

GRAYS HARBOR COLLEGE



2018 - 2019

general catalog



Greetings and Welcome to Grays Harbor College!

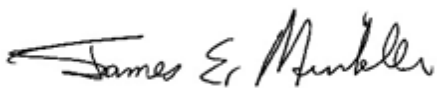
OPPORTUNITY.

While you may not realize it, one of the many opportunities offered by Grays Harbor College is probably what prompted you to enroll at GHC. Perhaps it was the affordable way you could get the first two years of a four-year degree completed before leaving home. Maybe enrolling in one of our many workforce training programs means you will have new job-ready skills. Our Transitions classes in basic English, math and English language acquisition will give you a foundation for further education. Finally, our three newest opportunities — Bachelor of Applied Science degrees in Teacher Education, Organizational Management and Forest Resource Management — give you the option to continue on right here at GHC or come back to finish a degree started a while ago.

Now that you are enrolling at GHC, we continue to offer you opportunities for help in your courses through our Learning Center, for guidance in your next decisions about career and/or education at our Student Success Center, for scholarships through our generous GHC Foundation, for assistance in researching at the Spellman Library, even for information on how to join one of our numerous clubs through our Student Life office. I have just mentioned a few; students at GHC have access to a myriad of opportunities, whether they come to campus every day or attend remotely as online students.

Plan to take advantage of every opportunity that brought you to the College, plus the services we offer you as long as you are a student here. I hope you soon will agree that enrolling at Grays Harbor College is the best decision — the best opportunity — for you.

ENJOY A SUCCESSFUL YEAR!



Dr. James Minkler,
President



Celebrating a Tradition of Excellence in Education Since 1930



**Grays Harbor College
Board of Trustees Members**

*Mr. Art Blauvelt
Dr. Harry Carthum
Ms. Rebecca Chaffee
Ms. Denise Portmann
Ms. Fawn Sharp*

GHC Catalog 2018-2019

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 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.*

Important Phone Numbers

College General (800) 562-4830
(360) 532-9020

Admissions Welcome Center (360) 538-4026
Bookstore (360) 538-4105
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

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Academic Calendar

Summer Quarter 2018

First day of classes July 2
“W” Day (Thursday, 5th week) August 2
Last day of classes (6 weeks) August 9
Fall Quarter 2018
Fall Kick-off Week September 10-14
Fall New Student Orientation September 12-13
Prep and Final Registration September 14
First Day of Classes September 17
Faculty Professional Day (No Classes) October 5
Advising Day (Most Classes Cancelled) October 9
“W” Day (Thursday, 8th week) November 8
Veterans’ Day Holiday November 12
Thanksgiving Holiday November 22-23
Last Day of Classes December 3
Finals December 4-6
Faculty Preparation Day December 7

Winter Quarter 2019

Winter New Student Orientation December 13
First Day of Classes January 2
Martin Luther King Holiday January 21
Advising Day (Most Classes Cancelled) January 30
All College Day (No Classes) February 8
President’s Day Holiday February 18
“W” Day (Thursday, 8th week) February 21
Last Day of Classes March 18
Finals March 19-21
Faculty Preparation Day March 22

Spring Quarter 2019

Spring New Student Orientation April 5
First Day of Classes April 8
Registration begins May 7
Advising Day (Most Classes Cancelled) May 7
Memorial Day Holiday May 27
“W” Day (Thursday, 8th week) May 30
Last Day of Classes June 17
Finals June 18-20
Faculty Preparation Day/Graduation June 21

The days set aside for finals at the end of the quarter are regular instructional days. Even if your instructor chooses to plan an educational experience other than a final exam, you need to be present for the days when final exams for your courses are scheduled.

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

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About Grays Harbor College

MISSION, 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

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 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).

About Grays Harbor College

GHC TODAY

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 John Spellman Library, named for an honored GHC librarian, was extensively remodeled in 2003, and more recently has expanded to house eLearning and tutoring services; 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. The child care center opened in 2009 and was financed by grants and fund-raising efforts spearheaded by the Grays Harbor College Foundation.

Since its original setting in Aberdeen, GHC has also expanded its services to bring higher education to those not in the immediate vicinity. The Riverview Education Center in Raymond and the Columbia Education Center in Ilwaco provide convenient access to Pacific County residents, and a robust offering of courses and programs available fully online through eLearning, allow GHC to extend beyond our original service area.

GRAYS HARBOR COLLEGE STUDENT BODY

With three new Bachelor of Applied Science programs, seven transfer degrees, and nearly twenty professional/technical degrees, students choose to come to Grays Harbor College for a variety of reasons. Many students choose to earn their associate degrees at GHC before transferring to a college or university where they complete their majors. Nearly as many students choose to come to GHC to earn a professional/technical degree that leads directly to a career. A growing number of students are choosing to earn their Bachelor of Applied Science degree at GHC in order to earn work as teachers, in businesses or in non-profits, or in forest resource management. Still others come to GHC to complete their high school diplomas or earn their GEDs, or to improve their English. Some students come to take personal enrichment classes through community education.

GHC students include high school students participating in Running Start and Tech Prep, recent high school graduates, students who've decided to complete their education after stepping away from formal education, and students pursuing a change in careers.

WHO IS CHARLIE CHOKER?

Charlie Choker - the GHC mascot, in use since the early 1950s, has in recent years become a common entry in "Top 10" lists for weirdest or most unusual mascots in the country. So who is this brawny, tough man of great strength, walking from the woods with a massive log on his shoulder? While the traditional, chubby-cheeked Charlie, crew-cut and bare-chested, will forever be near and dear to our hearts, in 2015, it was time to give him an updated look. Current students needed to understand what a choker-setter in the woods really does, how courageous a job that has always been.

Working with graphic designer Amy Ostwald, a clearer story of Charlie Choker took shape. He now wears a hard hat for safety, along with the work shirt and heavy gloves of today's logger. The tall trees in the background indicate his workspace. His connection to the College remains steadfast.

Welcome Charlie Choker '15. Watch for him on the fields and courts, supporting our athletic teams. We have not forgotten or cast aside traditional Charlie, just giving him a well-deserved



retirement while the younger generation takes over.



The GHC statue which welcomes students and guests to the campus was carved by Louis Benanto, Jr. in 1975. He began with a 15-foot by 8-foot cedar log and used a chain saw to create Charlie.

About Grays Harbor College

BISHOP CENTER FOR THE PERFORMING ARTS

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 Student Life Office.

GHC CHOKER ATHLETICS

Grays Harbor College has an excellent athletic program, attracting students from throughout the state and region. This past season our men's and women's wrestling teams both finished in the top 10 in their prospective collegiate national tournaments. Our women's basketball team captured their first west region championship and qualified for the championship tournament for the 3rd straight year.

GHC is a member of the Northwest Athletic Conference (NWAC) in all of our sports programs except for wrestling. In men's wrestling we compete in the National Collegiate Wrestling Association (NCWA) as a Division 1 team. For our women's wrestling program, we compete in the Women's Collegiate Wrestling Association (WCWA). 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 September.

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

Soccer: Women's - first official practice is August 1.

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

Volleyball: Women's - first official practice is August 1.

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, by calling the Athletic Director at 360-538-4207 or sending an email to tom.sutera@ghc.edu. You can also fill out a prospective player profile by logging onto our [athletic website](#). Go to the recruits tab and select Prospective Athlete Form. Completed forms will be directed to the head coach of each sport.

GHC FISH LAB

The GHC Fish Lab is a grassroots project that strives not only to connect the community with hands-on learning opportunities, but also hopes to amplify the voice of area residents regarding local fisheries. Open to the public, the Fish Lab provides a co-curricular opportunity for students and community members who wish to build an understanding of our aquatic ecosystems.

Opportunities with the Fish Lab may include:

- Raising salmon and trout in the John Smith Aquaculture Building
- Aquatic and riparian species monitoring
- Maintenance of local creeks and the model watershed
- Interpretive trail walks and discovery days
- Scientific research on the health of the Chehalis River Basin
- Field trips and tours to local fish rearing facilities

No RSVP is required for the regular Fish Lab hours, everybody is welcome: Monday and Wednesdays at 3pm during the academic year. Saturday events will be as scheduled, and posted publicly on our [Fish Lab Facebook page](#).

If you are interested in stopping by and learning more, you can take a tour and check out our fish during the Discovery Hours on Saturdays from 12-2pm during the academic year.

About Grays Harbor College

GHC MUSIC PROGRAM

Students at GHC have many opportunities to be involved in music. Music courses include music theory and ear training, music fundamentals, music appreciation, and group piano. Private instruction is offered in voice, piano, woodwind, brass, percussion, guitar, and strings. Our instructors are experts, with experience in music performance, composition, and research.

GHC performing ensembles are open for majors and non-majors, and perform in the Bishop Center for the Performing Arts:

- Symphony Orchestra
- Pit Orchestra
- Concert Band
- Civic Choir
- Jazz Choir
- Jazz Band
- Steel Drum Ensemble
- Opera Workshop

The GHC Music program offers an Associate of Arts in Music for students who plan to transfer to music programs or schools at baccalaureate institutions. To find out more about GHC's music program contact Dr. William Dyer, director of music: bill.dyer@ghc.edu or (360) 538-4171.

GRAYS HARBOR COLLEGE FOUNDATION

The Grays Harbor College Foundation was established as a nonprofit Washington Corporation in 1963, making it one of the oldest community college foundations in Washington State. At inception, the Foundation was managed by a board of nine trustees that were civic-minded persons who agreed to give their time and energies on behalf of the college. Today, the Foundation's board is comprised of over 20 civic-minded leaders from Grays Harbor and Pacific Counties who invest their time and energy into carrying out its mission.

For over 55 years, the Grays Harbor College Foundation has been dedicated to supporting the success of students and the academic environment at Grays Harbor College by pairing donor giving priorities with Grays Harbor College students and programs.

Become a donor today by contacting foundation@ghc.edu or (360) 538-4024. More information is available at www.ghc.edu/foundation.

WORLD CLASS SCHOLARS

The World Class Scholar (WCS) program started in 1993 to form a partnership between students, parents and Grays Harbor College. This partnership provides a pathway to a college education for students through Grays Harbor and Pacific Counties and provides partial scholarships to students who complete the program.

Grays Harbor College recruits and administers the WCS program, often meeting with students as early on as 7th grade which introduces the concept of higher education and a pathway to accessing it at Grays Harbor College. The Grays Harbor College Foundation funds the scholarship program through donations and grants, and annually presents scholarship awards to student recipients who completed the program. In 1999, WCS received the Innovation in Education Award from the United States Senate and to this day, continues to be a vital program to students in the Twin Harbors region.

For more information, contact admissions@ghc.edu or call (360) 538-4026.

About Grays Harbor College

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 Resources 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) 538-4078 in the 100 Building (HUB).

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.

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.

For nearly a hundred years, Grays Harbor College has emphasized quality instruction in all our programs. We continue to build on the tradition. Our classes are small, and no matter how good our programs are, we are always looking for ways to improve them.

Our graduates have strong records of success in both continued college studies and in careers. Reports from Washington's public universities show that students from GHC are successful when they transfer. Annual studies show that most students who complete professional and technical programs are now working in their chosen fields.

DEGREE PROGRAMS

Grays Harbor College offers degrees in Academic Transfer, Professional and Technical Education, and three Bachelor of Applied Science programs.

ACADEMIC TRANSFER DEGREES

Grays Harbor College offers six associate degrees designed for transfer to baccalaureate institutions awarding Bachelor of Arts or Bachelor of Science degrees. These include the Associate in Arts, the Associate in Business, the Associate in Music, the Associate in Nursing, Associate in Pre-Nursing, and the Associate in Science.

Students who earn an associate transfer degree and are admitted to a Washington public baccalaureate institution are considered to have completed the lower division or general education requirements for that institution.

PROFESSIONAL AND TECHNICAL EDUCATION

The Associate in Applied Science, the Associate in Applied Science-Transfer, and the Associate in Technology, are awarded to students completing an instructional program designed to prepare them for entry into specific occupations. At GHC, you can earn an associate degree or a certificate in the programs listed below. See specific programs for degree options.

- Accounting
- Automotive Technology
- Business Management
- Business Technology
- Carpentry Technology
- Culinary Arts
- Commercial Transportation and Maintenance (CDL)
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Human Services
- Medical Assistant
- Medical Office Administrative Support
- Natural Resources-Forestry Technician
- Nursing Assistant
- Occupational Entrepreneurship
- Welding Technology

Annual studies show that many/most students who complete professional and technical programs are now working in their chosen fields.

BACHELOR OF APPLIED SCIENCE

Grays Harbor College offers three Bachelor of Applied Science (BAS) degrees. BAS degrees add junior and senior-level courses to two-year professional-technical degrees. By choosing a BAS degree, 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 employees holding bachelor's degrees. BAS degrees also prepare students to continue their education in master's programs, including programs through The Evergreen State College, Brandman University, University of Washington, Washington State University, and Western Governors University.

Bachelor of Applied Science in Forest Resource Management (BAS-FRM)

This degree prepares students to engage professionally as foresters in public and private companies, conservation managers, wildland fire supervisors, and other environmental professions.

Bachelor of Applied Science in Organizational Management (BAS-OM)

This allows workforce education completers to further develop their leadership, interpersonal communications, critical thinking, and supervision skills to advance careers in their chosen fields. The program focuses on applying soft skills in a selected career path and provides an overview of employment law, leadership ethics, accounting management, leading change, and labor issues.

Bachelor of Applied Science in Teacher Education (BAS-TE)

This degree prepares students with an AAS in Early Childhood Education to earn K-8 teacher certification. Through our partnership with Centralia College, students may also earn an endorsement in special education. (Students with other two-year degrees are welcome to apply.)

Educational Opportunities

CERTIFICATES

One year or less certificates are offered in Accounting/Bookkeeping, Bookkeeping, Small Business Entrepreneurship, Basic Small Business Skills, Business Technology (Formatting/Publishing Documents, Microcomputer Applications, Microsoft Office Applications, Office Professional Certification, Software Applications), Carpentry, Culinary Arts, Commercial Transportation and Maintenance (CDL), Criminal Justice, Diesel Technology, Early Childhood Education, Practical Nursing, Nursing Assistant, Human Services, Chemical Dependency, Medical Office Administrative Support, Natural Resources, and Welding.

HIGH SCHOOL DIPLOMAS

You can earn your high school diploma in several ways at Grays Harbor College. For more information, see page 14.

BUSINESS AND COMMUNITY EDUCATION

Business Contract Training

Business Contract Training focuses on the Core Theme 4: Service to Community. Contract training works in collaboration with community partners to provide training aligned with industry needs for a skilled workforce. Contracts are developed by training component, not by the number of participants and provides a bridge between educational programs and on-the-job skill training. Training includes:

- 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

Teacher Certification Clock Hour Verification

Grays Harbor College is approved by the Washington State Superintendent of Public Instruction to offer Continuing Education courses which meet teacher professional certification needs. Many online classes are available for clock-hour credit, as are some on-ground Continuing Education courses. All courses must be approved by your school district before enrolling in a course. Many [Ed2Go](#) courses qualify for clock hour credit.

Contact Business and Contract Training at 360.538.4012 for details on these opportunities.

COMMUNITY EDUCATION

Grays Harbor College is committed to Core Theme 4: Service to Community. Every person should have the opportunity for lifelong learning! Community Education classes and offices are throughout Grays Harbor and Pacific Counties at Riverview Education Center in Raymond (360.538.4023), Columbia Education Center in Ilwaco (360.538.2539) and on the Aberdeen Main Campus (2000 Building, room 2410; 360.538.4088).

Community Education Classes

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

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

Come join us as we explore the arts, history, languages, dance and many other topics! It's a great way to meet new people and energize your mind. Best of all, there are no tests – only the pleasure of learning and exploring!

Ed2Go

Over 500 online courses are available for both personal enrichment and job skills enhancement. These 6-week courses are non-credit, begin monthly and certificates of completion are available.

GHC EDventures

Offered monthly, guided travel activities explore the arts, history, culture and the natural wonders of Western Washington. Our EDventures can be day trips or overnight trips and include transportation, admission fees, guided tours and snacks. Some of our popular trips include: Mt. Rainer Excursion, Lake Union Cruise, Murder Mystery Dinner Train, Quinault Rainforest Rendezvous, and Pike Place Market! Check out the current list online at: [EDventures](#).

Senior Citizens

Any student over age 50 can register for “credit” community education classes. Other special fees normally charged students must also be paid by senior citizens. State you are a senior citizen and provide your birthdate to receive the “for credit” senior citizen rate.

Contact the Community Education office at 360.538.4267 or 360.538.4088 for details on community education 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 Aberdeen 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) and an Associate in Applied Science Business Degree, Technical Design (1-year certificate), and Welding (1-year certificate). Other offerings include a pre-college math series (MATH 060, 070, 097, 098). 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.

EXTENDED LEARNING (ELEARNING)

Extended Learning (eLearning) at Grays Harbor College extends available learning opportunities using online instruction and interactive television (ITV) to students who are unable to attend class in person. Extended learning (eLearning) methods allow you to pursue your educational goals even if you are unable to attend classes in person. The eLearning department supports all GHC classes with online technology as well as other emerging technologies. We believe that the skillful use of educational technology supports learning for everyone and not just those separated by distance.

Educational Opportunities

TRANSITIONS

(BASIC EDUCATION FOR ADULTS)

Adults with or without a diploma may enroll in a variety of classes designed to improve reading, writing, and math skills as they prepare to reach their educational, occupational, and personal goals.

ENGLISH LANGUAGE ACQUISITION

English Language Acquisition (ELA) classes are designed for students whose first language is not English. 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, and in face-to-face and hybrid formats. Classes cost \$25 per quarter. To learn more or to schedule an orientation appointment to get started call 360.538.4167 (se habla español). This coursework helps prepare a student for postsecondary education and/or employment.

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. To earn the diploma, a student must meet Washington State graduation requirements and complete GHC requirements that help prepare students for college and career pathways. 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 or to schedule an orientation appointment to get started call 360.538.4167. This coursework helps prepare a student for postsecondary education and/or employment.

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. 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 appointment to get started call 360.538.4167. This coursework helps prepare a student for post-secondary education and/or employment. GHC serves as a testing center for the GED®.

I-BEST PROGRAMS

Integrated Basic Education & Skills Training (I-BEST) allows students to begin working on a career path while improving reading, writing, and math skills. Fundamental skills are taught within the content of the career program and supported by two instructors in the classroom at the same time and extra support services. To learn more about the I-BEST program call 360-538-4167.

COMPLETE YOUR HIGH SCHOOL EDUCATION

GHC offers Adult High School Diplomas where students can earn college credit while completing a GHC High School Diploma. This program is for adults 19 years of age or older who did not complete high school. You will earn a diploma which meets State of Washington requirements. To learn more, call 360.538.4167.

Students who are 21 years or older who complete an associate degree (AA, AS, AAS, AAS-T, AT) may request a state high school diploma from the college upon written request. Students under this category are not eligible for funding provided for K-12 students. These students are not required to complete the State Board of Education's graduation requirements. For information, contact Enrollment Services at enrollment@ghc.edu or by calling (360)532-9020.

Students enrolled through Running Start who complete an associate degree (AA, AS, AAS, AAS-T, AT) may be awarded a state high school diploma from the college upon written request by the student. These students are not required to complete the State Board of Education's graduation requirements. For information, contact Enrollment Services at enrollment@ghc.edu or by calling (360)532-9020.

High School Programs (Dual Credit)

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.

To qualify for Running Start, students must be high school juniors or seniors, under the age of 21, and qualify at college-level in English, reading, and/or math on the placement test or through an approved alternative placement.

Those who qualify may choose to take a combination of high school and college courses, or enroll exclusively in college courses. All college courses (numbered 100 and above) successfully completed may be applied to degrees at GHC. It is possible for high school students who begin Running Start as juniors to graduate from high school with their Associate in Arts degree, ready to transfer to their chosen college or university to complete their bachelor's degree.

Running Start students are responsible for the cost of books, supplies, transportation, and fees. Fee waivers and book scholarships are available to students who qualify based on family income or free/reduced school lunch. Please contact the Running Start Coordinator for details on the fee waiver and book scholarship. Tuition is covered up to 15 credits per quarter as long as the combined course load between GHC and the high school remains below 1.2 FTE (full-time equivalency). Students with combined high school and college schedules that exceed 1.2 FTE during any college quarter must pay tuition for the additional credits.

For more information about Running Start, contact 360-538-2526.

Career and Technical Education (CTE) Dual Credit Program

GHC's CTE Dual Credit Program is a dual credit opportunity for high school students to gain GHC credit for specially-designed courses taken at your high school. Currently, participants include Aberdeen School District, Lake Quinalt, Naselle-Grays River Valley, East Grays Harbor High/ Elma School District, North Beach School District, North Thurston, Hoquiam, Wishkah High School, South Bend School District, Montesano Schools, Ocean Beach School District, Ocosta School District, Raymond Sr High School, Rochester High School, Twin Harbor Skills Center, and Willapa Valley Sr High. Depending on high school schedule and appropriate teacher credentials, students may be eligible to earn college and high school credits in Accounting, Automotive Technology, Business Technology, Carpentry, Culinary Arts, Computer Information Systems, Criminal Justice, Medical Assistant, and Welding. For more information please contact your high school counselor or visit <https://www.ghc.edu/academics/runningstart>.

Admission to Grays Harbor College

REQUIREMENTS TO ATTEND

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.

All incoming degree seeking students must be evaluated for English, mathematics, and reading except:

- a. 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;
- b. Students who have taken a college placement test or had their placement determined by another means at another Washington community or technical college;
- c. 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);
- d. 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.

If you are required to take the placement test, follow these three steps:

1. Pay for the test at the Cashier 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.

The college reserves the right to deny individuals entrance to specific programs if they do not meet established achievement level requirements.

Admission to Grays Harbor College does not guarantee admission into all courses or all professional and technical education programs. You should consult this catalog for any specific admission requirements in your chosen field of study.

Admission to Grays Harbor College

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 Welcome Center at the college can provide the current tuition rate for senior citizens.

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 Nursing DTA/MRP degree is accredited by the:

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

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 Welcome Center.

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 Welcome Center.

ADMISSION PROCEDURES

Procedures for admissions are published on the Grays Harbor College website at www.ghc.edu, and are provided by the Welcome Center at (360-532-9020).

Official transcripts from each college you have attended must be mailed to the Welcome Center for consideration of transfer credit. It is your responsibility to contact other institutions and request that transcripts and testing scores be forwarded in a timely manner. All transcripts become the property of the college.

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 Welcome Center. It is available at [Admissions Application](#).

Admission to Grays Harbor College

REGISTRATION PROCEDURES

Check the GHC website at www.ghc.edu for the annual schedule of courses and for details on the registration process.

If you are a new student, you will register for your first quarter after your entry advising session. Continuing students will have the option to register for the full academic year.

Student Identification Number (SID)

You will be assigned a nine-digit number to use as a Student Identification Number (SID). You will use this number identification on course rosters, college identification cards, etc. Your SID will be assigned automatically when you are admitted to the college or when you enroll for the first time in a community education course.

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.

Priority Registration: Veterans and dependents receive first priority in registration and register the business day prior to continuing students. Continuing students are able to register one week prior to newly admitted and returning students.

Students wishing to enroll in a course on or after the first day of the quarter must obtain the instructor's permission.

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.

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

FINANCIAL AID: GRANTS, WORK STUDY, AND LOANS

GHC participates in a variety of federal and state grant, work-study, and loan programs. These programs are designed to assist you in paying for your educational expenses. For more information, visit [Financial Aid](#).

Eligibility for the following programs will be evaluated for all individuals who complete the financial aid application process:

- Federal Pell Grants
- Federal SEOG (Supplemental Education Opportunity Grants)
- Washington State Need Grant
- Opportunity Grant
- GHC Grant
- Passport to College Promise Scholarship Program
- Need-Based Tuition Waiver
- Work Study
- Subsidized Direct Loan
- Unsubsidized Direct Loan
- PLUS (Parent Loan for Undergraduate Students)

For more information on financial aid opportunities, contact us by calling (360) 538-4081, send an email to finaid@ghc.edu, or stop by the Welcome Center in the HUB (100 Building).

