



CATALOG

GRAYS HARBOR
COLLEGE



2017 . 2018 . www.ghc.edu



Greetings and Welcome to Grays Harbor College!



A year ago, I accepted the offer to become president of Grays Harbor College. I was the ‘new person’ and a little intimidated, perhaps like many of you are feeling right now. But I quickly learned what a great place I had relocated to – I met caring, conscientious faculty focused on helping their students learn, along with dedicated staff who go above and beyond every day to lend assistance to students and campus guests. I met the grounds crew, office assistants, business staff, the bookstore clerks and the food service providers, the maintenance and custodial teams, to mention a few, all who take such pride in their day-to-day efforts on this campus. I met students who were so inspired they changed courses or even career plans because someone at GHC sparked their intellectual curiosity. I discovered that our students have one of the highest rates of completion among community colleges in our state, successfully transferring all their entire transfer degree to a university or landing a good job after completing one of our career technical programs.

At the same time, I got acquainted with the extracurricular aspects of GHC. I went to live performances at the Bishop Center. I cheered on our Choker athletic teams. (I also learned that a Choker represents the mightiest and most courageous job in the logging industry!) I observed students helping each other in our Tutoring Center and I heard others talk about new friends they made in a club they had joined. (GHC has more than 15 active clubs each year.) I discovered the resources of our Diversity and Equity Center, the vast knowledge to be found in the Spellman Library and the various ways students in need are helped swiftly and with discretion by programs like TRiO, WorkFirst and our own Student Success Center. I enjoyed the impressive talents of our visual fine arts students in our library art gallery, music students in concert and our theater arts students on stage.

Before much time had passed, I knew I had made the right decision to come to Grays Harbor College. I felt like I had arrived “home.” That is my hope for you as well, that you will soon find GHC to be the best decision you have made for your future. The reasons for coming to GHC vary dramatically, but our commitment to you is unchanging – to provide the best quality learning environment for all.

I look forward to meeting you on campus, or perhaps online during the 2017-18 school year.

Dr. James E. Minkler, President

2017-2018 CATALOG



*Celebrating a Tradition
of Excellence in Education
Since 1930*



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Catalog Photographs

Photographs in this catalog were taken by Marc Sterling.

Grays Harbor College
Board of Trustees Members
Mr. Art Blauvelt
Dr. Harry Carthum
Ms. Rebecca Chaffee
Ms. Denise Portmann
Ms. Fawn Sharp

Important Phone Numbers

College General	(800) 562-4830 (360) 532-9020
Admissions Welcome Center.....	(360) 538-4026
Bookstore.....	(360) 538-4106
Childcare Center.....	(360) 538-4190
Community Education.....	(360) 538-4088
Financial Aid Office.....	(360) 538-4081
Instruction Office.....	(360) 538-4009
Library.....	(360) 538-4050
Safety & Security.....	(360) 538-4120
Student Records.....	(360) 538-4028
Student Services Office.....	(360) 538-4066
Student Support Center.....	(360) 538-4099
Workforce Education.....	(360) 538-4011
Workforce Funding.....	(360) 538-4058

Off-Campus Locations

Riverview Education Center.....	(360) 538-4023
Columbia Education Center.....	(360) 538-2539

Grays Harbor 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, genetics, or the presence of any physical, sensory or mental disability, in accordance with current state and federal laws. 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.

GHC Catalog 2017-2018

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

Mission, Vision, Values, and Themes

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.

OUR 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

OUR THEMES

Transfer
Workforce
Basic Skills
Service to Community

Summer Quarter 2017

First day of classes July 3
 “W” Day (Thursday, 5th week)August 3
 Last day of classes (6 weeks).....August 10

Fall Quarter 2017

Fall Kick-off Week.....September 11-15
 Fall New Student OrientationSeptember 3 & 14
 Prep and Final Registration.....September 15
 First Day of ClassesSeptember 18
 Faculty Professional Day (No Classes)..... October 6
 Student Success Conference October 16
 “W” Day (Thursday, 8th week) November 9
 Veterans’ Day Holiday November 10
 Thanksgiving Holiday.....November 23-24
 Last Day of Classes.....December 4
 Testing..... December 5-7
 Faculty Preparation DayDecember 8

Winter Quarter 2018

Winter New Student Orientation.....December 13
 First Day of ClassesJanuary 3
 Martin Luther King HolidayJanuary 15
 Student Success ConferenceJanuary 31
 All College Day (No Classes).....February 9
 Presidents Day Holiday.....February 19
 “W” Day (Thursday, 8th week)February 22
 Last Day of Classes.....March 19
 Testing..... March 20-22
 Faculty Preparation DayMarch 23

Spring Quarter 2018

Spring New Student Orientation.....April 5
 First Day of ClassesApril 9
 Student Success ConferenceMay 7
 Registration begins.....May 7
 Memorial Day HolidayMay 28
 “W” Day (Thursday, 8th week)May 31
 Last Day of Classes.....June 18
 Testing..... June 19-21
 Faculty Preparation Day/GraduationJune 22

NOTE: WAOL classes may start on dates different from the Grays Harbor College calendar. Please check the quarterly schedule for specifics.

Accreditation

Grays Harbor College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact: Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Suite 100, Redmond, WA 98502, (425) 558-4224, www.nwccu.org.

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

Class Information

Learning at Grays Harbor College is delivered in a variety of class formats.

Face-to-Face: These courses are conducted in a traditional classroom with students required to attend in-person on-campus sessions.

Online: Courses are conducted entirely online and have no face-to-face requirement. All online courses use the CANVAS Learning Management Suite as the virtual classroom.

Hybrid: In these courses, students are required to meet in person as well as online. CANVAS or another web-based tool is used for the online component.

ITV: Courses are taught via interactive television typically consisting of video and audio transmission allowing instructors and students to see, hear, and respond to each other in real time. Interactive TV courses are between two or more locations.

Enhanced: Courses are taught on a traditional schedule, but also offer some additional activities using alternative learning experiences to replace some in person attendance.

Having a range of options in how courses are accessed by students has been shown to accommodate different learning styles, allowing students more flexibility to fit a college education into their busy lives.

Common Course Numbering

To ease transfer of credits among the 34 community and technical colleges in Washington State, many courses are titled and numbered the same at all colleges and 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 Admissions Office, (360) 538-4121.

Grays Harbor College History

Grays Harbor College, a two-year community college, first opened for students on September 28, 1930, after a group of Aberdeen citizens organized the concept of a college and then received the charter from the State of Washington. For the first four years, the College was located in the old Franklin School building on Market Street, later moving to Terrace Heights (1934-1945) and eventually to a building next to the current Sam Benn Gym (1945-1955). Originally the College was operated as a private institution, but came under control of the Aberdeen School District in 1945, which provided much needed financial stability. Since that time, Grays Harbor College has continuously served residents of both Grays Harbor and Pacific counties, offering academic, professional and technical courses at a reasonable cost and giving them the opportunity to learn and live close to home.

Funds were allocated for purchase of the current 40-acre site overlooking the Harbor in 1955 and classes opened at this existing location in 1958. The College included classrooms, science laboratories, library, gymnasium, administrative offices and the student service facility (HUB). Numerous additions, renovations and major remodeling projects have occurred over the years and kept the College vibrant and modern for students and the community. Many of the buildings and spaces on campus are named in honor of cherished longtime College faculty and administrators. The child care center opened in 2009 and was financed by grants and fund-raising efforts spearheaded by the Grays Harbor College Foundation. The Jewell C. Manspeaker Instructional Building was completed in 2006. The Gene Schermer Instructional Building, named for GHC's longtime chemistry instructor and administrator, opened for students Fall 2015 on the opposite corner of campus.

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 pursue 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, more than \$600,000 in scholarships was awarded to 300 students by the GHC Foundation.

Established in 1993, the Foundation's World Class Scholars program is a challenge to youth and a promise of a partial tuition scholarship at Grays Harbor College. Every high school graduate from a Pacific or Grays Harbor County school who commits in junior high school to complete their four-year high school program as a strong student and citizen is eligible for this GHC scholarship. Currently the Grays Harbor College Foundation provides \$2,000 per World Class Scholar and more than 1,700 students have received this funding since 1999.

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 Lisa J. Smith at (360) 538-4243 or online at Grays Harbor College Foundation.

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, genetics, 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, (360) 538-4234 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 Vice President for Student Services (360) 538-4066, or the Title IX and 504 Officer (360) 538-4068, in Building 100.

Diversity and Equity Center

What is Diversity? Social inclusiveness that includes but is not limited to differences in ethnicity, socioeconomic status, personal beliefs and values, gender, physical appearance and abilities, religion, political views, age, sexual orientation, and language.

The Diversity & Equity Center (DEC), located in the HUB, promotes awareness, respect, and equitable treatment of the diverse individuals and groups on campus. The DEC hosts discussions, activities, and trainings. It also has a collection of resource materials, including books, magazines and DVDs. The Diversity and Equity Center is supported by the Diversity Committee and Student Life. To contact the DEC, email diversitycenter@ghc.edu or call (360) 538-4247.

**Harassment Policy Statement:
Operational Policy Number 406**

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. Prohibited gender based discrimination includes sexual harassment.

Harassment is defined, for the purpose of this policy, as unwelcome and unauthorized patterns of conduct, based on a person's or persons' race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status or age, and which

- a) the harasser either knows, or should know, will have the effect of making the college environment hostile, intimidating, or demeaning to the victim, and
- b) in fact is sufficiently severe, persistent or pervasive enough to substantially deny or limit a person's ability to benefit from or fully participate in educational programs or activities or employment opportunities.

Sexual Harassment is defined, for the purposes of this policy as follows: unwelcome sexual advances, requests, and other unwelcome conduct of a sexual nature where:

- a) submission to such conduct is made, either expressly or implicitly, a term or condition of an individual's employment or education; or
- b) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting any individual; or
- c) such unwelcome conduct is sufficiently severe, persistent or pervasive to have the effect of :
 - substantially interfering with any individual's academic or professional performance or
 - creating an intimidating, hostile or demeaning employment or educational environment.

Any employee, student or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the college's Title IX/EO Officer identified below. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The College encourages the timely reporting of any incidents of discrimination or sexual harassment.

GHC's Title IX Coordinator is located in the Disability Support Services Office, Building 100, office 146. Call (360) 538-4068 for details or visit the website.

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 website (Board Policy 406 and 406.01) 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 Student Support 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 Student Support Center in the Hillier Union Building (HUB).

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

Alcohol & Drug 24-Hour HELP line	(800) 562-1240
East Center Recovery	(360) 537-6460
Behavioral Health Resources	(360) 532-8629
Alcoholics Anonymous	(360) 532-2691
Narcotics Anonymous	(360) 589-8620
Crisis Line	(800) 685-6556 or (360) 532-4357

Students' Right to Know

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

- Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol;
- College security and safety policies and programs including campus crime statistics (see [Safety and Security Policies](#));
- Graduation or completion rates by full-time undergraduate student athletes by race and sex for basketball and baseball, with all other sports combined (see [completion rates](#)); and
- 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 ([GH County Sheriffs Department](#)).



First Steps for Students New to GHC

Apply for Admission

You can complete the free application for admission at the GHC Welcome Center or online.

Apply for Financial Aid

(Skip this step if you won't be requesting financial assistance)

The Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.gov. If you plan on applying for financial aid, you must complete the FAFSA. If you need assistance with your FAFSA, please visit the Welcome Center or contact financial aid directly at 360-538-4081.

Next Steps

Assess Your Skills

All new students must complete a skills assessment in order to tailor your course selection to your current skill level in Reading, English and Math. Skills assessment is usually done by a combination of:

- Placement Test (drop in Mon-Friday 8:00 AM -3:00 PM) in the Student Support Center (100 building).*
- High School transcript
- Previous College Credits
- Smarter Balanced Scores

Entry Registration

You'll be advised and registered for classes through our Entry Registration Process. For more information, please contact the Student Support Center at 360-538-4099. Drop in entry registration is available during business days from 9:00 AM until 3:30 PM

Pay for College

Paying your tuition & fees can be done by phone, online, or in-person at the Cashier's window in the 100 building.

Attend New Student Orientation

Required activity for new students, learn all about GHC before classes begin! Web version available for online students.

**College Placement Test: Preparing for the CPT - By studying for the CPT, you can save time and money, and may be placed in a higher level class. Study resources at <https://www.ghc.edu/admissions/placement>*

Can't come to campus? GHC has reciprocity at colleges near to you, so you can take a proctored test. Make sure your test scores are sent to the Student Support Center so you will be ready for entry registration.

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

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 available at [Admissions Application](#).

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 College Placement Test is required of all students planning to register for a course that has a reading, English, or math prerequisite. The placement test measures reading, English, and math skills with the following exceptions:

- Students who have taken the Smarter Balanced test through their high schools within one year and can demonstrate that they have met the required scores for the courses they wish to take;
- Students who have taken a college placement test or had their placement determined by another means at another Washington community or technical college;
- Students who are transferring into GHC and have passing grades in English and math courses listed on their transfer transcript (they may still need to take the reading test);
- Students who recently attended Aberdeen, Hoquiam, Montesano, or Elma high schools may be able to use their high school math grades to determine math placement.

Students who meet one of the above criteria should consult with the Student Support Center for further information.

The placement test measures reading, English, and math skills. Placement scores are used to determine whether a student can enroll in college level courses or whether pre-college classes must be taken first. We strongly encourage you to review and prepare for the test so your placement can be as accurate as possible, potentially saving you time and money. This test is good for three years.

Follow these three steps for placement testing:

1. Pay for the test at the GHC Business office or by calling (360) 538-4040. There is a fee of \$15 per battery of tests (reading, English, and math) or \$5 per subject of the test.
2. Prepare for the test by doing your own review of math and English skills or by using practice questions found on the College Placement website at: [Placement Test](#).
3. There are several options for taking the placement test:
 - a. GHC main campus in Aberdeen: walk-in placement testing is available from 8 am - 2 pm, Monday through Friday (except summer) in the Testing Center, (360) 538-4049.
 - b. Riverview and Columbia Education Centers: contact the center closest to you for more information. Riverview (Raymond), (360) 538-4023; Columbia (Ilwaco), (360) 538-2539.
 - c. Proctored Placement Test: If you do not live close to any GHC campus or another college that offers a placement test, you can take the GHC placement test by using a proctor. A proctor must be approved by the Testing Specialist at GHC and is typically an employee at a public library or school.

Placement Reciprocity

1. A student who qualifies for a specific level of pre-college math, English, or reading, either through course completion or local skills assessment at another Washington CTC, will have that course placement level honored at Grays Harbor College if the student so requests, even if the courses may not be exact equivalents.
2. A student who qualifies for entry into college-level math, English, or reading, either through course completion, test results, or local skills assessment at another Washington CTC, will be considered to have met the entry college-level standards at Grays Harbor College.
3. Students requesting placement reciprocity must initiate the process within one year of their initial placement assessment at their former CTC.

Smarter Balanced

Students receiving an appropriate test score on the Smarter Balanced Test will be considered to have met every college level standard at Grays Harbor College.

Transfer students will need to test if they do not have placement scores for reciprocity or if they do not have English or math courses on their college transcript.

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 “for credit” 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. An upcoming 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.

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 admission. Nursing program information and application packets are available online ([Nursing](#)). The Associate in Applied Science Transfer Degree Nursing Program is accredited by the:

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta GA 30326
(404) 975-5000
acenursing.org

International Students

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

Students earning a TOEFL iBT score of 61 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); and
- Submit proof of proficiency in the English language. A TOEFL iBT score of 61 or above is required, or native English fluency. To qualify for native proficiency the language of instruction in the student’s secondary school must have been English.

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.
- 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.
 1. Students who qualify will have the option of seeing their advisor and use their GLOBAL PIN to Web Register.
 2. For subsequent quarters, students will register after they see their program advisor and develop an educational plan.
- Fulfill all financial obligations from previous quarters.
- [Register](#) using the college website.
- Pay tuition and fees.
- Continuing students will have the option to register for the full academic year.

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

"W" Day, the final day to officially withdraw from a course, is the Thursday of the eighth week (Thursday of the fifth week for summer quarter). Students who do not withdraw by that date will receive the grades they have earned, regardless of whether they are attending the course or completing the work. Students who are considering withdrawal are strongly advised to consult with the instructor, advisor and financial aid prior to withdrawing. Students must complete a Drop/Add form and turn it in to the Office of Admissions and Records to officially drop a class. The only withdrawals allowed after "W" Day are total withdrawals.

Withdrawal from one or more classes may negatively impact financial aid. Students should check with the Financial Aid Office regarding their individual situation. It is the responsibility of the student to turn in the completed drop/ add form to the Office of Admissions and Records.

Total 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 Student Support Center for an exit interview. If necessary, exit interviews can be conducted by phone. Students taking classes at the Riverview or Columbia Education Centers may complete the Total Withdrawal form with assistance at the centers. 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. If the student received financial aid for the quarter, a complete withdrawal or earning zero credits for the quarter, will place the student on suspension status and may result in a repayment being owed. Suspensions may be appealed.

Students withdrawing due to a medical hardship that emerged during the quarter and would reasonably preclude the student from completing the quarter may also be eligible for a 100% refund of their tuition upon request to the Associate Dean for Enrollment.

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 15 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. Registration for twenty-one or more credits requires the approval of the student's assigned advisor. If the advisor is unavailable, visit the Student Support Center for assistance.

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.

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.

Students approved for this option 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.

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.

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.



State Support of Higher Education Students

Amounts in the table below represent an average for a full-time equivalent, lower division resident student attending community and technical colleges for the academic year 2017-18.

	Resident Undergraduate
Total Instructional Support per Student FTE	\$7,524
Operating Fee (tuition)*	\$3,056
Net State Support per Student FTE**	\$4,468

*Operating Fee amount is based on the full-time equivalent operating fee for lower division classes.

** The Net Support per Student FTE is the amount paid by the state from taxes and other funds.

Educational Cost Statement

The average cost to educate a resident full-time community or technical college student for the 2017-18 academic year is \$7,524. Students pay an average of \$3,056 in tuition toward this cost. The remaining \$4,468 is an “opportunity pathway” provided by the State and is funded by state taxes and other sources. The amounts shown are averages for a full-time, resident student. The actual tuition a student pays will vary due to credit load, residency status and other factors.

Tuition and Fees

Payment of Tuition and Fees

Tuition and fee information is available each term at www.ghc.edu/content/tuition-fees-and-refund-information/. Students are required to pay tuition and fees in full by the designated date and must have approval from program.

Excess Credit Surcharge Exceptions

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

Failure to Meet Financial Obligations

Release of academic transcripts, degrees and certificates will be withheld for failure to meet financial obligations to the college. Future registrations may also be blocked. If tuition is not paid by the posted due date for the quarter, the student’s registration may be cancelled at any time during that quarter, resulting in no grade and no credit for work already completed. If a student questions the accuracy of the claimed indebtedness, an informal hearing from the department administrator may be requested. Failure to make payment on any outstanding balance may result in your account being referred to an outside collection agency. You will be responsible for all collection and legal fees per Washington State law.

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 Student Support Center or an add/drop form (for partial withdrawal) from the Admissions and Records Office. The date the student submits the completed form to the Records Office is the official date of withdrawal and is the date used in determining the rate at which refunds will be made.

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

Tuition and fees are refunded according to the schedule below:

GHC will refund tuition and fees if official withdrawal occurs:

FULL SESSION	100% REFUND (on or before)	50% REFUND (calendar days)
Fall - Spring	5th day of quarter	6th day of quarter & within first 20 days
Summer	3rd day of quarter	4th day of quarter & within first 15 days
MINI-SESSIONS COURSES	100% REFUND (on or before)	50% REFUND
Half-quarter	2nd day of quarter	3rd day of session & within first 10 days
Four-weeks	2nd day of quarter	3rd day of session & within first 7 days
Three-weeks	1st day of quarter	2nd day of session & within first 7 days
Two-weeks	1st day of quarter	2nd or 3rd day of session
Less than 2 weeks	Before 1st day of quarter	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.
- Students withdrawing due to military activation of more than 30 days, deployment, or a medical hardship that emerged during the quarter and would reasonably preclude the student from completing the quarter may also be eligible for a 100% refund of their tuition upon request to the Associate Dean for Enrollment.
- 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 Education courses, seminars and short courses unless the participant withdraws at least 24 hours before the first session.

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 early in order to be considered for this funding source.

Federal Work-Study Program (FWS): 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 Job Placement on-campus to place recipients in positions.

Washington State Work-Study (SWS): This program is intended for on-campus and off-campus employment. Recipients must be residents of the state of Washington with financial need. 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.

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 both subsidized and unsubsidized student loans. 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 Student Support Center (HUB). Applicants may contact the Veterans Office at (360) 538-4049 or (800) 562-4830, extension 4049 (calls from within Washington State).

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.

It is the student's responsibility to complete applications, pay tuition and fees and maintain contact with the Veterans Administration and the college.

It is also the students' responsibility to submit transcripts for all work completed at other colleges along with a joint services transcript.

Tuition Waivers: Veterans and dependents of 100% disabled veterans may qualify for tuition waivers. Contact the Veterans Office at (360) 538-4049 for additional information.

Selected programs of study at Grays Harbor College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

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. Students need to complete their FAFSA, submit all other required documents (see Student Financial Aid Application Instructions) and register for classes to complete the application process. Students need to complete the application process as early as possible to avoid delays in aid awards and smaller award packages due to shortages of funds.

Questions concerning financial aid should be referred to the Grays Harbor College Financial Aid Office at (360) 538-4081, finaid@ghc.edu or stop by the Welcome Center in the HUB (100 Building).

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 may 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. **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 return transcripts and other documents as required. In addition, a verification worksheet will be required and is available online (www.ghc.edu/content/financial-aid-forms). It is important to answer all questions and to sign the document and return it to the Financial Aid Office.
3. **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. The Grays Harbor College Satisfactory Academic Progress Standards is available online (www.ghc.edu/content/standards-satisfactory-academic-progress). 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 completely withdraw or stop attending all of their classes 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:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans received on behalf of the student
4. Federal Pell Grants
5. Academic Competitiveness Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Other Title IV programs (except workstudy)
8. State programs
9. The student

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

Student Financial Aid Portal

This online student portal allows a student access to his/her financial aid information. It should be checked frequently after the FAFSA application has been completed. To use the Financial Aid Portal:

- Go to www.ghc.edu/content/financial-aid-office
- Click on the blue button (Check My Financial Aid Status)
- Your username is your social security number and your password is your birthdate with two-digits for each (mmddyy)

Statement of Non-Aggressive Recruiting and Financial Aid Practices

Grays Harbor College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Scholarships

Grays Harbor College offers a variety of scholarships generously provided by many area organizations and supportive individuals. These are all managed through the Grays Harbor College Foundation.

Applications and guidelines about the scholarship process are available through the GHC Foundation website.

Generally, applications are due during Winter Quarter. The Scholarship Convocation announcing scholarship recipients for the coming year takes place in May. Scholarships are also awarded during Fall Quarter. An announcement on the website will notify students when 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. Contact the GHC Foundation office at (360) 538-4243 for more information.



Bishop Scholarship Program

Continuing College Education for Juniors, Seniors, and Graduate Students

Grays Harbor College also administers a scholarship program for eligible students who graduated from a Grays Harbor County high school and are 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.

Applications and guidelines about the scholarship process are available through the GHC Foundation website.

Grays Harbor College Foundation Student-Athlete Scholarships

Student-athletes may also be eligible for scholarships designed towards student athletes. Contact the GHC Foundation office at (360) 538-4243 for more information.

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 Enrollment Services.

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 preferred 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, photographs, and placement scores. Any student wishing to have such information withheld when inquiries are received must notify Enrollment Services 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 Enrollment Services and given during program advising. Use the Student Global PIN, and student SID to access your student information online and register for future quarters.
2. **Registration PIN:** This is also a randomly assigned six-digit number assigned by Enrollment Services to register for the first 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).

Change of Major or Advisor

A student who wants to change his/her major or advisor must complete a Change of Major/Advisor Form. Forms are available at the Office of Admissions and Records, the Student Support Center or at the Riverview or Columbia Education Centers. Assistance can also be provided over the phone by contacting the Student Support Center at (360) 538-4099. Completed forms should be turned into the Enrollment Services.

Change of Address

Students should report any change of address at once to Enrollment Services, where they will complete a "Change of Directory Information Form" indicating the change. Students should also notify 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.

U = Unsatisfactory. No grade points. The “U” grade may be given only in courses adopting the passing or unsatisfactory system, unless otherwise approved by the Instructional Council.

N = Audit. No credit or grade points.

R = Repeated. This designation is placed next to the grade earned in a course for which a student had previously received a grade, but has since repeated. Grade points and credit will be determined by the last grade earned.

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

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

Grading for WAOL Classes

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

Computation of Grade-Point Average (GPA)

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

<u>Courses</u>	<u>Credit Hours</u>	<u>Letter Grade</u>	<u>Grade Points</u>
MATH& 107	5	A- (3.7*)	18.5
HIST& 116	5	B (3.0*)	15.0
MUSIC& 221	2	C+ (2.3*)	4.6
PSYC& 100	5	D (1.0*)	5.0
PE 104	1	F (0.0*)	0.0
Total	18		43.1

* (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 highest 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 going to [MyGHC](#) 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 [Operational Policy 407](#).

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, CTM, 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 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. Failure to maintain a cumulative GPA of at least 2.0.
2. 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 student will receive written notification of this status including a description of campus support resources. The student will remain on Warning Status in subsequent quarters until the cumulative GPA is raised above 2.0, even though the quarterly GPA may be above 2.0.

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 student will receive written notification of this status and will be advised to meet with their advisor or counselor to develop educational strategies to correct this pattern. The letter will also encourage students to take advantage of college support resources. 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.

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

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.

F. Academic Dismissal

Students in probationary status who have returned from academic suspension or dismissal must maintain a minimum quarterly GPA of 2.0 in subsequent quarters until they exit low scholarship status. Students who do not do so will be academically dismissed from the college and may not re-enroll for one year. Students returning from dismissal will remain on academic suspension and must maintain a quarterly GPA of 2.0 or higher until their cumulative GPA is above a 2.0.

G. Appeals from Academic Suspension or Dismissal

Occasionally a student's failure to make satisfactory academic progress is due to extenuating circumstances; therefore, we have developed an appeal process for these situations:

1. Complete an appeal form (ghc.edu/finaid/forms).
2. Obtain supporting documentation.
3. Call the Student Support Center reception desk at (360) 538-4099 to schedule a suspension appeal.
4. The counselor or support specialist will meet with you to prepare your suspension appeal to be reviewed.
5. You will be notified in writing of the outcome of your appeal.

H. Removal from Low Scholarship Status

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

I. Exclusions

The only courses not subject to Low Scholarship Status are Transitions 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 Enrollment Services. 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.

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. A schedule of final examinations is provided on the GHC website..

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 or log into an online course during the first week 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.

STUDENT POLICIES

[Student Handbook](#)

The Office of Student Life issues an annual online Student Handbook. This publication includes all pertinent dates, policies, information, campus codes, student rights and responsibilities, and reference guides.

Student Rights and Responsibilities

Campus codes and policies affecting students and student rights and responsibilities are available on the Grays Harbor College website ([GHC Board Policy 407](#)) and in the **Student Handbook**. Copies are also available in the office of the Vice President for Student Services.

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 (100 Building - Room 117) or online at [Campus Security Report](#).

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 in the 100 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 (100 Building). Failure to pay for outstanding parking citations will result in denial of subsequent registration and withholding of transcripts.

Special Parking Permits: [The Disability Services Office](#), in the Student Support Center located in the 100 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 Student Support Center 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 at the Cashier window or online.

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

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.
2. Inside any personal vehicle.
3. Any parking lot - with the exception of the Childcare Center Parking Lot.

GENERAL SERVICES TO STUDENTS

Welcome Center

The Welcome Center, located in the 100 Building, is open to all students wanting information on anything related to Grays Harbor College. The Welcome Center is the home of enrollment services, which includes admissions, registration, and records. Students looking to start at the college are encouraged to start at the Welcome Center, as assistance is provided in applying, financial aid, program information and placement testing. Self-service computers are available to all students wanting to view and print information related to Grays Harbor College.

Bookstore

The Grays Harbor College Bookstore is open 7:30 a.m. - 4:30 p.m. Monday through Friday. Hours are extended at the beginning of each quarter. Textbook buyback and rental returns are held during exam week every quarter.

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 9:00 p.m. Monday through Friday. The center enrolls children age one month through 12 years. Call (360) 538-7211 or (800) 562-4830, extension 4190 for information and registration.

Counseling and Career Exploration

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 advising assists students in understanding their values, skills, interests, and personality characteristics as these relate to their occupational choice. Students who are interested in assessments can choose from a number of career, interest, and personality inventories.

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

Disability Support Services

Grays Harbor College (GHC) supports the rights of students with disabilities to an accessible education. GHC is committed to providing equal access to all college programs and activities.

Services and accommodations are available through the Disability Support Services (DSS) office on a case-by-case basis to qualified students with known and/or documented disabilities. DSS can provide accessibility information regarding classroom accommodations, liaison with faculty, community referrals, and medical reserve parking authorizations. DSS can be reached at (360) 538-4068, HUB 146, or dss@ghc.edu. To receive catalog information in an alternative format, please contact DSS.

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), as well as snack items in the Bookstore.

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).

[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. Notices of employment opportunities are posted on the bulletin boards in Building 2000, Room 2307, and online.

[Media Center](#)

The Media Center offers an open computer lab to students who need to work on school projects involving special formats, software, or equipment. Computers in the Center are equipped with Adobe Photoshop, Illustrator, InDesign, and Premiere, and also feature the Nero Multimedia Suite for data conversion, disc burning, and video editing. They are additionally equipped with dual monitors, headphones, and are compatible with our Bamboo pen tablets for students looking to practice digital art.

In addition to computers, students in the Media Center have access to a large-format printer for creating banners and posters. The Media Center is equipped to help students with PowerPoint presentations, speech practice and recording, video and audio editing, photo editing, video transfer and conversion, web publishing, scanning up to 11" by 17", and color printing.

The Media Center is located on the first floor of the 1500 building in room 1519. You can learn more about the Media Center and find out how to get in touch with us on our website.

[Student Support Center \(HUB\)](#)

The Student Support Center is an important educational resource and provides students with comprehensive services that enhance student success. These services encompass two broad areas including counseling and career exploration and disability support services.

Student support services are also available at the Riverview and Columbia Education Centers. Services include access to tutors, computer labs, workshops, and assistance with accessing other resources. Contact the Riverview Education Center at (360) 538-4023 or the Columbia Education Center at (360) 538-2539 to learn more.

LEARNING SUPPORT SERVICES

[Library](#)

The John Spellman Library helps students develop skills in accessing, evaluating, and using information as part of their instructional programs. The library boasts a comprehensive collection of materials carefully selected to support the educational needs of Grays Harbor College students in academic transfer programs, workforce preparation, transition programs, and the new Baccalaureate degree programs. Along with its collection of printed materials including books, journals, and DVDs, the library continues to expand its ever-growing collection of online resources including peer-reviewed scholarly journals, literary and art criticism, global newspapers, streaming films, and more.

In addition to its scholarly support, the library provides students with access to technology. There are computers available to use during the library's extensive open hours as well as laptops that students can check out for use in our quiet carrels and study rooms. The library also provides access to digital media for checkout, including cameras, video recording equipment, audio recorders, tripods, and other useful tools.

Special collections and exhibits are available to enhance students' education experience at the College. The library's main art gallery displays the works of a variety of artists in ever-changing exhibits. For more information about the John Spellman Library visit our website.

[Learning Center](#)

The GHC Learning Center is here to help all GHC students achieve success. Our resources include tutoring, writing assistance, computers with internet access, textbooks, online tutoring, study skills materials, and study space. We are staffed with trained tutors who can help students at all educational levels (please see us for current tutor schedule). The Learning Center also sponsors quarterly Student Success Workshops, provides quarterly Math Brush Up lessons, assists with the formation of study groups, and offers study skills consultations. All services are free for GHC students. The Learning Center is located on the ground floor of the Schermer Instructional Building and is open Monday - Thursday from 8 am - 5 pm and Fridays 8 am - 4 pm. For more information, call 360-538-4060, email us at learningcenter@ghc.edu, We're here to help!

Writing Center

The Grays Harbor College Writing Center, staffed by a full-time English faculty member, is located in the Manspeaker Instruction Building Room 2202. The Writing Center serves all students who are in need of feedback and assistance in completing writing assignments in their GHC courses.

Students who are taking courses that involve writing are encouraged to enroll in the ENGL 111: Writing Lab class. ENGL 111 carries variable credit (1 or 2) depending on how many times per week students attend the Writing Center for help in working through their assignments. The ENGL 111 course is officially listed as recommended preparation (co-enrollment) for all composition courses (ENGL 60, 95, 101, 102, 150 & 235). This recommendation is stronger for students whose placement scores put them at the lower end of placement in ENGL 60, 95, or 101.

Although students enrolled in ENGL 111 will be guaranteed assistance, the Writing Center will also serve students who are not enrolled in the Writing Lab class on a drop-in basis as staffing permits.

Tutoring

GHC students are eligible for free tutoring to support them in their classes. Students may drop by the Learning Center or Writing Desk to meet with a tutor. Drop-in tutoring is conducted on a first come-first served basis. Students wishing to arrange ongoing, one-on-one tutoring should contact the Learning Center Coordinator at 360-538-4060. Tutors are current GHC students or college graduates who have been trained in tutoring techniques. They have successfully completed the courses for which they tutor and have been recommended by instructors. Online tutoring is also available at ghc.edu/etutoring. eTutoring is open 7 days a week, (please go to the eTutoring website to see schedules for specific subjects). All services are free for GHC students. The Learning Center is located on the first floor of the Schermer Instructional Building, Room 4117. We are open Monday - Thursday from 8 am - 5 pm and Fridays 8 am - 4 pm. For more information call 360-538-4060, email us at learningcenter@ghc.edu, or see our website (ghc.edu/content/learning-center). We're here to help!

SPECIALIZED SERVICES**Basic Food Employment & Training (BFET)**

The BFET program provides funding and support to students who receive or are eligible to receive Basic Food Assistance (food stamps) but do not receive TANF (Temporary Assistance to Needy Families). BFET can help with tuition, books and fees, and other support services. BFET also assists students with accessing child care subsidies through the Department of Social and Health Services (DSHS). Enrolling in BFET keeps Basic Food recipients in good standing with DSHS so their food benefits will continue while they attend college. For more information about available services and eligibility, please stop by the 800 Building, or call (360) 538-4165.

Opportunity Grant

The Opportunity Grant program is designed to help low-income students get prepared for and enter high wage, high demand occupations. The grant provides tuition and fees for up to 45 credits, as well as \$1,000 for books and tools. The program is available for students at or below 200% of the poverty level who are Washington State residents, have earned less than an associate's degree, and are interested in an eligible professional technical program. For more information about available services and eligibility, please stop by the 800 Building, or call (360) 538-4155.

