

# 2019-2020

# General Catalog

## ***Greetings and Welcome to Grays Harbor College!***

*We want you to be successful. We are here to help - Just ASK.*

These are two very important words to keep in mind. Enrolling in college may be a totally new experience for you. Or you may be returning after being away from the classroom for a while. Or you may be coming back after a quick summer break. Regardless, if you don't understand something about our enrollment process, *just ASK* at our Welcome Center. Maybe the Financial Aid forms are perplexing, again, *just ASK* at the Welcome Center or the Financial Aid Office. The GHC Foundation provides scholarships to help you pay for college; forms and details are available online and at the Foundation office. You will discover some very helpful people waiting to answer your questions and concerns everywhere on campus. We are here to help.

Soon you will be attending classes. That is when you will experience the real benefit of enrolling at GHC. Our classes are small, your instructors will know who you are and they will consistently tell you to *just ASK* if you have questions about class materials, assignments, anything about what you are learning. Perhaps you are uncertain about your exact plan for the future. *Just ASK* at the Student Support Center for career guidance and personal counseling from our caring staff. Depending on your interests and your strengths, you will find help with charting a course for your future. Meanwhile, enroll in a class that focuses on a subject you have always been curious about, but never had time to pursue. Need more help in a course, stop by our Learning Center and *just ASK* to be matched with a tutor. Keep in mind, GHC now offers three Bachelor of Applied Science degrees — Teacher Education, Forest Resources Management and Organizational Management — so you might consider completing your Associate degree and staying on for two more years to earn a BAS.

To further enhance your college experience, *just ASK* at the Student Life Office about clubs, student government and other activities. GHC students can receive free tickets to live performances at the Bishop Center on campus, or attend Choker Athletic events.

Students at GHC have access to a wide range of opportunities, whether they come to campus every day or attend remotely as online students. I hope you soon will agree that enrolling at Grays Harbor College is the best decision for you. *Just ASK* any GHC alum, they will answer with pride about attending GHC.

Last year was our largest graduation ceremony ever. We want to see you walk across that graduation stage and get your certificate or diploma. We are here to help, *just ASK*. Enjoy a successful year!

Dr. James Minkler,  
President

# *Celebrating a Tradition of Excellence in Education Since 1930*

## **Grays Harbor College Board of Trustees Members**

*Ms. Denise Portmann*

*Mr. Art Blauvelt*

*Dr. Paula Akerlund*

*Ms. Astrid Aveledo*

*Dr. Harry Carthum*

### **GHC Catalog 2019-2020**

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

### **Off-Campus Locations**

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

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

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Grays Harbor College

1620 Edward P. Smith Drive

Aberdeen, WA 98520

Telephone: (360) 532-9020

In State Toll Free: (800) 562-4830

Fax: (360) 538-4299

GHC on the Web: [www.ghc.edu](http://www.ghc.edu)

# Academic Calendar

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## Summer Quarter 2019

First day of classes ..... July 1  
“W” Day (Thursday, 5th week) ..... August 1  
Last day of classes (6 weeks) ..... August 8

## Fall Quarter 2019

Fall Kick-off Week ..... September 16-20  
Fall New Student Orientation ..... September 18-19  
Prep and Final Registration ..... September 20  
First Day of Classes ..... September 23  
Faculty Professional Day (No Classes) ..... October 4  
Advising Day (Most Classes Cancelled) ..... October 8  
“W” Day (Thursday, 8th week) ..... November 14  
Veterans’ Day Holiday ..... November 11  
Thanksgiving Holiday ..... November 28-29  
Last Day of Classes ..... December 9  
Finals ..... December 10-12  
Faculty Preparation Day ..... December 13

## Winter Quarter 2020

First Day of Classes ..... January 6  
Martin Luther King Holiday ..... January 20  
Advising Day (Most Classes Cancelled) ..... January 29  
All College Day (No Classes) ..... February 7  
President’s Day Holiday ..... February 17  
“W” Day (Thursday, 8th week) ..... February 27  
Last Day of Classes ..... March 23  
Finals ..... March 24-26  
Faculty Preparation Day ..... March 27

## Spring Quarter 2020

First Day of Classes ..... April 13  
Registration begins ..... May 7  
Memorial Day Holiday ..... May 25  
“W” Day (Thursday, 8th week) ..... June 4  
Last Day of Classes ..... June 22  
Finals ..... June 23-25  
Faculty Preparation Day/Graduation ..... June 26

**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

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## 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 and named for the former GHC president; 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

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## **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](http://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 country. Our women's basketball program has achieved excellence over the last five years with appearances in the NWAC Championship Tournament, winning the NWAC Western Region during the 2017-2018 season. The men's and women's wrestling programs have won regional titles, national titles and produced more All-Americans than any other two-year college wrestling program in the Pacific Northwest. The baseball and basketball teams have increased their win totals each of the last several seasons and are striving to reach the NWAC Championship tournaments. The men's golf program recent successes include all conference golfers and NWAC tournament victories. It is an exciting time to be involved in the sport programs at Grays Harbor College. GHC is a proud member of the Northwest Athletic Conference (NWAC). The men's and women's wrestling programs participate in the NCWA and WCWA respectively.

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.  
\*The volleyball team is on hiatus for the 2019-2020 season.**

**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. 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.

# About Grays Harbor College

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## 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.

## 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](mailto:bill.dyer@ghc.edu) or (360) 538-4171.

# About Grays Harbor College

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## 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.

Learn more about the Foundation's various scholarship programs at [www.ghc.edu/foundation](http://www.ghc.edu/foundation). Contact us at 360.538.4024 or [scholarships@ghc.edu](mailto:scholarships@ghc.edu).

## 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](mailto:admissions@ghc.edu) or call (360) 538-4026.

## 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).

# About Grays Harbor College

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## 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 Washington State Association of College Trustees (ACT), the Association of Community College Trustees (ACCT), the Washington Association of Community and Technical Colleges (WACTC), 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.

# Educational Opportunities

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## 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: Associate in Arts, Associate in Arts – Bridge to Native Pathways, Associate in Business, Associate in Biology, Associate in Construction Management, Associate in Music, Associate in Nursing, Associate in Pre-Nursing, and 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
- 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](#))

The Bachelor of Applied Science in Teacher Education provides place-bound students an education, beyond the associate level, which is tailored to their community. This program is designed to enable applicants with an AAS-ECE or an AA-DTA to combine their lower-division coursework with upper-division credits in education. The BAS-TE would also be the next educational stepping-stone for many students who wish to pursue advanced degrees.



## 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, 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 16.

## 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**

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

### 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, Columbia Education Center in Ilwaco, and on campus in Aberdeen.

### 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!

The Community Education office is located in the Columbia Education Center in Ilwaco and can be reached at 360.538.4267. You can view all the course offerings online at: [www.ghc.edu/ce](http://www.ghc.edu/ce).

# Educational Opportunities

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## **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.

**Contact the Community Education office at 360.538.4267 for details.**

## **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](#).

**Contact the Community Education office at 360.538.4267 for details.**

## **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 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. 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.

## **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+ (HS+)**

HS+ is designed for students, 18 years old and above, 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 HS+ diploma is offered in person or online at a cost of \$25 per quarter. To learn more 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.

# Educational Opportunities

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## 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, contact Enrollment Services at [enrollment@ghc.edu](mailto:enrollment@ghc.edu) or by calling (360)532-9020. .

Students who are 16 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 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](mailto: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](mailto: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, 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

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## 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

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## 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](http://acenursing.com)

## 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](http://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

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## INTERNATIONAL STUDENTS

International students wishing to utilize an F1 student visa must meet additional requirements. In order to be issued an I-20 form you must:

**Submit a completed Washington Community College admission application;**

**Send official translated copies of all scholastic records (from secondary school, previous college, language schools, etc.). Transcripts to be utilized for credit transfer must be evaluated by a NACES accredited evaluation service;**

**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 or native English fluency is required. To qualify for native proficiency the language of instruction in the student's secondary school must have been English.**

## REGISTRATION PROCEDURES

Check the GHC website at [www.ghc.edu](http://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 during your entry advising session. All currently enrolled students may register for winter and spring during fall quarter.

### 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 keep their address up to date by logging into their portal at [my.ghc.edu](http://my.ghc.edu). Students whose mail is returned by the postal service will be blocked from registering until their address is updated. Student employees who change their address should also update with the Human Resources department. 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 Resources

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## 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 (Washington College Grant)
- College Bound Scholarship
- Passport to Careers
- Need-Based Tuition Waiver
- GHC Grant
- Work Study

These programs require an additional application:

- 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](mailto: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](http://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](mailto: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:

- Have a high school diploma, GED certificate, or meet the Ability to Benefit guidelines.
- Be admitted to the college.
- Plan to complete a college degree or certificate program at GHC and enroll in the required classes for that degree or certificate.
- Enroll in at least 6 credits in order to be eligible for Direct Loan Program, SEOG, and work-study funds.
- Demonstrate financial need (for most programs).
- Make Satisfactory Academic Progress in your studies and meet the minimum Pace of Progression requirements.
- Not currently in default on a student loan received at any school.
- Not owe repayment of grant funds at any college attended.
- Be 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).
- Be registered for Selective Service, if you're male (you must register between the ages of 18-25).
- Not been convicted of an illegal drug offense while receiving federal financial aid.
- 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 on the GHC website [www.ghc.edu](http://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](http://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 at [www.ghc.edu/foundation](http://www.ghc.edu/foundation).

### **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.

Applications and guidelines about the academic scholarship cycles are available at [www.ghc.edu/foundation](http://www.ghc.edu/foundation) or contact the GHC Foundation office at 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 [www.ghc.edu/foundation](http://www.ghc.edu/foundation) or contact the GHC Foundation office at 360.538.4024.

# Financial Resources

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## **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 [www.ghc.edu/foundation/bishop](http://www.ghc.edu/foundation/bishop) or contact the College Development office at 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 CAREERS**

The Passport to Careers 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 Careers 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) 538-4036, or email [trio@ghc.edu](mailto:trio@ghc.edu).

## **WORKFIRST SERVICES**

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

## WORKER RETRAINING

The Worker Retraining Program provides support to laid off, unemployed, 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) 538-4273 or [veterans@ghc.edu](mailto:veterans@ghc.edu) for additional information.

Selected programs of study at Grays Harbor College are approved by the Washington Student Achievement Council's State Approving Agency (SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

## 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 work-study)
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.

# Academic Policies and Procedures

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## 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](http://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

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## **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 , 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 (3<sup>rd</sup> 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 6<sup>th</sup> 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](mailto: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

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## 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 who 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

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## **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

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## **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 4<sup>th</sup> quarter grades removed without removing all grades prior to the 4<sup>th</sup> 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

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## 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

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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](http://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.

### **Reciprocity of Distribution Areas and Reverse Transfer**

# Transfer Policies and Procedures

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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](mailto: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.

# Graduation

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## 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.

## 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.**

# Student Services

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*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.**

## 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.

## ACCESSIBILITY 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](mailto: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.

# Academic Support Center

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## 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](mailto: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](mailto:elearning@ghc.edu). Trouble tickets can conveniently be submitted via the "help" button inside of Canvas itself.



## 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](mailto:trio@ghc.edu).

# Student Life and Activities

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## 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.

## 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

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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 DSAs, GHC has identified student learning outcomes for all courses, certificates, and degrees which are available on the GHC website.

# Degrees, Programs and Certificates

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## 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 Biology
- Associate in Business
- Associate in Construction Management
- 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
- 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

## 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 32.

### 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 56. 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 56, 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

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## **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.

# Associate in Business – DTA/MRP

## 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 57.

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 57. (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 58. (See note 4)

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

### Specified Business Electives (20 credits)

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

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

Universities with a lower division Business Law requirement: UW (all campuses), WSU (all campuses), EWU, CWU, WWU, Gonzaga, SMU, SPU, Whitworth. The following institutions do not require a lower division Business Law course and agree to accept the course taken as part of this degree as a lower division elective, but generally not as an equivalent to the course required at the upper division: Heritage, PLU, SU, and Walla Walla University (See note 5)



## General Electives (5 credits maximum)

Five credits of non-business electives except as noted below. (See note 6) Although not all courses may transfer independently, they may be acceptable as part of Grays Harbor College's transfer arrangements at four-year institutions. They may constitute, however, no more than ten credits in any degree program. 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 Biology – DTA/MRP

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## ASSOCIATE IN BIOLOGY DIRECT TRANSFER AGREEMENT/MAJOR RELATED PROGRAM

This degree pathway is designed for students preparing for upper division Bachelor's degrees in Biology.

Associate in Biology - Direct Transfer Agreement students must distribute at least 75 credits in the areas of the humanities, social science, and natural science.

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.

Some institutions have specific additional requirements. Check with your advisor to be sure you are choosing the right courses for your pathway.

### BIOLOGY-DTA/MRP General Requirements (15 credits required)

#### *Communications (10 credits)*

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

#### *Quantitative/Symbolic Reasoning Skills (5 credits)*

MATH& 151	Calculus I	5
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#### **Social Science (15 credits)**

A total of fifteen (15) credits is required (no more than 10 credits per discipline area).

#### **Humanities (15 credits)**

A total of fifteen (15) credits is required in humanities. 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).

#### **Natural Science (30 credits)**

BIOL& 211  
BIOL& 212  
BIOL& 213  
CHEM& 161  
CHEM& 162  
CHEM& 163

#### **Electives (15 credits)**

A total of fifteen (15) credits is required from electives.

#### **Transfer Institutions**

The following institutions accept the Biology DTA/MRP:

#### **Public Four-Year/Research**

- University of Washington
- Washington State University

#### **Public Four-Year/Comprehensive:**

- Central Washington University
- Eastern Washington University
- The Evergreen State College
- Western Washington University

#### **Independent/Private Four-Year:**

- Saint Martin's University
- Seattle Pacific University
- Seattle University
- Whitworth University

# Associate in Construction Management – DTA/MRP

## ASSOCIATE IN CONSTRUCTION MANAGEMENT DIRECT TRANSFER AGREEMENT/MAJOR RELATED PROGRAM

This degree pathway is designed for students intending to prepare for American Council for Construction Education (ACCE) accredited (<http://www.acce-hq.org/inderx.htm>) majors in Construction Management at Central Washington University, Washington State University, and University of Washington (Seattle). It also provides information for transfer to Eastern Washington University's Bachelor's in Technology, Construction Management. Some institutions have specific additional requirements. Check with your advisor to be sure you are choosing the right courses for your pathway.