Grays Harbor College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial aid assistance. This paragraph shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

Student Financial Aid Portal

This online student portal allows you to check your financial aid information after you complete your FAFSA/WASFA application. To use the Financial Aid Portal:

- Go to www.ghc.edu/financialaid/check-my-financial-aid-status
- Click on the blue button (log into the Financial Aid Portal)
- Your username is your social security number and your password is your birthdate with two-digits for each (mmddyy)

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).

Federal and State Financial Aid Eligibility Requirements

In order to be eligible for financial aid, you must meet the following requirements:

- You have a high school diploma or GED certificate, are enrolled in an eligible pathway, or meet the Ability to Benefit guidelines.
- You have been admitted to the college.
- You plan to complete a college degree or certificate program at GHC and enroll in the required classes for that degree or certificate.
- Be enrolled in at least 6 credits in order to be eligible for Direct Loan Program, GHC grant, Tuition Waiver, and work-study funds.
- Demonstrate financial need (for most programs).
- You are making Satisfactory Academic Progress in your studies and are meeting the minimum Pace of Progression requirements.
- You are not currently in default on a student loan received at any school.
- You do not owe repayment of grant funds at any college attended.
- You are a citizen or a permanent resident of the United States (certain exceptions if you are not a U.S. citizen but are a WA resident).

Financial Resources

- You are registered for Selective Service, if you're male (you must register between the ages of 18-25).
- You have not been convicted of an illegal drug offense while receiving federal financial aid.
- You submit your FAFSA or WASFA and turn in any required documents, following the GHC Application Process and Deadlines.

SCHOLARSHIPS

Information about scholarship opportunities is posted in the Financial Aid Office and at www.ghc.edu. There are also many other websites with scholarship information. Not all these sites are accurate. One of the free sites recommended by the financial aid administrators in Washington is the www.theWashBoard.org

GHC Foundation Scholarships

The Grays Harbor College Foundation offers a variety of scholarships generously provided by many area organizations and supportive individuals. Applications and guidelines about the scholarship process are available through the [GHC Foundation website](http://www.ghc.edu).

Academic Scholarships

The Grays Harbor College Foundation offers two General Scholarship cycles per year to students attending GHC. By completing an online application, students can easily apply to a variety of scholarships that have varying criteria. Scholarships can be awarded based on academic performance, financial need, course of study, and some are open to all students and have no criteria. Students can receive up to \$4,000 in scholarship awards per academic year.

Applications and guidelines about the academic scholarship cycles are available at [Foundation Scholarships](http://www.ghc.edu). Contact the GHC Foundation office at scholarships@ghc.edu or (360) 538-4024.

Tool Scholarships

The Grays Harbor College Foundation offers the Hughes Tools and James Davis Trust Tool Scholarship programs to eligible students.

Established in 2004 by Lawrence "Pat" Hughes and his wife, Mary Ellen, the Hughes Tool Scholarship helps GHC Industrial Technology and Nursing students purchase tools required for their particular field of vocational study. The Hughes believe students learning valuable job skills need to start with quality tools that can later be utilized when entering the workforce.

Funds from the James Davis Trust are utilized for tool scholarships for Forestry and Natural Resources students attending Grays Harbor College to acquire the required tools and equipment for coursework that will later be utilized in the workforce.

Applications and guidelines about the Tool Scholarships are available at [Foundation Scholarships](http://www.ghc.edu). Contact the GHC Foundation office at scholarships@ghc.edu or (360) 538-4024.

Emergency Assistance

The Grays Harbor College Foundation offers emergency assistance to students who experience a financial emergency or unanticipated expenses causing financial hardship. Students may seek support with temporary, short-term financial assistance. Emergency funding is not intended to provide ongoing relief of recurring expenses or as a consistent supplement for educational purposes.

Applications and guidelines for Emergency Assistance is available at [Emergency Assistance](http://www.ghc.edu). Contact the GHC Foundation office at scholarships@ghc.edu or (360) 538-4024.

BISHOP SCHOLARSHIP PROGRAM

Continuing College Education for Juniors, Seniors, and Graduate Students

Grays Harbor College administers the E.K. & Lillian F. Bishop Scholarship program for eligible students. While this program is not exclusively for students who earned associate degree 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, students must meet specific age, residency and scholastic requirements. This endowed scholarship program, created in memory of two generous benefactors, continues to recognize deserving Grays Harbor collegians with financial support to help them follow their educational pursuits.

Applications and guidelines about the scholarship process are available at [Bishop Scholarship](#). Contact the College Development office at scholarships@ghc.edu or (360) 538-4024.

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.

PASSPORT TO COLLEGE

The Passport to College program helps Washington students who have been in foster care attend college and prepare for careers. The program serves youth that have been in Washington state foster care, the federal unaccompanied refugee minors program, interstate compact program, and tribal foster care. In addition to college, students who prefer to enter the trades may participate in pre-apprenticeships or apprenticeships. Through the Passport to College program, students receive a scholarship that assists with the cost of attending college (tuition, fees, books, housing, transportation, and some personal expenses), support services from college staff, and priority consideration for additional financial aid. Contact the campus support staff in the TRiO office for more information at (360) 538-4076, or 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.

Financial Resources

WORKER RETRAINING

The Worker Retraining Program provides support to laid off, unemployed, dislocated homemakers, 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.

VETERANS 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.

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.

TUITION AND FEES

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 funds returned to the appropriate financial aid program within 45 days. The funds will be allocated 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.

Payment of Tuition and Fees

Tuition and fee information is available each term at [Tuition and Fees](#). Students are required to pay tuition and fees in full by the designated date and must have approval from program.

ENROLLMENT REQUIREMENTS

Enrollment

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

Credits/Credit Load

The academic year is divided into three quarters of approximately eleven weeks (fall, winter, and spring). There is also a summer quarter of approximately seven weeks.

GHC uses the following schedule to determine students' enrollment status:

- Full-time: 12 or more credits
- Three quarter time: 9-11 credits
- Half Time: 6-8 credits
- Less than half time: 1-5 credits

Students who plan to complete their degrees within two years should enroll in 15 credits per quarter. Please work with your advisor to determine the best way to meet your educational and career goals.

Registration Changes

GHC requires all students to register for classes prior to the start of each quarter. Changes to your courses (adding or dropping) should be made before the start of the quarter. This can be done by filling out the Add/Drop form available at the Office of Admissions and Records.

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 Welcome Center. Changes in class schedule that drop a student's combined registration below full-time may result in additional tuition and fees.

Withdrawal from Courses

At GHC, the last day to officially withdraw from courses is called "W" Day. "W" Day is the Thursday of the eighth week of Fall, Winter, and Spring quarter, and Thursday of the fifth week for summer quarter. For regularly scheduled classes, if a class is dropped during the first two weeks of the quarter, a grade will not appear on your transcript. After the first two weeks, a grade of "W", which is not used in computing grade point averages, will be entered on the official transcript.

Students must submit a withdrawal online at my.ghc.edu or complete a Drop/Add form and turn it in to the Welcome Center to officially drop a class. Informing the instructor does not create a withdrawal. The only withdrawals allowed after "W" Day are total withdrawals.

Students who are considering withdrawal are strongly advised to consult with the instructor, advisor and financial aid prior to withdrawing. Withdrawal from one or more classes may negatively impact financial aid including a repayment of financial aid funds. Students should check with the Financial Aid Office or the Welcome Center regarding their individual situation.

Academic Policies and Procedures

Total Withdrawal from College

A student may withdraw completely from college at any time during the academic quarter. If you must withdraw from college, it is your 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. Otherwise, "F" grades will be assigned in all courses. If you received financial aid for the quarter, a complete withdrawal or earning zero credits for the quarter will place you 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.

Students withdrawing due to military activation of more than 30 days deployment may also be eligible for a 100% refund of their tuition upon request to the Associate Dean for Enrollment.

REFUND OF TUITION AND COURSE FEES

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 Welcome Center. 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.

A full refund of tuition and course fees will be made to a student:

- Who withdraws from the college prior to the 5th instructional day of the quarter for which registration and course fees were applied (3rd day in Summer).
- Who withdraws prior to the first seminar or class session of self-support course.
- For any class cancelled by the college.
- Fifty percent of tuition and fees will be refunded to a student who withdraws from the college on or after the 6th day of instruction but within 20 calendar days including the first scheduled day of the quarter. Note: refund policy may differ for condensed quarters and/or early or late starting classes. Contact enrollment@ghc.edu or (360 532-9020 for more information. No refunds will be provided:

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.

- If the student is dismissed from the college for disciplinary reasons or fails to follow official withdrawal procedures.

Academic Policies and Procedures

GRADING

The quality of students' work 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. (WAOL courses do use D-. GHC converts D- grades to F.)

A plus increases the grade value by 0.3, and a minus decreases the value by 0.3.

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

A	4.0 grade points per credit hour	Indicates student who has excelled in all aspects 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	Indicates student whose work in the course has been excellent.
B-	2.7 grade points per credit hour	
C+	2.3 grade points per credit hour	
C	2.0 grade points per credit hour	Indicates student who has made substantial progress toward meeting the objectives of the course and have met 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 points per credit hour	Indicates student who has made progress toward meeting the objectives of the course but whose work is not yet meeting all course standards.

F	No credit	Indicates student who has failed to meet course requirements or who has accomplished so few course requirements that no credit has been earned.
W	No credit. Indicates official course withdrawal has been made through the Welcome Center.	
I	Special circumstances may warrant the use of the temporary "I" grade to indicate that the student is doing passing work in the course but has been unable to complete an essential requirement because of factors beyond their 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."	
P	Passing. No grade points. The "P" grade is given only in courses adopting the passing or unsatisfactory system.	
U	Unsatisfactory. The "U" grade is given only in courses adopting the passing or unsatisfactory system.	
N	Audit. No credit or grade points.	
R	Repeated. Given when a student repeats a course previously taken. Grade points and credit will be determined by the highest grade earned.	

Nonattendance

Grays Harbor College views student attendance and participation as crucial to academic success. A student who fails to attend the first two sessions of a face-to-face course may be administratively withdrawn if they do not contact the instructor and the instructor is unable to contact them. A student who fails to attend the first three sessions of a face-to-face class or fails to engage in significant activities for an online class during the first week of the quarter may be administratively withdrawn from the course. Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should therefore contact their instructors immediately to request an exemption to this procedure.

Academic Policies and Procedures

Passing/Unsatisfactory Grades

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

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

Audit

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

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

Incomplete Grades

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

The instructor must fill out an electronic contract form that contains specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract is retained by the instructor, one is given to the student, and one is filed with the Welcome Center.

An incomplete grade remains permanently on your transcript if the course work is not made up within a maximum of one year.

An individual receiving veteran's benefits and/or federal financial aid who fails to make up an incomplete grade within a designated time may risk partial loss or termination of benefits.

Repeated Courses

You may repeat any course to improve your grade. The highest grade will be used to calculate grade-point average. Grade repeat forms are available at Welcome Center or from your advisor during registration. Return the form to that office for the proper adjustment on your transcript.

Grade Change/Appeal

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 Operational Policy 407.

Academic Policies and Procedures

Forgiveness/Red Line Policy

When some students first enroll in college, they earn poor grades for a quarter or more and then perform successfully, earning grades of C or better. GHC offers an opportunity to remove previous poor work from such student's academic record through "red lining."

"Red Lining" removes entire quarters of enrollment, beginning at the first quarter. Students cannot select specific courses or specific quarters for red lining. For example, a student couldn't ask to have their 4th quarter grades removed without removing all grades prior to the 4th quarter.

To qualify for red lining, a student must have completed at least 36 credits with a GPA of 2.2 or higher in the course work that will remain on the transcript after 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 red lining and a footnote will be added to the transcript noting the date the previous courses were red lined.

Once the red lining process is completed, only the courses and grades earned after that time will be used in computing the GPA and course completion towards a degree or certificate.

ACADEMIC PROGRESS AND PERFORMANCE

GHC is committed to facilitating the academic success of students. The primary purpose of the Academic Progress and Performance Policy is to quickly identify and alert students with low academic achievement and to provide those students with assistance to improve their academic performance.

Students must earn a GPA of 2.0 or above. If not, the college will place the student progressively on warning, probation, and suspension.

A student whose cumulative grade point average falls below 2.0 will be placed on academic warning.

A student on academic warning who fails to earn a cumulative grade point average of at least 2.0 at the end of the subsequent quarter of enrollment will be placed on academic probation.

A student on academic probation who fails to earn a quarterly grade point average of at least 2.0 in the next

quarter will be placed on academic suspension. A student who has been suspended, stays out the required quarter and returns to school will automatically remain on probationary status until their cumulative GPA is raised to 2.0. As long as the quarterly GPA is 2.0, the student may continue to re-enroll.

Certain professional/technical programs, veterans, international students, and students receiving financial aid may have different/and or additional academic standard requirements and appeal processes.

PLAGIARISM/CHEATING

Plagiarism and/or cheating are not tolerated. An individual who cheats or plagiarizes the works of others is at risk of receiving a failing grade for the course in which such action takes place. In addition, plagiarism and/or cheating are violations of the Student Code of Conduct and such actions may result in an official sanction by the Conduct Officer.

PRESIDENT'S LIST, PRESIDENT'S SCHOLAR, HONOR ROLL

A student who completes 12 or more credit hours of courses and earns a grade-point average of 3.50 or higher in any one quarter will be listed on the President's List. The student transcript will be endorsed with HONOR ROLL for that quarter.

A student who receives an associate degree with a cumulative GPA of 3.50 or higher will be honored as a President's Scholar. The student transcript will be endorsed "PRESIDENT'S SCHOLAR". On a one-time-only basis, transcripts are also endorsed GRADUATE WITH HONORS to recognize students who graduate in the top ten of their graduation year.

Transfer Policies and Procedures

ACADEMIC TRANSFER

When Considering a Transfer

Understand that the receiving college or university decides what credits transfer and whether or not those credits meet its degree requirements.

Realize that the accreditation of both the originating and the receiving institutions can affect the transfer of credits you earn.

Know that transfer courses don't necessarily help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, departmental requirements, and electives. It's nice that your credits transfer, but the real question is, "Will my credits meet the requirements of my chosen program?"

Accept the fact that a change in your career goal or major may increase the number of credits you must take to graduate.

Visit your chosen transfer college whenever possible. You learn more about a school by visiting. While you're there, talk to everybody you can: students, admissions officers, financial aid staff, counselors, and instructors.

Call or e-mail your transfer college whenever you can't get answers to your questions. Your chosen school is your best source of information.

Request all the written information your transfer school has to offer, such as catalogs, brochures, applications, and departmental publications.

Applying for Transfer Admission

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

TRANSFERRING *FROM* GHC

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

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

Transfer Policies and Procedures

Transfer Advising appointments are available through Student Services.

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

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

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

Students who have completed the Washington 45 requirements may be able to transfer and apply a maximum of 45 quarter credits toward general education requirements at any other public and most private higher education institutions in the state. For more information about Washington 45, see the GHC website, www.ghc.edu. The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks 1 and 2, or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

TRANSFERRING TO GHC

Course-by-Course Transfer

GHC transfers credit on a course-by-course basis. Students wishing to transfer credit from another institution must submit a request to their previous college(s) to have their official transcript sent directly to the Welcome Center. Official transcripts from other institutions must be received in their original, sealed envelope in order to be evaluated. Transcripts from institutions outside of the United States that are notarized or sealed in other manners but not in their original sealed envelopes may be considered on a case-by-case basis. Courses will be evaluated for equivalency to GHC coursework or applicability to GHC degrees. 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 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).

Transfer evaluations are typically completed within six weeks.

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.

Limitations

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.

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. Exceptions must be approved by the Vice-President for Instruction.

Credit from military training transcribed on the Joint Services Transcript or from an institution outside of the United States that is recognized by the relevant national authority is considered to be credit from a regionally accredited institution.

Transfer Policies and Procedures

Reciprocity of Distribution Areas and Reverse Transfer

Students who have begun work on a transfer associate degree (DTA or Associate in Science-Transfer) at another Washington Community College and have certain requirements may be eligible to have those requirements considered to be met at GHC even if they would not otherwise have done so. Additionally, students who have already transferred to certain public universities in the State of Washington may be eligible to complete and receive the benefit of their transfer degrees by transferring credit back to Grays Harbor College. Students should contact the Welcome Center at enrollment@ghc.edu or via phone at (360)532-9020 for more information. Transcripts for students who meet requirements via reciprocity will be noted with the name of the sending institution.

Appeals

Students who wish to appeal a decision concerning acceptance of transfer credit should do so in writing to the Vice President for Instruction.

Academic Credit for Prior Learning

GHC accepts equivalency credit awarded for prior experiential learning or by approved testing methods which reflect previous training, private study, work completed at other institutions, or other bona fide qualifications that indicate the student has the knowledge or abilities equivalent to course completers. Methods of assessment include but are not limited to: Credit by Testing (CLEP), Credit by Extra-Institutional learning (Military and Industry Training), and credit by Prior Experiential Learning (Portfolio). No more than 25% of required credits for a degree or certificate may be satisfied by prior experience learning. For more information regarding Academic Credit for Prior Learning, please contact the office of Instruction at (360) 538-4009.

Advanced Placement

GHC awards advanced standing to entering students based upon levels of performance on the advanced placement (AP) examinations administered by the College Entrance Examination Board. An office transcript from College Board must be submitted to receive credit. For more information regarding advanced placement please contact the Welcome Center at (360)532-9020.

REQUIREMENTS FOR GRADUATION FROM GHC

1. Earn a minimum of ninety quarter hours of credit in college-level courses numbered 100 and above.
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. Students who are absent from the college for more than two quarters (excluding summer) may only use the degree requirements in effect at the time they return or 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 program of study on the admissions application form, or in the case of a change in program, complete a change of program form at Enrollment Services.

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. The College may choose to award degrees and certificates to students who have met the relevant requirements regardless of whether the student has applied for graduation.

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.

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 Welcome Center or on our website. In addition, students can order a transcript through the National Student Clearinghouse at [transcript requests](#) (for a small charge).

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.

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 who are within 15 credits of completing graduation requirements at the conclusion of spring quarter and are registered for all of their remaining coursework during the subsequent summer quarter may take part in commencement exercises; however, degrees will not be awarded until all requirements have been completed.

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.

Student Services

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. Students can complete registration transactions, request transcripts, change their program of study, apply for admissions, and apply for financial aid at the Welcome Center.

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 include counseling, veterans, career exploration, and AccessAbility 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.

ADVISING

The relationship that you develop with your advisor is very important to being successful. Visit your advisor frequently with questions about programs, transferring, educational planning or any issue affecting your success. It will be especially important to meet with your advisor prior to the start of registration. This is your opportunity to review your educational plan and make any adjustments before deciding which classes to register for next quarter. Be sure you contact your advisor early to schedule your appointment.

Entry Advisors

Entry Advisors are advisors who assist new students, transfer students and those returning after an absence in registering for classes their first quarter. A program advisor will be assigned to each student by the entry advisor. This advisor is typically a faculty member with expertise in the student's area of study.

Advising is Important

Never underestimate the value of academic advising. Your advisor can offer help and advice that can ultimately save you time and money.

Why you should work with your academic advisor:

Academic advisors can help you avoid mistakes like these:

- Taking courses that do not meet graduation requirements;
- Failing to meet admission requirements for other colleges;
- Missing prerequisites and deadlines for required courses;
- Seeing long-range plans disrupted when not all courses are offered every quarter; and
- Enrolling in courses which are too difficult or too easy.

What you can expect from your academic advisor:

- Knowledge of institutional programs, procedures and policies, graduation and major requirements, deadlines, registration, and transfer information;
- Assistance in finding the right resources to help solve problems;
- Guidance in planning your career goals; and
- Assistance in developing an educational plan.

What your academic advisor expects from you:

You must take responsibility for your education by:

- Reading the GHC catalog;
- Asking your advisor about certificate and/or degree requirements in your area of study. Be sure you are always moving toward your goal;
- Submitting all transcripts from other institutions to be evaluated;
- Informing your advisor of all tests you've taken (SAT, AP, CLEP, vocational interest/aptitude or others) and making sure the college has an official copy of your scores;
- Learning the entrance requirements at your transfer school, including any special requirements; and
- Knowing when registration begins every quarter and meeting with your advisor before that date.

Change of Program or Advisor

A student who wants to change his/her program or advisor must complete a Change of Program/Advisor Form online or at [Major Change](#). 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.

EDUCATIONAL PLANNING

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

- Do you want to transfer? A transfer degree prepares you to enter a university with all or most of the general university requirements (GURs) of a bachelor degree completed. Work closely with your advisor to select courses that will not only transfer but may complete a requirement for your Bachelor's degree.
- Do you want to enter the workforce? A professional/ technical degree or certificate prepares you to enter the workforce with skills and knowledge in the field you have chosen. Work closely with your advisor to learn the coursework required and what quarters those classes are available.
- Establish a career goal as soon as possible. If you are not sure of what career you want, talk to GHC counselors, advisors, and instructors about your career options. Visit the Student Support Center to do some career exploration. Making a sound career decision early in your college journey saves time and money.
- Know your transfer school. If you plan to transfer, consult with your program advisor and/or GHC counselors and contact the program advisors at your next school as soon as possible. Universities differ in requirements, so obtaining accurate transfer information is vital for a smooth transition between schools. You will also need to know application and financial aid deadlines.

Student Services

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

ACCESSABILITY 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 AccessAbility Services (AAS) office on a case-by-case basis to qualified students with known and/or documented disabilities. AAS can provide accessibility information regarding classroom accommodations, liaison with faculty, community referrals, and medical reserve parking authorizations. AAS can be reached at (360) 712-3222, HUB 146, or dss@ghc.edu. To receive catalog information in an alternative format, please contact AAS.

VETERANS BENEFITS

Veterans, eligible members of the selected reserves, and dependents of deceased or 100% disabled veterans interested in attending the college and utilizing state or federal benefits 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). Information is also available on the Grays Harbor College website at <https://www.ghc.edu/student-services/veteran-resources>.

While waiting for benefits to be processed by the Department of Veterans Affairs, the student should be prepared to meet the costs of tuition, fees, books and supplies and living expenses. Processing by the Department of Veterans Affairs may take six weeks or longer.

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

Students who receive education benefits must meet the following 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," or "W" will result in an overpayment; this means you will have to repay some or all of the benefits you received.
3. Students receiving benefits 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.

LIBRARY

The John Spellman Library helps students develop skills in accessing, evaluating, and using information as part of their instructional programs. To accomplish this, the library hosts 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 at <http://ghc.libguides.com/home>, visit us in person on the top floor of the 1500 (Academic Success Center) building, or phone us at 360-538-4050.

LEARNING CENTER

The GHC Learning Center provides tutoring and other support for students' academic endeavors. Students may drop by the Learning Center on a first come-first serve basis; those wishing to arrange ongoing, one-on-one tutoring should contact the LC Coordinator at 360-538-4060. Resources include tutoring in all disciplines, computers with internet access, copies of many textbooks, online tutoring study skills materials, and study space.

The Learning Center is staffed by trained tutors who can help students at all educational levels (please see our website for current tutor schedules). Online tutoring is also available, 7 days a week, with contact links and schedule for individual disciplines listed online at [tutoring](#). All services are free for GHC students.

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. It is located on the ground floor of the 1500 (Academic Success Center) Building. For more information call 360-538-4060, or emails us at learningcenter@ghc.edu.

ELEARNING

GHC's eLearning office helps both students and faculty with course-based technologies. Primary among these are the Learning Management System, Canvas, which is used by both online and hybrid courses, and as a major technology presence in most other classes as well.

Contact eLearning to solve troubles such as Canvas login problems, pages not opening, not seeing your class on your dashboard, not being able to submit homework – or any other of the infinite number of inexplicable problems that students may sometimes face. This is the place to turn to for help.

eLearning can be found on the ground floor of the 1500 (Academic Success Center) Building, on the web, by phone at 360.538.4085, or by email at elearning@ghc.edu. Trouble tickets can conveniently be submitted via the "help" button inside of Canvas itself.

Academic Support Center

WRITING CENTER

The Grays Harbor College Writing Center, staffed by a full-time English faculty member and student peer tutors, is located on the ground floor of the 1500 (Academic Support Center) building. The Writing Center provides all students with feedback and assistance in completing writing assignments in their GHC courses.

