas

## General Education Requirements 15 credits

### I. Writing Skills ..... 10 credits

English 101 required  
English 102 or 250 required

### II. Quantitative Skills ..... 5 credits

Business 260  
Math 107 or higher **OR**  
Math 131 & Math 132

*(Students who complete both MATH 131 and 132 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 and Wellness 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 credits may be used to meet other graduation requirements.*

### SOCIAL SCIENCE, 15 credits

*A total of 15 credits is required. One course from three different areas, A through D, is required.*

#### Area A: History

History 116, 117, 118, 122, 146, 147, 148, 252, 270, 271

#### Area B: Economics/Political Science

Criminal Justice 102  
Economics 100, 201, 202  
Political Science 102, 230

#### Area C: Anthropology/Sociology

Anthropology 100, 206  
Criminal Justice 106, 112  
Sociology 101, 106, 252

#### Area D: Psychology

Psychology 100

### HUMANITIES, 15 credits

*A total of 15 credits is 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

Drama 101  
Film 125  
Theatre 161, 163

#### Area C: Musical Arts

Music 100, 105, 121, 131

#### Area D: Literary Arts

English 220, 252, 263, 266  
Philosophy 101

#### Area E: Languages

Chinese 121  
French 121, 122, 123  
German 121, 122, 133  
Italian 125  
Japanese 121, 122, 123  
Latin 125  
Polish 125  
Russian 125  
Spanish 121, 122, 123

#### Area F: Speech

Speech 101, 201

### SCIENCE, 15 credits

*A total of 15 credits is 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, 102, 109, 118, 160, 221, 222, 223, 260

#### Area B: Chemical Science

Chemistry 121, 131, 161

#### Area C: Environmental Science

Biology 140  
Environmental Science 100  
Geology 107  
Natural Resources 131

#### Area D: Earth Science

Biology 114  
Earth Science 102  
Geology 101

#### Area E: Physical Science

Astronomy 101  
Physics 121, 221

#### Area F: Mathematics

Math 111, 141, 142, 146, 148, 151, 152

## 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 201, 202, 203  
Art 102, 103, 251, 252, 260  
Business 101, 201  
Biology 105, 241, 242  
Chemistry 162, 163, 261, 262, 263  
Chinese 122, 123  
Computer Information Systems 102, 110  
Criminal Justice 101, 110, 151, 204  
Education 201, 202  
English 241, 242, 243, 253  
Fisheries 121, 122, 215, 222  
History 214, 220, 225  
Human Services 101  
Health/Physical Education 151  
Italian 126, 127  
Journalism 111, 112, 113, 211, 212, 213  
Latin 126, 127  
Library 120  
Math 153, 241  
Music 117, 118, 119, 122, 123, 132, 133, 150-157, 161-181\*, 217, 218, 219, 221, 222, 223, 231, 232, 233, 250-257, 261-281\*  
Nutrition 101  
Physics 122, 123, 222, 223  
Polish 126, 127  
Political Science 110, 200, 204  
Psychology 180, 200, 210, 220, 250  
Read 120  
Russian 126, 127  
Sociology 140, 201  
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.*