TRiO Programs at GHC

TRiO programs at Grays Harbor College are here to help low-income students, first-generation students, and students with disabilities gain knowledge of the higher education setting and achieve college access and success. The primary purpose of TRiO is to help students prepare for and plan their transfer to a four-year college or university. Services provided include guidance for completing the federal financial aid application, identifying and writing scholarship applications, career planning, transfer planning, and cultural opportunities. The TRiO Student Support Services program concentrates on those students completing an academic transfer degree or program. The TRiO STEM program aids students intending to complete a degree in a science, technology, engineering or math field including health science degrees. For more information and to apply for services come to the first floor of the Spellman library, call (360) 538-4076, email trio@ghc.edu.

WorkFirst Services

The WorkFirst program provides funding and support to eligible parents who are currently receiving the Temporary Assistance to Needy Families (TANF) cash grant from the Department of Social and Health Service (DSHS). Support includes: assistance with tuition, books and fees, paid work-study positions, a study area for parents, and referrals to college and community resources. For more information about available services and eligibility, please stop by the WorkFirst Office in the 800 Building, call (360) 538-4058.

Worker Retraining

The Worker Retraining Program provides support to laid off, unemployed and dislocated workers in the state of Washington. Support includes tuition, books, fees, and supplies for classes. For more information about available services and eligibility, please stop by the 800 Building or call (360) 538-4095 for more information.

Student Life

Successful students are involved in their education both in and out of the classroom. Research has shown that involved students have a better chance of reaching their academic goals. There are a variety of ways students can get involved while at GHC:

Student Government

The Associated Students (ASGHC) consists of all students who enroll in one or more college credit hours. The Executive Board represents the ASGHC and students' interests to the college administration and faculty. They participate in setting college policy, allocating funds for campus organizations, serving on college committees, and are continuously evaluating services to meet the changing needs of today's diverse student body. Weekly meetings are open, and all members of the ASGHC are welcome to attend. More information about the Executive Board may be obtained in the Office of Student Life located in the Hillier Union Building (HUB).

Campus Activities Board

The Grays Harbor Activities Board (GHAB) is committed to providing social, cultural, recreational and educational opportunities for the campus community through a yearly series of student initiated campus activities, programs and events that promote a marketplace of ideas and an opportunity for students to be engaged outside the classroom.

Student Organizations

The Club Coordinating Council (CCC) overseen by the Executive Board serves to coordinate programming, membership, and the structure of campus organizations. The CCC consists of representatives from all organizations. Membership in organizations, are open to all GHC students, except Honor Societies. Current organizations include:

Chokers for Christ
Beta Iota - Phi Theta Kappa
Gay Student Alliance
Grays Harbor Activities Board
Japanese Media Club
Natural Resources Club
Sports Media Club
Student Nurses Association
National Student Nursing Association
Table Top Gaming
Veterans Club

Want to start a new club? Come by the Office of Student Life for more information.

Athletics

Grays Harbor College is a member of the Northwest Athletic Association of Community Colleges (NWAC) 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:

Baseball: Fall ball season starts in September and spring season starts in January.

Basketball: Men's and Women's - first official practice is in October.

Golf: Men's and Women's - fall ball season starts in September and spring season starts the first of March.

Soccer: Women's - first official practice is mid-August.

Softball: Fall ball season starts in September and spring season starts in January.

Volleyball: Women's - first official practice is mid-August.

Wrestling: Men's and Women's season starts in October and ends in April.

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.

Performing Arts and Live Theatre

Students are eligible for free tickets to nearly all events at the Bishop Center for Performing Arts and 7th Street Theatre in Hoquiam throughout the year. Visit the website ghc.edu/bishop for upcoming events and information. 7th Street Theatre tickets can be picked-up the week of the performance in the Office of Student Life.

Readership Program

The Office of Student Life provides complimentary copies of The Daily World. The newsstand is located in the Hillier Union Building.

Honor Societies

Phi Theta Kappa is the official International Honor Society for two-year colleges. The **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 to the Beta Iota Chapter: attainment of a quarterly grade-point average of 3.5 in at least 10 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.

Business and Community Education

The Business and Community Education department serves Grays Harbor and Pacific Counties. Business and Community Education includes Business Contract Training and Community Education.

Business Contract Training

The Business Contract training program collaborates with community partners to provide training that is aligned with industry needs for a skilled workforce. Contracts are developed by training component, not by the number of participants. The focus of contract training is to be the bridge between educational programs and on-the-job skill training. Business Contract Training also provides:

- Online and on-ground non-credit classes for job skills enhancement
- Short-term certifications
- Industry credentials
- Opportunities for training savings through matching grants and tax credits
- Clock hours training and verification for educators
- Access to a Small Business Development Center Certified Business Advisor

Business Resource Centers

Business Resource Centers are located at our three campuses. These centers provide resource materials for businesses and entrepreneurs.

Contact the Business Contract Training office at 360-538-4012 for details on business training opportunities.

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®. Faculty also provide offender students with vocational opportunities upon completion/verification of a high school diploma or GED. Vocational programs offered are: Building Maintenance Technology, Roofing/Siding and Drywall, Business Management (1 year certificate), Technical Design (1 year certificate), and Welding (1 year certificate). Other offerings include, a pre-college math series (MATH 060, 070, 095, 098), Offender Change programs (Job Seeking Skills and Life Skills Re-Entry), and College Readiness. All courses are aimed at helping offender students become well prepared to enter the world of work or school, and ultimately assist them in becoming productive members of society upon their release.

Community 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, to enhance personal skills and to begin a pathway toward vocational and associate degrees. Grays Harbor College is also dedicated to serving the needs of our communities and supporting small business development.

Community Education classes are available throughout Grays Harbor and Pacific Counties, including our Riverview Education Center in Raymond (360-538-4023), Columbia Education Center in Ilwaco (360-538-2539) and on the Aberdeen Main Campus. The office is located in the 2000 Building, room 2408. Stop in or visit us online for a full listing of options. Sign up to receive Community Education mailings about events and course offerings.

Community Education Classes

We offer lifelong learning and personal enrichment opportunities for adults through online and on-ground non-credit courses including:

- Art
- Photography
- Health and Wellness
- Computers and Technology
- Language
- Cooking
- Gardening
- Special Interests

GHC EDventures

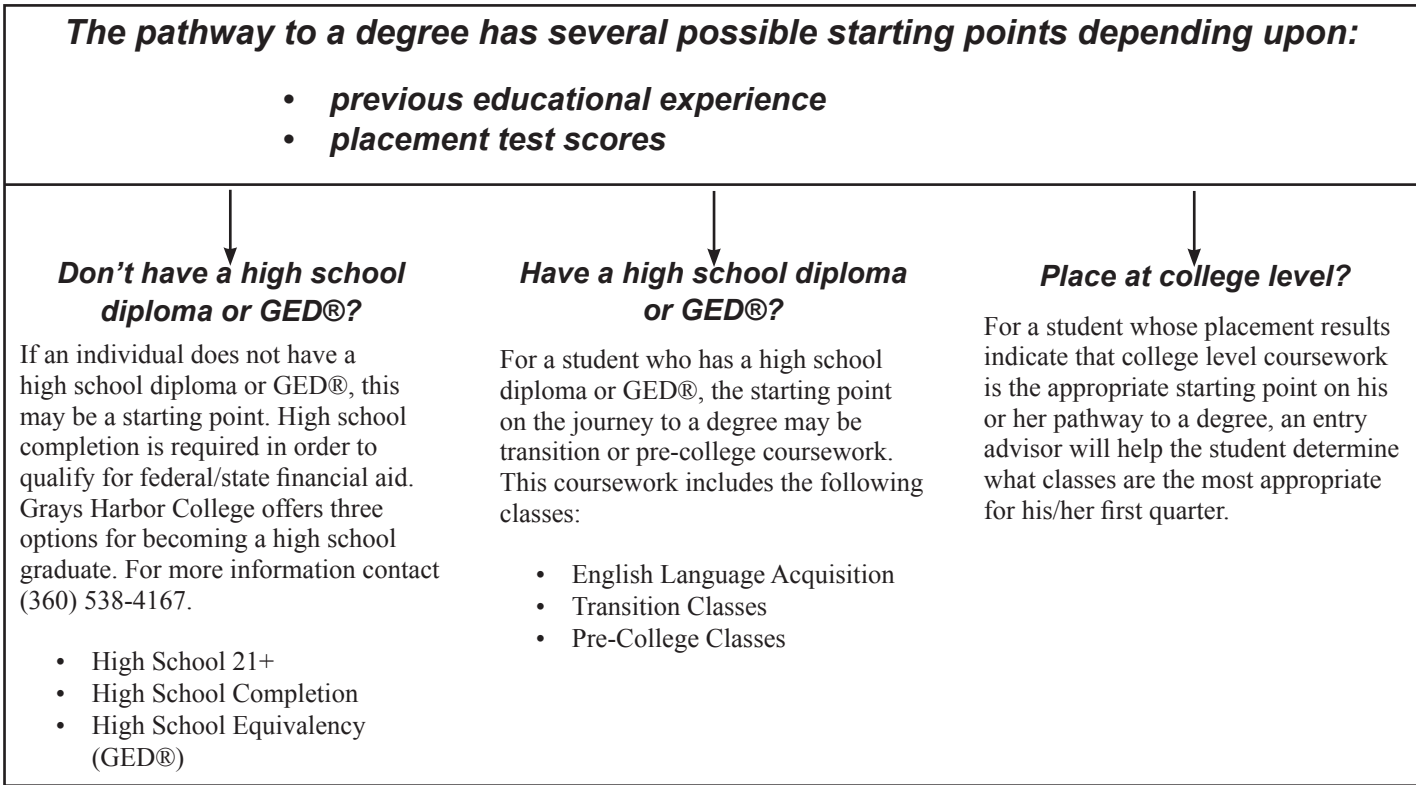
Offered monthly, guided travel activities explore the arts, history, culture and natural wonders of Western Washington.

Ed2Go

Over 400 online courses are also available for both personal enrichment and job skills enhancement. These 6-week courses are non-credit, begin monthly and certificates of completion are available. Many of these courses meet teacher professional certification requirements and are available for clock-hour credit.

Contact the Community Education office at (360) 538-4088 for details on community education opportunities.





High School Completion Options

High School 21+ (HS21+)

HS21+ is designed for students who want to earn a Washington State high school diploma, awarded through Grays Harbor College. Students must be a least 21 years of age at the time of program completion. To earn the diploma, a student must meet current Washington State graduation requirements in the subjects of English, math, science, social studies, PE/Health, occupational, the arts and electives. A student can receive credit for prior learning by submitting documentation such as a high school transcript, college transcript, placement test scores, employment history records, specialized training, certificates and more. The coursework needed to earn a HS21+ diploma is offered in person (hybrid) or online at a cost of \$25 per quarter. To learn more about HS21+ or to schedule an orientation to get started call 360.538.4167. This coursework helps prepare a student for postsecondary education and/or employment and therefore meets Basic Education for Adults (BEDA) requirements.

High School Equivalency (GED®)

Grays Harbor College offers classes designed to help students develop the skills and knowledge needed to pass the four GED® tests – math, social studies, science and reasoning through language arts. Classes are \$25 per quarter and are offered online, in person or hybrid formats. Applications for a GED test scholarship, which will pay for the cost of the tests, are available to GHC students in good standing in their classes. Students between the ages of 16 and 18 must provide a written release from the student’s high school granting permission to participate in GHC’s program. Release forms must be obtained from the high school. To learn more or to schedule an orientation to get started call 360.538.4167. This coursework helps prepare a student for post-secondary education and/or employment and therefore meets Basic Education for Adults (BEDA) requirements. GHC serves as a testing center for the GED®.

High School Completion

This program is designed for students who only have a few credits left to finish their diploma and who are ready to take GHC classes at the pre-college or college level. Students must complete the minimum number of credits the state requires for a diploma in all designated subject areas. GHC placement test scores and high school transcripts are evaluated to determine which credits remain and which GHC classes will meet those requirements. Classes are offered in person or online. Students who are 18 years of age and under must pay full tuition for classes. Students 19 and over receive a significant tuition discount. To learn more contact the Student Support Center at 360.538.4099.

English Language Acquisition

English Language Acquisition (ELA) classes are designed to improve the English skills for non-native English speakers. GHC offers classes in reading, writing, and speaking and listening. Math, digital technology and employability skills are also taught in all classes. ELA classes are offered in the morning and evening, face-to-face and hybrid formats. Classes cost \$25 per quarter. To learn more or to schedule an orientation to get started call 360.538-4167 (se habla español). This coursework helps prepare a student for postsecondary education and/or employment and therefore meets Basic Education for Adults (BEDA) requirements.

Pre-College Options

For a student who has a high school diploma or GED®, your path to a degree may begin with pre-college coursework. Pre-college classes include the following:

Transition Classes

Transition coursework is designed to improve a student’s reading, writing and math skills leading to post-secondary classes and/or employment. Transition classes also increase a student’s knowledge of speaking and listening skills, workforce preparation skills and information literacy. Transition classes are offered online, face-to-face and hybrid formats. To enroll in transition classes, a student needs to schedule an orientation by calling 360.538-4167. Transition classes cost \$25 per quarter, regardless of the number of classes in which a student is enrolled. This coursework helps prepare a student for post-secondary education and/or employment and therefore meets Basic Education for Adults (BEDA) requirements.

Pre-College Classes

The results of a student’s college placement will determine if a student will start his/her pathway to a degree with pre-college classes or college level courses. Pre-college classes in math, English and reading do not transfer to 4-year universities but are covered by financial aid. Pre-college classes or appropriate placement scores are used as prerequisites for many college level classes as they provide an important foundation for college level work. Classes are offered in face-to-face, online and hybrid formats.



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.
8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

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 in college-level courses numbered 100 and above. Courses numbered below 100 do not count towards a degree.
2. Earn a minimum of 25 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 college-level 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 Enrollment Services.

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 Enrollment Services. 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).

Credit for education and training obtained at unaccredited institutions and/or through extra-institutional/experiential learning must be evaluated on a case-by-case basis by a faculty advisor. For education and training in areas not offered at Grays Harbor College, recommendations will be solicited and may be applied depending on the degree goal.

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.

Reciprocity of Individual Courses:

If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.

If a student transfers an individual course that meets a Diversity Requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.

Reciprocity of Distribution Areas/Specific Requirements:

The receiving institution will accept an entire Distribution, Communication Skills, Quantitative Skills, or other requirement for a transfer degree as met if that student:

- A. Has met the sending institution's residency credit and meets the receiving institution's policy on continuous enrollment (enrollment pattern needed to complete under the catalog at entrance).
- B. Has met the entire Communication Skills, Quantitative Skills or Distribution Requirement of a transfer degree, according to the sending institution's degree criteria.*

The receiving institution will accept an entire Diversity Requirement for a transfer degree as being met if that student has met the entire Diversity Requirement of a transfer degree, according to the sending institution's degree criteria.

***Note:** Example criteria include number of disciplines, allowable disciplines, credits, sequence requirements (or lack thereof). In all these instances, the sending institution's requirements govern for that particular Communication Skills, Quantitative Skills or Distribution Requirement component.

- C. Has maintained a cumulative college-level grade-point average (GPA) of 2.0 or better at the sending institution.

The receiving institution agrees to consider the requirement area met if these conditions, upon review, are met. (There is no limit to the number of requirement areas to be considered.)

Local Provisos:

The receiving college retains the right to impose unique, local prerequisite and graduation requirements. Such requirements might include learning communities/coordinated studies requirements, writing-intensive course requirements, and physical education/health requirements.

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

Transfer credit is usually not accepted for the following types of study or coursework: 1) courses taken at colleges and universities that are not regionally accredited; 2) noncredit courses and workshops; 3) remedial or college preparatory courses; and 4) sectarian religious studies.

Washington Reverse Articulation Program (WRAP)**Reciprocity of Individual Courses:**

If a student transfers an individual course that meets a Communication Skills, Quantitative Skills or Distribution Requirement at the sending baccalaureate-granting institution for a specific bachelor's degree, that course is considered to have met that same requirement at Grays Harbor College for an associate's degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit or completed at the 300 or 400 level.

If a student transfers an individual course that meets a Diversity Requirement at the sending baccalaureate-granting institution for a specific bachelor's degree, that course is considered to have met that requirement at Grays Harbor College for a specific associate's degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.

Reciprocity of Additional Requirements/Local Provisos:

Grays Harbor College will accept an entire Diversity Requirement for an associate's degree as being met if that student has met the entire Diversity Requirement of a bachelor's degree, according to the sending institution's degree criteria.

Grays Harbor College retains the right to impose unique, local prerequisite and graduation requirements. Such requirements may include but are not limited to learning communities/coordinated studies requirements, writing-intensive course requirements, and/or physical education/health requirements.

Transcript Notation:

Transcripts will include notation of requirements met by reciprocity. Notations will include the name of the sending baccalaureate institution. It is the student's responsibility to initiate the reciprocity process and to gather appropriate documentation as needed.

“Washington 45”

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

A student who completes courses selected from within the general education categories listed below at a public community, technical, four-year college or university in Washington State will be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state.

For transfer purposes, a student must have a **minimum grade of “C” or better (2.0 or above) in each course** completed from this list.

Students who transfer Washington 45 courses must still meet a receiving institution's admission requirements and eventually satisfy all their general education requirements and their degree requirements in major, minor and professional programs.

“First Year Transfer List” of general education courses

- **Communications** (5 credits)
ENGL& 101, ENGL& 102
- **Quantitative and Symbolic Reasoning** (5 credits)
MATH& 107, MATH& 148 or MATH& 151
- **Humanities** (10 credits in two different subject areas or disciplines) PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 101
For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148)
- **Social Science** (10 credits in two different subject areas or disciplines) PSYC& 100, SOC& 101, POLS& 101, POLS& 202
For colleges that use History as a Social Science: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148
- **Natural Sciences** (10 credits in two different subject areas or disciplines) BIOL& 100, BIOL& 160 w/ lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101, PHYS& 114, GEOL& 101 with lab.
- **Additional 5 credits** in a different discipline can be taken from any category listed above.

NOTE: Although these courses are listed under categories, the actual course may satisfy a different general education category at a receiving institution.

Processes by Which Credit May be Earned -- [Prior Learning](#) Transfer Credit from another institution.

Advanced Placement Credit (AP)

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. 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. 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.) 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.

Further information can be obtained from the Student Support Center of 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. 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 ([CLEP](#)).

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 Student Support Center.

Military Education Credit

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.

Tech Prep Credit

Tech Prep classes are taught in local high schools by qualified high school instructors. Any high school student may take a Tech Prep course, but only those who successfully complete the designated Tech Prep courses with a “B” (3.0) or better, may earn college credit. Once a student has completed the high school course(s) **AND** is enrolled at Grays Harbor College, the student can contact the admissions office and request college credit for the high school courses. This results in a college transcript for each Tech Prep student, listing courses and grades.

[Running Start](#)

Created by the Washington State Legislature, Running Start is a program providing academically qualified students with the opportunity to simultaneously earn high school and college credits. Additional information can be found online or call (360) 538-4093.

Washington State Criminal Justice

Training Commission Credit

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.

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:

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.

Resource 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.

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 Direct Transfer Agreement (AA-DTA) 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 Direct Transfer Agreement (AA-DTA) degree at Grays Harbor College meets the 1996 Intercollege 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 Associate in Arts Direct Transfer Agreement (AA-DTA) degree requires courses primarily from the liberal arts area which are transferable to senior institutions. A student transferring with an Associate in Arts Direct Transfer Agreement (AA-DTA) 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 with a minimum of 2.0 cumulative GPA. 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.

Native American Pathways Bridge Program

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 Direct Transfer Agreement (AA-DTA) 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 Direct Transfer Agreement (AA-DTA) degree and can matriculate directly into Native American Pathways BA program, a liberal arts degree, which has served six Western Washington tribal communities with positive outcomes since 1989.

Courses supporting this program are offered online through GHC and on ground at The Evergreen State College Longhouse in Olympia. Check with program advisors for specific course selections.

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 Bridge program contact Bridge Program Coordinator/Advisor, (360) 538-4209, Outreach Specialist, at (360) 538-4090.

**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 Intercollege 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. 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 Music Direct Transfer Agreement/
Major Related Program**

The Associate in Music Direct Transfer Agreement/Major Related Program (AM-DTA/MRP) is for students who intend to secure a bachelors degree in Music from a four-year college or university. Students completing the Associate in Music DTA/MRP (who have also met any specific institutional GPA, performance, and audition requirements) will be regarded as having met the minimum preparation for consideration for admission to a baccalaureate Music program unless an exception is specifically noted in this agreement.

This degree requires completion of 101-104 credits in college-level coursework (courses numbered 100 and above) with a minimum of a 2.0 cumulative GPA. Minimum grade-point average requirements are established by each institution. Meeting the minimum requirements does not guarantee admission. Music programs are competitive and may require a higher GPA overall, a higher GPA in a selected subset of courses or a specific minimum grade in one or more courses.

Required are fifteen (15) credits in communication and quantitative/symbolic reasoning, plus five (5) credits in Humanities, 15 credits in social sciences and 15 credits in natural sciences (including one lab science). An additional 51-54 credits in core music coursework and major related electives are required.

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. 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 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 designed for community and technical college students seeking to major in engineering and science. Degrees structured under the AS-T umbrella provide:

- Priority admissions consideration at public universities for most science and engineering majors ahead of non-degreed transfers;
- Completion of similar lower division general education requirements as first- and second-year university students in engineering or science-based fields;
- Credit for all courses completed within the AS-T up to and in some cases beyond 90 credits;
- Opportunity to complete math and science prerequisites for the chosen major; and
- Opportunity to explore other fields within the electives included in the degree.

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. Some baccalaureate institutions may require Physics with Calculus. Associate in Science-Transfer Track 2 is designed to prepare students for upper division study in the areas of Engineering, Physics, and Atmospheric Sciences. The student must complete ninety academic credits, numbered 100 or above. 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, Physics, and Atmospheric Sciences

This degree is designed to prepare students for upper division study in the areas of Engineering, 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 (AS) degree is intended for the student planning to transfer to a four-year institution to pursue a professional or pre-professional program. The focus is to complete the departmental requirements at the institution to which the student intends to transfer. Therefore all courses taken at GHC should be transfer courses. The AS does not meet ICRC transfer degree requirements and credits earned at GHC will transfer on a course by course basis. Junior standing is not guaranteed nor is admission to the major. The student must complete ninety academic credits, numbered 100 or above. 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.

*Chiropractic
Dental Hygiene
Dentistry
Medical Technology
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 approved professional/technical programs. AAS-T degrees are workforce degrees that contain a core of not less than twenty (20) transferable general education courses including English Composition (5 credits); quantitative reasoning (5 credits); and social science, humanities or science (10 credits). It is assumed that many AAS-T degrees will have significantly more than the minimum 20 credits of general education. AAS-T degrees are NOT direct transfer degrees. AAS-T transcripts will be reviewed by baccalaureate institutions on a course-by-course basis and students will need to complete remaining general education credits to receive junior standing.

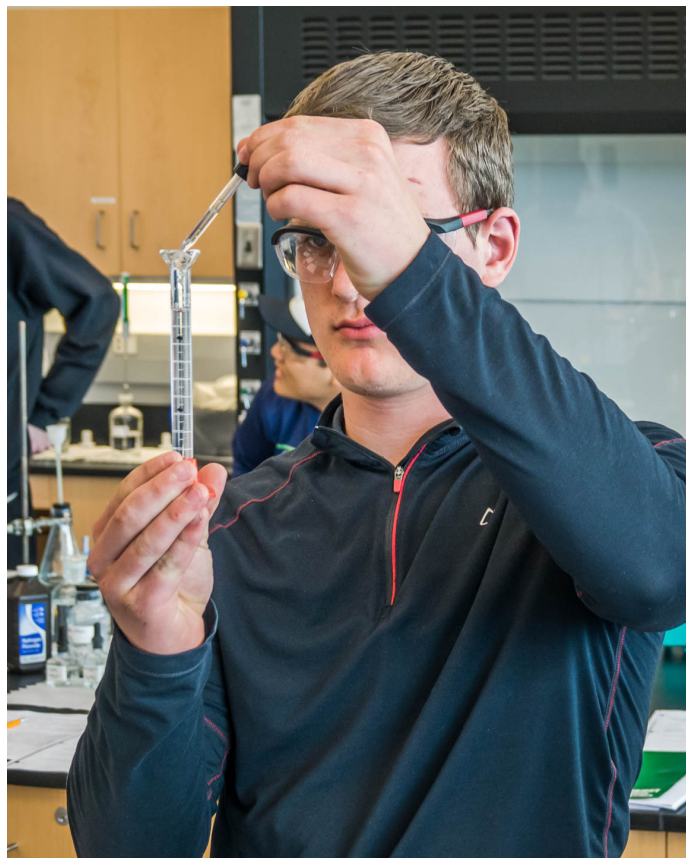
Associate in Applied Science or Associate in Technology

The Associate in Applied Science (AAS) and Associate in Technology (AT) degrees require completion of a minimum of ninety credits, 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. 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. 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
DIRECT TRANSFER AGREEMENT DEGREE**

Summary of Requirements

Complete a minimum of ninety credits in courses numbered 100 or above with a minimum of 2.0 cumulative GPA including:

Basic Requirements

- 10 credits communications
- 5 credits quantitative/symbolic reasoning skills [for which successful completion of (“C” or better) intermediate algebra is a required prerequisite]

Distribution Requirements

- 15 credits social science electives
- 15 credits humanities electives
- 15 credits natural sciences electives, including laboratory science

Specified 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 27.

Any specific course may NOT be credited to more than one distribution or skill area requirement.

The Associate in Arts Direct Transfer Agreement (AA-DTA) degree is awarded by Grays Harbor College to students who have completed a transfer curriculum. In order to fulfil most general education requirements for a baccalaureate degree, the Associate in Arts Direct Transfer Agreement degree requires the following:

**Basic Requirements
(15 credits required)**

I. Communications (10 credits)

ENGL& 101	English Composition I	5
ENGL& 102	English Composition II	5
or		
ENGL& 235	Technical Writing	5

II. Quantitative/Symbolic Reasoning 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	Introduction to Finite Math	5
MATH& 107	Math in Society	5
MATH& 146	Introduction to Statistics	5
MATH& 148	Business Calculus	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 163	Calculus 3	5

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

MATH& 131	Mathematics for Elementary Ed 1	5
MATH& 132	Mathematics for Elementary 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/symbolic reasoning skills requirement.

**Distribution Requirements
(45 credits required)**

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



Student Outcomes

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

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.

Area A: History		<u>Credits</u>
HIST& 116	Western Civilization I	5
HIST& 117	Western Civilization II	5
HIST& 118	Western Civilization III	5
HIST 122	History of Modern East Asia	5
HIST& 146	US History I	5
HIST& 147	US History II	5
HIST& 148	US History III	5
HIST& 214	Pacific Northwest History	5
HIST& 219	Native American History	5
HIST 220	20th Century Europe	5
HIST 252	Latin American History	5
HIST 270	Slavery/Freedom	5
HIST 271	African-American History	5
HIST 272	History of England	5
Area B: Economics/Political Science		
ECON 100	Introduction to Economics	5
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5
POL S 102	Law and Society	5
POLS& 202	American Government	5
Area C: Anthropology/Sociology		
ANTH& 100	Introduction to Anthropology	5
SOC 106	Juvenile Justice	5
SOC 112	Criminology	5
SOC 252	Marriage and Family	5
SOC& 101	Introduction to Sociology	5
Area D: Psychology		
PSYC& 100	General Psychology	5

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.

Area A: Visual Arts		<u>Credits</u>
ART& 100	Art Appreciation	5
ART 101	Drawing I*	5
ART 104	Design I*	5
ART 105	Design II*	5
Area B: Theatrical Arts		
DRMA& 101	Introduction to Theatre	5
FILM 125	Film Interpretation	5
THEA 161	Introduction to Acting*	4
THEA 163	Introduction to Directing*	3

Area C: Musical Arts

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

Area D: Literary Arts

ENGL 208	Survey of British Literature I	5
ENGL 209	Survey of British Literature II	5
ENGL& 220	Introduction to Shakespeare	5
ENGL 233	Childrens Literature	5
ENGL& 244	Introduction to American Literature	5
ENGL 252	Survey of World Literature	5
ENGL 275	Literature by Women	5

Area E: Languages (no more than 5 credits of foreign language at the 100 level)

CHIN& 121	Chinese I	5
FRCH& 121-123	French I, II, III	5
GERM& 121-123	German I, II, III	5
ITAL 125	Italian I	5
JAPN& 121-123	Japanese I, II, III	5
LATIN 125	Latin I	5
POL 125	Polish I	5
RUSS 125	Russian I	5
SPAN& 121-123	Spanish I, II, III	5

Area F: Speech

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

Area G: Culture and Ideas

LING 101	Introduction to World Languages	5
PHIL& 101	Introduction to Philosophy	5

Natural Science (15 credits)

A total of 15 credits is required in natural science with at least 10 credits in the physical, biological, and/or earth sciences. One course from three different areas, labeled A through F is required. At least one course with a laboratory must be taken. (*indicates lab)

Area A: Biological Science		<u>Credits</u>
BIOL& 100	Survey of Biology*	5
BIOL 109	Plants of Western Washington*	5
BIOL& 175	Human Biology w/Lab*	5
BIOL& 160	General Biology I*	5
BIOL& 211	Biological Science I: Majors Cellular*	5
BIOL& 212	Biological Science II: Majors Animal*	5
BIOL& 213	Biological Science III: Majors Plant*	5
BIOL& 260	Microbiology*	5

Area B: Chemical Science

CHEM& 110	Chemical Concepts*	5
CHEM& 121	Introduction to Chemistry*	5
CHEM& 131	Introduction to Organic/Biochemistry*	5
CHEM& 161	General Chemistry *	5

Area C: Environmental Science

BIOL 140	Ecology*	5
ENVS& 100	Survey of Environmental Science	5
GEOL 107	Intro to Weather	5

Area D: Earth Science

EARTH 102	Earth Science	5
GEOL& 101	Introduction to Physical Geology*	5

Area E: Physical Science

ASTR& 100	Astronomy	5
PHYS& 114	General Physics I*	5
PHYS& 221	Engineer Physics I*	5

Area F: Mathematics

MATH 111	Introduction to Finite Math	5
MATH& 107	Math in Society	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Introduction to Statistics	5
MATH& 148	Business Calculus	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH 220	Linear Algebra	5
MATH& 264	Calculus 4	5

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



Specified Electives (20 credits)

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

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

		<u>Credits</u>
ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles 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	Introduction to Printmaking	5
BUS& 101	Introduction to Business	5
BUS& 201	Business Law	5
BIOL& 241	Human Anatomy and Physiology I	5
BIOL& 242	Human Anatomy and Physiology II	5
CHEM& 162	General Chemistry w/Lab II	5
CHEM& 163	General Chemistry w/Lab III	5
CHEM& 261	Organic Chemistry w/Lab I	6
CHEM& 262	Organic Chemistry w/Lab II	6
CHEM& 263	Organic Chemistry w/Lab III	3
CHIN& 122	Chinese II	5
CHIN& 123	Chinese III	5
CJ& 101	Introduction to Criminal Justice	5
CJUS 151	Drugs and Our Society	5
EDUC 201	Intro/Orientation to Teaching	5
EDUC 202	Education Practicum	3
ENGL& 235	Technical Writing	5
ENGL 241	Fiction Writing	2
ENGL 242	Poetry Writing	2
ENGL 243	Playwriting	2
ENGL 281	Fiction Writing II	2
ENGL 282	Poetry Writing II	2
ENGL 283	Playwriting II	2
ENGR& 104	Intro to Engineering/Design	5
ENGR& 214	Statics	5
ENGR& 215	Dynamics	5
ENGR 240	Applied Numerical Methods	5
ITAL 126	Italian II	5
ITAL 127	Italian III	5
LATIN 126	Latin II	5
LATIN 127	Latin III	5
LIB 101	Intro to Information Resources	2

Electives (continued)

		<u>Credits</u>
MATH& 131	Mathematics for Elementary Ed 1	5
MATH& 132	Mathematics for Elementary Ed 2	5
MATH& 163	Calculus 3	5
MATH 241	Differential Equations I	5
MUSIC 117	Beginning Piano Techniques I	1
MUSIC 118	Beginning Piano Techniques II	1
MUSIC 119	Beginning Piano Techniques 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 150-158	Applied Music (Private Lessons)	1
MUSIC 161-186	Performance Groups	1-2
MUSIC 217	Intermediate Piano I	1
MUSIC 218	Intermediate Piano II	1
MUSIC 219	Intermediate Piano III	1
MUSC& 221	Intermediate Ear Training 1	2
MUSC& 222	Intermediate Ear Training 2	2
MUSC& 223	Intermediate Ear Training 3	2
MUSIC 231	Intermediate Harmony	3
MUSIC 232	Advanced Harmony I	3
MUSIC 233	Advanced Harmony II	3
MUSIC 250-258	Adv Applied Music (Private Lessons)	2
MUSIC 261-286	Performance Groups	1-2
NUTR& 101	Nutrition	5
PHYS& 115	General Physics II	5
PHYS& 116	General Physics III	5
PHYS& 222	Engineering Physics II	5
PHYS& 223	Engineering Physics III	5
POL 126	Polish II	5
POL 127	Polish III	5
POL S 110	Law and Justice	5
POL S 200	Foreign Policy of the United States	5
POL S 204	Introduction to Public Administration	5
PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5
PSYCH 250	Social Psychology	5
PSYCH 235	Positive 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. Only three PE activity credits may count as general electives.

**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 including:

Basic Requirements

- 10 credits communications
- 10 credits quantitative/symbolic reasoning skills

Distribution Requirements

- 15 credits social sciences
- 15 credits humanities
- 15 credits natural sciences

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 27**.

Specific University Information

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

Minimum grade-point average requirements are established by each institution. Meeting the minimum requirement does not guarantee admission. Business programs are competitive and may require a higher GPA overall, a higher GPA in a selected subset of courses or a specific minimum grade in one or more courses.

Student Outcomes

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

**Basic Requirements
(20 credits required)**

I. Communications (10 credits)

ENGL& 101	English Composition I	5
ENGL& 102	English Composition II	5
or		
ENGL& 235	Technical Writing	5

(See note 1 for EWU and CWU requirements)

II. Quantitative/Symbolic Reasoning Skills (10 credits)

MATH 111	Introduction to Finite Math	5
MATH& 148	Business Calculus	5

**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 A, C or D).

ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5

plus

Social Science Distribution Areas A, C or D	5
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Humanities (15 credits)

A total of fifteen (15) credits is required in humanities. A minimum of five (5) credits are required from three different areas, labeled A through G from the Associate in Arts degree humanities distribution courses listed on **page 36**.

(See notes 2,3)

Natural 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, B, D, or E from the Associate in Arts Direct Transfer Agreement degree science distribution courses listed on **page 36**.

(See note 4)

MATH& 146	Introduction to Statistics	5
AA Distribution Areas A, B, D or E		10

Specified Business Electives (20 credits)

The following courses, for a total of 20 credits, are required.

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

Universities with a lower division Business Law requirement:
UW (all campuses), WSU (all campuses), EWU, CWU, WWU, Gonzaga, SMU, SPU, Whitworth.