Students who are taking courses that involve writing are encouraged to enroll in ENGL 100L: Writing Lab. ENGL 100L 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 100L 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 100L 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.

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, or email trio@ghc.edu.

STUDENT LIFE

The mission of the Student Life Office is to promote activities which embrace the diversity of each student's unique interests by providing co-curricular experiences that enrich and enhance their academic experience. 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 students 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).

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.

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:

- Beta Iota - Phi Theta Kappa (Honor Society)
- Carpentry Club
- E-Sports Club
- Gender and Sexuality Alliance
- Grays Harbor Activities Board
- Impact
- Natural Resources 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.

Student Life and Activities

HONOR SOCIETY

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.

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.

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.

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.

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).

Desired Student Abilities (DSA's)

GHC has identified five college-wide abilities, or competencies, that all GHC students should be able to demonstrate upon completion of their studies. Students completing transfer degrees achieve these skills as they move through required and distribution courses. Students completing workforce degree and certificate programs achieve them in their required courses. BAS students achieve them through their required course work. These five skills are critical to graduates' future success at work, in further education, and in their lives as community members:

- **Literacy, including both written communication and quantitative literacy:** skills in reading, writing, listening, speaking, and quantifying as well as awareness of learning styles and life-long learning options.
- **Critical Thinking:** competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulation of an aesthetic response.
- **Social and Personal Responsibility:** Awareness of and responsiveness to diversity and commonality among cultures, multiplicity of perspectives, ethical behaviors, and health and wellness issues.
- **Information literacy:** 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.

In addition to these abilities, students also develop core knowledge in their programs and disciplines as they take courses in these areas. In addition to these DSA's, GHC has identified student learning outcomes for all courses, certificates, and degrees which are available on the GHC website.

Degrees, Programs, and Certificates

DEGREES, PROGRAMS, CERTIFICATES

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 and bachelor 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.

Arts and Sciences Degrees (AA or AS)

- Associate in Arts
- Associate in Arts-Bridge to Native Pathways
- Associate in Business
- Associate in Music
- Associate in Nursing
- Associate in Pre-Nursing
- Associate in Science

Bachelor's Degrees (BAS)

- Bachelor of Applied Science in Forest Resources Management
- Bachelor of Applied Science in Organizational Management
- Bachelor of Applied Science in Teacher Education

Professional Technical Programs (AAS, AAS-T, AT)

- Accounting
- Automotive Technology
- Business Management
- Carpentry Technology
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Human Services
- Medical Assistant
- Natural Resources-Forestry Technician
- Occupational Entrepreneurship
- Welding Technology

Certificates (CA, CC)

- Accounting/Bookkeeping
- Bookkeeping
- Automotive Technology
- Business Technology
- Carpentry Technology
- Certified Nursing Assistant
- Chemical Dependency
- Commercial Truck Driving/Log Truck Driving
- Criminal Justice
- Culinary Arts
- Diesel Technology
- Early Childhood Education-State Certificate
- Practical Nursing
- Nursing Assistant Training
- Human Services
- Medical Office
- Welding Technology

Associate Degrees

Grays Harbor College's general education requirements for the Direct Transfer Agreement (DTA) Associate degrees conform to the guidelines of the Washington Intercollegiate Relations Commission (ICRC) for direct transfer of Associate degree credits. Washington colleges and universities accept these guidelines or have separate agreements with Grays Harbor College to grant junior status and waive their own general education requirements for students entering with an Associate of Arts degree. Major related programs based on the direct transfer agreement (DTA) follow the statewide agreement and share the same benefits.

To meet the requirements for a DTA Associate degree at Grays Harbor College, you must complete a minimum of 90 academic credits in courses numbered 100 or higher, with a specified number of credits distributed in the areas of communications, quantitative skills, humanities, social sciences, and natural sciences. These distribution requirements are designed to help you develop skills needed to be an effective learner in your chosen fields of study, at work and in your personal and civic life. A specific course may not be credited toward more than one distribution area.

ASSOCIATE IN ARTS—DTA DEGREE

Degree overview

The Associate in Arts—Direct Transfer Agreement (AA-DTA) is designed to facilitate students' ability to transfer from GHC to a baccalaureate institution with junior standing having completed all general education requirements. The AA-DTA requires a minimum of 90 credits in courses numbered 100 or above with a minimum of 2.0 cumulative GPA. At least 45 credits must be chosen from the Distribution List of Approved Courses. In addition, students must fulfill requirements for graduation as described on page 31.

AA-DTA General Requirements

Communications (10 credits)

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

Quantitative Skills (5 credits)

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

MATH 111	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 Education 1	5
MATH& 132	Mathematics for Elementary Education 2	5

NOTE: Students who complete both MATH& 131 and MATH& 132 will be granted 5 credits of specified elective credit as well as satisfying the quantitative/symbolic reasoning skills requirement.

Distribution Requirements (45 credits)

AA-DTA students must distribute at least 45 credits in the areas of the humanities, natural sciences, and social sciences (15 credits each) using courses that appear on the Distribution List of Approved Courses, page 52.

Completion of all required courses in these programs satisfies Intercollege Relations Commission (ICRC) Associate in Science transfer degree requirements. Completing these degrees does not guarantee students admission to the major. **Students will work with their academic advisor(s) in planning for these programs.**

Electives (30 credits)

AA-DTA students must earn an additional 30 credits of electives. Of these, at least 20 credits must be chosen either from the list of specified electives, page 54, or the Distribution List of Approved Courses. An additional 10 credits of electives may be chosen from any college-level courses numbered 100 or higher. Although not all courses transfer independently, they may be acceptable as part of GHC's transfer arrangements with four-year institutions. General electives may constitute no more than 10 credits of any degree. No more than 3 PE credits may count as general electives.

Associate in Arts – Bridge to Native Pathways

ASSOCIATE IN ARTS-BRIDGE TO NATIVE PATHWAYS

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 at The Evergreen State College, a liberal arts degree which has served six Western Washington tribal communities with positive outcomes since 1989.

Students pursuing the Associate in Arts--DTA through the Bridge to Native Pathways program take 15 of the required 90 credits at the Evergreen State College Longhouse in Olympia, WA. These credits are considered academic electives. 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, and by GHC outreach and student support services. For more information on the Bridge program contact the Bridge Program Coordinator/Advisor at (360) 538-4209 or the Completion Facilitator, at (360) 538-4090.

ASSOCIATE IN BUSINESS DIRECT TRANSFER AGREEMENT/MAJOR RELATED PROGRAM

The Associate in Business - Direct Transfer Agreement/Major Related Program (AB-DTA/MRP) 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.

AB-DTA/MRP General Requirements (20 credits required)

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)

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 Social Science Distribution Requirements areas A, C or D) on page 52.

ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5
plus		
Social Science Distribution Areas A, C or D		5

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 52. (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 Natural Science areas A, B, or D on page 52. (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)

Associate in Business – DTA/MRP

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. Only three PE activity credits may count as general electives.

Business School Admission

For program planning purposes, students are advised that the lower-division requirements for individual Washington public university business schools may vary. 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 aiming for the international business major should consult their potential transfer institution regarding the level of world language required for admission to the major. Five 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 aiming for 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:

WSU (all campuses): Management Information Systems MIS 250

Gonzaga: Management Information Systems BMSI 235

PLU: Computer Applications CSCE 120, either an equivalent course or skills test

SPU: Spreadsheets BUS 1700, either an equivalent course or skills test

WWU: Introduction to Business Computer Systems MIS 220 (for transferring students entering fall 2014)

ASSOCIATE IN MUSIC DTA/MRP

The Associate in Music Direct Transfer Agreement/Major Related Program (AM-DTA/MRP) is for students who intend to secure a bachelor's 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. 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.

AM-DTA/MRP General 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 in Distribution Requirements, page 52.

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 in Distribution Requirements, page 52.

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 in Distribution Requirements, page 53. 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)	6
Choose from MUSIC 151-157, 251-257	
Ensemble (2 credits per quarter for 6 quarters)	12
Choose from MUSIC 161-190, 240, 261-290	
Keyboard/Piano classes (117-119, 217-219)	3-6

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.

Associate in Nursing – DTA/MRP

ASSOCIATE IN NURSING DIRECT TRANSFER AGREEMENT/MAJOR RELATED PROGRAM

The Nursing program is a competitive selection program. Applications are available between October 1st and March 1st each year for admission the next fall. The application can be found in the Nursing Department or online at [Grays Harbor College Nursing Program webpage](#). Please see our website for the most up to date nursing information.

The Associate in Nursing DTA/MRP has a dual purpose. It qualifies graduates to take the licensure exam for registered nursing (NCLEX-RN). In addition, this degree enables the student to complete a BSN in one academic year at any accepting university in Washington State.

This program is approved by the Washington State Nurse Care Quality Assurance Commission and accredited by the Accreditation Commission for Education in Nursing.

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

[Accreditation Commission for Education in Nursing, Inc.](#)

This program is requires a total of 135 credits.

General Education Requirements (45 credits)

BIOL& 160 General Biology w/ Lab	5
BIOL& 241 Anatomy & Physiology I w/Lab	5
BIOL& 242 Anatomy & Physiology II w/Lab	5
BIOL& 260 Microbiology w/Lab	5
CHEM& 121 Introduction to Chemistry w/Lab	5
ENGL& 101 English Composition I	5
MATH& 146 Introduction to Statistics	5
PSYC& 100 General Psychology	5
PSYC& 200 Lifespan Psychology	5

Additional general education courses that may be taken with the Nursing courses: (15 credits)

COMM/SPCH 5 credits from the distribution list

Any 2 Humanities courses (a minimum of 5 credits each) from the distribution list

First year Nursing Core Courses (39 credits)

NURS 135	Intro to Pharmacology Concepts	1
NURS 171	Intro to Nursing Concepts	9
<i>NUTR 114</i>	<i>Nutrition in Healthcare I</i>	<i>1</i>
<i>PHIL 114</i>	<i>Ethics and Policy in Healthcare I</i>	<i>1</i>
<i>PSYC 114</i>	<i>Psychosocial Issues in Healthcare I</i>	<i>1</i>
NURS 137	Pharmacology II	1
NURS 172	Nursing Concepts I w/practicum	9
<i>NUTR 115</i>	<i>Nutrition in Healthcare II</i>	<i>1</i>
<i>PHIL 115</i>	<i>Ethics and Policy in Healthcare II</i>	<i>1</i>
<i>PSYC 115</i>	<i>Psychosocial Issues in Healthcare II</i>	<i>1</i>
NURS 139	Pharmacology III	1
NURS 173	Nursing Concepts 3	9
<i>NUTR 116</i>	<i>Nutrition in Healthcare III</i>	<i>1</i>
<i>PHIL 116</i>	<i>Ethics and Policy in Healthcare III</i>	<i>1</i>
<i>PSYC 116</i>	<i>Psychosocial Issues in Healthcare III</i>	<i>1</i>

Second year Nursing Core Courses 36 credits)

NURS 271	Advanced Nursing Concepts 1	10
<i>NUTR 214</i>	<i>Nutrition in Healthcare IV</i>	<i>1</i>
<i>PSYC 214</i>	<i>Psychosocial Issues in Healthcare IV</i>	<i>1</i>
NURS 272	Advanced Nursing Concepts 2	9
<i>NUTR 215</i>	<i>Nutrition in Healthcare IV</i>	<i>1</i>
<i>PHIL 215</i>	<i>Ethics and Policy in Healthcare IV</i>	<i>1</i>
<i>PSYC 215</i>	<i>Psychosocial Issues in Healthcare V</i>	<i>1</i>
NURS 273	Transition to Professional Nursing	11
<i>PHIL 216</i>	<i>Ethics and Policy in Healthcare V</i>	<i>1</i>

Italicized courses are embedded in the core nursing courses.

Associate in Pre-Nursing – DTA/MRP

ASSOCIATE IN PRE-NURSING – DTA/MRP

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 90 credits in courses numbered 100 or above with a minimum of 2.0 cumulative college-level GPA.

Communications (10 credits)

ENGL& 101	English Composition I	5
ENGL& 102	English Composition II	5
or		
ENGL& 235	Technical Writing	5
(See note 1)		

Quantitative/Symbolic Reasoning Skills (5 credits)

MATH& 146	Introduction Statistics	5
(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 (see page 52).

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 (35 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).

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 Northwest University, 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 12 credits of Biblical Literacy 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.

Associate in Nursing – DTA/MRP

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 courses 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.

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.

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.

Associate in Science – Track 1 and 2

ASSOCIATE IN SCIENCE - TRANSFER AS-T TRACK 1 AND AS-T TRACK 2

The Associate in Science – Transfer degree is intended to prepare students to transfer to Washington’s public four-year colleges and universities and many private colleges with junior standing and the majority of the prerequisites for selected science, mathematics, and engineering majors completed. This degree partially fulfills the general education requirements as explained in the Associate in Arts-Direct Transfer Agreement. This degree does not guarantee admission into the major.

Students completing this Associate of Science Transfer degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate’s degree and will be given junior status by the receiving institution. Each concentration within this degree has additional requirements.

Associate in Science – Transfer Track 1 is designed to prepare students for upper division study in the areas of:

- Biological Sciences
- Environmental/Resource Sciences
- Chemistry
- Geology
- Earth Science

Associate in Science – Transfer Track 2 is designed to prepare students for upper division study in the areas of:

- Engineering
- Computer Science
- Physics
- Atmospheric Science

The Associate in Science – Transfer degree does NOT satisfy all general education requirements at baccalaureate institutions. Students who transfer with AS – T degrees will typically be required to complete some general education requirements during their junior and senior years, for example cultural diversity requirements or world language requirements. Students who begin their science studies at baccalaureate institutions must meet similar requirements.

Early advising is important to ensure degree completion, for example:

- Some baccalaureate institutions require physics with calculus to meet the physics sequence of 15 credits.
- Biology majors should select organic chemistry or physics for the additional 10-15 credits.
- Engineering students may have additional lower-division requirements to meet prior to department admission.
- Pre-calculus cannot be used to satisfy the mathematics requirement.
- Science sequences should not be broken up between institutions (ex: the typical three-quarter physics sequence should be taken entirely at Grays Harbor College).

Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring. Selecting and planning courses with a science or engineering advisor is strongly recommended to ensure a seamless transition to a science major program at a specific university or four-year college.

Associate in Science – Transfer General Degree Requirements

Students must complete a minimum of 90 credits in transferable courses numbered 100 or above which include distribution courses plus specific science or engineering major options with a minimum cumulative GPA of 2.0. At least 25 college-level credits must be earned at GHC with a minimum GPA of 2.0. Additional General Education Requirements (GERs) must be completed at the four-year school where the student transfers.

Associate in Science – Track 1 and 2

AS-T TRACK 1 DEGREE REQUIREMENTS

Associate in Science Transfer (AS-T) Track 1

Concentrations

- Biology
- Chemistry
- Earth Science
- Environmental Science
- Geology

Each concentration within this degree has additional requirements. Please see your advisor for assistance with course selections.

Communications (5 credits)

ENGL& 101 English Composition I (5 credits)

Quantitative/Symbolic Reasoning Skills (10 credits)*

MATH& 151 Calculus I (5 credits)

MATH& 152 Calculus II (5 credits)

*Higher level math courses may be substituted with advisor approval.

Humanities and Social Science Distribution Requirements (15 credits)

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

Pre-major program requirements (45-50 credits)

1. Chemistry (for science majors) sequence of 15 credits
2. Third quarter calculus or approved statistics course of 5 credits
3. Biology (for science majors) or physics (calculus-based or non-calculus-based) sequence of 15 credits
4. Additional requirements: 10-15 credits in physics, geology, organic chemistry, biology, or mathematics, consisting of courses normally taken for science majors (not for general education), preferably in a 2- or 3- quarter sequence.

Electives (10-15 cr.)

Sufficient additional college-level credits so that total credits earned are at least 90 quarter credits. These remaining credits may include prerequisites for major courses (e.g., pre-calculus), additional major coursework, or specific general education or other university requirements, as approved by your advisor. See your GHC advisor for specific courses recommended for your major; check with your 4-year university for world-language requirements.

Associate in Science – Track 1 and 2

AS-T TRACK 2 DEGREE REQUIREMENTS

Associate in Science Transfer (AS-T) Track 2

Concentration

- Computer Science
- Physics
- Engineering
- Atmospheric Sciences

Each concentration within this degree has additional requirements. Please see your advisor for assistance with course selections.

Communications (5 credits)

ENGL& 101 English Composition I (5 credits)

Quantitative/Symbolic Reasoning Skills (10 credits)*

MATH& 151 Calculus I (5 credits)

MATH& 152 Calculus II (5 credits)

*Higher level math courses may be substituted with advisor approval.

Humanities & Social Science Distribution Requirements (15 credits)

- Select five Humanities credits satisfying a distribution requirement.
- Select five Social Science credits satisfying a distribution requirement.
- Select five additional Humanities or Social Sciences credits satisfying a distribution requirement. (See note 7)

For 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-DTA 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.

Distribution Requirements

Distribution List of Approved Courses

(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.

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

	Credits
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
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Humanities

(15 credits)

A total of 15 credits is required in humanities, one course from three different areas, labeled A through G, with a maximum of five credits in performance* courses.

Area A: Visual Arts

	Credits
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& 111 Introduction to Literature	5
ENGL 208 Survey of British Literature I	5
ENGL 209 Survey of British Literature II	5
ENGL& 220 Introduction to Shakespeare	5
ENGL 233 Children's Literature	5
ENGL& 244 Introduction to American Literature	5
ENGL 252 Survey of World Literature	5
ENGL 275 Gender in Literature	5

Area E: Languages

(no more than 5 credits of language at the 100 level)

ASL& 121-123 American Sign Language I, II, III	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

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

Distribution Requirements

Natural Science

(15 credits)

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

Area A: Biological Science

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& 224	Fish Biology*	6
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.

Electives

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.

ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
ART 102, 103	Drawing II, III	5
ART 251-252	Painting I, II	5
ART 260	Introduction to Printmaking	5
BIOL 225	Chemical Field and Lab Methods	6
BIOL 226	Advanced Aquaculture	4
BUS& 101	Introduction to Business	5
BUS& 201	Business Law	5
BIOL& 241-242	Human Anatomy/Physiology I, II	5
CHEM& 162, 163	General Chemistry w/Lab II, III	5
CHEM 180	Survey of Forensic Science	5
CHEM& 261-263	Organic Chemistry w/Lab I-III	6
CHIN& 122, 123	Chinese II, 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& 236	Introduction to Creative 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
LIB 101	Intro to Information Resources	2

MATH& 131	Mathematics for Elementary Ed	15
MATH& 132	Mathematics for Elementary Ed	25
MATH& 163	Calculus 3	5
MATH 241	Differential Equations I	5
MUSIC 117-119	Begin Piano Techniques I, II, III	1
MUSC& 122, 123	Ear Training 2, 3	2
MUSC& 132, 133	Music Theory 2, 3	3
MUSIC 150-158	Applied Music	1
MUSIC 161-186	Performance Groups	1-2
MUSIC 217-219	Intermediate Piano , I, II, III	1
MUSC& 221-223	Intermediate Ear Training 4-6	2
MUSIC 231	Intermediate Harmony	3
MUSIC 232-233	Advanced Harmony I, II	3
MUSIC 250-258	Advanced Applied Music	2
MUSIC 261-286	Performance Groups	1-2
NUTR& 101	Nutrition	5
PHYS& 115, 116	General Physics II, III	5
PHYS& 222-223	Engineering Physics II, III	5
POL S 110	Law and Justice	5
POL S 200	Foreign Policy of the U.S.	5
POL S 204	Intro 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
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.

Professional Technical Programs

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.

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 82 of this catalog.

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 31.

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Business Technology.....	61
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Medical Office Administrative Support	75
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Student Outcomes

The college has clearly identified expected student learning outcomes for all of its Professional and Technical programs. You can find them on program specific pages on the website.

Gainful Employment

For more information about our certificate graduation rates, the median debt of students who completed the certificate programs, and other important information, please visit our website at: [Gainful Employment Disclosures](#)

Professional Technical Programs

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 (5-10 credits)

ACCT 113 Introduction to Accounting I 5
and
ACCT 114 Introduction to Accounting II 5
or
ACCT& 201 Principles of Accounting I 5

Additional Required Core Courses (26 credits)

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 (5-10 credits)

ACCT 113 Introduction to Accounting I 5
and
ACCT 114 Introduction to Accounting II 5
or
ACCT& 201 Principles of Accounting I 5

Additional Required Core Courses (26 credits)

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
BTECH 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/Tech/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

Professional Technical Programs

Accounting/Bookkeeping

Certificate of Completion

Core Courses (5-10 credits)

ACCT 113	Introduction to Accounting I and	5
ACCT 114	Introduction to Accounting II or	5
ACCT& 201	Principles of Accounting I	5

Additional Required Core Courses (16 credits)

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 or	5
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
BTECH 102	Introduction to Microsoft Office	3

General Courses (8 credits)

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

Minimum Credits Required 55

Bookkeeping

Certificate of Achievement

Prerequisite Requirements

Basic working knowledge of computers or BTECH 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 (AT) 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 or	5
ENGL 150	Vocational/Tech/Business Writing	5
MATH 100	Vocational/Technical Math (or above)	5
PSYC& 100	General Psychology or	5
PSYCH 106	Applied Psychology or	3
SOC& 101	Introduction to Sociology	5

Minimum Credits Required 115

Professional Technical Programs

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/Tech/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

Brake, Suspensions, and Steering

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
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Electrical, Electronics, and Anti-Lock Brake Systems

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
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Engines-Electrical Tune-Up and Ignition

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
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Power Train, Manual and Automatic Transmissions

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
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Fuel Systems-Electronic Testing and Computer Controls

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
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Professional Technical Programs

Advanced Engine Performance, Air Conditioning, and Heating

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 -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

ACCT& 202 Principles of Accounting II 5
BTECH 150 Excel 5
BTECH 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 – 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

ACCT& 202 Principles of Accounting II 5
BTECH 150 Excel 5
BTECH 102 Introduction to Microsoft Office 3

Professional Technical Programs

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 - 28 credits)

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

General Courses (11 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/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
BTECH 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

Professional Technical Programs

BUSINESS TECHNOLOGY

Business Technology

Associate in Applied Science (AAS) Degree

Core Courses (56 credits)

BTECH 100	Introduction to Personal Computers	2
BTECH 102	Introduction to Microsoft Office	3
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

Support Courses (13 credits)

ACCT 113	Introduction to Accounting I	5
or		
BA 104	Mathematics for Business	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/Tech/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 100	Introduction to Personal Computers	2
BTECH 102	Introduction to Microsoft Office	3
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

General Courses (11-13 credits)

BA 140	Business English	3
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/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 BTECH 100 and BTECH 101; BTECH 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 BTECH 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

Professional Technical Programs

Microsoft Office Applications

Certificate of Achievement

Prerequisite Requirements

Basic working knowledge of computers or BTECH 100 and BTECH 101; BTECH 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 BTECH 100 and BTECH 101; BTECH 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 102	Introduction to Microsoft Office	3
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

CARPENTRY TECHNOLOGY

Carpentry Technology

Associate in Technology (AT) 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
General Courses (13-15 credits)		
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/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

Professional Technical Programs

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/Tech/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 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 License 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

Required for Log Truck Driving Endorsement (3 credits)

CTM 190	Log Truck Driving	3
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General Education Courses (13-15 credits)

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

Minimum Credits Required 66

Professional Technical Programs

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 License 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 (19-21 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

Commercial Log Truck Driving

Certificate of Achievement

Prerequisite Requirements

CTM 100 and CTM 101 or concurrent enrollment. Students who successfully complete this certificate of achievement may obtain a Class A Commercial Driver's License with a Grays Harbor College log truck driving endorsement.

Core Courses (18 credits)

CTM 127	Pre-Trip Requirements	5
CTM 150	Range Operations and Equipment	5
CTM 185	Over the Road Driving	5
CTM 190	Log Truck Driving	3
Minimum Credits Required		18

Log Truck Driving

Certificate of Achievement

Prerequisite Requirements

Current Class A license and instructor permission. Students who successfully complete this certificate of achievement will receive a Grays Harbor College log truck driving endorsement.