### CONSTRUCTION MANAGEMENT-DTA/MRP

#### General Requirements (15 credits required)

##### Communications (10 credits)

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

##### Quantitative/Symbolic Reasoning Skills (5 credits)

MATH& 151	Calculus I (or higher)	5
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##### Social Science (15 credits)

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

##### 5 additional social science credits

##### Humanities (15 credits)

CMST& 220	Introduction to Public Speaking	5
Other humanities		10

(at least 5 credits in a discipline other than Communications; no more than 5 credits of a language; no more than 5 credits in performance/skills courses)

#### Natural Science (15-30 credits)

GEOL& 101	Introduction to Physical Geology	5
PHYS& 114	General Physics	5 or
PHYS& 221	Engineering Physics	5

#### 5 – 20 additional Natural Science credits selected from the following:

CHEM& 161	General chemistry w/Lab	5
MATH& 146	Statistics	5
MATH& 152	Calculus II	5
PHYS& 115	General Physics II	5 or
PHYS& 221	Engineering Physics II	5

#### Major Specific Course Work (13-18 credits)

ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5

#### 3-8 additional credits which could include:

ACCT& 203	Principles of Accounting III	5
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#### Electives (not more than 20 credits)

Recommended courses include:

ENGR& 214	Statics	5
ENGR& 225	Mechanics of Materials	5
MATH 141	Pre-Calculus I	5
MATH& 142	Pre-Calculus II	5
ENVS& 100	Survey of Environmental Science	5

#### Transfer Institutions

The following institutions accept the Construction Management DTA/MRP:

#### Public Four-Year/Research

- University of Washington
- Washington State University

#### Public Four-Year/Comprehensive:

- Central Washington University
- Eastern Washington University

# Associate in Music – DTA/MRP

## 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 57.

#### 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 57.

#### 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 58. 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 1<sup>st</sup> and March 1<sup>st</sup> 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 requires a total of 135 credits.**

### Communications (10 credits)

ENGL& 101 English Composition I (required) 5

ENGL& 102 English Composition II 5  
or

ENGL& 235 Technical Writing 5  
(See note 1)

or  
CMST& 220 Public Speaking 5

### Quantitative/Symbolic Reasoning Skills (5 credits)

MATH& 146 Introduction Statistics 5  
(See note 2)

### General Education Requirements (35 credits)

BIOL& 160 General Biology 5

BIOL& 241 Human Anatomy and Physiology I 5

BIOL& 242 Human Anatomy and Physiology II 5

BIOL& 260 Microbiology 5

CHEM& 121 Introduction to Chemistry 5

PSYC& 100 General Psychology 5

PSYC& 200 Lifespan Psychology 5

### Humanities (10 credits)

Select from at least 2 disciplines. No more than 5 credits per discipline area; 5 credits maximum in world languages or ASL at the 100 level. No more than 5 credits of performance/skills classes are allowed.

(See note 4)

Please the notes on page 50 of this catalog for specific information about unique university requirements.

Nursing students should explore requirements at potential universities to maximize their communication and humanities credits for a BSN degree.

### First year Nursing Core Courses (39 credits)

NURS 135 Intro to Pharmacology Concepts 1

NURS 171 Intro to Nursing Concepts I 9  
w/practicum

*NUTR 114 Nutrition in Healthcare I 1*

*PHIL 114 Ethics and Policy in Healthcare I 1*

*PSYC 114 Psychosocial Issues in Healthcare I 1*

NURS 137 Pharmacology II 1

NURS 172 Nursing Concepts II w/practicum 9

*NUTR 115 Nutrition in Healthcare II 1*

*PHIL 115 Ethics and Policy in Healthcare II 1*

*PSYC 115 Psychosocial Issues in Healthcare II 1*

NURS 139 Pharmacology III 1

NURS 173 Nursing Concepts III w/practicum 9

*NUTR 116 Nutrition in Healthcare III 1*

*PHIL 116 Ethics and Policy in Healthcare III 1*

*PSYC 116 Psychosocial Issues in Healthcare III 1*

### Second year Nursing Core Courses 36 credits)

NURS 271 Adv Nursing Concepts 1 w/practicum 10

*NUTR 214 Nutrition in Healthcare IV 1*

*PSYC 214 Psychosocial Issues in Healthcare IV 1*

NURS 272 Adv Nursing Concepts 2 w/practicum 9

*NUTR 215 Nutrition in Healthcare IV 1*

*PHIL 215 Ethics and Policy in Healthcare IV 1*

*PSYC 215 Psychosocial Issues in Healthcare V 1*

NURS 273 Transition to Professional Practice 11

*PHIL 216 Ethics and Policy in Healthcare V 1*

***Italicized courses are embedded in the core nursing courses.***

# Associate in Pre-Nursing – DTA/MRP

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## 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 57).

### Social Sciences

PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
SOC& 101	Introduction to Sociology	5
(See note 3)		

### Humanities

CMST& 220	Public Speaking (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 Pre-Nursing – DTA/MRP

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## 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

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## 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

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## AS-T TRACK 2 DEGREE REQUIREMENTS

### Associate in Science Transfer (AS-T) Track 2 Concentration

- Bioengineering and Chemical Engineering
- Civil and Mechanical Engineering
- Computer Science
- Physics
- Engineering
- Atmospheric Sciences

### Degree requirements for all Associate in Science Transfer Track 2:

#### 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)

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

## 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.

#### Bioengineering and Chemical Engineering

This pathway is applicable to students planning to prepare for various engineering majors at universities in Washington.

#### Mathematics (10 credits):

MATH&163, Calculus III (5 credits)

MATH 241, Differential Equations (5 credits)

#### Physics (15 credits):

PHYS&221, &222, &223 Engineering Physics I, II, and III (15 credits)

#### Chemistry/Biology (27-28 credits):

CHEM& 161, &162, &163 General Chemistry I, II and III (15 credits)

CHEM& 261, Organic Chemistry w/lab (6 credits)

CHEM& 262, Organic Chemistry II (6 credits) **OR**

BIOL& 160, General Biology (5 credits)

# Associate in Science – Track 1 and 2

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## Engineering required (14-16 credits)

Select 3 courses in consultation with an advisor as appropriate for intended major and intended bachelor's institution:

BIOL& 211, Biological Science I: Majors Cellular (5 credits)  
BIOL& 212, Biological Science II: Majors Animal (5 credits)  
CHEM& 262, Organic Chemistry II (6 credits)  
COMSCI 210, Fundamentals of Computer Programming (5 credits)  
ENGL& 235, Technical Writing (5 credits)  
ENGR 240, Applied Numerical Methods (5 credits)  
ENGR& 104, Intro to Engineering and Design (5 credits)  
ENGR& 214, Statics (5 credits)  
MATH 220, Linear Algebra (5 credits)

## Civil and Mechanical Engineering

This pathway is applicable to students planning to prepare for various engineering majors at universities in Washington.

### Mathematics (15 credits):

MATH& 163, Calculus III (5 credits)  
MATH 220, Linear Algebra (5 credits)  
MATH 241, Differential Equations (5 credits)

### Physics (15 credits):

PHYS&221, &222, &223 Engineering Physics I, II, and III (15 credits)

### Chemistry w/lab (10 credits):

CHEM& 161, 162, General Chemistry I and II (10 credits)

### Engineering required (15 credits):

ENGR& 214, Statics (5 credits)  
ENGR& 215, Dynamics (5 credits)  
ENGR& 225, Mechanics of Materials (5 credits)

### Math/Engineering Electives (15-21 credits):

COMSCI 210, Fundamentals of Computer Programming (5 credits)  
ENGL& 235, Technical Writing (5 credits)  
ENGR 240, Applied Numerical Methods (5 credits)  
ENGR& 104, Intro to Engineering and Design (5 credits)  
MATH& 264, Calculus IV (5 credits)

## 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 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 Survey of 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 246 Queer 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: Communications

CMST& 101 Introduction to Communication	5
CMST& 210 Interpersonal Communication	5
CMST& 220 Public Speaking	5
CMST& 230 Small Group Communication	5
CMST 240 Intercultural Communication	5

# Distribution Requirements

## Area G: Culture and Ideas

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

## 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& 100	Principles of Physics*	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
EDUC& 205	Introduction to Education with Field Experience	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 107	Introduction to the Blues	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:

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

Although not all courses may transfer independently, they may be acceptable as part of Grays Harbor College's transfer arrangements at four-year institutions. They may constitute, however, no more than ten credits in any degree program. 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 85 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.**

<u>Program</u>	<u>Page #</u>
Accounting.....	60
Automotive Technology .....	62
Business Management.....	63
Business Technology.....	65
Carpentry Technology.....	66
Commercial Transportation and Maintenance (CDL)	67
Criminal Justice .....	68
Diesel Technology.....	70
Early Childhood Education.....	71
Health Sciences – Certified Nursing.....	73
Human Services .....	73
Medical Assistant.....	77
Medical Office Administrative Support .....	78
Natural Resources.....	78
Occupational Entrepreneurship .....	80
Welding Technology .....	80

## 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.

# 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  
CMST& 220 Public Speaking 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 (15 credits)

ENGL& 101 English Composition I 5  
or  
ENGL 150 Vocational/Tech/Business Writing 5  
PSYC& 100 General Psychology 5  
or  
PSYCH 106 Human Relations 5  
CMST& 220 Public Speaking 5  
or  
CMST& 230 Small Group Communication 5

**Minimum Credits Required 97**



# Professional Technical Programs

## Accounting/Bookkeeping

*Certificate of Completion*

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

### General Courses (10 credits)

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

**Minimum Credits Required 57**

## 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 (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	Human Relations	5
	or	
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 117**

# Professional Technical Programs

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## 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 (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	Human Relations	5
	or	
SOC& 101	Introduction to Sociology	5
	<b>Minimum Credits Required</b>	<b>63</b>

## 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  
CMST& 220 Public Speaking 5

#### Core Courses (30 credits)

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

#### Select two of the following courses (10 credits)

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

### General Courses (18 credits)

ACCT 113 Introduction to Accounting I 5  
and  
ACCT 114 Introduction to Accounting II 5  
or  
ACCT& 201 Principles of Accounting I 5  
and  
ACCT& 202 Principles of Accounting II 5  
BTECH 150 Excel 5  
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 credits)

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

# Professional Technical Programs

## General Courses (15 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Technical Business Writing	5
PSYC& 100	General Psychology	5
or		
PSYCH 106	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5
CMST& 220	Public Speaking	5
or		
CMST& 230	Small Group Communication	5

## 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 (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

### Support Courses (23 credits)

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

## General Courses (15 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/Business Writing	5
PSYC& 100	General Psychology	5
or		
PSYCH 106	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5
CMST& 220	Public Speaking	5
or		
CMST& 230	Small Group Communication	5

**Minimum Credits Required 58**

## 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 (15 credits)

BA 140	Business English	5
PSYC& 100	General Psychology	5
or		
PSYCH 106	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5
CMST& 220	Public Speaking	5
or		
CMST& 230	Small Group Communication	5

**Minimum Credits Required 51**

## 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 (15 credits)

ACCT 113	Introduction to Accounting I	5
or		
BA 104	Mathematics for Business	5
BA 140	Business English	5
BUS& 101	Introduction to Business	5

#### General Courses (15 credits)

ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/Business Writing	5
PSYCH 106	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5
CMST& 220	Public Speaking	5
or		
CMST& 230	Small Group Communication	5

#### Elective Courses (5 credits)

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

**Minimum Credits Required 91**

### 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 (15 credits)

BA 140	Business English	5
ENGL& 101	English Composition I	5
or		
ENGL 150	Vocational/Tech/Business Writing	5
PSYCH 106	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 50**

### 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

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## 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 (23 credits)**

BA 140	Business English	5
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
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### **General Courses (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	Human Relations	5
	or	
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 117**

# 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 (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	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 63**

## 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 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
CTM 190	Log Truck Driving (optional)	3

### General Education Courses (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	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required**

**66**

**Note: the optional 3 credits is required for Log Truck Driving Endorsement.**

# 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 150, and CTM 185 are required or instructor permission.

### Core Courses (21 credits)

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

## Commercial Log Truck Driving

*Certificate of Achievement*

### Prerequisite Requirements

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 101	Transportation Careers: Commercial Driving	5
CTM 150	Range Operations and Equipment	5
CTM 185	Over the Road Driving	5
CTM 190	Log Truck Driving	3
<b>Minimum Credits Required</b>		<b>18</b>

## 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 (3 credits)

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
CMST& 220	Public Speaking	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 (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	Human Relations	5
or		
PSYC& 200	Lifespan Psychology	5
SOC& 101	Introduction to Sociology	5
CMST& 220	Public Speaking	5

### Elective Courses (11 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		
CMST& 220	Public Speaking	5

### General Courses (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	Human Relations	5
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 53**

# 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 (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	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 138**

### 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 (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	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 69**

### 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 (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	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 53**

# 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 (54 credits)**

ECED& 105	Intro to Early Childhood Education	5
ECED& 107	Health, Safety, and Nutrition	5
ECED& 120	Practicum: Nurturing Relationships	2
ECED& 160	Curriculum Development	5
ECED& 170	Environments for Young Children	3
ECED& 180	Language and Literacy Development	3
ECED& 190	Practicum III: Observation and Assessment	3
ECED 145	Fine Arts Curriculum for Young Child	3
ECED 200	Practicum II: Early Childhood Admin	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& 203	The Exceptional Child	3

### **Support Courses (3-6 credits)**

*Choose 1 or 2 of the following courses:*

ECED& 132	Infants & Toddlers Nurturing Care	3
ECED& 134	Family Child Care Management	3
ECED& 136	School Age Care	3
ECED& 139	Administration of Early Learning	3

# Professional Technical Programs

## General Education Courses (30-35 credits)

BIOL& 100	Survey of Biology	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
<b>or</b>		
ENGL& 102	English Composition II	5
MATH& 131	Math for Elementary Education I	5 and
MATH& 132	Elementary Education II	5
<b>or</b>		
MATH& 107	Math in Society	5
PSYC& 100	General Psychology	5
<b>or</b>		
SOC& 101	Introduction to Sociology	5
CMST& 220	Public Speaking	5
<b>Minimum Credits Required</b>		<b>90</b>

## 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
<b>or</b>		
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	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 Ed	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 Ed	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 Ed	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 Ed	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	3

## **Early Childhood Education Child Life Specialist (24 credits)**

ECED& 107	Health, Safety, and Nutrition	5
ECED& 132	Infants and Toddlers	3
ECED& 134	Family Child Care Management	3
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3
AHLTH 150	Comprehensive Medical Terminology	5

## **HEALTH SCIENCES**

**(for nursing degrees, please see page 50)**

### **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  
*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
CMST& 220	Public Speaking	5

#### **Core Courses (51 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/Assess in Human Service	5
HS 204	Advanced Counseling Case Mgmt	5
HS 258	Adv Cooperative Work Internship	5
PSYC& 200	Lifespan Psychology	5

#### **AAS-T: Human Services Generalist Support Courses (20 credits)**

*Any courses listed under the Chemical Dependency support courses are accepted.*

ACCT& 201	Principles of Accounting I	5
BTECH 140	Word Processing Applications	5
BTECH 150	Excel	5
ECED& 100	Child Care Basics	3
HS 105	Introduction to Domestic Violence and Sexual Assault Advocacy	5
HS 185	Trauma Informed Practice	5

# Professional Technical Programs

## **AAS-T: Human Services Generalist Support Courses Continued**

HUMDV 104	Stress Management and Wellness	2
HUMDV 111	Career Options and Life Planning	3
HUMDV 151	Interpersonal Skills	2
POL S 102	Law and Society	5
PSYC& 180	Human Sexuality	5
PSYC& 220	Abnormal Psychology	5
PSYC 235	Positive Psychology	5
PSYC 250	Social Psychology	5
SOC& 101	Introduction to Sociology	5
SOC 106	Juvenile Justice	5
SOC 252	Marriage and Family	5
<b>Generalist Minimum Credits</b>		<b>91</b>

## **Support courses for students interested in later applying for the GHC Bachelors of Applied Science in Organizational Management:**

ACCT& 201	Principles of Accounting I	5
BIOL& 100	Survey of Biology*	5
PHIL& 101	Introduction to Philosophy	5

## **AAS-T: 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	HIV & Other Issues in Substance Use Disorders	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 Substance Use Disorder Treatment	2
ALSA 210	Substance Use Disorder Treatment and the Law	2
ALSA 211	Relapse Prevention	2
ALSA 212	Youth Substance Use Disorder Assessment/Counseling	2
ALSA 270	Skills in Substance Use Disorder Treatment	4
HSSA& 101	Introduction to Addictive Drugs	4
<b>Minimum Credits Required</b>		<b>102</b>

### **IMPORTANT NOTES:**

- Not all classes are offered every quarter.
- Support classes and General Education classes can be taken while completing prerequisites.
- Once the prerequisites are complete, you may start the following FALL QUARTER in HS 101.
- Program includes opportunities to network and collaborate with Human Services Agencies in the area.
- Program offers 400 hour internship in the Human Services Field.

