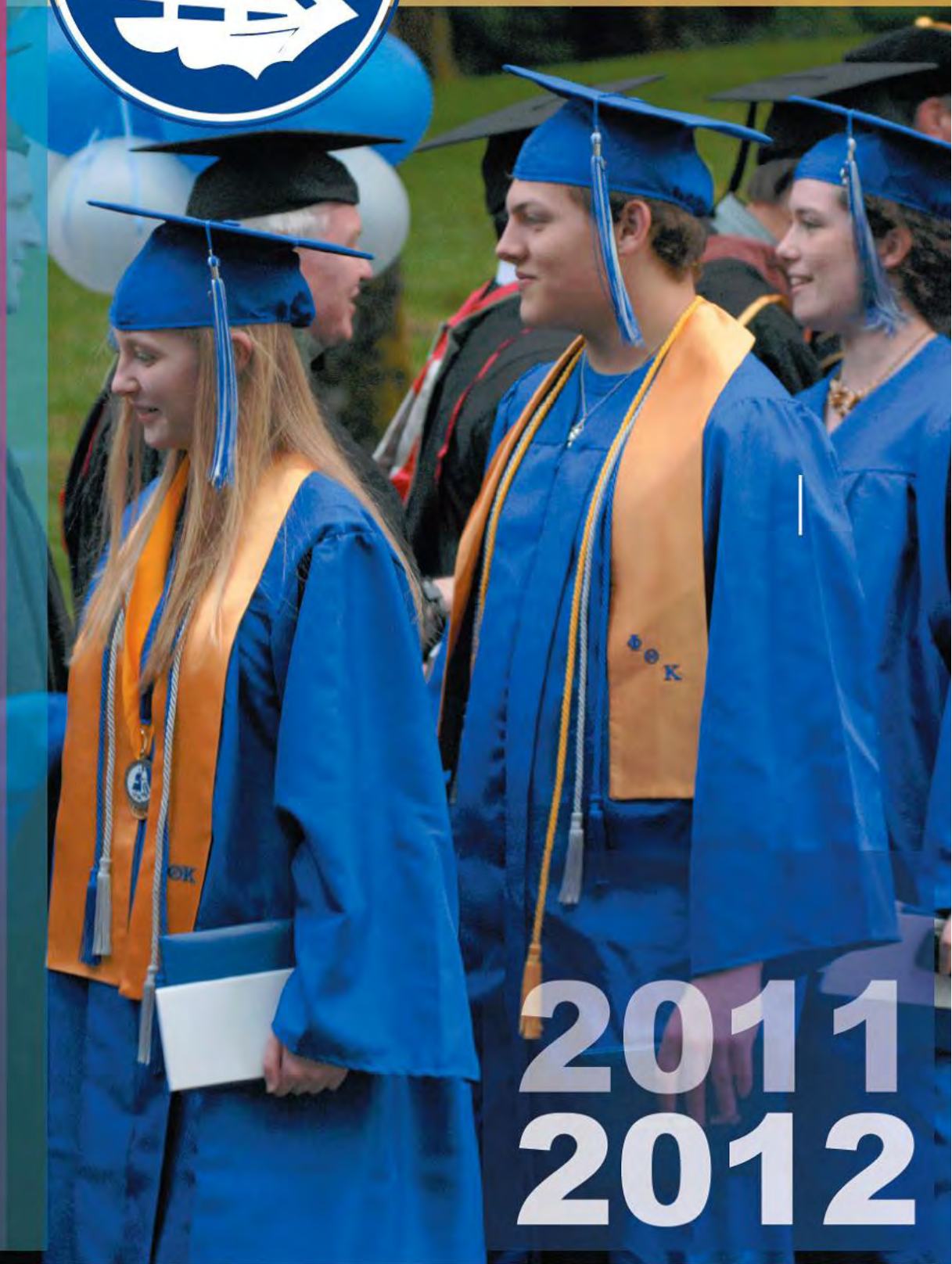


# CATALOG



Grays Harbor  
College



2011  
2012

## **Welcome to Grays Harbor College and the 2011-12 Academic Year!**

At Grays Harbor College, we have a long-standing tradition – for more than 80 years now -- of encouraging the success of our students, whether they are working towards an associate degree with plans to transfer on to a four-year college or university, learning new job skills or striving to improve themselves by earning a GED, mastering English as a new language, or enrolling in any one of our community special interest courses. Grays Harbor College proudly serves the residents of both Grays Harbor and Pacific counties in so many ways.



Each year, all of us associated with the College pledge to serve our students and the communities where they live, to the best of our abilities. The success of our students is our first and foremost goal. Our purpose is to share the options that are available to help students achieve their own goals while enrolled at GHC. Remember, everyone here is eager to lend a helping hand to boost students past any type of hurdle keeping them from realizing their educational dreams.

This legacy of serving and nurturing success, initiated more than eight decades ago in an old wooden schoolhouse, continues today with our excellent faculty and staff and confirms our commitment to provide top-quality learning opportunities. Use this complete catalog to explore the options we offer in planning your courses and your future. We will be with you all along the way because your success is important to all of us here at Grays Harbor College. Please don't hesitate to ask any of us for help.

A handwritten signature in cursive script, reading "Edward Brewster". The ink is dark and the signature is fluid and legible.

Dr. Edward J. Brewster  
President

# 2011-2012 CATALOG



*Celebrating a Tradition  
of Excellence in Education  
Since 1930*



Published Summer 2011  
Grays Harbor College  
1620 Edward P. Smith Drive  
Aberdeen, WA 98520  
Telephone: (360) 532-9020  
In State Toll Free: 1-800-562-4830  
Fax: (360) 538-4299

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## Grays Harbor College Board of Trustees Members

*Mr. Art Blauvelt*  
*Ms. Rebecca Chaffee*  
*Ms. Denise Portmann*  
*Mr. Randy Rust*  
*Ms. Fawn Sharp*

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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
Bookstore.....	360-538-4106
Childcare Center .....	360-538-4190
Counseling Center.....	360-538-4099
Financial Aid Office .....	360-538-4081
Instruction Office .....	360-538-4009
Library.....	360-538-4050
Safety & Security .....	360-538-4154
Student Government.....	360-538-4087
Student Services Office .....	360-538-4066
Student Success Office .....	360-538-4181

## Off-Campus Locations

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:*  
*Portrait Expressions*

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## GHC Catalog 2011-2012

*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 does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a veteran. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Services and/or Office of Human Resources, Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen WA 98520, (360) 532-9020.

## OUR VISION

Grays Harbor College is a catalyst for positive change.

## OUR MISSION

Grays Harbor College provides meaningful education and cultural enrichment through academic transfer, workforce preparation, basic skills, and service to community.

## VALUES

- Access to educational opportunities
- Success for students, faculty and staff
- Excellence in programs, practices and principles
- Respect for diversity of people, ideas, culture and the environment
- Effective and efficient use of resources

## STRATEGIC DIRECTIONS AND COLLEGE-WIDE GOALS

### COMMUNITY DEMAND

Goal 1: Program offerings are relevant, flexible, high-quality, and responsive to the changing needs of the community.

### STUDENT SUCCESS

Goal 2: Enrollment reflects district demographics with special emphasis on underserved populations.

Goal 3: All students achieve their educational goals.

Goal 4: Students smoothly transition from K-12 to colleges and universities.

### INNOVATION

Goal 5: Collaboration, innovation and technology are integral to improving student success and meeting community needs.

Goal 6: The community has a positive image of the college and understands its relevance to them.





**Summer Quarter 2011**

WAOL first day of classes.....	July 7
First day of classes (GHC).....	July 5
“W” Day.....	July 27
Last day of classes (GHC).....	August 12
Last day of classes (WAOL).....	August 31

**Fall Quarter 2011**

Fall Kick-Off Days.....	September 12, 14
New Student Day.....	September 13
Advising Day.....	September 15
Prep and Final Registration.....	September 16
First Day of Classes.....	September 19
Faculty Professional Day (No Classes).....	October 7
Advising Begins.....	November 7
“W” Day.....	November 9
Veterans’ Day Holiday.....	November 11
Registration for 24+ credits begins.....	November 14
Registration for < 23 credits begins.....	November 18
Thanksgiving Holiday.....	November 24-25
Last Day of Classes.....	December 5
Testing.....	December 6-8
Faculty Preparation Day.....	December 9

**Winter Quarter 2012**

Faculty Prep Day and Final Registration.....	January 3
First Day of Classes.....	January 4
Martin Luther King Holiday.....	January 16
All College Day (No Classes).....	February 17
Presidents’ Day Holiday.....	February 20
Advising Begins.....	February 27
“W” Day.....	February 29
Registration for 24+ credits begins.....	March 5
Registration for < 23 credits begins.....	March 9
Last Day of Classes.....	March 19
Testing.....	March 20-22
Faculty Preparation Day.....	March 23

**Spring Quarter 2012**

Final Registration Day.....	April 6
First Day of Classes.....	April 9
“W” Day.....	May 23
Memorial Day Holiday.....	May 28
Advising Begins.....	May 29
Registration for 24+ credits begins.....	June 4
Registration for < 23 credits begins.....	June 8
Last Day of Classes.....	June 18
Testing.....	June 19-21
Faculty Preparation Day/Graduation.....	June 22

### 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 Trustees Association of Community Colleges (TACTC), the Washington Association of Community and Technical Colleges (WACTC), 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:

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

### Grays Harbor College History

Grays Harbor College, a two-year 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. September 2010 marked the college's 80th year since classes first began on September 28, 1930. 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 reasonable 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 the Harbor.

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.

## Grays Harbor College History (continued)

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 was later renamed the Jon V. Krug Industrial Technology Building, following a long tradition of honoring well-respected administrators. Carpentry programs and campus maintenance crews use this building now. 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, and named for the longtime instructor and administrator. The Heavy Diesel Technology Building opened on lower campus in 1989.

In keeping with the college's commitment to distance learning and accessibility, 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 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 C. 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.

Through successful grants and fund-raising efforts, spearheaded by the Grays Harbor College Foundation, the new child care center was built by the upper student/staff parking lot and opened for children in 2009. Design work is also under way for the new Science/Math/Art (SMART) Building, as well as preliminary design of a new HUB.

## Grays Harbor College Foundation

The Grays Harbor College Foundation is among the oldest community college foundations in the Northwest, founded in the 1960's with proceeds raised from gala Starlight Ball community events. Since that time, the Foundation has continued to award scholarships to deserving students and pursued other areas of support for the College. The Foundation Board of Directors meets monthly on the main campus and includes more than 25 community leaders from the College's service area. In the year just ended, nearly \$500,000 in scholarships was awarded by the GHC Foundation.

In addition to funding ten full-time scholarships each year since its beginning, the Foundation also sponsors the **World Class Scholars** program, now in its 13th year of awarding partial tuition scholarships. Through this outreach program, the Foundation makes the promise 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 scholarships. Thus far, more than 1,000 young people have qualified and received funding as World Class Scholars.

Expanding in several other directions recently, the Foundation also awards Hughes Tool Scholarships to qualified vocational students, provides funding for staff excellence recognition, contributes to capital projects and manages many endowed scholarship funds. Donations of any amount are encouraged and the wishes of prospective donors are matched with the unmet needs of the College and its students. In addition, the ten original scholarships, first awarded when the Foundation began, continue to be presented to deserving students each year along with many others.

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

- 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 Operational Policies and Administrative Procedures Manual and is available on the GHC web site ([www.ghc.edu/admin/board/op/625.doc](http://www.ghc.edu/admin/board/op/625.doc)) 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.

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 in the Hillier Union Building (HUB).

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

<b>Alcohol &amp; Drug</b>	
24-Hour HELP line	800-562-1240
East Center Recovery	537-6460
Evergreen Counseling Ctr	532-8629
Alcoholics Anonymous	532-2691
Narcotics Anonymous	532-0663
Crisis Line	800-685-6556
	or 532-4357

**Common Course Numbering**

In 2007, Washington State community and technical colleges implemented the Common Course Numbering Project to ease the transfer of credits among the 34 institutions. The same courses are titled and numbered in a similar way at every Washington community college and are designated with an “&” (e.g. ENGL& 101). Common Course Numbering is designed to 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 without an “&” still transfer under the Direct Transfer Agreement. If you have any questions, please contact the GHC Admissions Office, (360) 538-4030.

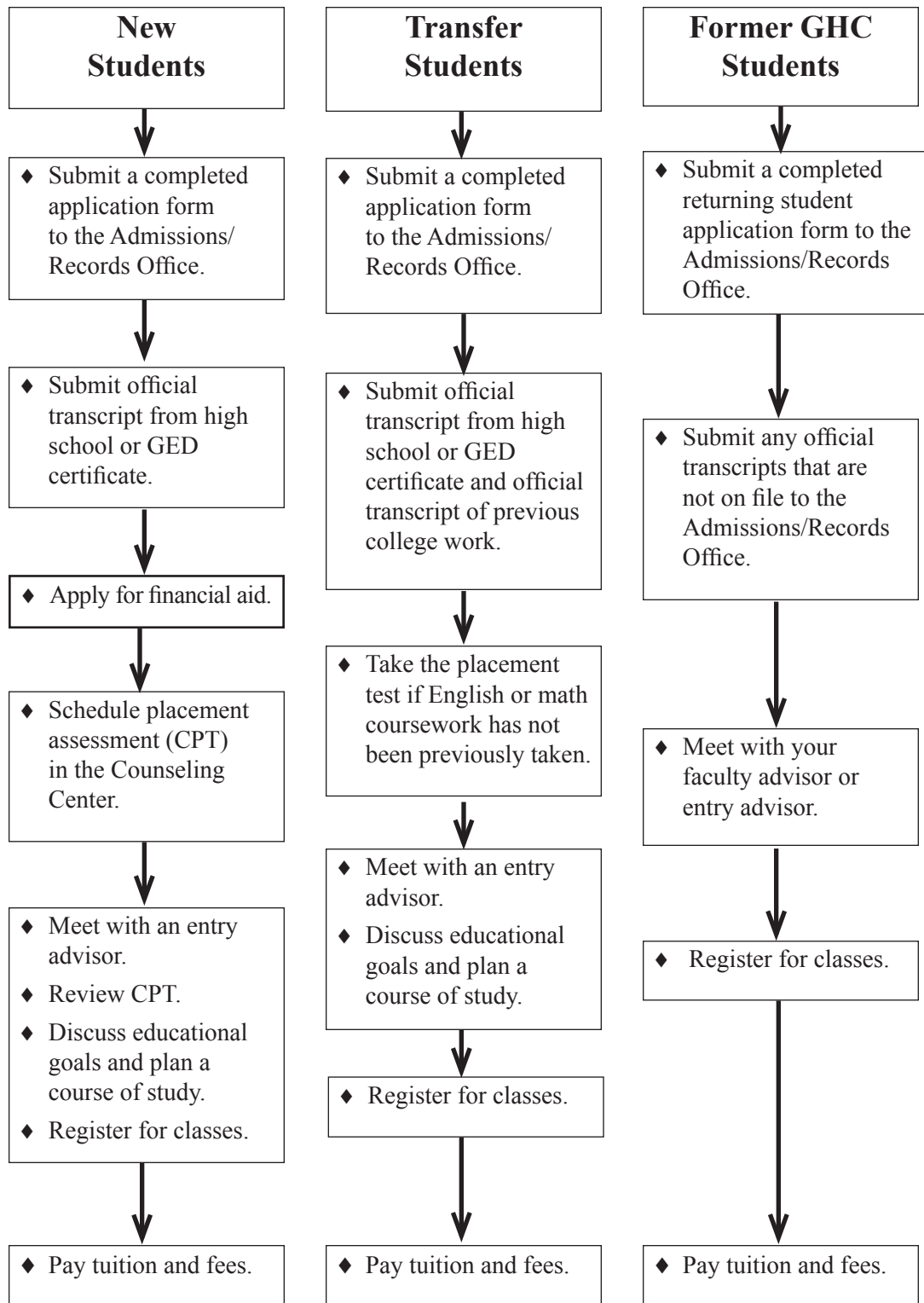
**Students’ Right to Know**

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.
- 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://www.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 ([www.co.grays-harbor.wa.us/info/sheriff/offenders/index.html](http://www.co.grays-harbor.wa.us/info/sheriff/offenders/index.html))

*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](#).

### 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 30](#), 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 and is good for three years. 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 on a drop in basis. Call 360-538-4099 for drop-in hours.

## 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 an entry advisor.

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

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

## 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/aptitude 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.

### 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 a career planning appointment.
- **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.

### 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. This offer does not include WAOL classes. 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 ([current tuition rates are on the website](#)).

### 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.

### 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 Transfer 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 (Current tuition rates are on the website at [www.ghc.edu/tuition&fees](http://www.ghc.edu/tuition&fees)).
- 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 (current tuition rates are on the website at [www.ghc.edu/tuition&fees](http://www.ghc.edu/tuition&fees)).
- Submit proof of proficiency in the English language. A TOEFL score of 400 to 500 is required, or native English fluency.

## Registration Process

- New students will register for their first quarter following their entry advising session. subsequent quarters, students follow on eof two processes and will be notified by email as to which option they should follow:
  1. Students with 23 or less credits earned register after they see their permanent advisor and use a Quarterly Registration PIN to Web Register.
  2. Students with 24 or more credits earned have the option of seeing their advisor and use their GLOBAL PIN to Web Register.
- Fulfill all financial obligations from previous quarters.
- [Register](#) using the college website.
- Pay tuition and fees.

## 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.

## 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.

## 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 student's assigned advisor or the Director of Advising and Counseling.

## 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.

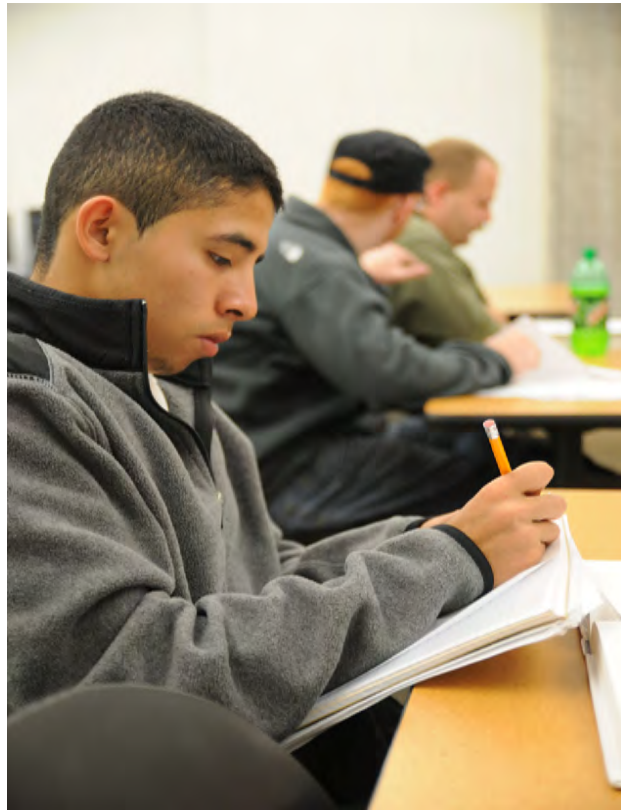
Grays Harbor College uses a computer registration process that does not allow registration into a course unless prerequisites are met. Prerequisites for a particular course may be waived with permission of the instructor of that course. Students must obtain an entry code or signature from the instructor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

## Concurrent Enrollment

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.



**Tuition and Fees**

**Payment of Tuition and Fees**

Tuition and fee information is available 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**

**Refund Policy**

The complete refund policy can be found under Refunds, Student Tuition and Fees in the Grays Harbor College Operational 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:**

<b>FULL SESSION</b>	<b>100% REFUND (on or before)</b>	<b>50% REFUND</b>
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
<b>MINI-SESSIONS</b>	<b>100% REFUND (on or before)</b>	<b>50% REFUND</b>
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.

**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 on their FAFSA. 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 Direct Loans:** Direct loans include student loans (subsidized and unsubsidized) and the Parent Loan for Undergraduate Students (PLUS). These are long-term loans available directly from U.S. Department of Education. Students can apply by completing the FAFSA, entrance counseling, a loan request form and master promissory note (MPN). There are many provisions and conditions for these loans. 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](#).

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.

**Veteran's Benefits (continued)**

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 application used by Grays Harbor College. Students need to apply online at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is available in January of every year for the following academic year. Students need to complete their FAFSA and submit all other documents required by the Financial Aid Office (see Student Financial Aid Application Instructions) by May 1 each year. FAFSAs and other documents received after May 1 will be accepted, but may result in delays in aid awards and smaller award packages due to shortages of funds.

Questions concerning financial aid should be referred to the Financial Aid Office at Grays Harbor College.