Core Courses

CTM 190	Log Truck Driving	3
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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)

BTECH 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	5
PSYC& 220	Abnormal Psychology	5
PSYCH 250	Social Psychology	5
SOC& 101	Introduction to Sociology	5

Elective Courses (12 credits)

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

Minimum Credits Required 90

Professional Technical Programs

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)

BTECH 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
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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
BTECH 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

Professional Technical Programs

CULINARY ARTS

Culinary Arts Basics

Certificate of Completion

Prerequisite Requirements

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.

Students may complete this program and apply it towards the Occupational Entrepreneurship Associate in Applied Science Degree.

Core Courses (38 credits)

CUL 100	Culinary Arts Fundamentals	3
CUL 110	Culinary Sanitation and Safety	2
CUL 125	Culinary Nutrition and Sustainability	2
CUL 135	Stocks, Sauces, and Soups	3
CUL 145	Breakfast Production	3
CUL 155	Introduction to Baking	3
CUL 165	Culinary Methods I (Meat I)	3
CUL 175	Culinary Methods II (Meat II)	3
CUL 185	Culinary Methods III (Vegetables, Fruit, Pasta, Grains)	3
CUL 190	Cold Food Production	2
CUL 205	Introduction to Food and Beverage Operations	3
CUL 215	Advanced Baking, Pastry, and Dessert	3
CUL 225	Dining Room Essentials	2
CUL 235	Advanced Culinary Skills /Techniques	3

Suggested Elective (1 credit)

CUL 158	Internship	1-5
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General Education Courses (13-15 credits)

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

Minimum Credits Required 52

Basic Food Service

Certificate of Achievement

Core Courses (12 credits)

CUL 100	Culinary Arts Fundamentals	3
CUL 110	Culinary Safety and Sanitation	2
CUL 145	Breakfast Production	3
CUL 190	Cold Food Production	2
CUL 225	Dining Room Essentials	2

Baking, Pastries, and Desserts

Certificate of Achievement

Core Courses (13 credits)

CUL 100	Culinary Arts Fundamentals	3
CUL 110	Culinary Safety and Sanitation	2
CUL 125	Culinary Nutrition and Sustainability	2
CUL 155	Introduction to Baking	3
CUL 215	Advanced Baking, Pastry, and Desserts	3

Culinary Methods

Certificate of Achievement

Core Courses (14 credits)

CUL 100	Culinary Arts Fundamentals	3
CUL 110	Culinary Safety and Sanitation	2
CUL 165	Culinary Methods I (Meat I)	3
CUL 175	Culinary Methods II (Meat II)	3
CUL 185	Culinary Methods III (Vegetables, Fruit, Pasta, Grains)	3

Professional Technical Programs

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/Tech/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
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General Courses (13 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/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/Tech/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

Professional Technical Programs

Introduction to Diesel Technology

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 16

Intermediate Diesel Technology

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 16

Advanced Diesel Technology Applications

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 16

Diagnostics, Testing, and Repair

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 16

Advanced Diagnostics, Testing, and Repair

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 16

EARLY CHILDHOOD EDUCATION

Early Childhood Education

Associate in Applied Science

The following courses constitute the Associate in Applied Science in Early Childhood Education degree. Students must earn a minimum of 2.0 in each course. After successful completion of all year one courses, students will earn both the Initial and State Certificates.

Core Courses (59 credits)

ECED& 105	Intro to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2
ECED& 132	Infant and Toddler Care	3
ECED& 160	Curriculum Development	5
ECED& 170	Environments for Young Children	3
ECED& 180	Language and Literacy Development	3
ECED& 190	Observation and Assessment	3
ECED 145	Fine Arts Curriculum for Young Children	3
ECED 200	Practicum II: Early Childhood Administration	5
ECED 235	Educating Young Children in Diverse Society: Diversity	3
ECED 238	Professionalism	3
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3
EDUC 150	Child, Family, and Community	3
EDUC 204	Exceptional Child	5

Support and General Education Courses (35 credits)

BIOL& 100	Survey of Biology	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
or		
ENGL& 102	English Composition II	5
MATH& 131	Math for Elementary Education I	5
MATH& 132	Elementary Education II	5
PSYC& 100	General Psychology	5
or		
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5

Minimum Credits Required 94

Professional Technical Programs

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, and 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

State Short Certificate of Specialization–Infants and Toddlers

EDUC& 115	Child Development	5
ECED& 132	Infant and Toddlers Care	3

State Short Certificate of Specialization–School-Age Care

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

Short Certificate of Specialization–Family Child Care

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

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	Infant and Toddler Care	3

Professional Technical Programs

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

(for nursing degrees, please see page 46)

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.

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 BTECH 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)

BTECH 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 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

Professional Technical Programs

Option 1: Human Services Generalist Support Courses (20 credits)

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 Assessment/Counseling	2
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
HS 105	Introduction to Domestic Violence and Sexual Assault Advocacy	
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
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 1 Minimum Credits 96

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 Assessment/Counseling	2
ALSA 270	Alcohol/Substance Abuse Counseling	4
HSSA& 101	Introduction to Addictive Drugs	4

Option 2 Minimum Credits Required 107

Professional Technical Programs

Human Services

Associate in Applied Science (AAS) 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 BTECH 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 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)

BTECH 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

Option 1: Human Services Generalist (20 credits)

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
HS 105	Introduction to Domestic Violence and Sexual Assault Advocacy	
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

Option 1 Minimum Credits 96

Professional Technical Programs

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

Option 2 Minimum Credits 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 BTECH 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 203	Interview /Assessments in Human Services	5
HS 258	Advanced Cooperative Work Internship	5

General Education Courses (16-18 credits)

BTECH 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

Professional Technical Programs

Chemical Dependency

Certificate of Completion

This program 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 RCW246.811 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)		
BTECH 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/ Medical Terminology I	5
MEDAS 111	Human Body Structure/ Medical Terminology II	5
MEDAS 114	Medical Law, Ethics, and Bioethics	3
MEDAS 120	Pathology, Diseases and Treatments	5
MEDAS 131	Communication Skills for Medical Assistant	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
BTECH 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/Tech/Business Writing	5
PSYC& 100	General Psychology	5
Minimum Credits Required		91

Professional Technical Programs

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)

BTECH 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/Tech/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

NURSING

(see page 46)

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
or		
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

Professional Technical Programs

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
or		
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5

Support Courses (25 credits)

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

Minimum Credits Required 104

Forestry Technician

Certificate of Completion

Core Courses (41 credits)

ENVS& 100	Survey of Environmental Science	5
or		
NR 120	Society and Natural Resources	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	1
NR 160	Forest Ecology – Habitats	5
NR 101	Introduction to Forest Management	5
or		
NR 260	Forest Mensuration	5
NR 270	Silviculture	5
or		
NR 280	Harvest Systems and Products	5
NR 258	Cooperative Work Experience	5

Support and General Education Courses (15 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/Business Writing	5
or		
ENGL& 235	Technical Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	5
or		
SOC& 101	Introduction to Sociology	5

Minimum Credits Required 56

Professional Technical Programs

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
BTECH 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
- Culinary Arts Basics
- 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/Tech/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/Tech/Business Writing	5

Minimum Credits Required 92

Professional Technical Programs

WELDING TECHNOLOGY

When students return to the welding degree program after a break in enrollment, they may be required to retake previously completed courses. The faculty will make this determination and will take the length of absence and related work experience into consideration when making this decision.

Construction Welding

Associate in Technology (AT) 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 (134 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
WELD 249	Flux Cored Arc Welding for Construction	16
WELD 250	Structural Certification	16

General Education (13-15 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/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 147

Pipe Welding

Associate in Technology Degree

Prerequisite Requirements

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

Core Courses (150 credits)

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

General Education Courses (13-15 credits)

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

Minimum Credits Required 163

Professional Technical Programs

Structural Welding

Associate in Technology Degree

Prerequisite Requirements

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

Core Courses (118 credits) 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
WELD 250	Structural Certification	16

General Education Courses (13-15 credits)

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

Minimum Credits Required 131

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 (13-15 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/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

Professional Technical Programs

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/Tech/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

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.

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.

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.

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.

Course Descriptions

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

Course Descriptions

ACCT& 201

5 Credits

Principles of Accounting I

Recommended Preparation: BTECH 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. 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. 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. 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. Vocational program course. May be used as a general elective in the AA degree.

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

Course Descriptions

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

AMERICAN SIGN LANGUAGE

(see World Languages)

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. Satisfies social science distribution area C requirement or specified elective for the AA degree.

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

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

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

The study of cultural traditions in various sections of the world, leading to an understanding of cultural differences and similarities. Emphasis will be placed upon anthropological examples of human behavior in societies that contrast with Western civilizations. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the Native Pathways AA degree.

Course Descriptions

ANTH& 210

5 Credits

Indians of North America

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

ANTH& 216

Pacific NW Coast Peoples

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

Course Descriptions

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. 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. 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. 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. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

Course Descriptions

ART 105

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. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

5 Credits

ART 251

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. Satisfies specified elective requirement for the AA degree.

5 Credits

ART 252

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. Satisfies specified elective requirement for the AA degree.

5 Credits

ART 260

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. Satisfies specified elective requirement for the AA degree.

5 Credits

ASTRONOMY

ASTR& 100

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. Satisfies science distribution area E requirement or specified elective for the AA degree.

5 Credits

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

Course Descriptions

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, lab scopes, scanners, multi-gas analyzers and various meters and sensor testers. A study of the principles of refrigeration, and the heating and air conditioning systems currently used by the automotive industry including manual, semiautomatic, and automatic systems. The course will include details of the electrical control circuits for the compressor, blower, and coolant fan(s). The description, purpose and function of air conditioning system components are explained in this course, and service and repair procedures will be presented and practiced by the student. Safety procedures for handling R-12 and 134-A are discussed. 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 Lab.

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. Satisfies science or lab 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. Satisfies science or lab requirement area A 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 097 or placement in MATH 098 or higher; concurrent enrollment in BIOL& 160 Lab.

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. Satisfies science or lab 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 097 or higher; concurrent enrollment in BIOL& 175 Lab.

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. Satisfies science or lab 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 Lab.

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. Satisfies science or lab requirement area A distribution or specified elective for the AA degree. Offered fall quarter.

Course Descriptions

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 Lab.

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. Satisfies science or lab 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 Lab.

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. Satisfies science or lab requirement area A distribution or specified elective for the AA degree. Offered spring quarter.

BIOL 224 6 Credits

Fish Biology

Prerequisite: College level math, at least one college level science course.

This lecture, laboratory and field course includes the study of Pacific Northwest finfish and shellfish. Classification and identification, anatomy and physiology, age and growth, reproduction, and behavior are major elements of the course. Emphasis is on local fish species of commercial and recreational importance. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

BIOL 225 6 Credits

Chemical Field and Lab Methods

Prerequisite: College level math, at least one college level science course.

The primary goal of this field and laboratory course is to have students learn the techniques of collection, analysis and reporting of water quality data, while gaining essential skills in the use of water quality instrumentation. Precision and accuracy of analytical performance and adherence to the basic principles of the scientific method are emphasized. Proper use of equipment, calibration, quality control and laboratory safety are also major aims of this course. Satisfies specified elective requirement for the AA degree.

BIOL 226 4 Credits

Advanced Aquaculture

Prerequisite: College level math, at least one college level science course.

An introduction to trout and salmon rearing which includes a basic understanding of private and public hatchery operations, reproductive biology and embryology, artificial spawning techniques, egg handling, incubation system design, loading capacity, feeding methods and fish diseases. Satisfies specified elective requirement for the AA degree.

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 Lab.

An integrated study of the structure and function of the human body. The following systems are studied: integumentary, skeletal, muscular and nervous. 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 Lab.

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. Satisfies specified elective requirement for the AA degree.

Course Descriptions

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 Lab.

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

BUSINESS

BUS& 101

5 Credits

Introduction to Business

Prerequisites: Math 060 and READ 080 or instructor permission.

Introduction to Business is a general course designed to provide an understanding of how the American business system operates and its place in the economy. The course provides background for more effective and better use of business services in personal affairs as well as foundation for future courses in various business programs. 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 097 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. 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. 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. Vocational program course. May be used as a general elective in the AA degree.

BA 150

5 Credits

Fundamentals of Finance

Prerequisites: A grade of "C" or better in BA 104; a grade of "C" or better in 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. 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. 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. 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. 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. Vocational program course. May be used as a general elective in the AA degree.

BUILDING TRADES

BMT 100 **3 Credits**

Building Maintenance Fundamentals

Focuses on work place safety, math for the trades, construction tools and materials, and basic blueprint reading. An emphasis on safety, ethics and professionalism in the workplace will be prevalent and exercised in this course.

BMT 110 **4 Credits**

Construction Basics

Focuses on the basic principles of a typical building's construction.

BMT 120 **4 Credits**

Interior/Exterior Repair & Maintenance

Focuses on preventive maintenance and repairs pertaining to the interior/exterior components of a building's structure.

BMT 130 **4 Credits**

Plumbing

Focuses on plumbing safety, pertinent terminology, maintenance procedures as well as installation and repair of a typical plumbing system.

BMT 140 **4 Credits**

Electrical

Focuses on electrical safety principals and theory, terms and system components, and basic circuit applications.

BMT 150 **2 Credits**

Heating, Ventilation, and Air Conditioning (HVAC)

Focuses on electricity's function, limitations and components to safely test, repair or replace faulty electrical equipment.

BUSINESS TECHNOLOGY

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

Course Descriptions

BTECH 101 **2 Credits**

Keyboarding

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

BTECH 102 **3 Credits**

Introduction to Microsoft Office

Recommended Preparation: BTECH 100 and BTECH 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. Vocational program course. May be used as a general elective in the AA degree.

BTECH 113 **5 Credits**

Document Formatting

Prerequisite: Keyboarding ability of 30 wpm or higher and BTECH 100.

Students will learn rules for preparing business letters, memos, tables, forms, and various reports (including meeting minutes, agendas, and itineraries) using word processing software. Speed and accuracy in the preparation of mailable copy is emphasized. Vocational program course. May be used as a general elective in the AA degree.

BTECH 115 **3 Credits**

Electronic Math Applications

Prerequisite: A grade of "C" or higher in 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. Vocational program course. May be used as a general elective in the AA degree.

BTECH 124 **2 Credits**

Keyboard Skillbuilding I

Prerequisite: BTECH 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. 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. 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. 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 BTECH 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. 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. 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 BTECH 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. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

BTECH 150 **5 Credits**

Excel

Prerequisites: MATH 070; a grade of "C" or better in BTECH 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.

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

BTECH 160 **2 Credits**

Outlook

Prerequisites: BTECH 100 and BTECH 101.

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

BTECH 205 **5 Credits**

Records and Information Management

Prerequisites: A grade of "C" or higher in both MATH 070 and BTECH 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. 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. 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.

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

Course Descriptions

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-lab course to build upon the skills learned in CARP 121. Training increases skills and expands tasks learned in CARP 121. Students may participate in on-site construction projects. 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-lab course to build upon the skills learned in CARP 122. Training increases skills and expands tasks learned in CARP 122. Students may participate in on-site construction projects. 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-lab course to build upon the skills learned in CARP 121-123. Training increases skills and expands tasks learned in CARP 121-123. Students may participate in on-site construction projects. Tasks are completed to industry standards and increase in complexity. 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-lab course to build upon the skills learned in CARP 221. Training increases skills and expands tasks learned in CARP 221. Students may participate in on-site construction projects. Tasks are completed to industry standards and increase in complexity. Problem solving is emphasized. Leadership opportunities are presented. 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-lab course to build upon the skills learned in CARP 222. Training increases skills and expands tasks learned in CARP 222. Students may participate in 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. 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 097 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. Student may not receive credit for both CHEM& 110 and CHEM& 121. Satisfies science or lab requirement area B distribution or specified elective for the AA degree. This course does not meet the chemistry requirement for the Associate in Applied Science Nursing degree.

Course Descriptions

CHEM& 121

5 Credits

Introduction to Chemistry with Lab

Prerequisites: A grade of "C" or better in MATH 097 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. Satisfies science or lab 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. Satisfies science or lab 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. Satisfies science or lab 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. 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. Satisfies specified elective requirements for the AA degree.

CHEM 180

5 Credits

Survey of Forensic Science

Recommended Preparation Placement in MATH 060 or higher; placement in READ 090 or higher.

Survey of Forensic Science is a one quarter course designed for science and non-science majors. It focuses on the techniques used in the forensic evaluation of the physical evidence obtained from a crime. The course is intended to be a broad overview of the field of forensic science, but an emphasis is placed on the science behind the analytical techniques used in evaluating the physical evidence. Topics covered may include glass and soil analysis, drug analysis, hair, fibers, and paint analysis, fire investigation, fingerprints, firearms, tool marks, and other impression evidence, forensic toxicology, and bloodstain analysis. 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. Satisfies specified elective requirement for the AA degree.

Course Descriptions

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. 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. Satisfies specified elective requirement for the AA degree.

COMMERCIAL TRANSPORTATION AND MAINTENANCE (CDL)

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

CTM 190

3 Credits

Log Truck Driving

Prerequisites: Current Class A license and instructor permission. Students who successfully complete this course will receive a Grays Harbor College log truck driving endorsement.

This class provides knowledge and training in logging safety, PPE equipment, scales, WSP common violations, road awareness with full load, proper speeds on logging roads, uphill/downhill/backing practice, turning around, blind corners, safe practice in yards and landings, documentation requirements. Vocational program course. May be used as a general elective in the AA degree.

COMPUTER INFORMATION SYSTEMS

CIS 251

5 Credits

Management Information Systems

Prerequisites: BA 104 or MATH& 107 or higher; 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. Vocational program course. May be used as a general elective in the AA degree.

COMPUTER NUMERICAL CONTROL

MT 111

3 Credits

Intro to CNC

Introduction to the theory and operation of CNC software machining to include CNC controllers, CNC processing, CNC fundamentals and vocabulary, and programming concepts with interactive simulation software. This course is part of the CNC Machine Technology Program which will lead to a professional technical certificate.

MT 112

3 Credits

Intro to MasterCAM

Introduction to the theory and operation of MasterCAM Software in its application to Computer Numerical Controls (CNC) machining. This course is part of the CNC Machine Technology Program which leads to a professional technical certificate.

MT 113

3 Credits

MasterCAM Solids

Work with 3D solids in MasterCAM software to create files, chamfers, trim, loft, shell, sweep, mirror, revolve, offsets, and pocket tool paths. This course is part of the CNC Machine Technology Program which leads to a professional technical certificate.

MT 116

3 Credits

MasterCAM Applications

Student will design a miniature scale piece of furniture (instructor approval required) that will be milled and assembled for final presentation. This course is part of the CNC Machine Technology Program which will lead to a professional certificate.

Course Descriptions

MT 117

3 Credits

MasterCAM Solidworks

Introduction to the theory and operation of MasterCAM software and its application to Solidworks and CNC machining. Create tool paths, post codes, generate G-code and determine tool selection. This course is part of the CNC Machine Technology Program which will lead to a professional technical certificate.

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. 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. 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. 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. 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

CUL 100

3 Credits

Culinary Arts Fundamentals

Prerequisites: Current Washington State Food Handlers Permit, READ 090 or placement in college level reading, ENGL 060 or placement in ENGL 095, MATH 060 or placement in TMATH 100 or above, or instructor permission.

Introduction to the culinary industry. Includes culinary terminology, standardized recipe format, culinary equipment identification and usage, ingredient identification, ratios, weights and measures, and culinary math. Additional topics include the organization of the commercial kitchen, menus, employment and career opportunities, and professional skills and standards needed in the industry. Vocational program course. May be used as general elective in the AA degree.

CUL 110

2 Credits

Culinary Sanitation and Safety

Prerequisites: Concurrent enrollment in CUL 100 or instructor permission

This course covers safe food handling, storage, time and temperature control, and personal safety and hygiene. Topics discussed include food borne illness prevention, flow of food, food storage, safe cooking temperatures, proper food cooling, safe knife usage, and understanding kitchen inspection and HACCP.

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

CUL 125

2 Credits

Culinary Nutrition and Sustainability

Prerequisites: Concurrent enrollment in CUL 100 or instructor permission.

Students will learn the basics of food service nutrition, nutritional trends, dietary restrictions and allergies, food sourcing, local and seasonal foods, "truth in menu" requirements, social and environmental implications in the food service industry, and understanding food labeling. Topics include basic food groups, analysis of food labels, nutrients, the effects of deficiencies, menu and recipe analysis, nutritional cooking techniques, food service recycling and composting, organic and GMO regulations, and ingredient alternatives. Vocational program course. May be used as general elective in the AA degree.

CUL 135

3 Credits

Stocks, Sauces, and Soups

Prerequisites: Concurrent enrollment in CUL 100 or instructor permission.

Students are introduced to the use and production of stocks, soups, and sauces. Topics covered include the fundamentals of making vegetable, poultry, beef, and fish stocks; review of safe knife skills, creation and usage of the five mother sauces, roux, and thickening agents; and cooking a variety of regional, nutritional, and traditional soups. Vocational program course. May be used as general elective in the AA degree.

CUL 145

3 Credits

Breakfast Production

Prerequisites: Concurrent enrollment in CUL 100 or instructor permission.

This course teaches the culinary techniques used in the preparation of breakfast. Topics include the preparation of meats, eggs, cereals, potatoes (and proper knife skills), batter products, and quick breads for breakfast. Vocational program course. May be used as general elective in the AA degree.

CUL 155

3 Credits

Introduction to Baking

Prerequisites: CUL 100.

This is an introductory course to baking yeast, quick, and artisan breads; cakes; cookies; and bars. Topics covered include ratios, weights, and measurements; recipe scaling, order of ingredients, and mixing methods. Vocational program course. May be used as general elective in the AA degree.

CUL 158

1-5 Credits

Internship

Prerequisites: CUL 100, CUL 110 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 work experience.

Course Descriptions

CUL 165

3 Credits

Culinary Methods I (Meat I)

Prerequisites: CUL 100.

This course covers the identification and preparation techniques for various cuts and grades of meats, poultry, fish/shellfish, and game meats. Topics include fabrication (butchering using safe knife skills) and storage of meats, operations of processing equipment and proper cleaning of equipment. Cooking techniques will include sautéing, pan frying, deep frying, grilling, broiling, and roasting. Vocational program course. May be used as general elective in the AA degree.

CUL 175

3 Credits

Culinary Methods II (Meat II)

Prerequisites: CUL 100.

This course covers the identification and preparation techniques for various cuts and grades of meats, poultry, fish/shellfish, and game meats. Topics include fabrication (butchering using safe knife skills) and storage of meats, operation of processing equipment, and proper cleaning of equipment. Cooking techniques will include steaming, submersion, braising, stewing, and nutritional methods. Vocational program course. May be used as general elective in the AA degree.

CUL 185

3 Credits

Culinary Methods III (Vegetables, Fruit, Pasta, Grains)

Prerequisites: CUL 100.

This course will teach various cooking and preparation methods for vegetables, grains, pastas, potatoes, and legumes. Methods taught include grilling, sautéing, broiling, steaming, pan frying, deep frying, roasting, safe knife skills, and braising. Vocational program course. May be used as general elective in the AA degree.

CUL 190

2 Credits

Cold Food Production

Prerequisites: CUL 100.

This course introduces students to cold food production including salad preparation, basic dressings and vinaigrettes, sandwich making, appetizers, and dairy products. Topics include composed and bound salads, simple cheese making, hors d'oeuvres, vegetable and fruit cutting and presentation, emulsions and safe knife skills. Vocational program course. May be used as general elective in the AA degree.

CUL 205

3 Credits

Introduction to Food and Beverage Operations

Prerequisites: CUL 100.

This course teaches students the basics of food and beverage operations including purchasing, receiving, and storage; supplier relations; inventory management; and culinary math. Topics include food, recipe, and menu costing and analysis; calculating food cost percentages and markups; menu planning and design; menu pricing; analysis sales; standardized recipes; selecting and ordering from vendors; documentation; establishing quality standards; beverage management; and managing buffets, banquets and catering events. Vocational program course. May be used as general elective in the AA degree.

CUL 215

3 Credits

Advanced Baking, Pastry, and Dessert

Prerequisites: CUL 155.

This course focuses on pies, laminated pastry, custards, confectionary, and other desserts. Topics include plating design and garnishing, as well as creating fillings, meringues, pudding, mousse, ice cream, and more. Vocational program course. May be used as general elective in the AA degree.