# Professional Technical Programs

## Human Services: Generalist

### Associate in Applied Science (AAS) Degree

If you are interested in giving back to the community by assisting others in reaching their personal goals in life in a professional setting then a career in Human Services may be a great fit for you. Students completing this degree obtain positions as advocates, housing navigators, employment navigators, case workers, mental health and crisis intervention workers. Students completing this degree have successfully transferred to Bachelor's and Master's programs in social work, human services, psychology, organizational management, and have obtained positions as counselors, social workers, non-profit directors, and program managers.

### Prerequisites to begin core courses:

- Students must have completed or have co-enrollment in either ENGL 095 or ENGL& 101.
- Completion of BTECH 102 or co-enrollment.
- Upon enrollment in HS 101, students must consent to a Washington State Patrol background check. The results of the background check are NOT used to screen for the program but to assist in appropriate service learning assignments.

### Core Courses (43 credits)

HS 101	Introduction to Human Services	5
HS 102	Survey of Community Resources	5
HS 108	Counseling/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/Assess in Human Service	5
HS 204	Advanced Counseling Case Mgmt	5
HS 258	Adv Cooperative Work Internship	5

### General Education Courses (28 credits)

BTECH 102	Introduction to Microsoft Office	3
ENGL& 101	English Composition I	5
TMATH 101	Applications of Algebra (or higher)	5
<b>(MATH&amp; 146, Intro to Statistics highly recommended)</b>		
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
CMST& 220	Public Speaking	5

### Generalist Support Courses (20 credits)

Any courses listed under the Chemical Dependency support courses are accepted.

ACCT& 201	Principles of Accounting I	5
BTECH 140	Word Processing Applications	5
BTECH 150	Excel	5
ECED& 100	Child Care Basics	3
HS 105	Introduction to Domestic Violence and Sexual Assault Advocacy	5
HS 185	Trauma Informed Practice	5
HUMDV 104	Stress Management and Wellness	2
HUMDV 111	Career Options and Life Planning	3
HUMDV 151	Interpersonal Skills	2
POL S 102	Law and Society	5
PSYC& 180	Human Sexuality	5
PSYC& 220	Abnormal Psychology	5
PSYC 235	Positive Psychology	5
PSYC 250	Social Psychology	5
SOC& 101	Introduction to Sociology	5
SOC 106	Juvenile Justice	5
SOC 252	Marriage and Family	5

**Generalist Minimum Credits 91**

**Support courses for students interested in later applying for the GHC Bachelors of Applied Science in Organizational Management:**

ACCT& 201	Principles of Accounting I	5
BIOL& 100	Survey of Biology*	5
PHIL& 101	Introduction to Philosophy	5

**Generalist Minimum Credits 91**

## IMPORTANT NOTES:

- Not all classes are offered every quarter.
- Support classes and General Education classes can be taken while completing prerequisites.
- Once the prerequisites are complete, you may start the following FALL QUARTER in HS 101.
- Program includes opportunities to network and collaborate with Human Services Agencies in the area.
- Program offers 400 hour internship in the Human Services Field.

# Professional Technical Programs

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## 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 (28 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/Assess in Human Service	5
HS 258	Adv Cooperative Work Internship	5

### **General Education Courses (18 credits)**

BTECH 102	Introduction to Microsoft Office	3
ENGL& 101	English Composition I	5
MATH 101	Applications of Algebra (or higher)	5
CMST& 220	Public Speaking	5
<b>Minimum Credits Required</b>		<b>46</b>

## 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

## IMPORTANT NOTES:

- Not all classes are offered every quarter.
- Support classes and General Education classes can be taken while completing prerequisites.
- Once the prerequisites are complete, you may start the following FALL QUARTER in HS 101.
- Program includes opportunities to network and collaborate with Human Services Agencies in the area.
- Program offers 400 hour internship in the Human Services Field.

## Human Services: Chemical Dependency

### *Associate in Applied Science (AAS) Degree*

Are you interested in assisting members of our community in the prevention, treatment, and continued recovery from substance use disorders? By successfully completing this program you will be eligible to apply to become a Chemical Dependency Professional through the Washington State Department of Health and work in the substance use disorder treatment in the human services field. Courses are taught by experienced professionals and we are committed to bringing the community into the classroom as part of the learning experience.

### **Prerequisites to begin core courses:**

- Students must have completed or have co-enrollment in either ENGL 095 or ENGL& 101.
- Completion of BTECH 102 or co-enrollment.
- Upon enrollment in HS 101, students must consent to a Washington State Patrol background check. The results of the background check are NOT used to screen for the program but to assist in appropriate service learning assignments.

### **Core Courses (43 credits)**

HS 101	Introduction to Human Services	5
HS 102	Survey of Community Resources	5
HS 108	Counseling/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/Assess in Human Service	5
HS 204	Advanced Counseling Case Mgmt	5
HS 258	Adv Cooperative Work Internship	5



# Professional Technical Programs

## General Education Courses (28 credits)

BTECH 102	Introduction to Microsoft Office	3
ENGL& 101	English Composition I	5
TMATH 101	Applications of Algebra (or higher)	5
<b>(MATH&amp; 146, Intro to Statistics highly recommended)</b>		
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
CMST& 220	Public Speaking	5

## Chemical Dependency Support Courses (31 credits)

ALSA 100	HIV & Other Issues in Substance Use Disorders	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 Substance Use Disorder Treatment	2
ALSA 210	Substance Use Disorder Treatment and the Law	2
ALSA 211	Relapse Prevention	2
ALSA 212	Youth Substance Use Disorder Assessment/Counseling	2
ALSA 270	Skills in Substance Use Disorder Treatment	4
HSSA& 101	Introduction to Addictive Drugs	4

**Minimum Credits Required 102**

## 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 or someone following alternative pathways designated by Washington State Department of Health. The student will need to submit to a background check when applying for their Chemical Dependency Professional Trainee license. The required certificate coursework covers most of the content areas required for the chemical dependency professional credential issued by the Washington State Department of Health (see RCW 246.811 Washington Administrative Code [WAC Chapter 246-811]).

### Prerequisites to begin core courses:

- Associate degree or higher in Human Services or a related field. See instructor for permission to enroll in HS 102.

## Core Courses (51 credits)

ALSA 100	HIV & Other Issues in Substance Use Disorders	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 Substance Use Disorder Treatment	2
ALSA 210	Substance Use Disorder Treatment and the Law	2
ALSA 211	Relapse Prevention	2
ALSA 212	Youth Substance Use Disorder Assessment/Counseling	2
ALSA 270	Skills in Substance Use Disorder Treatment	4
HS 102	Community Resources	5
HS 202	Counseling Diverse Populations	5
HS 203	Interview/Assess in Human Service	5
HSSA& 101	Introduction to Addictive Drugs	4
PSYC& 200	Lifespan Psychology	5

## General Education Courses (18 credits)

BTECH 102	Introduction to Microsoft Office	3
ENGL& 101	English Composition I	5
TMATH 101	Applications of Algebra (or higher)	5
<b>(MATH&amp; 146, Intro to Statistics highly recommended)</b>		
CMST& 220	Public Speaking	5

**Minimum Credits Required 69**

## 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

# Professional Technical Programs

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**

## 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 (15 credits)

BA 140	Business English	5
ENGL& 101	English Composition I	5
	or	
ENGL 150	Vocational/Tech/Business Writing	5
PSYCH 106	Human Relations	5
	or	
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 59**

## 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 50)

## 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)

ECON& 202	Macro Economics	5
	or	
SOC& 101	Introduction to Sociology	5
CMST& 220	Public Speaking	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

# Professional Technical Programs

## General Courses (5 credits)

ENGL& 235 Technical Writing 5

## 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 I: Majors Cellular 5

BUS& 101 Introduction to Business 5

CHEM& 121 Introduction to Chemistry 5

CHEM& 161 General Chemistry I with lab 5

EARTH 102 Earth Science 5

ENVS& 100 Survey of Environmental Science 5

GEOL& 101 Introduction to Physical Geology 5

NR 120 Society and Natural Resources 5

**Minimum Credits Required 104**

## Forestry Technician

Associate in Applied Science (AAS) Degree

## Core Courses (54 credits)

NR 101 Introduction to Forest Management 5

NR 110 Principles of GIS 5

NR 131 Forest Ecology – Plant Taxonomy 5

NR 150 Forest Ecology – Disturbances 5

NR 158 Work Experience Seminar 2

NR 160 Forest Ecology – Habitats 5

NR 250 GIS & Remote Sensing 5

NR 258/259 Cooperative Work Experience 5

NR 260 Forest Mensuration 5

NR 270 Silviculture 5

NR 280 Harvest Systems and Products 5

NR 285 Forest Resource Planning 2

## General Education Courses (25 credits)

ENGL& 101 English Composition I 5

ENGL& 235 Technical Writing 5

MATH& 107 Math in Society (or higher) 5

ECON& 202 Macro Economics 5

or

SOC& 101 Introduction to Sociology 5

CMST& 220 Public Speaking 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 (42 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 2

NR 160 Forest Ecology – Habitats 5

NR 101 Introduction to Forest Management 5

NR 260 Forest Mensuration 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

ECON& 202 Macro Economics 5

or

SOC& 101 Introduction to Sociology 5

**Minimum Credits Required 57**

# 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**

*Credits are earned from the requirements for a certificate of completion in any of the following professional/technical programs.*

**Advanced Diesel Technology, Automotive Technology, Carpentry Technology, Commercial Transportation and Maintenance, Diesel Technology Fundamentals, Forestry Technician, Welding Technology**

#### **General Courses (20 credits)**

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Tech/Business Writing	5
MATH 100	Vocational/Technical Math (or above)	5
PSYC& 100	General Psychology	
<b>or</b>		
PSYCH 106	Human Relations	5
<b>or</b>		
SOC& 101	Introduction to Sociology	5
CMST& 220	Public Speaking	5

#### **Suggested Elective Courses (10 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	5
BA 140	Business English	5
BA 150	Fundamentals Finance	5
BUS& 201	Business Law	5
ENGL 150	Vocational/Tech/Business Writing	5

**Minimum Credits Required 90**

## 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 Construction	16
WELD 250	Structural Certification	16

#### **General Education (15 credits)**

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Tech/Business Writing	5
MATH 100	Vocational/Technical Math (or above)	5
PSYC& 100	General Psychology	5
<b>or</b>		
PSYCH 106	Human Relations	5
<b>or</b>		
SOC& 101	Introduction to Sociology	5

**Minimum Credits Required 149**

# Professional Technical Programs

## 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.

<b>Core Courses (150 credits)</b>		<b>Credits</b>
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 (15 credits)

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Tech/Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
<b>or</b>		
PSYC& 100	General Psychology	5
<b>or</b>		
PSYCH 106	Human Relations	5
<b>or</b>		
SOC& 101	Introduction to Sociology	5
<b>Minimum Credits Required</b>		<b>165</b>

## 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.

<b>Core Courses (118 credits)</b>		<b>Credits</b>
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 (15 credits)

ENGL& 101	English Composition I	5
<b>or</b>		
ENGL 150	Vocational/Tech/Business Writing	5
MATH 100	Vocational/Technical Math (or higher)	5
PSYC& 100	General Psychology	5
<b>or</b>		
PSYCH 106	Human Relations	5
<b>or</b>		
SOC& 101	Introduction to Sociology	5
<b>Minimum Credits Required</b>		<b>133</b>

## 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

# Professional Technical Programs

## General Courses (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	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5
<b>Minimum Credits Required</b>		<b>69</b>

## 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 (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	Human Relations	5
or		
SOC& 101	Introduction to Sociology	5
<b>Minimum Credits Required</b>		<b>39</b>

## 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.

## 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.

# Course Descriptions

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## 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 both cash and accrual systems with preparation of worksheets, adjusting and closing entries, reversing entries, and financial statements. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### ACCT 114 5 Credits

Introduction to Accounting II

*Prerequisites: ACCT 113.*

Introduction to accounting for partnerships and corporations. Valuation of receivables, inventories and plant equipment. Recording of notes and bonds. Preparation of a cash flow statement. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### ACCT 175 3 Credits

Business and Payroll Tax Accounting

*Prerequisites: ACCT 113 or ACCT& 201 or instructor permission.*

A study of the various aspects of federal, state and local taxes levied upon business. Emphasis placed on federal income and Social Security tax withholding, sales tax requirements and various state regulations regarding employee health, safety, unemployment insurance and business and occupation tax. Students will practice completion of various tax reports and maintenance of accurate tax related records. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### ACCT 176 3 Credits

Computerized Accounting Functions 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. 2 lecture hour; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

### ACCT& 201 5 Credits

Principles of Accounting I

*Recommended Preparation: BTECH 102. Prerequisites: MATH 097 or placement in MATH& 107 or higher.*

*Completion of ENGL 095 or placement in ENGL& 101 or instructor permission.*

A foundational 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, and the relationship and preparation of the accounting statements. Includes emphasis on the accounting for current assets, property, plant and equipment. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

### ACCT& 202 5 Credits

Principles of Accounting II

*Prerequisites: ACCT& 201 or ACCT 114.*

This course continues the study of financial accounting theory through the application of the basic concepts and principles of the partnerships and corporation form of business organization. Includes the study of fixed assets, intangibles, liabilities, statement of cash flow, additional financial reporting issues and the analysis and interpretation of financial statements. 5 lecture hours. Satisfies specified elective requirement for the AA degree.



## **ACCT& 203**

**5 Credits**

Principles of Accounting III

*Prerequisites: ACCT& 202.*

A study of accounting information and its application and uses within the business organization. Includes the study of manufacturing operations with emphasis on determination, behavior and control of costs, cost-volume-profit analysis, budgeting and responsibility accounting, and management decision making for pricing, capital expenditures and short-run analysis. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **ACCT 220**

**5 Credits**

Federal Income Tax I

*Prerequisites: ACCT 113 or ACCT& 201 or instructor permission.*

An introduction to the basic concepts of the Internal Revenue Code as applied to individual and business tax problems. Includes the concepts of gross income, adjustments to gross income, deductions, credits, depreciation, and capital gains and losses. Provides experience in completing common reporting forms manually. 5 lecture hours. 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**

HIV & Other Issues in Substance Use Disorders

This course is designed to educate students on the clinical picture, epidemiology, transmission modes and variables of medical issues/illnesses, managing personal fear and resistance concerning, and the implications of substance abuse on HIV/AIDS and other medical issues. This course meets the requirements as stipulated by the Washington State Department of Health for Chemical Dependency Professional certification for HIV/AIDS training. Vocational program course. May be used as a general elective in the AA degree.

### **ALSA 120**

**4 Credits**

Pharmacology of Alcohol/Drugs

The interaction of alcohol and other drugs in the human body; absorption, distribution, metabolism, mechanism of action, peripheral and central nervous system effect, interaction with other chemicals and physiological consequences of chronic high dosage use. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### **ALSA 125**

**3 Credits**

The Dysfunctional Family

Examines major family counseling theories and their application to the family system that is being affected by and is affecting persons with substance use disorders. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### **ALSA 136**

**3 Credits**

Group Dynamics

This course is an introduction to the theory and principles of group process with emphasis on work counseling with clients with substance use disorders. 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. 3 lecture hours. May be used as a general elective in the AA degree.

# Course Descriptions

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## **ALSA 140**

**3 Credits**

### **Chemical Dependency/Case Management**

This course introduces the student to the role of case management in substance use disorder treatment. Models of case management and the varying roles of the professional 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. 3 lecture hours. May be used as a general elective in the AA degree.