**Student Financial Aid Application Instructions**

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

1. **Institutional Student Information Record.** This is a summary of the information you provided on the Free Application for Federal Student Aid (FAFSA). If Grays Harbor College was listed on the FAFSA, the information will be sent directly to the college. This information will be used to determine eligibility for federal aid. If you did not list Grays Harbor College on the FAFSA, you should call or come in to the Financial Aid Office. (The Federal school code for Grays Harbor College is 003779.)

2. **Grays Harbor College Financial Aid Data Sheet.** This form is sent or given to students from the Financial Aid Office. The information requested on this form is instrumental in helping formulate a financial aid package custom designed for students' individual needs. It also contains important messages that the applicant will be required to affirm before financial aid can be awarded. Incomplete or unsigned applications will be returned, causing a delay in processing.
3. **Verification Documents.** Applicants may be requested to verify the information contained on the Student Aid Report. To comply, you will need to submit copies of tax returns and other documents as required. In addition, a verification worksheet will be given to the applicant for completion. It is important to answer all questions and to sign the document and return it to the Financial Aid Office.
4. **Other Forms as Required.** There may be other forms required for information or for documentation. The Financial Aid Office will notify applicants or provide the forms as necessary.

**Satisfactory Financial Aid Academic Progress**

Federal and state financial aid regulations require recipients to demonstrate they are making 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.

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.

**View Your Financial Aid File and Awards Online**

- Go to [www.ghc.edu/finaid](http://www.ghc.edu/finaid)
- Read login instructions
- Click on the blue button (Check My Financial Aid Status)
- Login to the secure portal

## Scholarships

Grays Harbor College offers a variety of scholarships generously provided by many area organizations and supportive individuals. Applications and guidelines about the scholarship process are available through the Financial Aid office and by consulting the [GHC website](#). Generally applications are due during Winter Quarter and the Scholarship Convocation, announcing scholarship recipients for the coming year, takes place in May. However, some scholarships are awarded during Fall Quarter. An announcement on the website will notify students when those mid-year scholarships are available. While criteria vary for each scholarship, some are awarded based on academic performance and/or financial need, while others are open to all students.

## In Appreciation

The scholarship program is managed by the Grays Harbor College Foundation. Often, contributions are made to the GHC Foundation's Scholarship Fund in honor or in memory of a special person, program or organization. These donations are sincerely appreciated and awarded to deserving students as stipulated, making a tremendous difference in the lives of our students. The memory of the honoree or group continues long after the student has used the scholarship.

For further information about establishing a scholarship or contributing to an existing fund, contact the Grays Harbor College [Foundation](#) office at (360) 538-4243. Scholarships do make a difference in the lives of our students.

## World Class Scholars

Grays Harbor College's unique World Class Scholars program offers the promise of scholarship support to every seventh grader in Grays Harbor and Pacific counties. Young students and their parents are contacted and encouraged to think ahead to their futures. The importance of obtaining their high school diplomas, with solid grades, school activities and community service hours is emphasized. Those who sign a contract with the College and qualify for World Class Scholars status by the time they graduate from high school will 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. Further information about eligibility for this program also appears in the application form.

## Athletic Awards Available Through Grays Harbor College 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.

### **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.

## 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.ctc/~grays/student>).
  - Register after earned 24 credits
  - degree audit
  - student class schedule ("Student Schedule")
  - Unofficial transcript ("final term grades" will be shown here)
  - Financial Aid inquiry
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 who have earned less than 23 credits will obtain this PIN from their advisor to be used for registration via the world wide web. Registration PIN's 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. In addition, students can order a transcript through the [National Student Clearinghouse](#) (for a small charge).

## 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.

### 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:

Courses	Credit Hours	Letter Grade	Grade Points
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 Grade Appeal Process described in the Grays Harbor College Student Handbook.

## First Year Experience (FYE)

Grays Harbor College is firmly committed to helping all students succeed. First Year Experience (FYE) is a college level, 2-credit mandatory class for all new degree and certificate seeking students. FYE assists new students by providing a thorough introduction on how to be a successful college student. Students are required to complete the class during their first quarter of enrollment at Grays Harbor College. Students who have transfer credits with a minimum 2.0 GPA, students who plan to take 14 or less credits at GHC prior to transferring to another institution, students who are taking courses for personal enrichment only, and/or students in short-term certificate programs are exempt from taking FYE.

## 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.

**Industrial Technology students are required to meet the Academic Progress Policy stated in Industrial Technology program syllabi (Automotive, Carpentry, CDL, Diesel, and Welding).**

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.

### 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.

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

### B. Low Scholarship Status

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

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

**C. Academic Warning**

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

**D. Academic Probation**

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

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

**E. Academic Suspension**

If a student is on Probationary Status and does not attain a quarterly GPA of 2.0 in a subsequent quarter, the transcript will be endorsed **ACADEMIC SUSPENSION**.

The student will receive written notification of ineligibility to take classes for credit at Grays Harbor College for the next quarter.

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

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

**F. Academic Dismissal**

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

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

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

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

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

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

## 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

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. 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 on the web 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 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.

## **Student Success**

Student success is the number one goal at Grays Harbor College. Successful students are knowledgeable and make use of all of the many resources available to them. The purpose of student success programs is to help make sure students are informed and supported so they have the best opportunity possible to reach their educational goals. Programs include First Year Experience (FYE), Academic Alert, New Student Day, Orientation and online class workshops. In addition, programs targeted to specific student populations such as Prepared to Succeed and Complete to Compete are also part of student success.

Student success works closely with all other student services including the learning center, counseling and advising, financial aid, athletics and TRiO. The student success office is located on the ground floor of the library building in room 1517 and can be reached by phone at 360-538-4181.

## **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 [www.ghc.edu/lc/tutoring.htm](http://www.ghc.edu/lc/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. We're here to help!

## **TRiO Student Support Services**

The TRiO Program provide many services to students who are new or unfamiliar with the college process. The programs provide activities which are designed to increase students' academic success at Grays Harbor College. TRiO Student Support Services focuses on assisting students in their academics in order to transfer to four-year colleges and universities. TRiO programs teach students how to be successful in the college environment and provide various forms of academic assistance. TRiO offers long term academic planning, assistance in financial aid preparation, and scholarship writing seminars as well as providing other college skills workshops. TRiO Student Support Services is a federally funded program which has entrance criteria and primarily works with students whose parents have not completed a four-year degree. The TRiO Office is located on the ground floor of the Spellman 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. We're here to help!

## **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, located in the Human Resources 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 2000 and online.

## **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, community referral, and medical reserve parking authorizations.

Any questions about services, direct accommodations, or access for students 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 at 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 provides tuition, book and testing fee assistance, academic support, and career services for eligible parents. Parents may qualify if they are receiving TANF assistance. WorkFirst provides parents access to education and work study opportunities to increase employability skills. Academic options supported by WorkFirst include Basic Skills, GED Preparation, Job Skills Enhancement, Vocational Certificates and Customized Job Skills Training. For more information, please contact the WorkFirst 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. Textbook Buyback is held for three (3) days during finals of fall, winter, and spring quarters. See the Bookstore online 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

It shall be the policy of Grays Harbor College to maintain a smoke/tobacco free indoor campus environment, including college and state owned vehicles. This includes all tobacco and smokeless tobacco products.

Smoking is authorized only in the following locations:

1. Designated smoking areas and/or shelters as determined by the Smoking Task Force. Locations of designated smoking areas are on the college's web site ([www.ghc.edu/smoking/index.html](http://www.ghc.edu/smoking/index.html)).
2. Inside any personal vehicle.
3. Any parking lot - with the exception of the Childcare Center Parking Lot.

## Parking Regulations

1. Campus speed limit is 20 m.p.h.
2. Yellow painted curbs are "No Parking Areas"
3. Drivers must obey all posted traffic and parking signs
4. Visitor parking spaces are reserved for visitors only - no students or staff parking
5. Do not park in reserved parking spaces (named and/or numbered stalls)

**Vehicle Registration:** All vehicles (including motorcycles) utilizing the college parking lots (paved or gravel) must display a valid GHC parking permit which may be obtained at the Cashier's Office (2000 Building) or appropriate Education Center Office. The cost for the parking permits is part of the student's comprehensive fee. If a second vehicle permit is needed, the annual fee is \$5.00 for that vehicle.

### Required Vehicle Information:

- License plate number
- Year and make of vehicle
- Name of student
- Student ID Number (SID)

**Driving Safely:** All students and employees are expected to obey all traffic rules and regulations when driving on campus.

**Parking Fines:** Violators of the college's parking regulations will be cited and/or the vehicle may be impounded at the owner's expense. Fines vary from \$20.00 to \$50.00, depending on the violation. All fines are paid through the Cashier's Office (3rd floor of the 2000 Building). Failure to pay for outstanding parking citations will result in denial of subsequent registration and withholding of transcripts.

**Special Parking Permits:** The office for Disability Services, located in the 2000 Building, issues a limited number of special reserved parking permits for students with temporary medical disabilities. Students with temporary medical disabilities should pick up a form at the Safety and Security Office for their physician to document their disability and request special parking in the medical reserved area. These permits are issued at no charge for designated periods of time. Failure to renew the special permit will result in the vehicle being cited.

**Student Parking on the Main Campus** is permitted in any designated student parking lot on a first-come, first-served basis with the EXCEPTION of part-time faculty spaces, faculty/staff reserved parking spaces (named or numbered parking stalls), state disabled parking spaces, medical reserved spaces, yellow curbing, fire lanes, driveways and/or roadway or unlined open areas. Vehicles MUST be parked between the white lines of the parking stall (excluding the gravel parking lot). Cars in violation of the parking regulations will be cited. NOTE: Students parking after 3:00 p.m. may park in areas marked "reserved", "visitor", "medical" or those spaces designated by an employee name or number. Part-time faculty spaces are reserved until 10:00 p.m.

**Appeals:** Appeal forms are available in the Office of Student Services (Room 110) or on-line.

NOTE: Registrations and official college transcripts will be withheld for failure to meet financial obligations to the college, including parking fines.

## Campus Security Policy

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), a crime statistics report is available to the public. The report includes statistics for the previous three calendar years concerning specific reported crimes that occurred on Grays Harbor College campus; off-campus education centers or property owned or controlled by the college; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security and safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, receiving emergency notification and college closures, information about sexual harassment and stalking and other safety and health concerns.

You can obtain a printed copy of this report from the Security Office (2000 Building – Room 2323) or online at [www.ghc.edu/security/report.htm](http://www.ghc.edu/security/report.htm).

## 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 ([www.ghc.edu](http://www.ghc.edu)) and in the [Student Handbook](#). Copies are also available in the office of the Vice President for Student Services.

## Student Activities

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

## Student Government

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

## Students-In-Service Program

Want to get involved but not sure how, or need some extra motivation? The Students in Service (SiS) program is a part-time AmeriCorps program that encourages and supports college students to enroll as part-time AmeriCorps members who provide valuable service in their communities. SiS members make a difference in their communities and upon completion of their term of service earn education awards.

## Study Abroad

Grays Harbor College recently joined together with 17 community colleges in a consortium to provide Study Abroad programs for 2-year college students. By Studying Abroad with GHC you can save a considerable amount of money compared to other programs. All credits completed will count towards your degree at GHC. Scholarships & Financial Aid are available. Programs are on a quarter schedule and you will be able to graduate on time.

## Grays Harbor Activities Board

The Grays Harbor Activities Board (GHAB) is responsible for programming all student events on campus. Got an idea of an event you want to see on campus? Want to be part of GHAB? Come by the HUB and get involved today!

## 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:

*Gay Student Alliance*  
*Grays Harbor College Athletics*  
*Human Services Student Association*  
*Native American Student Association*  
*Natural Resources Club*  
*Non-Traditional Students Community*  
*Phi Theta Kappa (honor society)*  
*Spirit Club / Cheerleading*  
*Grays Harbor Activities Board*  
*Student Government: ASGHC*  
*Student Nurses Association*  
*Tyee Service Club*  
*Hispanic/Latino Club*

Don't see the club of your choice- start one today! Stop by Student Activities Leadership Program (SLAP) in the HUB for more details. 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.

## 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.

## [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 or it can be viewed online.

## 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.

## 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.



## 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 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 March.

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.

## Library/Media Center

The John Spellman Library/Media Center (LMC) at Grays Harbor College helps students develop skills in accessing, evaluating, and using information as part of 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 over 30,000 physical books, almost 30,000 e-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 13 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: [www.ghc.edu/library](http://www.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, and English as a Second Language (ESL). 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 work and community skills.

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.

### 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 Advising and Counseling Center at 360-538-4049. 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 at 360-533-9733.

### 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. Five vocational skills programs are also offered at Stafford Creek. These include Building Maintenance Technology, Welding/Powder Coating, Computer Literacy/Information Technology, Drywall Technology and Roofing and Siding. All courses are aimed at helping the offender students become well prepared, upon release, to enter the world of work and become productive citizens.

### Continuing Education

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

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

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



## Four-Year Degrees

### The Evergreen State College

The Evergreen State College offers a unique educational experience at Grays Harbor College. Each quarter TESC offers a program conveniently scheduled on weekends and taught by Evergreen faculty on the Grays Harbor College campus. The focus of the Grays Harbor program changes from year to year but centers on interdisciplinary management, leadership, and the health of individuals, communities, and organizations. Students benefit from meaningful instruction as they develop critical thinking and analytical skills, refine problem-solving techniques, and become effective team players. You can complete your bachelor's degree without leaving the Harbor! The program began in 2000 with the stated objective of giving students who have graduated from GHC the opportunity to obtain a bachelor in liberal arts without having to leave that campus, but the program is open to all Evergreen students and often includes a broad mix of students from beyond the Grays Harbor area. For more information visit [www.evergreen.edu/eveningandweekend/ghc](http://www.evergreen.edu/eveningandweekend/ghc).

### City University

City University offers aspiring teachers in Grays Harbor and Pacific counties a unique opportunity to study locally for their Bachelor of Arts in Education. Students who have earned or are nearly finished with an associate degree may enroll in program classes on the Grays Harbor College campus.

Under this degree option, students take a two-year Associate of arts program at GHC and then enter City U's two-year Bachelor of Arts program. Students will also qualify to earn a teacher certification with an emphasis in Special Education, Elementary Education, Math, English Language Learners (ELL) or Reading and Literacy. Both single and dual endorsements are available in these emphasis areas. For more information contact [www.cityu.edu/programs](http://www.cityu.edu/programs) or call 360-538-2524.

## 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 GHC 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. contact Mark Ramon, Outreach Specialist, at 360-538-4090, or [mramon@ghc.edu](mailto:mramon@ghc.edu).



## Transfer Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

## College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

## 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-Transfer (AAS-T) 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 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.

- 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.

## 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.

### Student Outcomes

The college has clearly identified expected student learning outcomes for all of its programs, degrees, and certificates.

### 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.

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  
Natural Resources  
Naturopathic Medicine  
Optometry  
Pharmacy  
Physical Therapy  
Veterinary Medicine

**Associate in Applied Science - Transfer (AAS-T)**

The AAS-T degree is awarded to students who satisfactorily complete the competencies and requirements in programs approved by the college's Instructional Council and by the State Board for Community and Technical Colleges. AAS-T degrees are workforce degrees with a core of general education courses commonly accepted in transfer. The general education component of the AAS-T degree is comprised of not less than twenty (20) credits of courses including a minimum of 5 credits in English Composition; 5 credits in quantitative reasoning; and 10 credits in social science, humanities or science. It is assumed that many AAS-T degrees will have significantly more than the minimum 20 credits of general education courses. Degree options are indicated on individual professional technical program descriptions in this catalog.

**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.

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 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 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 29](#).

**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 Comp I	5
ENGL& 102 Composition II	5
or	
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:

MATH 111 Intro to Finite Math	5
MATH& 107 Math in Society	5
MATH& 146 Intro 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& 163 Calculus 3	5

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

MATH& 131 Math Element Ed 1	5
MATH& 132 Math Element Ed 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.

**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 Civ I	5
HIST& 117 Western Civ II	5
HIST& 118 Western Civ III	5
HIST 122 Hist Modern E Asia	5
HIST& 146 US History I	5
HIST& 147 US History II	5
HIST& 148 US History III	5
HIST& 214 Pacific NW History	5
HIST& 219 Native Amer History	5
HIST 220 20th Century Europe	5
HIST 252 Latin American History	5
HIST 270 Slavery/Freedom	5
HIST 271 History: 1865-1975	5
HIST 272 History of England	5

**Area B: Economics/Political Science**

CJUS 102 Law and Society	5
ECON 100 Intro to Economics	5
ECON& 201 Micro Economics	5
ECON& 202 Macro Economics	5
POL S 102 Law and Society	5
POLS& 202 American Govt	5

**Area C: Anthropology/Sociology**

ANTH& 100 Intro Anthropology	5
ANTH& 206 Cultural Anthro	5
SOC 106 Juvenile Justice	5
SOC 112 Criminology	5
SOC 252 Marriage and Family	5
SOC& 101 Intro 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, one course from three different areas, labeled A through G, with a maximum of five credits in performance courses.

<b>Area A: Visual Arts</b>		<b>Credits</b>
ART& 100	Art Appreciation	5
ART 101	Drawing I	5
ART 104	Design I	5
ART 105	Design II	5
<b>Area B: Theatrical Arts</b>		
DRMA& 101	Intro to Theatre	5
FILM 125	Film Interpretation	5
THEA 161	Intro to Acting	4
THEA 163	Intro to Directing	3
<b>Area C: Musical Arts</b>		
MUSIC 100	Music Fund	5
MUSC& 105	Music Appreciation	5
MUSC& 121	Ear Training I	2
MUSC& 131	Music Theory I	3
<b>Area D: Literary Arts</b>		
ENGL& 220	Shakespeare	5
ENGL& 240	Intro to American Lit	5
ENGL 252	Survey World Lit	5
ENGL 263	Survey British Lit	5
ENGL 275	Gender in Literature	5
<b>Area E: Languages (5 credit maximum)</b>		
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
<b>Area F: Speech</b>		
SPCH 101	Fund of Speech	5
SPCH 201	Fund Group Discuss	3
<b>Area G: Culture and Ideas</b>		
LING 101	Into World Language	5
PHIL& 101	Intro to Philosophy	5

**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)

<b>Area A: Biological Science</b>		<b>Credits</b>
BIOL& 100	Intro Biology*	5
BIOL 109	Plants West WA*	5
BIOL 118	Human Biology*	5
BIOL& 160	General Biology I*	5
BIOL& 221	Biol Science I*	5
BIOL& 222	Bioll Science II*	5
BIOL& 223	Biol Science III*	5
BIOL& 260	Microbiology*	5
<b>Area B: Chemical Science</b>		
CHEM& 121	Intro to Chemistry*	5
CHEM& 131	Intro Organ/Biochem*	5
CHEM& 161	General Chemistry *	5
<b>Area C: Environmental Science</b>		
BIOL 140	Ecology*	5
ENVS& 100	Enviro Science	5
GEOL 107	Intro to Weather	5
<b>Area D: Earth Science</b>		
EARTH 102	Earth Science	5
GEOL& 101	Physical Geology*	5
<b>Area E: Physical Science</b>		
ASTRO 101	Astronomy	5
PHYS& 121	General Physics I*	5
PHYS& 221	Engineer Physics I*	5
<b>Area F: Mathematics</b>		
MATH 111	Intro Finite Math	5
MATH& 107	Math in Society	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Intro to Statistics	5
MATH& 148	Business Calculus	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5

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

**Electives (30 credits)  
Specified Electives (20 credits)**

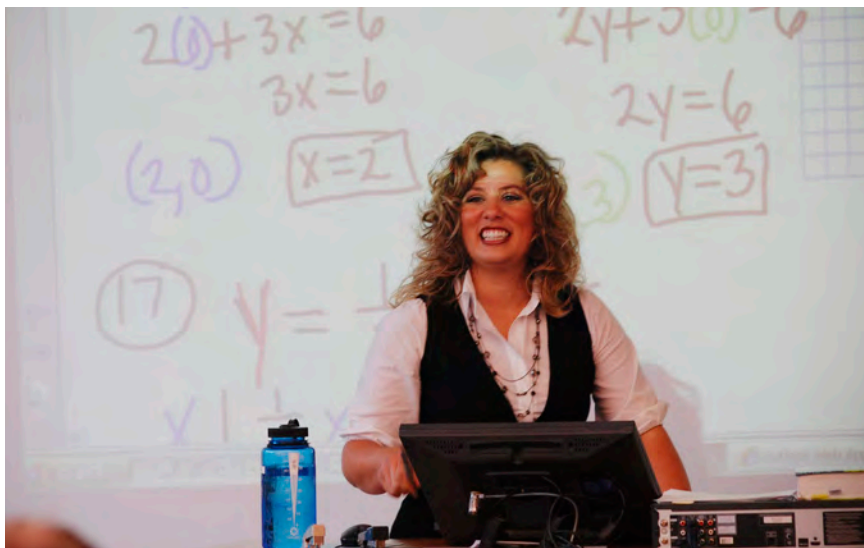
Specified electives represent specialized or advanced college-level transfer courses. They include courses in traditional and pre-professional fields, including business, engineering, computer science, and education. Degree students must choose a minimum of 20 additional credits selected from:

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

		<b>Credits</b>
ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II	5
ACCT& 203	Prin of Accounting III	5
ART 102	Drawing II	5
ART 103	Drawing III	5
ART 251	Painting I	5
ART 252	Painting II	5
ART 260	IntroPrintmaking	5
BUS& 101	Intro to Business	5
BUS& 201	Business Law I	5
BIOL& 241	Human Anat/Phys I	5
BIOL& 242	Human Anat/Phys II	5
CHEM& 162	Gen Chem w/Lab II	6
CHEM& 163	Gen Chem w/Lab III	6
CHEM& 261	Organ Chem w/Lab I	6
CHEM& 262	Organ Chem w/Lab II	6
CHEM& 263	Organ Chem w/Lab III	3
CHIN& 122	Chinese II	5
CHIN& 123	Chinese III	5
CIS 110	Intro Programming	5
CJ& 101	Intro Criminal Justice	5
CJUS 151	Drugs and Society	5
EDUC 201	Intro/Orient Teach	5
EDUC 202	Education Practicum	3
ENGL 241	Fiction Writing	2
ENGL 242	Poetry Writing	2
ENGL 243	Playwriting	2
HIST 225	History of Gender	5
HS 101	Intro Human Services	5
ITAL 126	Italian II	5
ITAL 127	Italian III	5
LATIN 126	Latin II	5
LATIN 127	Latin III	5
LIB 101	Intro Info Resource	2
LIB 120	Learning 21st Century	5
MATH 241	Differ Equations I	5
MATH& 163	Calculus 3	5

## Specified Electives (continued)

		<u>Credits</u>
MUSIC 117	Beginning Piano I	1
MUSIC 118	Beginning Piano II	1
MUSIC 119	Beginning Piano III	1
MUSC& 122	Ear Training 2	2
MUSC& 123	Ear Training 3	2
MUSC& 132	Music Theory 2	3
MUSC& 133	Music Theory 3	3
MUSIC 150-	Applied Music	
158	(Private Lessons)	1
MUSIC 161-	Perfor Groups	1-1.5
181		
MUSIC 217	Intermediate Piano I	1
MUSIC 218	Intermediate Piano II	1
MUSIC 219	Intermediate Piano III	1
MUSC& 221	Inter Ear Training 1	2
MUSC& 222	Inter Ear Training 2	2
MUSC& 223	Inter Ear Training 3	2
MUSIC 231	Interm Harmony	3
MUSIC 232	Adv Harmony I	3
MUSIC 233	Adv Harmony II	3
MUSIC 250-	AdvApplied Music	2
258	(Private Lessons)	
MUSIC 261-	Perform Groups	1-1.5
281		
NUTR& 101	Human Nutrition	5
PHYS& 122	General Physics II	5
PHYS& 123	General Physics III	5
PHYS& 222	Engineer Physics II	5
PHYS& 223	Engineer 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	5
POL S 204	Intro Public Admin	5
PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
PSYCH 210	Psych of Adjustment	5
PSYC& 220	Abnormal Psychology	5
PSYCH 250	Social Psychology	5
RUSS 126	Russian II	5
RUSS 127	Russian III	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



### General Electives (10 credits maximum)

General electives include:

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

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

**ASSOCIATE IN 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 29](#).

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

**II. Quantitative Skills (5 credits)**  
(See note 2)

MATH& 146	Intro Statistics	5
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**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.

		<u>Credits</u>
<b><u>Social Sciences</u></b>		
(See note 3)		
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
SOC& 101	Introduction to Sociology	5

**Humanities**

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

(See note 4) 10

SPCH 101	Fund Speech	5
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**Sciences**

(See note 5)

BIOL& 160	General Biology	5
BIOL& 260	Microbiology	5
BIOL& 241	Human Anat/Phys I	5
BIOL& 242	Human Anat/Phys II	5
CHEM& 121	Intro Chemistry	5
CHEM& 131	Intro Organ/Biochem	5
NUTR& 101	Nutrition	5

**Required Electives**

(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 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 29](#).

*Business school admission requirements at specific universities are in the "Business School Admission" section on [page 39](#).*

**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:

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

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

*See note 1 for EWU and CWU requirements on page 39.*

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

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 3 for WSU and UW Tacoma requirements on page 39.*

	<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 33.*

*\*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 34. 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 34.

*See note 2*

	<u>Credits</u>
MATH 146* Business Statistics	5
AA Distribution Areas A, C, D or E	10

*\*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.*

ACCT& 201*	Principles Acct I	5
ACCT& 202*	PrinciplesAcct II	5
ACCT& 203*	Principles Acct 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.

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.



**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 29](#).

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**

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& 221, 222, 223	15
CHEM& 161, 162, 163	17
CHEM& 261, 262, 263 or PHYS& 121, 122, 123	15
ENGL& 101	5
MATH& 142, 151, 152	15
MATH& 163 or 146	5
Humanities and Social Science (at least 5 credits in each area)	15
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.

**Credits**

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

**Geology**

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

	<u>Credits</u>
CHEM& 161, 162, 163	17
ENGL& 101	5
GEOL& 101	5
MATH& 142, 151, 152, 163	20
PHYS& 121, 122, 123, or 221, 222, 223	15
Humanities and Social Science (at least 5 credits in each area)	15
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& 221, 222, 223	15
CHEM& 161, 162, 163	17
ECON& 201, 202	10
ENGL& 101, 235	10
MATH& 141, 142, 151, 152, 163	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

**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
ENGL& 101 and 102 or 235	10
MATH& 142, 151, 152, 163; MATH 241	25
PHYS& 221, 222, 223	15
Humanities and Social Science (at least 5 credits in each area)	15
Electives	8
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
ENGL& 101 and 102 or 235	10
MATH& 142, 151, 152, 163; MATH 241	25
PHYS& 221, 222, 223	15
Humanities and Social Science (at least 5 credits in each area)	15
Electives	14
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 29](#).

**ACADEMIC TRANSFER OPTIONS**

**Architecture**

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

**Biology, Botany, Zoology**

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

**Pre-Chiropractic**

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

	<u>Credits</u>
BIOL& 160, 241, 242 or BIOL& 221, 222, 223	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



**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; CJUS 104, 151, 201, 258, SOC 106, 112; POL S 102, 110, 204 (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:

	<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



**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, 163	5-20
PHYS& 121, 122, 123 or 221, 222, 223	15
Humanities	10
Social Science	10
PE requirement credits	3

**Pre-Naturopathic Medicine**

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

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
SPCH 101	5
Social Science	10
PE requirement credits	3

**NOTE: WSU requires PHIL& 101, PSYC& 100 and ECON&201 as Humanities and Social Science electives.**

**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.

**Pre-Physical Therapy (continued)**

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

	<u>Credits</u>
BIOL& 160 241, 242	15
CHEM& 161, 162, 163	17
ENGL& 101, 102	10
MATH& 141, 142, 146	15
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

**ASSOCIATE IN APPLIED SCIENCE-TRANSFER DEGREE**

**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 required general education course requirements
- 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 29](#).

**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 60](#) of this catalog.

**Professional Technical Programs**

In general, Grays Harbor College’s Professional Technical programs include the Associate in Applied Science-Transfer (AAS-T), Associate in Applied Science (AAS), and Associate in Technology (AT) degrees as well as Certificate of Completion (CC), and Certificate of Achievement (CA) . AAS and AT degrees are not typically accepted as appropriate preparation for most BA or BS degrees. The AAS, AT, CC, and CA are designed for students whose primary goal is to enter the job market after completion. The professional technical program choices are listed below with a page number reference:

<b><u>Program</u></b>	<b><u>Page #</u></b>	<b><u>Program</u></b>	<b><u>Page #</u></b>
<b><i>Accounting</i></b>	<b><a href="#">47</a></b>	<b><i>Early Childhood Education</i></b>	<b><a href="#">54</a></b>
Accounting (AAS-T, AAS)		Early Childhood Education (CA)	
Accounting/Bookkeeping (CC)			
Bookkeeping (CA)		<b><i>Energy Technology</i></b>	<b><a href="#">54</a></b>
		Energy Technology (AAS)	
<b><i>Automotive Technology</i></b>	<b><a href="#">48</a></b>	Power Technology (CC)	
Automotive Technology (AT)			
Automotive Technology (CC)		<b><i>Health Sciences</i></b>	<b><a href="#">55</a></b>
Automotive Technology Levels 1-5 (CA)		Nursing Program	
		Admission Requirements	
<b><i>Business Management</i></b>	<b><a href="#">49</a></b>	Practical Nursing (CC)	
Business Management (AAS-T, AAS, CC)		Registered Nursing (AAS-T)	
Small Business/Entrepreneurship (CC)		Nursing Assistant Training (CA)	
Basic Small Business Skills (CA)			
<b><i>Business Technology</i></b>	<b><a href="#">50</a></b>	<b><i>Human Services</i></b>	<b><a href="#">56</a></b>
Business Technology (AAS, CC)		Human Services (AAS-T, AAS, CC)	
Formatting/Publishing Documents (CA)			
Microcomputer Applications (CA)		<b><i>Medical Records Office</i></b>	<b><a href="#">57</a></b>
Microsoft Office Applications (CA)		Medical Records Office Assistant (C)	
Office Professional Certification (CA)		Medical Coding (CA)	
		Medical Transcription (CA)	
<b><i>Carpentry Technology</i></b>	<b><a href="#">51</a></b>	<b><i>Natural Resources</i></b>	<b><a href="#">58</a></b>
Carpentry Technology (AT, CC)		Forestry Technician (AAS-T, AAS, CC)	
<b><i>Commercial Truck Driving</i></b>	<b><a href="#">51</a></b>	<b><i>Occupational Entrepreneurship</i></b>	<b><a href="#">58</a></b>
Commercial Truck Driving (CC)		Occupational Entrepreneurship (AAS)	
Beginning Commercial Truck Driving (CA)			
Commercial Drivers License (CA)		<b><i>Software Applications</i></b>	<b><a href="#">58</a></b>
Truck Driving Work Based Learning (CA)		Software Applications (CC)	
<b><i>Criminal Justice</i></b>	<b><a href="#">52</a></b>	<b><i>Welding Technology</i></b>	<b><a href="#">59</a></b>
Criminal Justice (AAS-T, AAS, CC)		Welding Technology (AT, CC)	
		Related Welding (CC)	
<b><i>Diesel Technology</i></b>	<b><a href="#">53</a></b>	Welding Basics Level 1 and 2 (CA)	
Diesel Technology (AT)		Pipe Welding Level 3 (CA)	
Diesel Technology Fundamentals (CC)		Industrial Welding Level 4 (CA)	
Advanced Diesel Technology (CC)			
Diesel Technology Levels 1-5 (CA)			

**ACCOUNTING**

**Accounting**

Associate in Applied Science-Transfer (AAS-T) Degree

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 in the Grays Harbor College General Catalog.

**Communication Skills (5 credits)**

ENGL& 101 English Comp I

**Quantitative Skills (5 credits)**

Any generally transferable math course with intermediate algebra as a required prerequisite.

**Science, Social Science, Humanities (10 credits)**

Courses selected from the distribution list for transfer degrees in the general catalog, including a course meeting the human relations requirement.

**Core Courses (31-36 credits)**

ACCT 113	Intro to Accounting I,	5 and
ACCT 114	Intro to Accounting II	5 or
ACCT& 201	Principles Accounting I	5

ACCT& 202	Principles of Acct II	5
ACCT & 203	Principles of Acct III	5
ACCT 175	Busi/Pay/Tax Acct	3
ACCT 176	Comp Acct Functions	3
ACCT 220	Federal Income Tax I	5
BA 150	Fundamentals Finance	5

**General Courses (43 credits)**

BTECH 115	Electronic Math Appl Appl	3
BTECH 131	Access	5
BTECH 140	Word Processing Appl	5
BTECH 150	Excel	5
CIS 251	Mgmt Info Systems	5

**Select 4 of the following (20 credits)**

BA 174	Small Business Mgmtment
BA 240	Principles of Marketing
BA 258	Principles of Mgmtment
BUS& 101	Intro to Business
BUS& 201	Business Law
ECON& 202	Macro Economics

**Minimum Credits Required 94+**  
**3 PE Credits**

**Accounting**

Associate in Applied Science Degree

**Core Courses (31-36 credits)**

ACCT 113	Intro to Accounting I	5 and
ACCT 114	Intro to Accounting II	5 or
ACCT& 201	Principles Acct I	5

ACCT& 202	Principles Acct II	5
ACCT& 203	Principles Acct III	5
ACCT 175	Busi/Pay/Tax Acct	3
ACCT 176	Comp Acct Functions	3
ACCT 220	Federal Income Tax I	5
BA 150	Fundamentals Finance	5

**Support Courses (49-51 credits)**

**Math and Computing Skills**

BA 104	Math for Business	3 or
MATH 101	Applications of Algebra (or higher)	5
BTECH 115	Electronic Math Appl	3
BTECH 131	Access	5
BTECH 140	Word Processing Appl	5
BTECH 150	Excel	5
CIS 102	Intro to MS Office	3
CIS 251	Mgmt of Info Systems	5

**Business Skills (select 4 of the following)**

BA 174	Small Business Mgmt	5
BA 240	Principles of Marketing	5
BA 258	Principles of Mgmt	5
BUS& 101	Intro to Business	5
BUS& 201	Business Law	5
ECON& 202	Macro Economics	5

**General Courses (11-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3
SPCH 101	Fundamentals Speech	5 or
SPCH 201	Fund Group Discusss	3

**Minimum Credits Required 91+**  
**3 PE credits**

**Accounting/Bookkeeping**

Certificate of Completion

**Core Courses (21 credits)**

ACCT 113	Intro to Accounting I	5 and
ACCT 114	Intro to Accounting II	5 or
ACCT& 201	Principles of Acct I	5 and
ACCT& 202	Principles of Acct II	5
ACCT 175	Busi/Pay/Tax Acct	3
ACCT 176	Comp Acct Functions	3
ACCT 220	Federal Income Tax I	5

**Support Courses (24-26 credits)**

BA 174	Small Business Mgmt	5 or
BUS& 101	Intro to Business	5
BA 104	Math for Business	3 or
MATH 101	Applications of Algebra (or higher)	5
BTECH 140	Word Processing Appl	5
BTECH 150	Excel	5
BTECH 115	Electronic Math Appl Appl	3
CIS 102	Intro to Microsoft Office	3

**General Courses (8-10 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 53**

**Bookkeeping**

Certificate of Achievement

**Prerequisite Requirements**

Basic working knowledge of computers or CIS 102.

**Core Course (16 credits)**

ACCT 113	Intro to Accounting I	5
ACCT 175	Busi/Pay/Tax Acct	3
ACCT 176	Comp Acct Functions	3
BTECH 150	Excel	5

**AUTOMOTIVE TECHNOLOGY**

*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, READ 080 and instructor permission.*

**Core Courses (96 credits)**

AUTO 111	Brake/Suspens/Steering	16
AUTO 112	Electrical/Electronic/ABS	16
AUTO 113	Engine/Electric/Tune/Ign	16
AUTO 211	Power Trains/Transm (Manual and Automatic)	16
AUTO 212	Fuel Sys/Elect/Comp Ctrl	16
AUTO 213	Adv Engine Perform Air Cond/Heating	16

**Support Courses (6 required)**

WELD 101	Related Welding I	6
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**General Courses (13-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math (or higher)	5
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Elective Courses (1-5 credits)**

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

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

**Automotive Technology**

Certificate of Completion

**Prerequisite Requirements**

*Placement in ENGL 060, MATH 060, READ 080 and instructor permission. Students select any three (3) of the six (6) core courses listed.*

**Core Courses (48 credits)**

AUTO 111	Brake/Suspens/Steering	16
AUTO 112	Electrical/Electronic/ABS	16
AUTO 113	Engine/Electric/Tune/Ign	16
AUTO 211	Power Trains/Transm (Manual and Automatic)	16
AUTO 212	Fuel Sys/Elect/Comp Ctrl	16
AUTO 213	Adv Engine Perform Air Cond/Heating	16

**General Courses (13-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math (or higher)	5
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Elective Courses (1-5 credits)**

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, READ 080 and instructor permission.*

**Core Courses (16 credits)**

AUTO 111	Brake/Suspens/Steering
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**Automotive Technology**

Level 2

Certificate of Achievement

**Prerequisite Requirements**

*Placement in ENGL 060, MATH 060, READ 080 and instructor permission.*

**Core Courses (16 credits)**

AUTO 112	Electrical/Electronic/ABS
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**Automotive Technology**

Level 3

Certificate of Achievement

**Prerequisite Requirements**

*Placement in ENGL 060, MATH 060, READ 080 and instructor permission.*

**Core Courses (16 credits)**

AUTO 113	Eng/Elect/Tune/Ignition
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**Automotive Technology**

**Level 4**

*Certificate of Achievement*

**Prerequisite Requirements**

Placement in ENGL 060, MATH 060, READ 080 and instructor permission.

**Core Courses (16 credits)**

AUTO 211 Power Trains/Trans  
(Manual and Automatic)

**Automotive Technology**

**Level 5**

*Certificate of Achievement*

**Prerequisite Requirements**

Placement in ENGL 060, MATH 060, READ 080 and instructor permission.

**Core Courses (16 credits)**

AUTO 212 Fuel Sys/Elect/Comp Ctrl

**Automotive Technology**

**Level 6**

*Certificate of Achievement*

**Prerequisite Requirements**

Placement in ENGL 060, MATH 060, READ 080 and instructor permission.

**Core Courses (16 credits)**

AUTO 213 Adv Engine Perform  
Air Cond/Heating

**BUSINESS MANAGEMENT**

**Business Management**

*Associate in Applied Science-Transfer (AAS-T) Degree*

*This degree is built upon the technical courses required for job preparation, but also includes a college-level general education component. This is consistent with the dual purpose of transfer and preparation for direct employment.*

**Prerequisite Requirements**

*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 in the Grays Harbor College General Catalog.*

**Communication Skills (5 credits)**

ENGL& 101 English Comp I

**Quantitative Skills (5 credits)**

Any generally transferable math course with intermediate algebra as a required prerequisite.

**Science, Social Science, Humanities (10 credits)**

Courses selected from the distribution list for transfer degrees in the general catalog, including a course meeting the human relations requirement.