CUL 225

2 Credits

Dining Room Essentials

Prerequisites: CUL 100.

Teaches the principles of good customer relations, including greeting and appropriate service, and basic sales techniques. Additional topics include food service in a variety of dining atmospheres, server sequence, tray service, bussing, side work and order taking in food service operation, table setup, principles of proper guest relations, and safety. Vocational program course. May be used as general elective in the AA degree.

CUL 235**3 Credits**

Advanced Culinary Skills and Techniques

Prerequisites: CUL 100.

This course serves as a capstone to the culinary certificate program. Students will apply all the knowledge, skills, methods, and techniques learned in other classes in a food service environment. Students will work each position in the kitchen and front of the house, preparing food, safety in the kitchen, and serving guests. Lecture topics include plate design, recipe development, communication in the professional kitchen, and professionalism. Vocational program course. May be used as general elective in the AA degree.

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-lab course to provide an introduction to safe shop work practices, work ethics, basic tool use, and introduction to basic mechanical tasks. 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-lab course to build upon skills learned in DT 121. The course promotes work habits and safe work practices. Training increases skills and expands tasks learned in DT 121. Projects are completed to industry standards. 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-lab course to build upon skills learned in DT 122. This course continues to promote work habits and safe work practices. Advanced Diesel Technology projects are completed to industry standards. 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-lab course to build upon skills learned in DT 121 through DT 123. Individual projects are assigned that will challenge the student and expand upon the skills learned in DT 121 through DT 123 and introduces diagnostics, testing, and problem solving to the student. Individual projects are completed to industry standards. 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-lab course to build upon skills learned in DT 121 through DT 221. This course will see Advanced Individual Projects assigned to students that will emphasize diagnostics, testing, and problem solving by the student and will replicate, as close as possible, real world shop conditions for the student to work in. 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-lab course to build upon and confirm the diesel mechanics skills learned in DT 121 through DT 222. Course covers selected industry certification test requirements, procedures, and standards. Successful students will practice and pass selected ASE certification tests. Testing fees may apply for each certification test. Course includes a written and performance capstone exam to ensure retention of competency in previous Diesel Technology program course topics. Vocational program course. May be used as a general elective in the AA degree.

DRYWALL

DRY 110**3 Credits**

Modern Drywall Installation

This course is designed to provide instruction in light commercial and residential drywall installation techniques used in the construction industry.

Course Descriptions

DRY 120 **3 Credits**
Modern Drywall Texturing & Finishing
This course is designed to provide instruction in light commercial and residential drywall finishing techniques used in the construction industry.

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 include: child growth/development, cultural competency, community resources, guidance, health/safety/nutrition and professional practice. 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. 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 community resources. 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. Vocational program course. May be used as a general elective in the AA degree.

ECED& 132 **3 Credits**
Infants and Toddlers 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. Vocational program course. May be used as a general elective in the AA degree.

ECED& 134 **3 Credits**
Family Child Care
Students will learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety, and nutrition; guiding behavior and; promoting growth and development. 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. Vocational program course. May be used as a general elective in the AA degree.

ECED 145 **3 Credits**
Fine Arts Curriculum for Young Children
Teaching methods and curriculum development in art, dramatics and music for children from birth to age eight emphasizing practical skills for providing developmentally appropriate art, dramatic play, puppetry, creative movement, and dramatization experiences. Role of music in social emotional, physical, cognitive, creative and aesthetic development and practical skills for providing developmentally appropriate music experiences. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

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) Requires 10 hours of observation time outside of class 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. 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. 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. Vocational program course. May be used as a general elective in the AA degree.

ECED 200 **3 Credits**

Practicum II
Prerequisite: Instructor permission.
Supervised observation and participation in a single ECE setting five hours per week: applying guidance techniques, planning and leading activities for individuals and small groups, and working cooperatively with staff. Vocational program course. May be used as a general elective in the AA degree.

ECED 235 **3 Credits**

Educating Young Children in a Diverse Society: Diversity
A look at the development of multiculturalism and diversity within children and its impact on early childhood environments. Practical skills in building an anti-bias classroom. Vocational program course. May be used as a general elective in the AA degree.

ECED 238 **3 Credits**

Professionalism
Understanding professional behavior and awareness of resources in the early education setting, along with reflective teaching and mentoring practices. 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 adolescence. They will observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives. Vocational program course. May be used as a general elective in the AA degree.

EDUC& 130 **3 Credits**

Guiding Behavior or
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. Requires 5 hours of observation time outside of class hours. Vocational program course. May be used as a general elective in the AA degree.

EDUC& 136 **3 Credits**

School Age Care
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. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

EDUC& 150

3 Credits

Child, Family, and Community

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

EDUC& 204

5 Credits

Exceptional Child

Examines the educational, social, and developmental patterns of children and youth aged 0-21 years with exceptionalities. Students explore the impact of exceptionalities on children, their families and on their futures. Includes information about federal and state legislation and programs designed for children with special needs. 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 097 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. 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. 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. 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. 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. 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. Satisfies specified elective requirement for the AA degree.

ENGLISH

ENGL 060 **5 Credits**

English Language Study

Recommended Preparation: BTECH 100 or BTECH 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. 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. This course does not meet any degree requirements.

ENGL 100L **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. Satisfies writing skills requirement for the AA degree.

Course Descriptions

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. Satisfies writing skills requirement for the AA degree.

ENGL& 111

5 Credits

Introduction to Literature

Prerequisites: College-level reading or co-enrollment in Reading 090 Recommended Preparation: Grade of C- or better in ENGL 095 or placement in ENGL 101.

This course is a general introduction to literature and is designed to be accessible to all students. Course readings will be chosen from one or more of the following genres: fiction, poetry, essays, and drama. Topics will vary by quarter and instructor. Satisfies humanities distribution area D requirement or specified elective for the AA degree.

ENGL 150

5 Credits

Vocational/Technical and Business Writing

Recommended Preparation: Competency in basic computer operation or concurrent enrollment in BTECH 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. 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. 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. 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. 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. Satisfies humanities distribution area D requirement or specified elective for the AA degree.

Course Descriptions

ENGL& 235

5 Credits

Technical Writing

Recommended Preparation: Competency in basic computer operation or concurrent enrollment in BTECH 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. Satisfies writing skills requirement or specified elective for the AA degree.

ENGL & 236

5 Credits

Introduction to Creative Writing

Recommended preparation: Placement in ENGL& 101 or a C or better in ENGL 095.

Experimental creative writing workshop focused on acquiring new skills. Instruction in literary devices and narrative techniques. Individualized, self-directed learning in virtually any written genres of the student's choice, with an emphasis on identification and imitation of genre-specific features. Satisfies specified elective requirement for the AA degree.

ENGL 241

2 Credits

Fiction Writing

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

This course emphasizes the various concerns surrounding the understanding and creation of the short story. Topics addressed in the course include the processes of drafting and revision, analysis of literary style and technique, and methods of offering and accepting constructive criticism. Students are expected to submit original manuscripts for workshop critique during the course of the quarter. 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. Satisfies specified elective requirement for the AA degree.

ENGL 243

2 Credits

Playwriting

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

This course emphasizes the various concerns surrounding the understanding and creation of 10-minute and one-act plays. Topics addressed in the course include the processes of drafting and revision, analysis of literary style and technique, and methods of offering and accepting constructive criticism. Additionally, the collaborative nature of playwriting, as compared to writing fiction or poetry, will be addressed; a play is not complete until the writer has involved others in the creative process. The student is expected to submit original manuscripts during the quarter. 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. 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. Satisfies humanities distribution area D requirement or specified elective requirement for the AA degree.

ENGL 275

5 Credits

Gender in Literature

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

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

Course Descriptions

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. 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. 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 collaborative nature 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. Satisfies specified elective requirement for the AA degree.

ENGLISH LANGUAGE ACQUISITION

ELA 040

5 Credits

English Language Acquisition – Reading I

Prerequisites: Appropriate CASAS placement score.

This course is designed for non-native English speakers who want to improve their basic reading skills and who have very little knowledge of English. The class will emphasize reading skills needed to communicate more effectively in everyday life. Basic math concepts, including reading math texts and word problems, will also be included. This course does not meet any degree requirements.

ELA 041

5 Credits

English Language Acquisition – Writing I

Prerequisites: Appropriate CASAS placement score.

This course is designed for non-native English speakers, with little or no English language background, who want to improve their writing with a goal to enhance English language skills. The class will emphasize basic writing skills needed to communicate more effectively in everyday life. Basic math concepts, as they relate to effective written communication, will also be included. This course does not meet any degree requirements.

ELA 042

5 Credits

English Language Acquisition - Speaking & Listening I

Prerequisites: Appropriate CASAS placement score.

This course is designed for students with very limited knowledge of the English language. Emphasis is placed on improving a student's ability to listen with understanding and communicate verbally. Course content includes the vocabulary and math needed to develop the foundational skills needed to move forward to further coursework. This course does not meet any degree requirements.

Course Descriptions

ELA 045 **5 Credits**

English Language Acquisition – Reading II

Prerequisites: *Appropriate CASAS placement score, a P grade in ELA 040, or instructor permission.*

This course is a continuation of content taught in Reading I and will continue to contextualize curriculum for workforce skills. The class will emphasize reading skills needed to communicate more effectively and begin to explore a pathway to further education or employability. Reading strategies that increase understanding of fundamental math concepts will also be included. This course does not meet any degree requirements.

ELA 046 **5 Credits**

English Language Acquisition – Writing II

Prerequisites: *Appropriate CASAS placement score or a P grade in ELA 041, or instructor permission.*

This course is a continuation of basic writing skill development started in ELA 041. It will work to further develop writing skills with contextualized content designed for English Language Learners. The class will emphasize writing skills needed to communicate more effectively in the worlds of work, college and everyday life. Knowledge of how to appropriately communicate math concepts, in writing, will also be included. This course does not meet any degree requirements.

ELA 047 **5 Credits**

English Language Acquisition - Speaking & Listening II

Prerequisites: *Appropriate CASAS placement score, a P grade in ELA 042, or instructor permission.*

The course is a continuation of speaking and listening skill development designed for English Language Learners. Contextualized content will provide learning opportunities for a student to improve their speaking and listening skills with a goal to develop the skills needed to communicate more effectively within a college setting, job, or personal life. The class will also include content on how to understand basic math concepts often communicated verbally. This course does not meet any degree requirements.

ELA 082 **5 Credits**

English Language Acquisition – Reading IV

Prerequisites: *Appropriate CASAS placement score, a P grade in ELA 040 or 045, or instructor permission.*

This course is designed for non-native English speakers who have some reading skills in English and want to improve their current knowledge. The class will emphasize reading skills needed to move forward on a pathway to further education or employability. Reading strategies that increase understanding of fundamental math concepts will also be included. This course does not meet any degree requirements.

ELA 083 **5 Credits**

English Language Acquisition – Reading V

Prerequisites: *Appropriate CASAS placement score, a P grade in ELA 082, or instructor permission.*

This course is a continuation of coursework designed to provide an English Language Learner with the opportunity to improve their reading skills to the level needed to pursue a path to further education or employability. Reading strategies that increase understanding of math concepts required in the workforce will also be included. This course does not meet any degree requirements.

ELA 084 **5 Credits**

English Language Acquisition – Writing IV

Prerequisites: *Appropriate CASAS placement score, a P grade in ELA 041 or 046, or instructor permission.*

This course is designed for non-native English speakers, who have some knowledge of English, and want to enhance their writing skills to improve their opportunities for further education and employability. The class will emphasize writing skills needed to communicate more effectively in the worlds of work, college and everyday life. Knowledge of how to appropriately communicate math concepts, in writing, will also be included. This course does not meet any degree requirements.

Course Descriptions

ELA 085

5 Credits

English Language Acquisition – Writing V

Prerequisites: Appropriate CASAS placement score, a P grade in ELA 084, or instructor permission.

This course is a continuation, for English Language Learners, along a path to opportunities for further education and employability. The class will emphasize writing skills needed to communicate more effectively with a focus on workforce preparation activities. Knowledge of how to appropriately communicate math concepts, in writing, will also be included. This course does not meet any degree requirements.

ELA 086

5 Credits

English Language Acquisition - Speaking & Listening IV

Prerequisites: Appropriate CASAS placement score, a P grade in ELA 042 or 047, or instructor permission.

The course is designed for non-native English speakers who want to improve their speaking and listening skills with a goal to continue their education or improve employability. The class will emphasize skills needed to communicate more effectively within a college setting, job, or personal life. The class will also include content on how to understand basic math concepts often communicated verbally. This course does not meet any degree requirements.

ELA 087

5 Credits

English Language Acquisition - Speaking & Listening V

Prerequisites: Appropriate CASAS placement score, a P grade in ELA 086, or instructor permission.

The course provides contextualized workforce preparation activities and content designed for English Language Learners who are preparing to continue their education or move into the workforce. The class will emphasize skills needed to move forward on a career path. The class will also include content on math concepts commonly used in the workplace. This course does not meet any degree requirements.

ENGINEERING

ENGR& 104

5 Credits

Introduction to Engineering and Design

Prerequisites: ENGL 095 and MATH 097 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. 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. 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 of 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. 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.

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 programming for numerical computation is introduced. 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. 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. Satisfies humanities distribution area B requirement or specified elective for the AA degree.

FILM 135

5 Credits

Introduction to Film Production

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

Prerequisite or Corequisite: FILM 125 or ART& 100.

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

Course Descriptions

FIRST AID

FAID 101 **1 Credit**

First Aid/CPR

This course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED to meet job, regulatory or other requirements. The course teaches students to respond to and manage illnesses and injuries in the first few minutes until professional help arrives. The course is designed to provide the ability to recognize several life threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely effective manner. Students will learn proper use of bag masks and CPR with advanced airway. Vocational program course. May be used as a general elective in the AA degree.

FLAGGER CERTIFICATION

FLAG 101 **1 Credit**

Flagger Certification

Prerequisites: Must be 18 years of age and have a valid picture ID.

This course prepares individuals to work for roadway contractors or other industries that place people in front of traffic. This course is approved by the Washington State Traffic Control Oversight Committee and is instructed by certified instructors. Flaggers working on WSDOT construction projects are required to have a Washington State Flagger Certification card. This certification is recognized in Washington, Oregon, and Idaho. Certification test administered upon completion of class. Vocational program course. May be used as a general elective in the AA degree.

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. 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 097 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. Satisfies science or lab requirement area D distribution or specified elective in the AA degree.

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. 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. Satisfies social science distribution area A requirement or specified elective for the AA degree.

Course Descriptions

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. 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. 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. 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. Satisfies social science distribution area A requirement or specified elective for the AA degree.

HIST& 147

5 Credits

US History II

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

This course offers a survey of United States’ history during the 19th Century. Topics of inquiry include slavery and the development of the abolitionist and women’s movements, the coming of the Civil war, reconstruction, conquest of the continent, the triumph of capitalism through industrialization, the development of labor movements, and the origins of U.S. involvement in world-wide imperialist movements. 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.” Satisfies social science distribution area A requirement or specified elective for the AA degree.

Course Descriptions

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. 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. 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. 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. 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. 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. Satisfies social science distribution area A requirement or specified elective for the AA degree.

HIST 272

5 Credits

History of Engl and
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. 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 theory's, extensive use of group activities, and introduction of relaxation methods, such as progressive relaxation. 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. Satisfies general elective requirement for the AA degree.

HUMDV 111

2 Credits

Career Options and Life Planning

Prerequisites: Placement in READ 080 and ENGL 060.

The focus of HUMDV 111 is to facilitate awareness of values, skills, interests, and attitudes as they relate to the student's career journey and the world of work. Students will become familiar with occupational resources including self-employment and entrepreneurial options, labor market trends, resume and cover letter writing, interviewing, and the process for career decision-making. Students will learn career concepts and develop career researching and planning skills. 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. Satisfies the general elective requirement for the AA degree.

Course Descriptions

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. 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. Satisfies general elective requirement for the AA degree.

HUMAN SERVICES

HS 101

5 Credits

Introduction to Human Services

Prerequisite: BTECH 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. 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. 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. 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. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

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. 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 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. 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. 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. 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.

Course Descriptions

JAPANESE

See “World Languages”

LIBRARY

LIB 101

2 Credits

Introduction to Information Resources

Prerequisite: ENGL 095 or placement in ENGL& 101.

Introduction to strategies and skills for locating, evaluating and using information resources in the research process. Emphasis is on using print and electronic resources appropriate for research at the undergraduate or pre-professional level, including those available on the library’s information networks, the online catalog, the Internet and other standard research tools. 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. 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 operations with whole numbers, fractions, decimals, ratios, proportions, percent’s, English and metric measurements, area, volume and perimeter of geometric objects. Effective communication of these ideas and application to everyday situations are part of the curriculum. Problem solving strategies will be stressed. This course does not meet any degree requirements.

MATH 070

5 Credits

Beginning Algebra

Prerequisites: A grade of “C” or better in Math 60 or appropriate placement test score or instructor permission.

This course is intended for students who have a solid grounding in Arithmetic and the basic introduction of Algebra included in MATH 60. Topics include fractions, percent’s, real number arithmetic, exponents, order of operations, algebraic expressions, linear equation and inequalities with one variable, working with units, formulas and graphing linear equations and finding equations of lines. The standard problem solving method, which will be used throughout the algebra sequence, is presented and used to solve basic applications. This course does not meet any degree requirements.

Course Descriptions

MATH 097

5 Credits

Essentials of Intermediate Algebra

Prerequisites: A grade of "C" or better in MATH 70 Pre-Algebra or appropriate placement test score or instructor permission.

MATH 097 covers the topics of Intermediate Algebra that are essential to student success in MATH& 107, 131, 132 and 146. Topics covered include: review of basic algebra; ratios and proportions; systems of linear equations and inequalities; linear functions; polynomials; quadratic functions; and exponential functions. Applications are drawn from personal finance, business, social sciences and the sciences. MATH 097 serves as the prerequisite to MATH& 107, 131, 132 and 146. MATH 097 also serves as the prerequisite to MATH 098 for which it provides the essential foundation of Intermediate Algebra that MATH 098 builds upon. This course does not meet any degree requirements.

MATH 098

5 Credits

Intermediate Algebra

Prerequisite: A grade of "C" or better in Math 95 or higher or appropriate placement test score or instructor permission.

MATH 098 elaborates on the foundation of basic algebra built in MATH 097. 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. This course does not meet any degree requirements.

MATH 100 (see TMATH 100)

MATH 101 (see TMATH 101)

MATH& 107

5 Credits

Math in Society

Prerequisite: MATH 097 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. Satisfies the quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

MATH 111

5 Credits

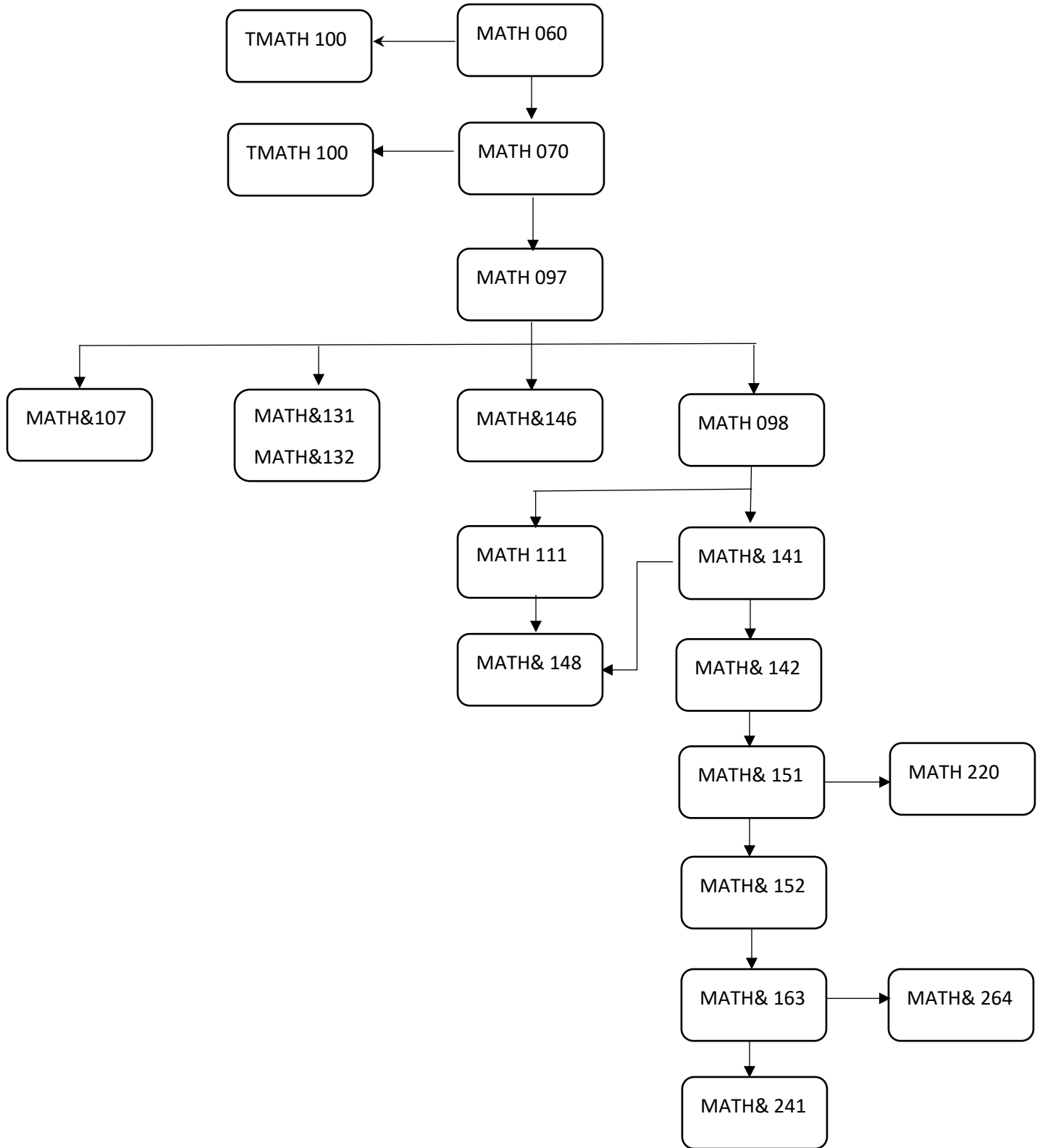
Introduction to Finite Mathematics

Prerequisite: A grade of "C" or better in MATH 097 and 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. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

Course Descriptions

MATH PATHWAY 2018-2019



Course Descriptions

MATH& 131

5 Credits

Mathematics for Elementary Education 1

Prerequisite: A grade of "C" or better in MATH 097 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. 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 097 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. 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. 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. 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 097 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. Satisfies quantitative skills requirement or science distribution area F requirement or specified elective for the AA degree.

Course Descriptions

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. 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. 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. 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. 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. 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. 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. Satisfies science distribution area F requirement or specified elective for the AA degree.

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

TMATH 101

5 Credits

Applications of Algebra for Vocational-Technical Students

Prerequisite: A grade of "C-" or better in MATH 070 or placement in MATH 097 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. Vocational program course. May be used as a general elective for 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. Vocational program course. May be used as a general elective in 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. 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. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

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. 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. 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 blood borne pathogens training and emergency preparedness. 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. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 134

3 Credits

Healthcare Calculations

Prerequisite: Completion of MATH 097 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. 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. 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. 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 097 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. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

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. 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. 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. 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. 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. 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. 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. Satisfies humanities distribution area C requirement or specified elective for the AA degree.

Course Descriptions

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. 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. 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. 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. 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. 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. 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. Satisfies specified elective requirement for the AA degree.

Course Descriptions

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. 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. 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. 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.

Course Descriptions

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. 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. 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. 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. 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. 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. 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. 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. 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. 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. Satisfies specified elective requirement for the AA degree.

Course Descriptions

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. 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. 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. 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. 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. 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. 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. 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 - single 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 - single 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 - single one-hour lesson and twelve hours of practice per week. Satisfies specified elective requirement for the AA degree.

Course Descriptions

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 - single 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 - single 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 - single 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 - single 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 - single 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. 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. Satisfies specified elective requirement for the AA degree.