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 University

(See note 5)

General Electives (5 credits maximum)

Five credits of non-business electives except as noted below.

(See note 6)

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.

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 are encouraged to include a speech or oral communication course (not small group communication), 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.
3. Students are encouraged to include a speech or oral communication course (not small group communication).
4. Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.
5. International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficiency in U.S. business law.
6. Five institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective University Course Equivalent to:
 - A. WSU (all campuses): Management Information Systems MIS 250
 - B. Gonzaga: Management Information Systems BMSI 235
 - C. PLU: Computer Applications CSCE 120, either an equivalent course or skills test
 - D. SPU: Spreadsheets BUS 1700, either an equivalent course or skills test
 - E. WWU: Introduction to Business Computer Systems MIS 220 (for transferring students entering fall 2014)



**ASSOCIATE IN MUSIC
DIRECT TRANSFER AGREEMENT/
MAJOR RELATED PROGRAM**

Summary of Requirements

Complete a minimum of 90 college-level courses numbered 100 or above with a minimum of 2.0* cumulative GPA including:

Basic Requirements

- 10 credits communications
- 5 credits quantitative/symbolic reasoning skills

Distribution Requirements

- 5 credits Humanities
- 15 credits social sciences
- 15 credits natural sciences

plus

- 30 credits specified music core courses
- 21-24 credits major electives
- fulfill general requirements for all degrees as described on **page 27**.

Minimum grade-point average requirements are established by each institution. Meeting the minimum requirements does not guarantee admission. Music programs are competitive and may require a higher GPA overall, a higher GPA in a selected subset of courses or a specific minimum grade in one or more courses.

Student Outcomes

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

Basic Requirements (15 credits)

Communications (10 credits)

ENGL& 101	English Composition I	5
ENGL& 102	English Composition II or	
ENGL& 235	Technical Writing	5

Quantitative/Symbolic Reasoning (5 Credits)

MATH& 107	Math in Society (or higher)	5
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Distribution Requirements (35 credits)

Humanities (5 credits)

A total of 5 credits is required. One course from Areas A, B, D, E, F, or G selected from the courses listed for the Associate in Arts Direct Transfer Agreement pages 37-38.

Social Science Distribution (15 credits)

A total of 15 credits is required with one course from three different areas labeled A through D selected from the courses listed for the Associate in Arts Direct Transfer Agreement pages 36-38.

Natural Science Distribution (15 credits)

A total of 15 credits is required with one course from three different areas labeled A through F selected from the courses listed for the Associate in Arts Direct Transfer Agreement pages 37-38. At least one course with a laboratory must be taken.

Specified Core Music Courses (30 credits)

MUSC& 121	Ear Training 1	2
MUSC& 122	Ear Training 2	2
MUSC& 123	Ear Training 3	2
MUSC& 131	Music Theory 1	3
MUSC& 132	Music Theory 2	3
MUSC& 133	Music Theory 3	3
MUSC& 221	Ear Training 4	2
MUSC& 222	Ear Training 5	2
MUSC& 223	Ear Training 6	2
MUSIC 231	Intermediate Harmony	3
MUSIC 232	Advanced Harmony I	3
MUSCIC 233	Advanced Harmony II	3

Major Electives (21-24 credits)

Lessons (1 credit per quarter for 6 quarters) Choose from MUSIC 151-157, 251-257	6
Ensemble (2 credits per quarter for 6 quarters) Choose from MUSIC 161-190, 240, 261-290	12
Keyboard/Piano classes (117-119, 217-219)	3-6

Minimum Credits Required 101-104

Notes on Application to a University or College

1. Admission application deadlines vary; students must meet the deadline for the university or universities to which they plan to apply for transfer admission.
2. Certain schools may have additional “university-specific” requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements.
3. Certain colleges and universities might have “university-specific” requirements for graduation (e.g. institutional residency requirements). Students are advised to consult their destination college or university.

Student Outcomes

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

Associate in Pre-Nursing Direct Transfer Agreement/Major Related Program GHC

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 college-level GPA including:

Basic Requirements

- 10 credits communications
- 5 credits quantitative/symbolic reasoning skills (Statistics)

Distribution Requirements

- 15 credits social science
- 15 credits humanities
- 35 credits natural sciences

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 27**.

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.

Student Outcomes

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

Basic Requirements (15 credits required)

I. Communications (10 credits)

ENGL& 101	English Composition I	5
ENGL& 102	English Composition II	5

or

ENGL& 235	Technical Writing	5
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(See note 1)

II. Quantitative/Symbolic Reasoning Skills (5 credits)

MATH& 146	Introduction Statistics	5
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(See note 2)

Distribution Requirements (65 credits required)

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

Social Sciences

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

(See note 3)

Humanities

SPCH 101	Fundamentals of Speech (required)	5
Other Humanities		10

No more than 10 credits per discipline area; 5 credits maximum in world languages or ASL. No more than 5 credits of performance/skills classes are allowed.

(See note 4)

Natural Sciences (25 credits)

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

(See note 5)

Required Electives

Up to 10 additional quarter credits of which a maximum of 5 credits may be in college-level courses as defined by the community college, and the remainder shall be fully transferable as defined by the receiving institution.

(See note 6)

GHC Associate in Pre-Nursing Direct Transfer Agreement/Major Related Program

Application to a University or College

1. Admissions application deadlines vary; students must meet the deadline for the university or universities to which they plan to apply for admission to transfer.
2. For admission to nursing as a major it is critical to note that grade point average requirements vary and admission is competitive across the several programs in Nursing.
3. Certain schools may have additional “university-specific” requirements that are not pre-requisites to admission to the Nursing major but will need to be completed prior to graduation or, as noted below for NU, prior to commencement of nursing courses. Contact with advisors from individual schools for institutional requirements is highly recommended since this DTA may not meet every institution-specific graduation requirement. NU, for example requires Old Testament and New Testament in the summer prior to beginning nursing classes.
4. Certain schools may have additional “university-specific” requirements for admission to the institution that are not pre-requisites specifically identified in the DTA requirements. UW Seattle, for example, requires 10 credits of a world language if the applicant has not completed two years of a single language in high school; PLU requires a year of a foreign language at the college level, if two years of high school foreign language has not been completed.

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 SCIENCE - TRANSFER 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 college-level (courses numbered 100 or above) credit program containing pre-professional and general education coursework
- Maintain an overall GPA of at least 2.0
- Fulfill all obligations to the college, financial or otherwise

and

- Fulfill all general requirements for all degrees as described on **page 27**.

Associate in Science - Transfer Degree (AS-T Transfer Degree)

This GHC degree is designed for students who plan to transfer to specific science and engineering majors at four-year colleges or universities. Degrees structured under the AS-T umbrella provide:

- Priority admissions consideration at public universities for most science and engineering majors ahead of non-degreed transfers.
- Completion of similar lower division general education requirements as first- and second-year university students in engineering or science-based fields.
- Credit for all courses completed within the AS-T up to and in some cases beyond 90 credits.
- Opportunity to complete math and science prerequisites for the chosen major.
- Opportunity to explore other fields within the electives included in the degree.

Many classes required for the AS-T Degree are offered only once or twice per year. Students should work closely with the advisors of the degree they are pursuing to plan their programs of study, including elective courses.

This degree does NOT satisfy all General Education requirements of baccalaureate institutions. Like native students who begin science studies at four-year colleges and universities as freshmen, students who transfer with AS-T degrees will typically be required to complete some general education requirements during their junior and senior years.

NOTE: Do not break up course sequences between institutions. Students should take a full course sequence (i.e. Physics 221, 222, 223) at the same institution.

Student Outcomes

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

Degree Requirements:

- Minimum of 90 credit hours in courses numbered 100 or above.
- At least 25 applicable credits must be earned at Grays Harbor College.
- A cumulative grade point average of 2.00 in all coursework applied to the degree and a cumulative grade point average of 2.00 in all GHC college-level courses.

1. Basic Requirements, 15 credits

Communications (5 credits)

ENGL& 101 English Composition I

Quantitative/Symbolic Reasoning Skills (10 credits)*

MATH& 151 Calculus I

MATH& 152 Calculus II

*Higher level math courses from the Specialization Course list can be substituted, with advisor approval.



2. Humanities & Social Sciences Distribution Requirements, 15 credits

- Select five Humanities credits satisfying a distribution requirement.
- Select five Social Sciences credits satisfying a distribution requirement.
- Select five additional Humanities or Social Sciences credits satisfying a distribution requirement.

3. Pre-Major requirements and remaining electives, 60 credits

- See specific AS-T degree pathways for details.
- **Many baccalaureate institutions require calculus-based Physics (PHYS& 221, 222, 223).**
- Work closely with your advisor to select the most appropriate courses.

Associate in Science -Transfer Track 1

Biology [Track 1] - The following courses are appropriate for students studying biological sciences, including biology, botany, genetics, microbiology, molecular biology, and zoology.

Pre Major (35 credits):

- CHEM& 161, 162, 163 (15 credits)
- MATH& 163 or MATH& 146 (5 credits)
- BIOL& 211, 212, 213 OR PHYS& 114, 115, 116 OR PHYS& 221, 222, 223 (15 credits)

Remaining Credits (25 credits):

- Must include at least 10 credits of non-survey Science and/or Math courses. The following are suggested possible additional Science and Math courses: The Biology or Physics sequence not taken as a pre-major required course above; BIOL& 241, 242 and 260; CHEM& 261, 262 and 263.
- May include 10-15 credits of prerequisites for major courses (e.g. MATH& 141 and 142) or specific general education or other university requirements as approved by advisor.

Chemistry [Track 1] - The following courses are appropriate for students studying chemistry.

Pre Major (35 credits):

- CHEM& 161, 162, 163 (15 credits)
- MATH& 163 (5 credits)
- PHYS& 221, 222, 223 (15 credits)

Remaining Credits (25 credits):

- Must include at least 10 credits of non-survey Science and/or Math courses. The following are suggested possible additional Science and Math courses: CHEM& 261, 262 and 263; MATH 241.
- May include 10-15 credits of prerequisites for major courses (e.g. MATH& 141 and 142) or specific general education or other university requirements as approved by advisor.

Earth Science [Track 1] - The following courses are appropriate for students studying earth sciences such as geology.

Pre Major (35 credits):

- CHEM& 161, 162, 163 (15 credits)
- MATH& 163 or MATH& 146 (5 credits)
- BIOL& 211, 212, 213 OR PHYS& 221, 222, 223 (15 credits)

Remaining Credits (25 credits):

- Must include at least 10 credits of non-survey Science and/or Math courses. The following are suggested possible additional Science and Math courses: The Biology or Physics sequence not taken as a pre-major required course above.
- May include 10-15 credits of prerequisites for major courses (e.g. MATH& 141 and 142), or GEOL& 101, or specific general education or other university requirements as approved by advisor.

Environmental Sciences [Track 1] - The following courses are appropriate for students studying environmental sciences or natural resources.

Pre Major (35 credits):

- CHEM& 161, 162, 163 (15 credits)
- MATH& 163 or MATH& 146 (5 credits)
- BIOL& 211, 212, 213 OR PHYS& 114, 115, 116 OR PHYS& 221, 222, 223 (15 credits)

Remaining Credits (25 credits):

- Must include at least 10 credits of non-survey Science and/or Math courses. The following are suggested possible additional Science and Math courses: The Biology or Physics sequence not taken as a pre-major required course above.
- May include 10-15 credits of prerequisites for major courses (e.g. MATH& 141 and 142), or GEOL& 101 or ENV& 100, or specific general education or other university requirements as approved by advisor.

Associate in Science -Transfer Track 2

Engineering or Computer Science [Track 2] - The following courses are appropriate for students studying Engineering or Computer Science. Electives should be chosen in consultation with an advisor and based on the area of specialization, and the transfer institution the student chooses. NOTE: Some Computer Science majors are better off earning an AA degree. Consult with a Computer Science advisor.

Pre Major (25 credits):

- PHYS& 221, 222, 223 (15 credits)
- CHEM& 161 (5 credits)
- MATH& 163 (5 credits)

Remaining Credits (35 credits):

- The remaining 35 credits should be planned with the help of an advisor based on the requirements of the specific discipline at the transfer college the student chooses to attend. MATH 241 and 220; ENGR& 104, 214 and 225; and CHEM& 162 are suggested for most Engineering programs. These credits may include some prerequisite course work for major courses such as MATH& 141 and 142.

Physics or Atmospheric Science [Track 2] - The following courses are appropriate for students studying physics or atmospheric science. Electives should be chosen in consultation with an advisor and based on the area of specialization, and the transfer institution the student chooses.

Pre Major (25 credits):

- PHYS& 221, 222, 223 (15 credits)
- CHEM& 161 (5 credits)
- MATH& 163 (5 credits)

Remaining Credits (35 credits):

- The remaining 35 credits should be planned with the help of an advisor based on the requirements of the specific discipline at the transfer college the student chooses to attend. MATH 241 and 220; and CHEM& 162 and 163 are suggested for most programs. These credits may include some prerequisite course work for major courses such as MATH& 141 and 142.

**ASSOCIATE IN SCIENCE
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
- Maintain an overall GPA of at least 2.0
- Fulfill all obligations to the college, financial or otherwise

and

- Fulfill all general requirements for all degrees as described on **page 27**.

The Associate in Science (AS) degree is intended for the student planning to transfer to a four-year institution to pursue a professional or pre-professional program. The AS does not meet ICRC transfer degree requirements and credits earned at GHC will transfer on a course by course basis. Junior standing is not guaranteed nor is admission to the major.

Student Outcomes

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

Major Areas of Study

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& 211 241, 242	15
CHEM& 161, 162, 163	15
CHEM& 261, 262*	12-15
ENGL& 101, 102	10
MATH& 142	5
PHYS& 114, 115, 116	15
Social Science and Humanities	15

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

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

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& 211, 212, 213, 260	20
CHEM& 161, 162, 163, 261, 262, 263	30
ENGL& 101, 102	10
MATH& 142	5
PHYS& 114, 115, 116	15
Humanities	10
Social Science	10

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& 211, 212, 213, 241, 242	25
CHEM& 161, 162, 163, 261, 262, 263	30
ENGL& 101, 102	10
MATH& 142, 146	10
PHYS& 114, 115, 116	15
Humanities	5
Social Science	10

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& 211, 212, 213	15
CHEM& 161, 162, 163, 261, 262, 263	30
ENGL& 101, 102	10
MATH& 142	5
PHYS& 114, 115, 116 or 221, 222, 223	15
Humanities & Social Sciences	15

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& 211, 212, 213	15
CHEM& 161, 162, 163, 261, 262, 263	30
ENGL& 101, 102	10
MATH& 142	5
PHYS& 114	5
PSYC& 100	5
Electives	20
(include at least 5 credits of Humanities and Social Sciences)	



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& 211, BIOL&241, 242, 260	20
CHEM& 161, 162, 163, 261,262, 263	30
ENGL& 101, 102	10
MATH& 142, 146, 151	15
PHYS& 114, 115, 116	15
PSYC& 100	5
Humanities	5
Social Science	5

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& 211, 212, 213, 260	20
CHEM& 161, 162, 163, 261,262, 263	30
ENGL& 101, 102	10
MATH& 141, 146, 151	15
ECON 100	5
Humanities and Social Sciences	10

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

NOTE: UW requires SPCH 101 as a Humanities elective.

Pre-Physical Therapy

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

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

	<u>Credits</u>
BIOL& 211, 241, 242	15
CHEM& 161, 162, 163	15
ENGL& 101, 102	10
MATH& 141, 142, 146	15
PHYS& 114, 115, 116	15
PSYC& 100, 200	10
Electives (include at least 5 credits of Humanities)	10

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& 211, 212, 213	15
CHEM& 161, 162, 163, 261, 262, 263	30
ENGL& 101, 102	10
MATH& 142, 146	10
PHYS& 114, 115, 116	15
Humanities	10
Social Science	10

**ASSOCIATE IN APPLIED SCIENCE-TRANSFER
ASSOCIATE IN APPLIED SCIENCE
ASSOCIATE IN TECHNOLOGY
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
- 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 27**.

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:

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 69** of this catalog.

Gainful Employment

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [Student Rights Information](#).

<u>Program</u>	<u>Page #</u>
Accounting (AAS-T, AAS)	50
Accounting/Bookkeeping (CC)	
Bookkeeping (CA)	
Automotive Technology (AT, CC)	51
Automotive Technology Levels 1-5 (CA)	
Business Management (AAS-T, AAS, CC)	52
Small Business/Entrepreneurship (CC)	
Basic Small Business Skills (CA)	
Business Technology (AAS, CC)	54
Formatting/Publishing Documents (CA)	
Microcomputer Applications (CA)	
Microsoft Office Applications (CA)	
Office Professional Certification (CA)	
Software Applications (CA)	
Carpentry Technology (AT, CC, CA)	55
Commercial Food Preparation and Service	56
Commercial Food Preparation (CC, CA)	
Commercial Truck Driving	56
Commercial Transportation/Maintenance (CC, CA)	
Criminal Justice	57
Criminal Justice (AAS-T, AAS, CC)	
Diesel Technology (AT)	58
Diesel Technology Fundamentals (CC)	
Advanced Diesel Technology (CC)	
Diesel Technology Levels 1-5 (CA)	
Early Childhood Education - State Certificate (CC)	59
Initial State Certificate (CA)	
Short Statewide Certificates of Specializations (CA’s)	
Health Sciences	60
Registered Nursing (AAS-T)	
Practical Nursing (CC)	
Nursing Assistant Training (CA)	
Human Services (AAS-T, AAS, CC, CA)	62
Chemical Dependency (CC)	
Medical Assistant (AAS)	64
Medical Office	65
Medical Office Administrative Support (CC)	
Medical Coding (CA)	
Natural Resources - Forestry Technician (AAS-T, AAS, CC)	65
Occupational Entrepreneurship (AAS)	67
Welding Technology	67
Structural Welding, Pipe Welding (AT)	
Welding Technology, Related Welding (CC)	
Pipe Welding Basics, Industrial Welding, (CA)	
All Position Pipe Welding, Open Root Pipe Welding (CA)	

Student Outcomes

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

ACCOUNTING

Accounting

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

Communication Skills (5 credits)

ENGL& 101 English Composition I

Quantitative Skills (5 credits)

Any generally transferable math course with intermediate algebra as a required prerequisite, except MATH& 131 and MATH& 132.

Science, Social Science, Humanities (10 credits)

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

Core Courses (31 credits)

ACCT 113 Introduction to Accounting I 5
 and
 ACCT 114 Introduction to Accounting II 5
 or
 ACCT& 201 Principles of Accounting I 5
 and
 ACCT& 202 Principles of Accounting II 5
 ACCT & 203 Principles of Accounting III 5
 ACCT 175 Business and Payroll Tax Accounting 3
 ACCT 176 Computerized Accounting Functions 3
 ACCT 220 Federal Income Tax I 5
 BA 150 Fundamentals of Finance 5

General Courses (23 credits)

BTECH 115 Electronic Math Applications 3
 BTECH 131 Access 5
 BTECH 140 Word Processing Applications 5
 BTECH 150 Excel 5
 CIS 251 Management Information Systems 5

Select four of the following Business courses (20 credits)

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

Minimum Credits Required 94

Accounting

Associate in Applied Science (AAS) Degree

Core Courses (31 credits)

ACCT 113 Introduction to Accounting I 5
 and
 ACCT 114 Introduction to Accounting II 5
 or
 ACCT& 201 Principles of Accounting I 5
 and
 ACCT& 202 Principles of Accounting II 5
 ACCT& 203 Principles of Accounting III 5
 ACCT 175 Business and Payroll Tax Accounting 3
 ACCT 176 Computerized Accounting Functions 3
 ACCT 220 Federal Income Tax I 5
 BA 150 Fundamentals of Finance 5

Support Courses

Math/Computing Skills (31 credits)

BA 104 Math for Business 5
 BTECH 115 Electronic Math Applications 3
 BTECH 131 Access 5
 BTECH 140 Word Processing Applications 5
 BTECH 150 Excel 5
 CIS 102 Introduction to Microsoft Office 3
 CIS 251 Management Information Systems 5

Business Skills-select four courses (20 credits)

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

General Courses (11 credits)

ENGL& 101 English Composition I 5
 or
 ENGL 150 Vocational/Technical/Business Writing 5
 PSYC& 100 General Psychology 5
 or
 PSYCH 106 Applied Psychology 3
 SPCH 101 Fundamentals of Speech 5
 or
 SPCH 201 Fundamentals of Group Discussion 3

Minimum Credits Required 93

Accounting/Bookkeeping

Certificate of Completion

Core Courses (21 credits)

ACCT 113	Introduction to Accounting I	5
and		
ACCT 114	Introduction to Accounting II	5
or		
ACCT& 201	Principles of Accounting I	5
and		
ACCT& 202	Principles of Accounting II	5
ACCT 175	Business and Payroll Tax Accounting	3
ACCT 176	Computerized Accounting Functions	3
ACCT 220	Federal Income Tax I	5

Support Courses (26 credits)

BA 174	Small Business Management	5
or		
BUS& 101	Introduction to Business	5
BA 104	Mathematics for Business	5
BTECH 140	Word Processing Applications	5
BTECH 150	Excel	5
BTECH 115	Electronic Math Applications	3
CIS 102	Introduction to Microsoft Office	3

General Courses (8 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
PSYC& 100	General Psychology	5
or		
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction to Sociology	5

Minimum Credits Required 55

Bookkeeping

Certificate of Achievement

Prerequisite Requirements

Basic working knowledge of computers or CIS 102.

Core Course (16 credits)

ACCT 113	Introduction to Accounting I	5
ACCT 175	Business and Payroll Tax Accounting	3
ACCT 176	Computerized Accounting Functions	3
BTECH 150	Excel	5

Minimum Credits Required 16



AUTOMOTIVE TECHNOLOGY

Automotive Technology

Associate in Technology (AS-T) Degree

Prerequisite Requirements

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

Core Courses (96 credits)

AUTO 111	Brakes/Suspension/Steering	16
AUTO 112	Electrical/Electronic/ABS	16
AUTO 113	Engine/Electrical/Tune-up/Ignition	16
AUTO 211	Power Trains/Transmissions (Manual/Automatic)	16
AUTO 212	Fuel Systems/Electronic/Computer Control	16
AUTO 213	Advanced Engine Performance/Air Conditioning/Heating/Shop Management	16

Support Courses (6 required)

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

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

Minimum Credits Required 115

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	Brakes/Suspension/Steering	16
AUTO 112	Electrical/Electronic/ABS	16
AUTO 113	Engine/Electrical/Tune-up/Ignition	16
AUTO 211	Power Trains/Transmissions (Manual/Automatic)	16
AUTO 212	Fuel Systems/Electronic/Computer Control	16
AUTO 213	Advanced Engine Performance/Air Conditioning/Heating/Shop Management	16

General Courses (13 credits)

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

Minimum Credits Required 61

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/Suspension/Steering 16

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 16

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 Engine/Electronic/Tune-up/Ignition 16

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/Transmissions (Manual/Automatic) 16

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 Systems/Elect/Computer Control 16

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 Advanced Engine Performance/Air Conditioning/Heating/Shop Management 16

BUSINESS MANAGEMENT

Business Management

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

Communication Skills (5 credits)

ENGL& 101 English Composition I

Quantitative Skills (5 credits)

Any generally transferable math course with intermediate algebra as a required prerequisite, except MATH& 131 and MATH& 132.

Science, Social Science, Humanities (10 credits)

PSYC& 100 General Psychology 5

or

SOC& 101 Introduction to Sociology 5

SPCH 101 Fundamentals of Speech 5

Core Courses (30 credits)

BUS& 101 Introduction to Business 5

BA 107 Introduction to Global Business 5

BA 150 Fundamentals of Finance 5

BA 174 Small Business Management 5

BA 240 Principles of Marketing 5

BA 258 Principles of Management 5

Select two of the following courses (10 credits)

BUS& 201 Business Law 5

ECON& 201 Micro Economics 5

ECON& 202 Macro Economics 5

General Courses (18 credits)

ACCT 113 Introduction to Accounting I 5

and

ACCT 114 Introduction to Accounting II 5

or

ACCT& 201 Principles of Accounting I 5

and

ACCT& 202 Principles of Accounting II 5

BTECH 150 Excel 5

CIS 102 Introduction to Microsoft Office 3

Elective Courses (12 credits)

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

Minimum Credits Required 90

Business Management

Associate in Applied Science (AAS) Degree

Core Courses (35 credits)

BA 104	Mathematics for Business	5
BA 107	Introduction to Global Business	5
BA 150	Fundamentals of Finance	5
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
BUS& 101	Introduction to Business	5

Select two of the following courses (10 credits)

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

Support Courses (18 credits)

ACCT 113	Introduction to Accounting I	5
and		
ACCT 114	Introduction to Accounting II	5
or		
ACCT& 201	Principles of Accounting I	5
and		
ACCT& 202	Principles of Accounting II	5
BTECH 150	Excel	5
CIS 102	Introduction to Microsoft Office	3

General Courses (11-15 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical Business Writing	5
PSYC& 100	General Psychology	5
or		
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
or		
SPCH 201	Fundamentals of Group Discussion	3

Elective Courses (12-16 credits)

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

Minimum Credits Required 90

Business Management

Certificate of Completion

Core Courses (15 credits)

BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
BUS& 101	Introduction to Business	5

Support Courses (23 credits)

ACCT 113	Introduction to Accounting I	5
and		
ACCT 114	Introduction to Accounting II	5
or		
ACCT& 201	Principles of Accounting I	5
and		
ACCT& 202	Principles of Accounting II	5
BA 104	Mathematics for Business	5
or		
MATH& 107	Math in Society	5
BA 150	Fundamentals of Finance	5
CIS 102	Introduction to Microsoft Office	3

General Courses (11 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
PSYC& 100	General Psychology	5
or		
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
or		
SPCH 201	Fundamentals of Group Discussion	3

Minimum Credits Required 49

Small Business/Entrepreneurship

Certificate of Completion

Core Courses (20 credits)

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

Support Courses (16 credits)

ACCT 113	Introduction to Accounting I	5
ACCT 176	Computerized Accounting Functions	3
BTECH 150	Excel	5
CIS 102	Introduction to Microsoft Office	3

General Courses (9 credits)

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

Minimum Credits Required 45

Basic Small Business Skills

Certificate of Achievement

Core Courses (15 credits)

ACCT 113	Introduction to Accounting I	5
or		
ACCT& 201	Principles of Accounting I	5
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5

Minimum Credits Required 15

BUSINESS TECHNOLOGY

Business Technology

Associate in Applied Science (AAS) Degree

Core Courses (56 credits)

BTECH 113	Document Formatting	5
BTECH 115	Electronic Math Applications	3
BTECH 124	Keyboard Skillbuilding I	2
BTECH 125	Keyboard Skillbuilding II	2
BTECH 126	Keyboard Skillbuilding III	2
BTECH 131	Access	5
BTECH 140	Word Processing Applications	5
BTECH 150	Excel	5
BTECH 160	Outlook	2
BTECH 205	Records Information Management	5
BTECH 220	Office Procedures and Ethics	5
BTECH 252	Desktop Publishing	5
BTECH 253	Integrated Software Applications	5
CIS 100	Introduction to Personal Computers	2
CIS 102	Introduction to Microsoft Office	3

Support Courses (13 credits)

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

General Courses (11-15 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5
or		
SPCH 201	Fundamentals Group Discussion	3

Elective Courses (10 credits)

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

Minimum Credits Required 90

Business Technology

Certificate of Completion

Core Courses (35 credits)

BTECH 113	Document Formatting	5
BTECH 115	Electronic Math Applications	3
BTECH 124	Keyboard Skillbuilding I	2
BTECH 140	Word Processing Applications	5
BTECH 150	Excel	5
BTECH 205	Records Information Management	5
BTECH 220	Office Procedures and Ethics	5
CIS 100	Introduction to Personal Computers	2
CIS 102	Introduction to Microsoft Office	3

General Courses (11-13 credits)

BA 140	Business English	3
or		
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction to Sociology	5

Minimum Credits Required 46

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

Microcomputer Applications

Certificate of Achievement

Prerequisite Requirements

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

Core Courses (18 credits)

ACCT 176	Computerized Accounting Functions	3
BTECH 131	Access	5
BTECH 140	Word Processing Applications	5
BTECH 150	Excel	5

Microsoft Office Applications

Certificate of Achievement

Prerequisite Requirements

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

Core Courses (15 credits)

BTECH 131	Access	5
BTECH 140	Word Processing Applications	5
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 115	Electronic Math Applications	3
BTECH 140	Word Processing Applications	5
BTECH 205	Records Information Management	5
BTECH 220	Office Procedures and Ethics	5

Software Applications

Certificate of Achievement

Core Courses (30 credits)

BTECH 131	Access	5
BTECH 140	Word Processing Applications	5
BTECH 150	Excel	5
BTECH 160	Outlook	2
BTECH 252	Desktop Publishing	5
BTECH 253	Integrated Software Applications	5
CIS 102	Introduction to Microsoft Office	3

CARPENTRY TECHNOLOGY

Carpentry Technology

Associate in Technology (AS-T) Degree

Prerequisite Requirements

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

Core Courses (96 credits)

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

Support Courses (6 credits)

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

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

Minimum Credits Required 115

Carpentry Technology

Certificate of Completion

Prerequisite Requirements

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

Core Courses (48 credits)

CARP 121	Residential/Commercial Carpentry I	16
CARP 122	Residential/Commercial Carpentry II	16
CARP 123	Residential/Commercial Carpentry III	16

General Courses (13 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
MATH 100	Vocational/Technical Math (or above)	5
PSYC& 100	General Psychology	5
or		
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction 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	Residential/Commercial Carpentry I	16
CARP 122	Residential/Commercial Carpentry II	16
CARP 123	Residential/Commercial 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	Residential/Commercial Carpentry IV	16
CARP 222	Residential/Commercial Carpentry V	16
CARP 223	Residential/Commercial Carpentry VI	16



COMMERCIAL FOOD PREPARATION**Commercial Food Preparation and Service**
*Certificate of Completion***Program Prerequisites**

- Current Washington State Food Handlers Permit
- Placement in READ 090 or above
- Placement in ENGL 060 or above
- Placement in MATH 060 or above

Core Courses (37 credits)

CUL 100	Culinary Arts Orientation	2
CUL 110	Food Service Sanitation and Safety	2
CUL 130	Meat, Poultry, and Seafood I	3
CUL 140	Pantry Prep	2
CUL 150	Stocks, Sauces, and Soups I	3
CUL 158	Commercial Food Prep Work Experience	1-5
CUL 160	Breakfast Preparation	3
CUL 170	Purchasing, Receiving, and Storage	3
CUL 180	Meat, Poultry, and Seafood II	4
CUL 195	Food Server	2
CUL 200	Food Service Nutrition	3
CUL 210	Baking	3
CUL 220	Sauté Preparation and Production	3
CUL 230	Pastry and Dessert	3

General Education Courses (13-15 credits)

ENGL& 101	English Composition I	5
ENGL 150	Vocational/Technical/Business Writing	5
MATH 100	Vocational/Technical Math	5
PSYC& 100	General Psychology	5
PSYCH 106	Applied Psychology	3
SOC& 101	Introduction to Sociology	5

Minimum Credits Required 50**Basic Food Service***Certificate of Achievement***Core Courses (11 credits)**

CUL 100	Culinary Arts Orientation	2
CUL 110	Food Service Sanitation and Safety	2
CUL 140	Pantry Prep	2
CUL 160	Breakfast Preparation	3
CUL 195	Food Server	2

Baking And Pastries*Certificate of Achievement***Core Courses (13 credits)**

CUL 100	Culinary Arts Orientation	2
CUL 110	Food Service Sanitation and Safety	2
CUL 200	Food Service Nutrition	3
CUL 210	Baking	3
CUL 230	Pastry and Dessert	3

Meat, Poultry, Seafood Preparation*Certificate of Achievement***Core Courses (11 credits)**

CUL 100	Culinary Arts Orientation	2
CUL 110	Food Service Sanitation and Safety	2
CUL 130	Meat, Poultry and Seafood I	3
CUL 180	Meat, Poultry, and Seafood II	4

COMMERCIAL TRUCK DRIVING**Commercial Transportation And Maintenance**
*Certificate of Completion***Prerequisite Requirements**

Place in READ 080 or must have a CASAS score of 220 or higher. Have a valid Washington State driver's license. Must have/provide: 1) clean/clear DMV 5-year abstract; 2) DOT physical; meet requirements of FMCSR, sections 391.41 and 391.49; 3) obtain valid Commercial Learners Permit (CLP) from Washington State DMV. Concurrent enrollment in CTM 101, CTM 127, CTM 150 and CTM 185 are required or instructor permission. All core courses need to be completed with a grade of "C" or better. This program has limited enrollment. Students who successfully complete the core courses can obtain their Class A Commercial Driver's License.

Core Courses (53 credits)

CDL 100	Forklift Certification Training	1
CTM 101	Transportation Careers: Commercial Driving	5
CTM 127	Pre-Trip Requirements	5
CTM 150	Range Operations and Equipment	5
CTM 185	Over the Road Driving	5
DT 121	Introduction to Diesel Technology	16
DT 122	Intermediate Diesel Technology	16

General Education Courses (13-15 credits)

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

Minimum Credits Required 66**Commercial Transportation And Maintenance***Certificate of Achievement***Prerequisite Requirements**

Place in READ 080 or must have a CASAS score of 220 or higher. Have a valid Washington State driver's license. Must have/provide: 1) clean/clear DMV 5-year abstract; 2) DOT physical; meet requirements of FMCSR, sections 391.41 and 391.49; 3) obtain valid Commercial Learners Permit (CLP) from Washington State DMV. Concurrent enrollment in CTM 101, CTM 127, CTM 150 and CTM 185 are required or instructor permission.

Core Courses (21 credits)

CDL 100	Forklift Certification Training	1
CTM 101	Transportation Careers: Commercial Driving	5
CTM 127	Pre-Trip Requirements	5
CTM 150	Range Operations and Equipment	5
CTM 185	Over the Road Driving	5

CRIMINAL JUSTICE

Criminal Justice

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

Communication Skills (5 credits)

ENGL& 101 English Composition I

Quantitative Skills (5 credits)

Any generally transferable math course with intermediate algebra as a required prerequisite, except MATH& 131 and MATH& 132.