**Core Courses (35 credits)**

BUS& 101	Intro to Business	5
BA 150	Fundamentals Finance	5
BA 174	Small Business Mgmt	5
BA 240	Principles of Marketing	5
BA 258	Principles of Mgmt	5

**Select 2 of the following**

BUS& 201	Business Law	5
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5

**General Courses (28 credits)**

ACCT 113	Intro to Accounting I	5 and
ACCT 114	Intro to Accounting II	5 or
ACCT& 201	Principles of Acct I	5 and
ACCT& 202	Principles of Acct II	5
BTECH 150	Excel	5
CIS 102	Intro to Microsoft Office	3
CIS 125	Internet Fundamentals	5
ENGL 150	Voc/Tech/Busi Writing	5

**Elective Courses (7 credits)**

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

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

**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 Elective Courses that relate to their interests and the potential job market.*

**Core Courses (38-40 credits)**

BA 104	Math for Business	3 or
MATH 101	Applications of Algebra	5
	(or higher)	
BA 150	Fundamentals Finance	5
BA 174	Small Business Mgmt	5
BA 240	Principles of Marketing	5
BA 258	Principles of Mgmt	5
BUS& 101	Intro to Business	5

**Select 2 of the following**

BUS& 201	Business Law	5
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5

**Support Courses (23 credits)**

ACCT 113	Intro to Accounting I	5 and
ACCT 114	Intro to Accounting II	5 or
ACCT& 201	Principles of Acct I	5 and
ACCT& 202	Principles of Acct II	5
BTECH 150	Excel	5
CIS 102	Intro to Microsoft Office	3
CIS 125	Internet Fundamentals	5

**General Courses (11-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech Busi Writing	5
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5
SPCH 101	Fundamentals Speech	5 or
SPCH 201	Fund Group Discuss	3

**Elective Courses (12-18 credits)**

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

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

**Business Management***Certificate of Completion***Core Courses (15 credits)**

BA 159	Prin Sales	5
BA 174	Sm Busi Management	5
BA 240	Prin of Marketing	5
BA 258	Prin of Mgmt	5
BUS& 101	Intro to Business	5

**Support Courses (21 credits)**

ACCT 113	Intro to Accounting I	5 and
ACCT 114	Intro to Accounting II	5 or
ACCT& 201	Principles of Acct I	5 and
ACCT& 202	Principles of Acct II	5
BA 104	Math for Business	3
BA 150	Fundamentals Finance	5
CIS 102	Intro to Microsoft Office	3

**General Courses (11-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5
SPCH 101	Fundamentals Speech	5 or
SPCH 201	Fundamentals of Group Discussion	3

**Minimum Credits Required 47-51****Small Business/  
Entrepreneurship***Certificate of Completion***Core Courses (20 credits)**

BA 174	Small Business Mgmt	5
BUS& 201	Business Law	5
BA 240	Principles of Marketing	5
BA 258	Principles of Mgmt	5

**Support Courses (19 credits)**

ACCT 113	Intro to Accounting I	5
ACCT 175	Busi/Pay/Tax Acct	3
ACCT 176	Comp Acct Functions	3
CIS 102	Intro to Microsoft Office	3
CIS 125	Internet Fundamentals	5

**General Courses (9-13 credits)**

BA 140	Business English	3
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5
SPCH 101	Fundamentals Speech	5 or
SPCH 201	Fund Group Discuss	3

**Minimum Credits Required 48****Basic Small Business Skills***Certificate of Achievement***Core Courses (15 credits)**

ACCT 113	Intro to Accounting I	5 or
ACCT& 201	Principles of Account I	5
BA 174	Small Business Mgmt	5
BA 240	Principles of Marketing	5

**BUSINESS TECHNOLOGY****Business Technology****(formerly Office Technology)***Associate in Applied Science Degree***Core Courses (62 credits)**

BTECH 131	Access	5
BTECH 140	Word Processing Appl	5
BTECH 141	PowerPoint	2
BTECH 150	Excel	5
BTECH 161	Basic Computer Repair	5
BTECH 113	Document Formatting	5
BTECH 115	Electronic Math Appl	3
BTECH 124	Keyboard Skillbuilding I	2
BTECH 205	Records Info Mgmt	5
BTECH 220	Office Procedures/Ethics	5
BTECH 252	Desktop Publishing	5
BTECH 253	Integrated Soft Appl	5
CIS 100	Intro to Personal Comp	2
CIS 102	Intro to Microsoft Office	3
CIS 125	Internet Fundamentals	5

**Support Courses (13 credits)**

ACCT 113	Intro to Accounting I	5
BA 140	Business English	3
BUS& 101	Intro to Business	5

**General Courses (11-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5
SPCH 101	Fundamentals Speech	5 or
SPCH 201	Fund Group Discuss	3

**Elective Courses (2-6 credits)***Elective courses must be approved by the student's academic advisor at Grays Harbor College.***Minimum Credits Required 90+  
3 PE credits****Business Technology***Certificate of Completion***Core Courses (35 credits)**

BTECH 140	Word Processing Appl	5
BTECH 150	Excel	5
BTECH 113	Document Formatting	5
BTECH 115	Electronic Math Appl	3
BTECH 124	Keyboard Skillbuilding I	2
BTECH 205	Records Info Mgmt	5
BTECH 220	Office Procedures/Ethics	5
CIS 100	Intro to Personal Comp	2
CIS 102	Intro to Microsoft Office	3

**General Courses (11-13 credits)**

BA 140	Business English	3
ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 44****Formatting and Publishing  
Business Documents***Certificate of Achievement***Prerequisite Requirements***Basic working knowledge of computers or CIS 100 and CIS 101; CIS 102.***Core Courses (15 credits)**

BTECH 140	Word Processing Appl	5
BTECH 113	Document Formatting	5
BTECH 252	Desktop Publishing	5

**Introduction to  
Microsoft Office***Certificate of Achievement***Prerequisite Requirements***Basic working knowledge of computers and accounting or CIS 102 and ACCT 113.***Core Courses (25 credits)**

ACCT 176	Comp Acct Functions	3
BTECH 131	Access	5
BTECH 140	Word Processing Appl	5
BTECH 141	PowerPoint	2
BTECH 150	Excel	5
CIS 125	Internet Fundamentals	5

**Microsoft Office Applications**

*Certificate of Achievement*

**Prerequisite Requirements**

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

**Core Courses (17 credits)**

BTECH 131	Access	5
BTECH 140	Word Processing Appl	5
BTECH 141	PowerPoint	2
BTECH 150	Excel	5

**Office Professional Certification**

*Certificate of Achievement*

**Prerequisite Requirements**

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

**Core Courses (21 credits)**

BA 140	Business English	3
BTECH 140	Word Processing Appl	5
BTECH 115	Electronic Math Appl	3
BTECH 205	Records Info Mgmt	5
BTECH 220	Office Procedures/Ethics	5

**CARPENTRY TECHNOLOGY**

*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, READ 080 and instructor permission.

**Core Courses (96 credits)**

CARP 121	Res/Comm Carpentry I	16
CARP 122	Res/Comm Carpentry II	16
CARP 123	Res/Comm Carpentry III	16
CARP 221	Res/Comm Carpentry IV	16
CARP 222	Res/Comm Carpentry V	16
CARP 223	Res/Comm Carpentry VI	16

**Support Courses (6 credits)**

WELD 101	Related Welding I	6
	(or higher)	

**General Courses (13-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math	5
	(or higher)	
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 115+  
3 PE credits**

**Carpentry Technology**

*Certificate of Completion*

**Prerequisite Requirements**

Placement in ENGL 060, MATH 060, READ 080 and instructor permission.

**Core Courses (48 credits)**

CARP 121	Res/Comm Carpentry I	16
CARP 122	Res/Comm Carpentry II	16
CARP 123	Res/Comm Carpentry III	16

**General Courses (13-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math	5
	(or higher)	
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 61**

**Beginning Carpentry**

*Certificate of Achievement*

**Prerequisite Requirements**

Placement in ENGL 060, MATH 060, READ 080 and instructor permission.

**Core Courses (48 credits)**

CARP 121	Res/Comm Carpentry I	16
CARP 122	Res/Comm Carpentry II	16
CARP 123	Res/Comm Carpentry III	16

**Advanced Carpentry**

*Certificate of Achievement*

**Prerequisite Requirements**

Placement in ENGL 060, MATH 060, READ 080 and instructor permission.

**Core Courses (48 credits)**

CARP 221	Res/Comm Carpentry IV	16
CARP 222	Res/Comm Carpentry V	16
CARP 223	Res/Comm Carpentry VI	16



**COMMERCIAL TRUCK DRIVING PROGRAMS**

**Commercial Truck Driving**

*Certificate of Completion*

*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.*

**Prerequisite Requirements**

*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.*

**Core Courses (33 credits)**

CDL 100	Forklift Training	1
CDL 101	CDL Training	8
CDL 120	Range Ops/ Equip	2
CDL 125	Range Ops/Maneuvers II	5
CDL 130	Range Ops/Begin OTR	6
CDL 135	Over the Road Drive II	3
CDL 140	Coop Work Seminar	1
CDL 141	Coop Work Based Learn	7

**General Courses (13-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math	5
	(or higher)	
PE 177	First Aid/CPR	2
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 48**

**Beginning Commercial Truck Driving**

*Certificate of Achievement*

**Prerequisite Requirements**

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

**Core Courses (10 credits)**

CDL 101	CDL Training	8
CDL 120	Range Ops/ Equip	2

**Commercial Drivers License**

*Certificate of Achievement*

**Prerequisite Requirements**

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

**Core Courses (14 credits)**

CDL 125	Range Ops/Maneuvers II	5
CDL 130	Range Ops/Begin OTR	6
CDL 135	Over the Road Drive II	3

**Truck Driving**

**Work Based Learning**

*Certificate of Achievement*

**Prerequisite Requirements**

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

**Core Courses (9 credits)**

CDL 100	Forklift Training	1
CDL 140	Coop Work Seminar	1
CDL 141	Coop Work Based Learn	7

**CRIMINAL JUSTICE**

**Criminal Justice**

*Associate in Applied Science-Transfer (AAS-T) Degree*

*This degree is built upon the technical courses required for job preparation, but also includes a college-level general education component. This is consistent with the dual purpose of transfer and preparation for direct employment.*

**Prerequisite Requirements**

*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 in the Grays Harbor College General Catalog.*

**Communication Skills (5 credits)**

ENGL& 101	English Comp I
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**Quantitative Skills (5 credits)**

*Any generally transferable math course with intermediate algebra as a required prerequisite.*

**Science, Social Science, Humanities (10 credits)**

PSYC& 100	General Psychology	5
SPCH 101	Fundamentals Speech	5

**Core Courses (35 credits)**

CJ& 101	Intro to Criminal Justice	5
CJUS 104	Line Officer Function	5
CJUS 201	Public/Private Investi	5
POL S 102	Law and Society	5
POL S 110	Law and Justice	5
SOC 106	Juvenile Justice	5
SOC 112	Criminology	5

**General Courses (23 credits)**

CIS 102	Intro to Microsoft Office	3
CJUS 151	Drugs and Our Society	5
CJUS 258	Criminal Justice Intern	5

**Criminal Justice (continued)**

**Select 2 of the following**

PSYC& 200	Lifespan Psychology
PSYC& 220	Abnormal Psychology
PSYCH 250	Social Psychology
SOC& 101	Intro to Sociology

**Elective Courses (12 credits)**

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

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

*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)*

**Core Courses (35 credits)**

CJ& 101	Intro to Criminal Justice	5
CJUS 104	Line Officer Function	5
CJUS 201	Public/Private Investi	5
POL S 102	Law and Society	5
POL S 110	Law and Justice	5
SOC 106	Juvenile Justice	5
SOC 112	Criminology	5

**Support Courses (14-18 credits)**

CIS 102	Intro to Microsoft Office	3
CJUS 151	Drugs and Our Society	5
CJUS 258	Criminal Justice Intern	1-5
PSYC& 220	Abnormal Psychology	5 or
PSYCH 250	Social Psychology	5

**General Courses (28-30 credits)**

ENGL& 101	English Comp I	5
MATH 101	Applications of Algebra	5
	(or higher)	
PSYC& 100	General Psychology	5
PSYCH 106	Applied Psychology	3 or
PSYC& 200	Lifespan Psychology	5
SOC& 101	Intro to Sociology	5
SPCH 101	Fundamentals Speech	5

**Elective Courses (7-13 credits)**

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

**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.

**Core Courses (25 credits)**

CJ& 101 Intro to Criminal Justice 5

**Select 4 of the following**

CJUS 104 Line Officer Function 5  
 CJUS 201 Public Private Invest 5  
 POL S 102 Law and Society 5  
 POL S 110 Law and Justice 5  
 SOC 106 Juvenile Justice 5  
 SOC 112 Criminology 5

**Support Courses (8-10 credits)**

CJUS 151 Drugs and Our Society 5  
 CIS 102 Intro Microsoft Office 3 or  
 SPCH 101 Fundamentals Speech 5

**General Courses (13-15 credits)**

ENGL& 101 English Comp I 5  
 PSYC& 100 General Psychology 5 or  
 PSYCH 106 Applied Psychology 3  
 SOC& 101 Intro to Sociology 5

**Minimum Credits Required 46**

**DIESEL TECHNOLOGY**

*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.*

**Core Courses (96 credits)**

DT 121 Intro to Diesel Tech 16  
 DT 122 Inter Diesel Tech 16  
 DT 123 Adv Diesel Tech 16  
 DT 221 Diagnos/Testing/Repair 16  
 DT 222 Adv Diagnos/Test/Repair 16  
 DT 223 Certification and Testing 16

**Support Courses (6 credits)**

WELD 101 Related Welding I 6

**General Courses (13-15 credits)**

ENGL& 101 English Comp I 5 or  
 ENGL 150 Voc/Tech/Busi Writing 5  
 MATH 100 Voc/Tech Math 5  
 (or higher)  
 PSYC& 100 General Psychology 5 or  
 PSYCH 106 Applied Psychology 3 or  
 SOC& 101 Intro to Sociology 5

**Minimum Credits Required 115+  
 3 PE credits**

**Diesel Technology**

**Fundamentals**

*Certificate of Completion*

**Prerequisite Requirements**

*Placement in ENGL 060, MATH 060, READ 080 and instructor permission.*

**Core Courses (48 credits)**

DT 121 Intro to Diesel Tech 16  
 DT 122 Inter Diesel Technology 16  
 DT 123 Adv Diesel Technology 16

**Support Courses (6 credits)**

WELD 101 Related Welding I 6

**General Courses (13-15 credits)**

ENGL& 101 English Comp I 5 or  
 ENGL 150 Voc/Tech/Busi Writing 5  
 MATH 100 Voc/Tech Math 5  
 (or higher)  
 PSYC& 100 General Psychology 5 or  
 PSYCH 106 Applied Psychology 3 or  
 SOC& 101 Intro to Sociology 5

**Minimum Credits Required 67**

**Advanced Diesel Technology**

*Certificate of Completion*

**Prerequisite Requirements**

*Placement in ENGL 060, MATH 060, READ 080 and instructor permission.*

**Core Courses (32 credits)**

DT 221 Diagnos/Testing/Repair 16  
 DT 222 Adv Diagnos/Test/Repair 16

**Support Courses (6 credits)**

WELD 101 Related Welding I 6

**General Courses (13-15 credits)**

ENGL& 101 English Comp I 5 or  
 ENGL 150 Voc/Tech/Busi Writing 5  
 MATH 100 Voc/Tech Math 5  
 (or higher)  
 PSYC& 100 General Psychology 5 or  
 PSYCH 106 Applied Psychology 3 or  
 SOC& 101 Intro to Sociology 5

**Minimum Credits Required 51**

**Diesel Technology Level 1**

*Certificate of Achievement*

**Prerequisite Requirements**

*Placement in ENGL 060, MATH 060, READ 080 and instructor permission.*

**Core Courses (16 credits)**

DT 121 Intro to Diesel Tech

**Diesel Technology Level 2**

*Certificate of Achievement*

**Prerequisite Requirements**

*Placement in ENGL 060, MATH 060, READ 080 and instructor permission.*

**Core Courses (16 credits)**

DT 122 Intermediate Diesel Tech

**Diesel Technology Level 3**

*Certificate of Achievement*

**Prerequisite Requirements**

*Placement in ENGL 060, MATH 060, READ 080 and instructor permission.*

**Core Courses (16 credits)**

DT 123 Advanced Diesel Tech



**Diesel Technology Level 4**

*Certificate of Achievement*

**Prerequisite Requirements**

Placement in ENGL 060, MATH 060, READ 080 and instructor permission.

**Core Courses (16 credits)**

DT 221 Diagnos/Testing/Repair

**Diesel Technology Level 5**

*Certificate of Achievement*

**Prerequisite Requirements**

Placement in ENGL 060, MATH 060, READ 080 and instructor permission.

**Core Courses (16 credits)**

DT 222 Adv Diagnos/Test/Repair

**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>).*

**Core Courses (20 credits)**

ECE 101	Intro to Childcare	2
ECE 103	Guiding the Behavior	3
ECE 111	Method/Design/Curricula	3
ECE 112	Health Safety Nutrition	3
ECE 113	Family Dynamics/Culture	3
ECE 114	Issues Trends in ECE	3
EDUC& 114	Child Development	3

**ENERGY TECHNOLOGY**

**Energy Technology/Power Operations**

*Associate in Applied Science Degree*

*Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions of required program courses in the catalog. All core courses in this program (with the exception of PPO 191) are delivered via ITV from Centralia College.*

**Core Courses (49 credits)**

PPO 100	Intro Power Generation	5
PPO 102	Power Generation	5
PPO 103	Plant Design/Operations	5
PPO 120	Print Reading	4
PPO 130	Industrial Safety/Rigging	5
PPO 150	Efficiency Energy	3
PPO 151	Efficiency Energy Lab	2
PPO 191	Power Industry Job Prep (summer quarter only)	5
PPO 201	Plant Systems/Equip	5
PPO 202	Refr/HVAC/Plant Maint	5
PPO 203	Power Plant Operations	5

**Support Courses (13 credits)**

CIS 102	Intro Microsoft Office	3
ENVS& 100	Survey Enviro Science	5
MATH 100	Voc/Tech Math	5 or
MATH 101	Appl of Algebra (or higher level math)	5

**General Courses (10-12 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
PE 177	First Aid/CPR	2
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Elective Courses (18 credits)**

Elective courses must be approved by the student's academic advisor.

**Minimum Credits Required 90+  
1 PE credit**

**Power Technology**

*Certificate of Completion*

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

**Core Courses (34 credits)**

PPO 100	Intro Power Generation	5
PPO 102	Power Generation	5
PPO 103	Plant Design/Operation	5
PPO 120	Print Reading	4
PPO 130	Industrial Safety/Rigging	5
PPO 150	Efficiency Energy	3
PPO 151	Efficiency Energy Lab	2
PPO 191	Power Industry Job Prep (summer quarter only)	5

**General Courses (16-18 credits)**

CIS 102	Intro Microsoft Office	3
ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math	5 or
MATH 101	Appl of Algebra (or higher level math)	5
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 50**



**HEALTH SCIENCES**

**REQUIREMENTS EFFECTIVE FOR NEW STUDENTS BEGINNING PREREQUISITIES SPRING 2011 AND CORE NURSING COURSES FALL 2012.**

**Nursing**

*Associate in Applied Science-Transfer (AAS-T) Degree*

*This program is approved by the Washington State Nurse Care Quality Assurance Commission and accredited by the National League for Nursing Accrediting Commission. The degree has the dual purpose of transfer for baccalaureate nursing degree completion and preparation for direct employment as a registered nurse. Placement in the program is on a space available basis.*

*This is a competitive admission program. Nursing Program Applications are available during the application period each year in the Nursing Department 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 courses must be completed with a grade of "B-" 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 AAS-T in Registered Nursing. Most students take a year of admission and support courses prior to entry. Students who take an additional one (1) credit course in "Personal and Voc 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 AAS-T 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 AAS-T, 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, submit to Criminal Background checking, and submit documentation of successful completion of approved nursing assistant training program within two years of admission to the program or current Washington State unencumbered NA-C License.*

*Students are responsible for providing their own insurance for illness/injury. Clinical rotations are scheduled 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 and proof of vehicle insurance.*

*The AAS-T Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, 1-800-669-1656.*

**Prerequisite Requirements**

- Age 18
- GPA 2.5 or higher

**Prerequisite Courses (30 credits)**

BIOL& 241*	Anatomy/Physiology I	5
BIOL& 242*	Anatomy/Physiology II	5
BIOL& 260*	Microbiology	5
CHEM& 121*	Intro to Chemistry w/lab	5
ENGL& 101*	English Comp I	5
NUTR& 101*	Human Nutrition	5

**Quantitative Skills (5 credits)**

MATH& 146	Intro to Statistics	5
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**Science, Social Science, Humanities (10 credits)**

SOC& 101	Intro to Sociology	5 or
ANTH& 206	Cultural Anthropology	5
PSYC& 200*	Lifespan Psychology (prerequisite requirement)	5

**PE Courses (1 credit)**

PE	Any Activity Course	1
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**Core Nursing Courses (74 credits)**

NURS 135*	Pharmacology I	1
NURS 137*	Pharmacology II	1
NURS 139*	Pharmacology III	1
NURS 151*	Concepts Basic Nursing	11
NURS 153*	Common Health Alter I	12
NURS 154*	Common Health Alter II	12
NURS 251	Complex Health Alter I	12
NURS 252	Complex Health Alter II	12
NURS 253	Trans to Prof Nursing	12

**Certificate of Completion Optional Course (1 credit)**

NURS 198	Person/Voc Relation PN	1
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**Credits Required for AAS-T 120**

*\*Note: These credits (74 total) are required for the Certificate of Completion Practical Nursing.*

**LPN to AAS-T Nursing**

*This program is designed for LPNs who wish to complete an associate degree in nursing to become registered nurses. Admission to the second year of the nursing 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 Comp I
- PSYC& 100, General Psychology
- PSYC& 200, Lifespan Psychology

**Nursing Courses (39 credits)**

NURS 149	LPN to RN Transition	3
NURS 251	Complex Health Alter I	12
NURS 252	Complex Health Alter II	12
NURS 253	Trans to Prof Nursing	12

**Support Courses (11 credits)**

NUTR& 101	Human Nutrition	5
SOC& 101	Intro to Sociology	5
PE	Any Activity Course	1

**Minimum Credits Required 50**

**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 and seasonal influenza vaccine.*

*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.*

**Core Courses (9 credits)**

CNA 102	CNA Training	9
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**HUMAN SERVICES****Human Services**

Associate in Applied Science-Transfer (AAS-T) Degree

This degree is built upon the technical courses required for job preparation, but also includes a college-level general education component. This is consistent with the dual purpose of transfer and preparation for direct employment.

**Prerequisite Requirements**

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 in the Grays Harbor College General Catalog.

Upon enrollment in HS 101, student must consent to a Washington State Patrol Background check.