## **ALSA 209**

**2 Credits**

### **Law/Ethics Substance Use Disorder Treatment**

This course will cover the appropriate interaction between chemical dependency professionals and consumers of substance use disorder (SUD). Ethical principles will be applied in a SUD Treatment context, and relevant WACs will be covered. Course meets the Washington State Department of Health (DOH) requirement for CDP Credential. Vocational program course. 2 lecture hours. May be used as a general elective in the AA degree.

## **ALSA 210**

**2 Credits**

### **Substance Use Disorder Treatment and the Law**

The course will cover the interaction of Substance Use Disorder treatment facilities and the various elements of the judicial system. A primary focus will be the legal responsibility of individual chemical dependency professionals in the State of WA. Vocational program course. 2 lecture hours. May be used as a general elective in the AA degree.

## **ALSA 211**

**2 Credits**

### **Relapse Prevention**

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

## **ALSA 212**

**2 Credits**

### **Youth Substance Use Disorder Assessment/Counseling**

This course will focus on Youth Substance use disorder treatment and assessment. At-risk youth will be a particular focus along with family issues, assessment, and treatment planning. 2 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **ALSA 270**

**4 Credits**

### **Skills in Substance Use Disorder Treatment**

Students learn basic communications, interview and assessment skills as used in substance use disorder 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, cognitive behavioral, and motivational interviewing. Includes some demonstration of techniques associated with the therapies. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **HSSA& 101**

**4 Credits**

### **Introduction to Addictive Drugs**

Introduction to the physiological, psychological and sociological aspects of addiction. The student will learn to analyze patterns of substance use disorders and addiction associated with alcohol, prescription, over the counter and illegal substances. The course introduces the student to methods of prevention, assessing the degree of involvement potential substance users have with alcoholism and addiction. 4 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## ALLIED HEALTH

### AHLTH 150

5 Credits

Comprehensive Medical Terminology

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

This course presents a comprehensive systems approach to the study of selected roots, prefixes, and suffixes; principles of word building; study of diagnostic, operative, and symptomatic terms of the various systems of the body. There is an emphasis on accurate spelling and pronunciation of all medical terms. Study includes common medical abbreviations, selected eponyms, clinical laboratory procedures and radiology procedures with associated terminology for each body system. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## AMERICAN SIGN LANGUAGE

(see World Languages)

## ANTHROPOLOGY

### ANTH& 100

5 Credits

Survey of Anthropology

*Prerequisites: Eligible for ENGL& 101 or concurrent enrollment in ENGL 095, or instructor permission.*

Survey of the fields which make up anthropology: physical anthropology, archeology, ethnology, social anthropology with an exploration of both ancient and modern societies. 5 lecture hours. 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

*Prerequisites: Completion of or concurrent enrollment in ENGL& 101 recommended.*

The study of diverse cultural traditions around the world, with an emphasis on understanding cultural differences and similarities. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

### ANTH& 210

5 Credits

Indians of North America

*Prerequisites: Completion of or concurrent enrollment in ENGL& 101 recommended.*

An overview of the cultures and worldview of the diverse Indian peoples of North America. This includes the study of multiple views of native nation origins, a comparison of the major culture areas of North America, and cultural interactions and conflict between Indian nations and European cultures. It also focuses on contemporary cultural resource, educational, environmental, and legal issues relevant to native nations. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

### ANTH& 216

5 Credits

Pacific Northwest Coast Peoples

*Prerequisites: Completion of or concurrent enrollment in ENGL& 101 recommended.*

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 most culturally complex maritime societies in the world. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

# Course Descriptions

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## ART

### ART& 100

5 Credits

Art Appreciation

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

A study of the basic elements of visual form and their application to the variety and richness of art. Major examples of two- and three-dimensional art will be discussed. Art from around the world, including architecture, design, painting, photography, and sculpture will be examined as the expression of philosophical and social traditions, historical events, and contemporary movements. 5 theory hours. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

### ART 101

5 Credits

Beginning Drawing

*Prerequisites: ENGL 095 or placement in ENGL& 101.*

Introduction to the concepts, techniques, and processes of drawing, including line, shape, value, texture, and composition. Emphasis on observational drawing of the environment, still-life, and the draped and undraped human form, representation, and contemporary practice. Introduction to basic drawing materials including charcoal, graphite, pastels, and ink. Develop drawing skills and personal expression through studio projects, lectures, and critiques. 4 theory hours; 2 studio hours. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

### ART 102

5 Credits

Intermediate Drawing

*Prerequisites: ART 101.*

Continued application of concepts, techniques, and processes of drawing, including line, shape, value, texture, and composition. Emphasis on observational drawing of the environment, still-life, and the draped and undraped human form, representation, and contemporary practice. Expanded investigation of drawing materials and surfaces. Expand drawing skills and personal expression through lectures, critiques, and self-curated projects. 4 theory hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

### ART 103

5 Credits

Advanced Drawing

*Prerequisites: ART 102.*

Develop a cohesive body of work that investigates a focused material or conceptual direction. In depth consideration of subject. Compose an artist statement and biography. Build a digital portfolio. 4 theory hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

### ART 104

5 Credits

2D Design

*Recommended Preparation: ART& 100*

A practical introduction to the basic elements, techniques, and principles of two-dimensional design with an emphasis on projects using line, shape, pattern, and interval in black and white. An exploration of visual language and creative problem solving. Develops skills and personal expression through studio projects, lectures, and critiques. 4 theory hours; 2 studio hours. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

### ART 105

5 Credits

3D Design

*Recommended Preparation: ART& 100.*

Introduces concepts and techniques of three-dimensional design. Explores various approaches to constructing three-dimensional forms and the effects of color on three-dimensional structures. Analysis of form, expression, and social impact of three-dimensional design in a variety of applications including industrial design, architecture, and environmental planning. 4 theory hours; 2 studio hours. Satisfies humanities distribution area A requirement or specified elective for the AA degree.

### ART 251

5 Credits

Beginning Painting

*Prerequisites: ART 101 or instructor permission.*

*Recommended preparation: ART 104 or ART 105.*

Introduction to the medium of paint. Develop skill in paint handling, color mixing, and various painting behaviors to form expressive compositions. Emphasis on painting from life, representation, and contemporary practice. 4 theory hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

## **ART 252**

**5 Credits**

Intermediate Painting

*Prerequisites: ART 251.*

Investigation of the medium of paint. Expand skill in paint handling, color mixing, and various painting behaviors to form expressive compositions. Emphasis on painting from life, representation, and contemporary practice. Develop a coherent body of work. 4 lecture hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

## **ART 260**

**5 Credits**

Beginning Printmaking

*Prerequisites: ART& 100 or ART 101 or ART 104.*

A practical introduction to printmaking with special attention to relief printing, monotypes, and intaglio processes. Studio assignments and projects will include investigations in multi-color registration and black and white. Explore contemporary practice in printmaking. Participate in a print exchange. 4 theory hours; 2 studio hours. Satisfies specified elective requirement for the AA degree.

## **ASTRONOMY**

### **ASTR& 100**

**5 Credits**

Astronomy

*Prerequisites: MATH 098 or placement in college level math.*

This course provides an introduction to the universe beyond the Earth. The course begins with a study of the night sky and the history of astronomy. The course then explores the various objects seen in the cosmos beginning with a study of the solar system followed by stars, galaxies, and the evolution of the universe itself. 5 lecture hours. Satisfies science distribution area E requirement or specified elective for the AA degree.

## **AUTOMOTIVE TECHNOLOGY**

### **AUTO 111**

**16 Credits**

Brakes/Suspension/Steering

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

The foundation of Automotive Technology provided in this course includes a study of safety rules and procedures, use of shop tools, equipment, steering, suspension, and alignment procedures currently in use by the automotive industry. This course provides theory and application of conventional and strut-type suspension systems and modern braking systems. The student is introduced to conventional and rack and pinion types of steering systems, applies two-wheel and four-wheel alignment procedures, applies tire and wheel balance procedures. The second part of this course is a study of brakes and brake control systems, including brake system hydraulics and hardware. The student will practice brake service procedures, brake performance, diagnostic, and troubleshooting methods. 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.

# Course Descriptions

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## **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.

## **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. 4 lecture hours; 2 lab hours. 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

*Co-requisite: Concurrent enrollment in BIOL 109 Lab.*

This course covers the identification and classification of higher plants found in Western Washington. The course is suitable for both biology majors and non-majors. 3 theory hours. 4 guided practice hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

# Course Descriptions

## **BIOL 114** **5 Credits**

### Marine Biology

*Prerequisites: READ 090 or above or MATH 060.*

This is an introduction to marine biology with an emphasis on the adaptations, classification and ecology of marine organisms as well as current issues in marine biology.

## **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. This course has a strong emphasis on molecular and cellular biology, including: chemistry of life, cell structure and function, molecular basis of heredity, Mendelian genetics, and evolutionary theory as a mechanism for the diversity of life that exists on this planet. This course is intended for, but not limited to, students intending to continue in biology or the health sciences and is a prerequisite for Human Anatomy & Physiology (BIOL& 241/242). 4 theory hours; 2 guided practice hours. 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. 4 lecture hours; 3 lab hours. 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. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree. Offered fall quarter.

## **BIOL& 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 the principles of biological evolution, and highlights the resulting biodiversity of bacteria, archaeobacterial, protists and animals. Emphasis is placed on the biological diversity of animals, general principles of animal anatomy and physiology, growth and development, system relationships, with an underlying theme of evolution. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree. Offered winter quarter.

## **BIOL& 213 (formerly BIOL& 221)** **5 Credits**

### Biological Science III: Majors Plant

*Prerequisites: A grade of "C" or better in BIOL& 212; 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 the biological evolution, physiology, and ecological relationships and of life, with an emphasis on plants and fungi. The course focuses on the biological diversity of plants, general principles of plant anatomy and physiology, growth and development, system relationships, with an underlying theme of ecological relationships and evolution. Major principles of ecology, from physiological to community ecology, will be covered, with discussion of concepts of conservation and the changing climate. 4 lecture hours; 3 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree. Offered spring quarter.

# Course Descriptions

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## **BIOL 224** **6 Credits**

### Fish Biology

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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. 4 lecture hours; 3 lab hours. Satisfies specified elective requirement for the AA degree.

## **BIOL& 242** **5 Credits**

### Human Anatomy and Physiology II

*Prerequisites: Grade of "C" or better in BIOL& 160 or BIOL& 211 within the last 5 years and a grade of "C" or better in BIOL& 241 within the last 5 years; concurrent enrollment in BIOL& 242 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. 4 lecture hours; 3 lab hours. Satisfies specified elective requirement for the AA degree.

## **BIOL& 260** **5 Credits**

### Microbiology with Lab

*Prerequisites: 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. 4 lecture hours; 4 lab hours. Satisfies science or lab requirement area A distribution or specified elective for the AA degree.

## **BUSINESS**

### **BUS& 101** **5 Credits**

#### Introduction to Business

*Prerequisites: Math 060 and READ 080 or instructor permission.*

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

### **BA 104** **5 Credits**

#### Mathematics for Business

*Prerequisites: 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.



# Course Descriptions

## **BA 107** **5 Credits**

Introduction to Global Business

*Prerequisites:* READ 090; ENGL 095; or instructor permission.

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

## **BA 124** **1-5 Credits**

Cooperative Work Experience

*Prerequisites:* 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** **5 Credits**

Business English

*Prerequisites:* 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. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **BUS& 201** **5 Credits**

Business Law

*Prerequisites:* READ 080 or instructor permission.

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

## **BA 224** **1-5 Credits**

Advanced Cooperative Work Experience

*Prerequisites:* BA 124 and instructor permission.

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

## **BA 240** **5 Credits**

Principles of Marketing

*Prerequisites:* READ 090; ENGL 095 or instructor permission.

Inquiry into the institutions engaged in the movement of goods and services from producers to consumers. Primary emphasis on basic marketing with a managerial approach. Required for business management. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **BA 258** **5 Credits**

Principles of Management

*Prerequisites:* READ 090; ENGL 095 or instructor permission.

A study of leadership and executive behavior and how to develop a successful leadership style. Employee motivation, managerial environment, planning, controlling, and organizing are also studied. A "systems" approach to management is emphasized. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

# Course Descriptions

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## **BUS 283**

**5 Credits**

Human Resource Management

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

A broad introduction to Human Resources Management (HRM.) HRM is the implementation of organizational behavior knowledge to effectively manage people at work. Specific topics include legal issues, job analysis, recruiting and selection, performance appraisal, compensation, benefits, training and development, and career planning.

## **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.

### **BTECH 101**

**2 Credits**

Keyboarding

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

### **BTECH 102**

**3 Credits**

Introduction to Microsoft Office

*Recommended Preparation: BTECH 100 and BTECH 101 or concurrent enrollment. Prerequisites: READ 080.*

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

### **BTECH 113**

**5 Credits**

Document Formatting

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

### **BTECH 115**

**3 Credits**

Electronic Math Applications

*Prerequisites: 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.

# Course Descriptions

**BTECH 124** **2 Credits**  
Keyboard Skillbuilding I  
*Prerequisites: 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. 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**BTECH 125** **2 Credits**  
Keyboard Skillbuilding II  
*Prerequisites: BTECH 124.*  
This individualized program builds keyboarding skills with a computer program that focuses on technique, speed, and accuracy through planned drill and practice exercises. 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**BTECH 126** **2 Credits**  
Keyboard Skillbuilding III  
*Prerequisites: BTECH 125.*  
This individualized program builds keyboarding skills with a computer program that focuses on technique, speed, and accuracy through planned drill and practice exercises. 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**BTECH 131** **5 Credits**  
Access  
*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  
*Prerequisites: AHLTH 150 or instructor permission.*  
Provides knowledge and skill in organizing and processing medical bills utilizing industry standard coding methods and manually completed CMS billing forms. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

**BTECH 140** **5 Credits**  
Word Processing Applications  
*Prerequisites: 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. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

**BTECH 150** **5 Credits**  
Excel  
*Prerequisites: MATH 070; 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. 4 lecture hours; 2 lab hours. 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  
*Prerequisites: AHLTH 150 and BTECH 132 or instructor permission.*  
This course is designed for medical office technology students and allied health professionals seeking to gain greater proficiency in medical coding. The course includes hands-on coding in ICD diagnostic coding, CPT Level I procedural coding and HCPCS Level II coding, covering a wide variety of medical specialties. 2 lecture hours; 2 lab hours. May be used as a general elective in the AA degree.

# Course Descriptions

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## **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

*Prerequisites: 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

*Prerequisites: BTECH 140 or instructor permission.*

This course emphasizes professional use of desktop publishing software, including advanced text editing, in the production of various business documents. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

## **BTECH 253**

**5 Credits**

Integrated Software Applications

*Prerequisites: A grade of "C" or better in BTECH 131, BTECH 140, BTECH 150 or instructor permission.*

This course is designed for the advanced student. It covers production jobs that would be expected of a secretary in an executive capacity utilizing integrated software packages. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

## **BTECH 254**

**3 Credits**

Medical Office Computerized Information Processing

*Prerequisites: AHLTH 150 or concurrent enrollment.*

The course is designed for the advanced student and includes computerized practice of actual medical office procedures utilizing Medisoft, the industry standard software. Students perform computerized simulations of patient processing from the scheduling call to the patient's final payment. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.

## **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.

### **CARP 122**

**16 Credits**

Residential and Commercial Carpentry II

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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. Satisfies science or lab requirement area B distribution or specified elective for the AA degree. 4 lecture hours; 2 lab hours. Student may not receive credit for both CHEM& 110 and CHEM& 121. This course does not meet the chemistry requirement for the Associate in Pre-Nursing DTA or the chemistry admissions requirement for the Associate in Applied Science Nursing degree.

### **CHEM& 121**

**5 Credits**

Introduction to Chemistry with Lab

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

# Course Descriptions

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## **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.