MUSIC 265 **1 Credit**
Grays Harbor Concert B and
Prerequisite: Instructor permission or audition required.
Credit is given to college students who are regular members of the Grays Harbor Concert Band. 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. 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. Satisfies specified elective requirement for the AA degree.

MUSIC 281 **2 Credits**
Jazz B and
Recommended Preparation: MUSIC 181 or instructor permission.
A continuation of MUSIC 181. 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. 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.

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. 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. Labs will allow students to investigate contemporary resource issues and prepare a report on a specific environmental topic. Vocational program course. May be used as a general elective in the AA degree.

NR 131

5 Credits

Forest Ecology - Plant Taxonomy

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

Part one of a three part forest ecology series. Theories 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 labs. This course will be taught in an accelerated format being completed in a two-week period. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

NR 150

5 Credits

Forest Ecology - Disturbances

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

Part two of a three part forest ecology series. This ecology course will focus on the basic of ecological interaction of plants, animals and the environment with an emphasis on events that cause significant changes of our forest plant communities. Theories 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 labs. This course will be taught in an accelerated format being completed in a 2 week period. Vocational program course. May be used as a general elective in the AA degree.

NR 158

2 Credits

Work Experience Seminar

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. 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

5 Credits

Forest Ecology - Habitats

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

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

NR 250

5 Credits

GIS & Remote Sensing in Natural Resource Management

Prerequisites: NR 110 or instructor permission.

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

Course Descriptions

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). 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. Labs will emphasize the use of field equipment and techniques necessary to measure forest resources such as: hand held instruments, pacing and chaining, map reading, and field data recorders. Some of the labs will be done at the school forest and may involve day long labs 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. Labs will emphasize silvics of regionally important trees and practical, applied management prescription development at the school forest. 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. Labs will be conducted at the school forest and will emphasize wood identification, unit layout, identification of hazards, and hand and power tool safety. 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. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

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 and CPR certification are included. Vocational program course. May be used as a general elective in the AA degree.

NURS 135

1 Credit

Introduction to Pharmacology Concepts

Prerequisites: Acceptance to the Nursing Program. Co-Requisites NURS 171 Introduction to Nursing Concepts 1

The student examines the application of nursing process as it relates to pharmacology. Students will review basic math skills necessary for safe dosage calculations; and learn pharmacology principles and legal considerations. 1 lecture hour. Vocational program course.

NURS 171

9 Credits

Nursing Concepts 1: Fundamentals

Prerequisites: Co-Requisites NURS 135 Introduction to Pharmacology Concepts

Students are introduced to professional nursing roles and responsibilities and basic clinical skills necessary to provide patient centered care. Using the campus lab and selected community settings, students will begin health assessment skills to provide safe care for culturally diverse patients. This course introduces embedded psychosocial, nutritional & ethical healthcare content. 6 lecture hours, 12 clinical hours per week. Vocational program course.

NUTR 114

1 Credit

Nutrition in Healthcare I

Prerequisites: Acceptance to the Nursing Program. Co-Requisites NURS 171 Nursing Concepts 1.

Examines the scientific, social, economic, cultural, ethnic, and psychological implications of nutrition in relation to selected health issues across the lifespan and in the context of the healthcare profession. . This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex nutritional health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the first course of five.***

PHIL 114

1 Credit

Ethics and Policy in Healthcare I

Prerequisites: Acceptance to the Nursing Program. Co-Requisites NURS 171 Nursing Concepts 1.

Explores values, ethics and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex ethical health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the first course of five.***

PSYC 114

1 Credit

Psychosocial Issues in Healthcare I

Prerequisites: Acceptance to the Nursing Program. Co-Requisites NURS 171 Nursing Concepts 1.

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex psychosocial health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the first course of five.***

Course Descriptions

NURS 137

1 Credit

Pharmacology II

Prerequisites: Completion of NURS 171 & NURS 135 with a grade of B- or better. Co-Requisites: NURS 172.

The student continues to examine the application of nursing process as it relates to pharmacology. Students will study of drug actions, adverse effects, and nursing implications of drugs used to treat common health alterations of the immune, cardiac, respiratory, neurological and endocrine systems. Increasingly complex math calculations related to intravenous therapy will be included. 1 lecture hours. Vocational program course.

NURS 172

9 Credits

Nursing Concepts 2: Common Issues

Prerequisites: Co-Requisites NURS Pharm 137.

Students build on concepts learned about care of patients across the lifespan. The focus is on providing direct nursing care to diverse patients with common, chronic, and stable health problems in community settings. This course embeds beginning psychosocial, nutritional & ethical concepts. 6 lecture hours; 12 clinical hours per week. Vocational program course.

NUTR 115

1 Credit

Nutrition in Healthcare II

Prerequisites: NUTR 114: Co-Requisites NURS 172.

Examines the scientific, social, economic, cultural, ethnic, and psychological implications of nutrition in relation to selected health issues across the lifespan and in the context of the healthcare profession. . This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex nutritional health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the second course of five.***

PHIL 115

1 Credit

Ethics and Policy in Healthcare II

Prerequisites: NUTR 114: Co-Requisites NURS 172.

Explores values, ethics and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex ethical health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the second course of five.***

PSYC 115

1 Credit

Psychosocial Issues in Healthcare II

Prerequisites: NUTR 114: Co-Requisites NURS 172.

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex psychosocial health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the second course of five.***

NURS 139

1 Credit

Pharmacology III

Prerequisites: Completion of NURS 172 & NURS 137 with a grade of B- or better; Co-Requisites NURS 173.

The student continues to examine the application of nursing process as it relates to pharmacology. Students will study of drug actions, adverse effects, and nursing implications of drugs used to treat common health alterations of the musculoskeletal and gastrointestinal systems and in the care of children with common health alterations, the child bearing family, and patients with cancer. Increasingly complex math calculations will be included. 1 lecture hours. Vocational program course.

NURS 173

9 Credits

Nursing Concepts III

Prerequisites: Completion of NURS 172 & NURS 137 with a grade of B- or better Co-Requisites NURS Pharm 139.

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 setting. This course builds upon psychosocial, nutritional & ethical concepts. 6 lecture hours; 12 clinical hours per week. Vocational program course.

Course Descriptions

NUTR 116

1 Credit

Nutrition in Healthcare III

Prerequisites: NUTR 115: Co-Requisites NURS 173.

Examines the scientific, social, economic, cultural, ethnic, and psychological implications of nutrition in relation to selected health issues across the lifespan and in the context of the healthcare profession. . This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex nutritional health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the third course of five.***

PHIL 116

1 Credit

Ethics and Policy in Healthcare III

Prerequisites: NUTR 115: Co-Requisites NURS 173.

Explores values, ethics and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex ethical health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the third course of five.***

PSYC 116

1 Credit

Psychosocial Issues in Healthcare III

Prerequisites: NUTR 115: Co-Requisites NURS 173.

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare.

This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex psychosocial health care issues.

This course is embedded into the nursing core courses in an integrated format. This is the third course of five.

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 collaborate with members of the health care team to plan and implement safe quality care in a variety of settings. 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. 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. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

NURS 271

10 Credits

Advanced Nursing Concepts 1

Prerequisites: Completion of NURS 173 and PHARM 139 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. Students collaborate with members of the health care team to plan and implement safe quality care in a variety of settings. This course continues to build on psychosocial and nutritional concepts. 6 lecture hours; 12 lab hours. Vocational program course. May be used as a general elective in the AA degree.

NUTR 214

1 Credit

Nutrition in Healthcare IV

Prerequisites: Completion of NUTR 116; Co-Requisites NURS 271 Advanced Nursing Concepts 1.

Examines the scientific, social, economic, cultural, ethnic, and psychological implications of nutrition in relation to selected health issues across the lifespan and in the context of the healthcare profession. . This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex nutritional health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the fourth course of five.***

PSYC 214

1 Credit

Psychosocial Issues in Healthcare IV

Prerequisites: Completion of NUTR 116; Co-Requisites NURS 271 Advanced Nursing Concepts 1.

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex psychosocial health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the fourth course of five.***

NURS 272

9 Credits

Advanced Nursing Concepts 2

Prerequisites: Completion of NURS 271 with a grade of "B-" 1 Creditor 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. This course continues to build on embedded psychosocial, ethical and nutritional concepts. 6 lecture hours; 12 lab hours. Vocational program course. May be used as a general elective in the AA degree.

NUTR 215

1 Credit

Nutrition in Healthcare IV

Prerequisites: NUTR 214 Co-Requisites NURS 272 Advanced Nursing Concepts 2.

Examines the scientific, social, economic, cultural, ethnic, and psychological implications of nutrition in relation to selected health issues across the lifespan and in the context of the healthcare profession. . This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex nutritional health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the final course of five.***

PHIL 215

1 Credit

Ethics and Policy in Healthcare IV

Prerequisites: NUTR 214 Co-Requisites NURS 272 Advanced Nursing Concepts 2.

Explores values, ethics and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions. This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex ethical health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the fourth course of five.***

Course Descriptions

PSYC 215

1 Credit

Psychosocial Issues in Healthcare V

Prerequisites: PHIL 214; Co-Requisites NURS 272 Advanced Nursing Concepts 2.

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex psychosocial health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the final course of five.***

NURS 273

11 Credits

Transition to Professional Practice

Prerequisites: Completion of NURS 272 with a grade of "B-" or better.

Students will synthesize concepts using unfolding case studies to focus on leadership, complex ethical situations, and manager of care in a variety of settings and situations. 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. 5 lecture hours; 14 clinical hours per week. Vocational program course. May be used as a general elective in the AA degree.

PHIL 216

1 Credit

Ethics and Policy in Healthcare V

Prerequisites: PHIL 216; Co-Requisites NURS 273 Transition to Professional Practice.

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of healthcare. This course is presented in a series that builds on the previous course content from introductory concepts to analysis of complex psychosocial health care issues. ***This course is embedded into the nursing core courses in an integrated format. This is the final course of five.***

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 labels and diet planning. This course is intended for science, non-science, and health sciences students. 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. 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. 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. Up to 3 PE activity credits can be used as general electives in the AA degree.

Course Descriptions

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. 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. 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. 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. 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. 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. 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. 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. Up to 3 PE activity credits can be used as general electives in the AA degree.

Course Descriptions

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. 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. 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. 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. 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. 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. Up to 3 PE activity credits can be used as general electives in the AA degree.

Course Descriptions

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. 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. 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. 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. 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. 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. 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. 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. Up to 3 PE activity credits can be used as general electives in the AA degree.

Course Descriptions

PE 165

1 Credit

Beginning Baseball

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. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 166

1 Credit

Intermediate Baseball

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. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 170

1 Credit

Fitness Lab

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

This is a designed exercise system that will help the student become physically fit by training aerobically utilizing the concepts of circuit training within a personal exercise program. The goal for each student will be improved strength, fitness and flexibility. Proper technique and benefits of lifetime fitness will be emphasized. NOTE: Students should attend the first day of class. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 171

2 Credits

Intermediate Fitness Lab

Prerequisites: Apparent good health or physician's approval for participation with modifications; PE 170 or instructor permission.

This is an intermediate level exercise program that will help students continue the development of their physical fitness by training aerobically, using stations, with the theory of high repetition. The emphasis of the program will be increased strength, better aerobic fitness with continued or increased flexibility. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 172

2 Credits

Advanced Fitness Lab

Prerequisites: Apparent good health or physician's approval for participation with modification; PE 170 and PE 171 or instructor permission.

This course requires the student to apply the principles of physical fitness to his or her individual situation utilizing the fitness lab setting as well as outside opportunities. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 180

1 Credit

Beginning Wrestling

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. Up to 3 PE activity credits can be used as general electives in the AA degree.

PE 181

1 Credit

Intermediate Wrestling

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. Up to 3 PE activity credits can be used as general electives in the AA degree.

PHYSICS

PHYS& 114

5 Credits

General Physics with Lab I

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. Satisfies science or lab requirement area E distribution requirement or specified elective for the AA degree.

PHYS& 115

5 Credits

General Physics with Lab II

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. 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. 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. Satisfies science or lab 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. 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. Satisfies specified elective requirement for the AA degree.

Course Descriptions

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. 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, labor-relations law, welfare law, and civil rights laws as they impact each and every one of us. 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. 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. Satisfies social science distribution area B requirement or specified elective for the AA degree.

POL S 204

5 Credits

Introduction to Public Administration

Recommended Preparation: ENGL 095 or placement in ENGL& 101; READ 090 or placement in 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. 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 theory's 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. Satisfies social science distribution area D requirement or specified elective for the AA degree.

Course Descriptions

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. 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. Satisfies specified elective requirement for the AA degree.

PSYC& 200 **5 Credits**

Lifespan Psychology
Prerequisite: PSYC& 100 or instructor permission.
This course presents a comparative look at the various human development models. Students will have an opportunity to gain knowledge of the various stages of human development. This course typically fulfills basic requirements in human development for nursing, psychology and related occupations. 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 theories, 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. 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. 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. 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. This course does not meet any degree requirements.

Course Descriptions

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. This course does not meet any degree requirements.

ROOFING AND SIDING

RST 110

7 Credits

Modern Roofing Installation

This course is designed to provide instruction in light commercial and residential roofing installation techniques used in the construction industry.

RST 120

7 Credits

Modern Siding Installation

This course is designed to provide instruction in light commercial and residential siding installation techniques used in the construction industry.

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. 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. 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. 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. 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. Satisfies social science distribution area C requirement or specified elective for the AA degree.

SPANISH

See “World 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. 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. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

TECHNICAL DESIGN

TDP 099 **3 credits**

Drafting Fundamentals
This course is intended to complement skills in computer-aided drafting (CAD). The content will help develop an understanding of fundamental drafting technique and basic geometric construction. The emphasis is on creating a conventional drawing in a step-by-step process and on becoming familiar with drafting methods and processes used by industry. Manual drafting will develop skills and techniques in problem solving, expressing ideas, and interpreting drawings in a more clear and concise manner. This course is part of the Technical Design Program which will lead to a professional technical certificate.

TDP 100 **3 credits**

Blueprint Reading
Introduction to the elements of reading and interpreting drawings, blueprints, symbols, and construction plans. This course is part of the Technical Design Program which will lead to a professional technical certificate.

TDP 101 **6 credits**

Introduction to AutoCAD
This course introduces the student to computer-aided drafting (CAD) and examines the hardware and software that make up a CAD workstation. The course will cover how to use AutoCAD software, set up drawings, and electronically draft lines, circles, arcs, other geometric shapes and text. Students will use display and editing techniques to obtain information about their drawings and work within drawing files. This course also provides recommended drafting standards for properly preparing drawings with AutoCAD. This course is part of the Technical Design Program which will lead to a professional technical certificate.

Course Descriptions

TDP 102

6 credits

Intermediate AutoCAD

Intermediate AutoCAD is intended to build upon the skills covered in the Introduction to AutoCAD course. Students will increase their expertise in a design workplace and improve operations using new procedures to enhance time efficiency. Emphasis is placed on increasing production and accuracy. This course examines dimensioning, blocks and attributes, section views, external references, Multiview layouts, an introduction to three-dimensional drawing, and solid modeling. This course also covers recommended drafting standards and practices for students to use for properly preparing drawings with AutoCAD. This course is part of the Technical Design Program which will lead to a professional technical certificate.

TDP 103

6 credits

Advance AutoCAD

This course explores the three-dimensional viewing and construction capabilities of AutoCAD. Topics covered include a review of print coordinate entry, X,Y, filters, and the User Coordinate System (UCS). Spherical and cylindrical coordinate entry, 3D viewing techniques, 3D geometry construction, surface meshes, regions, and solid modeling are also introduced. The use of paper space, model space and multiple viewports for 4D constructions is covered. The creation of presentation graphics using bitmap files, shading, and rendering is also discussed. This course is part of the Technical Design Program which will lead to a professional technical certificate.

TDP 104

6 credits

Revit

Introduction to the theory and operation of Building Information Modeling (BIM) using the Autodesk REVIT software program. Students learn the role and application of Revit in graphic communication and design while producing architectural and interior design projects in 3D.

TDP 105

6 credits

Cooperative Work Training

This work training component is with Correctional Industries in order to gain valuable work experience. Students will interact with others to resolve design issues, participate with other employees and learn design tools and equipment to enhance computer-aided drafting (CAD) skills. This instruction provides continuous opportunities for upgrading of skills needed at the workplace for those students who are hired by Correctional Industries. This course is part of the Technical Design Program which lead to a professional technical certificate.

TDP 106

6 credits

Introduction to Auto Desk Invent

or

This course introduces Autodesk's Inventor through a process-based text that presents Inventor commands, options, and techniques where they naturally fit in the design process of real-world products. Parametric design and solid model part and assemblies as constructed in Inventor will also be covered. This course is part of the Technical Design Program which lead to a professional technical certificate.

TDP 107

6 credits

Introduction to SolidWorks

Introduction to the theory and operation of Solidworks software in its application for MasterCAM and CNC machining. Create 3D models in multi-dimensional views. This course is part of the Technical Design Program which will lead to a professional technical certificate.

THEATRE ARTS

DRAMA& 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. 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. 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. 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. 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. 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. Satisfies specified elective requirement for the AA degree.

TRANSITIONS

TRANS 038 **5 Credits**

Writing Bridge

Prerequisites: Appropriate CASAS placement score or instructor permission.

This course is designed for students desiring to improve their written communication skills along a path to opportunities for further education and employability. The class will emphasize writing skills needed to communicate more effectively in the worlds of work, college and everyday life. Knowledge of how to appropriately communicate math concepts, in writing, will also be included. This course does not meet any degree requirements.

TRANS 050 **5 Credits**

Transitions English I

Prerequisites: Appropriate CASAS placement scores.

The course is designed to improve a student's ability to read with understanding and convey ideas in writing. The class also focuses on listening and speaking skills along with introducing the student to the use of technology within the educational environment. This course is intended for students with a goal to improve fundamental skills to be able to move along a pathway to further education or to enhance employability. This course does not meet any degree requirements.

TRANS 051 **5 Credits**

Transitions Math I

Prerequisites: Appropriate CASAS placement score.

This class is designed to develop and enhance a student's understanding of the fundamental concepts of mathematics and beginning algebra and geometry. Emphasis is placed on the reading, speaking, listening and employability skills needed to become more knowledgeable in math as it relates to further education or employability. Content includes order of operations, fractions, decimals, ratios and measurement applications and more. This course is intended for students with a high school completion, placement score improvement or English Language Acquisition (ELA) goal. This course does not meet any degree requirements.

Course Descriptions

TRANS 052

5 Credits

Transitions Reading Bridge

Prerequisites: *Appropriate CASAS placement scores.*

The course is designed to develop the necessary reading skills and strategies to use in other academic courses. The class also focuses on listening and speaking skills along with introducing the student to the use of technology within the educational environment. This course is intended for students with a goal to improve fundamental skills to be able to move along a pathway to further education or to enhance employability. This course does not meet any degree requirements.

TRANS 053

5 Credits

Grammar I

Prerequisites: *Appropriate CASAS placement score and/or instructor recommendation.*

This course is designed to develop the basic grammar skills needed to pursue further education and/or employability. Emphasis is placed on improving the understanding and application of standard English grammar at the sentence level. This course is intended for students with a high school completion (GED or HS21+), improvement of placement scores, or English Language Acquisition (ELA) goal. This course does not meet any degree requirements.

TRANS 054

5 Credits

Transitions Reading II

Prerequisites: *Appropriate CASAS placement score or instructor permission.*

This course is designed to develop the reading skills and strategies needed to improve employability or use in other academic courses. Emphasis is placed on listening and speaking skills necessary for effective communication and the use of technology within the educational environment. This course is intended for students with a goal to move along a pathway to further education or to enhance employability. This course does not meet any degree requirements.

TRANS 055

5 Credits

Transitions English II

Prerequisites: *Appropriate CASAS placement score.*

This course is designed to develop the reading and writing skills needed to pursue further education or employability. Emphasis is placed on improving one's ability to successfully compose short essay responses through increased understanding of formal writing style, organization, format, sentence structure, and grammar. In addition a focus is placed on the listening and speaking skills necessary for effective communication. This course is intended for students with a high school completion (GED or HS21+), improvement of placement scores, or English Language Acquisition (ELA) goal. This course does not meet any degree requirements.

TRANS 056

5 Credits

Transitions Math II

Prerequisites: *Appropriate CASAS placement score or successful completion of Trans 051.*

This class is designed for students who have some fundamental knowledge of basic math principles. Emphasis is placed on content that will lead to further education or employability and includes topics such as exponents, inequalities, graphing, formulas and more. Material used will improve a student's reading, speaking, listening and employability skills as concepts are contextualized to real life applications. This course is intended for students with a high school completion (GED or HS21), placement score improvement or English Language Acquisition (ELA) goal. This course does not meet any degree requirements.

TRANS 057

5 Credits

Transitions Science

Prerequisites: *Appropriate CASAS Placement Scores.*

This course will enhance a student's reading, writing, speaking, listening, math, and employability skills by focusing on the fundamental concepts of Life Science, Physical Science, and Earth and Space Science. Emphasis will be placed on topics such as genetics, the human body, motion and forces, energy, and earth and its systems. This course is intended for a student with a high school completion (GED or HS21+) goal. This course does not meet any degree requirements.

Course Descriptions

TRANS 058

5 Credits

Transitions Social Studies

Prerequisites: Appropriate CASAS scores and successful completion of Transitions English II, co-enrollment in Transitions English II, or instructor permission.

This course is designed to develop reading, writing, listening, speaking, and employability skills with a goal to apply deeper understanding of social studies concepts to include: US history, government, civics, world history, economics, current world problems and geography. This course is intended for a student with a high school completion (GED or HS21+) or English Language Acquisition (ELA) goal. This course does not meet any degree requirements.

TRANS 059

10 Credits

Transitions – GED FastTrack

Prerequisites: Appropriate CASAS Placement Scores.

This course will enhance a student's reading, writing, listening, math, and employability skills by focusing on the curriculum included in the Science, Social Studies, Math and Reading Through Language Arts GED® tests. The content of this course is online and students move through the materials at a self-directed pace with instruction provided. This course is intended for a student with a high school completion (GED) goal to be able to move forward on a pathway to further education or employability. This course does not meet any degree requirements.

TRANS 060

5 Credits

Adult High School Completion - English

Prerequisites: Appropriate CASAS Placement Scores; HS21 Assessment Completed.

This course will enhance a student's reading and writing skills by focusing on strengthening English communication skills, including formal writing style, organization, format, sentence structure, and grammar. Students will also learn to analyze and demonstrate understanding of recognized English literature and essays. Course materials are provided in an online learning environment. This course is intended for a student with a high school completion (GED or HS21) or English Language Acquisition (ELA) goal to move forward on a pathway to further education or employability. This course does not meet any degree requirements.

TRANS 061

2 Credits

Adult High School Completion – Fine Arts

Prerequisites: Appropriate CASAS Placement Scores; HS21 Assessment Completed.

This course will enhance a student's reading and writing skills by focusing on teaching an artistic understanding and appreciation of art in the Western world to enhance understanding of Western social and cultural history and art. Writing content will emphasize writing style, organization, format, sentence structure, and grammar. Course materials are provided in an online learning environment. This course is intended for a student with a high school completion (HS21+) goal to move forward on a pathway to further education or employability. This course does not meet any degree requirements.

TRANS 063

5 Credits

Adult High School Completion – Social Studies

Prerequisites: Appropriate CASAS Placement Scores; HS21 Assessment Completed.

This course will enhance a student's reading, writing, listening and employability skills by focusing on learning about key figures and events in US and Washington State history and their longstanding context in issues in the modern state and global world. An understanding of the US government structure and research into current world problems will also be included. Course materials are provided in an online learning environment. This course is intended for a student with a high school completion (GED or HS21+) or English Language Acquisition (ELA) goal to move forward on a pathway to further education or employability. This course does not meet any degree requirements.

Course Descriptions

TRANS 064

5 Credits

Adult High School Completion – Science

Prerequisites: Appropriate CASAS Placement Scores; HS21 Assessment Completed.

This course will enhance a student's reading, writing, listening and employability skills by focusing on teaching the fundamentals of science, including macro- and micro-science, and current theories and debates in modern science. Students will demonstrate competency in scientific fundamentals in biology, geology, and earth science, among other fields. Course materials are provided in an online learning environment. This course is intended for a student with a high school completion (HS21+) or English Language Acquisition (ELA) goal to move forward on a pathway to further education or employability. This course does not meet any degree requirements.