**Communication Skills (5 credits)**

ENGL& 101 English Comp I

**Quantitative Skills (5 credits)**

Any generally transferable math course with intermediate algebra as a required prerequisite.

**Science, Social Science, Humanities (10 credits)**

PSYC& 100 General Psychology 5  
SPCH 101 Fundamentals Speech 5

**Core Courses (53 credits)**

HS 101 Intro to Human Services 5  
HS 102 Survey Commun Resourc 5  
HS 108 Counse/Crisis/Interven 5  
HS 109 Law/Ethics in HUST 5  
HS 158 Coop Work Intern 3  
HS 201 Current Issues in HUST 5  
HS 202 Counsel Special Pops 5  
HS 203 Interview/Assess HUST 5  
HS 204 Adv Counsel/Case Mgmt 5  
HS 258 Adv Coop Work Intern 5  
PSYC& 200 Lifespan Psychology 5

**Additional Social Science (20 credits)**

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. Additional social science courses can be selected to pursue a specific career objective and/or to explore the human services field. (See general catalog.)

**Minimum Credits Required 93+**  
**3 PE Credits**

**Human Services**

Associate in Applied Science Degree

Upon enrollment in HS 101, student must consent to a Washington State Patrol Background check.

**Core Courses (48 credits)**

HS 101 Intro to Human Services 5  
HS 102 Survey Commun Resourc 5  
HS 108 Counse/Crisis/Interven 5  
HS 109 Law/Ethics in HUST 5  
HS 158 Coop Work Intern 3  
HS 201 Current Issues in HUST 5  
HS 202 Counsel Special Pops 5  
HS 203 Interview/Assess HUST 5  
HS 204 Adv Counsel/Case Mgmt 5  
HS 258 Adv Coop Work Intern 5

**General Courses (23-25 credits)**

ENGL& 101 English Comp I 5  
MATH 101 Applications of Algebra 5  
(or higher)  
PSYC& 100 General Psychology 5  
PSYC& 200 Lifespan Psychology 5  
SPCH 101 Fundamentals Speech 5 or  
SPCH 201 Fund Group Discuss 3

**Support Courses 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.

**Support Courses (20 credits)**

AIDS 103 AIDS/Sub Abuse Counsel 2  
(4 hours min)  
ALSA 120 Pharm of Alcohol/Drugs 4  
ALSA 125 Dysfunctional Family 3  
ALSA 136 Group Dynamics 3  
ALSA 140 Chem Depen/Case Mgmt 3  
ALSA 209 Law/Ethics Chem Treat 2  
ALSA 210 Chem Depend Treat/Law 2  
ALSA 211 Relapse Prevention 2  
ALSA 212 Youth Chem Depend 2  
ALSA 270 Alc/Sub Abuse Counsel 4  
CJ& 101 Intro to Criminal Justice 5  
CJUS 104 Line Officer Function 5  
ECE 101 Intro to Childcare 2  
ECE 103 Guiding BehaviorYoung 3  
EDUC& 114 Child Development 3  
HSSA& 101 Intro to Addictive Drugs 4  
HUMDV 109 Personal Development 2  
HUMDV 111 Career Opt/Life Plan 3  
POL S 102 Law and Society 5  
POL S 110 Law and Justice 5  
PSYCH 106 Applied Psychology 3  
PSYCH 210 Psych Adjustment 5  
PSYCH 250 Social Psychology 5  
PSYC& 220 Abnormal Psychology 5  
SOC& 101 Intro to Sociology 5  
SOC 106 Juvenile Justice 5  
SOC 112 Criminology 5  
SOC 252 Marriage and Family 5

**Minimum Credits Required 91+**  
**3 PE credits**

**Human Services****Certificate of Completion**

Upon enrollment in HS 101, student must consent to a Washington State Patrol

Background check.

**Core Courses (28 credits)**

HS 101 Intro to Human Services 5  
HS 102 Survey Commu Resource 5  
HS 108 Counse/Crisis Interven 5  
HS 158 Coop Work Intern 3  
HS 201 Current Issues in HUST 5  
HS 203 Interview/Assess HUST 5  
HS 258 Adv Coop Work Intern 5

**General Courses (16-18 credits)**

CIS 102 Intro to Microsoft Office 3  
ENGL& 101 English Comp I 5  
MATH 101 Appl Algebra Voc/Tech 5  
SPCH 101 Fundamentals Speech 5 or  
SPCH 201 Fund Group Discuss 3

**Elective Courses (0-1 credit)**

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

**Minimum Credits Required 45**

## MEDICAL RECORDS OFFICE ASSISTANT

### Medical Records Office Assistant

*Certificate of Completion*

#### **Core Courses (25 credits)**

AHLTH 150	Comp Medical Term	5
BIOL 118	Human Biology	5
BTECH 117	Medical Transcription	3
BTECH 132	Insurance Billing/Coding	3
BTECH 175	Medical Coding	3
BTECH 221	Medical Office Proced	3
BTECH 254	Comp Info Process	3

#### **Support Courses (23 credits)**

CIS 102	Intro Microsoft Office	3
BTECH 140	Word Processing Appl	5
BTECH 113	Document Formatting	5
BTECH 115	Electronic Math Appl	3
BTECH 124	Keyboard Skill I	2
BTECH 205	Records Info Mgmt	5

#### **General Courses (11-13 credits)**

BA 140	Business English	3
ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 59**

### Medical Coding

*Certificate of Achievement*

#### **Core Course (11 credits)**

AHLTH 150	Comp Medical Term	5
BTECH 132	Insurance Billing/Coding	3
BTECH 175	Medical Coding	3

### Medical Transcription

*Certificate of Achievement*

#### **Core Course (18 credits)**

AHLTH 150	Comp Medical Term	5
BIOL 118	Human Biology	5
BTECH 117	Medical Transcription	3
BTECH 118	Medical Transcription II	3
BTECH 124*	Keyboard Skillbuilding I	2

\* BTECH 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

*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 in the Grays Harbor College General Catalog.*

### Forestry Technician

*Associate in Applied Science-Transfer (AAS-T) Degree*

*This degree is built upon the technical courses required for job preparation, but also includes a college-level general education component. This is consistent with the dual purpose of transfer and preparation for direct employment.*

#### **Communication Skills (5 credits)**

ENGL& 101 English Comp I

#### **Quantitative Skills (5 credits)**

Any generally transferable math course with intermediate algebra as a required prerequisite.

#### **Science, Social Science, Humanities (10 credits)**

PSYC& 100	General Psychology	5 or
SOC& 101	Intro to Sociology	5
SPCH 101	Fundamentals Speech	5

#### **Core Courses (41 credits)**

NR 101	Intro to Forest Mgmt	5
NR 131	Forest Eco/Plant Tax	5
NR 150	Forest Ecology/Disturb	5
NR 158	Intro Work Experience	1
NR 160	Forest Ecology/Habitats	5
NR 258/259	Coop Work Experience	5
NR 260	Forest Mensuration	5
NR 270	Silviculture	5
NR 280	Harvest System/Product	5

#### **General Courses (40 credits)**

ENGL& 235	Technical Writing	5
NR 110	Principles of GIS	5
NR 250	GIS/Remote Sensing	5

#### **Select five of the following**

BA 174	Small Business Mgmt	5
BIOL& 160	General Biology I w/lab	5
BIOL& 222	Biological Science II	5
BUS& 101	Intro to Business	5
CHEM& 121	Intro to Chemistry	5
CHEM& 161	General Chem I w/lab	5
EARTH 102	Earth Science	5
ENVS& 100	Survey Enviro Science	5
GEOL& 101	Intro Physical Geology	5

**Minimum Credits Required 101+  
3 PE Credits**

### Forestry Technician

*Associate in Applied Science Degree*

*Students are particularly encouraged to take note of the skills required in English, reading, math and computers prior to enrollment in core natural resources and option courses.*

#### **Core Courses (41 credits)**

NR 101	Intro to Forest Mgmt	5
NR 131	Forest Eco/Plant Tax	5
NR 150	Forest Ecology/Disturb	5
NR 158	Intro Work Experience	1
NR 160	Forest Ecology/Habitats	5
NR 258/259	Coop Work Experience	5
NR 260	Forest Mensuration	5
NR 270	Silviculture	5
NR 280	Harvest System/Product	5

#### **General Courses (25 credits)**

ENGL& 101	English Comp I	5
ENGL& 235	Tech Writing	5
MATH& 107	Math in Society (or higher)	5
PSYC& 100	General Psychology	5 or
SOC& 101	Intro to Sociology	5
SPCH 101	Fundamentals Speech	5

#### **Support Courses (40 credits)**

BIOL& 160	General Biology I	5 or
BIOL& 222	BiologScience II w/lab	5
BA 174	Small Business Mgmt	5 or
BUS& 101	Intro to Business	5
CHEM& 121	Intro to Chemistry	5 or
CHEM& 161	General Chem I w/lab	5
ENVS& 100	Survey Enviro Science	5
GEOL& 101	Intro to Geology	5 or
EARTH 102	Earth Science	5
NR 110	Principles of GIS I	5
NR 250	GIS/Remote Sensing	5
HUMDV109	Personal Development	2 or
HUMDV 151	Interpersonal Skills	2
PE 177	First Aid and CPR	2

**Minimum Credits Required 106+  
1 PE Credit**

**Forestry Technician**

*Certificate of Completion*

**Core Courses (36 credits)**

ENVS& 100	Survey Enviro Science	5
NR 131	Forest Eco/Plant Tax	5
NR 150	Forest Ecology/Disturb	5
NR 158	Intro to Work Experience	1
NR 160	Forest Ecology/Habitata	5
NR 101	Intro to Forest Mgmt	5 or
NR 260	Forest Mensuration	5
NR 270	Silviculture	5 or
NR 280	Harvest System/Products	5
NR 258	Coop Work Experience	5

**General Courses (20 credits)**

NR 110	Principles of GIS	5
ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5 or
ENGL& 235	Tech Writing	5
MATH 100	Voc/Tech Math	5
	(or higher)	
PSYC& 100	General Psychology	5 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 56**



**OFFICE TECHNOLOGY**  
**“See Business Technology”**

**OCCUPATIONAL**  
**ENTREPRENEURSHIP**

Occupational  
Entrepreneurship

*Associate in Applied Science Degree*

*Students who have earned a certificate of completion in any of the Industrial Technology Division programs can apply that certificate towards an associate in applied science degree.*

**Core Courses (23 credits)**

ACCT 113	Intro to Accounting I	5
BA 174	Small Business Mgmt	5
BA 240	Principles of Marketing	5
BA 258	Principles of Mgmt	5
CIS 102	Intro to Microsoft Office	3

**Specified Program Core Courses (33-48 credits)**

*Students must meet the requirements for a certificate of completion in any of the following programs:*

- Automotive Technology, Carpentry Technology, Commercial Truck Driving, Diesel Technology, Welding Technology

**General Courses (18-20 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math	5
	(or higher)	
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5
SPCH 101	Fundamentals Speech	5

**Elective Courses (4-21 credits)**

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

BUS& 101	Intro to Business	5
BA 104	Math for Business	3
BA 140	Business English	3
BA 150	Fundamentals Finance	5
BUS& 201	Business Law	5
ENGL 150	Voc/Tech/Busi Writing	5

**Minimum Credits Required 95+  
 3 PE credits**

**SOFTWARE APPLICATIONS**

**Software Applications**

*Certificate of Completion*

**Core Courses (35 credits)**

CIS 102	Intro to Microsoft Office	3
CIS 125	Internet Fundamentals	5
BTECH 131	Access	5
BTECH 140	Word Processing Appl	5
BTECH 141	PowerPoint	2
BTECH 150	Excel	5
BTECH 252	Desktop Publishing	5
BTECH 253	Integrated Soft Appl	5

**General Courses (11-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5
SPCH 101	Fundamentals Speech	5 or
SPCH 201	Fund Group Discuss	3

**Minimum Credits Required 46**

**WELDING TECHNOLOGY**

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, READ 080, a grade of "B" or better in MATH 060 or placement in MATH 100 or BMCT score of 38 or higher and instructor permission.

**Core Courses (102 credits)**

WELD 100	Weld Blueprint Read	6
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

**General Courses (13-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math	5
	(or higher)	
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 115+  
3 PE credits**



**Welding Technology**

Certificate of Completion

**Prerequisite Requirements**

Placement in ENGL 060, READ 080, a grade of "B" or better in MATH 060 or placement in MATH 100 or BMCT score of 38 or higher and instructor permission.

**Core Courses (54 credits)**

WELD 100	Weld Blueprint Read	6
WELD 110	Beginning Welding	16
WELD 120	Intermediate Welding	16
WELD 130	Advanced Welding	16

**General Courses (13-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math	5
	(or higher)	
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

**Minimum Credits Required 67**

**Related Welding Technology**

Certificate of Completion

**Core Courses (24 credits)**

WELD 100	Weld Blueprint Read	6
WELD 101	Related Welding I	6
WELD 102	Related Welding II	6
WELD 103	Related Welding III	6

**General Courses (13-15 credits)**

ENGL& 101	English Comp I	5 or
ENGL 150	Voc/Tech/Busi Writing	5
MATH 100	Voc/Tech Math	5
	(or higher)	
PSYC& 100	General Psychology	5 or
PSYCH 106	Applied Psychology	3 or
SOC& 101	Intro to Sociology	5

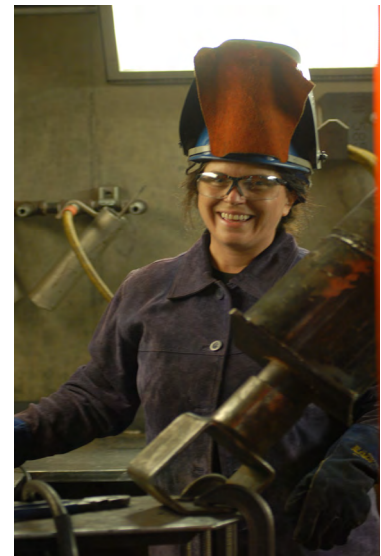
**Minimum Credits Required 37**

**Welding Basics Level 1**

Certificate of Achievement

**Core Courses (18 credits)**

WELD 101	Related Welding I	6
WELD 102	Related Welding II	6
WELD 103	Related Welding III	6



**Welding Basics Level 2**

Certificate of Achievement

**Prerequisite Requirements**

Placement in ENGL 060, READ 080, a grade of "B" or better in MATH 060 or placement in MATH 100 or BMCT score of 38 or higher and instructor permission.

**Core Courses (38 credits)**

WELD 100	Weld Blueprint Read	6
WELD 110	Begin Welding	16
WELD 120	Inter Welding	16

**Pipe Welding Level 3**

Certificate of Achievement

**Prerequisite Requirements**

Placement in ENGL 060, READ 080, a grade of "B" or better in MATH 060 or placement in MATH 100 or BMCT score of 38 or higher and instructor permission.

**Core Courses (32 credits)**

WELD 130	Adv Welding	16
WELD 240	Pipe Welding	16

**Industrial Welding Level 4**

Certificate of Achievement

**Prerequisite Requirements**

Placement in ENGL 060, READ 080, a grade of "B" or better in MATH 060 or placement in MATH 100 or BMCT score of 38 or higher and instructor permission.

**Core Courses (32 credits)**

WELD 245	Fabrication	16
WELD 250	Certification	16

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**Independent Study**

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Credit for Independent Study may be permitted under special circumstances. When an instructor agrees to supervise independent study that allows the student to pursue topics above and beyond regular course offerings. Courses are numbered as 290 series courses. An instructor may also agree to supervise an independent study for a regular course offering. A "Course Contract for Independent Study" must be completed by the student and the instructor and approved by the appropriate division chair and Vice President for Instruction.

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**Special Topics**

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Special Topics 199 and 299 are regular courses designed to deal with unique subjects or timely topics. These topics may be offered in any discipline, typically on a one-time basis. The purpose of these courses is to provide students with the opportunity to explore specialized subjects within a chose field of study. Special Topics courses may vary from one to five credit hours. Prerequisites are determined on a course-by-course basis. Credits are variable. Special Topics 199 and 299 courses are not acceptable for fulfilling distribution requirements for any degree. They serve as general electives only.

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**Accounting**

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**ACCT 113 5 Credits**  
**Introduction to Accounting I**

*Prerequisites: READ 090, completion of or current enrollment in MATH 70 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 hours; 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.

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**Adult Basic Education**

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**BASED 013** **Variable Credits**  
**Basic Skills**

This will be a six-level, integrated ABE course for advanced ABE students placing in ABE levels 1-6. Non-transfer credit instructional course designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills.

**BASED 014** **Variable Credits**  
**Basic Skills**

This will be a four-level, integrated ABE course for advanced ABE students placing in ABE levels 3-6. Non-transfer credit instructional course designed to teach reading, writing, and computational skills to individuals who have a goal to improve basic skills.

**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.

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**Aids**

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**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.

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**Alcohol/Substance Abuse**

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**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 and The Law**

The course will cover the interaction of alcohol/drug treatment facilities and the various elements of the judicial system. A primary focus will be the legal responsibility of individual chemical dependency counselors. The Washington Department of Alcohol and Substance Abuse (DASA) requires that chemical dependency counselors take a course pertaining to the legal system. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 211 2 Credits**  
**Relapse Prevention**

The course will focus on relapses in chemical dependency treatment. Preventing and dealing with relapses will be a special focus. The stages of recovery in substance abuse treatment and the likelihood of relapse in treatment will also be covered. The Washington State Department of Alcohol and Substance Abuse (DASA) requires that chemical dependency counselors take a course in this area. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**ALSA 212 2 Credits**  
**Youth Chemical Dependency Assessment/Counseling**

*Prerequisite: 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.

**AHLTH 150 5 Credits**  
**Comprehensive Medical Terminology**

*Prerequisite: READ 090 or placement in college level reading.*  
 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.

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**American Sign Language**

**ASL 196 3 Credits**  
**Beginning Sign Language I**

This course is the first in a series of three which introduces students to American Sign Language (ASL) grammar, finger-spelling, numbers, Deaf culture and history in North America. ASL is the language used predominantly by the Deaf communities in the U.S. and Canada. This beginning course is designed to provide non-native signers an opportunity to sign. May be used as a general elective in the AA degree.

**ASL 197 3 Credits**  
**Beginning Sign Language II**

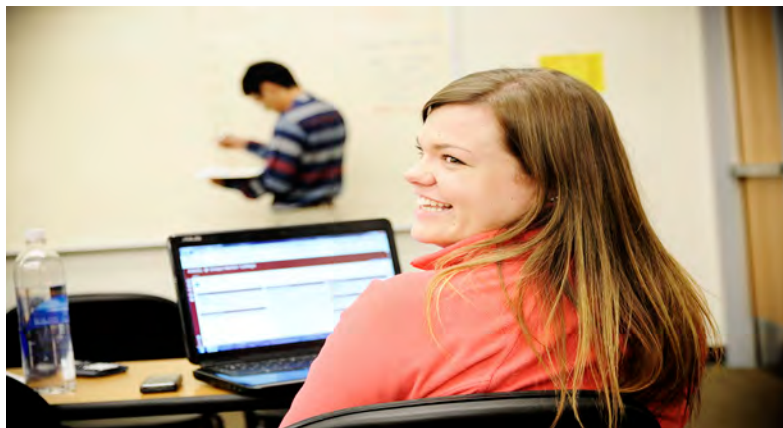
*Prerequisite: ASL 196 or instructor permission.*  
 This course is the second in a series of three which introduces students to American Sign Language (ASL) grammar, finger-spelling, numbers, Deaf culture and history in North America. ASL is the language used predominantly by the Deaf communities in the U.S. and Canada. This beginning course is designed to provide non-native signers an opportunity to sign. May be used as a general elective in the AA degree.

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**Allied Health**

**AHLTH 130 3 Credits**  
**Medical Terminology**

*Prerequisite: READ 090 or placement in college level reading.*  
 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.



**ASL 198** **3 Credits**  
**Beginning Sign Language III**

*Prerequisite: ASL II or instructor permission.*

This course is the third in a series of three which introduces students to American Sign Language (ASL) grammar, finger-spelling, numbers, Deaf culture and history in North America. ASL is the language used predominantly by the Deaf communities in the U.S. and Canada. This beginning course is designed to provide non-native signers an opportunity to sign. May be used as a general elective in the AA degree.

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## Anthropology

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**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.

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

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

This introduction to Archaeology online 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 lifeways 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) 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.

**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 in contemporary times. Pacific Northwest Coast Peoples, rich in culture, tradition and with an extensive knowledge of the environment they occupy, are recorded with mile-long villages containing as many as 1,000 inhabitants, monumental construction in both homes, canoes and art, and highly complex societies, consisting of nobles, commoners and slaves. We will discuss how these cultures shape modern life throughout this region today. 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.