## **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.

## COLLEGE SUCCESS

### COLL 075

5 Credits

Math Lab

*Recommended Preparation: Concurrent enrollment in Math 060 or Math 070.*

This course is designed to enhance a student's math, reading, speaking and employability skills by providing supplemental instruction for pre-college math classes. Instruction will be contextualized to the student's chosen educational pathway whenever possible. This supplemental lab course will provide the opportunity for students to accelerate their progress through pre-college math and is highly recommended for students enrolled in Math 60 or Math 70 level classes. This course does not meet any degree requirements.

### COLL 101

5 Credits

College 101

*Prerequisites: Appropriate placement or instructor permission.*

This course is designed to help students explore career options, set meaningful academic and career goals, and create an academic and career plan to achieve their goals. Students will develop essential strategies for literacy, critical thinking, resilience, diverse interaction, and learning that allow success and a sense of belonging in higher education and other complex environments. May be used as a general elective in the AA degree.

## COMMERCIAL TRANSPORTATION AND MAINTENANCE (CDL)

### CDL 100

1 Credit

Forklift Certification Training

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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.

# Course Descriptions

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## **CTM 185**

**5 Credits**

Over the Road Driving

*Prerequisites: 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.

## **COMMUNICATIONS**

### **CMST& 101**

**5 Credits**

Introduction to Communication

*Prerequisites: None.*

An overview of the field of communication. Provides theories and practices of interpersonal, small group, intercultural, and public speech communication. Focuses on communication competency in different contexts. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

### **CMST& 210**

**5 Credits**

Interpersonal Communication

*Prerequisites: Eligible for ENGL& 101 or concurrent enrollment in ENGL 095.*

Introduces students to the fundamentals of interpersonal communication theory. Emphasizes key functions of communication, self-concept, perception, conversation skills, relationship development, maintenance, and disengagement, self-disclosure, assertiveness, and conflict management strategies. 5 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

### **CMST& 220**

**5 Credits**

Public Speaking

*Prerequisites: Eligible for ENGL& 101 or concurrent enrollment in ENGL 095.*

Presents the principles of effective oral communication including organization, content development, delivery, and stress management. A functional approach to effective speaking with practical application in informative, impromptu, and persuasive speeches. 5 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

### **CMST& 230**

**5 Credits**

Small Group Communication

*Prerequisites: Eligible for ENGL& 101 or concurrent enrollment in ENGL 095.*

Explores effective communication in small groups. Students examine aspects of group process including leadership, conflict management, decision-making, conformity, and critical thinking. Emphasis is given to practical experience in group discussion, participation, analysis, and process. 5 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

### **CMST 240**

**5 Credits**

Small Group Communication

*Prerequisites: ENGL& 101*

The study of intercultural communication theory, and the development of skills in sending and receiving oral and written messages within a cross-cultural context. Examines how differences in cultural background influence communication patterns in a variety of contexts. Covers selecting a communication style and strategies appropriate to a specific audience and setting.



## 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.

### 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.

## COMPUTER PROGRAMMING

### COMSC 210 5 Credits

Fundamentals of Computer Programming

*Prerequisites: Math 097 or appropriate placement test score or instructor permission. Recommended Preparation: Completion of Math&141 with a C or higher or concurrent enrollment in the course.*

This course provides students an introduction to Computer Science and Programming. The course emphasizes programming design, implementation of algorithms and computer programming using a structured industry standard programming language. Key components of the course will be learning problem solving techniques to design programs using industry standard programming language and design principles. 5 theory hours. May be used as a specified elective requirement for the AA degree.

## CRIMINAL JUSTICE

### CJ& 101 5 Credits

Introduction to Criminal Justice

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

A survey of the historical development of the criminal justice system to present-day practices. This course studies the development of the police, courts and correctional agencies in meeting the demands society has placed on them. Students will explore career opportunities at the federal, state and local levels. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

# Course Descriptions

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

## **CJUS 151**

**5 Credits**

Drugs and Our Society

*Recommended Preparation: Placement in ENGL 095.*

This class is designed to give students a basic understanding of all classifications of drugs. Topics to be covered include the biology of drug action, effects of drugs on the body, dependence and treatment, alternatives to drug use, and drugs and the law. Types of drugs discussed will range from prescription drugs, to alcohol, to illegal drugs, and over-the-counter drugs. Same as HPE 151; students may not receive credit for both. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **CJUS 201**

**5 Credits**

The Art of Public and Private Investigation

*Prerequisites: CJ& 101 or instructor permission.*

Students will gain an understanding of the need for investigative services and how they impact our present-day society. The investigative techniques used by police, correctional investigators, juvenile officers, probation and parole, state agency investigators, and private investigators will be examined. Students will become aware of sources for information and the scientific aids that are available to assist in case completion. Investigation theories will be examined and students will become familiar with the process of scientific reasoning. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **CJUS 258**

**1-5 Credits**

Criminal Justice Internship

*Prerequisites: CJ& 101; 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.

## **DIESEL TECHNOLOGY**

### **DT 121**

**16 Credits**

Introduction to Diesel Technology

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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.

# Course Descriptions

## **DT 221** **16 Credits**

Diagnostics, Testing and Repair

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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.

### **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.

# Course Descriptions

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## **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.

## **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

*Prerequisites: 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.

# Course Descriptions

## **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.

## **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& 203** **3 Credits**

**The 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.*  
*Prerequisites: 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.

# Course Descriptions

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## ECONOMICS

### ECON 100

5 Credits

Introduction to Economics

*Prerequisites: MATH 097 or placement in MATH& 107 or higher.*

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

### ECON& 201

5 Credits

Micro Economics

*Recommended Preparation: ECON& 202*

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

An introduction to microeconomics. A study of the decision-making processes of individual economic units including businesses and consumers. Basic theoretical tools are applied to problems of current interest. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

### ECON& 202

5 Credits

Macro Economics

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

A macroeconomic study of the U.S. economy as a system for solving the fundamental problems of how a society uses its material resources. Emphasis is given to national income, inflation, unemployment, international trade, business cycles, and the monetary system. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

## 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 of the AA degree.

### EDUC 202

3 Credits

Education Practicum

*Prerequisites: 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 experience and related seminar discussions. Observation hours are flexible, but students should be available for periodic seminars. Satisfies specified elective requirement of the AA degree.

### EDUC& 205

5 Credits

Introduction to Education with Field Experience

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

This course is for students interested in a teaching career and includes preparation for professional competencies and certification in Washington State. It is an exploration of teaching in the K-12 system of education of America and details the teaching and learning purpose and process through historical perspectives, current issues, and reform. The course includes 33 hours of field experience. Satisfies specified elective requirement of the AA degree.

## ENGLISH

### ENGL 060

5 Credits

English Language Study

*Recommended Preparation: BTECH 100 or BTECH 101 or concurrent enrollment.*

*Prerequisites: 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

*Prerequisites: Appropriate English placement score or a grade of "C-" or better in ENGL 060.*

ENGL 095 is a developmental course that focuses on a review of writing fundamentals including organization, sentence structure and usage, vocabulary, spelling, and grammar. Writing assignments are generally limited to the paragraph. Skills gained in this course should help students improve their ability to write logically developed short-essay tests and brief, formal summaries and reports. This course does not meet any degree requirements.

### ENGL 100L

2 Credits

Writing Lab

*Prerequisites: 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

*Prerequisites: Appropriate English placement test score or a grade of "C-" or better in ENGL 095.*

ENGL& 101 emphasizes the basic rhetorical principles and development of expository and argumentative prose. 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.

### ENGL& 102

5 Credits

English Composition II

*Prerequisites: 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.

# Course Descriptions

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## **ENGL 150**

**5 Credits**

Vocational/Technical and Business Writing

*Recommended Preparation: Competency in basic computer operation or concurrent enrollment in BTECH 100.*

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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.

## **ENGL& 235**

**5 Credits**

Technical Writing

*Recommended Preparation: Competency in basic computer operation or concurrent enrollment in BTECH 100. Prerequisites: 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.



# Course Descriptions

## **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

*Prerequisites: 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 246** **5 Credits**

### Queer Literature

*Prerequisites: None. ENGL& 101 recommended.*

Queer Literature offers an introduction to queer literature and queer theory as it applies to literature. Works, to include novels, short stories, plays, poetry, and graphic novels, by and about queer people will be studied through a queer lens. Students will practice in-depth analyses of the texts in order to create meaning. While the emphasis will be primarily on the queer, it is impossible to effectively discuss queer texts without discussing the many intersections that they encompass. Satisfies humanities distribution area D requirement or specified elective for the AA degree. Course readings reflect our diverse national experience

## **ENGL 252** **5 Credits**

### Survey of World Literature

*Prerequisites: 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

*Prerequisites: 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.

## **ENGL 281** **2 Credits**

### Fiction Writing II

*Prerequisites: 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.

# Course Descriptions

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## **ENGL 282** **2 Credits**

### Poetry Writing II

*Prerequisites: 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

*Prerequisites: 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 is 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 is 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.

### **ELA 045** **5 Credits**

#### English Language Acquisition – Reading II

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

This is 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 is 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.

# Course Descriptions

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## **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 is 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 is 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 is 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.

## **ELA 085** **5 Credits**

English Language Acquisition – Writing V  
*Prerequisites: Appropriate CASAS placement score, a P grade in ELA 084, or instructor permission.*

This is 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.

# Course Descriptions

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## **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

*Prerequisites: Placement in MATH 097 or higher; placement in ENGL& 101.*

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 Co-requisite: 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.

## 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. 8 lecture hours. 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.

## GEOLOGY

### GEOL& 101

5 Credits

Introduction to Physical Geology

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

# Course Descriptions

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## 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 wellbeing. 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 wellbeing. 5 lecture hours. May be used as a general elective in the AA degree.

## HISTORY

### HIST& 116 5 Credits

Western Civilization I

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

A survey of the foundations of civilization in the West to the early Middle Ages, focusing on Mesopotamia, Egypt, Greece, Rome and other Mediterranean peoples as well as the impact of Germanic peoples after the fall of Rome. Special emphasis will be on philosophy, politics, and religion among the various cultures. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

### HIST& 117 5 Credits

Western Civilization II

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

A survey of European society, politics and culture from Late Antiquity to Scientific Revolution, emphasizing feudalism, the battles between Church and State, the Crusades, growth of the nation state, the Renaissance and Reformation, as high and popular culture. We will explore the roots of the early modern era and the shattering of the medieval consensus. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

### HIST& 118 5 Credits

Western Civilization III

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

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 prelude and resulting impacts of two world wars. We will explore the "nature" of the modern world and the social tensions it has produced. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

### HIST 122 5 Credits

History of Modern East Asia

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

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

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

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.

# Course Descriptions

## **HIST& 147**

**5 Credits**

### US History II

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

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 Civil War, Reconstruction, western expansion, industrialization, the development of labor movements, and the origins of U.S. involvement in the world. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

## **HIST& 148**

**5 Credits**

### US History III

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

This course offers a survey of United States history from the Spanish American War to the end of the 20th century. Topics of inquiry include the many reform and social movements that challenged and expanded civil and social participation of groups and individuals in America. Specific areas of emphasis will include America on the global stage from WWI through the Cold War, the Great Depression, the expansion of the role of government, political scandals, as well as the impact of popular culture in shaping the modern United States. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

## **HIST& 214**

**5 Credits**

### Pacific Northwest History

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

This course offers a survey of the history of the Pacific Northwest, with special emphasis on Washington State, from the earliest times through exploration, settlement, and the modern era. Topics of enquiry will include Native Americans and contact with Europeans, the growth of the Northwest in relation to national developments, the role and usage of the environment, politics, as well as the many reform and social movements that challenged and expanded civil and social participation of groups and individuals in the Pacific Northwest. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree

## **HIST& 219**

**5 Credits**

### Native American History

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

This course offers an overview of Native-American history, culture, and politics from the origins of native nations in North America through the 20th century. The course also places an on-going emphasis on the history of Native Americans in the Pacific Northwest. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

## **HIST 220**

**5 Credits**

### 20th Century Europe

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

An introduction to the political, social, economic, and intellectual history of Europe in the Twentieth Century and how it applies to the 21st century. The course will cover the background to World War I, the era of the World Wars, the rise of Communism, Fascism, Totalitarianism, the Welfare State, decline of European imperialism, Europe's role in the global environment of the 20th c. Important recurring themes, such as anti-Semitism and hyper-nationalism, will be discussed in terms of the 20th and modern socio-political world. 5 lecture hours. Satisfies social science distribution A requirement or specified elective for the AA degree.

## **HIST 252**

**5 Credits**

### Latin American History

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

An introduction to Latin American history, politics and culture. The first half of the quarter focuses on Pre-Columbian civilizations, and European colonization. The second half of the quarter explores Modern Latin America from the colonial period through the present with an emphasis on independence movements, nation building, political instability, and Latin American identity. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

# Course Descriptions

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## **HIST 270**

**5 Credits**

African-American History

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

This course offers an overview of African-American history, from the earliest communities of free and enslaved African peoples in what is now the United States through the politics, culture, and society of the 20th century. It will include topics such as the experience of slavery, the history and importance of both enslaved and free black communities in pre-Civil War America, Reconstruction, the Great Migration, and the long civil-rights movement. The class will also examine the ways in which African and African-American cultures have directly contributed to the development of popular culture and American identity throughout American history. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

## **HIST 272**

**5 Credits**

History of England

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

A survey of the history of one of the great success stories of Western history, England: the rise of a remote island off the coast of Europe to global greatness until Brexit. Using a variety of historical approaches, but emphasizing social history and popular culture, the class starts with prehistoric Britain and moves through the various waves of conquerors including Celts, Romans, Anglo-Saxons, Vikings, and Normans until England emerges. It will examine the development of her unique political system of parliamentary sovereignty, her economic and social strengths, her role in European politics, and her contributions to Western thought and the arts. 5 lecture hours. Satisfies social science distribution area A requirement or specified elective for the AA degree.

## **HOSPITALITY**

### **HOSP 100**

**5 Credits**

Introduction to Hospitality

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

Explore the hospitality and tourism industry including lodging, restaurants, managed services, recreation, theme parks, clubs, and gaming entertainment; and assemblies. Learn universal service standards, customer service for guests and key elements of professional service delivery.

### **HOSP 110**

**5 Credits**

Leadership and Management for Hospitality

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

This class offers a comprehensive foundation of hospitality management, the world's largest industry. Explore the role of strategy in creating firm value and growth and stresses the relationship between leadership theory, strategic thinking and financial management for hospitality and tourism. Students will discuss structure and implementation, performance and environmental scanning.

### **HOSP 120**

**5 Credits**

Ecotourism

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

Overview of the socio-cultural, ecological, economic and community impacts of ecotourism. Explore ecoguide certification and sustainable dimensions of ecotourism from the perspective of conservation. Students will examine ecotourism governance and policy and create an ecotourism program plan.

### **HOSP 130**

**5 Credits**

Hospitality & Tourism Marketing

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

Learn an integrative approach to hospitality sales from a team perspective. Analyze consumer behavior, promotion and sales for the hospitality and tourism industry. Develop a hospitality focused marketing distribution channel and promotional plan.



# Course Descriptions

## **HOSP 140** **2 Credits**

Dining Room Management

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

Learn dining room management including operations, budget, cost control, inventory, staffing, layout, and styles of service.

## **HOSP 150** **3 Credits**

Sustainable Tourism Policy & Planning

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

Overview of sustainable tourism policy and planning. Students will learn key concepts of tourism and the leisure industry including the development of tourism, tourism supply and demand, transport, accommodation, governance and sustainability in the tourism industry. Explore the future of regional, global, and heritage tourism.