Science, Social Science, Humanities (10 credits)

PSYC& 100 General Psychology 5
SPCH 101 Fundamentals of Speech 5

Core Courses (35 credits)

CJ& 101 Introduction to Criminal Justice 5
CJUS 104 Line Officer Function 5
CJUS 201 Public/Private Investigation 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 (13 credits)

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

Select 2 of the following (10 credits)

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

Elective Courses (12 credits)

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

Minimum Credits Required 90

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 (AAS) Degree

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

Core Courses (35 credits)

CJ& 101 Introduction to Criminal Justice 5
CJUS 104 Line Officer Function 5
CJUS 201 Public/Private Investigation 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 Introduction to Microsoft Office 3
CJUS 151 Drugs and Our Society 5
CJUS 258 Criminal Justice Internship 1-5
PSYC& 220 Abnormal Psychology 5
or
PSYCH 250 Social Psychology 5

General Courses (28-30 credits)

ENGL& 101 English Composition I 5
MATH 101 Applications of Algebra 5
or
MATH 107 Math in Society (or above) 5
PSYC& 100 General Psychology 5
PSYCH 106 Applied Psychology 3
or
PSYC& 200 Lifespan Psychology 5
SOC& 101 Introduction to Sociology 5
SPCH 101 Fundamentals of Speech 5

Elective Courses (13 credits)

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

Minimum Credits Required 90



Criminal Justice

Certificate of Completion

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

Core Courses (5 credits)

CJ& 101 Introduction to Criminal Justice 5

Select 4 of the following (20 credits)

CJUS 104 Line Officer Function 5
 CJUS 201 Public Private Investigation 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 Introduction Microsoft Office 3
 or
 SPCH 101 Fundamentals of Speech 5

General Courses (18-20 credits)

ENGL& 101 English Composition I 5
 MATH 101 Applications of Algebra 5
 or
 MATH 107 Math in Society (or above) 5
 PSYC& 100 General Psychology 5
 or
 PSYCH 106 Applied Psychology 3
 SOC& 101 Introduction to Sociology 5

Minimum Credits Required 51

DIESEL TECHNOLOGY

Diesel Technology

Associate in Technology (AT) Degree

Prerequisite Requirements

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

Core Courses (96 credits)

DT 121 Introduction to Diesel Technology 16
 DT 122 Intermediate Diesel Technology 16
 DT 123 Advanced Diesel Technology 16
 DT 221 Diagnostics, Testing, and Repair 16
 DT 222 Advanced Diagnostics, Testing, and Repair 16
 DT 223 Certification and Testing 16

Support Courses (27 credits)

WELD 101 Related Welding I 6
 CDL 100 Forklift Certification Training 1
 CTM 101 Transportation Careers: Commercial Driving 5
 CTM 127 Pre-Trip Requirements 5
 CTM 150 Range Operations and Equipment 5
 CTM 185 Over the Road Driving 5

General Courses (13-15 credits)

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

Minimum Credits Required 136

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 Introduction to Diesel Technology 16
 DT 122 Intermediate Diesel Technology 16
 DT 123 Advanced Diesel Technology 16

Support Courses (6 credits)

WELD 101 Related Welding I 6

General Courses (13 credits)

ENGL& 101 English Composition I 5
 or
 ENGL 150 Vocational/Technical/Business Writing 5
 MATH 100 Vocational/Technical Math (or above) 5
 PSYC& 100 General Psychology 5
 or
 PSYCH 106 Applied Psychology 3
 or
 SOC& 101 Introduction 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	Diagnostics, Testing, and Repair	16
DT 222	Advanced Diagnostics, Testing, and Repair	16

Support Courses (6 credits)

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

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
MATH 100	Vocational/Technical Math (or above)	5
PSYC& 100	General Psychology	5
or		
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction 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	Introduction to Diesel Technology
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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 Technology
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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 Technology
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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	Diagnostics, Testing, and Repair
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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	Advanced Diagnostics, Testing, and Repair
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EARLY CHILDHOOD EDUCATION**Early Childhood Education***Certificate of Completion*

Students complete the Initial Certificate courses, core courses and support and general education courses, **plus** a career lattice specialization to obtain the credits required for the Certificate of Completion. Although not required to receive this Certificate of Completion, ECED& 100, Child Care Basics, meets the STARS requirement for State of Washington ECE endorsement.

Initial State Certificate (12 credits)

ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2

Core Courses (17 credits)

EDUC 150	Child, Family, Community	3
ECED& 160	Curriculum Development	5
ECED& 170	Environments for Young Children	3 or
EDUC& 130	Guiding Behavior	3
ECED& 180	Language and Literacy Development	3
ECED& 190	Observation and Assessment	3

Support and General Education Courses (10 credits)

ENGL& 101	English Composition I	5
MATH& 107	Math In Society*	5

Career Lattice Specializations (8 credits each)**State Short Certificate of Specialization – General**

EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3

or

State Short Certificate of Specialization–Infants and Toddlers

EDUC& 115	Child Development	5
ECED& 132	Infants and Toddlers – Nurturing Care	3

or

State Short Certificate of Specialization–School-Age Care

EDUC& 115	Child Development	5
EDUC& 136	School Age Care Management	3

or

State Short Certificate of Specialization–Family Child Care

EDUC& 115	Child Development	5
ECED& 134	Family Child Care Management	3

or

State Short Certificate of Specialization–Administration

EDUC& 115	Child Development	5
ECED& 139	Administration of Early Learning Programs	3

Minimum Credits Required 47

Criminal Justice

Certificate of Completion

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

Core Courses (5 credits)

CJ& 101 Introduction to Criminal Justice 5

Select 4 of the following (20 credits)

CJUS 104 Line Officer Function 5
 CJUS 201 Public Private Investigation 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 Introduction Microsoft Office 3
or
 SPCH 101 Fundamentals of Speech 5

General Courses (18-20 credits)

ENGL& 101 English Composition I 5
 MATH 101 Applications of Algebra 5
or
 MATH 107 Math in Society (or above) 5
 PSYC& 100 General Psychology 5
or
 PSYCH 106 Applied Psychology 3
 SOC& 101 Introduction to Sociology 5

Minimum Credits Required 51

DIESEL TECHNOLOGY

Diesel Technology

Associate in Technology (AS-T) Degree

Prerequisite Requirements

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

Core Courses (96 credits)

DT 121 Introduction to Diesel Technology 16
 DT 122 Intermediate Diesel Technology 16
 DT 123 Advanced Diesel Technology 16
 DT 221 Diagnostics, Testing, and Repair 16
 DT 222 Advanced Diagnostics, Testing, and Repair 16
 DT 223 Certification and Testing 16

Support Courses (6 credits)

WELD 101 Related Welding I 6

General Courses (13-15 credits)

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

Minimum Credits Required 115

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 Introduction to Diesel Technology 16
 DT 122 Intermediate Diesel Technology 16
 DT 123 Advanced Diesel Technology 16

Support Courses (6 credits)

WELD 101 Related Welding I 6

General Courses (13 credits)

ENGL& 101 English Composition I 5
or
 ENGL 150 Vocational/Technical/Business Writing 5
 MATH 100 Vocational/Technical Math (or above) 5
 PSYC& 100 General Psychology 5
or
 PSYCH 106 Applied Psychology 3
or
 SOC& 101 Introduction 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	Diagnostics, Testing, and Repair	16
DT 222	Advanced Diagnostics, Testing, and Repair	16

Support Courses (6 credits)

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

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
MATH 100	Vocational/Technical Math (or above)	5
PSYC& 100	General Psychology	5
or		
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction 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	Introduction to Diesel Technology	
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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 Technology	
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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 Technology	
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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	Diagnostics, Testing, and Repair	
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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	Advanced Diagnostics, Testing, and Repair	
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EARLY CHILDHOOD EDUCATION

Early Childhood Education

Certificate of Completion

Students complete the Initial Certificate courses, core courses and support and general education courses, **plus** a career lattice specialization to obtain the credits required for the Certificate of Completion. Although not required to receive this Certificate of Completion, ECED& 100, Child Care Basics, meets the STARS requirement for State of Washington ECE endorsement.

Initial State Certificate (12 credits)

ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2

Core Courses (17 credits)

EDUC 150	Child, Family, Community	3
ECED& 160	Curriculum Development	5
ECED& 170	Environments for Young Children	3 or
EDUC& 130	Guiding Behavior	3

ECED& 180	Language and Literacy Development	3
ECED& 190	Observation and Assessment	3

Support and General Education Courses (10 credits)

ENGL& 101	English Composition I	5
MATH& 107	Math In Society*	5

Career Lattice Specializations (8 credits each)

State Short Certificate of Specialization – General

EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3

or

State Short Certificate of Specialization—Infants and Toddlers

EDUC& 115	Child Development	5
ECED& 132	Infants and Toddlers – Nurturing Care	3

or

State Short Certificate of Specialization—School-Age Care

EDUC& 115	Child Development	5
EDUC& 136	School Age Care Management	3

or

State Short Certificate of Specialization—Family Child Care

EDUC& 115	Child Development	5
ECED& 134	Family Child Care Management	3

or

State Short Certificate of Specialization—Administration

EDUC& 115	Child Development	5
ECED& 139	Administration of Early Learning Programs	3

Minimum Credits Required 47

Early Childhood Education*Certificates of Achievement***Initial State Certificate (12 credits)**

ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2

State Short Certificate of Specialization—General (20 credits)

ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3

State Short Certificate of Specialization—Infants and Toddlers (20 credits)

ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2
EDUC& 115	Child Development	5
ECED& 132	Infants and Toddler	3

State Short Certificate of Specialization—School-Age Care (20 credits)

ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2
EDUC& 115	Child Development	5
EDUC& 136	School-Age Care Management	3

State Short Certificate of Specialization—Family Child Care (20 credits)

ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2
EDUC& 115	Child Development	5
ECED& 134	Family Child Care Management	3

State Short Certificate of Specialization—Administration (20 credits)

ECED& 105	Introduction to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2
EDUC& 115	Child Development	5
ECED& 139	Administration of Early Learning Programs	3

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

This is a competitive selection program. Students apply to the nursing program and compete with other applicants for a slot in the program on the basis of a point system. Nursing program applications are available October 1st each year in the Nursing Department or online at <http://ghc.edu/nursing>. Applications to nursing school must be received by March 1st.

The following are minimum requirements but do not guarantee selection. Each of the prerequisite requirements must be completed with a minimum grade of “C” (2.0) prior to consideration for selection. Additional points may be earned. To earn the additional points, qualifying documentation must be received no later than the fourth Friday of June to be used in the selection process.

Grays Harbor College offers an Associate of Applied Sciences - Transfer Degree in Nursing (AAS-T Nursing) which qualifies the graduate to take the licensure exam for registered nursing (NCLEX-RN). In addition, registered nurse graduates planning to complete a baccalaureate of science degree in nursing (BSN) will have completed most non-nursing course work required for admission to BSN program. Certain schools may have additional “university-specific” requirements for admission to the institution that are not prerequisites specifically identified in the AAS-T requirements. Students who take an additional one (1) credit course, NURS 198 Personal and Vocational Relationships, concurrently during the Fall quarter of the 2nd year of the program will have the option to apply for the Certificate of Completion in Practical Nursing which qualifies them to take the NCLEX-PN licensure exam to become a Licensed Practical Nurse.

Upon selection, students must submit documentation of current immunizations, American Heart Association Health Care Provider CPR certification, and submit to a National criminal background check. Students are responsible for carrying personal illness/injury insurance. Low cost coverage is available through the college. Information is provided upon request.

Clinical rotations are scheduled during the day and evening hours with some nights and weekend rotations possible in order to gain specific experiences. Students are responsible for their own transportation to clinical sites.

The Associate of Applied Sciences – Transfer Degree in Nursing is accredited by:

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta GA 30326
(404) 975-5000
www.acenursing.org

Check our [Nursing Program website](#) for the most accurate and up-to-date information.



Nursing

Associate in Applied Science-Transfer (AAS) Degree

This program is approved with condition by the Washington State Nurse Care Quality Assurance Commission and accredited by the Accreditation Commission for Education in Nursing. 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 competitive. Contact the Nursing Department for details on selection process.

Prerequisite Requirements

- Age 18
- GPA 2.5 or higher

Prerequisite Courses (30 credits)

BIOL& 160	General Biology	5
BIOL& 241	Anatomy & Physiology I	5
BIOL& 260	Microbiology	5
CHEM& 121	Introduction to Chemistry with Lab	5
ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	5

First Year Nursing Core Courses & Co-Requisites (43.5 credits)

BIOL& 242	Anatomy & Physiology II	5
NURS 161	Nursing Concepts 1	9.5
NURS 162	Nursing Concepts 2	12
NURS 163	Nursing Concepts 3	12
PSYC& 200	Lifespan Psychology	5

Second Year Support Courses (5 credits)

MATH& 146	Introduction to Statistics	5
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Due to off-campus preceptorship requirement, it is highly recommended that students complete these support courses **prior** to the first day of NURS 263.

Second Year Nursing Core Courses (31 credits)

NURS 261	Advanced Nursing Concepts 1	12
NURS 262	Advanced Nursing Concepts 2	12
NURS 263	Transition to Professional Nursing	7

Credits Required for AAS-T 109.5

Optional Course for Degree (1 credit)

NURS 198	Personal and Vocational Relationships PN	1
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Practical Nursing

Certificate of Completion

This program is approved by the Washington State Nurse Care Quality Assurance Commission. Placement in the program is competitive. Contact the Nursing Department for details on selection process.

Prerequisite Requirements

- Age 18
- GPA 2.5 or higher

Prerequisite Courses (30 credits)

BIOL& 160	General Biology	5
BIOL& 241	Anatomy & Physiology I	5
BIOL& 260	Microbiology	5
CHEM& 121	Introduction to Chemistry with Lab	5
ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	5

First Year Nursing Core Courses & Co-Requisites (43.5 credits)

BIOL& 242	Anatomy & Physiology II	5
NURS 161	Nursing Concepts 1	9.5
NURS 162	Nursing Concepts 2	12
NURS 163	Nursing Concepts 3	12
PSYC& 200	Life Span Psychology	5

Second Year Nursing Core Courses (12 credits)

NURS 261	Advanced Nursing Concepts 1	12
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Required Course for Certificate of Completion (1 credit)

NURS 198	Personal and Vocational Relationships PN	1
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Credits Required for Certificate of Completion 86.5

Nursing Assistant Training

Certificate of Achievement

Prerequisites

Completion of a Washington State Criminal Background Check is required prior to entry into clinical agencies. Documentation on file in the Nursing Program Office of immunizations: Hepatitis B immunization series started, 2 skin tests or x-ray findings negative for active TB within 1 year, & flu immunization.

Core Course (9 credits)

CNA 102	Certified Nursing Assistant Training	9
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Successful completion of this Nursing Assistant Training Course qualifies a student to take the Washington State licensure exam for NA-C.

HUMAN SERVICES**Human Services***Associate in Applied Science-Transfer (AAS-T) Degree*

Upon enrollment in HS 101, students must consent to a Washington State Patrol Background check. This is not used to determine program participation. It is only used to assist the student with cooperative work experience placement. Students must have taken or be concurrently enrolled in ENGL 095 or ENGL& 101, and CIS 102.

Communication Skills (5 credits)

ENGL& 101 English Composition I

Quantitative Skills (5 credits)

Any generally transferable math course with intermediate algebra as a required prerequisite, except MATH& 131 and MATH& 132. MATH& 146 strongly recommended for students wishing to transfer.

Science, Social Science, or Humanities (10 credits)

PSYC& 100 General Psychology 5
SPCH 101 Fundamentals of Speech 5

Core Courses (56 credits)

CIS 102 Introduction to Microsoft Office 3
HS 101 Introduction to Human Services 5
HS 102 Survey of Community Resources 5
HS 108 Counseling and Crisis Intervention 5
HS 109 Law and Ethics in Human Services 5
HS 158 Cooperative Work Internship 3
HS 201 Current Issues in Human Services 5
HS 202 Counseling Diverse Populations 5
HS 203 Interview/Assessments in Human Services 5
HS 204 Advanced Counseling/Case Management 5
HS 258 Advanced Cooperative Work Internship 5
PSYC& 200 Lifespan Psychology 5

Option 1: Human Services Generalist Support Courses (20)

ACCT& 201 Principles of Accounting I 5
ALSA 100 Medical Issues & Chemical Dependency 2
ALSA 120 Pharmacology of Alcohol and Drugs 4
ALSA 125 The Dysfunctional Family 3
ALSA 136 Group Dynamics 3
ALSA 140 Chemical Dependency/Case Management 3
ALSA 209 Law/Ethics Chemical Dependency 2
ALSA 210 Chemical Dependency Treatment and the Law 2
ALSA 211 Relapse Prevention 2
ALSA 212 Youth Chemical Dependency 2
Assessment/Counseling
ALSA 270 Alcohol and Substance Abuse Counseling 4
BIOL& 100 Introduction to Biology 5
BTECH 140 Word Processing Applications 5
BTECH 150 Excel 5
ECED& 100 Child Care Basics 3
HSSA& 101 Introduction to Addictive Drugs 4
HUMDV 104 Stress Management and Wellness 2
HUMDV 111 Career Options and Life Planning 3
HUMDV 151 Interpersonal Skills 2
PHIL& 101 Introduction to Philosophy 5
POL S 102 Law and Society 5

Minimum Credits Required for Option 1 96

Human Services (continued)

PSYCH 106 Applied Psychology 3
PSYCH 250 Social Psychology 5
PSYCH 235 Positive Psychology 5
PSYC& 180 Human Sexuality 5
PSYC& 220 Abnormal Psychology 5
SOC& 101 Introduction to Sociology 5
SOC 106 Juvenile Justice 5
SOC 252 Marriage and Family 5

Option 2: Human Services in Chemical Dependency Support Courses (31 credits)

The support courses for this degree are consistent with the Washington State Department of Health's course requirements to obtain a Chemical Dependency Professional certification.

ALSA 100 Medical Issues & Chemical Dependency 2
ALSA 120 Pharmacology of Alcohol/Drugs 4
ALSA 125 The Dysfunctional Family 3
ALSA 136 Group Dynamics 3
ALSA 140 Chemical Dependency/Case Management 3
ALSA 209 Law/Ethics Chemical Dependency 2
ALSA 210 Chemical Dependency Treatment and the Law 2
ALSA 211 Relapse Prevention 2
ALSA 212 Youth Chemical Dependency 2
Assessment/Counseling
ALSA 270 Alcohol/Substance Abuse Counseling 4
HSSA& 101 Introduction to Addictive Drugs 4

Minimum Credits Required for Option 2 107

Human Services*Associate in Applied Science Degree*

Upon enrollment in HS 101, students must consent to a Washington State Patrol Background check. This is not used to determine program participation. It is only used to assist the student with cooperative work experience placement. Students must have taken or be concurrently enrolled in ENGL 095 or ENGL& 101, and CIS 102.

Core Courses (48 credits)

HS 101 Introduction to Human Services 5
HS 102 Survey of Community Resources 5
HS 108 Counseling/Crisis Intervention 5
HS 109 Law/Ethics in Human Services 5
HS 158 Cooperative Work Internship 3
HS 201 Current Issues in Human Services 5
HS 202 Counseling Diverse Populations 5
HS 203 Interview/Assessments in Human Services 5
HS 204 Advanced Counseling/Case Management 5
HS 258 Advanced Cooperative Work Internship 5

General Education Courses (28 credits)

CIS 102 Introduction to Microsoft Office 3
ENGL& 101 English Composition I 5
MATH 101 Applications of Algebra (or higher) 5
PSYC& 100 General Psychology 5
PSYC& 200 Lifespan Psychology 5
SPCH 101 Fundamentals of Speech 5
or
SPCH 201 Fundamentals of Group Discussion 3

Human Services (continued)

Option 1: Human Services Generalist (20)

ACCT& 201	Principles of Accounting I	5
ALSA 100	Medical Issues & Chemical Dependency	2
ALSA 120	Pharmacology of Alcohol/Drugs	4
ALSA 125	The Dysfunctional Family	3
ALSA 136	Group Dynamics	3
ALSA 140	Chemical Dependency/Case Management	3
ALSA 209	Law/Ethics Chemical Dependency	2
ALSA 210	Chemical Dependency Treatment and the Law	2
ALSA 211	Relapse Prevention	2
ALSA 212	Youth Chemical Dependency Assessment/Counseling	2
ALSA 270	Alcohol/Substance Abuse Counseling	4
BIOL& 100	Introduction to Biology	5
BTECH 140	Word Processing Applications	5
BTECH 150	Excel	5
CJ& 101	Introduction to Criminal Justice	5
ECED& 100	Child Care Basics	3
HSSA& 101	Introduction to Addictive Drugs	4
HUMDV 104	Stress Management & Wellness	2
HUMDV 111	Career Options and Life Planning	3
HUMDV 151	Interpersonal Skills	2
PHIL& 101	Introduction to Philosophy	5
POL S 102	Law and Society	5
PSYCH 106	Applied Psychology	3
PSYCH 250	Social Psychology	5
PSYCH 235	Positive Psychology	5
PSYC& 180	Human Sexuality	5
PSYC& 220	Abnormal Psychology	5
SOC& 101	Introduction to Sociology	5
SOC 106	Juvenile Justice	5
SOC 252	Marriage and Family	5

Minimum Credits Required for Option 1 96

Option 2: Human Services in Chemical Dependency (31 credits)

The support courses for this degree are consistent with the Washington State Department of Health's course requirements to obtain a Chemical Dependency Professional certification.

ALSA 100	Medical Issues & Chemical Dependency	2
ALSA 120	Pharmacology of Alcohol/Drugs	4
ALSA 125	The Dysfunctional Family	3
ALSA 136	Group Dynamics	3
ALSA 140	Chemical Dependency/Case Management	3
ALSA 209	Law/Ethics Chemical Dependency	2
ALSA 210	Chemical Dependency Treatment and the Law	2
ALSA 211	Relapse Prevention	2
ALSA 212	Youth Chemical Dependency Assessment/Counseling	2
ALSA 270	Alcohol/Substance Abuse Counseling	4
HSSA& 101	Introduction to Addictive Drugs	4

Minimum Credits Required for Option 2 107

Human Services

Certificate of Completion

Upon enrollment in HS 101, students must consent to a Washington State Patrol Background check. This is not used to determine program participation. It is only used to assist the student with cooperative work experience placement. Students must have taken or be concurrently enrolled in ENGL 095 or ENGL& 101, and CIS 102.

Core Courses (33 credits)

HS 101	Introduction to Human Services	5
HS 102	Survey of Community Resources	5
HS 108	Counseling and Crisis Intervention	5
HS 158	Cooperative Work Internship	3
HS 201	Current Issues in Human Services	5
HS 203	Interview /Assessments in Human Services	5
HS 258	Advanced Cooperative Work Internship	5

General Education Courses (16-18 credits)

CIS 102	Introduction to Microsoft Office	3
ENGL& 101	English Composition I	5
MATH 101	Applications of Algebra (or higher)	5

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

Minimum Credits Required 49

Introduction to Human Services

Certificate of Achievement

Upon enrollment in HS 101, students must consent to a Washington State Patrol Background check. This is not used to determine program participation. It is only used to assist the student with cooperative work experience placement.

Core Courses (15 credits)

HS 101	Introduction to Human Services	5
HS 102	Survey of Community Resources	5
HS 108	Counseling/Crisis Intervention	5



Chemical Dependency
Certificate of Completion

This certificate of completion is intended for a student who has already obtained an associate degree or higher in Human Services or a related field and is interested in becoming a Washington State Certified Chemical Dependency Professional. The student will need to pass a background check when applying for their Chemical Dependency Professional Trainee license. The required certificate coursework covers most of the content areas required for the Chemical Dependency Professional credential issued by the Washington State Department of Health (see RCW 246.811 Washington Administrative Code [WAC Chapter 246-811]).

Core Courses (51 credits)

ALSA 100	Medical Issues & Chemical Dependency	2
ALSA 120	Pharmacology of Alcohol and Drugs	4
ALSA 125	The Dysfunctional Family	3
ALSA 136	Group Dynamics	3
ALSA 140	Chemical Dependency and Case Management	3
ALSA 209	Law/Ethics Chemical Dependency	2
ALSA 210	Chemical Dependency Treatment and the Law	2
ALSA 211	Relapse Prevention	2
ALSA 212	Youth Chemical Dependency Assessment/Counseling	2
ALSA 270	Alcohol and Substance Abuse Counseling	4
HS 102	Community Resources	5
HS 202	Counseling Diverse Populations	5
HS 203	Interview/Assessments in Human Services	5
HSSA& 101	Introduction to Addictive Drugs	4
PSYC& 200	Lifespan Psychology	5
General Education Courses (16-18 credits)		
CIS 102	Introduction to Microsoft Office	3
ENGL& 101	English Composition I	5
MATH 101	Applications of Algebra (or higher)	5
SPCH 101	Fundamentals of Speech	5
or		
SPCH 201	Fundamentals of Group Discussion	3

Minimum Credits Required 67



MEDICAL ASSISTANT

Medical Assistant

Associate in Applied Science-(AAS) Degree

Core Courses (71 credits)

MEDAS 110	Human Body Structure/Med., Terminology I	5
MEDAS 111	Human Body Structure/Med., Terminology II	5
MEDAS 114	Medical Law, Ethics, and Bioethics	3
MEDAS 120	Pathology, Diseases and Treatments	5
MEDAS 131	Communication Skills for Medical Asst.	3
MEDAS 132	Medical Office Safety and Emergencies	3
MEDAS 133	Exam Room (Clinical) Procedures	5
MEDAS 134	Healthcare Calculations	3
MEDAS 135	Medical Lab Procedures I	5
MEDAS 136	Medical Lab Procedures II	5
MEDAS 137	Pharmacology/Medication Administration	5
MEDAS 151	Medical Office Reception Procedures	5
MEDAS 152	Medical Office Business Procedures	5
MEDAS 153	Medical Insurance Coding and Billing	5
MEDAS 195	Medical Assistant Exam Preparation	2
MEDAS 190	Medical Assistant Externship	6
MEDAS 191	Medical Assistant Seminar	1

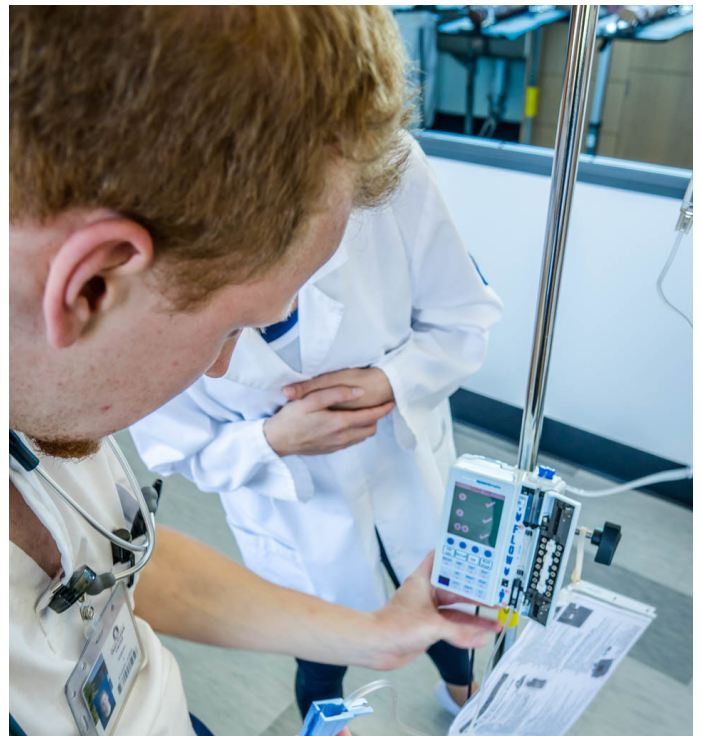
Support Courses (5 credits)

BTECH 124	Keyboard Skillbuilding I	2
CIS 102	Introduction to Microsoft Office	3

General Education Courses (15 credits)

BA 104	Mathematics for Business	5
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
PSYC& 100	General Psychology	5

Minimum Credits Required 91



MEDICAL OFFICE

Medical Office Administrative Support

Certificate of Completion

Core Courses (19 credits)

AHLTH 150	Comprehensive Medical Terminology	5
BTECH 132	Insurance Billing and Coding	3
BTECH 175	Medical Coding	3
BTECH 220	Office Procedures and Ethics	5
BTECH 254	Computerized Information Processing	3

Support Courses (25 credits)

CIS 102	Introduction Microsoft Office	3
BTECH 140	Word Processing Applications	5
BTECH 113	Document Formatting	5
BTECH 115	Electronic Math Applications	3
BTECH 124	Keyboard Skillbuilding I	2
BTECH 125	Keyboard Skillbuilding II	2
BTECH 205	Records Information Management	5

General Courses (11 credits)

BA 140	Business English	3
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction to Sociology	5

Minimum Credits Required 55

Medical Coding

Certificate of Achievement

Core Course (11 credits)

AHLTH 150	Comprehensive Medical Terminology	5
BTECH 132	Insurance Billing/Coding	3
BTECH 175	Medical Coding	3



NATURAL RESOURCES

Forestry Technician

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

Communication Skills (5 credits)

ENGL& 101	English Composition I	
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Quantitative Skills (5 credits)

Any generally transferable math course with intermediate algebra as a required prerequisite, except MATH& 131 and MATH& 132

Science, Social Science, or Humanities (10 credits)

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

Core Courses (54 credits)

NR 101	Introduction to Forest Management	5
NR 110	Principles of GIS	5
NR 131	Forest Ecology – Plant Taxonomy	5
NR 150	Forest Ecology – Disturbances	5
NR 158	Work Experience Seminar	2
NR 160	Forest Ecology – Habitats	5
NR 250	GIS & Remote Sensing	5
NR 258/259	Cooperative Work Experience	5
NR 260	Forest Mensuration	5
NR 270	Silviculture	5
NR 280	Harvest Systems and Products	5
NR 285	Forest Resource Planning	2

General Courses (5 credits)

ENGL& 235	Technical Writing	5
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Select five from the following courses (25 credits)

BA 174	Small Business Management	5
BIOL& 160	General Biology I with lab	5
BIOL& 211	Biological Science II: Molecular/Cell Biology	5
BUS& 101	Introduction to Business	5
CHEM& 121	Introduction to Chemistry	5
CHEM& 161	General Chemistry I with lab	5
EARTH 102	Earth Science	5
ENVS& 100	Survey of Environmental Science	5
GEOL& 101	Introduction to Physical Geology	5
NR 120	Society and Natural Resources	5

Minimum Credits Required 104

Forestry Technician

Associate in Applied Science (AAS) Degree

Core Courses (54 credits)

NR 101	Introduction to Forest Management	5
NR 110	Principles of GIS	5
NR 131	Forest Ecology – Plant Taxonomy	5
NR 150	Forest Ecology – Disturbances	5
NR 158	Work Experience Seminar	2
NR 160	Forest Ecology – Habitats	5
NR 250	GIS & Remote Sensing	5
NR 258/259	Cooperative Work Experience	5
NR 260	Forest Mensuration	5
NR 270	Silviculture	5
NR 280	Harvest Systems and Products	5
NR 285	Forest Resource Planning	2

General Education Courses (25 credits)

ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
MATH& 107	Math in Society (or higher)	5

PSYC& 100	General Psychology	5
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or

SOC& 101	Introduction to Sociology	5
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SPCH 101	Fundamentals of Speech	5
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Support Courses (25 credits)

ENVS& 100	Survey of Environmental Science	5
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or

NR 120	Society and Natural Resources	5
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BA 174	Small Business Management	5
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or

BUS& 101	Introduction to Business	5
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BIOL& 160	General Biology I with lab	5
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or

BIOL& 211	Biological Science II: Molecular/Cell Biology	5
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CHEM& 121	Introduction to Chemistry	5
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or

CHEM& 161	General Chemistry I with lab	5
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GEOL& 101	Introduction to Physical Geology	5
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or

EARTH 102	Earth Science	5
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Minimum Credits Required 104

Forestry Technician

Certificate of Completion

Core Courses (41 credits)

ENVS& 100	Survey of Environmental Science	5
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or

NR 120	Society and Natural Resources	5
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NR 110	Principles of GIS	5
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NR 131	Forest Ecology – Plant Taxonomy	5
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NR 150	Forest Ecology – Disturbances	5
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NR 158	Work Experience Seminar	1
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NR 160	Forest Ecology – Habitats	5
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NR 101	Introduction to Forest Management	5
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or

NR 260	Forest Mensuration	5
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NR 270	Silviculture	5
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or

NR 280	Harvest Systems and Products	5
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NR 258	Cooperative Work Experience	5
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Support and General Education Courses (15 credits)

ENGL& 101	English Composition I	5
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or

ENGL 150	Vocational/Technical/Business Writing	5
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or

ENGL& 235	Technical Writing	5
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MATH 100	Vocational/Technical Math (or higher)	5
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PSYC& 100	General Psychology	5
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or

SOC& 101	Introduction to Sociology	5
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Minimum Credits Required 56



OCCUPATIONAL ENTREPRENEURSHIP

Occupational Entrepreneurship

Associate in Applied Science (AAS) Degree

Students who have earned a certificate of completion in any of the designated professional/technical programs can apply that certificate towards this associate in applied science degree.

Core Courses (23 credits)

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

Certificate of Completion Programs (37-67 credits)

Credits are earned from the requirements for a certificate of completion in any of the following professional/technical programs. These programs include the required general education courses (English, mathematics, human relations).

- Advanced Diesel Technology
- Automotive Technology
- Business Technology
- Carpentry Technology
- Commercial Food Preparation and Service
- Commercial Transportation and Maintenance
- Diesel Technology Fundamentals
- Forestry Technician
- Medical Office Administrative Support
- Related Welding Technology
- Small Business/Entrepreneurship
- Welding Technology

General Courses (18-20 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical/Business Writing	5
MATH 100	Vocational/Technical Math (or above)	5
PSYC& 100	General Psychology	
or		
PSYCH 106	Applied Psychology	3
or		
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5

Suggested Elective Courses (18 credits)

After completing any of the designated certificate programs, students will then complete some basic business classes and suggested electives to earn this degree.