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**Art**


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**ART& 100** **5 Credits****Art Appreciation**

*Recommended Preparation: ENGL& 101.*

*Prerequisites: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading.*

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 are 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**

*Prerequisites: 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 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.

**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.

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**Astronomy**


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**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.

## **Automotive Technology**

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

*Prerequisites:* Placement in MATH 060, ENGL 060 and READ 080; **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 READ 080; **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 READ 080; **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 Trains/Transmissions/Manual and Automatic**

*Prerequisites:* Placement in MATH 060, ENGL 060 and READ 080; **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 READ 080; **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 Engine Performance/Air Conditioning/Heat/Shop Management**

*Prerequisites:* Placement in MATH 060, ENGL 060 and READ 080; **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.

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## Biological Science

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**BIOL& 100** **5 Credits**  
**Survey of Biology**  
*Prerequisites: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading; MATH 095 or placement in MATH098 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.  
 for the AA degree.

**BIOL 109** **5 Credits**  
**Plants of Western Washington w/Lab**  
 This course covers the identification and classification of higher plants found in Western Washington. The course is suitable for both biology majors and non-majors. 3 lecture hours; 4 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL 118** **5 Credits**  
**Human Biology**  
*Prerequisites: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading; MATH 070 or placement into MATH 095.*  
 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& 242 and BIOL& 242. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL 140** **5 Credits**  
**Ecology w/ Lab**  
*Recommended Preparation: BIOL& 100 or BIOL& 160.*  
*Prerequisites: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading; MATH 095 or placement in MATH 098 or higher.*  
 A study of the interactions of plants, animals and other organisms with their environments, the nature of ecosystems, population dynamics, and the human impact on the environment. Lab sessions will include ecological field study. 3 lecture hours; 4 lab hours. Satisfies science or lab requirement area C distribution or specified elective for the AA degree.

**BIOL& 160** **5 Credits**  
**General Biology w/lab**  
*Prerequisites: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading; MATH 095 or placement in MATH 098 or higher.*  
 An introduction to the processes and principles that are common to all living things. The chemistry of life, cell structure and function, molecular basis of heredity, Mendelian genetics, and evolutionary theory are covered. This course is intended for, but not limited to, students intending to continue in biology or the health sciences. 4 lecture hours; 2 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

**BIOL& 221** **5 Credits**  
**Biological Science I: Evolution & Ecology**  
*Prerequisites: One year of high-school biology or instructor permission. READ 090 or placement in college level reading. MATH 098 and 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. 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.*

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.*

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 w/lab**

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

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.

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**Business**

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**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.

**BA 104 3 Credits**

**Mathematics for Business**

*Prerequisite: MATH 070, placement in MATH 095 or instructor permission.*

Review of basic arithmetic and algebraic fundamentals and their application to typical business problems. A practical mathematical approach to business problems, such as cash and trade discounts, commissions, simple and compound interest, markups and markdowns, net present values, and insurance rates, etc., will be employed. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**BA 124 1-5 Credits**

**Cooperative Work Experience**

*Prerequisite: Instructor permission.*

This course involves supervised work experience for freshmen as a practicum for full-time job preparation. Students work in an office or other business environment five to twenty-five hours per week. Vocational program course. May be used as a general elective in the AA degree.

**BA 140 3 Credits**

**Business English**

*Prerequisite: A grade of "C" or better in ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading.*

The study of English grammar, spelling, and punctuation as particularly applied to business applications. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**BA 150 5 Credits**

**Fundamentals of Finance**

*Prerequisites: BA 104; ACCT 113 or ACCT& 201 or instructor permission.*

This course presents the basics of financial analysis, forecasting, operating and financial leverage, working capital, current asset management, short term financing, and investment options. Orientation will be towards small business and personal finance. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**BA 156 4 Credits**

**Fundamentals of Purchasing I**

Introduction to the basic principles of procurement and sourcing process and includes approaches for managing the procurement and sourcing process. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**BA 157 4 Credits**

**Fundamentals of Purchasing II**

Provides an understanding of strategic supply management concepts, issues, and activities that support the procurement and sourcing process. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**BA 174 5 Credits**

**Small Business Management**

*Prerequisites: READ 090; ENGL 095; MATH 070, ACCT 113 or ACCT& 201, or instructor permission.*

A study of small business covering reasons for success and failure and a practical approach on how to start a small business and continue successfully. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**BUS& 201 5 Credits**

**Business Law**

*Prerequisite: READ 080 or instructor permission.*

A study of the United States legal system, institutions and processes. Principles of the law of contracts, sales, property, negotiable instruments, secured transactions, agency and business organizations. Includes legal reasoning. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**BA 224 1-5 Credits**

**Advanced Cooperative Work Experience**

*Prerequisite: BA 124 and instructor permission.*

This course involves supervised work experience for sophomores as a practicum for full-time job preparation. Students work in an office or other business environment five to twenty-five hours per week. Vocational program course. May be used as a general elective in the AA degree.



**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.

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**Business Technology**


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**(formerly Office Technology)****BTECH 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.

**BTECH 115 3 Credits****Electronic Math Applications**

*Prerequisite: 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.

**BTECH 117 3 Credits****Medical Transcription**

*Prerequisites: AHLTH 150 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.

**BTECH 118 3 Credits****Medical Transcription II**

*Prerequisites: AHLTH 150; BTECH 117; or instructor permission.*

This course is designed to enhance the medical transcription skills learned in BTECH 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.

**BTECH 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.

**BTECH 125 2 Credits****Keyboard Skillbuilding II**

*Prerequisite: BTECH 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.

**BTECH 126 2 Credits****Keyboard Skillbuilding III**

*Prerequisite: BTECH 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.

**BTECH 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.

**BTECH 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.

**BTECH 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.

**BTECH 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.

**BTECH 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.

**BTECH 161 5 Credits**  
**Basic Computer Repair**

*Prerequisite: CIS 102 and CIS 125.*

This is an introduction to computer literacy and basic repair/maintenance class. Students will learn the many ways technology is used today, both in society and within industry. Basic computer operation, troubleshooting and repair will also be covered. This will include both the hardware and software aspects of computer operations. The goal is to make the student a more valuable employee by teaching them how to utilize, maintain, and repair basic computer problems found in the workplace. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**BTECH 175 3 Credits**  
**Medical Coding**

*Prerequisite: AHLTH 150 and BETCH 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.

**BTECH 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.

**BTECH 220 5 Credits**  
**Office Procedures and Ethics**

*Prerequisite: BETCH 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.

**BTECH 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.

**BTECH 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.

**BTECH 253 5 Credits**  
**Integrated Software Applications**

*Prerequisite: CIS 140, CIS 150, and BETCH 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.

**BTECH 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.

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**Carpentry Technology**

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**CARP 121 16 Credits**  
**Residential/Commercial Carpentry I**

*Prerequisites: Placement in MATH 060, ENGL 060, and READ 080; and instructor permission.*

A lecture-lab course to provide an introduction to safe work practices, work ethics, basic tool use, and carpentry concepts. Students may participate in the construction of a home on a working job site. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 122** **16 Credits**  
**Residential and Commercial**  
**Carpentry II**

*Prerequisite: Completion of CARP 121 with a passing grade and instructor permission.*

A lecture-lab course to build upon the skills learned in CARP 121. Training increases skills and expands tasks learned in CARP 121. Students may participate in the construction of a home on a working job site. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 123** **16 Credits**  
**Residential and Commercial**  
**Carpentry III**

*Prerequisite: Completion of CARP 122 with a passing grade and instructor permission.*

A lecture-lab course to build upon the skills learned in CARP 122. Training increases skills and expands tasks learned in CARP 122. Students may participate in the construction of a home on a working job site. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 221** **16 Credits**  
**Residential and Commercial**  
**Carpentry IV**

*Prerequisite: Completion of CARP 123 with a passing grade and instructor permission.*

A lecture-lab course to build upon the skills learned in CARP 121-123. Training increases skills and expands tasks learned in CARP 121-123. Students may participate in the construction of a home on a working job site. Tasks are completed to industry standards and increase in complexity. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 222** **16 Credits**  
**Residential and Commercial**  
**Carpentry V**

*Prerequisite: Completion of CARP 221 with a passing grade and instructor permission.*

A lecture-lab course to build upon the skills learned in CARP 221. Training increases skills and expands tasks learned in CARP 221. Students may participate in the construction of a home on a working job site. Tasks are completed to industry standards and increase in complexity. Problem solving is emphasized. Leadership opportunities are presented. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**CARP 223** **16 Credits**  
**Residential and Commercial**  
**Carpentry VI**

*Prerequisite: Completion of CARP 222 with a passing grade and instructor permission.*

A lecture-lab course to build upon the skills learned in CARP 222. Training increases skills and expands tasks learned in CARP 222. Students may participate in the construction of a home on a working job site. Tasks are completed to industry standards and increase in complexity. Problem solving is emphasized. Leadership opportunities are presented. Course includes a capstone exam to ensure retention of competency in previous Carpentry Technology program topics. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

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## Chemistry

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**CHEM& 110** **5 Credits**

*Prerequisites: A grade of "C-" or better in MATH 095 or placement in MATH 098.*

An introduction to the fundamental principles of chemistry and the predictive power chemistry provides. Topics include elements, compounds and mixtures; periodic properties of the elements; atomic theory and structure; molecular structure and chemical bonding; chemical notation and nomenclature; mass and molar relations; chemical reactions and the mass and energy changes accompanying them; simple thermodynamics; equilibrium, equilibrium constants and kinetics; properties of gases, liquids, solids, and solutions; properties of acids, bases, and pH; connections between chemistry and daily life. Satisfies science or lab requirement area B distribution or specified elective for the AA degree. This course does not meet the chemistry requirement for the Associate in Applied Science Nursing degree.

**CHEM& 121** **5 Credits**  
**Introduction to Chemistry w/Lab**

*Prerequisites: A grade of "C-" or better in MATH 095 or placement in MATH 098.*

A survey of general chemical principles, including elements and compounds, atomic structure and periodic properties, chemical reactions, energy, equilibrium and kinetics, solutions, acids and bases, and nuclear chemistry. This course is intended for allied health and natural resources majors, as well as those students pursuing an AA degree. It also serves as the prerequisite for CHEM& 161 for students who have not completed one year of high school chemistry. This course, with CHEM& 131, constitutes a terminal sequence in chemistry and 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& 131** 5 Credits**Introduction to Organic/  
Biochemistry w/Lab**

*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 w/Lab 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, thermochemistry, and electronic structure. Laboratory work emphasizes the quantitative nature of these principles. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area B distribution or specified elective for the AA degree.

**CHEM& 162** 6 Credits**General Chemistry w/Lab 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 w/Lab 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 w/Lab 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 w/Lab 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 w/Lab III**

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

This course is a continuation of CHEM& 262 for students desiring three quarters of organic chemistry. Topics include FMO theory, nonclassical carbocations, heterocycles, rearrangements, amino acids, lipids, carbohydrates, proteins and nucleic acids. 3 lecture hours; Satisfies specified elective requirement for the AA degree.

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**Chinese**


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See "Foreign Languages"

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**Commercial Truck  
Driving**


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**CDL 100** 1 Credit**Forklift Certification Training**

*Prerequisite:* Instructor permission by calling 360-482-1688.

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. 8 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

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

*Prerequisites:* Place 220 or higher on CASAS test or place at READ 080, program application packet, clear 5-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. 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 CDK 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. Vocational program course. May be used as a general elective in the AA degree.

**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. Vocational program course. May be used as a general elective in the AA degree.

**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. Vocational program course. May be used as a general elective in the AA degree.

**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. Vocational program course. May be used as a general elective in the AA degree.

**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. Vocational program course. May be used as a general elective in the AA degree.

**CDL 140** **1 Credit**  
**Work Based Learning 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. Vocational program course. May be used as a general elective in the AA degree.

**CDL 141** **7 Credits**  
**Work Based Learning**

*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-hill 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 work based learning hours. Vocational program course. May be used as a general elective in the AA degree.

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## Computer Information Systems

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### 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. Students will learn the purpose and uses of operating systems and 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

#### Introduction to Microsoft Office

*Recommended Preparation:* CIS 100 and CIS 101 or concurrent enrollment.

*Prerequisite:* READ 080.

This course introduces Microsoft Office Suite and emphasizes hands on experience. Students will work with various applications including electronic spreadsheets, word processing and presentation software. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in 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 125 5 Credits

#### Internet Fundamentals

*Prerequisite:* CIS 102 with a grade of "C" or better 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 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.

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## Criminal Justice

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### CJ& 101 5 Credits

#### Introduction to Criminal Justice

*Recommended Preparation:* ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading 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 104** **5 Credits****The Line Officer Function:  
Police and Corrections**

*Recommended Preparation:* ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading or instructor permission.

An in-depth look at the basic duties and functions of police officers and correctional officers in cities and counties throughout the nation. Students will examine the responsibilities of the police and corrections from violator contact and arrest, through the court process. Discussions will focus on police encounters with the public, and the methods used by correctional officers in their dealing with prisoners. Emphasis will be placed on the impact that police and corrections have on our community today. 5 lecture hours. May be used as a general elective in the AA degree.

**CJUS 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.

**CJUS 201** **5 Credits****The Art of Public and Private Investigation**

*Prerequisite:* CJ& 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 258** **1-5 Credits****Criminal Justice Internship**

*Prerequisites:* CJ& 101; POLS 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.

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**Diesel Technology**


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**DT 121** **16 Credits****Introduction to Diesel Technology**

*Prerequisite:* Placement in MATH 060, READ 80 and 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.

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**Early Childhood Education**

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**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.

**ECE 114 3 Credits**  
**Issues and Trends in ECE**

This course helps students explore, understand and analyze issues and challenges in ECE as they affect the education and care needs of preschool age children. The course will survey the scope, depth and breadth of the field as these issues impact teaching and caregiving for young children in an ECE environment. 3 lecture hours. May be used as a general elective in the AA degree.

**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.



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## Earth Science

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### **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.

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## Economics

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### **ECON 100** **5 Credits**

#### **Introduction to Economics**

*Prerequisites:* MATH 060; READ 080 or instructor permission.

This course is designed to introduce economics and the economic approach to the problems created by scarcity. Specifically, the course will be “economics for non-majors: fundamental concepts of economic analysis with application to contemporary problems.” The student should learn what a market system is and how it has come to be the predominate economic system. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

### **ECON& 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.

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## Education

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### **EDUC 201** **5 Credits**

#### **Introduction/Orientation to Teaching**

*Recommended Preparation:* ENGL 095 or placement in ENGL 101; READ 090 or placement in college level reading or instructor permission.

Designed as a course for the student interested in a teaching career. Examines the qualities of good teachers, basic teaching skills, the rewards and responsibilities of teaching, the history and philosophy of teaching, and current innovations in teaching. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

### **EDUC 202** **3 Credits**

#### **Education Practicum**

*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.

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## Energy Technology

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### **PPO 100** **5 Credits**

#### **Introduction to Power Generation**

An introductory study of basic electricity. This study will include principles of electron movement, magnetism, insulators, conductors, generators, transformers, single phase, three phase, lighting, energy efficiency, and power calculations including the cost of operating appliances. The course is intended for the “non-engineering” student who has a desire to learn how electricity is generated and distributed to the customer. It will consist of lecture, multimedia presentations, video, and hands-on projects. 5 lecture hours. Vocational program course. May be used as a general elective for the AA degree.

### **PPO 102** **5 Credits**

#### **Power Generation**

A more in-depth study of the basics of electricity including OHM’s Law, volts, amps, watts, generation, transmission, distribution, 3-phase, series and parallel circuits, and power factor. The environmental impacts of hydro, gas and fossil fuel power generation, the transmission grid and distribution of power to the meter will be discussed. The course is intended for “non-engineering” students who have a desire to learn how electricity is generated and distributed to the customer. It will consist of lecture, multimedia presentations, video, and hands-on projects. 5 lecture hours. Vocational program course. May be used as a general elective for the AA degree.

**PPO 103** **5 Credits**  
**Plant Design and Operations**  
 An introductory study of power generation, transmission and distribution and electricity. The environmental impacts of hydro, gas and fossil fuel power generation, the transmission grid and distribution of power to the meter will be discussed. The course is intended for the “non-engineering” student who has a desire to learn how electricity is generated and distributed to the customer. It will consist of lecture, multimedia presentations, video, and hands-on projects. 5 lecture hours. Vocational program course. May be used as a general elective for the AA degree.

**PPO 120** **4 Credits**  
**Print Reading**  
 Introduction to electrical utility blueprint reading which defines the physical and electrical arrangements of equipment including power plants, substations, transmission lines, distribution lines and customer service facilities. These documents are developed by designers to guide construction of facilities and are used by operating personnel to maintain, repair and modify utility equipment. 4 lecture hours. Vocational program course. May be used as a general elective for the AA degree.

**PPO 130** **5 Credits**  
**Industrial Safety and Rigging**  
 The course is designed to anchor and evaluate the student in Power Plant Systems, Power Plant Maintenance, and Power Plant Operations. It may include components of lecture, Internet usage, video, hands-on, student presentations, research, discussion, written work, and tested knowledge. This approach will be designed to foster teamwork, innovation, academic honesty, and fun. This curriculum will ultimately be designed to build student confidence and skills in the power generation field. 5 lecture hours. Vocational program course. May be used as a general elective for the AA degree.

**PPO 150** **3 Credits**  
**Efficiency Energy**  
*Corequisite: Concurrent enrollment in PPO 151*  
 An overview study of energy efficiency concepts related to efficient and cost effective electricity use. Topics covered will be electricity terms, insulation, windows, lighting, HVAC, energy audits, and electric vehicles. We will also look at the societal and political influences of de-regulation and lessons learned from industry covering the generation of electricity from current existing sources and a look at alternative renewable green energy sources including solar, wind, biomass, and ocean waves. 3 lecture hours. Vocational program course. May be used as a general elective for the AA degree.

**PPO 151** **2 Credits**  
**Efficiency Energy Lab**  
*Corequisite: Concurrent enrollment in PPO 150*  
 Real world applications of energy efficiency concepts. Students will do an energy audit of their homes measuring and calculating the overall energy efficiency of the home. 4 lab hours. Vocational program course. May be used as a general elective for the AA degree.

**PPO 191** **5 Credits**  
**Power Industry Job Preparation**  
*Prerequisite: PPO 130 and instructor permission.*  
 This course is only offered in the summer quarter and prepares students for employment in the power industry, most often in a technical apprentice position. The class includes tours of local facilities including power plants, sub-stations, and dams plus job application process, interview process, and preparation for industry testing. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective for the AA degree.

**PPO 201** **5 Credits**  
**Plant Systems and Equipment**  
 Plant systems and equipment, focusing on boiler construction, operation, and maintenance. 5 lecture hours. Vocational program course. May be used as a general elective for the AA degree.

**PPO 202** **5 Credits**  
**Refrigeration, HVAC and Plant Maintenance**  
 This course will focus on the fundamental principles of refrigeration and different types of refrigeration systems. Students will learn the principles of heating, ventilating, air conditioning, and auxiliary systems such as lighting, sanitary and building waste water. There will be an introduction to the terminology and basic equipment associated with HVAC/R and the control methods, operations, and maintenance of HVAC/R systems. 5 lecture hours. Vocational program course. May be used as a general elective for the AA degree.

**PPO 203** **5 Credits**  
**Power Plant Operations**  
 This course is designed to anchor and evaluate the student in Power Plant Systems (PPO 201), Power Plant Maintenance (PPO 202), and Power Plant Operations (PPO 203). It will include components of lecture, hands-on, student presentations, research, discussion, written work, and tests knowledge. Topics include the safety and skills to operate and monitor equipment, manage project systems, support equipment maintenance, and ability to comply with safety and environmental programs. 5 lecture hours. Vocational program course. May be used as a general elective for the AA degree.

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**English**


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**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 instruction in 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**Intro 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.

**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 10-minute and one-act plays. 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 credit for the AA degree.

**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 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 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.

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## English as a Second Language

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**ESL 010** 1.5 Credits

The purpose of this Orientation course is to have students complete the intake and academic assessment processes, identify short and long term goals, identify current abilities and learning styles. This course does not meet any degree requirements.

**ESL 022** Variable Credits

This will be a three-level, integrated ESL course for beginning ESL students placing in ESL 1-3. Non-transfer credit course in listening, speaking, reading and writing for limited English-proficient adults with a goal to improve English literacy.

**ESL 023** Variable Credits

This will be a six-level, integrated ESL course for beginning ESL students placing in ESL 1-6. Upon completing this level, an adult will be able to participate effectively and independently in conversations while paying attention to conventions of oral English; read most materials with understanding; convey ideas in writing. Non-transfer credit course in listening, speaking, reading and writing for limited English-proficient adults with a goal to improve English literacy.