TRANS 065

7.5 Credits

College Readiness I – Intro to Success

Prerequisites: Appropriate CASAS scores.

This course will enhance a student's reading, writing, speaking, listening and employability knowledge in a context of transitioning along a pathway to a degree or employment. Content emphasized in class includes time and money management, short and long term goals, self-awareness, resources, and information literacy. This course is designed to increase a student's mastery of the personal and educational skills and knowledge necessary to reach personal, educational and employability goals. This course does not meet any degree requirements.

TRANS 066

2 Credits

Adult High School Completion – Occupational

Prerequisites: Appropriate CASAS placement scores; HS21+ assessment completed.

This course is designed to develop reading, writing, listening and employability skills for students to live, learn, and work in an increasingly diverse society. Specific contextualized workplace topics include business communication, leadership, and project management. This course is competency based and uses online content. The class is intended for students with a high school completion (HS21+) or employability goal. This course does not meet any degree requirements.

TRANS 067

2 Credits

Adult High School Completion – Health/PE

Prerequisites: Appropriate CASAS placement scores; HS21+ assessment completed.

This course is designed to develop reading, writing, listening and employability skills related to living a healthy and safe life. Content focuses on learning basic First Aid and CPR skills. This course is competency based and uses online content. Successful completion of the course can result in a student earning First Aid/CPR certifications. The class is intended for students with a high school completion (HS21+) or employability goal. This course does not meet any degree requirements.

TRANS 068

5 Credits

Adult High School Completion – Math I

Prerequisites: Appropriate CASAS placement scores; HS21+ assessment completed.

This course is designed to develop fundamental math skills with a goal to apply math concepts to everyday situations. Emphasis will be placed on multiplication and division, order of operations, fractions, negative numbers, and decimals. This course is also designed to develop reading, information literacy, and employability skills to help students move forward on a pathway to further education or employment. This course is competency based and uses online content. The class is intended for students with a goal of high school completion (HS21+ or GED), placement score improvement or employability goal. This course does not meet any degree requirements.

TRANS 070

5 Credits

I-BEST Support

Prerequisites: Appropriate CASAS Placement Scores; Co-Enrollment in Core Program class.

This course provides reading, language arts, writing, speaking and listening, mathematics, and work readiness support for students on a pathway to a degree in one of GHC's IBEST programs. Enrolled students work toward improving their skills with curriculum contextualized to each specific I-BEST core program. This course does not meet any degree requirements.

Course Descriptions

TRANS 072

7.5 Credits

College Readiness III – Transition to College

Prerequisites: *Appropriate CASAS scores.*

This course will enhance a student's reading, writing, math, speaking and listening and employability knowledge in a context of demonstrating an understanding of their pathway to post-secondary education and employment. Course content will emphasize how to make a successful transition to college level coursework, funding resources, confirmation of a career pathway and assessment of college ready skills. This course does not meet any degree requirements.

TRANS 075

2 Credits

Supplemental Math Lab

Prerequisites: *Enrollment in a transition's math class.*

This course is designed to enhance a student's math, reading, speaking and employability skills by providing supplemental instruction for transition math classes. Instruction will be contextualized to the student's chosen educational pathway whenever possible with specific emphasis placed on the math needed for GHC workforce education programs. This supplemental lab course will provide the opportunity for students to accelerate their progress through pre-college math and is highly recommended for all students enrolled in a transition's math class. This course does not meet any degree requirements.

TRANS 076

5 Credits

Adult High School Completion – Math II

Prerequisites: *Appropriate CASAS placement scores; HS21+ assessment completed.*

This course is designed to develop pre-algebra math skills with a goal to apply math concepts to everyday situations. Emphasis will be placed on factors and multiples, ratios and proportions, coordinate planes, exponents, radicals, and scientific notation. This course is also designed to develop reading, information literacy, and employability skills to help students move forward on a pathway to further education or employment. This course is competency based and uses online content. The class is intended for students with a goal of high school completion (HS21+ or GED), placement score improvement or employability goal. This course does not meet any degree requirements.

TRANS 078

5 Credits

Grammar II

Prerequisites: *Appropriate CASAS placement score and/or instructor recommendation.*

This course is designed to continue to develop the intermediate grammar skills needed to pursue further education or employability. Emphasis is placed on improving the understanding and application of standard English grammar at the sentence level. This course is intended for students with a high school completion (GED or HS21+), improvement of placement scores, or English Language Acquisition (ELA) goal. This course does not meet any degree requirements.

TRANS 080

2 Credits

Information Literacy

Prerequisites: *Appropriate CASAS placement scores.*

This course is designed to enhance a student's reading, writing, speaking and employability skills through contextualized content in information literacy. Emphasis will be placed on how to communicate using technology to find, evaluate, create and organize information. Content is also designed to help a student gain a basic understanding of technology as an important tool for success in post-secondary coursework and/or future employment. This course does not meet any degree requirements.

TRANS 090

5 Credits

Transition's Capstone/Portfolio

Prerequisites: *Appropriate CASAS scores and instructor recommendation.*

Course Description: This course is designed to prepare students for a transition to postsecondary education as they approach achieving their high school completion goal. It will enhance a student's reading, writing, math, speaking and listening, information literacy and employability knowledge with contextualized course content that emphasizes how to make a successful transition to a college pathway or employability. Students will demonstrate competency and readiness to transition through a variety of measures including portfolio examples collected throughout their coursework. This course does not meet any degree requirements.

Course Descriptions

WELDING AND POWDER COATING

WLD 110 **1 Credit**

Shop Orientation/Welding Safety
Provides instruction in general safety practices in the steel fabrication trade.

WLD 111 **4 Credits**

Metal Cutting Processes & Materials
Provides the history and development of oxy-acetylene welding and burning, equipment set-up, safety practices, welding, cutting, and brazing techniques, and terminology of oxy-acetylene equipment. Provides lab experience in welding and brazing techniques in the flat and horizontal positions. Provides lab experience in the use of oxy-acetylene flame burning, plasma cutting, and abrasive cut-off saw use.

WLD 112 **3 Credits**

Introduction to Metals
Provides information on the basic composition of carbon steel. Presents how changes in temperature, cooling rates, and material composition affect the grain structure of steel.

WLD 120 **4 Credits**

Introduction to Shielded Metal Arc Welding
Provides instruction in shielded metal arc equipment, electrodes and their application.

WLD 121 **4 Credits**

Shielded Metal Arc Welding I
Provides experience in the application of E6010, E7018, and E7024 electrodes and air arc gouging equipment in the flat position.

WLD 122 **4 Credits**

Shielded Metal Arc Welding II
Provides experience in the application of E6010, E7018, and E7024 electrodes and air arc gouging equipment in the horizontal position.

WLD 123 **4 Credits**

Shielded Metal Arc Welding III
Provides experience in the application of E6010 and E7018 electrodes on fillet and butt welds in the vertical position.

WLD 124 **4 Credits**

Shielded Metal Arc Welding IV
Provides experience in the application of E6010 and E7018 electrodes on fillet and butt welds in the overhead position.

WLD 130 **3 Credits**

Introduction to Metal Gas Arc Welding
Provides instruction in equipment, set-up and application of solid wire and flux core welding processes.

WLD 131 **8 Credits**

MIG Welding I
Provides experience in gas metal arc welding in the flat and horizontal position.

WLD 132 **4 Credits**

MIG Welding II
Provides experience in flux core arc welding in the flat and horizontal position.

WLD 133 **4 Credits**

MIG Welding III
Provides instruction in equipment, set-up and application of spray transfer welding processes.

WLD 140 **1 Credit**

Introduction to Tungsten Inert Gas Welding
Provides the history, use and application of tungsten inert gas welding.

WLD 141 **5 Credits**

TIG Welding I
Provides experience in gas tungsten inert gas arc welding of steel or stainless steel in the flat position.

WLD 142 **5 Credits**

TIG Welding II
Provides experience in tungsten inert gas arc welding of steel or stainless steel in the horizontal position.

WLD 143 **5 Credits**

TIG Welding III
Provides experience in tungsten inert gas arc welding of aluminum in the flat position.

WLD 144 **5 Credits**

TIG Welding IV
Provides experience in tungsten inert gas arc welding of aluminum in the horizontal position.

Course Descriptions

WLD 150 **4 Credits**

Blueprint Reading for Welders
Provides instruction in the interpretation of welding symbols, welding blueprints and shop drawings.

WLD 151 **2 Credits**

Layout Basics
Provides instruction and practice in the use of fundamental layout tools and techniques.

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 TMATH 100 or BMCT score of 38 or higher. Instructor permission required.

Students are required to be present for the first day of class. Failure to attend on the first day is grounds to be dropped from the course. 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. Vocational program course. May be used as a general elective in the AA degree.

WELD 101 **6 Credits**

Related Welding I
Students are required to be present for the first day of class. Failure to attend on the first day is grounds to be dropped from the course. Students are given an overview of welding employment opportunities, the most common welding processes (SMAW, GMAW, FCAW and GTAW), and oxyacetylene cutting and heating. Vocational program course. May be used as a general elective in the AA degree.

WELD 102 **6 Credits**

Related Welding II
Students are required to be present for the first day of class. Failure to attend on the first day is grounds to be dropped from the course. A theory-lab course to build upon skills learned in WELD 101. The course promotes proper work habits and safe work practices. Training increases skills with oxy-fuel cutting and common manual and semi-automatic welding processes. Vocational program course. May be used as general elective in the AA degree.

WELD 103 **6 Credits**

Related Welding III
Students are required to be present for the first day of class. Failure to attend on the first day is grounds to be dropped from the course. A theory-lab course to build upon skills learned in WELD 101 and WELD 102. The course promotes proper work habits and safe work practices. Advanced joint configurations are cut, fit, and welded with common manual and semi-automatic cutting and welding processes. Students will be provided the opportunity to practice for certification testing. 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 TMATH 100 or BMCT score of 38 or higher. Instructor permission required.
A theory-lab course to provide an introduction to safe industrial work practices, work ethics, oxy-fuel cutting and common manual and semi-automatic welding processes. 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 TMATH 100 or BMCT score of 38 or higher. Instructor permission required.
A theory-lab course to build upon skills in WELD 110. This course promotes work habits and safe work practices. Training increases skills with oxy-fuel cutting and common manual and semi-automatic welding processes. 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 TMATH 100 or BMCT score of 38 or higher. Instructor permission required.
A theory-lab course to build upon skills learned in WELD 120. Work habits and safety are emphasized. Advanced joint configurations are cut, fit, and welded in all positions with common manual and semi-automatic cutting and welding processes. Vocational program course. May be used as a general elective in the AA degree.

Course Descriptions

WELD 240

16 Credits

Pipe Welding I

Prerequisites: Placement in ENGL 060, READ 080. MATH 060 with "B" or better or placement in TMATH 100 or BMCT score of 38 or higher. Instructor permission required.

A theory-lab course to build upon skills learned in WELD 110 through WELD 130. Pipe is stick and TIG welded in all positions. 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 TMATH 100 or BMCT score of 38 or higher. Instructor permission required.

A theory-lab course to build upon skills learned in WELD 100 through WELD 130. Course covers basic layout and fitting. Student will be assigned projects to design, draw, and build. 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 TMATH 100 or BMCT score of 38 or higher. Instructor permission required.

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

WELD 249

16 Credits

Flux Cored Arc Welding for Construction

Prerequisites: Completion of WELD 248 with a "C" or better, and instructor permission.

A lecture-lab course to build upon skills learned in Weld 110 through Weld 248. Course emphasizes code quality FCAW-S welding in all positions on structural shapes, and with restricted access. 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 TMATH 100 or BMCT score of 38 or higher. Instructor permission required.

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

WORLD LANGUAGES

ASL& 121

5 Credits

American Sign Language I

ASL&121 is an introductory course in American Sign Language (ASL). Topics covered include basic receptive and expressive skills, including visual awareness, vocabulary, basic grammatical principles, and comprehension skills, as well as a historical overview of Deaf culture. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

ASL& 122

5 Credits

American Sign Language II

Prerequisites: ASL&121 with a 2.0 or better or instructor permission.

ASL&122 enables students to better use and comprehend ASL by building a deeper understanding of the vocabulary, improving expressive and receptive skills, and increasing knowledge of the Deaf Culture and community. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

ASL& 123

5 Credits

American Sign Language III

Prerequisite: ASL&122 with a 2.0 or better or instructor permission.

ASL&123 is an in-depth study of American Sign Language applications including conversation regulators, classifiers and locatives, idioms and ASL linguistics, directional verbs and cultural information. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

Course Descriptions

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. 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. 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. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

SPAN& 121

5 Credits

Spanish I

First course in 100 level sequence. Introduction to the four basic skills of listening comprehension, speaking, reading and writing. Develop an awareness of Spanish speaking countries and their cultures. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

SPAN& 122

5 Credits

Spanish II

Prerequisite: SPAN& 121 or instructor permission.

Second class in sequence. Introduction to the four basic skills of listening comprehension, speaking, reading and writing. Develop an awareness of Spanish speaking countries and their cultures. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

SPAN& 123

5 Credits

Spanish III

Prerequisite: SPAN& 122 or instructor permission.

Third class in sequence. Introduction to the four basic skills of listening comprehension, speaking, reading and writing. Develop an awareness of Spanish speaking countries and their cultures. Satisfies humanities distribution area E requirement or specified elective for the AA degree.

Bachelor or Applied Science Degrees

BAS GENERAL INFORMATION

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 Elementary Education K-8 (BAS-TE)

APPLYING FOR THE BAS PROGRAMS

Sign up for *email alerts* to be notified of important program dates and information

- Review the program *entrance requirements*.
- 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 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:

BAS Support

Nancy Estergard
Director for BAS Support
(360) 538-4012
nancy.estergard@ghc.edu

Marjie Stratton
Program Coordinator
(360) 538-4011
marjie.stratton@ghc.edu

BAS- Forest Resources Management (BAS-FRM)

Lucas Rucks
Dean for Workforce Education
(360) 538-4013
lucas.rucks@ghc.edu

Alex Souza Bastos
Faculty Advisor
(360) 538-4033
alex.bastos@ghc.edu

BAS - Organizational Management (BAS-OM)

Lucas Rucks
Dean for Workforce Education
(360) 538-4013
lucas.rucks@ghc.edu

Chris Portmann
Faculty Advisor
(360) 538-4014
chris.portmann@ghc.edu

BAS- Teacher Education - Elementary Education K-8 (BAS-TE)

Lucas Rucks
Dean for Workforce Education
(360) 538-4013
lucas.rucks@ghc.edu

Patrick Womac
Faculty Advisor
(360) 538-4060
patrick.womac@ghc.edu

BAS – Forest 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.

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	5
ENGL& 235 Technical Writing	5
SPCH 101 Fundamentals of Speech	5

Required Courses

Degree required courses are not a prerequisite 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.

Recommended Skills

Computer proficiency in Internet, word processing, spreadsheets, and presentation software.

Ability to study and work outdoors under all weather conditions and uneven terrain.

PROGRAM OF STUDY

The BAS-FRM is a unique degree path for community and technical colleges in Washington State. The core courses for the Forest Resource Management degree are 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 student's AAS degree, 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,

BAS – Forest Resource Management

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 as 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
MATRS 386	Bio-Invasions: Invasive Species Mgmt.	5
NATRS 400	Forest Practices Law and Policy	5
NATRS 461	Wildlife Ecology	5
NATRS 471	Restoration	5
NATRS 493	Advanced Silviculture	5

BAS – Forest Resource Management

SCHEDULE

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 385	Forest Protection/Disease Management
NATRS 461	Wildlife Ecology

Year 1 Spring Quarter

BASF 331	Land Management in the 21st Century
BASF 332	Transportation System Design
NATRS 386	Bio-Invasions: Invasive Species Management

Note: BASF 322, Internship, is an option every quarter in year 1.

Year 2 Fall Quarter

BASF 412	Natural Resources Seminar
NATRS 471	Restoration
NATRS 493	Advanced Silviculture

Year 2 Winter Quarter

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	Advanced Harvest Systems: Ground Based

NOTE: BASF 411, Professional Development, is required every quarter in year 2.

COURSE DESCRIPTIONS

BASF 311 **5 Credits**

Environmental Decision Making and Conflict Resolution

Prerequisites: Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BASF 312 **5 Credits**

Hydrology and Soils

Prerequisites: Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BASF 321 **5 Credits**

GIS Applications

Prerequisites: Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BAS – Forest Resource Management

BASF 322

2 Credits

Internship

Prerequisites: Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BASF 331

5 Credits

Land Management in the 21st Century

Prerequisites: Admission to the BAS-FRM program and instructor permission.

This course exposes 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. BAS-FRM degree course.

BASF 332

5 Credits

Transportation System Design

Prerequisites: Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BASF 333

5 Credits

International Forestry

Prerequisites: Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BASF 411

5 Credits

Professional Development

Prerequisites: Admission to the BAS-FRM program and instructor permission.

Students continue to engage in real-world work where they 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 quarter to achieve the number of hours/credits required to completion. BAS-FRM degree course.

BAS – Forest Resource Management

BASF 412

1 Credit

Natural Resources Seminar

Prerequisites: Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BASF 421

5 Credits

Advanced Harvest Systems: Cable and Aerial Based

Prerequisite(s): 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. BAS-FRM degree course.

BASF 422

5 Credits

Natural Resources Economics

Prerequisites: Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BASF 431

5 Credits

Capstone in Natural Resources

Prerequisites: Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BASF 432

5 Credits

Advanced Harvest Systems: Ground Based

Prerequisite(s): Admission to the BAS-FRM program and instructor permission.

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. BAS-FRM degree course.

BASM 309

5 Credits

Project Management - Time Goals and Budget Management

Prerequisite: ENGL&101. Admission to the BAS-FRM program and instructor permission.

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. BAS-OM program core course.

BAS – Forest Resource Management

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. BAS-FRM degree course.

NATRS 385

5 Credits

Forest Protection and Disease Management

Prerequisites: Admission to the BAS-FRM program 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. BAS-FRM degree course.

NATRS 386

5 Credits

Bio Invasions: Invasive Species Management

Prerequisites: Admission to the BAS-FRM program and instructor permission.

Walks students through the positive identification of invasive species and noxious weeds in Washington State. Students have the opportunity to learn about non-plant invasive and observe or participate in their management. Students learn sources of invasive species, methods of control and visit sites where biological, mechanical and chemical control has been used. Students learn the ecology behind biological invasions and assess invasive species control in the field. Students participate in mechanical control methods in various locations targeting various invasive species and have the opportunity to observe chemical methods. Students produce an invasive species management plan. BAS-FRM degree course.

NATRS 400

5 Credits

Forest Practices Law and Policy

Prerequisites: Admission to the BAS-FRM program 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. BAS-FRM degree course.

NATRS 461

5 Credits

Wildlife Ecology

Prerequisites: Admission to the BAS-FRM program and 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. BAS-FRM degree course.

NATRS 471

5 Credits

Restoration

Prerequisites: Admission to the BAS-FRM program 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. BAS-FRM degree course.

BAS – Forest Resource Management

NATRS 493

5 Credits

Advanced Silviculture

Prerequisites: Admission to the BAS-FRM program 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). BAS-FRM degree course.

BAS – Organizational Management

BAS-OM

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 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	5
MATH& 146 Introduction to Statistics	5
Natural Science w/ Lab	5
SPCH 101 Fundamentals of Speech	5
ACCT& 201 Principles of Accounting I	5

Required Courses

Degree required courses are not a prerequisite 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)
- General education coursework (5 credits)

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

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 – Organizational Management

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

		<u>Credits</u>
BASM 301	Writing and Managing Grants	5
BASM 302	Introduction to Leadership	5
BASM 303	Human Resources Systems	5
BASM 305	Program Assessment and Evaluation	5
BASM 307	Quantitative Design, Data, 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
BASM 404	Accounting for Decision Making	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/Mgmt. Internship	5
ENGL 304	Advanced Business Writing	5
SOC 306	Organizational Behavior	5
SOC 403	Organizational Communication	5
SOC 405	Legal and Labor Issues	5

BAS – Organizational Management

SCHEDULE

Fall Quarter - Year 1

BASM 302	Introduction to Leadership
BASM 303	Human Resources Systems
ENGL 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

COURSE DESCRIPTIONS

BASM 301

5 Credits

Writing and Managing Grants

Prerequisite: Admission to the BASOM program; completion of ENGL 304 or ENGL& 235 with a "C" or better.

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. BAS-OM program core course.

BASM 302

5 Credits

Introduction to Leadership

Prerequisite: Admission to BASOM 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. BAS-OM program core course.

BASM 303

5 Credits

Human Resources Systems

Prerequisite: Admission to BASOM 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. BAS-OM program core course.

BAS – Organizational Management

BASM 305

5 Credits

Program Assessment and Evaluation

Prerequisite: Admission to the BASOM program.

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. Satisfies a General Education elective for the BAS-OM degree.

BASM 307

5 Credits

Quantitative Design, Data, Analysis

Prerequisite: Admission to the BASOM program; completion of MATH& 146 with a "C" or better.

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. BAS-OM program core course.

BASM 308

5 Credits

Emerging Technologies (Including Collaborative and Project Software)

Prerequisite: Admission to BASOM 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. BAS-OM program core course.

BASM 309

5 Credits

Project Management - Time, Goals and Budget Management

Prerequisite: Admission to the BASOM program; completion of both ENGL& 101 and MATH& 146 with "C" or better.

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. BAS-OM program core course.

BASM 401

5 Credits

Business Processes and Excel

Prerequisite: Admission to the BASOM program; completion of BASM 307 with a "C" or better.

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. BAS-OM program core course.

BASM 402

5 Credits

Leading and Managing in a Diverse World

Prerequisite: Admission to BASOM 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. Satisfies a Social Sciences distribution requirement for the BAS-OM degree.

BAS – Organizational Management

BASM 404

5 Credits

Interpretation of Accounting - Accounting for Decision Making

Prerequisite: Completion of all 300-level BASM coursework (BASM, SOC, ENGL) with a "C" or better; completion of both BASM 401 and ACCT& 201 with a "C" or better.

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. BAS-OM program core course.

BASM 406

5 Credits

Seminars in Private/Public Service

Prerequisite: Completion of all 300-level BASM coursework (BASM, SOC, ENGL) with a "C" or better.

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. BAS-OM program core course.

BASM 407

5 Credits

Professional Ethics and Social Responsibility

Prerequisite: Completion of all 300-level BASM coursework (BASM, SOC, ENGL) with a "C" or better.

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. BAS-OM program core course.

BASM 408

5 Credits

Facilitating Change/Development

Prerequisite: Completion of all 300-level BASM coursework (BASM, SOC, ENGL) with a "C" or better; completion of ENGL& 101 with a "C" or better.

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. BAS-OM program core course.

BAS – Organizational Management

BASM 409

5 Credits

Capstone Project and/or Administrative/Management Internship

Prerequisite: Completion of all 300-level BASM coursework (BASM, SOC, ENGL) with a "C" or better.

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. BAS-OM program core course.

ENGL 304

5 Credits

Advanced Business Writing

Prerequisite: Admission to the BASOM program; completion of ENGL& 101 with a "C" or better.

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. Satisfies a Communications Skills requirement for the BAS-OM degree.

SOC 306

5 Credits

Organizational Behavior

Prerequisite: Admission to BASOM 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. BAS-OM program core course.

SOC 403

5 Credits

Organizational Communication in a Social Context

Prerequisite: Completion of all 300-level BASM coursework (BASM, SOC, ENGL) with a "C" or better (includes ENGL& 235, if taken).

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. Satisfies a Social Sciences distribution requirement for the BAS-OM degree.

SOC 405

5 Credits

Legal and Labor Issues of Supervision & Management

Prerequisite: Completion of all 300-level BASM coursework (BASM, SOC, ENGL) with a "C" or better.

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. BAS-OM program core course.

BAS-TEACHER EDUCATION ELEMENTARY EDUCATION (K-8)

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 provides 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 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:
- Employment in the field
- Completion of year 2 endorsement coursework.
- A cumulative 2.7 GPA on all college level work. Points will be awarded based upon GPA and used in determining admissions priority.

Note: Students who have completed 60 credits of the program endorsement coursework will be considered on a space available basis.