BUS& 101	Introduction to Business	5
BA 104	Mathematics for Business	3
BA 140	Business English	3
BA 150	Fundamentals Finance	5
BUS& 201	Business Law	5
ENGL 150	Vocational/Technical/Business Writing	5

Minimum Credits Required 92

WELDING TECHNOLOGY

Welding Technology

Associate in Technology (AS-T) 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	Welding Blueprint Reading	6
WELD 110	Beginning Welding	16
WELD 120	Intermediate Welding	16
WELD 130	Advanced Welding	16
WELD 240	Pipe Welding I	16
WELD 245	Fabrication	16
WELD 248	Code Welding	16

General Education (13-15 credits)

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

Option 1: Structural Welding (16 credits)

WELD 250	Structural Certification	16
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Option 2: Pipe Welding (48 credits)

WELD 255	Pipe Welding II	16
WELD 260	Pipe Welding III	16
WELD 265	Pipe Welding Certification	16

Option 1 Minimum Credits Required 131

Option 2 Minimum Credits Required 163

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	Welding Blueprint Reading	6
WELD 110	Beginning Welding	16
WELD 120	Intermediate Welding	16
WELD 130	Advanced Welding	16

General Courses (13 credits)

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

Minimum Credits Required 67

Related Welding Technology

Certificate of Completion

Core Courses (24 credits)

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

General Courses (13 credits)

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

Minimum Credits Required 37

Welding Basics Level 1

Certificate of Achievement

Core Courses (18 credits)

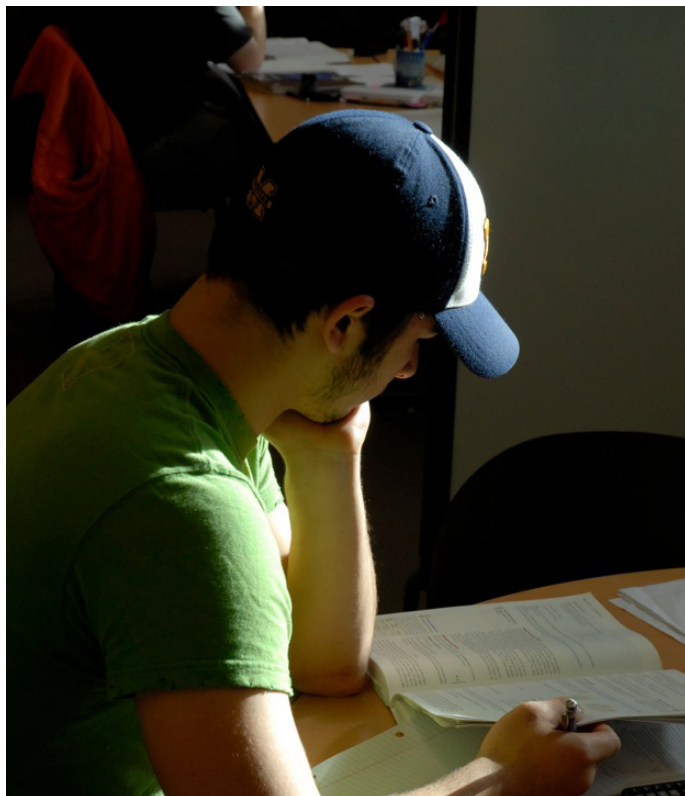
WELD 101	Related Welding I	6
WELD 102	Related Welding II	6
WELD 103	Related Welding III	6

Welding Basics Level 2

Certificate of Achievement

Core Courses (38 credits)

WELD 100	Welding Blueprint Reading	6
WELD 110	Beginning Welding	16
WELD 120	Intermediate Welding	16



Pipe Welding Basics

Certificate of Achievement

Core Courses (32 credits)

WELD 130	Advanced Welding	16
WELD 240	Pipe Welding I	16

Industrial Welding

Certificate of Achievement

Core Courses (32 credits)

WELD 245	Fabrication	16
WELD 250	Structural Certification	16

All Position Pipe Welding

Certificate of Achievement

Core Courses (32 credits)

WELD 248	Code Welding	16
WELD 255	Pipe Welding II	16

Open Root Pipe Welding

Certificate of Achievement

Core Courses (32 credits)

WELD 260	Pipe Welding III	16
WELD 265	Pipe Certification	16

Independent Study

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.

Special Topics

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

Accounting

ACCT 113 5 Credits Introduction to Accounting I

Prerequisites: READ 090, completion of or current enrollment in MATH 70 or instructor permission.

Theory and practice of double-entry bookkeeping and accounting for professional, service and merchandising business organizations. Coverage of accrual systems with preparation of worksheets, adjusting and closing entries, reversing entries, and financial statements. 5 theory 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. Recording of notes and bonds. Preparation of a cash flow statement. 5 theory 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 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ACCT 176 3 Credits Computerized Accounting Functions to Quickbooks™

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 theory hours; 2 guided practice 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. 5 theory 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 fixed assets, intangibles, liabilities, statement of cash flow, additional financial reporting issues and the analysis and interpretation of financial statements. 5 theory 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 theory 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. Includes the concepts of gross income, adjustments to gross income, deductions, credits, depreciation, and capital gains and losses. Provides experience in completing common reporting forms manually. 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ALSA 120 **4 Credits**
Pharmacology of Alcohol/Drugs
 The interaction of alcohol and other drugs in the human body; absorption, distribution, metabolism, mechanism of action, peripheral and central nervous system effect, interaction with other chemicals and physiological consequences of chronic high dosage use. 4 theory 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 theory 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 theory 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 theory 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. Washington State requires that Chemical Dependency professionals take a course pertaining to ethics in chemical dependency treatment. 2 theory 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. Washington State requires that Chemical Dependency professionals take a course pertaining to the legal system. 2 theory hours. Vocational program course. May be used as a general elective in the AA degree.

Adult Basic Education

See "Transitions"

AIDS

AIDS 102 **0.8 Credits**
Health Care Perspective on AIDS
NOTE: This course is offered on an independent study basis. Students can enroll at any time through the end of the quarter.
 A workshop meeting WAMI, HIV, core curriculum requirements aimed at health care professionals to meet licensing requirements related to AIDS training. Vocational program course. May be used as a general elective in the AA degree.

Alcohol/Substance Abuse

ALSA 100 **2 Credits**
Medical Issues & Chemical Dependency
 This course is designed to educate students on the clinical picture, epidemiology, transmission modes and variables of medical issues and illnesses, managing personal fear and resistance concerning AIDS, and the implications of substance abuse on AIDS and other medical issues. This course meets the requirements as stipulated by the Washington State Department of Health for Chemical Dependency Professional Certification. 2 theory 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. Washington State requires that Chemical Dependency professionals take a course in this area. 2 theory hours. Vocational program course. May be used as a general elective in the AA degree.

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

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. Washington State requires that Chemical Dependency professionals take a course in this area. 2 theory 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 theory 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 use. The Student will learn to analyze patterns of substance use disorders and addiction associated with alcohol, prescription, over the counter and illegal substances. The course introduces the student to methods of prevention, assessing the degree of involvement potential substance users have with alcoholism and addiction. 4 theory hours. Vocational program course. May be used as a general elective in the AA degree.

Allied Health

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

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.

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.

Anthropology

ANTH& 100 5 Credits

Survey of Anthropology

Recommended Preparation: ENGL 095 or placement in ENGL& 101. Survey of the fields which make up anthropology: physical anthropology, archeology, prehistory and beginning of history including the earliest cultures and civilizations; ethnology/ social anthropology, living and recent societies of the world. 5 theory hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

Art

ART& 100 5 Credits

Art Appreciation

Recommended Preparation: ENGL& 101. *Prerequisites:* ENGL 095 or placement in ENGL& 101; READ 090 or placement in 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 theory 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 theory 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 theory 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 theory 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 theory 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 theory 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 theory 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 theory 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 theory hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

Astronomy

ASTR& 100 **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 theory 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 theory hours; 16 guided practice 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 theory hours; 16 guided practice 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 theory hours; 16 guided practice 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 theory hours; 16 guided practice 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 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

AUTO 213 16 Credits

Advanced Engine Performance/Air Conditioning/Heating/Shop Management

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, guided practice 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 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

Biological Science

BIOL& 100 5 Credits

Survey of Biology

Recommended preparation: READ 090 or placement in college level reading; Prerequisites: ENGL 095 or placement in ENGL& 101; concurrent enrollment in BIOL& 100 Guided practice.

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 theory hours; 2 guided practice hours. Satisfies science or guided practice requirement area A distribution or specified elective for the AA degree.

BIOL 109 5 Credits

Plants of Western Washington with 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 theory hours; 4 guided practice hours. Satisfies science or guided practice requirement area A distribution or specified elective for the AA degree.

BIOL 140 **5 Credits**
Ecology with Lab
Recommended Preparation: None.
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; concurrent enrollment in BIOL 140 Guided practice.
 This one quarter course is the study of the interaction of plants, animals and other organisms with their environments, the nature of ecosystems, population dynamics, and the human impact on the environment. Emphasis will be placed on current issues in ecology, conservation and sustainability. Guided practice sessions will include ecological field study. For non-majors and allied health students. 4 theory hours; 3 guided practice hours. Satisfies science or guided practice requirement area C distribution or specified elective for the AA degree.

BIOL& 160 **5 Credits**
General Biology with Lab
Recommended preparation: READ 090 or placement in college level reading; *Prerequisites:* ENGL 095 or placement in ENGL& 101; MATH 095 or placement in MATH 098 or higher; concurrent enrollment in BIOL& 160 Guided practice.
 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 theory hours; 2 guided practice hours. Satisfies science or guided practice requirement area A distribution or specified elective for the AA degree.

BIOL& 175 **5 Credits**
Human Biology with Lab
Prerequisites: ENGL 095 or placement in ENGL& 101; READ 090 or placement in college level reading; MATH 070 or placement in MATH 095 or higher; concurrent enrollment in BIOL& 175 Guided practice.
 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. 4 theory hours; 3 guided practice hours. Satisfies science or guided practice requirement area A distribution or specified elective for the AA degree.

BIOL& 211 (formerly BIOL& 222) **5 Credits**
Biological Science I: Majors Cellular
Prerequisites: A grade of "C" or better in CHEM& 121 or CHEM& 161 or instructor permission; concurrent enrollment in BIOL& 211 Guided practice.
 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 structures and functions of biomolecules and cells, cell division, molecular genetics and gene expression, biotechnology, and the genetics of development. 4 theory hours; 3 guided practice hours. Satisfies science or guided practice requirement area A distribution or specified elective for the AA degree. Offered fall quarter.

BIOL& 212 (formerly BIOL& 223) **5 Credits**
Biological Science II: Majors Animal
Prerequisites: A grade of "C" or better in BIOL& 211 or instructor permission; concurrent enrollment in BIOL& 212 Guided practice.
 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 basic botanical and zoological concepts, emphasizing structure and function with the central theme being evolution and diversity. 4 theory hours; 3 guided practice hours. Satisfies science or guided practice requirement area A distribution or specified elective for the AA degree. Offered winter quarter.

BIOL& 213 (formerly BIOL& 221) **5 Credits**
Biological Science III: Majors Plant
Prerequisite: A grade of "C" or better in BIOL& 211; concurrent enrollment in BIOL& 213 Guided practice.
 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 principles of evolution, diversity, and ecology. 4 theory hours; 3 guided practice hours. Satisfies science or guided practice requirement area A distribution or specified elective for the AA degree. Offered spring quarter.

BIOL& 241 **5 Credits**
Human Anatomy and Physiology I
Prerequisite: BIOL& 160 or BIOL& 211 (Majors Cellular) and CHEM& 121 with a grade of "C" or better and concurrent enrollment in BIOL& 241 Guided practice.
 An integrated study of the structure and function of the human body. The following systems are studied: integumentary, skeletal, muscular and nervous. 4 theory hours; 3 guided practice hours. Satisfies specified elective requirement for the AA degree.

BIOL& 242 **5 Credits**
Human Anatomy and Physiology II
Prerequisites: Grade of "C" or better in BIOL& 160 or BIOL& 211 within the last 5 years and a grade of "C" or better in BIOL& 241 within the last 5 years; concurrent enrollment in BIOL& 242 Guided practice.
 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 theory hours; 3 guided practice hours. Satisfies specified elective requirement for the AA degree.

BIOL& 260 **5 Credits**
Microbiology with Lab
Prerequisite: BIOL& 160 or BIOL& 211 and CHEM& 121 with a grade of "C" or better and concurrent enrollment in BIOL& 260 Guided practice.
 Basic microbiological concepts and techniques. The role of microorganisms in health and disease. 4 theory hours; 4 guided practice hours. Satisfies science or guided practice requirement area A distribution or specified elective for the AA degree.

Business

BUS& 101 **5 Credits**
Introduction to Business

Prerequisites: Math 060 and READ 080 or instructor permission.
 Introduction to Business is a general course designed to provide an understanding of how the American business system operates and its place in the economy. The course provides background for more effective and better use of business services in personal affairs as well as foundation for future courses in various business programs. 5 theory hours. Satisfies specified elective requirement for the AA degree.

BA 104 **5 Credits**
Mathematics for Business

Prerequisite: A grade of "C" or better in 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 future values, finance charges, loan and mortgage payments, various taxes and types of insurance will be employed. 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

BA 107 **5 Credits**
Introduction to Global Business

Prerequisite: READ 090; ENGL 095; or instructor permission.
 This course provides a broad overview of international business and trade, and the impact of the international business environment on management decisions. The course will examine the rapid changes that have taken place in international trade and management within recent years. The class will focus on marketing and management activities that cross international borders; and their impact on domestic business practices and decision making. We will also examine the influences on domestic businesses: including technology, culture, law and economics. 5 theory 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 field-based 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 theory 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 theory 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 theory 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 theory 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 field-based 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 theory 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 theory hours. Vocational program course. May be used as a general elective in the AA degree.

Business Technology

BTECH 113 **5 Credits** **Document Formatting**

Prerequisite: CIS 101 or keyboarding ability of 30 wpm or higher 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 maiguided practice copy is emphasized. 4 theory hours; 2 guided practice 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 theory 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 guided practice 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 guided practice 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 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 131 **5 Credits** **Access**

Prerequisites: A grade of "C" or better in MATH 070; a grade of "C" or better in 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 theory hours; 2 guided practice 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 instructor permission.

Provides knowledge and skill in organizing and processing medical bills utilizing industry standard coding methods and manually completed CMS billing forms. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 140 **5 Credits** **Word Processing Applications**

Prerequisite: A grade of "C" or better in 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 theory hours; 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 150 **5 Credits** **Excel**

Prerequisites: MATH 070; a grade of "C" or better in 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 theory hours; 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 160 **2 Credits** **Outlook**

Prerequisites: CIS 100 and CIS 101.

This course offers an introduction to Microsoft Outlook. Students learn to communicate through e-mail, maintain electronic calendars, schedule meetings, and manage contacts. 1 theory hour; 2 guided practice 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 BTECH 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 theory hours; 2 guided practice hours. May be used as a general elective in the AA degree.

BTECH 205 5 Credits**Records and 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 theory hours. Vocational program course. May be used as a general elective in the AA degree.

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

Prerequisite: BTECH 113 and BA 140 or instructor permission.

This is a finishing course for students taking the business technology curriculum. Instruction and practice of office standards, routines, and procedures are given. Telephone/FAX usage, mail processing, e-mail, communication, and human relations skills are included. 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 252 5 Credits**Desktop Publishing**

Prerequisite: BTECH 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 theory hours; 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

BTECH 253 5 Credits**Integrated Software Applications**

Prerequisite: A grade of "C" or better in BTECH 131, BTECH 140, BTECH 150 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 theory hours; 2 guided practice 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 theory hours; 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

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

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

A theory-guided practice course to provide an introduction to safe work practices, work ethics, basic tool use, and carpentry concepts. Students may participate in on-site construction projects. 8 theory hours; 16 guided practice 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 grade of "C" or better and instructor permission.

A theory-guided practice course to build upon the skills learned in CARP 121. Training increases skills and expands tasks learned in CARP 121. Students may participate in on-site construction projects. 8 theory hours; 16 guided practice 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 grade of "C" or better and instructor permission.

A theory-guided practice course to build upon the skills learned in CARP 122. Training increases skills and expands tasks learned in CARP 122. Students may participate in on-site construction projects. 8 theory hours; 16 guided practice 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 grade of "C" or better and instructor permission.

A theory-guided practice 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 on-site construction projects. Tasks are completed to industry standards and increase in complexity. 8 theory hours; 16 guided practice 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 grade of "C" or better and instructor permission.

A theory-guided practice course to build upon the skills learned in CARP 221. Training increases skills and expands tasks learned in CARP 221. Students may participate in on-site construction projects. Tasks are completed to industry standards and increase in complexity. Problem solving is emphasized. Leadership opportunities are presented. 8 theory hours; 16 guided practice 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 grade of "C" or better and instructor permission.

A theory-guided practice course to build upon the skills learned in CARP 222. Training increases skills and expands tasks learned in CARP 222. Students may participate in on-site construction projects. 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 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

Chemistry

CHEM& 110 5 Credits**Chemical Concepts with Lab**

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. 4 theory hours; 2 guided practice hours. Student may not receive credit for both CHEM& 110 and CHEM& 121. Satisfies science or guided practice 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 with 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 theory hours; 2 guided practice hours. Satisfies science or guided practice requirement area B distribution or specified elective for the AA degree.

CHEM& 131 5 Credits**Introduction to Organic/Biochemistry with 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 theory hours; 2 guided practice hours. Satisfies science or guided practice requirement area B distribution or specified elective for the AA degree.

CHEM& 161 5 Credits**General Chemistry with 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 theory hours; 3 guided practice hours. Satisfies science or guided practice requirement area B distribution or specified elective for the AA degree.

CHEM& 162 5 Credits**General Chemistry with 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 theory hours; 3 guided practice hours. Satisfies specified elective requirement for the AA degree.

CHEM& 163 5 Credits**General Chemistry with Lab III**

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

A continuation of general chemistry including equilibrium in aqueous solutions, thermodynamics, electrochemistry, periodic properties of the elements, complexes, nuclear chemistry, and an introduction to industrial and organic chemistry. Laboratory work includes qualitative analysis. 4 theory hours; 3 guided practice hours. Satisfies specified elective requirements for the AA degree.

CHEM& 261 6 Credits**Organic Chemistry with 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. 4 theory hours; 4 guided practice hours. Satisfies specified elective requirement for the AA degree.

CHEM& 262 6 Credits**Organic Chemistry with 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. 4 theory hours; 4 guided practice hours. Satisfies specified elective requirement for the AA degree.

CHEM& 263 3 Credits**Organic Chemistry with 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 theory hours; Satisfies specified elective requirement for the AA degree.

Chinese

See "Foreign Languages"

Commercial Food Preparation/Service

CUL 100 2 Credits**Culinary Arts Orientation**

Prerequisites: Current Washington State Food Handlers Permit, Placement in READ 090 or above, placement in ENGL 060 or above, placement in MATH 060 or above, or instructor permission. Concurrent enrollment in CUL 110.

Introduction to the culinary and hospitality industry. Includes safety, sanitation, knife cuts, commercial equipment, ratios/weights/ measures and service skills. Additional topics include the organization of the modern kitchen, menus, types of establishments, employment, skill levels, and professional standards. 2 theory hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 110 2 Credits**Food Service Sanitation/Safety**

Prerequisite: Concurrent enrollment in CUL 100 or instructor permission.

This course covers the aspects of food safety along with personal safety and personal hygiene. Topics discussed include food borne illness prevention, food storage, safe cooking temperatures, proper food cooling, and understanding kitchen inspection and HACCP. 2 theory hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 130 3 Credits**Meat, Poultry, and Seafood I**

Prerequisite: CUL 100, CUL 110 or instructor permission.

This course covers the identification and preparation techniques of various cuts and grades of meats, poultry, fish/shellfish, and game meats. Topics include processing (butchering) and storage of meats, operation of processing equipment, and proper cleaning of equipment. Food safety and sanitation are stressed. 2 theory hours; 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 140 2 Credits**Pantry Prep**

Prerequisite: CUL 100, CUL 110 or instructor permission.

This course introduces students to basic knife skills and proper techniques and procedures in salad preparation, basic dressing and variations, and sandwiches. Safety and proper tool and equipment usage are stressed. 1 theory hour; 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 150 3 Credits**Stocks, Sauces, and Soups I**

Prerequisite: CUL 100, CUL 110 or instructor permission.

Students are introduced to the use and production of stocks, sauces and soups. The fundamentals of stock making are taught and the students are shown specific stock-making techniques. Students are then shown how to produce the five lead sauces using the stocks produced as well the fundamentals of making clear, thick and National soups. Food safety and sanitation are stressed. 2 theory hours; 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 158 1-5 Credits**Commercial Food Prep and Service Work Experience**

Prerequisite: CUL 100, CUL 110, CUL 220 and instructor permission.

On-the-job training experience within a Commercial Food Prep and Service agency. Students work from 50 to 250 hours with or without remuneration. Students must have current food handler's permits on person at all times while participating in classes and field-based experience.

CUL 160 3 Credits**Breakfast Preparation**

Prerequisite: CUL 100, CUL 110 or instructor permission.

This course teaches the commercial production techniques used in the preparation of breakfast. The course includes the cooking of meats, eggs, cereals, potatoes, batter products and the preparation of fresh fruits for breakfast. Food safety and sanitation are stressed. 2 theory hours and 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 170 **3 Credits**
Purchasing, Receiving, Storage
Prerequisite: CUL 100, CUL 110 or instructor permission.
 Provides experience with purchasing, ordering, supplier selection, receiving, storing, inventory, issuing of products, correct product handling and product security. Food safety and sanitation are stressed. 2 theory hours; 1 guided practice hour. Vocational program course. May be used as a general elective in the AA degree.

CUL 180 **4 Credits**
Meat, Poultry & Seafood II
Prerequisite: CUL 100, CUL 110 or instructor permission.
 This course provides an introduction to cafeteria hot line food production, using saute skills to produce meat, poultry, pasta and vegetarian dishes in a cafeteria style setting. Food safety and sanitation are stressed. 2 theory hours; 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 195 **2 Credits**
Food Server
Prerequisite: CUL 100, CUL 110 or instructor permission.
 Provides the basic knowledge of restaurant service in a full service dining atmosphere, server sequence, tray service, bussing, side work and order taking in a cafeteria style setting are covered. Additional topics include basic knowledge of meal or function demands, principles of proper guest relations, safety, and sanitation. 2 theory hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 200 **3 Credits**
Food Service Nutrition
Prerequisite: CUL 100, CUL 110 or instructor permission.
 Students will learn the basics of food service nutrition for culinary professionals. Topics include basic food groups, analysis of food guided practiceceels, nutrients, the effects of deficiencies, and menu and recipe analysis. Food safety and sanitation are stressed. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 210 **3 Credits**
Baking
Prerequisite: CUL 100, CUL 110 or instructor permission.
 This is an introductory course to cookies, cakes, yeast breads, and quick breads. Student will learn the importance of measurements and order or ingredients. Food safety and sanitation are stressed. 1 theory hour; 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 220 **3 Credits**
Sauté Prep and Production
Prerequisite: CUL 100, CUL 110 or instructor permission.
 Students will be introduced to sauté skills using meat, poultry, seafood, and vegetarian dishes. Emphasis will be efficiency, pan sauce development, herbs, and spices. Food safety and sanitation are stressed. 1 theory hour, 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

CUL 230 **3 Credits**
Pastry and Dessert
Prerequisite: CUL 100, CUL 110 or instructor permission.
 This course includes an emphasis on pies, pastries, desserts, garniture, and confectionery. Students will learn the proper handling and presentation of baked goods. Food safety and sanitation are stressed. 1 theory hour, 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

Commercial Truck Driving

CDL 100 **1 Credit**
Forklift Certification Training
Prerequisite: Instructor permission.
 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. 1 theory hour. Vocational program course. May be used as a general elective in the AA degree.

CTM 101 **5 Credits**
Transportation Careers: Commercial Driving
Prerequisites: Place in READ 080 or must have a CASAS score of 220 or higher . Have a valid Washington State driver's license. Must have/ provide: 1) clean/clear DMV 5-year abstract; 2) DOT physical; meet requirements of FMCSR, sections 391.41 and 391.49; 3) obtain valid Commercial Learners Permit (CLP) from Washington State DMV. Concurrent enrollment in CTM 150, 127, and 185 is required. All CTM core courses must be completed with a grade of "C" or better. Students are introduced to transportation careers with an emphasis on commercial truck driving, including: classroom instruction in FMCSR rules and regulations; mechanical overview of tractors and trailers; safety; defensive driving; FMCSR log book rules; trip planning; managing life on the road; and communication are stressed. This course is designed to teach the student the basic skills and knowledge to successfully operate a Commercial Motor Vehicle in interstate commerce. 2 theory hours, 6 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

CTM 127 **5 Credits**
Pre-Trip Requirements

Prerequisite: Concurrent enrollment in CTM 101 or instructor permission.

Students learn pre-trip inspection procedures used in the commercial truck driving industry; how to read maps; plan destination and return trips; and acquaint themselves with emergency equipment. Emphasis is on safety and on the mastery of the pre-trip requirements for the CDL Class A examination. Additionally, preventive maintenance techniques; completion of inspection reports; daily/monthly logs; loading and unloading of cargo; freight bills, waybills, and manifests; and selecting appropriate hazardous cargo placards will be discussed. 2 theory hours, 6 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

CTM 150 **5 Credits**
Range Operations and Equipment

Prerequisite: Concurrent enrollment in CTM 101 or instructor permission

Students gain knowledge and skills in the areas including, but not limited to, safety, tractor/trailer equipment, control systems, pre-trip inspections, coupling/uncoupling, straight backing, off-set backing (parallel), 90° sight-side backing, and other maneuvers as determined. 2 theory hours; 6 guided practice hours. Vocational program course. May be used as a general elective in the AA degree

CTM 185 **5 Credits**
Over the Road Driving

Prerequisite: Concurrent enrollment in CTM 101 or instructor permission. All CTM core courses must be completed with a grade of "C" or better.

Students will gain knowledge and skills in the areas including, but not limited to, safety, spatial awareness, visual search, putting the vehicle in motion, shifting gears, cornering, uphill/downhill techniques and stopping; rural driving; hazard perception; and city driving. Extreme driving conditions will be discussed. 2 theory hours; 6 guided practice hours. Vocational program course. May be used as a general elective in the AA degree

Computer Information Systems

CIS 100 **2 Credits**
Introduction to Personal Computers

This is a basic computer literacy course designed to provide a beginning level of competency in using personal computers as productivity tools. Hardware and software components will be introduced. Students will learn the purpose and uses of operating systems and word processing with Word. This course is graded Pass/Fail. 1 theory hour; 2 guided practice 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 guided practice 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 theory hours; 2 guided practice 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; 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 theory hours. Vocational program course. May be used as a general elective in the AA degree.

Criminal Justice

CJ& 101 **5 Credits**
Introduction to Criminal Justice

Recommended Preparation: ENGL 095 or placement in ENGL& 101; READ 090 or placement in 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 theory 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 theory hours. Vocational program course. 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 theory 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 theory 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; POL S 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.

Culinary Arts

See “Commercial Food Preparation and Service”

Diesel Technology

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

Prerequisite: Placement in MATH 060, READ 80 and ENGL 060; and instructor permission.

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

Early Childhood Education

ECED& 100 3 Credits**Child Care Basics**

This course is designed to meet licensing requirements for early learning lead teachers and family home child care providers, STARS 30 hour basics course recognized in the MERIT system. Topics: child growth/development, cultural competency, community resources, guidance, health/safety/nutrition and professional practice. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 105 5 Credits**Introduction to Early Childhood Education**

Students will explore the foundations of early childhood education, examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action. 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 107 5 Credits**Health, Safety, and Nutrition**

Students will develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. They will learn to recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available practice community resources. 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 120 2 Credits**Practicum: Nurturing Relationships**

In an early learning setting students will apply best practice for engaging in nurturing relationships with children. The focus is on keeping children healthy and safe while promoting growth and development. 2 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 132 3 Credits**Infants and Toddlers – Nurturing Care**

Students will examine the unique developmental needs of infants and toddlers. Focus will be to study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 134 3 Credits**Family Child Care Management**

Students will learn the basics of home/family child care program management. Topics include: Licensing requirements; business management; relationship building; health, safety, & nutrition; guiding behavior and; promoting growth & development. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 139 3 Credits**Administration of Early Learning Programs**

Students will develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Focus will be to explore techniques and resources available for Washington State licensing and National Association for the Education of Young Children (NAEYC) standard compliance. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 160 5 Credits**Curriculum Development**

Students will investigate learning theory, program planning, and the tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in your children (birth-age 8). 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 170 3 Credits**Environments for Young Children**

Students will design, evaluate, and improve indoor and outdoor environments to ensure quality learning, nurturing, experiences, and to optimize the development of young children. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 180 3 Credits**Language and Literacy Development**

Students will develop teaching strategies for language acquisition and literacy skill development at each development stage (birth – age 8) through the four interrelated areas of speaking, listening, writing, and reading. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ECED& 190 **3 Credits**
Observation and Assessment
 Students will collect and record observations of and assessment data in order to plan for and support the child, the family, the group, and the community. Students will practice reflection techniques, summarize conclusions, and communicate findings. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

EDUC& 115 **5 Credits**
Child Development
 Students will focus on how to build a functional understanding of the foundation of child development, prenatal to early adolescence. They will observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives. 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

EDUC& 130 **3 Credits**
Guiding Behavior
 Students will examine the principles and theories promoting social competence in young children and creating safe learning environments. Focus will be on how to develop skills promoting effective interactions providing positive individual guidance, and enhancing group experiences. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

EDUC& 136 **3 Credits**
School Age Care Management
 Students will develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically: preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development, and community outreach. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

EDUC& 150 **3 Credits**
Child, Family, and Community
 Students working with children ages birth to eight years and their families will learn how to integrate the family and community contexts in which a child develops. The students will learn how to explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication. 3 theory hours. . Vocational program course. May be used as a general elective in the AA degree.

Earth Science

EARTH 102 **5 Credits**
Earth Science
Recommended Preparation: ENGL 095 or placement in ENGL& 101.
Prerequisite: MATH 095 or placement in MATH 098.
 This course provides an introduction to the Earth and the processes that shape our planet. A major theme of the course is how different aspects of the Earth system interact with each other. Selected topics in four basic areas: astronomy, oceanography, meteorology, and geology, and their relation and interaction with the Earth system will be explored. 5 theory hours. Satisfies science distribution area D requirement or specified elective for the AA degree.

Economics

ECON 100 **5 Credits**
Introduction to Economics
Prerequisites: MATH 098 or placement in college level math; 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 theory hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

ECON& 201 **5 Credits**
Micro Economics
Recommended Preparation: ECON& 202
Prerequisite: MATH 060; READ 080; 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 theory 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 theory hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

Education

EDUC 201 **5 Credits**
Introduction/Orientation to Teaching

Recommended Preparation: ENGL 095 or placement in ENGL 101; READ 090 or placement in 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 theory hours. Satisfies specified elective requirement for the AA degree.

EDUC 202 **3 Credits**
Education Practicum

Prerequisite: EDUC 201 or instructor permission and successful completion of a national criminal background check.

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 theory hour; 6 clinical hours. Satisfies specified elective requirement for the AA degree.

English

ENGL 060 **5 Credits**
English Language Study

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

Prerequisite: Placement in ENGL 060 or instructor permission.

ENGL 060 is a basic composition course designed to develop those writing/sentence skills necessary in both everyday writing and subsequent college writing through classroom exercises, group problem-solving, and short writing assignments. Skills gained in this course should help students improve their ability to perform such tasks as writing short-answer tests, brief responses to readings, and brief papers. Designed as preparation for ENGL 095. 5 theory hours. This course does not meet any degree requirements.

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 theory hours. This course does not meet any degree requirements.

ENGL 111 **1-2 Credits**
Writing Lab

Prerequisite: Recommended Co-enrollment: ENGL 060, ENGL 095, ENGL& 101, ENGL& 102, ENGL 150, or ENGL& 235.

Writing Lab is an open-laboratory tutorial course emphasizing the principles and skills involved in preparing academic writing for college classes. The individualized workshop instruction includes such elements of college writing as standard English grammar and syntax, effective paragraph and essay structure, logical argumentation, and the research methods necessary for evidence-backed writing. May be used as a general elective in the AA degree. May be repeated for a total of 6 credits.

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. This course includes instruction in the research methods necessary for evidence-backed writing and emphasizes the preparation of researched essays. 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 theory 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 and research skills practiced in ENGL& 101 directed towards writing expository/argumentative and critical/analytical essays focusing on literature. 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 theory 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 theory hours. Vocational program course. May be used as a general elective in the AA degree.

ENGL 208 **5 Credits**
Survey of British Literature: Origin to 1800
Prerequisite: A grade of "C-" or better in ENGL& 101.
 A history of British literature covering the Anglo-Saxon period to Nineteenth Century with emphasis upon 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 theory hours. Satisfies humanities distribution area D requirement or specified elective for the AA degree.

ENGL 209 **5 Credits**
Survey of British Literature: 1800 to Present
Prerequisite: A grade of "C-" or better in ENGL& 101.
 A history of British literature covering the Nineteenth and early Twentieth Centuries 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 theory hours. Satisfies humanities distribution area D requirement or specified elective for the AA degree.

ENGL& 220 **5 Credits**
Introduction to Shakespeare
Prerequisite: A grade of "C-" or better in ENGL& 101.
 An introduction to the comedies, the histories and the tragedies, this course emphasizes development of the analytical skills necessary to read, write, speak, and think critically about the meaning and dramatic effect of Shakespeare's plays. Additionally, attention is given to understanding the plays within the context of early modern history and culture. 5 theory hours. Satisfies humanities distribution area D requirement or specified elective for the AA degree.

ENGL 233 **5 Credits**
Survey of Children's Literature
Prerequisite: A grade of "C-" or better in ENGL& 101.
 Survey of Children's Literature covers classic and contemporary literary selections designed for readers from pre-kindergarten through 8th grade. Books will be explored primarily for their content, but the course will also include discussion of the books' use of both literary and visual-art form. 5 theory 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 theory hours. Satisfies writing skills requirement or specified elective for the AA degree.

ENGL 241 **2 Credits**
Fiction Writing
Recommended Preparation: A grade of "C-" or better in ENGL 095 or placement in ENGL& 101.
 This course emphasizes the various concerns surrounding the understanding and creation of the short story. Topics addressed in the course include the processes of drafting and revision, analysis of literary style and technique, and methods of offering and accepting constructive criticism. Students are expected to submit original manuscripts for workshop critique during the course of the quarter. 2 theory 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 theory 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 colguided practiceorative 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 theory hours. Satisfies specified elective credit for the AA degree.

ENGL& 244 **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. 5 theory 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 theory hours. Satisfies humanities distribution area D requirement or specified elective requirement for the AA degree.

ENGL 275 **5 Credits**
Literature by Women
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 theory hours.

ENGL 281 **2 Credits**
Fiction Writing II
Prerequisite: A grade of "C" or better in ENGL 241.
 English 281 is a continuation of ENGL 241, emphasizing the various concerns surrounding the understanding and creation of short works of fiction. Topics addressed in the course include the processes of drafting and revision, analyses of literary style and technique, and methods of offering and accepting constructive criticism. The student is expected to submit original manuscripts during the quarter. 2 theory hours. Satisfies specified elective requirement for the AA degree.

ENGL 282 **2 Credits**
Poetry Writing II
Prerequisite: A grade of "C" or better in ENGL 242.
 English 282 is a continuation of ENGL 242, emphasizing the various concerns surrounding the understanding and creation of poetry. Topics addressed in the course include the processes of drafting and revision, analyses of literary style and technique, and methods of offering and accepting constructive criticism. The student is expected to submit original manuscripts during the quarter. 2 theory hours. Satisfies specified elective requirement for the AA degree.

ENGL 283 **2 Credits**
Playwriting II
Prerequisite: A grade of "C" or better in ENGL 243
 English 283 is a continuation of ENGL 243, emphasizing the various concerns surrounding the understanding and creation of the one-act play. Topics addressed in the course include the processes of drafting and revision, analyses of literary style and technique, and methods of offering and accepting constructive criticism. Additionally, the colguided practiceorative natuare of playwriting 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 theory hours. Satisfies specified elective requirement for the AA degree.

Engineering

ENGR& 104 **5 Credits**
Introduction to Engineering and Design
Prerequisites: ENGL 095 and MATH 095 with a grade of "C" or better.
 This course is an introduction to the engineering profession and design process. Topics include: disciplines and opportunities in engineering, engineering fundamentals (e.g. basic dimensional analysis), creativity in problem solving, building group skills, investigation of professionalism, ethical issues, and the historical impact of engineering on human societies. Course activities include writing assignments, individual and team design projects, oral presentations, and a portfolio project. 5 theory hours. Satisfies the requirement for the AS-Track 2 degree or specified elective for the AA degree.