## **HOSP 210** **5 Credits**

Sustainable Hospitality Facilities Management

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

Learn to manage the physical plant of a hotel or restaurant and work effectively with the engineering and maintenance department. Students will explore sustainability, green lodging standards, green path assessment, OSHA standards, and facilities management for hospitality and tourism businesses.

## **HOSP 215** **5 Credits**

Technology in the Hospitality Industry

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

This course will provide an overview of customer service, content delivery, and sustainability for adventure travel leadership and guiding. This course will provide a foundation for those interested in pursuing a career in Adventure Travel, as well as connecting existing professionals to international standards. This course will also examine issues and trends in the adventure travel industry and specifically those affecting guides, tour leaders, and instructors.

## **HOSP 220** **5 Credits**

Technology in the Hospitality Industry

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

Learn the basics of purchasing, implementing, maintaining, and effectively managing a variety of technology systems such as reservations systems, room management, guest accounting, property management, catering software, point-of-sale, food and beverage management, and security maintenance for technology.

## **HOSP 230** **5 Credits**

Event Planning

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

Overview of event planning, coordination and catering. Students will explore professional event coordination and develop a comprehensive event plan that focuses on guest experience. Learn catering operations including menu planning and design, pricing, equipment, and staffing.

## **BUS 283** **5 Credits**

Human Resource Management

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

A broad introduction to Human Resources Management (HRM.) HRM is the implementation of organizational behavior knowledge to effectively manage people at work. Specific topics include legal issues, job analysis, recruiting and selection, performance appraisal, compensation, benefits, training and development, and career planning.

## **HUMAN DEVELOPMENT**

### **HUMDV 104** **2 Credits**

Stress Management and Wellness

*Prerequisites: 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 theories, extensive use of group activities, and introduction of relaxation methods, such as progressive relaxation. Satisfies general elective requirement for the AA degree.

# Course Descriptions

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## **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

*Prerequisites: 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.

## **HUMDV 150**

**1 Credit**

### Tutoring Techniques

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: Students must be co-enrolled in either ENG 095 or ENGL& 101. Completion of BTECH 102 or co-enrolled. 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 opportunities for graduates. Emphasis is placed on technical writing (APA format), professionalism in field and students developing a career plan in HS. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

### **HS 102**

**5 Credits**

#### Survey of Community Resources in Human Services

*Prerequisites: HS 101 or instructor permission.*

Provides an understanding of the state, county and regional network that supports community services. Overview includes continual effects of current legislation and funding. Emphasis is on local human service providers as a network of community resources. This includes community mental health centers, residential programs, advocacy groups, and consumer groups. Students will learn the relevance of each component to the whole system. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

# Course Descriptions

## **HS 105** **5 Credits**

### Introduction to Domestic Violence/Sexual Assault Advocacy

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

## **HS 108** **5 Credits**

### Counseling, Crisis Intervention and Documentation

*Prerequisites: Successful completion of HS 101*

Introduction to interviewing, basic counseling skills, crisis theory and documenting using the “golden thread” and case notes. The focus will be on learning theories and models for crisis intervention and work with clients to solve problems. Students will master basic concepts and develop needed skills. Emphasis on high-stress populations requiring immediate intervention, including psychiatric. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **HS 109** **5 Credits**

### Law and Ethics in Human Services

*Prerequisites: 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 ethical decision-making, consumer rights, rights and responsibilities of human service professionals, and standards of conduct. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **HS 158** **1-3 Credits**

### Cooperative Work Internship

*Prerequisites: C+ or better in HS 108 and HS 109 and instructor permission.*

Students who have the opportunity to apply coursework, develop skills and network in field, on-the-job training and experience at one or more human services agencies. Students work a minimum of 50 hours per credit in an agency, with or without remuneration. Objectives will be set with site supervisor, in collaboration with student and instructor. Vocational program course. May be used as a general elective in the AA degree.

## **HS 185** **5 Credits**

### Introduction to Trauma Informed Practice

Introduces the core principles of trauma informed practice. Explores the types of trauma and the effect on clients and professionals. It will also explore evidence based practices in managing trauma, both in working with others and in ourselves. Course is appropriate as a support course for Human Services Generalists and as an elective for future teachers, medical staff, and anyone else that would like to understand trauma.

## **HS 202** **5 Credits**

### Counseling Diverse Populations

*Prerequisites: HS 109 or instructor permission.*

Focus is on the needs of and treatment for diverse 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. Additional focus will be on the recommended treatment of choice for special populations with diverse backgrounds and needs and the understanding of the impacts of oppression and privilege of the clients and its process. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **HS 203** **5 Credits**

### Interview/Assessments in Human Services Settings

*Prerequisites: HS 202 or instructor permission.*

Introduction to interviewing and assessment techniques in the human services field. Emphasis is on information gathering, report writing, assessment using DSM criteria, understanding DSM diagnoses, and individual service /treatment plans for human services clients. Importance is placed on assessing the person holistically. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **HS 204** **5 Credits**

### Advanced Counseling and Case Management

*Prerequisites: HS 203 or instructor permission.*

Students will gain knowledge of the Post Modern counselling theories, group leadership development, and case management. Students will learn about counseling techniques; resource development; strategies for dealing with resistance, group treatment planning; and documentation and development of a personal counseling style. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

# Course Descriptions

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## HS 258

1-5 Credits

Advanced Cooperative Work Internship

*Prerequisites: 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 50 hrs. per credit in an approved HS agency, with or without remuneration. Emphasis is placed on advancing 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.

## JAPANESE

See "World Languages"

## LIBRARY

### LIB 101

2 Credits

Introduction to Information Resources

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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. 5 lecture hours. 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. 5 lecture hours. 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. 5 lecture hours. This course does not meet any degree requirements.

## **MATH 098** **5 Credits**

Intermediate Algebra

*Prerequisites: 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. 5 lecture hours.

## **MATH 100 (see TMATH 100)**

## **MATH 101 (see TMATH 101)**

## **MATH& 107** **5 Credits**

Math in Society

*Prerequisites: 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. 5 lecture hours. Satisfies the quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

## **MATH 111** **5 Credits**

Introduction to Finite Mathematics

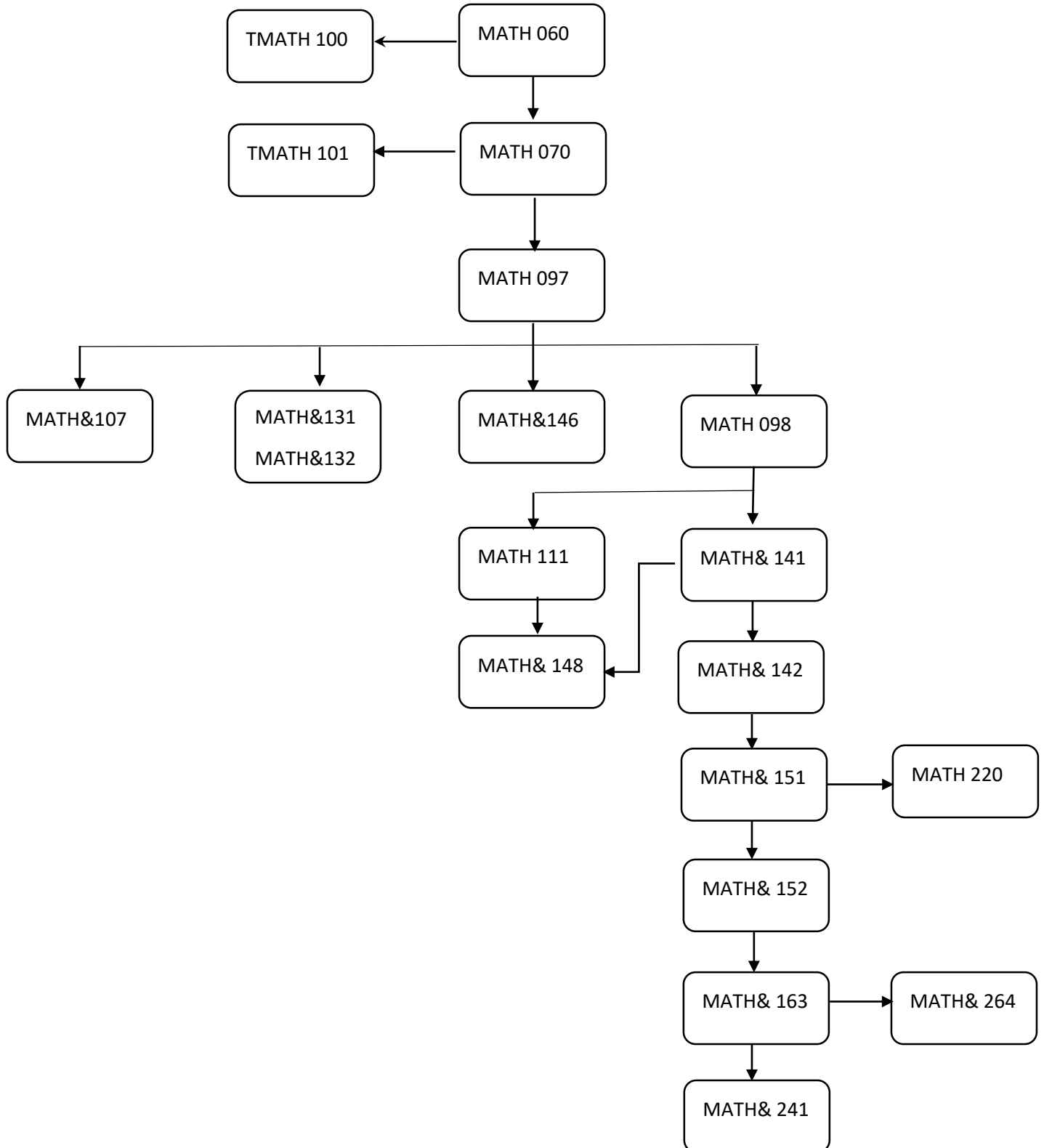
*Prerequisites: A grade of "C" or better in MATH 097 and MATH 098 or appropriate placement score.*

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. 5 lecture hours. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

# Course Descriptions

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## MATH PATHWAY 2019-2020



## **MATH& 131**

**5 Credits**

Mathematics for Elementary Education 1

*Prerequisites: 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. 5 lecture hours.

## **MATH& 132**

**5 Credits**

Mathematics for Elementary Education 2

*Prerequisites: 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. 5 lecture hours. Students who complete both MATH& 131 and MATH& 132 will satisfy the quantitative skills requirement (MATH& 131) and be granted 5 credits of specified elective.

## **MATH& 141**

**5 Credits**

Precalculus I

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

MATH& 141 is the first course in the standard precalculus sequence. This course and MATH& 142 are designed for students intending to take calculus and/or physical science courses. Content includes: the definition of a function; linear functions; graphs of functions; inverse functions; quadratic functions; polynomial and rational functions; exponential functions; and logarithmic functions. Applications are drawn from the natural and social sciences, and engineering. 5 lecture hours. Satisfies the quantitative skills requirement, science distribution area F requirement, or specified elective for the AA degree.

## **MATH& 142**

**5 Credits**

Precalculus II

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

MATH& 142 is the second course in the standard precalculus sequence, and it continues the preparation for calculus and/or physical science courses begun in MATH& 141. Content includes: right triangle trigonometry; trigonometric functions; inverse trigonometric functions; trigonometric identities; polar coordinates; vectors; parametric equations; and conic sections. Applications are drawn from the natural and social sciences, and engineering. 5 lecture hours. Satisfies the quantitative skills requirement, science distribution area F requirement, or specified elective for the AA degree.

## **MATH& 146**

**5 Credits**

Introduction to Statistics

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

# Course Descriptions

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## **MATH& 148** **5 Credits**

Business Calculus

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

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

## **MATH& 151** **5 Credits**

Calculus I

*Prerequisites: A grade of "C" or better in MATH& 142.*

MATH& 151 is the first course of the standard calculus sequence. Content includes: limits; the derivative; differentiation of the elementary functions; implicit differentiation; related rates; analysis of extreme values and curvature of functions; curve sketching; and applied optimization. Applications are taken from the natural and social sciences, and engineering. 5 lecture hours. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

## **MATH& 152** **5 Credits**

Calculus II

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

MATH& 152 is the second course of the standard calculus sequence. Content includes: the definite integral; anti-differentiation; the fundamental theorem of calculus; techniques of integration; infinite series; and, applications including areas, volumes, rates of change, exponential growth and decay, and arc length. Applications are taken from the natural and social sciences, and engineering. 5 lecture hours. Satisfies quantitative skills requirement, science distribution F requirement or specified elective for the AA degree.

## **MATH& 163** **5 Credits**

Calculus 3

*Prerequisites: A grade of "C" or better in MATH& 152.*

MATH& 163 is the third course of the standard calculus sequence. Content includes: parametric equations; polar coordinates; vectors and the geometry of space; analysis of vector functions; differentiation and optimization of functions of several variables; and multiple integration. Applications are taken from the natural and social sciences, and engineering. 5 lecture hours. Satisfies quantitative skills requirement, science distribution area F requirement or specified elective for the AA degree.

## **MATH 220** **5 Credits**

Linear Algebra

*Prerequisites: A grade of "C" or better in MATH& 151 or concurrent enrollment in MATH& 151.*

MATH 220 is a first course in Linear Algebra. Content includes: systems of linear equations, matrices, matrix factorizations, vector spaces and subspaces, orthogonality, least squares, determinants, eigenvalues, and eigenvectors. Applications are taken from the sciences and engineering. 5 lecture hours. Satisfies science distribution area F requirement or specified elective for the AA degree.

## **MATH 241** **5 Credits**

Differential Equations I

*Prerequisites: A grade of "C" or better in MATH& 163 or concurrent enrollment in MATH& 163.*

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



## **MATH& 264**

**5 Credits**

Calculus 4

*Prerequisites: A grade of "C" or better in MATH& 163.*

MATH& 264 is the fourth course of the standard calculus sequence. Content includes: infinite sequences and series (builds on coverage in MATH& 152); cylindrical and spherical coordinates; the general chain rule for functions of several variables; triple integrals in rectangular, cylindrical and spherical coordinates; vector fields; line integrals; surface integrals; Green's theorem; Stokes' theorem; and the Divergence Theorem. Applications are taken from the natural sciences and engineering. 3 lecture hours. 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. 5 lecture hours. 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*

*Prerequisites: 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. 5 lecture hours. 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

*Prerequisites: 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

*Prerequisites: 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.

*Prerequisites: 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

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## **MEDAS 120** **5 Credits**

Pathology, Diseases, and Treatments

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

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## **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 107**

**5 Credits**

Introduction to the Blues

*Prerequisites: Placement in English 095 or concurrent enrollment in ENGL& 101.*

This course is designed to introduce forms and genres of the blues in both their historical and cultural context. The blues will be explored as an American contribution, tracing the development of African American music through its connection to West African musical traditions through the Jim Crow era of the South. Assigned readings with active listening are an integral part of the course. The student will be introduced to digital resources on the subject of the blues. Students will be required to compose a listening journal with criticisms of blues listening prompts and complete a cumulative project that presents biographical and musical materials about a selected blues musician.

## **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

*Prerequisites: 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

*Prerequisites: 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

*Co-requisite: 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. Prerequisites: 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.

# Course Descriptions

## **MUSC& 123** **2 Credits**

### Ear Training 3

*Recommended Preparation: Concurrent enrollment in MUSC& 133. Prerequisites: 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.

## **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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

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**MUSIC 157** **1 Credit**

Applied Music Guitar

*Prerequisites: Permission of instructor or music director required. Lesson fee required. Music majors who are carrying a full load may receive exemption from the fee for one applied music course per quarter.*

Private lessons - one thirty-minute lesson and six hours of practice per week. Satisfies specified elective requirement for the AA degree.

**MUSIC 158** **1 Credit**

Applied Jazz Piano

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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.