**ESL 024** Variable Credits

This will be a three-level, integrated ESL course for advanced ESL students placing in ESL 4-6. Non-transfer credit course in listening, speaking, reading and writing for limited English-proficient adults with a goal to improve English literacy.

**ESL 031** Variable Credits**English Language Experience**

This course provides international students with instruction in English language development. Instruction will focus on listening, speaking, reading and writing skills and is designed to help students transition into the American culture. This course does not meet any degree requirements.

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## Entrepreneurship

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**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 Org/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.

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## Environmental Science

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**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.

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## Film

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**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.

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## Foreign Languages

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**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.

**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.*

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.*

A continuation of RUSS 126. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

**SPAN& 121** 5 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.

**SPAN& 122** 5 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** 5 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.

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**French**

See "Foreign Languages"

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**Freshmen Year Experience**

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**FYE 100** 4 Credits

**Student Orientation and Academic Readiness (SOAR)**  
SOAR is a short, intensive course designed to help new students adjust to college by providing an overview of higher education, a general orientation to college resources, a review and brush-up of study skills and a review of English or math skills. Self-management skills and personal responsibility are emphasized. 3 lecture hours; 2 lab hours. May be used as a general elective in the AA degree.

**FYE 102** 2 Credits

**Creating Success in College and Life**  
The content in this course is designed to help students with a smooth transition to college and bring an increased awareness of what GHC has to offer. Students will learn about college expectations and how to use proven strategies to develop the skills, resources and personal qualities needed to create greater academic, professional and personal success. 2 lecture hours. May be used as general elective in the AA degree.

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**Geology**

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**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.

**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.

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**German**

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See "Foreign Languages"

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**Health Promotion and Fitness**

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**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.

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**History**

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**HIST& 116** 5 Credits

**Western Civilization I**

*Recommended Preparation: READ 090 or placement in college level reading; 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 college level reading; 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 college level reading; ENGL 095 or placement in ENGL& 101 or instructor permission. Completion of or concurrent enrollment in ENGL& 101 recommended.*

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 college level reading; 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, 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 college level reading; 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 college level reading; 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 college level reading; 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 college level reading; 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 social science distribution area A requirement or specified elective for the AA degree.

**HIST& 219** **5 Credits**  
**Native American History**

*Recommended Preparation: READ 090 or placement in college level reading; 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 social science distribution area A requirement or specified elective for the AA degree

**HIST 225** 5 Credits**Women and Men:****The History of Gender**

*Recommended Preparation:* READ 090 or placement in college level reading; 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 college level reading; 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 college level reading; 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 college level reading; 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.

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## Human Development

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### 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 general elective requirement for the AA degree.

### 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.

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## Human Services

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### HS 101 5 Credits

#### Introduction to Human Services

*Prerequisite:* Students must be co-enrolled in either ENG 095 or ENGL& 101. Students who have successfully completed ENGL& 101 should see the instructor.

**Upon enrollment in HS 101, students must consent to a Washington State Patrol Background check.**

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.

**HS 102 5 Credits**  
**Survey of Community Resources**  
**in Human Services**

*Prerequisite: HS 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.

**HS 108 5 Credits**  
**Counseling and Crisis Intervention**

*Prerequisite: Completion of HS 101.*

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.

**HS 109 5 Credits**  
**Law and Ethics in Human Services**

*Prerequisite: HS 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.

**HS 158 1-3 Credits**

**Cooperative Work Internship**

*Prerequisites: Completion of HS 102 and HS 109 with a C+ or better and 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.

**HS 201 5 Credits**  
**Current Issues in Human Services**

*Prerequisite: HS 102 or instructor permission.*

This course provides an opportunity to study and discuss issues and events having a current impact in the human services field. The course will focus on specific subjects with the intent of linking students with the scholars and scholarship involved in understanding and explaining current issues, events, and crises in the human service field, including current medication and nutritional treatment for mental health issues. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**HS 202 5 Credits**  
**Counseling Special Populations**

*Prerequisite: HS 109 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.

**HS 203 5 Credits**  
**Interview/Assessments**  
**in Human Services Settings**

*Prerequisite: HS202 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.

**HS 204 5 Credits**  
**Advanced Counseling and Case Management**

*Prerequisite: HS 108 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.

**HS 258** **1-5 Credits**  
**Advanced Cooperative Work Internship**

*Prerequisite: Completion of HS 158 with a grade of C+ or better and 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.

**Italian**

See “Foreign Languages”

**Japanese**

See “Foreign Languages”

**Latin**

See “Foreign Languages”

**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. Satisfies specified elective requirement 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.

**Linguistics**

**LING 101** **5 Credits**  
**Introduction to World Languages**

*Prerequisite: Completion of ENGL 095 or co-enrollment in ENGL 095 or placement in ENGL&101..*

This is a general survey course designed to introduce students to the historical and cultural aspects of world languages, including discussion of distribution, historical development, typology, and writing systems. This course explores the rich diversity of human languages through specific examples of syntax, vocabulary and writing drawn from a variety of languages without teaching any language in particular. This course is advised as an introduction for students considering foreign language study. 5 lecture hours. Satisfies Humanities Area G distribution or specified elective requirement for the AA degree.

**Mathematics**

**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 060 or appropriate placement test score and placement in READ 090 or concurrent enrollment in READ 080.*

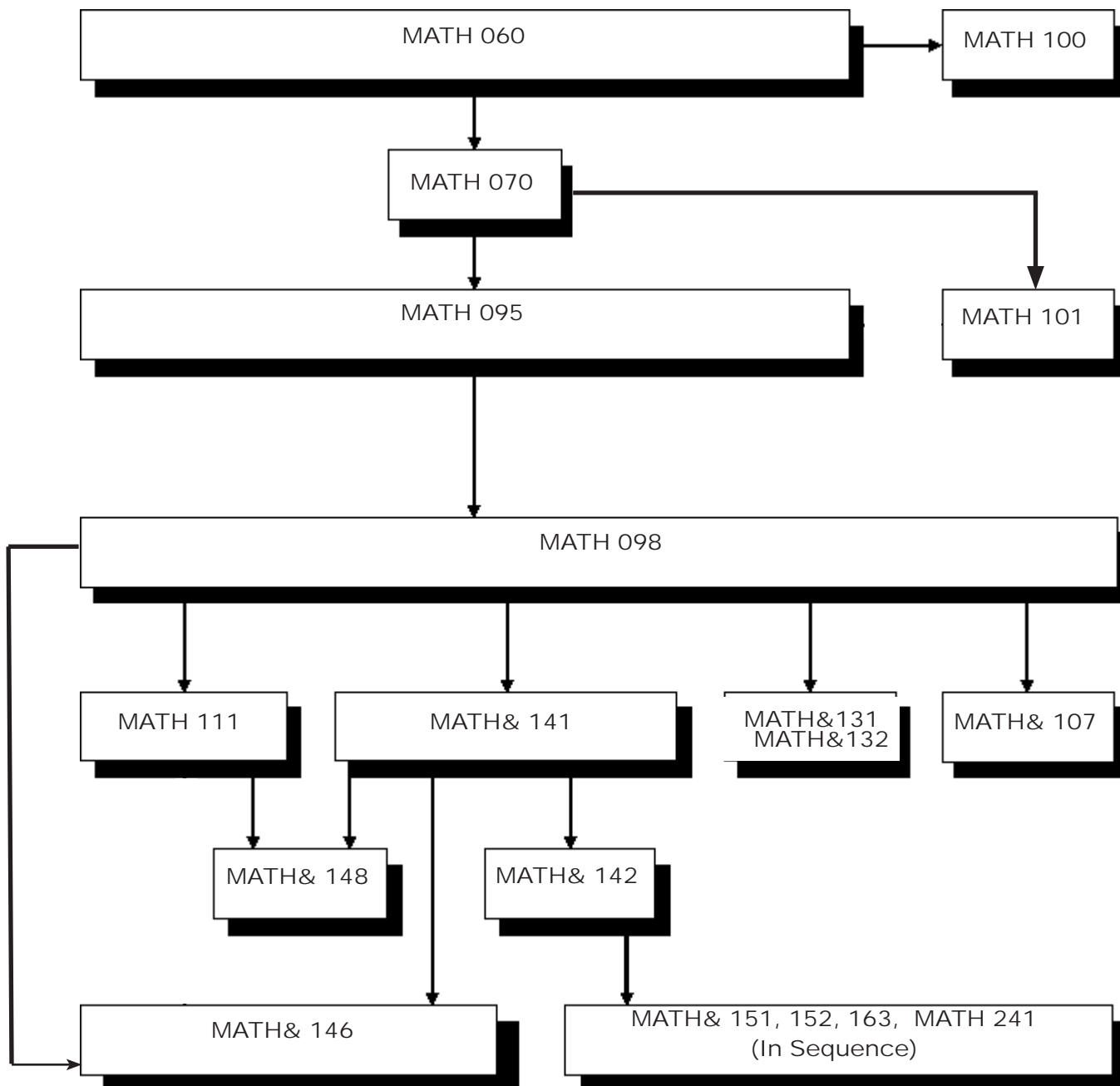
This course is intended for students who have few current algebra skills. Topics include fractions, real number arithmetic, exponents, order of operations, algebraic expressions, linear equations and inequalities in one variable, working with units, formulas, and percents. The standard problem solving method, which will be used throughout the algebra sequence, is presented and used to solve basic applications. A scientific calculator is required for this course and graphing calculators are not allowed on tests. 5 lecture hours.

**MATH 095** **5 Credits**  
**Elementary Algebra**

*Prerequisites: A grade of “C-” or better in MATH 070 or appropriate placement test score.*

Elementary Algebra includes solution, graphing and application of linear and quadratic equations of one and two variables, exponent rules, scientific notation, polynomials, and factoring. 5 lecture hours.

**Mathematics Course Sequence**



**MATH 098** **5 Credits**  
**Intermediate Algebra**

*Prerequisites: A grade of "C-" or better in MATH 095 or appropriate placement test score.*

This course is intended to prepare students for work in College Level math and math related subjects. It serves as a prerequisite to MATH& 107, MATH& 111, MATH& 131, MATH& 132, and MATH& 141. Topics include functions and equations containing linear, quadratic, polynomial, rational and radical expressions; inequalities, linear systems, exponentials and logarithms; and applications involving basic science and business mathematical models. 5 lecture hours.

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

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

**MATH 101** **5 Credits**  
**Applications of Algebra for Vocational-Technical Students**

*Prerequisites: A grade of "C-" or better in MATH 070 or placement in MATH 095 or higher.*

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 other 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.*

This course covers a variety of topics including financial models and money management, statistical reasoning, measures of central tendency and variation, the normal distribution and exponential growth and decay. 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 of 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. Satisfies 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.*

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& 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.*

MATH 131 is the first of two courses that is designed to fulfill the requirements for entry into a bachelors program in elementary education at a four-year university, including City University's BA program in Elementary Education. The major objective of this course is to prepare the prospective K-8 teacher to understand elementary school mathematical concepts taught from kindergarten through eighth grade. MATH& 131 focuses on problem solving techniques, sets and whole numbers, numeration and computation, number theory, fractions and rational numbers, decimals, real numbers, and proportional reasoning. In conjunction with studying these topics, students will improve their abilities to recognize patterns and make connections to the mathematical ideas explored. Each student will be expected to justify his or her reasoning and communicate the results through such means as group activities, written discussions, oral presentations and/or other methods. 5 lecture hours. Students who complete both MATH& 131 and MATH& 132 satisfy the quantitative reasoning requirement for the AA degree. For City University, students who complete both will satisfy their quantitative reasoning requirement as well as 5 elective math credits.

**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. MATH& 132 is the second of two courses that are designed to fulfill the requirements for entry into a bachelors program in elementary education at a four-year university, including City University’s BA program in Elementary Education. The major objective of this course is to prepare the prospective K-8 teacher to understand elementary school mathematical concepts taught from kindergarten through eighth grade. MATH& 132 focuses on statistics, probability, geometric figures, measurement and similarity. In conjunction with studying these topics, students will improve their abilities to recognize patterns and make connections to the mathematical ideas explored. Each student will be expected to justify his or her reasoning and communicate the results through such means as group activities, written discussions, oral presentations and/or other methods. 5 lecture hours. Students who complete both MATH& 131 and MATH& 132 satisfy the quantitative reasoning requirement for the AA degree. For City University, students who complete both will satisfy their quantitative reasoning requirement as well as 5 elective math credits.

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

*Prerequisites:* A grade of “C+” or better in MATH 098 or appropriate placement score MATH& 141 is the first course in the standard precalculus sequence. Content includes: a review of equations and inequalities; the definition of a function; linear functions; graphs of functions; inverse functions; exponential and logarithmic functions; polynomial functions; rational functions; and conic sections. Applications are drawn from the natural and social sciences; and engineering. 5 lecture hours. Satisfies the quantitative skills requirement, science 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. MATH& 142 is the second course in the standard precalculus sequence. Content includes: right triangle trigonometry; trigonometric functions; inverse trigonometric functions; trigonometric identities; polar coordinates; vectors; systems of linear equations; matrix algebra; and determinants. Applications are drawn from the natural and social sciences, and engineering. 5 lecture hours. Satisfies the quantitative skills requirement, science 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 098 or appropriate placement score. MATH& 146 is a standard introductory course in basic statistics. Content includes: the graphical display of data; the numerical summary of data; the normal distributions of data; the basics of surveys and experiments; basic probability theory; the central limit theorem; sampling distributions; confidence intervals; hypothesis tests; the t-distribution; correlation; and linear regression. Applications are drawn from business, social and natural sciences, and current events. 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. 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. MATH& 151 is the first course of the standard calculus sequence. Content includes: limits; the derivative; differentiation of the elementary functions; implicit differentiation; related rates; analysis of extreme values and curvature of functions; applied optimization; antiderivatives; and an introduction to the definite integral. Applications are taken from the natural and social 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. MATH& 152 is the second course of the standard calculus sequence. Content includes: the definite integral; the fundamental theorem of calculus; techniques of integration; applications including volume, work, arc length, and growth and decay; Taylor polynomials; and infinite series. Applications are taken from the natural and social sciences and engineering. 5 lecture hours. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

**MATH& 163**                      **5 Credits**  
**Calculus 3**

*Prerequisite:* A grade of “C” or better in MATH& 152. MATH& 163 is the third course of the standard calculus sequences. Content includes: parametric equations; polar coordinates; vectors and the geometry of space, analysis of vector functions, differentiation in several variables; multiple integration. Applications are taken from the natural and social 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: MATH& 163 or concurrent enrollment in MATH& 163.*

MATH 241 is a standard first course in differential equations. Content includes: linear first order equations; separable equations; growth and decay problems; linear second order equations; variation of parameters; undetermined coefficients; damped harmonic motion; electric circuits; series solution method; Laplace transforms; Dirac delta function; linear systems; eigenvalue-eigenvector solution method; non-homogenous linear systems; and basic linear algebra needed for linear systems. Applications are taken from the natural and social sciences and engineering. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

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**Music**


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**MUSIC 100** 5 Credits**Music Fundamentals**

*Prerequisites: READ 090 or placement in college level reading; 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 college level reading; 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 1**

*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 2**

*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.

<b>MUSC&amp; 123</b> <b>Ear Training 3</b>	<b>2 Credits</b>	<b>MUSIC 150</b> <b>Applied Music Piano</b>	<b>1 Credit</b>	<b>MUSIC 155</b> <b>Applied Music Brass</b>	<b>1 Credit</b>
<i>Recommended Preparation: Concurrent enrollment in MUSC&amp; 133. Prerequisite: MUSC&amp; 122.</i> Advanced listening, identification of seventh chords, major and minor chords, augmented and diminished chords, advanced melodic and harmonic dictation, advanced sight singing. 2 lecture hours. Satisfies specified elective requirement for the AA degree.		<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.		<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.	
<b>MUSC&amp; 131</b> <b>Music Theory 1</b>	<b>3 Credits</b>	<b>MUSIC 151</b> <b>Applied Music Strings</b>	<b>1 Credit</b>	<b>MUSIC 156</b> <b>Applied Music Percussion</b>	<b>1 Credit</b>
<i>Prerequisites: Concurrent enrollment in MUSC&amp; 121; basic piano or guitar skills, or concurrent enrollment in MUSIC 117.</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.		<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.		<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.	
<b>MUSC&amp; 132</b> <b>Music Theory 2</b>	<b>3 Credits</b>	<b>MUSIC 152</b> <b>Applied Music Voice</b>	<b>1 Credit</b>	<b>MUSIC 157</b> <b>Applied Music Guitar</b>	<b>1 Credit</b>
<i>Recommended Preparation: Concurrent enrollment in MUSC&amp; 122 or instructor permission. Prerequisites: MUSC&amp; 121; MUSC&amp; 131.</i> Continuation of MUSC& 131 with emphasis on harmonic analysis and four-part writing. 3 lecture hours. Satisfies specified elective requirement for the AA degree.		<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.		<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.	
<b>MUSC&amp; 133</b> <b>Music Theory 3</b>	<b>3 Credits</b>	<b>MUSIC 154</b> <b>Applied Music Woodwinds</b>	<b>1 Credit</b>	<b>MUSIC 158</b> <b>Applied Jazz Piano</b>	<b>1 Credit</b>
<i>Recommended Preparation: Concurrent enrollment in MUSC&amp; 123 or instructor permission. Prerequisites: MUSC&amp; 122; MUSC&amp; 132.</i> Continuation of MUSC& 132 with emphasis on harmonic analysis and four-part writing. 3 lecture hours. Satisfies specified elective requirement for the AA degree.		<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.		<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.	

<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>	<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>	<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. Prerequisite: MUSC&amp; 221.</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.	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.	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.
<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>	<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>	<b>MUSC&amp; 223</b> <span style="float: right;"><b>2 Credits</b></span> <b>Ear Training 6</b> <i>Recommended Preparation: Concurrent enrollment in MUSIC 233. Prerequisite: MUSC&amp; 222.</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.	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.	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.
<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>	<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. Prerequisite: MUSC&amp; 123</i>	<b>MUSIC 231</b> <span style="float: right;"><b>3 Credits</b></span> <b>Intermediate Harmony</b> <i>Recommended Preparation: Concurrent enrollment in MUSC&amp; 221. Prerequisite: MUSC&amp; 133 or instructor permission.</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.	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.	Secondary dominants, modulation, chromatic harmony; introduction to form and analysis. 3 lecture hours. Satisfies specified elective requirement for the AA degree.
<b>MUSIC 181</b> <span style="float: right;"><b>1.5 Credit</b></span> <b>Jazz Band</b> <i>Prerequisite: Instructor permission or audition required.</i>	<b>MUSIC 217</b> <span style="float: right;"><b>1 Credit</b></span> <b>Intermediate Piano I</b> <i>Prerequisite: MUSIC 117 or instructor permission.</i>	<b>MUSIC 232</b> <span style="float: right;"><b>3 Credits</b></span> <b>Advanced Harmony I</b> <i>Recommended Preparation: Concurrent enrollment in MUSC&amp; 222. Prerequisite: MUSIC 231 or instructor permission.</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.	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.	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.
		<b>MUSIC 233</b> <span style="float: right;"><b>3 Credits</b></span> <b>Advanced Harmony II</b> <i>Recommended Preparation: Concurrent enrollment in MUSC&amp; 223. Prerequisite: MUSIC 232 or instructor permission.</i>
		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 258** **2 Credits**  
**Advanced Applied Jazz 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 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.

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**Natural Resources**

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**NR 101** **5 Credits**  
**Introduction to Forest Management**  
*Prerequisites: ENGL 095 or placement in ENGL& 101; MATH 098 or higher; or instructor permission.*

This introductory course will focus on the principles, economics and concepts of how contemporary forests are managed. Sustainable forest management will be emphasized relating to certification systems, fragmentation, and current forest regulations. Significant policy and regulatory issues with respect to public conflict and participation in forest management on both the federal and state level will be included in this course. Students will be required to evaluate a management or policy that is focused on forests and present it to the class as part of this curriculum. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**NR 110** **5 Credits**  
**Principles of GIS**  
*Prerequisites: ENGL 095 or placement in ENGL& 101; MATH 098 or higher; 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. Lab will provide students with hands on experience with GIS hardware and software components. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**NR 131** **5 Credits****Forest Ecology - Plant Taxonomy**

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

Part one of a three part forest ecology series. Lectures will focus on basic biology, life history and distribution of plants. Laboratory exercises will focus on the taxonomy and identification methods relevant to plants of the Pacific Northwest. An emphasis will be placed on higher plants including major tree species found in the region along with the use and understanding of dichotomous keys. Students will be evaluated on both the lecture and laboratory material, however, the focus of the curriculum will be identification and description of the plants in the field. Students will be required to maintain a field journal of plants identified during labs. This course will be taught in an accelerated format being completed in a two-week period. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree..