ENGR& 214 **5 Credits**
Statics
Prerequisites: MATH& 152 or PHYS& 221 with a grade of "C" or better (or concurrent enrollment in either of the courses with advisor approval).
 This is a course in engineering statics (mechanics). Topics include: vector notation, scalar and vector analysis of two- and three-dimensional static structures, equilibrium, moments, couples, distributed loads, resultants, centroids, inertia, shear and bending moments, and friction. 5 theory hours. Satisfies the requirement for the AS-Track 2 degree or specified elective for the AA degree.

ENGR& 215 **5 Credits**
Dynamics
Prerequisites: ENGR& 214 and MATH& 163 with a grade of "C" or better or concurrent enrollment in MATH& 163.
 This is a course in engineering dynamics. Topics include: kinematics, kinetics, dynamics or particles and rigid bodies using vector notation, rectangular coordinates, normal and tangent coordinates, curvilinear motion, work, energy, impulse, momentum, rotation, absolute motion, and relative motion. 5 theory hours. Satisfies the requirement for the AS-Track 2 degree or specified elective for the AA degree.

ENGR& 225 **5 Credits**
Mechanics of Materials
Prerequisites: ENGR& 214 and MATH& 163 (or concurrent enrollment) with a minimum grade of 'C'.
 An introduction to the concepts of stress, strain, deformation, and failure theory in solid materials. Applies mechanics of materials concepts to structural and machine elements in tension, compression, bending, and torsion. Topics include deformation of members, Poisson's ratio, stress concentrations, thermal stress, statically indeterminate techniques, flexure formula, shear formula, stress transformation, Mohr's circle, strain gauges, deflections, and columns. This course counts as a Specified Elective for the AA degree. 5 theory hours.

ENGR 240 **5 Credits**
Applied Numerical Methods

Prerequisites: MATH& 163 with a grade of "C" or better.

Numerical solutions to problems in engineering and science using modern scientific computing tools is the focus of this course as well as application of mathematical judgement in selecting computational algorithms and communicating results. MATLAB guided practice programming for numerical computation is introduced. 5 theory hours. Satisfies the requirement for the AS-Track 2 degree or specified elective for the AA degree.

Environmental Science

ENVS& 100 **5 Credits**
Survey of Environmental Science

Recommended Preparation: ENGL 095 or placement in ENGL& 101; placement in MATH 098.

A course addressing the nature of the physical environment and changes in the environment caused by people. Fundamental considerations of matter and energy are followed by studies of human population dynamics, food supplies, hazardous chemicals, air and water pollution, geological and energy resources, and problems associated with storing waste. 5 theory hours. Satisfies science distribution area C requirement or specified elective for the AA degree.

Film

FILM 125 **5 Credits**
Film Interpretation

Recommended Preparation: ENGL& 101.

Prerequisites: ENGL 095 or placement in ENGL& 101.

Film interpretation is a survey course providing the student with a solid background in 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 theory hours; 2 guided practice 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 colguided practiceorative process, this class will make use of group processes in which students share ideas, crew positions, and postproduction duties. 5 Credits: 3 theory hours; 4 guided practice hours. Satisfies specified elective requirement for the AA degree.

Foreign Languages

CHIN& 121 **5 Credits**
Chinese I

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

This course is designed to provide students with elementary knowledge of spoken and written Chinese. The course will focus on speaking, listening, reading and writing skills. Additional attention is given to relevant topics in Chinese culture and history. 5 theory 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 theory 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 theory 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. Additional attention is given to relevant topics in French culture and history. 5 theory 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, focusing on speaking, listening, reading and writing skills. 5 theory 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 theory 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. Additional attention is given to relevant topics in German culture and history. 5 theory 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 theory 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 theory 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 theory 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 theory 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 theory 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. Additional attention is given to relevant topics in Japanese culture and history. 5 theory 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 theory 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 theory 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 theory 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 theory 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 theory 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 theory 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 theory 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 theory 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. Additional attention is given to relevant topics in Russian culture and history. 5 theory 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 theory 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 theory hours. Satisfies specified elective requirement for the AA degree.

SPAN& 121 **5 Credits**
Spanish I

Recommended Preparation: ENGL 095.

Designed for students who have never taken any Spanish or who have been introduced to Spanish in a general way and, for example, are not quite sure whether they have studied only the present tense or maybe some past tense. Tenses covered in this class: Present Tense, Present Progressive, and introduction to Past Preterit and Past Imperfect, Reflexive Verbs. Students who have a working knowledge of the listed concepts should plan to sign up for the next level of Spanish or talk to the instructor. 5 theory hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

SPAN& 122 **5 Credits**
Spanish II

Recommended Preparation: SPAN& 121 or preparation as described above.

Designed for students who have taken one or two years of high school Spanish or SPAN 121, or have been introduced to the two past tenses (Preterit and Imperfect), but are not very confident in using them, and they have not done any work on subjunctive or conditional mood. Tenses covered in the class: Present Perfect, Past Perfect, Future, Conditional, Present Subjunctive. Students who have a working knowledge of the listed concepts should plan to sign up for the next level of Spanish or talk to the instructor. 5 theory hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

SPAN& 123 **5 Credits**
Spanish III

Recommended Preparation: SPAN& 122 or preparation as described above.

Designed for students who are native speakers desiring formal credits for Spanish, students who have studied three or more years of high school Spanish, or students who have completed SPAN 122. Students signing up for Spanish III should have been exposed to the past tenses, conditionals, subjunctive and have a grasp of most of those concepts. Tenses covered in this class: Conditional Perfect, Imperfect Subjunctive, Present Perfect Subjunctive, Future Perfect, Past Perfect Subjunctive. 5 theory hours. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

French

See “Foreign Languages”

Freshmen Year Experience

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 theory hours. May be used as general elective in the AA degree.

Geology

GEOL& 101 **5 Credits**
Introduction to Physical Geology

Recommended Preparation: ENGL 095 or placement in ENGL& 101. Prerequisite: MATH 095 or placement in MATH 098.

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

German

See “Foreign Languages”

Health Promotion and Fitness

HPF 101 **5 Credits**
Health and Wellness

Recommended Preparation: ENGL 095 and READ 090.

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 theory hours. May be used as a general elective in the AA degree.

History

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 theory 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 theory 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 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 theory 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 theory 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 theory 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 guided practice or movements, and the origins of U.S. involvement in world-wide imperialist movements. 5 theory 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 theory 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 theory 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 theory 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 theory hours. Satisfies social science distribution area A requirement or specified elective for the AA degree

HIST 252 **5 Credits**
Latin American History

Recommended Preparation: READ 090 or placement in 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 theory 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 theory 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 theory 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 theory hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

Human Development

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

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

This course is designed to provide general information, tools, and guides for stress management and wellness promotion. Students will look at the physical, cognitive, psychological, and behavioral factors related to stress and coping. The goal is to help each student improve in the ability to manage stress. Instruction techniques will include theorys, extensive use of group activities, and introduction of relaxation methods, such as progressive relaxation. 2 theory 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 theory hours. Satisfies general elective requirement for the AA degree.

HUMDV 111 **2 Credits****Career Options and Life Planning**

Prerequisite: 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, guided practice or 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 theory hours. Satisfies general elective requirement for the AA degree.

HUMDV 140 **2 Credits****Introduction to Leadership Concepts**

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

This course is intended to provide a foundation for students to gain an introduction to the field of leadership. The course will examine topics such as: the nature of leadership, recognizing leadership traits, developing leadership skills, creating a vision, setting the tone, listening to out-group members, overcoming obstacles, and addressing values in leadership. Attention will be given to helping students to understand and improve their own leadership performance. 2 theory 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 theory hours; 4 guided practice 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 theory, role playing, extensive use of group activities and discussion, and practice assignments. 2 theory hours. Satisfies general elective requirement for the AA degree.

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

Prerequisite: CIS 102 or concurrent enrollment, concurrent enrollment in ENGL 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 theory hours. Vocational program course. May be used as a general elective in 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 theory hours. Vocational program course. May be used as a general elective in the AA degree.

HS 105 **5 Credits****Introduction to Domestic Violence/Sexual Assault Advocacy**

This course provides an introduction to the strategies and skills necessary to provide intervention for domestic violence and sexual assault victims and perpetrators. Students will understand theories and models that give insight to the dynamics of violence and the impacts to others. In addition, students will develop skills in providing crisis intervention and advocacy to adult and child victims of domestic violence and sexual assault. 5 theory 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 theory, 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 theory 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 theory 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 theory hours. Vocational program course. May be used as a general elective in the AA degree.

HS 202 **5 Credits**
Counseling Diverse 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 theory 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: HS 202 or instructor permission.
 Introduction to interviewing and assessment techniques in the human services field. Emphasis is on information gathering and building productive individual service plans for human services clients. Importance is placed on assessing the person's complete psycho-social structure. 5 theory 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 and successful completion of HS 203, 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 theory 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, Japanese, 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 practice on the library's information networks, the online catalog, the Internet and other standard research tools. 2 theory hours. Satisfies specified elective requirement in 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 theory 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 theory hours. This course does not meet any degree requirements.

MATH 070 5 Credits

Pre-Algebra

Prerequisites: A grade of "C-" or better in MATH 060 or appropriate placement test score or instructor permission.

This course is intended for students who have some current algebra skills. Topics include fractions, percents, real number arithmetic, exponents, order of operations, algebraic expressions, linear equations and inequalities with one variable, working with units, formulas and graphing linear equations on a coordinate graph. 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 theory hours. This course does not meet any degree requirements.

MATH 095 5 Credits

Elementary Algebra

Prerequisite: A grade of "C-" or better in MATH 070 or appropriate placement test score.

Math 095 is the middle course in the Algebra sequence including Math 070 and Math 098. Topics include: solving linear equations in one and two variables; evaluation and manipulation of formulas; unit analysis; proportions; graphing linear equations in two variables; rates; finding the equation of a line; exponent rules; scientific notation; adding, subtracting, and multiplying polynomials; function notation; systems of linear equations; one-variable linear inequalities; absolute value equations; and solving application problems. 5 theory hours. This course does not meet any degree requirements.

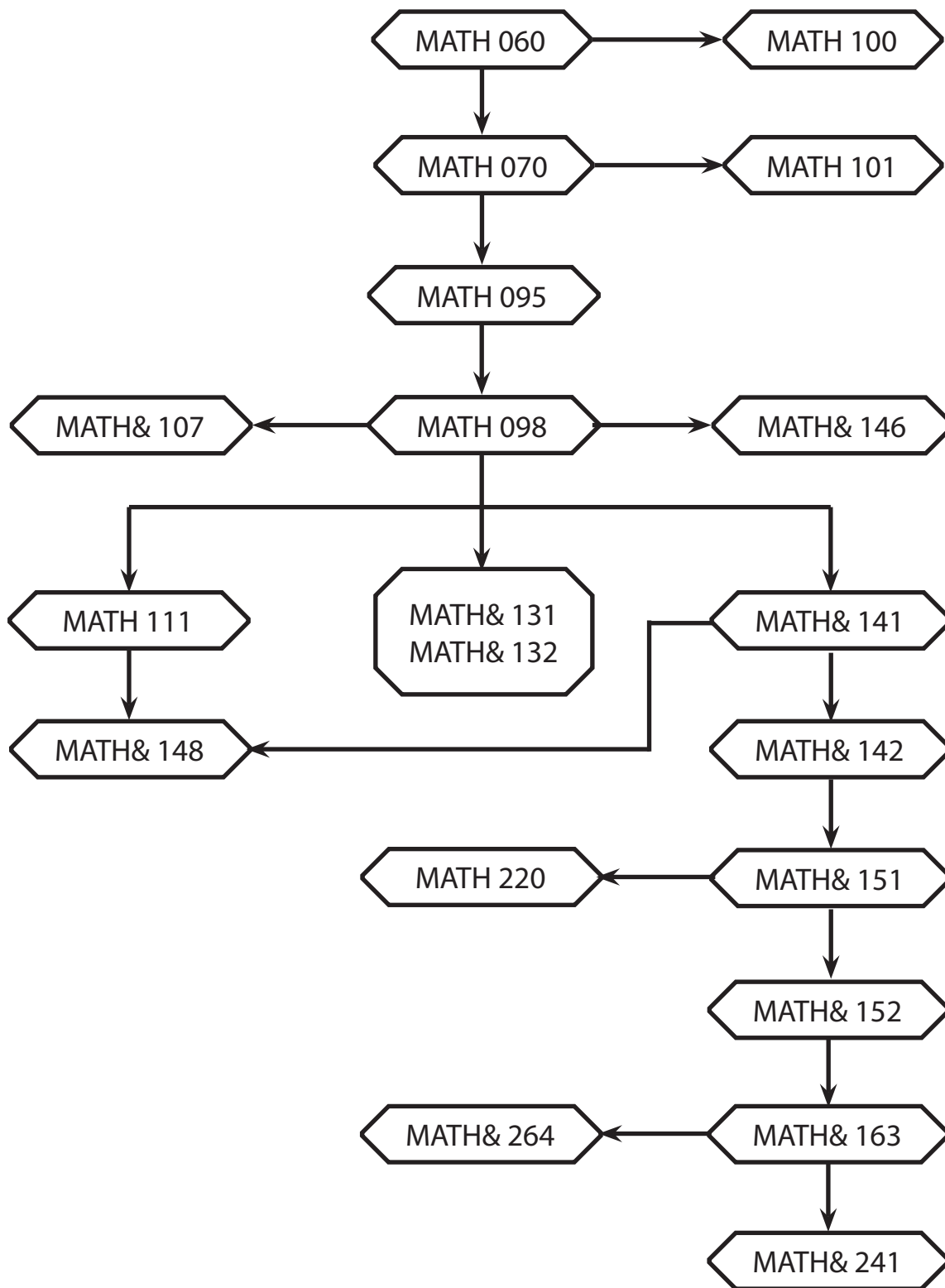
MATH 098 5 Credits

Intermediate Algebra

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

MATH 098 equid practiceorates on the foundation of basic algebra built in MATH 095. A variety of concepts and skills will be introduced to prepare students for work in college level math and math related subjects. Skills include: factoring; simplifying and solving rational expressions and equations; simplifying and solving exponential and radical expressions and equations; solving linear and quadratic equations; using function notation; graphing lines and parabolas; writing equations of lines; and setting up and solving applications involving basic science and business mathematical models. MATH 098 serves as a prerequisite to MATH& 107, MATH& 111, MATH& 131, MATH& 132, MATH& 141 and MATH& 146. 5 theory hours. This course does not meet any degree requirements.

Math Course Sequence



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 theory 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**

Prerequisite: 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 theory hours.

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

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

Prerequisite: MATH 098 with a grade of "C" or better; or appropriate placement score.

MATH& 107 covers a variety of topics including the use of percent in relative change and difference, use of the CPI, financial models and money management, probability, statistical reasoning, measures of central tendency and variation, linear growth and decrease, 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. It is taught at approximately the same level as college algebra, statistics and finite mathematics, but the material is intended to be more practical for the liberal arts student. 5 theory hours. Satisfies the quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

MATH 111 **5 Credits****Introduction to Finite Mathematics**

Prerequisite: 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 theory 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**

Prerequisite: 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. 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, place value, numeration and computation, fractions, decimals, percent, ratios and proportional reasoning, and number theory. 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 theory hours. Students who complete both MATH& 131 and MATH& 132 will satisfy the quantitative skills requirement (MATH& 131) and be granted 5 credits of specified elective.

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

Prerequisite: A grade of "C" or better in MATH 098 or appropriate placement score. *Recommended Preparation:* ENGL 095 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. The major objective of this course is to prepare the prospective K-8 teacher to understand elementary school mathematical concepts taught from kindergarten through the eighth grade. MATH& 132 focuses on geometric figures, measurement, probability and statistics. 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 theory hours. Students who complete both MATH& 131 and MATH& 132 will satisfy the quantitative skills requirement (MATH& 131) and be granted 5 credits of specified elective.

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 theory 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**

Prerequisite: 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 theory hours. Vocational program course. May be used as a general elective for the AA degree.

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

Prerequisite: MATH 098 with a grade of "C" or better; or appropriate placement score.

MATH& 107 covers a variety of topics including the use of percent in relative change and difference, use of the CPI, financial models and money management, probability, statistical reasoning, measures of central tendency and variation, linear growth and decrease, 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. It is taught at approximately the same level as college algebra, statistics and finite mathematics, but the material is intended to be more practical for the liberal arts student. 5 theory hours. Satisfies the quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

MATH 111 **5 Credits****Introduction to Finite Mathematics**

Prerequisite: 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 theory 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**

Prerequisite: 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. 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, place value, numeration and computation, fractions, decimals, percent, ratios and proportional reasoning, and number theory. 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 theory hours. Students who complete both MATH& 131 and MATH& 132 will satisfy the quantitative skills requirement (MATH& 131) and be granted 5 credits of specified elective.

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

Prerequisite: A grade of "C" or better in MATH 098 or appropriate placement score. *Recommended Preparation:* ENGL 095 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. The major objective of this course is to prepare the prospective K-8 teacher to understand elementary school mathematical concepts taught from kindergarten through the eighth grade. MATH& 132 focuses on geometric figures, measurement, probability and statistics. 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 theory hours. Students who complete both MATH& 131 and MATH& 132 will satisfy the quantitative skills requirement (MATH& 131) and be granted 5 credits of specified elective.

MATH& 141 **5 Credits**
Precalculus I
Prerequisite: A grade of "C+" or better in MATH 098 or appropriate placement score.
 MATH& 141 is the first course in the standard precalculus sequence. This course and MATH& 142 are designed for students intending to take calculus and/or physical science courses. Content includes: the definition of a function; linear functions; graphs of functions; inverse functions; quadratic functions; polynomial and rational functions; exponential functions; and logarithmic functions. Applications are drawn from the natural and social sciences, and engineering. 5 theory hours. Satisfies the quantitative skills requirement, science distribution area F requirement, or specified elective for the AA degree.

MATH& 142 **5 Credits**
Precalculus II
Prerequisite: A grade of "C" or better in MATH& 141.
 MATH& 142 is the second course in the standard precalculus sequence, and it continues the preparation for calculus and/or physical science courses begun in MATH& 141. Content includes: right triangle trigonometry; trigonometric functions; inverse trigonometric functions; trigonometric identities; polar coordinates; vectors; parametric equations; and conic sections. Applications are drawn from the natural and social sciences, and engineering. 5 theory hours. Satisfies the quantitative skills requirement, science distribution area F requirement, or specified elective for the AA degree.

MATH& 146 **5 Credits**
Introduction to Statistics
Prerequisite: 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 theory hours. Satisfies quantitative skills requirement or science distribution area F requirement or specified elective for the AA degree.

MATH& 148 **5 Credits**
Business Calculus
Prerequisite: 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 theory hours. Satisfies quantitative skills requirement, science distribution area F requirement, or specified elective for the AA degree.

MATH& 151 **5 Credits**
Calculus I
Prerequisite: A grade of "C" or better in MATH& 142.
 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; curve sketching; and applied optimization. Applications are taken from the natural and social sciences, and engineering. 5 theory hours. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

MATH& 152 **5 Credits**
Calculus II
Prerequisite: 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; antidifferentiation; the fundamental theorem of calculus; techniques of integration; infinite series; and, applications including areas, volumes, rates of change, exponential growth and decay, and arc length. Applications are taken from the natural and social sciences, and engineering. 5 theory hours. Satisfies quantitative skills requirement, science distribution 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 sequence. Content includes: parametric equations; polar coordinates; vectors and the geometry of space; analysis of vector functions; differentiation and optimization of functions of several variables; and multiple integration. Applications are taken from the natural and social sciences, and engineering. 5 theory hours. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

MATH 220 **5 Credits**
Linear Algebra
Prerequisites: A grade of "C" or better in MATH& 151 or concurrent enrollment in MATH& 151.
 MATH 220 is a first course in Linear Algebra. Content includes: systems of linear equations, matrices, matrix factorizations, vector spaces and subspaces, orthogonality, least squares, determinants, eigenvalues, and eigenvectors. Applications are taken from the sciences and engineering. 5 theory hours. Satisfies science distribution area F requirement or specified elective for the AA degree.

MATH 241 **5 Credits**
Differential Equations I
Prerequisite: A grade of “C” or better in 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; motion problems; linear second order equations; variation of parameters; undetermined coefficients; analysis of vibrations; electric circuits; series solution method; Laplace transforms; Dirac delta function; solution of non-homogenous linear systems; and basic applications of linear systems. Applications are taken from the natural and social sciences and engineering. 5 theory hours. Satisfies specified elective requirement for the AA degree.

MATH& 264 **5 Credits**
Calculus 4
Prerequisites: A grade of “C” or better in MATH& 163.
 MATH& 264 is the fourth course of the standard calculus sequence. Content includes: infinite sequences and series (builds on coverage in MATH& 152); cylindrical and spherical coordinates; the general chain rule for functions of several variables; triple integrals in rectangular, cylindrical and spherical coordinates; vector fields; line integrals; surface integrals; Green’s theorem; Stokes’ theorem; and the Divergence Theorem. Applications are taken from the natural sciences and engineering. 5 theory hours. Satisfies science distribution area F requirement or specified elective for the AA degree.

MEDAS 111 **5 Credits**
Human Body Functions and Medical Terminology II
Prerequisite: Completion of MEDAS 110 with a grade of “B-“ or better.
 Continuation of MEDAS 110 with medical word building, roots, prefixes, suffixes, and human physiology. Terms are related to body systems: immune, lymphatic, cardiovascular, dermatology, respiratory, urinary, reproductive, musculoskeletal, sense organs, endocrinal as well as psychiatric. Terms used in written and verbal communication by Medical Assistants and other healthcare providers are highlighted. Course work includes pronunciation, spelling, and abbreviations. 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 114 **3 Credits**
Medical Law, Ethics, and Bioethics for Medical Asst.
Prerequisite: ENGL 095 with a grade of “C-“ or better; or placement in ENGL& 101 or ENGL 150.
 This course presents a comprehensive systems approach to the study of medical law, ethics, and bioethics as related to the ambulatory health care setting, including legal terminology and professional liability. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 120 **5 Credits**
Pathology, Diseases, and Treatments
Prerequisite: Completion of MEDAS 110 and MEDAS 111 with a grade of “B-“ or better.
 The etiology, symptoms, diagnostic procedures and treatment of common diseases in the following body systems will relate to the medical assistant and other ambulatory healthcare employees: digestive, blood & immune, musculoskeletal, urinary, reproductive, endocrine, nervous, and special senses. 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 131 **3 Credits**
Communication Skills for Medical Assistants
Prerequisite: ENGL 095 with a grade of “C-“ or better; or placement in ENGL& 101 or ENGL 150.
 Techniques for building the client/patient relationships. Emphasis is on therapeutic communications. 3 theory hours. Vocational program course.

MEDAS 132 **3 Credits**
Medical Office Safety and Emergencies
Prerequisite: READ 090, completion of ENGL 095 with a grade of “C-“ or better; or placement in ENGL& 101 or ENGL 150.
 AHA Healthcare Provider CPR and basic first aid, infection control and medical asepsis, personal safety precautions, HIV/AIDS and bloodborne pathogens training and emergency preparedness. 2 theory hours, 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

Medical Assistant

MEDAS 110 **5 Credits**
Human Body Structure and Medical Terminology I
Prerequisite: READ 090, completion of ENGL 095 with a grade of “C-“ or better; or placement in ENGL& 101.
 Introduction to medical word building with common roots, prefixes, and suffixes. Terms are related to the body as a whole and in the context of human anatomy, body structure, and anatomical divisions and planes of the body. The following body systems will be covered: skeletal, muscular, circulatory, respiratory, and digestive including clinical procedures, diagnostic tests, and eponyms as used by Medical Assistants and other healthcare providers in the following MEDAS 133 Exam Room Procedures. Course work includes pronunciation, spelling, and abbreviations. 5 theory hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 133 **5 Credits****Exam Room (Clinical) Procedures**

Prerequisite: Completion of MEDAS 110, 114, 131, and 132 with a grade of "B-" or better.

This course introduces basic examination techniques, including patient prep, vital signs, care and usage of the otoscope, ear/eye exams, and documentation. Physical environment safety, asepsis & infection control will be applied to: wound & burn care, assisting with minor office surgery, sutures & suture removal.. Student will identify surgical instruments & proper care of instruments, and operate autoclave. 3 theory hours, 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 134 **3 Credits****Healthcare Calculations**

Prerequisite: Completion of MATH 095 with a grade of "C-" or better or placement in MATH 098.

This course presents math as used in ambulatory healthcare. Dosage calculations, reference ranges, temperature conversions, growth charts, and use of the metric system. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 135 **5 Credits****Medical Lab Procedures I**

Prerequisite: Completion of MEDAS 110, 111, 114, 131, and 132 with a grade of "B-" or better.

This course presents basic lab introduction, OSHA, CLIA, infection control, microbiology principles, specimen collection, care and use of the microscope, physical and chemical urinalysis, UA slide preparation, venipuncture, hematology testing: hemoglobin, hematocrit, ESR. 3 theory hours, 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 136 **5 Credits****Medical Lab Procedures II**

Prerequisite: Completion of MEDAS 135 with a grade of "B-" or better.

This course continues blood chemistry, blood glucose monitoring, cholesterol screening, hemocults, serology, microbiology and toxicology testing. Pulmonology testing with peak flow meters and spirometers and treatments using small volume nebulizers will be performed, along with ECG recording. 3 theory hours, 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 137 **5 Credits****Pharmacology and Medication Administration**

Prerequisite: Completion of MATH 095 with a grade of "C-" or better or placement in MATH 098; MEDAS 133 and MEDAS 134 with a grade of "B-" or better.

This course includes a review of MEDAS 133 and an overview of drug therapy and theory relative to medical assisting. Oral and parenteral medication administration techniques and practice included. 3 theory hours, 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 151 **5 Credits****Medical Office Reception Procedures**

Prerequisite: Completion of MEDAS 110, 114, and 131 with a grade of "B-" or better.

Oral, written, and telephone skills development appropriate to a medical receptionist setting. Emphasis on professional attitudes and job search readiness. General medical office procedures, including use of electronic medical records and appointment scheduling. 3 theory hours, 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 152 **5 Credits****Medical Office Business Procedures**

Prerequisite: Completion of MEDAS 151 with a grade of "B-" or better.

This course introduces software, accounts receivable procedures, professionalism and record management in the medical office. 3 theory hours, 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 153 **5 Credits****Medical Insurance Coding and Billing**

Prerequisite: Completion of MEDAS 151 with a grade of "B-" or better.

This course introduces medical insurance, billing, and coding. Overview of insurance plans, insurance claims, and health insurance terminology will be covered. 3 theory hours, 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 190 **6 Credits****Medical Assistant Externship**

Prerequisite: Completion of all required courses, and core competencies in the Medical Assistant program with a grade of "B-" or better in each course; co-enrollment in MEDAS 191 and MEDAS 195; instructor permission.

Supervised medical assistant experience in a health care facility. Provides students with the opportunity to apply knowledge and skill in performing administrative and clinical procedures, and in developing professional attitudes for interacting with other professionals. 180 clinical hours. Vocational program course.

MEDAS 191 1 Credit**Medical Assistant Seminar**

Prerequisite: Co-enrollment in MEDAS 190 and MEDAS 195.

This course brings together students to prepare for externship and to discuss issues in the work place. There is an emphasis on communication, professionalism, and the importance of continuing education. Employment opportunities, job search skills, resume writing, and interview techniques will be addressed. Discussion of state certification guidelines with a focus on the AAMA certification exam. 1 theory hour. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 195 2 Credits**Medical Assistant Exam Preparation**

Prerequisite: Completion of all required courses, and core competencies in the Medical Assistant program with a grade of "B-" or better in each course; co-enrollment in MEDAS 190 and MEDAS 191; instructor permission.

Review of Medical Assistant administrative and clinical competencies including anatomy and physiology, medical terminology and legal aspects. Discussion of studying and test taking techniques to prepare for the AAMA certification exam. 2 theory hours. Vocational program course.

Music

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 theory 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 theory 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 guided practice 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 guided practice 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 guided practice 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 theory 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 theory hours. Satisfies specified elective requirement for the AA degree.

MUSC& 123 **2 Credits**
Ear Training 3
Recommended Preparation: Concurrent enrollment in MUSC& 133.
Prerequisite: MUSC& 122.
 Advanced listening, identification of seventh chords, major and minor chords, augmented and diminished chords, advanced melodic and harmonic dictation, advanced sight singing. 2 theory hours. Satisfies specified elective requirement for the AA degree.

MUSC& 131 **3 Credits**
Music Theory 1
Prerequisites: Concurrent enrollment in MUSC& 121; basic piano or guitar skills, or concurrent enrollment in MUSIC 117.
 This is the first class of the music theory sequence required by music majors. Notation, scales, keyboard harmony, intervals, triads, terminology, analysis of simple harmony and beginning ear training. 3 theory hours. Satisfies humanities distribution area C requirement or specified elective for the AA degree.

MUSC& 132 **3 Credits**
Music Theory 2
Recommended Preparation: Concurrent enrollment in MUSC& 122 or instructor permission. *Prerequisites:* MUSC& 121; MUSC& 131.
 Continuation of MUSC& 131 with emphasis on harmonic analysis and four-part writing. 3 theory hours. Satisfies specified elective requirement for the AA degree.

MUSC& 133 **3 Credits**
Music Theory 3
Recommended Preparation: Concurrent enrollment in MUSC& 123 or instructor permission. *Prerequisites:* MUSC& 122; MUSC& 132.
 Continuation of MUSC& 132 with emphasis on harmonic analysis and four-part writing. 3 theory hours. Satisfies specified elective requirement for the AA degree.

MUSIC 150 **1 Credit**
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 thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.

MUSIC 151 **1 Credit**
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 thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.

MUSIC 152 **1 Credit**
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 thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.

MUSIC 154 **1 Credit**
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 thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.

MUSIC 155 **1 Credit**
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 thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.

MUSIC 156 **1 Credit**
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 thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.

MUSIC 157 **1 Credit**
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 thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.

MUSIC 158 **1 Credit**
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 thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.

MUSIC 161 **1 Credit**
Symphony Orchestra

Prerequisite: Instructor permission or audition required.

Credit is given to college students who are regular members of the Grays Harbor Symphony. 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 162 **1 Credit**
Pit Orchestra I

Prerequisite: Instructor permission or audition required.

Credit is given to college students who are regular members of the pit orchestra for the Grays Harbor College musical production. 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 165 **1 Credit**
Concert Band

Prerequisite: Instructor permission or audition required.

Credit is given to college students who are regular members of the Grays Harbor Concert Band. 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 171 **1 Credit**
Civic Choir

Prerequisite: Instructor permission or audition required.

Credit is given to college students who are regular members of the Civic Choir. 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 173 **2 Credits**
Jazz Choir

Prerequisite: Instructor permission or audition required.

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. 4 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 181 **2 Credit**
Jazz Band

Prerequisite: Instructor permission or audition required.

This is a performance group which will play a variety of big-band styles from the 40's to present. 4 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 190 **1 Credit**
Steel Drum Ensemble

Prerequisite: Instructor permission or audition required.

Credit is given to college students who are regular members of the Grays Harbor College Steel Drum Ensemble. 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 217 **1 Credit**
Intermediate Piano I

Prerequisite: MUSIC 117 or instructor permission.

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 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 218 **1 Credit**
Intermediate Piano II

Prerequisite: MUSIC 217 or instructor permission.

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 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 219 **1 Credit**
Intermediate Piano III

Prerequisite: MUSIC 218 or instructor permission.

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 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSC& 221 **2 Credits**
Ear Training 4

Recommended Preparation: Concurrent enrollment in MUSIC 231.

Prerequisite: MUSC& 123

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 theory hours. Satisfies specified elective requirement for the AA degree.

MUSC& 222 **2 Credits**
Ear Training 5

Recommended Preparation: Concurrent enrollment in MUSIC 232.

Prerequisite: MUSC& 221.

Intermediate listening, melodic and harmonic dictation, seventh chord identification and use within harmonic progressions, sight singing and part singing. 2 theory hours. Satisfies specified elective requirement for the AA degree.

MUSC& 223 **2 Credits**
Ear Training 6

Recommended Preparation: Concurrent enrollment in MUSIC 233.

Prerequisite: MUSC& 222.

Advanced listening, identification of seventh chords, and altered chords, advanced melodic and harmonic dictation, advanced sight singing. 2 theory hours. Satisfies specified elective requirement for the AA degree.

MUSIC 231 **3 Credits**
Intermediate Harmony

Recommended Preparation: Concurrent enrollment in MUSC& 221.

Prerequisite: MUSC& 133 or instructor permission.

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

MUSIC 232 **3 Credits**
Advanced Harmony I

Recommended Preparation: Concurrent enrollment in MUSC& 222.

Prerequisite: MUSIC 231 or instructor permission.

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

MUSIC 233 **3 Credits**
Advanced Harmony II

Recommended Preparation: Concurrent enrollment in MUSC& 223.

Prerequisite: MUSIC 232 or instructor permission.

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

MUSIC 240 **1 Credit**
Opera Workshop

Prerequisite: Audition required. Participation or experience in Applied Lessons - Voice strongly recommended.

Credit is given to college students who are regular members of the Opera Workshop. Two guided practice 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 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 262 1 Credit
Pit Orchestra II

Recommended preparation: MUSIC 162 or instructor permission.
A continuation of MUSIC 162. 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 265 1 Credit
Grays Harbor Concert Band

Prerequisite: Instructor permission or audition required.

Credit is given to college students who are regular members of the Grays Harbor Concert Band. 2 guided practice 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 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 273 2 Credits
Jazz Choir

Recommended Preparation: MUSIC 173 or instructor permission.
A continuation of MUSIC 173. 4 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 281 2 Credits
Jazz Band

Recommended Preparation: MUSIC 181 or instructor permission.
A continuation of MUSIC 181. 4 guided practice hours. Satisfies specified elective requirement for the AA degree.

MUSIC 290 1 Credit
Steele Drum Ensemble

Prerequisite: Instructor permission or audition required.

A continuation of MUSIC 190. 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

Natural Resources**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 theory hours; 2 guided practice 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 placement in MATH 107; or instructor permission.

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

NR 120 5 Credits
Society and Natural Resources

Prerequisites: ENGL 095 or placement in ENGL& 101.