# Course Descriptions

## **MUSIC 219** **1 Credit**

Intermediate Piano III

*Prerequisites: 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.

## **MUSC& 221** **2 Credits**

Ear Training 4

*Recommended Preparation: Concurrent enrollment in MUSIC 231.*

*Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

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**MUSIC 252** **2 Credits**

Advanced Applied Music Voice

*Prerequisites: 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 254** **2 Credits**

Advanced Applied Music Woodwinds

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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 Band

*Prerequisites: 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 Band

*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

*Prerequisites: 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 097 or higher; or instructor permission.*

This introductory course will focus on the principles, economics and concepts of how contemporary forests are managed. Sustainable forest management will be emphasized relating to certification systems, fragmentation, and current forest regulations. Significant policy and regulatory issues with respect to public conflict and participation in forest management on both the federal and state level will be included in this course.

Students will be required to evaluate a management or policy that is focused on forests and present it to the class as part of this curriculum. 4 theory hours; 2 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

### **NR 110**

**5 Credits**

Principles of GIS

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

The course will provide students a basic knowledge of geographical information systems (e.g., sources of GIS data, various data models, capturing GIS data and manipulating GIS data). Concepts in geography, spatial data, and their integration will be included. Theory hours will convey an understanding of the fundamental principles of GIS. Guided practice hours will provide students with hands on experience with GIS hardware and software components. 3 theory hours; 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

### **NR 120**

**5 Credits**

Society and Natural Resources

*Prerequisites: ENGL 095 or placement in ENGL& 101.*

*Co-requisite: Concurrent enrollment in NR 120 lab.*

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

*Prerequisites: 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

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## NR 150

5 Credits

Forest Ecology - Disturbances

*Prerequisites: 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

*Prerequisites: 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: Successful completion of NR 110 with a 2.0 GPA, or better; 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 basic photogrammetry, photo interpretation and land survey techniques. Use of global navigation satellite systems (GNSS), USGS topographic quad maps, legal land descriptions and corner search techniques will also be introduced. 3 theory hours; 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

## NR 258

1-5 Credits

Cooperative Work Experience

*Prerequisites: 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

*Prerequisites: 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 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: Successful completion of NR 101 and NR 260 with a 2.0 GPA or better, or instructor permission*

Silviculture is a fundamental course in the field of forestry. This course covers key issues of methods of regeneration, site preparation, planting practices, animal damage control, intermediate treatments, nursery practices, seed orchards, pesticide use, application, and safety, prescribed burning, pre-commercial and commercial thinning and harvest treatments. Guided practices will emphasize silvics of regionally important trees with selected activities centered on 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: Successful completion of NR 101 and NR 260 with a 2.0 or better, 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 (BMPs), timber appraisal and contracts. Some activities will be conducted at the school forest and will emphasize wood identification, unit layout, identification of hazards, and hand and power tool safety. 3 theory hours, 4 guided practice hours. Vocational program course. May be used as a general elective in the AA degree.

## NR 285

2 Credits

### Forest Resource Planning

*Prerequisites: NR 101, NR 110, NR 250, NR 260, NR 270, NR 280, or instructor permission.*

This is a capstone course for the forest technician degree. The student will draw upon previous courses in the program to write a forest management plan that meets the standards of the American Tree Farm System. Students will meet with local forest land owners and work to either revise or create a management plan that will cover key topics of goals and objectives, stand and property descriptions, site conditions including soils, water courses and roads, forest health concerns, and fish and wildlife presence and habitat. A working map will be created with essential land characteristics identified. A final presentation will be made to the class and/or land owner along with the report. Lectures will be 2 hours per week. This course fulfills a requirement that may be used for the completion of the AA-DTA (general elective only) and AAS-Natural Resource Technology degrees. Vocational program course. May be used as a general elective in the AA degree.

# Course Descriptions

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## NURSING

### CNA 102

9 Credits

Certified Nursing Assistant Training

*Prerequisites: 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.

## **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.***

# Course Descriptions

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## 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 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.

# Course Descriptions

## 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.***

## 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

*Prerequisites: ENGL 095 or placement in ENGL& 101;  
READ 090 or placement in college level reading; MATH  
070 or higher or placement in MATH 097.*

*Recommended preparation: BIOL& 100 or BIOL& 160 or  
BIOL& 211 o high school biology.*

A study of the structure, function, and metabolism of nutrients and their roles in preventing diseases related to nutrient deficiency in healthy people. Analysis of food labels and diet planning. This course is intended for science, non-science, and health sciences students. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

# Course Descriptions

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## 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.

### PHIL 267 5 Credits

Philosophy of Religion

*Recommended Preparation: None*

Examines enduring questions in the philosophy of religion, such as the concept of God, arguments for the existence of God, the nature of religious experience, whether there is an afterlife, the relation between faith and reason, the problem of evil, whether belief in miracles is rationally justified problems surrounding divine foreknowledge and human freedom, and implications of the diversity of religious belief.

## PHYSICAL EDUCATION

### PE 082 0 Credit

Fitness Maintenance

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

This course is designed for students who have completed both the beginning and intermediate levels of an activity. Students may, with the permission of the instructor, sign up for this class to continue participation in that activity.

### PE 104 1 Credit

Pickleball

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

This class is designed to introduce the student to the game of pickleball. Fundamental instruction in the use of equipment as well as an emphasis on court strategy will be stressed. Doubles and singles tournaments will be part of the class. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

### PE 106 1 Credit

Badminton

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

This course is designed to meet the needs of all players interested in learning and improving their skills in badminton. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

### PE 108 1 Credit

Intermediate Pickleball

*Prerequisites: 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)

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

Fundamental skills and rules of basketball are taught. Skills include shooting, dribbling, passing, individual and team defense and offense. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

### PE 110 1 Credit

Intermediate Basketball (Co-ed)

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

This class is designed for those with a basic knowledge and ability to play basketball. The class will stress development of advanced skills and team play. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.



# Course Descriptions

**PE 112** **1 Credit**

Intermediate Badminton

*Prerequisites: 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

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

Students in this class will learn the fundamentals of the golf swing, putting, and chipping. The basic rules of golf and golf etiquette will also be emphasized, along with the benefits of golf as a lifetime fitness activity. Students must provide their own golf clubs, balls and golf course fees to participate. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

**PE 114** **1 Credit**

Intermediate Golf

*Prerequisites: Apparent good health or physician's approval for participation. PE 113 or instructor permission.*

This course is designed to help students not only learn how to improve their golf skills but their golf game. Emphasis will be on shot selection and shot execution. The rules of the game of golf and golf etiquette will also be taught. This class will promote the benefits of golf as a lifetime fitness activity. Students must provide their own clubs, golf balls and golf course fees to participate. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

**PE 116** **1 Credit**

Beginning Step Aerobics

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

This class is designed to promote cardiovascular fitness through step aerobics routines set to music. Exercises for the abdominal muscles, hips, thighs and arms are also done to help strengthen and tone those muscle groups. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

**PE 117** **2 Credits**

Intermediate Step Aerobics

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

This course is designed to provide instruction on the major areas of lifetime fitness and wellness utilizing step aerobics routines and floor work. Concepts and techniques taught in PE 116 will be enhanced and built upon, providing the student with the necessary information to continue this activity for a lifetime. 4 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

**PE 118** **2 Credits**

Advanced Step Aerobics

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

This class is designed to teach the student how to apply the principles of lifetime fitness and wellness utilizing step aerobics both in the class and outside the class. Students will be provided the opportunity to present a practical application of their knowledge during class. 4 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

**PE 119** **1 Credit**

Beginning Social Dancing

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

This course introduces the student to the beginning levels of basic social dances. Students will develop confidence in the social dance situation in addition to gaining appreciation of and techniques for swing, foxtrot, Latin, waltz, polka, and schottische rhythms. Lifetime enjoyment, utilization of social skills, and enrichment of mental and physical health will be emphasized. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

**PE 120** **1 Credit**

Beginning Softball

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

Students in this class will learn the fundamental skills of fastpitch softball. The skills of hitting, fielding, throwing and pitching will be taught along with the basic strategies of offense and defense. The benefits of softball as a lifetime fitness activity will also be emphasized. Students must provide their own glove to participate. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

# Course Descriptions

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## **PE 121**

**1 Credit**

Exercise Walking, Beginning

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

This class is designed to improve aerobic fitness and overall wellness through walking. The three components of exercise walking - the stride, posture and arm swing - will be emphasized, as well as important flexibility exercises. After needed orientation and screening, each student will work on an exercise walking program appropriate to his or her current level of fitness. This course will also introduce the student to the basic principles of physical fitness and promote this activity for lifetime wellness. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 122**

**2 Credits**

Intermediate Exercise Walking

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

This course will build on the principles of fitness and wellness learned in PE 121. After initial evaluation, each student will follow a walking program suited to his or her fitness level and more advanced walking techniques will be introduced. Students will learn the major components of lifetime fitness and wellness utilizing handouts and class discussion, all centered around the activity of exercise walking. 4 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 124**

**1 Credit**

Intermediate Softball

*Prerequisites: Apparent good health or physician's approval for participation. PE 120 or instructor permission.*

Students in this class will further develop their softball skills and learn more advanced strategies of fast-pitch softball. Offensive skills, other than hitting, will be introduced and team concepts will be further enhanced. The benefits of softball as a lifetime fitness activity will also be emphasized. Each student must provide their own glove to participate. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 125**

**1 Credit**

Beginning Volleyball

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

This course is designed to teach the fundamental skills of volleyball to the inexperienced or beginning-level player. The skills of serving, passing and spiking are emphasized along with basic strategies. The benefits of playing volleyball as a lifetime fitness activity are also emphasized. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 126**

**1 Credit**

Intermediate Volleyball

*Prerequisites: Apparent good health or physician's approval for participation. PE 125 or instructor permission.*

This class is designed to enhance the basic skills of volleyball learned in PE 125. The more advanced techniques of blocking, setting and hitting will also be taught. Different strategies of offense and serving will be emphasized. The benefits of playing volleyball as a lifetime fitness activity will also be discussed. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 127**

**1 Credit**

Advanced Volleyball

*Prerequisites: Apparent good health or physician's approval for participation. PE 125 and PE 126 or instructor permission.*

This class is designed for those with a basic knowledge and ability to play volleyball. The class will stress the development of advanced skills in the context of multiple offensive and defensive strategies. Emphasis will be on advanced techniques and building an understanding of the game itself. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 129**

**1 Credit**

Weight Lifting

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

This class is designed to orient the student to the correct use of weight training equipment for the purposes of lifetime fitness. Instruction will focus on lifting for the purposes of strength and conditioning. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

# Course Descriptions

## **PE 130** **2 Credits**

Intermediate Weight Lifting

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

This is an intermediate level weight lifting program designed to help the student continue development of both size, strength and fitness conditioning. Emphasis will be placed on strength and endurance training. 4 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 131** **2 Credits**

Advanced Weight Lifting

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

This course requires the student to apply the physical fitness principles of weight lifting on an individual basis. Advanced weight training techniques are stressed. 4 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 155** **1 Credit**

Beginning Soccer

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

This class will emphasize development of the basic skills of soccer, along with the introduction of more advanced skills and techniques. Strategies will be studied and applied during game play. The benefits of participating in soccer as a lifetime fitness activity will also be emphasized. 2 lab hours.

## **PE 156** **1 Credit**

Intermediate Soccer

*Prerequisites: Apparent good health or physician's approval for participation. PE 155 or instructor permission.*

This class will emphasize continued skill development in the basic skills, along with the introduction of more advanced skills in depth. Strategies will be studied and applied during game play. The benefits of participating in soccer as a lifetime fitness activity will also be emphasized. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 165** **1 Credit**

Beginning Baseball

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

This course is designed to teach the basic fundamental skills of baseball. Emphasis will be on throwing, batting, fielding and basic strategy. This course will also emphasize the benefits of all around fitness and lifetime activity. Time spent in class will be divided between drills and simulated scrimmage situations. The days and time of this class will be arranged by the instructor. Students must provide their own glove to participate. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 166** **1 Credit**

Intermediate Baseball

*Prerequisites: Apparent good health or physician's approval for participation. PE 165 or instructor permission.*

This course is a continuation of the Beginning Baseball class and will build upon the skills and strategies learned there. Emphasis will be placed on continued skill development with more advanced skills taught. More sophisticated offensive and defensive strategies will also be developed. The days and time of this class will be arranged by the instructor. Students must provide their own glove to participate. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## **PE 170** **1 Credit**

Fitness Lab

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

This is a designed exercise system that will help the student become physically fit by training aerobically utilizing the concepts of circuit training within a personal exercise program. The goal for each student will be improved strength, fitness and flexibility. Proper technique and benefits of lifetime fitness will be emphasized. NOTE: Students should attend the first day of class. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

# Course Descriptions

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## PE 171

2 Credits

Intermediate Fitness Lab

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

This is an intermediate level exercise program that will help students continue the development of their physical fitness by training aerobically, using stations, with the theory of high repetition. The emphasis of the program will be increased strength, better aerobic fitness with continued or increased flexibility. 4 lab hours. 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. 4 lab hours. 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. 2 lab hours. 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. 2 lab hours. Up to 3 PE activity credits can be used as general electives in the AA degree.

## PHYSICS

### PHYS& 100

5 Credits

Principles of Physics

*Prerequisites: MATH 097*

PHYS& 100 offers a general survey course of the basic physics principles that govern our universe. It is hoped that students will develop an awareness of the scientific process and how these physics principles apply to our everyday lives and experiences. Topics covered include: describing motion, Newton's laws of motion, momentum, energy and conservation laws, fluids and their behavior, thermodynamics, waves, optics and optical phenomena, and special relativity. Conceptual reasoning is emphasized while mathematics is kept to the level of elementary algebra. While geared towards the non-science major this course is also appropriate for those who desire more preparation before taking PHYS& 114. Satisfies science area E distribution requirement or specified elective for the AA degree.

### 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. 5 lecture hours; 2 lab hours. 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

*Prerequisites: PHYS& 114.*

A continuation of PHYS& 114, this course covers the second term of the general physics program. It partially satisfies the pre-curriculum requirements in medicine, dentistry, forestry and related fields. Topics studied include special relativity, heat, sound, fluid dynamics, and properties of matter. Problem solving and Laboratory practices are integrated with this work. 5 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

## **PHYS& 116**

**5 Credits**

General Physics with Lab III

*Prerequisites: PHYS& 115.*

A continuation of PHYS& 115, this course covers the third term of the general physics program. It satisfies the pre-curriculum requirements in medicine, dentistry, and related fields. Topics studied include light, electricity, magnetism, optics, atomic and nuclear physics. Physical principles are illustrated with many life science applications. Problem solving and Laboratory practices are integrated with this work. 5 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

## **PHYS& 221**

**5 Credits**

Engineering Physics with Lab I

*Prerequisites: MATH& 151 or concurrent enrollment in MATH& 151, or instructor permission.*

PHYS& 221, 222, and 223 are the year-long introductory sequence in physics required for students majoring in the physical sciences and engineering. Topics included in the sequence include classical mechanics, thermodynamics, electromagnetism, fluid mechanics, waves, optics, and a brief introduction to modern physics including special relativity, particle physics and quantum mechanics.

Calculus is used and applications and problem solving are emphasized. The main topic in PHYS& 221 is Newtonian mechanics. 5 lecture hours; 2 lab hours. Satisfies science or lab requirement area E distribution requirement or specified elective for the AA degree.