Endorsement Requirements:

The following courses should be included in the two-year degree or be completed during the bachelor’s program as preparation for the elementary endorsement test. Students who have completed these requirements at the time of application will receive preferred entrance consideration. Courses include:

ENGL& 101	5
ENGL& 102 or 235	5
ENGL 208, 209, 233, 244, or 252	5
MATH& 131/132 OR 107, 141, or 146	10
PSYC& 100 or SOC& 101	5
POLS& 202	5
EDUC 201/202 or 1 year full-time equivalent field experience	8
SPCH 101	5
MUSIC 100, MUSC& 105, or 131	5
Western Civilization or US History	5
ECON& 202	5
ART& 100, ART 101, 104, or 251	5
LAB SCIENCE	5
EARTH 102	5
ENVS& 100	5

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, proficiency in word processing, spread sheets, and presentation software.

BAS – Teacher Education

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 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 are 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.

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).

BAS – Teacher Education

Required Core Courses	<u>Credits</u>	SCHEDULE (all BAS-TE students)
Elementary Education K-8 and SPED		<u>Fall Quarter – Year 1</u>
BAST 325 Teaching Math	5	BAST 380 Educational Psychology 5
BAST 326 Teaching Science	5	BAST 430 Social Foundations 5
BAST 335 Teaching Music and the Arts	5	<u>Winter Quarter – Year 1</u>
BAST 345 Teaching Language Arts/Develop	5	BAST 335 Teaching Music and the Arts 5
BAST 350 Diversity in Students	5	BAST 355 Teaching Reading 5
BAST 351 Issues of Abuse and Neglect	5	BAST 420 Curriculum and Instruction 5
BAST 355 Teaching Reading	5	BAST 494 Practicum 3: A Look into Sp. Ed. 3
BAST 365 Teaching Social Studies	5	<u>Spring Quarter – Year 1</u>
BAST 380 Educational Psychology	5	BAST 345 Teaching Language Arts/Develop 5
BAST 400 Education and the Law	5	BAST 421 Classroom Management 5
BAST 420 Curriculum and Instruction	5	BAST 489 Practicum 4: Assess Support/Prep 5
BAST 421 Classroom Management	5	
BAST 430 Social Foundations	5	<u>Fall Quarter – Year 2</u>
BAST 493 Practicum 3: A Look into Sp. Ed.	3	BAST 325 Teaching Math 5
BAST 494 Practicum 4: Assess Support/Prep	5	BAST 400 Education and the Law 5
BAST 495 Practicum: Education Systems and a Transition to Employment	1	<u>Winter Quarter – Year 2</u>
BAST 497 Students Teaching II	6	BAST 326 Teaching Science 5
BAST 498 Student Teaching III	5	BAST 350 Diversity in Students 5
		BAST 351 Issues of Abuse and Neglect 5
		BAST 497 Students Teaching II 6
Elementary Education K-8 Additional Courses		<u>Spring Quarter – Year 2</u>
BAST 330 Teaching and Technology	5	BAST 365 Teaching Social Studies 5
BAST 360 Assessment and Evaluation	5	BAST 495 Education Systems and A Transition to Employment 1
BAST 491 Practicum 1: Intro to Schools	2	BAST 498 Student Teaching III 5
BAST 492 Practicum 2: Diverse Populations	3	
BAST 496 Student Teaching I	3	
SPED Additional Courses		
BAST 331 SPED Teaching and Technology	3	
BAST 361 SPED Evaluation and Assessment	3	
EDUC 300 Introduction to Special Education	3	
EDUC 370 Supporting Exceptional Children	3	
EDUC 380 Develop of Differently-Abled Children	5	
EDUC 385 Special Topics	3	
EDUC 410 Exceptional Learners	4	
EDUC 490 Student Teaching in Special Ed	5	

Please see following page for additional course requirements based on endorsement.

BAS – Teacher Education

Additional Elementary Education K-8 Course Requirements

Fall Quarter – Year 1

BAST 491	Practicum 1: Intro to Schools	2
BAST 493	Practicum 2: Diverse Populations	3

Winter Quarter – Year 1

No additional

Spring Quarter – Year 1

No additional

Fall Quarter – Year 2

BAST 330	Teaching and Technology	5
BAST 496	Student Teaching I	3

Winter Quarter – Year 2

No additional

Spring Quarter – Year 2

BAST 360	Assessment and Evaluation	5
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Additional Special Education Endorsement Course Requirements

Fall Quarter – Year 1

EDUC 300	Introduction to Special Education	3
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Winter Quarter – Year 1

No additional

Spring Quarter – Year 1

EDUC 370	Supporting Exceptional Children	3
EDUC 410	Technology and Accommodations	4

Fall Quarter – Year 2

BAST 331	SPED Teaching and Technology	3
EDUC 380	Develop Differently-Abled Children	5
EDUC 385	Special Topics	3

Winter Quarter – Year 2

No additional

Spring Quarter – Year 2

BAST 361	SPED Evaluation and Assessment	3
EDUC 490	Student Teaching in Special Ed	5

COURSE DESCRIPTIONS

BAST 325 **5 Credits**

Teaching Math

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. BAS-TE degree course.

BAST 326 **5 Credits**

Teaching Science

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. BAS-TE degree course.

BAST 330 **5 Credits**

Teaching and Technology

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 331 **3 Credits**

SPED Teaching and Technology

Under development.

BAST 335 **5 Credits**

Teaching Music and the Arts

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. BAS-TE degree course.

BAST 345 **5 Credits**

Teaching Language Arts and Development

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. BAS-TE degree course.

BAST 350 **3 Credits**

Diversity in Students

Prerequisites: Completion of BAST 380 and BAST 493 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 **2 Credits**

Issues of Abuse and Neglect

Prerequisites: Completion of BAST 380 "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 **5 Credits**

Teaching Reading

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. BAS-TE degree course.

BAST 360 **5 Credits**

Assessment and Evaluation

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 guided practice with families, related service personnel, and others for student placement and instructional decisions. BAS-TE degree course.

BAST 361 **3 Credits**

SPED Assessment and Evaluation
Under development.

BAST 365 **5 Credits**

Teaching Social Studies

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. BAS-TE degree course.

BAST 380 **5 Credits**

Educational Psychology

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. BAS-TE degree course.

BAS – Teacher Education

BAST 400

5 Credits

Education and the Law

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. BAS-TE degree course.

BAST 420

5 Credits

Curriculum and Instruction

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. BAS-TE degree course.

BAST 421

5 Credits

Classroom Management

Prerequisites: Completion of BAST 380 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. BAS-TE degree course.

BAST 430

5 Credits

Social Foundations

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. BAS-TE degree course.

BAST 491

2 Credits

Practicum 1 - Intro to Schools

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. BAS-TE degree course.

BAST 493

2 Credits

Practicum 2 – Teacher Evaluation in the Real World

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. BAS-TE degree course.

BAST 494

3 Credits

Practicum 3 - Diverse Populations

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. BAS-TE degree course.

BAST 489

3 Credits

Practicum 4 - A look into Special Education

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. BAS-TE degree course.

BAST 495

1 Credit

Educational Systems and a Transition to Employment

Prerequisites: Completion of BAST 492, BAST 496, and BAST 497 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. BAS-TE degree course.

BAST 496 **3 Credits**

Student Teaching in Elementary Education I

Prerequisites: Documentation that student has attempted "WEST-E" or another Washington State approved certification exam. Completion of BAST 380 and BAST 421 with a "B-" or better

Supervised instructional experience to develop, implement, practice, and evaluate theory and methods learned. BAS-TE degree course.

BAST 497 **6 Credits**

Student Teaching in Elementary Education II

Prerequisites: Completion of BAST 420 and BAST 330 with a "B-" or better and completion of BAST 496 with a "B" or better.

Supervised instructional experience to develop, implement, practice, and evaluate theory and methods learned. BAS-TE degree course.

BAST 498 **5 Credits**

Student Teaching in Elementary Education III

Prerequisites: Completion of BAST 360 and BAST 497 with a "B" or better.

Supervised instructional experience to develop, implement, practice, and evaluate theory and methods learned. BAS-TE degree course.

EDUC 300 **3 Credits**

Introduction to Special Education

Prerequisite: admittance to BAS-TE or administrator approval.

Provides an overview of the philosophical, historical and social implications of exceptional characteristics of students with disabilities, gifted and talented and English language learners.

EDUC 370 **3 Credits**

Supporting Exceptional Children

Prerequisite: admittance to BAS-TE or administrator approval.

Study techniques for communicating with families and professionals about characteristics and needs of individuals with differing abilities. Strategies for collaborating with families, recognizing and respecting family, cultural, and societal diversity. Identify local resources.

EDUC 380 **5 Credits**

Development of Differently-abled

Prerequisite: admittance to BAS-TE or administrator approval.

Examine typical and atypical development. Identify characteristics of differing abilities, including physical or medical needs and effects disabilities have on educational implications and individual and family lives.

EDUC 385 **3 Credits**

Special Topics

Prerequisite: admittance to BAS-TE or administrator approval.

Provides an overview of the philosophical, historical, and social implications of exceptional characteristics of students with disabilities, gifted and talented, and English language learners. Includes classroom experience.

EDUC 410 **4 Credits**

Exceptional Learners

Prerequisite: admittance to BAS-TE or administrator approval.

This course will identify effective, research-based instructional strategies and accommodations and adaptations for learners with diverse academic and behavioral needs; and demonstrate how to make data-based decisions. Prerequisite: admittance to BAS-TE or administrative approval.

EDUC 490 **5 Credits**

Student Teaching Special Education

Prerequisite: admittance to BAS-TE or administrator approval.

Supervised instructional experience to develop, implement, practice, and evaluate theory and methods learned. Students will meet one on one or in small groups with supervising faculty. Prerequisite: admittance to BAS-TE or administrative permission.

Faculty and Administration

Gregory J. Adamski

Adult Basic Education/GED

B.S., Northern Michigan University

Teaching Certificate, University of Michigan

Sarah Aiken

Transitions

M.Ed., Lesley University

B.A., Washington State University

Dr. Jennifer Alt

Vice President of Student Services

Ph.D., University of Nevada

M.A., B.A., California State University

Kristy Anderson

Chief of Institutional Effectiveness, Research, and Planning

M.S., The Evergreen State College

B.A., Western Washington University

A.A., Olympic College

Gary Arthur

Native Pathways Coordinator

B.A., Carroll College

M.A., California State University

Bruce Bailey

Outreach Specialist

A.A., Grays Harbor College

Chelcie Bailey

Community Education Manager

M.S., B.S., Central Washington University

A.A.S., Grays Harbor College

Jennifer Barber

Transitions/ELA

M.A., Fresno Pacific University

B.A., Dominican University

Kathy Barker

Reading

M.Ed., Antioch University

B.A., Washington State University

Nathan Barnes

Art

M.F.A., Idaho State University

B.F.A., University of Utah

Todd Bates

Forestry

M.F., B.S., University of California, Berkeley

Vocational Certificate

Dr. Monica Baze

Biology

Ph.D., University of Nevada Reno

B.S., Washington State University

Donny Betts

Building Trades

Vocational Certificate

Scott Blankenship

Business Technology

M.A., B.A., Eastern Washington University

Vocational Certificate

Ron Bradbury

Criminal Justice

M.S., B.S., California State University - Long Beach

A.A., Santa Ana College

Vocational Certificate

Faculty and Administration

Debra Brogan

Nursing

M.S.N., University of Washington
B.S.N., Saint Martin's University
Vocational Certificate

Dave Brown

TRiO Student Support Specialist

M.Ed., B.A., Western Washington University
A.A., Shoreline Community College

Dr. Darby C. Cavin

Humanities and Communications

Ed.D., Seattle Pacific University
M.L., University of St. Andrews
B.A., Whitworth College

Belen Chavez

Disability Support Services Facilitator

M.S., Western Oregon University
B.S., University of Arizona
A.A., Pima Community College

Lori Christmas

Running Start Coordinator

M.A., Saint Martin's
B.A., University of Washington
A.A., Grays Harbor College

John M. Clary

Welding /Powder Coating

Vocational Certificate

Andrea Conley

Medical Assistant

Certificate, Pima Medical Institute
Vocational Certificate

Dr. Jenel Cope

History/Political Science

Ph.D., University of Utah
M.A., Boise State University
B.A., Idaho State University

Lindsey Coulson

Student Life Outreach Specialist

B.S., University of Puget Sound

Kimberly Cristobal

Nursing

M.S.N., California State University
Vocational Certificate

Allison Criswell

English

M.A., University of British Columbia
B.A., Western Washington University

Taya Do

Mathematics

M.S.Ed., Walden University
B.A., Eastern Washington University
Professional Teaching Certification,
Washington State University
A.A., Grays Harbor College

Shannon Dunnuck

TRiO Student Support Specialist

B.A., University of Wyoming

Dr. William Dyer

Music

D.Mus.A., Boston University
M.A., Northwestern University
B.A., University of Puget Sound

Matt Edwards

Director for Institutional Research and Reporting

M.S., Oregon State University
M.S., B.A., California State University

Faculty and Administration

Chrissie Erickson

Medical Assistant
Vocational Certificate

Maureen Espedal

Assistant to Vice President for Instruction
A.A., Grays Harbor College

Nancy Estergard

*Director for Business and Community Education
and Workforce/BAS Support*
M.S., B.S., Western Governors University
A.A., A.A.S., Grays Harbor College

Brittany Ferry

Transitions
M.A., B.A., Western Washington University
M.A., Portland State University

Dr. Andrew Gaines

Theater/Communications
Ph.D., M.A., B.A., New York University

Roberta Gibby

BFET Coordinator
A.A.S., Grays Harbor College

Jennifer Gillies

Opportunity Grant Coordinator
B.A., The Evergreen State College
A.A.S., Grays Harbor College

Andrew Glass

Chief Executive of Information Technology
M.B.A., Brandman University
B.A., Western Washington University

Jane F. Goldberg

Public Relations Director
B.A., University of Washington

Christopher Graham

Adult Basic Education/GED
M.S., Oklahoma State University
B.A., University of Central Oklahoma

Dr. Amanda L. Gunn

Biology
Ph.D., City of Hope National Medical Center
B.S., University of New Haven

Dr. John Hillier

Astronomy, Earth Science, Physics
Ph.D., M.S., Cornell University
B.S., Harvey Mudd College

Margo Hood

Assistant to Vice President for Student Services

Stan Horton

Associate Dean of Library and ELearning
M.L.S., B.A., University of Washington

Melanie Israel

Accounting/Business Management
M.S., Husson University
B.A., University of Vermont
A.S., Beal College
Vocational Certificate

Lance James

Campus Safety and Security Coordinator
M.A., Keller Graduate School
B.A., Prairie View A & M University

Penny James

*Assistant to Vice President for Administrative
Services*
A.A., Grays Harbor College

Darin Jones

Chief Executive of Human Resources
M.A., B.A., Utah State University

Faculty and Administration

Dr. Jamie Jones

English

Ph.D., Texas Woman's University
M.A., Sam Houston State University
B.A., University of Texas

Jesse Kangas-Hanes

Automotive Technology

A.A.S., Lewis Clark State College
A.A.S., Boise State University
Vocational Certificate

Richard Kautz

Adult Basic Education/GED

M.A., University of Phoenix
M.A., Weber State University
B.A., University of South Dakota

Vivian Kaylor

Counseling

M.S.W., B.A., Eastern Washington University
A.A., Spokane Falls Community College

Kayleen Kondrack-Caranto

Humanities and Communications

M.A., Oregon State University

Sara Konu

Associate Director of Financial Aid

B.A., Pacific Lutheran University
A.A., Pierce College

Thomas Kuester

Mathematics

M.S., Western Washington University
B.S., Northern Arizona University

Dr. Emily Lardner

Vice President for Instruction

Ph.D., M.A., University of Michigan
B.A., Augustana College

Nicholas Lutes

Vice President for Administrative Services

B.A., Florida State University

Christopher Macht

Coordinator for Campus Operations

Patrick Martin

Mathematics

M.S. B.S., Equivalency, Dublin University

Lorena Maurer

Native Pathways Facilitator

M.A., Hamline University
B.S., University of Washington

June McConnell

WorkFirst Student Support Specialist

B.S., Montana State University

Roderick S. McDonald

Welding Technology

M.A., B.V.E., California State University, San Bernardino
A.A., Palomar College
Vocational Certificate

Dr. Hannah Mechler

Early Childhood Education

Ph.D., M.S., Texas Woman's University
B.A., The University of Texas at Dallas
Vocational Certificate

Chandra Miller-Starks

Human Services

M.S., B.S., University of Central Arkansas
Vocational Certificate

Faculty and Administration

Julie Miller

Nursing

M.S.N. Ed, Grand Canyon University
B.S., Washington State University
A.A., Walla Walla Community College
Vocational Certificate

Mary “Nellie” Miller

Business

M.B.A., Brandman University
B.A., American Intercontinental University
Vocational Certificate

Dr. James Minkler

President

Ph.D., M.A., B.A., University of Idaho

Dr. Anthony Molinero

Chemistry

Ph.D., M.S., Virginia Polytechnic Institute and State University
B.S., Seattle Pacific University

Amy Montoure

Mathematics

M.E., Lesley University
B.A., Saint Martin’s University
A.A., Grays Harbor College

Diane Muir

History Faculty

M.A., University of Washington
B.A., University of California Santa Barbara

Dr. James Neiworth

English

Ph.D., M.A., Washington State University
B.A., Western Washington University
A.A., Grays Harbor College

Christine Nelson

Support Specialist-Success Coach

M.Ed., Lesley University
B.A., Pacific Lutheran University

Julie S. Nelson

Chemistry

M.S., University of Washington
B.S., Seattle University
A.A.S., Grays Harbor College

Carol O’Neal

Associate Dean for Nursing

M.S.N., University of Washington
B.S.N., Pacific Lutheran University
Vocational Certificate

Keith Penner

Chief of Campus Operations and Auxiliary Services

Jayme L. Peterson

Dean for Education

M.Ed., Grand Canyon University
B.A., Washington State University
A.A., Skagit Valley College

Tim Plagge

Biology

M.S., Eastern Michigan University
B.S., Alma College

James “Matt” Poisso

Nursing

M.S., B.S., Western Governors University
A.A.S., Grays Harbor College
Vocational Certificate

Dr. Chris A. Portmann

Social Sciences

Ph.D., University of Nebraska, Lincoln
M.A., Regis University
B.S., Montana Tech

Faculty and Administration

Adam Pratt

Carpentry Technology
Vocational Certificate

Jaime Reino

Mathematics
M.S., B.S., Washington State University

Darrellyn Relyea

Business Technology, Computer Applications
M.Ed., University of Idaho
B.A., University of Montana
Vocational Certificate

Debbie Richters

Coordinator, Workforce Education and Retraining
B.A., The Evergreen State College
A.A.S., Grays Harbor College

Kelly Richters

Building Trades
Vocational Certificate

Jenifer Robarge

Assistant Dean of Financial Services
B.A., University of Wyoming

Brenda Rolfe-Maloney

Psychology
M.S., B.A., University of Alaska, Anchorage

Adrienne J. Roush

Librarian
M.L.I.S., University of Washington
B.A., The Evergreen State College

Dr. Lucas Rucks

Dean for Workforce Education
Ed.D., Azusa Pacific University
M.S., California State University, Bakersfield
B.A., California State University, Bakersfield

Danielle Russell

Coordinator for WorkFirst
M.S., Western Governors University
B.A., Washington State University

Ambrocia Sanchez

Nursing
M.S., B.S., Western Governors University
A.A.S., Grays Harbor College
Vocational Certificate

Stacey Savino

Assistant Dean for Financial Aid
B.A., Saint Martin's University
A.A., Grays Harbor College

LaDonna Scott

Commercial Transportation and Maintenance (CDL)
B.A.S., South Seattle College
A.A.S., Grays Harbor College
Vocational Certificate

Kenji Seta

Learning Center Coordinator
M.S., Troy State University
B.S., United States Air Force Academy

Brian Shook

Counseling
M.S., Oregon State University
B.A., University of California, Santa Cruz
A.A., West Valley College

Julie Skokan

TRiO Assistant Dean
M.Ed., Western Washington University
B.A., The Evergreen State College
A.A., Grays Harbor College

Guy G. Slover

Adult Basic Education
M.A., Eastern Washington University
B.S., Lewis-Clark State College

Faculty and Administration

Kent Smaciarz

Coordinator of Education Centers

M.A., Fuller Theological Seminary

B.A., Northwest University

Diane L. Smith

Associate Dean for Transition Programs

M.S., B.S., University of Oregon

Kyle Smith

Mathematics

M.S., Washington State University

B.S., Saint Martin's University

Lisa J. Smith

*Executive Director of Grays Harbor College
Foundation*

B.A., Central Washington University

Tiffany Smith

Psychology/Sociology

M.A., Saint Martin's University

B.A., Gonzaga University

Jerad Sorber

Associate Dean for Enrollment Services

M.A., The Pennsylvania State University

B.S., Southern Oregon University

Jim Sorensen

Coordinator for Testing & Student Veterans

B.A., The Evergreen State College

A.A., Grays Harbor College

Tom Stearns

Writing Center/English

M.A., Southern Illinois University

B.A., University of Illinois

Tom Sutera

Athletic Director

B.A., The Evergreen State College

A.A., Grays Harbor College

JEB Thornton

Director of Grant Development

M.A., Pacific Oaks College

B.A., The Evergreen State College

Monica Todd

Nursing

M.N., University of Washington

B.S.N., Northern Michigan University

Vocational Certificate

Aaron Tuttle

Director of Student Life

M.A., Eastern Michigan University

B.A., University of Oregon

Dr. Tracey Ushman

Business

Ph.D., Capella University

M.B.A., University of Phoenix

B.A., Western Carolina University

A.A.S., Coastal Carolina Community College

Vocational Certificate

Mathew Vargas

Athletic Program Manager

A.A., Southeastern Louisiana University

Dave Werner

Diesel Technology

Bates Vocational Technical Institute

Vocational Certificate

Faculty and Administration

Dr. Jeremy Winn

ELearning Coordinator

Ph.D., University of Missouri

M.Ed., B.S., Austin Peay State University

Shiloh Winsor

English

M.A., B.A., Oregon State University

Dr. Patrick Womac

Education

Ph.D., Clemson University

M.A., Christian Brothers University

B.A., Carroll College

Sandra Zelasko

Assistant to the President

Mark Zerr

Economics, Business Law

J.D., M.B.A., B.B.A., University of Washington

Fan Zhang

Athletic Program Advisor

M.A., University of Northern Iowa

B.Ed., Wuhan Institute of Physical Education

Things You Should Know

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.

TITLE IX – SEXUAL HARASSMENT AND NONDISCRIMINATION POLICY

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:
 - 1. 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 Student Life Office, Building 100, office 171. Call (360) 538-4078 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**).

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

Grays Harbor College is very concerned about the health and welfare of its students. It is the policy of GHC to provide alcohol and substance abuse prevention information and referral for students. Students are encouraged to seek information and assistance from the Student Support Center. Counselors are available to work with students in order to help them identify personal problems associated with alcohol and substance abuse. Appropriate referrals will be made. The full DAAPP and biennial review of the DAAPP can be found on the Student Rights Information webpage at www.ghc.edu/student-rights-information.

CONFIDENTIALITY OF STUDENT RECORDS

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 Educational 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.

Pursuant 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.

Things You Should Know

STUDENT POLICIES

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 reports, which have been produced separately for all campus locations, 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 reports 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 these reports from the Security Office (100 Building - Room 117) on the **[Student Rights Information website](#)**

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.

Things You Should Know

Special Parking Permits: The AccessAbility Services Office (formerly Disability Support Services) 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 at <https://www.ghc.edu/parking>

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, electronic cigarettes, and smokeless tobacco products, such as traditional cigarettes, electronic cigarettes (e-cigarettes), chew, pipes, cigars, water pipe smoking, snus, snuff, etc.

In addition, smoking, including electronic cigarettes is only authorized in the following locations:

1. Designated smoking areas and/or shelters as determined by the Smoking Task Force. Current designated smoking areas are on the college’s web site under designated smoking areas.
2. Inside any personal vehicle.
3. Any parking lot - with the exception of the Childcare Center Parking Lot.

Things You Should Know

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).