**NR 150** **5 Credits****Forest Ecology - Disturbances**

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

Part two of a three part forest ecology series. This ecology course will focus on the basic of ecological interaction of plants, animals and the environment with an emphasis on events that cause significant changes of our forest plant communities. Lectures will introduce insects and diseases endemic to the Pacific Northwest., fire and history dynamics, gap/patch disturbances caused by wind, and how flooding alters our riparian communities. Climate change will be interwoven in relation to these disturbance agents in today's forests. Laboratory will focus on life history, basic biology and identification of insects and diseases, fire effects and management, and measures of weather and climate. Students will be evaluated on both lecture and laboratory material and will be required to maintain a field journal during labs. This course will be taught in an accelerated format being completed in a 2 week period. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree..

**NR 158** **1 Credit****Work Experience Seminar**

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

This five week seminar will prepare the student for the cooperative work experience required for the Natural Resource program. We will explore options for positions as summer intern through research on the internet, local agencies and other conventional means. Students will learn to complete a job application, edit, revise or create a resume, prepare a cover letter, establish personal references and learn proper interview techniques. Lectures will be designed to provide the foundation for these documents while the students will apply this in a real life situation with the desired outcome of securing a summer internship. This course fulfills a requirement that may be used for the completion of the AA (Specified Elective), AS and AAS degrees.

**NR 160** **5 Credits****Forest Ecology - Habitats**

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

Part three of a three part ecology series. This class will explore the complex and diverse ecosystems found in the Pacific Northwest. Ecological principles will be discussed including succession, plant associations and site characteristics that have shaped the wide variety of habitats found in the region. Biodiversity, population ecology and community ecology will be emphasized within the context of ecosystem sustainability. Labs will consist of two extended field trips covering terrestrial landscapes found along the coast, in the Cascade interior and eastside of Washington. A field journal of locations visited will be maintained. This course will be taught in an accelerated format being completed in a two-week period. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree..

**NR 250** **5 Credits****GIS and Remote Sensing in Natural Resource Management**

*Prerequisites: NR 110 or instructor permission.*

The course emphasizes the application of geographic information systems (GIS) and techniques of remote sensing in natural resource management. It provides students with methods in acquisition, processing, and interpretation of the primary data derived from various sensors on a practical level. Additionally, the course will expose students to photogrammetry techniques in area determination, scale, height management, and forest stand analysis. Use of global positioning satellite (GPS) systems, USGS quad maps, legal land descriptions and corner search techniques will also be introduced. 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.

**NR 260** **5 Credits**  
**Forest Mensuration**  
*Prerequisites: ENGL 095 or placement in ENGL& 101; MATH 098 or higher; or instructor permission.*  
 This course covers a variety of measurement requirements in the field of forestry including: measuring equipment, log scaling practices, forest product measurement, sampling statistics, timber cruising and inventory techniques, log rule and volume tables, log and tree grading, growth measurement, and various computer applications. Labs will emphasize the use of field equipment and techniques necessary to measure forest resources such as: hand held instruments, pacing and chaining, map reading, and field data recorders. Some of the labs will be done at the school forest. Three lecture hours; 4 lab hours. Vocational program course. May be used as an elective in the AA degree.

**NR 270** **5 Credits**  
**Silviculture**  
*Prerequisites: ENGL 095 or placement in ENGL& 101; MATH 098 or higher; or instructor permission.*  
 Silviculture is a fundamental course in the field of forestry. This course covers key issues of methods of regeneration, site preparation, planting practices, animal damage control, intermediate treatments, nursery practices, seed orchards, pesticide use, application, and safety, prescribed burning, precommercial and commercial thinning and harvest treatments. Labs will emphasize silvics of regionally important trees and practical, applied management prescription development at the school forest. Three lecture hours; 4 lab hours. Vocational program course. May be used as an elective in the AA degree.

**NR 280** **5 Credits**  
**Harvest Systems and Products**  
*Prerequisites: ENGL 095 or placement in ENGL& 101; MATH 098 or higher; or instructor permission.*  
 This course is designed to expose the student to the variety of harvest techniques used to remove products from the forest. In addition, we will cover subjects including: cost analysis, logging plans, wood products and other forest products, road layout and construction, best management practices (BMP's), timber appraisal and contracts. Labs will be conducted at the school forest and will emphasize wood identification, unit layout, identification of hazards, and hand and power tools safety. Three lecture hours; 4 lab hours. Vocational program course. May be used as an elective in the AA degree.

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**Nursing**

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**CNA 102** **9 Credits**  
**Certified Nursing Assistant Training**  
*Prerequisite: Students must complete Washington State Highway Patrol Criminal Background Check; provide documentation of TB skin test/chest X-ray and Hepatitis B immunization, and seasonal influenza vaccination; 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. AIDS education and training (8 hours) and CPR certification (8 hours) are included. 5 lecture hours and 8 lab hours.

**NURS 135** **1 Credit**  
**Nursing Pharmacology I**

*Prerequisite: Acceptance to the Nursing Program.*

*Corequisite: Concurrent enrollment in NURS 151*

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 and legal considerations. One lecture hour. Vocational program course. May be used as a general elective in the AA degree.

**NURS 137** **1 Credit**  
**Nursing Pharmacology II**

*Prerequisite: Completion of NURS 151 & NURS 135 with a grade of B- or better.*

*Corequisite: Concurrent enrollment in NURS 153*

The student continues to examine the application of nursing process as it relates to pharmacology. Students will study drug actions, adverse effects, and nursing implications of drugs used to treat common health alterations of the immune, cardiac, respiratory, endocrine, and neurological systems. Increasingly complex math calculations as it relates to intravenous therapy will be included. One lecture hour. Vocational program course. May be used as a general elective in the AA degree.

**NURS 139** **1 Credit**  
**Nursing Pharmacology III**

*Prerequisite: Completion of NURS 153 & NURS 137 with a grade of B- or better.*

*Corequisite: NURS 154*

The student continues to examine the application of nursing process as it relates to pharmacology. Students will study drug actions, adverse effects, and nursing implications of drugs used to treat common health alterations of the musculoskeletal and gastrointestinal systems and in the care of children with common health alterations, the child bearing family, and patients with cancer. Increasingly complex math calculations will be included. One lecture hour. Vocational program course. May be used as a general elective in the AA degree.

**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.



**NURS 151** **11 Credit**  
**Concepts Basic to Nursing**

*Prerequisites: Acceptance to the Nursing Program. Documentation of current NA-C in WA State or documentation of successful completion of an approved nursing assistant course within the past two years. Current CPR (BLS Healthcare Provider) Certification and immunizations on file in the Nursing Office. Completion of criminal background checking.*

*Corequisite: NURS 135.*

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, and surgery. Care of patients with stable mental health alterations. 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 153** **12 Credits**  
**Common Health Alterations I**

*Prerequisites: NURS 151 and NURS 135 with a grade of "B-" or better.*

*Corequisites: NURS 137*

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 immune, cardiac, respiratory, neurological, and endocrine systems. 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 and NURS 137 with a grade of "B-" or better.*

*Corequisites: NURS 139*

The student learns about nursing care of the client with selected common and stable health alterations with nursing process and adaptation in health and illness as organizing frameworks. The focus includes common health alterations of the musculoskeletal and gastrointestinal systems and the care of children with common health alterations, the childbearing family, and patients with cancer. The student has opportunities to integrate classroom concepts in acute and community based clinical settings with beginning practice of intravenous therapeutics. 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 135, 137, 139, 151, 153, and 154 with a grade of "B-" 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 12 Credits  
Complex Health Alterations I**

*Prerequisites: NURS 154 with a grade of "B-" or better or Washington State LPN license and acceptance into AAS nursing program. (NNURS 149 required for LPNs who graduated from another program or GHC PN program graduates who completed the program longer than one year previous).*

The student learns advanced principles and concepts related to the care of adults adapting to multi-system, high acuity health alterations. Nursing care of the client with complex health alterations of the cardiac, respiratory, endocrine, and neurological systems are studied. In addition, the student learns advanced care in emergency and trauma nursing. 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. 6 lecture hours; 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 252 12 Credits  
Complex Health Alterations II**

*Prerequisite: Completion of NURS 251 with a grade of "B-" or better.*

The student continues the study of advanced principles and concepts related to the care of adults and children adapting to multi-system, high acuity health alterations. Concepts related to the care of adult clients with complex and life-threatening health alterations of reproduction including complications of childbearing, and problems of excretion are studied. In addition, students learn advanced concepts related to care of individuals and families with acute and life threatening mental health alterations. Concepts related to care of the children with complex health needs are also included. The student applies nursing process in specialty areas, acute care and in community settings. 6 lecture hours; 12 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

**NURS 253 12 Credits  
Transition to Professional Practice**

*Prerequisite: NURS 252 with a grade of "B-" or better.*

*Corequisite: one (1) PE activity credit with grade of "C" or better.*

The student has the opportunity to explore role transition from student to professional practice. Community based nursing practice is explored as it relates to registered nursing 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 decision making, change process, and managing stress in the workplace. Current issues in contemporary nursing practice are studied, as are legal and ethical issues affecting nursing. 5 lecture hours. 14 clinical hours. Vocational program course. May be used as a general elective in the AA degree.

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**Nutrition**

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**NUTR& 101 5 Credits  
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.

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**Office Technology**

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**"See Business Technology"**



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## Philosophy

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### PHIL& 101 5 Credits

**Introduction to Philosophy**  
*Recommended Preparation: READ 090 or placement in college level reading; 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 G requirement or specified elective for the AA degree.

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## Physical Education

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### 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. 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. Skills will be applied to support advanced techniques in court strategy connected with singles and doubles competition. This class will promote the benefits of pickle-ball as a lifetime activity. 2 lab hours.

### 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.

### PE 110 1 Credit

#### **Intermediate Basketball (Co-ed)**

*Prerequisite: Apparent good health or physician's approval for participation; PE 109 or instructor permission.*

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.

### PE 112 1 Credit

#### **Intermediate Badminton**

*Prerequisite: Apparent good health or physician's approval for participation; PE 106 or instructor permission.*

A continuation of PE 106. Skills will be applied to support advanced techniques in court strategy connected with singles and doubles competition. This class will promote the benefits of pickle-ball as a lifetime activity. 2 lab hours.

### PE 113 1 Credit

#### **Beginning Golf**

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.

### PE 114 1 Credit

#### **Intermediate Golf**

*Prerequisite: PE 113.*

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.

### PE 116 1 Credit

#### **Beginning Step Aerobics**

*Prerequisite: Apparent good health or physician's approval for participation with modifications.*

This class is designed to promote cardiovascular fitness through step aerobics 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.

### PE 117 2 Credits

#### **Intermediate Step Aerobics**

*Prerequisites: Apparent good health or physician's approval for participation with modifications; PE 116 or instructor permission.*

This course is designed to provide instruction on the major areas of lifetime fitness and wellness utilizing step aerobics routines and floor work. 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.

### PE 118 2 Credits

#### **Advanced Step Aerobics**

*Prerequisites: Apparent good health or physician's approval for participation with modifications; PE 116 and PE 117 or instructor permission.*

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.

**PE 119 1 Credit**  
**Beginning Social Dancing**

*Prerequisite: Apparent good health or physician's approval for participation with modifications.*

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.

**PE 120 1 Credit**  
**Beginning Softball**

Students in this class will learn the fundamental skills of fastpitch 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.

**PE 121 1 Credit**  
**Exercise Walking, Beginning**

*Prerequisites: Apparent good health or physician's approval for participation with modification.*

This class is designed to improve aerobic fitness and overall wellness through walking. The three components of exercise walking - the stride, posture and arm swing - will be emphasized, as well as important flexibility exercises. After needed orientation and screening, each student will work on an exercise walking program appropriate to his or her current level of fitness. This course will also introduce the student to the basic principles of physical fitness and promote this activity for lifetime wellness. 2 lab hours.

**PE 122 2 Credits**  
**Intermediate Exercise Walking**

*Prerequisites: Apparent good health or physician's approval for participation with modification; PE 121 or instructor permission.*

This course will build on the principles of fitness and wellness learned in PE 121. After initial evaluation, each student will follow a walking program suited to his or her fitness level and more advanced walking techniques will be introduced. Students will learn the major components of lifetime fitness and wellness utilizing handouts and class discussion, all centered around the activity of exercise walking. 4 lab hours.

**PE 124 1 Credit**  
**Intermediate Softball**

*Prerequisite: PE 120.*

Students in this class will further develop their softball skills and learn more advanced strategies of 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.

**PE 125 1 Credit**  
**Beginning Volleyball**

This course is designed to teach the fundamental skills of volleyball to the inexperienced or beginning-level player. The skills of serving, passing and spiking are emphasized along with basic strategies. The benefits of playing volleyball as a lifetime fitness activity are also emphasized. 2 lab hours.

**PE 126 1 Credit**  
**Intermediate Volleyball**

*Prerequisite: PE 125 or instructor permission.*

This class is designed to enhance the basic skills of volleyball learned in PE 125. The more advanced techniques of blocking, setting and hitting will also be taught. Different strategies of offense and serving will be emphasized. The benefits of playing volleyball as a lifetime fitness activity will also be discussed. 2 lab hours.

**PE 127 1 Credit**  
**Advanced Volleyball**

*Prerequisite: PE 125 and PE 126 or instructor permission.*

This class is designed for those with a basic knowledge and ability to play volleyball. The class will stress the development of advanced skills in the context of multiple offensive and defensive strategies. Emphasis will be on advanced techniques and building an understanding of the game itself. 2 lab hours.

**PE 129 1 Credit**  
**Weight Lifting**

*Prerequisite: Apparent good health or physician's approval for participation with modifications.*

This class is designed to orient the student to the correct use of weight training equipment for the purposes of lifetime fitness. Instruction will focus on lifting for the purposes of strength and conditioning. 2 lab hours.

**PE 130 2 Credits**  
**Intermediate Weight Lifting**

*Prerequisite: Apparent good health or physician's approval for participation with modifications; PE 129 or instructor permission.*

This is an intermediate level weight lifting program designed to help the student continue development of both size, strength and fitness conditioning. Emphasis will be placed on strength and endurance training. 4 lab hours.

**PE 131 2 Credits****Advanced Weight Lifting**

*Prerequisite: Apparent good health or physician's approval for participation with modifications; PE 130 or instructor permission.*

This course requires the student to apply the physical fitness principles of weight lifting on an individual basis. Advanced weight training techniques are stressed. 4 lab hours.

**PE 149 1 Credit****Mobility/Fitness for the Physically Challenged**

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.

**PE 150 2 Credits****Fitness for the Physically Challenged**

*Prerequisite: PE 149 or instructor permission.*

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.

**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.

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**Physics**

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**PHYS& 121** **5 Credits**

**General Physics w/Lab 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 w/Lab 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 w/Lab 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 w/Lab I**

*Prerequisite: MATH& 151 or concurrent enrollment in MATH& 151, 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 w/Lab II**

*Prerequisites: PHYS& 221 and MATH& 152 or concurrent enrollment in MATH& 152 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 w/Lab III**

*Prerequisites: PHYS& 222 and MATH& 163 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.

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**Political Science**

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**POLS 102** **5 Credits**

**Law and Society**

*Recommended Preparation: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading 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. 5 lecture hours. Satisfies social science distribution area B requirement or as a specified elective in the AA degree.

**POLS 110** **5 Credits**

**Law and Justice**

*Recommended Preparation: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading 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. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

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**Polish**

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See "Foreign Languages"

**POLS 200** **5 Credits**  
**Foreign Policy of the United States**

*Recommended Preparation: READ 090 or placement in college level reading; 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 college level reading; 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.

**POLS 204** **5 Credits**  
**Introduction to Public Administration**

*Recommended Preparation: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading or instructor permission. Completion of or concurrent enrollment in ENGL& 101.*

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. Satisfies specified elective requirement for the AA degree.

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## Psychology

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**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.

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**Reading**

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**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.

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**Russian**

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See "Foreign Languages"

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**Sociology**

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**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.

**SOC 106 5 Credits**  
**Juvenile Justice**

*Recommended Preparation: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading.*

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 college level reading 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& 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.

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**Spanish**


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See "Foreign Languages"

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**Speech**


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**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.

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**Theatre Arts**


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**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 6 Credits

#### Welding Blueprint Reading

*Prerequisites:* A grade of "B" or better in MATH 060 or a BMCT score of 38 or higher; and placement in ENGL 060; placement in READ 080; and 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. 3 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### WELD 101 6 Credits

#### Related Welding I

Students are given an overview of welding employment opportunities, the most common welding processes (SMAW, GMAW, FCAW and GTAW), and oxyacetylene cutting and heating. 3 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### WELD 102 6 Credits

#### Related Welding II

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.

### WELD 103 6 Credits

#### Related Welding III

A lecture-lab course to build upon skills learned in WELD 101 and WELD 102. The course promotes proper work habits and safe work practices. Advanced joint configurations are cut, fit, and welded with common manual and semi-automatic cutting and welding processes. Students will be provided the opportunity to practice for certification testing. 3 lecture hours; 6 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### WELD 110 16 Credits

#### Beginning Welding

*Prerequisites:* A grade of "B" or better in MATH 060 or a BMCT score of 38 or higher; and placement in ENGL 060; placement in READ 080; and instructor permission.

A lecture-lab course to provide an introduction to safe industrial work practices, work ethics, oxy-fuel cutting and common manual and semi-automatic welding processes. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### WELD 120 16 Credits

#### Intermediate Welding

*Prerequisites:* A grade of "B" or better in MATH 060 or a BMCT score of 38 or higher; and placement in ENGL 060; placement in READ 080; and instructor permission.

A lecture-lab course to build upon skills in WELD 110. This course promotes work habits and safe work practices. Training increases skills with oxy-fuel cutting and common manual and semi-automatic welding processes. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### WELD 130 16 Credits

#### Advanced Welding

*Prerequisites:* A grade of "B" or better in MATH 060 or a BMCT score of 38 or higher; and placement in ENGL 060; placement in READ 080; and instructor permission.

A lecture-lab course to build upon skills learned in WELD 120. Work habits and safety are emphasized. Advanced joint configurations are cut, fit, and welded in all positions with common manual and semi-automatic cutting and welding processes. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### WELD 240 16 Credits

#### Pipe Welding

*Prerequisites:* A grade of "B" or better in MATH 060 or a BMCT score of 38 or higher; and placement in ENGL 060; placement in READ 080; and instructor permission.

A lecture-lab course to build upon skills learned in WELD 110 through WELD 130. Pipe is stick and TIG welded in all positions. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### WELD 245 16 Credits

#### Fabrication

*Prerequisites:* A grade of "B" or better in MATH 060 or a BMCT score of 38 or higher; and placement in ENGL 060; placement in READ 080; and instructor permission.

A lecture-lab course to build upon skills learned in WELD 100 through WELD 130. Course covers basic layout and fitting. Student will be assigned projects to design, draw, and build. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### WELD 250 16 Credits

#### Certification

*Prerequisites:* A grade of "B" or better in MATH 060 or a BMCT score of 38 or higher; and placement in ENGL 060; placement in READ 080; and instructor permission.

A lecture-lab course to build upon skills learned in WELD 110 through WELD 245. Course covers selected industry certification test requirements, procedures, and acceptance standards. Successful students will practice and pass selected certification tests. Testing fees apply for each certification test. Course includes a capstone exam to ensure retention of competency in previous Welding Technology program course topics. 8 lecture hours; 16 lab hours. Vocational program course. May be used as a general elective in the AA degree.







# Student Planner - Checklist

## Graduation Requirements for Associate in Business – DTA/MRP Degree

Year 1 - 1st Quarter Classes		Year 1 - 2nd Quarter Classes		Year 1 - 3rd Quarter Classes	
Course and Number	Credit	Course and Number	Credit	Course and Number	Credit
Year 2 - 1st Quarter Classes		Year 2 - 2nd Quarter Classes		Year 2 - 3rd Quarter Classes	
Course and Number	Credit	Course and Number	Credit	Course and Number	Credit

### 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 146 (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

### Maximum Requirements for Associate in Pre-Nursing – DTA/MRP Degree

*Please note: Official graduation evaluations must be completed*

Year 1 - 1st Quarter Classes		Year 1 - 2nd Quarter Classes		Year 1 - 3rd Quarter Classes	
Course and Number	Credit	Course and Number	Credit	Course and Number	Credit
Year 2 - 1st Quarter Classes		Year 2 - 2nd Quarter Classes		Year 2 - 3rd Quarter Classes	
Course and Number	Credit	Course and Number	Credit	Course and Number	Credit

10 Credits—	Writing Skills	<b>Have</b>	<b>Need</b>
	English 101	_____	_____
	English 102 or English 235	_____	_____
5 Credits—	Quantitative Skills		
	MATH& 146 Introduction to Statistics	_____	_____
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**      \_\_\_\_\_