This course will provide students with a broad overview of the role of social sciences (e.g., sociology, political science and economics) and critical decision making related to the allocation of limited natural resources. Theories will cover the basis of natural resource issues, role of social science in natural resources management and how sustainability factors into this role. The curriculum will focus on case studies that highlight specific resource management issues with an emphasis on issues in the Pacific Northwest. Theories will be supplemented with guest presentations from individuals that represent a variety of natural resource stakeholders (tribal, state, federal and private) in Western Washington. Guided practices will allow students to investigate contemporary resource issues and prepare a report on a specific environmental topic. 4 theory hours; 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

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

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

Part one of a three part forest ecology series. Theorists 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 theory 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 guided practices. This course will be taught in an accelerated format being completed in a two-week period. 3 theory hours; 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

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

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 iteration of plants, animals and the environment with an emphasis on events that cause significant changes of our forest plant communities. Theorists 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 theory and Laboratory material and will be required to maintain a field journal during guided practices. This course will be taught in an accelerated format being completed in a 2 week period. 3 theory hours; 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

NR 158 **Work Experience Seminar** **2 Credits**

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

This seminar will prepare the student for the cooperative field-based experience required for the Natural Resources-Forest Technology program. We will explore personal goals and then options for positions as seasonal employees or volunteers of natural resources agencies and companies. Students will complete a job application, edit, revise or create a resume, prepare a cover letter, establish personal references and learn proper interview techniques. Leadership and group interaction will be practiced in teaching and practical settings. The student will also be trained in first responder first-aid and CPR techniques that are appropriate for the workplace. 4 field based experience hours. Vocational program course. Required course for the Associate of Applied Science in Forestry Technology degree. May be used as a general elective in the AA degree.

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

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. Guided practices 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 theory hours; 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

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

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 theory hours; 4 guided practice 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 field-based 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 field based experience 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 field-based 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 field based experience 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, computer applications, land surveying techniques, deed and title searches and land descriptions. Guided practices 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 guided practices will be done at the school forest and may involve day long guided practices 3 theory hours; 4 guided practice hours. Vocational program course. May be used as a general 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, pre-commercial and commercial thinning and harvest treatments. Guided practices will emphasize silvics of regionally important trees and practical, applied management prescription development at the school forest. 3 theory hours; 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

NR 280 **5 Credits**
Harvest Systems & 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. Guided practices will be conducted at the school forest and will emphasize wood identification, unit layout, identification of hazards, and hand and power tool safety. 3 theory hours; 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

NR 285 **2 Credits**
Forest Resource Planning
Prerequisites: NR 101, NR 110, NR 250, NR 260, NR 270, NR 280, or instructor permission.
 This is a capstone course for the forest technician degree. The student will draw upon previous courses in the program to write a forest management plan that meets the standards of the American Tree Farm System. Students will meet with local forest land owners and work to either revise or create a management plan that will cover key topics of goals and objectives, stand and property descriptions, site conditions including soils, water courses and roads, forest health concerns, and fish and wildlife presence and habitat. A working map will be created with essential land characteristics identified. A final presentation will be made to the class and/or land owner along with the report. 2 theory hours. Vocational program course. May be used as a general elective in the AA degree.

Nursing

CNA 102 **9 Credits**
Certified Nursing Assistant Training
Prerequisite: Students must 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 theory hours and 8 guided practice hours. Vocational program course. May be used as a general elective in the AA degree

NURS 161 **9.5 Credits**
Nursing Concepts 1
Prerequisite: Acceptance to the Nursing Program and completion of or concurrent enrollment in BIOL& 242.
 Students are introduced to professional nursing roles and responsibilities and basic clinical skills necessary to provide patient centered care. Using the campus guided practice and selected community settings, students will begin health assessment skills to provide safe care for culturally diverse patients. 5 theory hours; 9 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

NURS 162 **12 Credits**
Nursing Concepts 2
Prerequisite: NURS 161 with a grade of "B-" or better; BIOL& 242 with a grade of "C" or better. Concurrent enrollment in PSYC& 200 or completion with a grade of "C" or better.
 Students build on concepts learned about care of patients across the lifespan. The focus is on providing direct nursing care to patients with common, chronic, and stable health problems in long term care. They will also assess growth and development of children in selected community settings. 6 theory hours; 12 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

NURS 163 **12 Credits**
Nursing Concepts 3
Prerequisite: NURS 162 with a grade of "B-" or better; PSYC& 200 with a grade of "C" or better.
 Students learn concepts related to the care of individuals across the lifespan experiencing acute common alterations in health within the family and community context. Students use nursing judgment based on current evidence to safely provide quality, patient centered care in a variety of settings. 6 theory hours; 12 guided practice 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 161, 162, 163, and 261 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. Vocational program course. May be used as a general elective in the AA degree

NURS 261 **12 Credits**
Advanced Nursing Concepts 1
Prerequisite: NURS 163 with a grade of "B-" or better.
 Students learn concepts related to the care of individuals across the lifespan experiencing acute complex alterations in health within the family and community context. An additional focus will be placed on issues related to maternal/newborn populations. Students colguided practiceorate with members of the health care team to plan and implement safe quality care in a variety of settings. 6 theory hours; 12 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

NURS 262 **12 Credits**
Advanced Nursing Concepts 2
Prerequisite: NURS 261 with a grade of B- or better.
 Students will build on the application of complex concepts related to the care of patients throughout the lifespan. This will include analysis of nursing practice appropriate for patients with multi system, critically ill and/or emergent conditions. Students will have opportunities to apply learning in various settings such as acute care, critical care and the community. 6 theory hours; 12 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

NURS 263 **7 Credits**
Transition to Professional Practice
Prerequisite: NURS 262 with a grade of B- or better.
 Student will synthesize concepts using unfolding case studies to focus on leadership and manager of care. Students will have the opportunity to develop a study plan for their NCLEX-RN® examination success. Preceptorship is intended to facilitate the student's transition from student role to professional nursing practice. 2 theory hours; 15 Clinical hours. Vocational program course. May be used as a general elective in the AA degree.

Nutrition

NUTR& 101 **5 Credits**
Nutrition
Prerequisite: Grade of "C" or better in BIOL& 100 or BIOL& 160 or BIOL& 211 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 guided practiceels and diet planning. This course is intended for science, non-science, and health sciences students. 5 theory hours. Satisfies specified elective requirement for the AA degree.

Philosophy

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 theory hours. Satisfies humanities distribution area G requirement or specified elective for the AA degree.

Physical Education

PE 104 **1 Credit**

Pickleball

Prerequisite: Apparent good health or physician’s approval for participation.

This class is designed to introduce the student to the game of pickleball. Fundamental instruction in the use of equipment as well as an emphasis on court strategy will be stressed. 2 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 113 **1 Credit**

Beginning Golf

Prerequisite: Apparent good health or physician’s approval for participation.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.



PE 114 **1 Credit**
Intermediate Golf

Prerequisite: Apparent good health or physician's approval for participation. PE 113 or instructor permission.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 120 **1 Credit**
Beginning Softball

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

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 124 1 Credit**Intermediate Softball**

Prerequisite: Apparent good health or physician's approval for participation. PE 120 or instructor permission.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 125 1 Credit**Beginning Volleyball**

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

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 126 1 Credit**Intermediate Volleyball**

Prerequisite: Apparent good health or physician's approval for participation. 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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 127 1 Credit**Advanced Volleyball**

Prerequisite: Apparent good health or physician's approval for participation. 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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 155 1 Credit**Beginning Soccer**

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

This class is designed to introduce the basic skills and strategies of soccer to each student. Basic skills such as dribbling, passing, and shooting will be taught using technique drills while strategies will be learned through drills and team play. Soccer is an excellent aerobic activity and students will learn the benefits of aerobic fitness through participation in soccer as a lifetime wellness activity. 2 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 156 1 Credit**Intermediate Soccer**

Prerequisite: Apparent good health or physician's approval for participation. PE 155 or instructor permission.

This class will emphasize continued skill development in the basic skills, along with the introduction of more advanced skills in depth. Strategies will be studied and applied during game play. The benefits of participating in soccer as a lifetime fitness activity will also be emphasized. 2 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 165 **Beginning Baseball** **1 Credit**
Prerequisite: Apparent good health or physician's approval for participation.
 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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 166 **Intermediate Baseball** **1 Credit**
Prerequisite: Apparent good health or physician's approval for participation. PE 165 or instructor permission.
 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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 170 **Fitness Lab** **1 Credit**
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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 171 **Intermediate Fitness Lab** **2 Credits**
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 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 172 **Advanced FitnessLab** **2 Credits**
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 guided practice setting as well as outside opportunities. 4 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 180 **Beginning Wrestling** **1 Credit**
Prerequisites: Apparent good health or physician's approval for participation.
 This class is designed to introduce the basic skills and strategies of wrestling to each student. Basic skills will be taught using technique drills. Strategies will be learned through drills and workouts. 2 guided practice hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 181 **Intermediate Wrestling** **1 Credit**
Prerequisites: Apparent good health or physician's approval for participation. PE 180 or instructor permission.
 This course will emphasize continued skill development in the basic skills, along with the introduction of more advanced skills in depth. Strategies will be studied and applied during workouts. 2 theory hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

Physics

PHYS& 114 **General Physics with Lab I** **5 Credits**
Prerequisites: A grade of "C" or better in 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 theory hours; 2 guided practice hours. Satisfies science or guided practice requirement area E distribution requirement or specified elective for the AA degree.

PHYS& 115 **General Physics with Lab II** **5 Credits**
Prerequisite: PHYS& 114.

A continuation of PHYS& 114, 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 theory hours; 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

PHYS& 116 **5 Credits**
General Physics with Lab III

Prerequisite: PHYS& 115.

A continuation of PHYS& 115, 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 theory hours; 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

PHYS& 221 **5 Credits**
Engineering Physics with 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 theory hours; 2 guided practice hours. Satisfies science or guided practice requirement area E distribution requirement or specified elective for the AA degree.

PHYS& 222 **5 Credits**
Engineering Physics with 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 theory hours; 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

PHYS& 223 **5 Credits**
Engineering Physics with 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 theory hours; 2 guided practice hours. Satisfies specified elective requirement for the AA degree.

Polish

See “Foreign Languages”

Political Science

POL S 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 theory hours. Satisfies social science distribution area B requirement or as a specified elective in the AA degree.

POL S 110 **5 Credits**
Law and Justice

Recommended Preparation: ENGL 095 or placement in ENGL& 101; READ 090 or placement in 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, guided practice or-relations law, welfare law, and civil rights laws as they impact each and every one of us. 5 theory hours. Satisfies specified elective requirement for the AA degree.

POL S 200 **5 Credits**
Foreign Policy of the United States

Recommended Preparation: READ 090 or placement in 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 theory hours. Satisfies specified elective requirement for the AA degree.

POL S& 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 theory 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 theory hours. Satisfies specified elective requirement 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 theory 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 theory hours. Satisfies specified elective requirement for the AA degree.

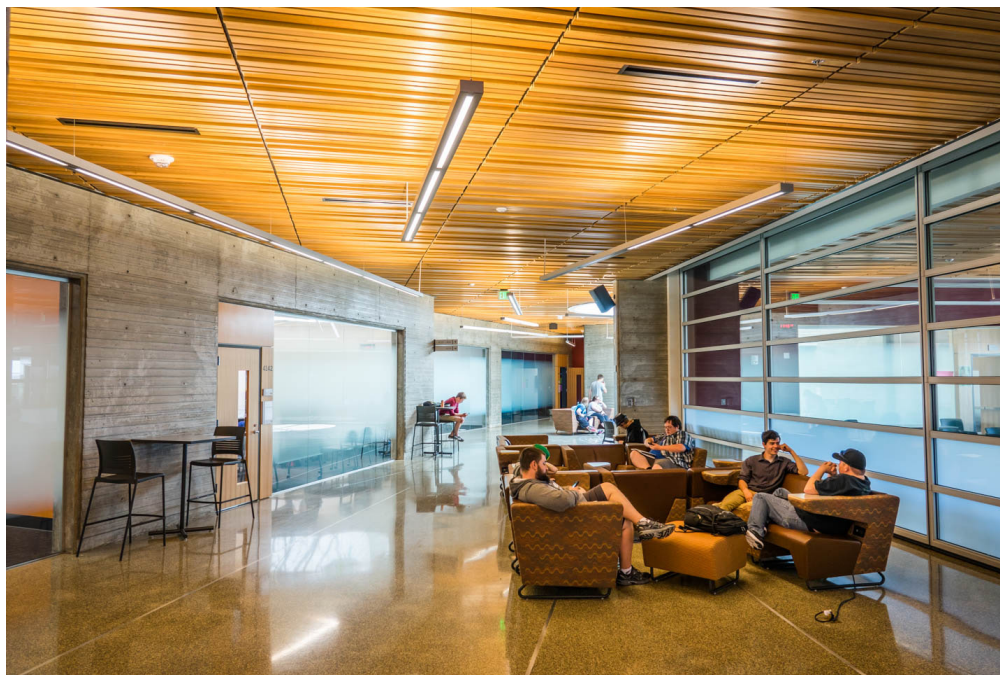
Psychology

PSYC& 100 **5 Credits****General Psychology**

Recommended Preparation: Placement in ENGL& 101. An introduction to psychology utilizing theorys 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 theory hours. Satisfies social science distribution area D requirement or specified elective 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 theory 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 theorys, 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 theory 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 theory hours. Satisfies specified elective requirement for the AA degree.

PSYCH 235 **5 Credits**
Positive Psychology
Prerequisite: PSYC& 100.
 Positive psychology is the scientific study of optimal human functioning that aims to discover and promote factors allowing individuals and communities to thrive. The primary goal of this course is to explore psychology from a positive perspective. The course will begin with an exploration of the history of positive psychology and will cover a broad range of topics that relate to overall happiness and well-being. Some of the topics covered include conceptual explorations of culture, strengths, resiliency, mindfulness, flow optimism, hope, wisdom, spirituality, gratitude, empathy, love, motivation, personal development, relationships, altruism, and career development. The goal of the class is to experience and learn that positive psychology is the comprehensive field not just the study of positive attitude and emotions. 5 theory hours. May be used as a specified elective in the AA degree.

Reading

READ 080 **5 Credits**
Reading/Study I
Prerequisite: Appropriate reading placement test score or instructor permission.
 This course helps improve reading skills with an emphasis on comprehension, vocabulary building, and study strategies. Reading selections – academic, general interest, and motivational – are from text and online sources. Designed as preparation for Reading 90. 5 theory hours. This course does not meet any degree requirements.

READ 090 **5 Credits**
College Preparatory Reading/Study I
Prerequisite: Appropriate reading placement test score or instructor permission or a grade of C- or better in READ 080 or READ 081.
 This course emphasizes improvement of reading, vocabulary, and study skills necessary for understanding and learning college-level material. Curriculum includes short writing assignments. Reading selections – academic, general interest, and vocational – are from text and online sources. 5 theory hours. his course does not meet any degree requirements.

Russian

See “Foreign Languages”

Sociology

SOC& 101 **5 Credits**
Introduction to Sociology
Recommended Preparation: ENGL 095 or placement in ENGL& 101.
 An introduction to the principles, concepts, theories and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels. 5 theory 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 theory 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 theory 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 theory 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 theory hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

Spanish

See "Foreign Languages"

Speech

SPCH 101 **5 Credits**
Fundamentals of Speech
 Principles of effective oral communication including delivery, organization, content, and stress management. A functional approach to effective speaking with practical application in informative, impromptu, and persuasive speeches. 5 theory 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 field-based 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 theory hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

Theatre Arts

DRMA& 101 **5 Credits**
Introduction to Theatre
Prerequisite: ENGL 095 or placement in ENGL& 101.
 A theatre class from the spectator's point of view. All of the elements that make up the theatrical experience are examined including the contributions of the playwright, the director, the designer, and the actor. Professional and local productions are viewed and discussed in terms of both enjoyment and workability. 4 theory hours, 2 guided practice 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 theory 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 theory 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 theory 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 theory 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 theory hours. Satisfies specified elective requirement for the AA degree.

Welding Technology

WELD 100 **6 Credits**
Welding Blueprint Reading
Prerequisites: Placement in ENGL 060, READ 080. MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher. Instructor permission required.
 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 theory hours; 6 guided practice 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 theory hours; 6 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 102 **6 Credits**
Related Welding II
 A theory-guided practice 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 theory hours; 6 guided practice hours. Vocational program course. May be used as general elective in the AA degree.

WELD 103 **6 Credits**
Related Welding III
 A theory-guided practice 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 theory hours; 6 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 110 **16 Credits**
Beginning Welding
Prerequisites: Placement in ENGL 060, READ 080. MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher. Instructor permission required.
 A theory-guided practice course to provide an introduction to safe industrial work practices, work ethics, oxy-fuel cutting and common manual and semi-automatic welding processes. 8 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 120 **16 Credits**
Intermediate Welding
Prerequisites: Placement in ENGL 060, READ 080. MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher. Instructor permission required.
 A theory-guided practice 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 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 130 **16 Credits**
Advanced Welding
Prerequisites: Placement in ENGL 060, READ 080. MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher. Instructor permission required.
 A theory-guided practice 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 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 240 **16 Credits**
Pipe Welding I
Prerequisites: Placement in ENGL 060, READ 080. MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher. Instructor permission required.
 A theory-guided practice course to build upon skills learned in WELD 110 through WELD 130. Pipe is stick and TIG welded in all positions. 8 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.



WELD 245 **16 Credits** **Fabrication**

Prerequisites: Placement in ENGL 060, READ 080. MATH 060 with “B” or better or placement in MATH 100 or BMCT score of 38 or higher. Instructor permission required.

A theory-guided practice 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 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 248 **16 Credits** **Code Welding**

Prerequisites: Placement in ENGL 060, READ 080. MATH 060 with “B” or better or placement in MATH 100 or BMCT score of 38 or higher. Instructor permission required.

A theory-guided practice course to build upon skills learned in WELD 110 through WELD 245. Course emphasizes code quality fillet welding in all positions with restricted access, and practice for certification testing. 8 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 250 **16 Credits** **Structural Certification**

Prerequisites: Placement in ENGL 060, READ 080. MATH 060 with “B” or better or placement in MATH 100 or BMCT score of 38 or higher. Instructor permission required.

A theory-guided practice 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 theory hours; 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 255 **16** **Pipe Welding II**

Prerequisites: Eighty-six welding credits minimum with 3.5 GPA in all welding course work and instructor permission.

A theory-guided practice course to build upon skills learned in WELD 110 through WELD 248. Course emphasizes code quality carbon steel pipe welding in all positions. Course includes practice with restricted access work. 8 theory hours, 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 260 **16** **Pipe Welding III**

Prerequisites: Completion of WELD 248 and WELD 255 with a 3.0 GPA, and instructor permission.

A theory-guided practice course to build upon skills learned in WELD 110 through WELD 248 and WELD 255. Course emphasizes code quality carbon steel and stainless steel pipe welding in all positions with and without restricted access. 8 theory hours, 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

WELD 265 **16** **Pipe Certification**

Prerequisites: Completion of WELD 260 with a “C” or better, and instructor permission.

A theory-guided practice course to build upon skills learned in WELD 260. Course covers selected industry qualification test requirements, procedures, and acceptance standards. Successful welders will practice and pass selected pipe qualification tests. Testing fees apply for each test. Course includes a capstone exam to ensure retention of competency in previous Welding Technology program course topics. 8 theory hours, 16 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

BAS General:

Applied bachelor's degrees fill skill gaps in practical, market-driven fields where job requirements have advanced beyond the associate degree level. They add junior and senior courses to two-year professional-technical (vocational) degrees that would otherwise not transfer to universities. Students build upon their already valuable two-year degrees to land higher-paying jobs and promotions, while employers get the rounded skill sets they seek in bachelor's degrees.

- Bachelor of Applied Science - Forest Resource Management (BAS-FRM)
Bachelor of Applied Science - Organizational Management (BAS-OM)
- Bachelor of Applied Science – Teacher Education (BAS-TE)

Applying for the BAS programs:

1. Sign up for *email alerts* to be notified of important program dates and information
2. Review the program *entrance requirements*.
3. Complete and submit the program *application materials*.

Advising

Students accepted into a BAS program will receive quarterly advising from program administration and/or faculty.

Registration

Registration for 300 and 400 level courses is restricted to students accepted into a BAS program.

Tuition and Fees

Tuition for all Bachelor of Applied Science programs is set by the State Board for Community and Technical Colleges (SBCTC). BAS tuition for the 2016-2017 year is (tuition reflects 15 credits per quarter/45 credits per academic year)

Financial Aid and Scholarships

Please see page 12 of the catalog for information on applying for financial aid and scholarships

Contact Information

For information on specific program requirements contact the applicable individual below:

Bachelor of Applied Science Program

Katie Dailey
Completion Facilitator
(360) 538-4030
bas@ghc.edu

BAS - Organizational Management

Lucas Rucks
Dean for Workforce Education
(360) 538-4013
lucas.rucks@ghc.edu

BAS- Forest Resources Management

Alex Souza Bastos
Instructor, Forest Resources Management
(360) 538-4033
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BAS- Teacher Education:

Erin Dilley-Linton
Associate Dean, Teacher Education and Certification
(360) 538-2514
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GHC Bachelor of Applied Science in Forestry Resource Management (BAS-FRM)

The Bachelor of Applied Science Forest Resources Management (**BAS-FRM**) degree prepares students to engage professionally as Foresters in public and private companies, Conservation Managers, Wildland Fire Supervisors, and other environmental professions

Classes at Grays Harbor College in Aberdeen, Washington, are taught with a two-year track. The core course sequence is taught fall, winter and spring quarters. In-class instruction occurs on Grays Harbor College's Aberdeen campus, with a portion of the course work completed online or in the field.

Some of the program classes are shared between Green River College (GRC) and Grays Harbor College via Interactive Television (ITV), with field work completed locally.

Degree Requirements

Completion of a Natural Resources related Associate's degree, or an AAS in an equivalent field. Degree must be completed with cumulative GPA of 2.0 or higher.

Student must have earned a 2.5 minimum grade in all Natural Resources related courses during their degree.

Prerequisite Requirements

Applicants must have a grade of 2.0 or higher in the following courses prior to program start.

ENGL& 101 English Composition I

ENGL& 235 Technical Writing

SPCH 101 Fundamentals of Speech

MATH& 107 Math in Society

GEOL& 101 Intro. to Physical Geology

or

EARTH 102 Earth Science

BIOL& 211 Biological Science I: Majors Cellular

or

BIOL& 160 General Biology with Lab

BUS& 101 Introduction to Business

or

BA 174 Small Business Management

CHEM& 121 Intro. to Chemistry w/ Lab

or

CHEM& 161 General Chemistry with Lab I

PSYC& 100 General Psychology

or

SOC& 101 Introduction to Sociology

Degree Required Courses

Degree required courses are not a pre-requisite to the program, they are a requirement for earning your bachelor's degree.

Some degree required courses may be prerequisites to upper division courses. Students are encouraged to complete these courses in their associate's degree if possible. Courses must be completed with a grade of at least 2.0.

- Humanities (5 credits)
- MATH& 146 Introduction to Statistics
(OR ENV&S 100 if MATH& 146 was completed during AAS)

Recommended Skills

- Computer proficiency in Internet, word processing, spreadsheets and presentations software.
- Ability to study and work outdoors under all weather conditions and uneven terrain.

BAS-FRM Program of Study

The BAS-FRM is a unique degree path for Community and Technical Colleges in Washington State. As designed, the core courses for the Forest Resource Management degree will be the same between GRC and GHC, while each school teaches a concentration (specialization track) resulting in two separate track options. These options are Forest Resource Management: Operations specialty courses, which will be offered by Grays Harbor College; and Forest Resource Management: Sampling and Assessment specialty course, which will be offered by Green River College. Students will be able to get both specialties if they desire with their diploma awarded by their home institution.

The common core classes were developed jointly by GRC and GHC to best suit industry needs ensuring that BAS students at either institution have a strong core set of skills based in applied field application. This degree will consist of 90 credits from the AAS degrees at GHC or GRC, 45 additional general education credits that meet State education requirements, 31 shared Natural Resource core credits of the BAS degree offered at both Green River College and Grays Harbor College with individual forestry tracks at each school containing 18-20 credits each for a total of 180-183 credits. By sharing a common core, industry and public employers are ensured a common skillset when hiring students from both institutions. Building on the common core (31 credits), 20 credits taught separately by each institution will focus the student into a career path in either Forestry Operations or Forest Sampling and Assessment. By having two cooperative and complementary degrees available GRC and GHC degrees in Forest Resource Management are highly responsive to the industry needs within different and diverse sectors within the field of Forestry while reducing redundancies in programs within the State of Washington,

Bachelor of Applied Science in Forestry Resource Management (BAS-FRM) GHC

BAS-FRM Program Learning Outcomes

Successful graduates of the BAS-FRM will be able to:

- Successfully determine contemporary field skills applicable to a wide range of natural resource jobs in forestry.
- Identify problems and utilize critical thinking to solve these problems on the ground.
- Develop stable, robust, secure, and efficient field skills and practices that adhere to strict Federal and State legislation regarding natural resource harvest and use.
- Communicate with project stakeholders, both with technical and non-technical backgrounds verbally and in written format.
- Evaluate potential land use actions including timber harvest, forest roads, and public use.
- Engage in professional development activities to stay updated with current technology and tools including GIS analysis.
- Measure, record and statistically analyze field data.
- Write technical reports that synthesize, analyze and interpret findings.
- Execute related technical duties such as estimating work effort, and assessing technical risk.
- Lead contract administration and overseeing personnel.
- Develop land action plans such restoration and harvest plans through individual and team work
- Sampling and Assessment Track
- Understand data integrity
- Processing in a wide variety of sampling environments
- Analyze and interpret data collected
- Operations Specialization Learning Outcomes
- Evaluate harvest and transportation environment and determine most prudent harvesting method.
- Create a harvest plan using contemporary ground based and skyline methods to meet economic and legal requirements.
- Appraise transportation needs and related issues of forest operations.
- Understand when to utilize engineers to outline construction requirements of the transportation system.
- Compose and evaluate the economic justification of various forest operations.

Required Core Courses		Credits
BASF 311	Environmental Decision Making	5
BASF 312	Hydrology and Soils	5
BASF 321	GIS Applications in Natural Resources	5
BASF 322	Internship	2
BASF 331	Land Management in the 21st Century	5
BASF 332	Transportation System Design	5
BASF 333	International Forestry	5
BASF 411	Professional Development	5
BASF 412	Natural Resources Seminar	1
BASF 421	Adv Harvest Systems: Cable/Aerial Based	5
BASF 422	Natural Resource Economics	5
BASF 431	Capstone in Natural Resources	5
BASF 432	Adv Harvest Systems: Ground Based	5
BASM 309	Project Management	5
ENGR 104	Introduction to Engineering and Design	5
NATRS 385	Forest Protection/Disease Management	5
NATRS 400	Forest Practices Law and Policy	5
NATRS 461	Wildlife Ecology	5
NATRS 471	Restoration	5
NATRS 493	Advanced Silviculture	5

Year 1 Fall Quarter

BASF 311	Environmental Decision Making
BASF 312	Hydrology and Soils
ENGR 104	Introduction to Engineering and Design

Year 1 Winter Quarter

BASF 321	GIS Applications in Natural Resources
NATRS 461	Wildlife Ecology
NATRS 385	Forest Protection/Disease Management

Year 1 Spring Quarter

BASF 322	Internship
BASF 331	Land Management in the 21st Century
BASF 332	Transportation System Design
BASF 333	International Forestry

Year 2 Fall Quarter

BASF 411	Professional Development
BASF 412	Natural Resources Seminar
NATRS 471	Restoration
NATRS 493	Advanced Silviculture

Year 2 Winter Quarter

BASF 411	Professional Development
BASF 421	Adv Harvest Systems: Cable/Aerial Based
BASF 422	Natural Resource Economics
NATRS 400	Forest Practices Law and Policy

Year 2 Spring Quarter

BASM 309	Project Management
BASF 431	Capstone in Natural Resources
BASF 432	Adv Harvest Systems: Ground Based

BASF 311 Environmental Decision Making and Conflict Resolution 5 Credits

Prerequisites: Completion of NR 110 and ENGL& 235 with a "C" or better. Admission to the BAS-FRM program.

This course introduces students to conflict theory as applied in complex natural resources disputes, including case studies in the Pacific Northwest. During this course we will focus on skill development in planning culturally appropriate and inclusive public participation processes, meeting facilitation and conflict mediation, including option comparison for nonviolent conflict management. 3 theory hours; 4 guided practice hours. BAS-FRM degree course.

BASF 312 Hydrology and Soils 5 Credits

Prerequisites: Admission to the BAS-FRM program.

This course introduces students to the basic concepts of soils and hydrology and the relationships between forest-soil-water, as well as the implications of forest operations in these elements. Students will learn how to use topographic and hydrologic analog and digital data and/or software to assess environmental conditions, and use those tools to help in the decision-making process. Field practices will be held to show in-situ conditions and how to identify soils and watershed elements in forests. 3 theory hours; 4 guided practice hours. BAS-FRM degree course.

BASF 321 GIS Applications 5 Credits

Prerequisites: Completion of NR110 and NR250 with a "C" or better. Admission to the BAS-FRM program.

Geographic information systems provide broad working horizons in any field that requires spatial information. This course will focus on the advanced usage of GIS tools in natural resources management, exploring these tools to create, evaluate and analyze GIS data and using real-world problems to establish decision making. Advanced tasks utilizing different GIS tools will be assigned and in-situ data will be collected to create projects involving natural resources. 3 theory hours; 4 guided practice hours. BAS-FRM degree course.

BASF 322 Internship 2 Credits

Prerequisites: Admission to the BAS-FRM program.

One of the most important courses for professional development, the internship is the pathway to integrate the students in the professional life with hands-on experience in companies and/or institutions that accept interns for training. Engaging in real-world work, the students will have the chance to exercise their knowledge in the field and contribute to the operation of an agency or company. This course can be taken in more than one occasion to achieve the number of hours required to completion. 6 field based experience hours. BAS-FRM degree course.

BASF 331 Land Management in the 21st Century 5 Credits

Prerequisites: Admission to the BAS-FRM program.

This course exposes the students to the different professional outcomes that can be achieved with a Forest Resources Management degree. Students will explore some of the most common contemporary issues in land management in the state of Washington and how professionals in the field deal with those issues. Some topics to be discussed and analyzed are: controlled burn/wildfire management, parks and recreation, forest legislation and its applications, non-timber forest products and wildlife management, new technologies for natural resources management, amongst other potential subjects. 3 theory hours; 4 guided practice hours. BAS-FRM degree course.

BASF 332 Transportation System Design 5 Credits

Prerequisite(s): Completion of ENGL& 235 and MATH& 146 with a "C" or better. Admission to the BAS-FRM program.

This is an intermediate level class for foresters and resource managers in issues and responsibilities relating to transportation systems. Students will study road types, standards and design procedures. These include understanding of basic soil engineering, route surveying, reconnaissance and office design programs. Specialized topics will include drainage structures design and installation, erosion control techniques and methods, and material stockpiles. Administrative activities covered in the class include road costing, rules, regulations, permits and road maintenance plans. Field labs will involve practical applications of the topics covered along with the understanding and practice of associated permitting processes. This class is not intended to replace the need for engineered design or structures when appropriate. 3 theory hours; 4 guided practice hours. BAS-FRM degree course.

BASF 333 International Forestry 5 Credits

Prerequisites: Completion of NR 101 with a "C" or better. Admission to the BAS-FRM program.

This course introduces students to the biological and sociological factors that shape the forests around the world and how different nations manage forest resources. Students will analyze forest policies, operations, and cultural practices around the world as a comparative tool for critical thinking and policy-making, as well as basis for the international trade of forest products. The history of forestry in society will also be used to observe the events that led to the current state of forestry in the world. 4 theory hours; 2 guided practice hours. BAS-FRM degree course.

BASF 411 Professional Development 5 Credits

Prerequisites: Admission to the BAS-FRM program.

Students continue to engage in real-world work where they students will have the chance to exercise their advanced knowledge in the field and contribute to the operation of an agency or company. This course can be taken in more than one occasion to achieve the number of hours required to completion. This course can be taken in more than one occasion to achieve the number of hours/credits required to completion. 16.5 field based experience hours. BAS-FRM degree course.

BASF 412 Natural Resources Seminar 1 Credit

Prerequisites: Completion of NR 101 and ENGL& 235 with a "C" or better. Admission to the BAS-FRM program.

This course focuses on presentations by professionals and other agents in natural resources management. Students will be guided through a review of current topics in forestry, fire, wildlife, watershed, or soils. Presentations by guest speakers and professionals in the field will complement students' development of writing and oral presentation skills. 1 theory hour. BAS-FRM degree course.

BASF 421 Advanced Harvest Systems: Cable and Aerial Based 5 Credits

Prerequisite(s): Completion of ENGL& 235; MATH&146; and NR 280 (or equivalent) with a "C" or better. Admission to the BAS-FRM program.

This class will focus on more in-depth understanding for the applied forester or land manager of harvest systems associated with steep slopes and remote locations. Topics will include: yarder types and specifications, skyline configurations and appropriate operations, safety rules, basic rigging requirements, payload analysis, harvest unit planning and layout. Specialized areas will include helicopter logging, specific rules associated with cable and aerial systems and unstable slopes. Labs will consist of timber sale preparation techniques, software utilization for harvest system analysis and onsite visits to active timber sales. 3 theory hours; 4 guided practice hours. BAS-FRM degree course.

BASF 422 Natural Resources Economics 5 Credits

Prerequisites: Completion of NR 101 with a "C" or better. Admission to the BAS-FRM program.

This course emphasizes the practical understanding of distribution of limited resources be it financial or physical. Financial topics in this class include forest resources valuation and financial analysis concepts, inflation, risk and uncertainty, taxes related to both property ownership, and business and financial decision making. The student will become familiar with parts of a contract, including boilerplate clauses and specialized terms related to logging, road building and timber sales. Timber sales and unit appraisal are additional topics covered. Labs will focus on computational problems and associated computer software used in the forest management industry. 4 theory hours; 2 guided practice hours. BAS-FRM degree course.

BASF 431 Capstone in Natural Resources 5 Credits

Prerequisites: Completion of ENGL& 235 with a "C" or better; must have completed all but the final quarter of the BAS-FRM degree program.

In this course, students will participate within natural resources field in a hands-on application where they will synthesize knowledge and skills to create or construct a desired project outcome for a project. Projects will be either produced by a team or by an individual, culminating in a presentation and report. 16.5 field based experience hours. BAS-FRM degree course.

BASF 432 Advanced Harvest Systems: Ground Based 5 Credits

Prerequisite(s): Completion ENGL& 235; MATH&146; and NR 280 (or equivalent) with a "C" or better. Admission to the BAS-FRM program.

This class will focus on a more in-depth understanding for the applied forester or land manager of harvest systems associated with ground based operations. Topics will include: conventional and mechanized operations for ground based systems, safety rules, harvest unit planning and unit layout. Specialized areas will include recognition of sensitive sites, Riparian Management Zone (RMZ) rules, Wetland Management Zones (WMZ) rules, and Channel Migration Zone (CMZ) rules. Labs will consist of timber sale preparation techniques, software utilization for harvest system analysis and onsite visits to active timber sales. 3 theory hours; 4 guided practice hours. BAS-FRM degree course.

BASM 309 Project Management - Time, Goals and Budget Management 5 Credits

Prerequisite: ENGL&101, MATH& 146.

Students will develop the basic tools, knowledge and skills necessary for successful project management. All phases of the project management process, including: initiating, planning, executing, controlling and closing will be assessed. Areas of leadership, communication and budgeting in relation to project management will also be critiqued. 5 theory hours. BAS-OM program core course.

ENGR 104 Introduction to Engineering and Design 5 Credits

Prerequisites: ENGL 095 and MATH 095 with a grade of "C" or better.

This course is an introduction to the engineering profession and design process. Topics include: disciplines and opportunities in engineering, engineering fundamentals (e.g. basic dimensional analysis), creativity in problem solving, building group skills, investigation of professionalism, ethical issues, and the historical impact of engineering on human societies. Course activities include writing assignments, individual and team design projects, oral presentations, and a portfolio project. 5 theory hours. BAS-FRM degree course.

NATRS 385 Forest Protection and Disease Management 5 Credits

Prerequisites: ENGL 128 and instructor permission.

This course teaches students about the various biotic and abiotic disturbance agents that affect forest ecosystems. Students will identify important forest insects and diseases of North America, especially the Pacific Northwest, as well as their effects on forest ecology. Students will learn predisposing factors that increase susceptibility as well as propose effective management strategies to reduce impacts. 5 theory hours. BAS-FRM degree course.

NATRS 400 Forest Practices Law and Policy 5 Credits

Prerequisites: ENGL 128 and NATRS 390 and instructor permission.

Students will examine and analyze natural resource policy including environmental impact statements, environmental assessments, and habitat conservation plans. Students will appraise and critique administrative behavior, as well as legislative, regulatory, legal, ethical, and personal considerations as applied to forestry operations in Washington State and nationally. Students will discuss and demonstrate applications of Washington Forest Practices, Habitat Conservation Plans, Clean Air, Clean Water, and Endangered Species Acts. 5 theory hours. BAS-FRM degree course.

NATRS 461 Wildlife Ecology 5 Credits

Prerequisite: instructor permission.

Students in this course will examine, identify and determine important wildlife habitats and their characteristic plants and animals within an ecological and management context through outdoor application of concepts. Identification of species and habitats as well as life histories, and ecology of important species will be discussed. Scientific principles and management implications will be examined and critiqued. Students will organize and carry out a scientific sampling and assessment in the field. 5 theory hours. BAS-FRM degree course.

**NATRS 471 Restoration 5 Credits**

Prerequisites: ENGL 128 and instructor permission.

This course examines forest restoration at multiple spatial scales from stand to watershed to landscape levels. Students will demonstrate outdoor skills and conduct restoration assessments. Goals for biological conservation, invasive species management, carbon sequestration, and economic viability will be compared through field trips and applied experience with restoration techniques and case studies. 5 theory hours. BAS-FRM degree course.

NATRS 493 Advanced Silviculture 5 Credits

Prerequisites: ENGL 128 and statistics course or concurrent enrollment in statistics course. concurrent enrollment in GIS 417.2 and instructor permission.

Students learn, through classroom and field studies, woody plant interactions with environmental stresses including changes to stand structure caused by humans, nature or time and selection using genetic principles for improved growth. Additionally students will participate in hands-on seeding production methods while applying the theory and practice of controlling forest establishment, composition, and growth. Students will assess fundamentals of forest stand development and dynamics and will use critical thinking to propose forest stewardship techniques to satisfy a range of possible objectives (biological, economic, and social). 5 theory hours. BAS-FRM degree course.

The Bachelor of Applied Science in Organizational Management (**BAS-OM**) program at Grays Harbor College is designed to enable applicants with AAS, AAS-T, and AT degrees to combine their lower-division technical preparation with upper-division credits in organizational management, resulting in a practical, application-oriented, four-year degree. Students who have earned more traditional academic transfer degrees (AA, AS-T, AS) are also encouraged to apply. The Grays Harbor College Bachelor degree is designed with academic rigor enabling graduates to apply directly to Master of Business Administration (MBA), Master of Public Administration (MPA) as well as other graduate programs.

The BAS-OM degree aims to move current workers from entry-level positions to management/supervision, and to be a stepping-stone to leadership within the community.

Degree Requirements

Completion of a two-year degree, with cumulative GPA of at least 2.5

Prerequisite Requirements

Applicants must have a grade of 2.0 or higher in the following courses prior to program start.

- ENGL& 101 English Composition I
- MATH& 146 Introduction to Statistics
- Natural Science w/ Lab (5 credits)
- SPCH 101 Fundamentals of Speech
- ACCT& 201 Principles of Accounting I

Degree Required Courses

Degree required courses are not a pre-requisite to the program, they are a requirement for earning your bachelor's degree. Some degree required courses may be prerequisites to upper division courses. Students are encouraged to complete these courses in their associate's degree if possible. Courses must be completed with a grade of at least 2.0.

- Natural Science (5 credits)
- Humanities (5 credits)
- 5 credits of general education coursework

Combined, the prerequisite courses, degree required courses, and courses taken during the applicant's associate's degree must equal to at least 40 credits of general education coursework.

Recommended Skills

Proficiency in:

- Microsoft Word
- Microsoft Excel
- APA style, formatting, and citation rules
- Online learning systems
- Web based research databases

BAS-OM Program of Study

The Bachelor of Applied Science in Organizational Management includes core courses in leadership, organizational behavior, management theory, professional ethics and social responsibility, advanced business writing, grant writing and management, project management, emerging technologies, decision-making and problem-solving, and the legal environments of business.

The BAS-OM program is made up of 18 courses offered evenings at Grays Harbor College in Aberdeen WA. Students will complete 3 courses a quarter (15 credits) over 6 quarters. BAS-OM classes are not offered over the summer to allow students time to take prerequisite or general education classes.

BAS-OM Program Learning Outcomes

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

Required Core Courses

Credits

BASM 301	Writing and Managing Grants	5
BASM 302	Introduction to Leadership	5
BASM 303	Human Resources Systems	5
ENG 304	Advanced Business Writing	5
BASM 305	Program Assessment and Evaluation	5
SOC 306	Organizational Behavior	5
BASM 307	Quantitative Design, Data, and Analysis	5
BASM 308	Emerging Technologies	5
BASM 309	Project Management	5
BASM 401	Business Processes and Excel	5
BASM 402	Leading and Managing Diverse World	5
SOC 403	Organizational Communication	5
BASM 404	Accounting for Decision Making	5
SOC 405	Legal and Labor Issues	5
BASM 406	Seminars in Private or Public Service	5
BASM 407	Professional Ethics	5
BASM 408	Facilitating Change and Development	5
BASM 409	Administrative/Management Internship	5

Required Course Schedule

Fall Quarter - Year 1

BASM 302	Introduction to Leadership
BASM 303	Human Resources Systems
ENG 304	Advanced Business Writing

Winter Quarter - Year 1

BASM 301	Writing and Managing Grants
BASM 305	Program Assessment and Evaluation
SOC 306	Organizational Behavior

Spring Quarter - Year 1

BASM 307	Quantitative Design, Data, and Analysis
BASM 308	Emerging Technologies
BASM 309	Project Management

Fall Quarter - Year 2

BASM 401	Business Processes and Excel
BASM 402	Leading and Managing in a Diverse World
SOC 403	Organizational Communication

Winter Quarter - Year 2

BASM 404	Accounting for Decision Making
SOC 405	Legal and Labor Issues
BASM 406	Seminars in Private or Public Service

Spring Quarter - Year 2

BASM 407	Professional Ethics and Social Responsibility
BASM 408	Facilitating Change and Development
BASM 409	Administrative/Management Internship



BASM 302 Introduction to Leadership 5 Credits

Prerequisite: Admission to BAS-OM program.

This course provides an introduction to leadership in private and public organizations. Historical to current leadership theories, leadership principles, and theoretical concepts will be compared and contrasted. Students will integrate theory into 'real world' and present day scenarios, and assess the implications to organizations and to leaders while formulating individual leadership styles and skills. 5 theory hours. BAS-OM program core course.

BASM 303 Human Resources Systems 5 Credits

Prerequisite: Admission to BAS-OM program.

The course analyzes the HR systems that managers need to successfully operate in today's workplace. Key principles and strategies in labor relations, recruiting, performance accountability and the role performance evaluations play in gaining employee cooperation and achieving high levels of productivity will be illustrated. Students will identify and assess how HR affects the outcomes of key organizational decisions as well as the role of HR in strategic organizational systems. 5 theory hours. BAS-OM program core course.

ENG 304 Advanced Business Writing 5 Credits

Prerequisite: ENGL&101.

Technical writing necessitates that students develop foundational knowledge in the area of quantitative research writing: procedures, vocabulary, and concepts. The concepts and procedures serve as important tools utilized for problem solving, and the vocabulary of research is essential for effective communication and critical evaluation of research findings. 5 theory hours. Satisfies a Communications Skills requirement for the BAS-OM degree.

BASM 301 Writing and Managing Grants 5 Credits

Prerequisite: ENGL& 304 or ENGL& 235 Credits.

This course provides an overview of the entire grant cycle - from concept to closeout and the basic elements that must be present when developing a grant proposal. Students will identify and apply tips on how to satisfy funders while accomplishing program objectives. Students will assess questions that need to be answered to be compelling to a funding agency as they develop a strategy for grant planning and grant management. 5 theory hours. BAS-OM program core course.

BASM 305 Program Assessment and Evaluation 5 Credits

Prerequisite: BASM 301.

This course integrates operationalization, measurement, and assessment of various types of programs and program objectives. Both qualitative and quantitative approaches will be covered as they relate to assessing social programs using applied social science research methods as students formulate evaluation instruments and measurements. 5 theory hours. Satisfies a General Education elective for the BAS-OM degree.

SOC 306 Organizational Behavior 5 Credits

Prerequisite: Admission to BAS-OM program.

This course analyzes how people and groups in organizations behave, react, and interpret events. Students will assess the role of organizational systems, structures, and processes in shaping behavior. The course will relate theory and research to organizational problems by reviewing advanced concepts in motivation, perception, leadership, decision-making, and conflict. 5 theory hours. BAS-OM program core course.

BASM 307 Quantitative Design, Data, and Analysis 5 Credits

Prerequisite: MATH& 146.

This course illustrates research design issues related to the social sciences including types of studies, sampling, data collection techniques, research ethics, and report writing. Students will utilize data analysis and presentation strategies including measures of central tendency and parametric testing (e.g., t-test, ANOVA, Pearson Correlation) to present research information and justify management decisions. 5 theory hours. BAS-OM program core course.

BASM 308 Emerging Technologies (Including Collaborative and Project Software) 5 Credits

Prerequisite: Admission to BAS-OM program.

This course identifies emerging technologies and their impact as drivers of change on organizational and team effectiveness and innovation. Students will select and utilize technology tools for content management, project management, collaboration and communication. Students will incorporate group development theories and technology tools to increase traditional team and virtual team performance. 5 theory hours. BAS-OM program core course.

BASM 309 Project Management - Time, Goals and Budget Management 5 Credits

Prerequisite: ENGL&101, MATH& 146.

Students will develop the basic tools, knowledge and skills necessary for successful project management. All phases of the project management process, including: initiating, planning, executing, controlling and closing will be assessed. Areas of leadership, communication and budgeting in relation to project management will also be critiqued. 5 theory hours. BAS-OM program core course.

BASM 401 Business Processes and Excel 5 Credits

Prerequisite: BASM 307.

Students will solve simple and complex problems by moving beyond basic Excel skills to think critically about realistic management situations. Students will organize data for analysis, utilize Excel features and tools for decision making and effectively display results. 5 theory hours. BAS-OM program core course.

BASM 402 Leading and Managing in a Diverse World 5 Credits

Prerequisite: Admission to BAS-OM program.

Students will analyze the concepts, policies and practices facing leaders in a global workplace; including how to manage a diverse workforce by effectively managing/leading people who vary by nationality, ethnicity, culture, religion, gender, language, age, abilities, and unique personal characteristics. 5 theory hours. Satisfies a Social Sciences distribution requirement for the BAS-OM degree.

SOC 403 Organizational Communication in a Social Context 5 Credits

Prerequisite: ENGL 304 or ENGL& 235 Credits.

Students will analyze organizations as communication systems. Contemporary approaches to and theories of organizational communication will be evaluated. Organizational membership and identity construction, power and control, efficiency, and group dynamics will be key topics. 5 theory hours. Satisfies a Social Sciences distribution requirement for the BAS-OM degree.

BASM 404 Interpretation of Accounting - Accounting for Decision Making 5 Credits

Prerequisite: BASM 401, ACCT& 201.

Students will utilize the principles and methods of accounting systems for decision making and interpret financial and managerial accounting documents. The link between accounting information and managerial functions will be analyzed. Understanding that accounting is an integral part of the firm's organizational structure, and not just an isolated department, students will determine the strengths and limitations of accounting systems and utilize accounting information as managers, for decision making, control, planning, and to measure and evaluate performance. The relationships between accounting and other organizational activities will be emphasized. 5 theory hours. BAS-OM program core course.

SOC 405 Legal and Labor Issues of Supervision & Management 5 Credits

Prerequisite: Admission to BAS-OM program.

Human resources legal and labor issues directly impact the supervision of staff and the management of the organization. Students, as future managers, will identify the legal and labor issues and behaviors that can lead to personal and organizational liability. Students will assess, research and analyze: (1) legal issues regarding recruitment; (2) key legal issues that govern the employer-employee relationship; (3) the laws that govern individual rights and responsibilities; (4) workplace discrimination law including Title VII of the 1964 Civil Rights Act to the American Disabilities Act of 1991; (3) Labor law and how it impacts contract negotiations and contract administration. 5 theory hours. BAS-OM program core course.

BASM 406 Seminars in Private or Public Service 5 Credits

Prerequisite: Completion of the first year of the BAS-OM program.

Students will explore, compare, and contrast the domains of the public and private sector, choosing one as an emphasis. Students focusing in public service will explore the legislative process and public finance, while those students looking to work in the private sector, will explore business law and finance. Periodically, during the quarter, the two groups will meet and discuss and compare differing perspectives of shared case studies. 5 theory hours. BAS-OM program core course.

BASM 407 Professional Ethics and Social Responsibility 5 Credits

Prerequisite: Admission to BAS-OM program.

Professional Ethics and Social Responsibility analyzes the ethical responsibilities of managers and leaders within organizations. Students will assess difficult ethical conflicts and dilemmas and originate plausible frameworks for addressing those conflicts. The course will engage students in the critical evaluation of managerial and leadership ethics. 5 theory hours. BAS-OM program core course.

BASM 408 Facilitating Change and Development 5 Credits

Prerequisite: ENGL& 101, SOC 306.

Students will determine and manage planned and unplanned change by reviewing and evaluating change strategies, initiating change; gaining commitment; overcoming resistance; and maintaining momentum of work groups and organizations within both the internal and external environment. 5 theory hours. BAS-OM program core course.

BASM 409 Capstone Project and/or Administrative/Management Internship 5 Credits

Prerequisite: Completion of the first year of the BAS-OM program.

Students will further integrate course work with the world they live in. Students will link theory and practices, as well as gain exposure to the interdisciplinary nature of management work. Students will work with their advisor to develop their Capstone Project, which will consist of an internship, service learning and/or a special in-depth project. Students will reflect on their observations and evaluate what they have learned. 5 theory hours. BAS-OM program core course.

The Bachelor of Applied Science in Teacher Education (**BAS-TE**) provides place-bound students an education, beyond the associate level, which is tailored to their community. The BAS-TE would also be the next educational stepping-stone for many students who wish to pursue advanced degrees. The joint BAS-TE would provide quality teachers for a five county area. There is no other program like this serving the Lewis, Thurston, Pacific, Mason, and Grays Harbor counties.

The BAS-TE program at Grays Harbor College is designed to enable applicants with a two-year degree, or a one-year Early Childhood Education Certificate to combine their lower-division technical preparation with upper-division credits in education, resulting in a practical, application-oriented, four-year degree with a K-8 certification. The Grays Harbor College Bachelor's degree is designed with academic rigor enabling graduates to apply directly to Master level programs throughout the state.

In cooperation with Centralia College BAS-TE students will also be able to earn a special education endorsement at GHC through an ITV classroom.

Entry Requirements:

- An earned Associate's degree (or be on track to complete the degree before the BAS program begins).
- OR
- Completion of the Early Childhood Certificate, and:
 - o Employment in the field
 - o Completion of year 2 endorsement coursework.
 - ◆ Students who have completed 60 credits of the program endorsement coursework will be considered on a space available basis.
 - A cumulative 2.7 GPA on all college level work. Points will be awarded based upon GPA and used in determining admissions priority.

Endorsement Requirements:

Many programs have prerequisites required for entry into the program. Since the BAS-TE is a Teacher Education program, it has Endorsement Requirements:

ENGL& 101 English Composition I
 ENGL& 102 English Composition II **or**
 ENGL& 235 Technical Writing
 ENGL 233 Children's Literature
 MATH& 131 Mathematics for Elementary Education 1
 MATH& 132 Mathematics for Elementary Education 2
 HIST& 116 Western Civilization I
 PSYC& 100 General Psychology
 POLS& 202 American Government
 SOC& 101 Introduction to Sociology
 ECON& 202 Macro Economics
 SPCH 101 Fundamentals of Speech
 MUSIC 100 Music Fundamentals Or
 MUSC& 105 Music Appreciation
 ART& 100 Art Appreciation Or
 ART 101 Drawing I Or
 ART 104 Design I
 BIOL& 100 Survey of Biology
 EARTH 102 Earth Science
 ENVS& 100 Survey of Environmental Science
 EDUC 201 Introduction/Orientation to Teaching
 EDUC 202 Education Practicum

Note - Students who have completed 60 credits of the program endorsement coursework will be considered on a space available basis.

Expected Proficiency

Although not an admissions requirement, baccalaureate students are expected to have general computing abilities that include: navigating online and proficiency in word processing, spread sheets, and presentation software.



BAS-TE Program of Study

The Bachelor of Applied Science in Teacher Education curriculum includes core courses in theory as well as practical teaching. This curriculum has been approved by the Washington State Professional Educators Standards Board, and is listed by OSPI and as a State-Approved Teacher Preparation Program. Practical Experience is a Critical Feature, students will complete both brief practicums and a student teaching sequence locally, to ensure they are ready to walk into the classroom and start teaching. These experiences are designed by local instructors and administrators to ensure your readiness.

Classes will be offered in the late afternoon at Grays Harbor College in Aberdeen, Washington, with a two-year track. The core course sequence is taught fall, winter and spring quarters. The afternoon Program was developed to meet the employment needs of those currently working in the classroom without a teaching credential. In-class instruction occurs on Grays Harbor College's Aberdeen campus, with a portion of the course work completed online.

The BAS-TE program is made up of three components:

- Specific lower division (100-200) credit requirements to meet the K-8 endorsement standards, what to teach.
- Upper division credits (300-400) to fulfill the program requirements, how to teach.
- Classroom experience (student teaching), practicing teaching.

BAS-TE Program Learning Outcomes

Students who successfully complete the Bachelor of Applied Science in Teacher Education: Elementary Education & Special Education will have demonstrated the ability to:

- Communicate and collaborate effectively with children, parents/guardians, peers, administrators, and the community.
- Ensure cultural competence in teaching through adapting learner centered curricula that engage students in a variety of culturally responsive strategies.
- Recognize individual differences and learning styles then modify curricula to meet the learners needs.
- Design, facilitate, and evaluate age and developmental appropriate learning exercises for students in K-8 and special education.
- Develop standards-driven curricula and monitor student progress towards targets.
- Utilize formal and informal assessment strategies to strengthen instruction and promote learning.
- Competently design and execute lessons rich in literacy, science, math, social studies and the arts.
- Generate strategies from multiple instructional approaches and differentiated instruction for all students.
- Foster positive, inclusive learning settings in

cognitive, behavior, language, physical, and social domains to create a safe and productive learning environment.

- Integrate and model the use of technology in the classroom.
- Utilize feedback and reflection to constantly improve teaching practices.
- Demonstrate the capacity and skills needed to work the professional environment of K-8 education.

The coursework for this program is designed to ensure graduates have a firm foundation in teaching education, including appropriate training specific to elementary education and special education, by demonstrating the achievement of the program outcomes. Course objectives are aligned with the general program outcomes stated above.

The degree has a number of core classes as well as two pathways, Practicum (credits) and Special Education (credits).

Required Core Courses		<u>Credits</u>
BAST 325	Teaching Math	5
BAST 326	Teaching Science	5
BAST 330	Teaching and Technology	5
BAST 335	Teaching Music and the Arts	5
BAST 345	Teaching Language Arts and Development	5
BAST 350	Diversity in Students	5
BAST 351	Issues of Abuse and Neglect	5
BAST 355	Teaching Reading	5
BAST 360	Assessment and Evaluation	5
BAST 365	Teaching Social Studies	5
BAST 380	Educational Psychology	5
BAST 400	Curriculum and Instruction	5
BAST 421	Classroom Management	5
BAST 430	Social Foundations	5

Practicum Pathway (25 Credits)

Residency/Student Teaching: Teacher candidates will complete at least 462 hours in clinical practice during their residency year, in addition to 264 hours via practicums.

		<u>Credits</u>
BAST 491	Practicum 1 - Intro to Schools	2
BAST 492	Practicum 2 – Teacher Evaluation in the Real World	2
BAST 493	Practicum 3 - Diverse Populations	3
BAST 494	Practicum 4 - A Look into Special Education	3
BAST 495	Practicum 5 - Educational Systems and a Transition to Employment	1
BAST 496	Student Teaching in Elementary Education I	3
BAST 497	Student Teaching in Elementary Education II	6
BAST 498	Student Teaching in Elementary Education III	5

Special Education Pathway (28 Credits)

The special education pathway is offered through our joint degree with Centralia College and is offered through a shared classroom using ITV.

		<u>Credits</u>
EDUC 300	Intro to Special Ed: Exceptional Learners and Inclusion	5
EDUC 370	Supporting Exceptional Children and Their Families	3
EDUC 381	Development of Differently-Abled Children (Birth through Adolescence)	5
EDUC 410	Special Topics in Education	5
EDUC 490	Student Teaching in Special Education Classroom I	5
EDUC 498	Student Teach in Special Education Classroom II	5

Required Course Schedule

<u>Fall Quarter – Year 1</u>	
BAST/EDUC 335	Teaching Music and the Arts
BAST/EDUC 380	Educational Psychology
BAST 491 BAST/ EDUC	Practicum 1- Intro to Schools
or	
BAST/ EDUC 300	Intro. to Special Education; Exceptional Learners and Inclusion
<u>Winter Quarter – Year 1</u>	
BAST/EDUC 420	Curriculum and Instruction
BAST/EDUC 355	Teaching Reading
BAST 492 BAST/ EDUC	Practicum 2 - Teacher Evaluation in the Real World
or	
BAST/ EDUC 410	Special Topics in Education
<u>Spring Quarter – Year 1</u>	
BAST/EDUC 360	Evaluation and Assessment
BAST/EDUC 345	Teaching Language Arts and Development
BAST/ EDUC 421	Classroom Management
BAST 493 BAST/EDUC	Practicum 3 - Diverse Populations
or	
BAST/ EDUC 370	Supporting Exceptional Children and Their Families

<u>Fall Quarter – Year 2</u>	
BAST/ EDUC 330	Teaching and Technology
BAST/EDUC 325	Teaching Math
BAST/EDUC 326	Teaching Science
BAST 494 BAST/EDUC	Practicum 4 – A look into Special Education
BAST/ EDUC 496	Student Teaching in Elementary Ed. I
or	
BAST/ EDUC 381	Development of Differently-Abled Children (Birth through Adolescence)
<u>Winter Quarter – Year 2</u>	
BAST/EDUC 365	Teaching Social Studies
BAST/EDUC 400	Education and the Law
BAST/ EDUC 497	Student Teaching in Elementary Ed. II
or	
BAST/ EDUC 490	Student Teaching in a Special Education Classroom
<u>Spring Quarter – Year 2</u>	
BAST/EDUC 430	Social Foundations
BAST/EDUC 350	Diversity in Students
BAST/EDUC 351	Issues of Abuse and Neglect
BAST 495 BAST/EDUC	Practicum 5 – Educational Systems and a Transition to employment
BAST/ EDUC 498	Student Teaching in Elementary Ed. III
or	
BAST/ EDUC 370	Supporting Exceptional Learners

BAST 325 Teaching Math 5 Credits*Prerequisites: Admission to the BAS-TE program*

Primary focus is providing the requisite knowledge and skills to teach K-8 students core math concepts. Current state standards for math learning will be reviewed with a focus on understanding how to teach and apply mathematical concepts. 5 theory hours. BAS-TE degree course.

BAST 326 Teaching Science 5 Credits*Prerequisites: Admission to the BAS-TE program*

Provides the requisite knowledge and skills to teach K-8 students core science concepts. Current state standards for science learning will be presented and reviewed. A particular focus will be the interrelationships among science, technology, engineering, and mathematics (STEM) disciplines. 5 theory hours. BAS-TE degree course.

BAST 330 Teaching and Technology 5 Credits*Prerequisites: Admission to the BAS-TE program*

This course will focus on safe, effective use of various educational technologies to foster student learning. Educational technologies covered will range from classroom equipment to online learning management systems. 3 theory, 4 guided practice hours. BAS-TE degree course.

BAST 335 Teaching Music and the Arts 5 Credits*Prerequisites: Admission to the BAS-TE program*

Examine the philosophies, methodologies, and instructional techniques necessary for selecting, implementing, and evaluating appropriate educational activities to support the physical, musical, and artistic development of elementary-aged students. 5 theory hours. BAS-TE degree course.

BAST 345 Teaching Language Arts and Development 5 Credits*Prerequisites: Admission to the BAS-TE program*

Examine the methods for teaching writing, reading, listening, and speaking strategies and skills, including vocabulary, grammar, usage, and language development. Topics will include curriculum, methods, materials, and research. 5 theory hours. BAS-TE degree course.

BAST 350 Diversity in Students 3 Credits*Prerequisites: Completion of BAST 380 "Educational Psychology" and BAST 493 "Practicum 3-Diverse Populations" with a "B-" or better*

Explore the concepts of social structure, behavior, and environment relative to vulnerable, special, and minority populations. Topics will include race, ethnicity, gender, class, sexuality, disability, and age. 3 theory hours. BAS-TE degree course.

BAST 351 Issues of Abuse and Neglect 2 Credits*Prerequisites: Completion of BAST 380 "Educational Psychology" with a "B-" or better.*

Develop skills for working with children from abusive and/or neglectful home environments, including potential behavioral consequences of abuse or neglect and corresponding intervention strategies. Using theory, research, and practice, students will understand, recognize, and assess child abuse and neglect issues. 2 theory hours. BAS-TE degree course.

BAST 355 Teaching Reading 5 Credits*Prerequisites: Admission to the BAS-TE program*

Explores reading, comprehension, and literacy as it pertains to beginning readers. Topics will include development of learners' oral and written literacy, specific strategies to assist students in the comprehension of printed materials, and use of appropriate literature to enhance student interest and understanding.

Emphasis will be placed on developing strategy lessons that encompass the major components of reading (awareness, phonics, fluency, vocabulary, and comprehension) to use with students. 5 theory hours. BAS-TE degree course.

BAST 360 Assessment and Evaluation 5 Credits*Prerequisites: Admission to the BAS-TE program*

Using grade level expectations, teaching frameworks, and individual education plans as tools, participants will explore principles of sound assessment. Participants will design and implement assessment strategies for individual needs, as well as explore methods of colguided practiceoration with families, related service personnel, and others for student placement and instructional decisions. 5 theory hours. BAS-TE degree course.

BAST 365 Teaching Social Studies 5 Credits*Prerequisites: Admission to the BAS-TE program*

Explores the specific concepts and topics in social studies present and past, and explores methods used to teach social studies through integrated thematic units of curriculum and instruction, incorporating current research and best practices for teaching social studies. Topics will include key social science concepts and events, appropriate instructional approaches for teaching social studies, and effective formal and informal assessment. 5 theory hours. BAS-TE degree course.

BAST 380 Educational Psychology 5 Credits*Prerequisites: Admission to the BAS-TE program*

Students will gain a familiarization with various theories of teaching, learning, and motivation across the lifespan with a particular focus on using theory as a basis for creating a productive learning environment and classroom culture. Summarize and apply behavioral interventions methods across various school contexts. 5 theory hours. BAS-TE degree course.

BAST 400 Education and the Law 5 Credits*Prerequisites: Admission to the BAS-TE program*

Examine educational law and the constitutional, statutory, and common law principles, and appellate court cases directly affecting school systems in the United States. Topics will include the legal framework for school systems, the rights and responsibilities of teachers and students, school discipline and due process, negligence and defamation, education of students with disabilities, discrimination and harassment, tort liability, and religion in the schools. 5 theory hours. BAS-TE degree course.

BAST 420 Curriculum and Instruction 5 Credits

Prerequisites: Admission to the BAS-TE program

Students will define, identify, develop, and organize age, ability, and content appropriate curricular materials. Additionally, students will operationally define learning outcomes from curricula. These two foci will be used as the foundation for the overview and application of various pedagogical practices. 5 theory hours. BAS-TE degree course.

BAST 421 Classroom Management 5 Credits

Prerequisites: Completion of BAST 380 "Educational Psychology" with a "B-" or better

Students will examine current theory, research, and best practices related to classroom management. Topics include exploring classroom management models, establishing effective rules and procedures, creating classroom conditions that promote effective teaching and learning, and employing techniques and strategies for managing individual student and cooperative behavior in a variety of instructional settings. 5 theory hours. BAS-TE degree course.

BAST 430 Social Foundations 5 Credits

Prerequisites: Admission to the BAS-TE program

Examine the historical, philosophical, political, and cultural foundations of the American educational system and their impact on teaching and learning. Topics will include historical foundations of education; major educational philosophies; school governance and finance; curriculum theory, development, and design; the teaching profession; educational aims, goals, and objectives; educational reform, and current issues in education. 5 theory hours. BAS-TE degree course.

BAST 491 Practicum 1 - Intro to Schools 2 Credits

Prerequisites: Admission to the BAS-TE program

This practicum is designed to acquaint the student to the operations, governance, and functions of the local school system through participation/observation in: Local PTA, School Boards, and district meetings. The practicum consists of three seminars and classroom experience as well as exploration of the local school system. 1 theory, 3 field based experience hours. BAS-TE degree course.

BAST 492 Practicum 2 – Teacher Evaluation in the Real World 2 Credits

Prerequisites: Admission to the BAS-TE program

This practicum is designed to prepare students for the evaluation practices mandated within the school setting. The practicum consists of three seminars and classroom experience to develop and understanding of current state required administrative evaluation processes. 1 theory, 3 field based experience hours weekly. BAS-TE degree course.

BAST 493 Practicum 3 - Diverse Populations 3 Credits

Prerequisites: Admission to the BAS-TE program

This practicum is designed to assist students in identifying the diversity among students in the local area. The practicum consists of three seminars and classroom experience to develop and demonstrate an understanding of the local school districts as well as specific school buildings. 1 theory, 6 field based experience hours weekly. BAS-TE degree course.

BAST 494 Practicum 4 - A look into Special Education 3 Credits

Prerequisites: Admission to the BAS-TE program

This practicum is designed to assist students in recognizing Special Education operations in the local school system. The practicum consists of three seminars and classroom experience to develop an understanding of Special Education operations. 1 theory, 6 field based experience hours weekly. BAS-TE degree course.

BAST 495 Practicum 5 - Educational Systems and a Transition to employment 1 Credit

Prerequisites: Completion of BAST 492 "Teacher Evaluation in the Real World", BAST 496 "Student Teaching I" and BAST 497 "Student Teaching II" with a "B" or better.

This practicum is designed to prepare students for the transition to employment upon program completion. This practicum consists of three seminars to develop an understanding of the hiring processes and practices within the local school systems and strategies for successful transition to employment. Students will complete their hiring portfolios. 1 theory hour. BAS-TE degree course.

BAST 496 Student Teaching in Elementary Education I 3 Credits

Prerequisites: Documentation that student has attempted "WEST-E" or another Washington State approved certification exam. Completion of BAST 380 "Educational Psychology" and BAST 421 "Classroom Management" with a "B-" or better

Supervised instructional experience to develop, implement, practice, and evaluate theory and methods learned. 9 field based experience hours weekly. BAS-TE degree course

BAST 497 Student Teaching in Elementary Education II 6 Credits

Prerequisites: Completion of BAST 420 "Curriculum and Instruction" and BAST 330 "Teaching and Technology" with a "B-" or better and completion of BAST 496 "Student Teaching" with a "B" or better.

Supervised instructional experience to develop, implement, practice, and evaluate theory and methods learned. 18 field based experience hours weekly. BAS-TE degree course.

BAST 498 Student Teaching in Elementary Education III 5 Credits

Prerequisites: Completion of BAST 360 "Assessment and Evaluation" and BAST 497 "Student Teaching" with a "B" or better.

Supervised instructional experience to develop, implement, practice, and evaluate theory and methods learned. 15 field based experience hours weekly. BAS-TE degree course.

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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
(see page 39 for specifics in each area)

10 Credits—	Communications	Have	Need
	English 101	_____	_____
	English 102 or English 235	_____	_____
10 Credits—	Quantitative/Symbolic Reasoning Skills		
	Mathematics 111	_____	_____
	Mathematics 148	_____	_____
45 Credits—	Distribution		
	15 credits Social Science		
	Economics 201 (5 credits)	_____	_____
	Economics 202 (5 credits)	_____	_____
	AA Social Science Distribution: Areas A, C, D (5 credits)	_____	_____
	15 credits Humanities		
	From 3 different AA Humanities:		
	Distribution Areas A through F	_____	_____
	15 credits Natural Science		
	Mathematics 146 (5 credits)	_____	_____
	From 2 different AA Science Distribution		
	Areas A, B, 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)	_____	_____
	MINIMUM TOTAL FOR DEGREE: 90	_____	_____

Student Planner - Checklist
Graduation Requirements for Associate in Pre-Nursing – 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 Pre-Nursing – DTA/MRP Degree
Please note: Official graduation evaluations must be completed
(see page 41 for specifics in each area)

10 Credits—	Communications	Have	Need
	English 101	___	___
	English 102 or English 235	___	___
5 Credits—	Quantitative/Symbolic Reasoning Skills		
	Mathematics 146 Introduction to Statistics	___	___

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	___	___

Student Planner - Checklist
Graduation Requirements for Associate in Musicng – 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 Music – DTA/MRP Degree
Please note: Official graduation evaluations must be completed
(see page 39 for specifics in each area)

10 Credits—	Communications	Have	Need
	English 101	—	—
	English 102 or English 235	—	—
10 Credits—	Quantitative/Symbolic Reasoning Skills		
	Mathematics 111	—	—
	Mathematics 148	—	—
45 Credits—	Distribution		
	15 credits Social Science		
	Economics 201 (5 credits)	—	—
	Economics 202 (5 credits)	—	—
	AA Social Science Distribution: Areas A, C, D (5 credits)	—	—
	15 credits Humanities		
	From 3 different AA Humanities:		
	Distribution Areas A through F	—	—
	15 credits Natural Science		
	Mathematics 146 (5 credits)	—	—
	From 2 different AA Science Distribution		
	Areas A, B, 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)	—	—
	MINIMUM TOTAL FOR DEGREE: 90	—	—