## **PHYS& 222**

**5 Credits**

Engineering Physics with Lab II

*Prerequisites: PHYS& 221 and MATH& 152 or concurrent enrollment in MATH& 152 or instructor permission.*

This course is a continuation of PHYS& 221. Topics include fluid mechanics, thermodynamics, and electromagnetism. 5 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

## **PHYS& 223**

**5 Credits**

Engineering Physics with Lab III

*Prerequisites: PHYS& 222 and MATH& 163 or instructor permission.*

This course is a continuation of PHYS& 222. Topics include electromagnetism, waves, optics and modern physics. 5 lecture hours; 2 lab hours. Satisfies specified elective requirement for the AA degree.

## **POLITICAL SCIENCE**

### **POL S 102**

**5 Credits**

Law and Society

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

Laws affect each and every one of us, impacting both our public and private lives from birth until our death. This course has been designed to provide each student with a basic knowledge and understanding of how the law controls each person's actions, what rights the individual has under our laws, and how laws are introduced and changed. Law is a system of social thought and behavior and provides the framework within which our disputes are resolved. Law and Society will examine the impact that constitutional law, administrative law, criminal law, civil law, and family law have on the individual. 5 lecture hours. Satisfies social science distribution area B requirement or as a specified elective in the AA degree.

### **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. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

### **POL S& 202**

**5 Credits**

American Government

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

An introductory survey concerned with the political operation of the government of the United States, including origins of the Declaration of Independence and the Constitution, a close review of the three branches of government, the electoral process and a critique of current political issues. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.

# Course Descriptions

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## **POL S& 203**

**5 Credits**

International Relations

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

This course offers an introduction to the core issues and approaches in the field of international relations. Including topics such as international organizations diplomacy, war, political economy, technological and economic globalization, the environment, and human rights. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **POL S 204**

**5 Credits**

Introduction to Public Administration

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

This course will provide students with a basic knowledge of administrative functions within the public service. We will address concerns within the management of public programs found at all levels of government: federal, state, and local. Students will examine the work of public administrators in various aspects of organizations, from the Internal Revenue Service to the public works department in a city or county government. Students will become aware of the political and historical context within which public organizations operate and their commitment to public service. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **PSYCHOLOGY**

### **PSYC& 100**

**5 Credits**

General Psychology

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

General Psychology provides a comprehensive introduction to psychology (the scientific study of behavior and mental experience). It is a prerequisite for all advanced psychology courses as well as a requirement for many other majors. This is a survey course of a diverse field. This course covers a broad range of topics, including research strategies, neuroscience, human development, learning, memory, cognition, personality, psychopathology, and social psychology. 5 lecture hours. Satisfies social science distribution area D requirement or specified elective for the AA degree.

## **PSYCH 106**

**5 Credits**

Human Relations

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

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

## **PSYC& 180**

**5 Credits**

Human Sexuality

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

Human Sexuality provides a comprehensive overview of the science of human sexual development. The course emphasizes an understanding of the important methods, terms, theories, and findings in the field of psychology as it relates to human sexuality. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **PSYC& 200**

**5 Credits**

Lifespan Psychology

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

This course presents a comprehensive overview of the various theories and stages of human development throughout the lifespan. This course may fulfill requirements in human development for nursing, psychology and related occupations. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **PSYC& 220**

**5 Credits**

Abnormal Psychology

*Recommended Preparation: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

This course provides an introduction to the study of psychological disorders and the theoretical perspectives of psychopathology. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

# Course Descriptions

## **PSYCH 235**

**5 Credits**

### Positive Psychology

*Prerequisites: 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. Some of the topics covered include conceptual explorations of culture, strengths, resiliency, mindfulness, flow optimism, hope, wisdom, spirituality, gratitude, empathy, love, motivation, personal development, relationships, altruism, and career development. The goal of the class is to experience and learn that positive psychology is the comprehensive field not just the study of positive attitude and emotions. 5 lecture hours. May be used as a specified elective in the AA degree.

## **PSYCH 250**

**5 Credits**

### Social Psychology

*Prerequisites: SOC& 101 or PSYC& 100.*

Social psychology is the scientific study of how people think about, influence, and relate to one another. Social psychology is distinct from other social sciences because of its emphasis upon the way people perceive, comprehend, and interpret the social world. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **READING**

### **READ 080**

**5 Credits**

#### Reading/Study I

*Prerequisites: 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.

## **READ 090**

**5 Credits**

### College Preparatory Reading/Study I

*Prerequisites: 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

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 10, or instructor permission.*

An introduction to the principles, concepts, theories and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

# Course Descriptions

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## **SOC 106**

**5 Credits**

Juvenile Justice

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

This course will examine how the juvenile justice process has evolved and expanded as society has sought to understand, control and influence change in the delinquent behavior of children and youth. SOC 106 will examine the attitudes of and crimes committed by juvenile offenders, the juvenile legal system, and the response by police, courts and juvenile corrections. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

## **SOC 112**

**5 Credits**

Criminology

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

An in-depth look at the causes of crime and the people who are committing them. Crime trends will be examined and students will become familiar with intervention techniques and methods to reduce criminal activity. Students will research crime trends and prevention strategies of local communities. 5 lecture hours. Satisfies social science distribution area C requirement or may be used as a specified elective in the AA degree.

## **SOC& 201**

**5 Credits**

Social Problems

*Recommended Preparation: SOC& 101.*

Study and analysis of social, economic and political cases of contemporary social problems. Examination of poverty, racial inequality, crime, deviance, alienation and anomaly, suicide, family disorganization and other similar social issues. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **SOC 252**

**5 Credits**

Marriage and Family

*Prerequisites: Concurrent enrollment in ENGL 095 or placement in ENGL& 101, or instructor permission.*

A study of the development of the family, the family and personality development, courtship, mate selection, predicting marital adjustment, disruption and reorganization. 5 theory hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

## **SPANISH**

See "World Languages"

## **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.



## **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

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**

### **DRMA& 101** **5 Credits**

#### Introduction to Theatre

*Prerequisites: 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.

# Course Descriptions

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## **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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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.

### **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.

# Course Descriptions

## **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.

## **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.

# Course Descriptions

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## **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.

## **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.

# Course Descriptions

## **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.

## **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.

# Course Descriptions

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## **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.*

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.

## **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.

# Course Descriptions

<b>WLD 112</b> 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.	<b>3 Credits</b>	<b>WLD 131</b> MIG Welding I Provides experience in gas metal arc welding in the flat and horizontal position.	<b>8 Credits</b>
<b>WLD 120</b> Introduction to Shielded Metal Arc Welding Provides instruction in shielded metal arc equipment, electrodes and their application.	<b>4 Credits</b>	<b>WLD 132</b> MIG Welding II Provides experience in flux core arc welding in the flat and horizontal position.	<b>4 Credits</b>
<b>WLD 121</b> 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.	<b>4 Credits</b>	<b>WLD 133</b> MIG Welding III Provides instruction in equipment, set-up and application of spray transfer welding processes.	<b>4 Credits</b>
<b>WLD 122</b> 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.	<b>4 Credits</b>	<b>WLD 140</b> Introduction to Tungsten Inert Gas Welding Provides the history, use and application of tungsten inert gas welding.	<b>1 Credit</b>
<b>WLD 123</b> Shielded Metal Arc Welding III Provides experience in the application of E6010 and E7018 electrodes on fillet and butt welds in the vertical position.	<b>4 Credits</b>	<b>WLD 141</b> TIG Welding I Provides experience in gas tungsten inert gas arc welding of steel or stainless steel in the flat position.	<b>5 Credits</b>
<b>WLD 124</b> Shielded Metal Arc Welding IV Provides experience in the application of E6010 and E7018 electrodes on fillet and butt welds in the overhead position.	<b>4 Credits</b>	<b>WLD 142</b> TIG Welding II Provides experience in tungsten inert gas arc welding of steel or stainless steel in the horizontal position.	<b>5 Credits</b>
<b>WLD 130</b> Introduction to Medal Gas Arc Welding Provides instruction in equipment, set-up and application of solid wire and flux core welding processes.	<b>3 Credits</b>	<b>WLD 143</b> TIG Welding III Provides experience in tungsten inert gas arc welding of aluminum in the flat position.	<b>5 Credits</b>
		<b>WLD 144</b> TIG Welding IV Provides experience in tungsten inert gas arc welding of aluminum in the horizontal position.	<b>5 Credits</b>
		<b>WLD 150</b> Blueprint Reading for Welders Provides instruction in the interpretation of welding symbols, welding blueprints and shop drawings.	<b>4 Credits</b>
		<b>WLD 151</b> Layout Basics Provides instruction and practice in the use of fundamental layout tools and techniques.	<b>2 Credits</b>

# Course Descriptions

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## 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.



# Course Descriptions

## **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.

## **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.

# Course Descriptions

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## **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

*Prerequisites: 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.

### **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.

# Course Descriptions

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**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

*Prerequisites: 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

*Prerequisites: 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 of Applied Science

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## 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 – English Language Learners Endorsement (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 the financial aid and scholarship section of the catalog for information on applying. Tuition and fees are also available on the website:

[www.ghc.edu/tuition](http://www.ghc.edu/tuition).

## CONTACT INFORMATION

For information on specific program requirements contact the applicable individual below:

### **BAS- Forest Resources Management (BAS-FRM)**

Lucas Rucks, Dean for Workforce Education  
(360) 538-4013  
[lucas.rucks@ghc.edu](mailto:lucas.rucks@ghc.edu)

Patrick Mahoney, Faculty Advisor  
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Marjie Stratton, Program Coordinator  
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[marjie.stratton@ghc.edu](mailto:marjie.stratton@ghc.edu)

### **BAS - Organizational Management (BAS-OM)**

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Marjie Stratton, Program Coordinator  
(360) 538-4011  
[marjie.stratton@ghc.edu](mailto:marjie.stratton@ghc.edu)

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

Nancy Estergard, Director for BAS-TE  
(360) 538-4012  
[nancy.esterqard@ghc.edu](mailto:nancy.esterqard@ghc.edu)

Patrick Womac, Faculty  
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# 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
CMST& 220 Public Speaking	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

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## 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.**

# BAS – Forest Resource Management

## Core Courses

		Credits
BASF 311	Environmental Decision Making	5
BASF 312	Hydrology and Soils	5
BASF 321	GIS Applications Natural Resources	2
BASF 322	Professional Development	1-6
BASF 331	Land Management in the 21st Cent	5
BASF 332	Transportation System Design	5 or
NATRS 386	Bio-Invasions: Invasive Species Mgmt.	5
BASF 333	International Forestry	5
BASF 412	Natural Resources Seminar	2
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
BASF 434	UAV Applications and Mapping	3
BASM 309	Project Management	5
ENGR 104	Introduction to Engineering and Design	5
NATRS 385	Forest Protection/Disease Management	5
NATRS 400	Forest Practices Law and Policy	5
NATRS 461	Wildlife Ecology	5
NATRS 471	Restoration	5
NATRS 493	Advanced Silviculture	5

## SCHEDULE

### Year 1 Fall Quarter

NATRS 385	Forest Protection/Disease Management
BASF 312	Hydrology and Soils
ENGR 104	Introduction to Engineering and Design

### Year 1 Winter Quarter

BASF 311	Environmental Decision Making
BASF 321	GIS Applications in Natural Resources
NATRS 461	Wildlife Ecology

### Year 1 Spring Quarter

BASF 331	Land Management in the 21st Century
BASF 332	Transportation System Design

or

NATRS 386	Bio-Invasions: Invasive Species Management
BASF 333	International Forestry

### Year 2 Fall Quarter

BASF 412	Natural Resources Seminar
NATRS 471	Restoration Techniques
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 432	Advanced Harvest Systems: Ground Based
BASF 434	UAV Applications and Mapping

## NOTES:

**BASF 322, Professional Development, is a variable credit class offered every quarter. A total of 6 credits is required.**

**BASF 431 Capstone in Natural Resources is offered every quarter as a variable unit class. A total of 5 credits are required. Only students in their final year may enroll.**

# BAS – Forest Resource Management

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## COURSE DESCRIPTIONS

### **BASF 311** **5 Credits**

Environmental Decision Making and Conflict Resolution

*Prerequisites: Admission to the BAS-FRM program or 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 or 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** **2 Credits**

GIS Applications

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

### **BASF 322** **1-6 Credits**

Professional Development

*Prerequisites: Admission to the BAS-FRM program or 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 is a variable credit course offered every quarter. A total of six credits is required for the degree. BAS-FRM degree course.

### **BASF 331** **5 Credits**

Land Management in the 21st Century

*Prerequisites: Admission to the BAS-FRM program or 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.



# BAS – Forest Resource Management

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## **BASF 332**

**5 Credits**

Transportation System Design

*Prerequisites: Admission to the BAS-FRM program or 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 or 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 412**

**2 Credits**

Natural Resources Seminar

*Prerequisites: Admission to the BAS-FRM program or 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. 2 lecture hours. 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 or 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**

**1-5 Credits**

Capstone in Natural Resources

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

In this course is intended to be taken any quarter during senior year. 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. Variable credit course but must complete 5 units for degree requirements. BAS-FRM degree course.

# BAS – Forest Resource Management

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## **BASF 432**

**5 Credits**

Advanced Harvest Systems: Ground Based

*Prerequisite(s): Admission to the BAS-FRM program or 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.

## **BASF 434**

**3 Credits**

UAV Applications and Mapping

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

Explore unmanned aerial vehicle (UAV) applications for mapping including methods of data collection, processing, and analysis for agriculture, real estate, surveying, construction, with an emphasis on natural resources and forestry applications. Gain knowledge of rules and regulations of commercial use of UAVs including federal, state, and local jurisdiction regulations. Become familiar with UAV platforms for data acquisition, software for automated data collection, and software for acquired data post processing. Learn to use mapping software for remote sensing, image analysis, and change detection from data collected in the field. BAS-FRM degree course.

## **BASM 309**

**5 Credits**

Project Management - Time Goals and Budget Management

*Prerequisites: ENGL&101. Admission to the BAS-FRM program or 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.

## **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 or 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 or 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.

# BAS – Forest Resource Management

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## **NATRS 400**

**5 Credits**

Forest Practices Law and Policy

*Prerequisites: Admission to the BAS-FRM program or 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 or 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 or 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.

## **NATRS 493**

**5 Credits**

Advanced Silviculture

*Prerequisites: Admission to the BAS-FRM program or 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

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## 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
CMST& 220 Public Speaking	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		Credits
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

## 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

# BAS – Organizational Management

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## COURSE DESCRIPTIONS

### **BASM 301**

**5 Credits**

Writing and Managing Grants

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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.

### **BASM 305**

**5 Credits**

Program Assessment and Evaluation

*Prerequisites: 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

*Prerequisites: 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)

*Prerequisites: 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.

# BAS – Organizational Management

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## **BASM 309** **5 Credits**

Project Management - Time, Goals and Budget Management

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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.

## **BASM 404** **5 Credits**

Interpretation of Accounting - Accounting for Decision Making

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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.

# BAS – Organizational Management

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## **BASM 408**

**5 Credits**

Facilitating Change/Development

*Prerequisites: 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.

## **BASM 409**

**5 Credits**

Capstone Project and/or Administrative/Management Internship

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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

*Prerequisites: 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) with English Language Learners Endorsement

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 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 is designed to enable applicants with an AAS-ECE or an AA-DTA to combine their lower-division coursework with upper-division credits in education. This degree is designed with academic rigor enabling graduates to apply directly to Master level programs throughout the state.

Grays Harbor College prepare teachers to construct and facilitate culturally responsive learning experience that simultaneously develop English language proficiencies and discipline-specific knowledge, advocate for English language learners within the local school and community. Being an effective teacher is more than knowing how to teach a language. Candidates must also be culturally responsive to their students. This not only benefits English language learners, but all students. This endorsement will serve not only to prepare candidates to be effective teachers or required content, but they will develop the skills needed to navigate a diverse learning environment with respect and confidence.

Admission to the BAS-TE program is merit based. Meeting the minimum entrance requirements does not guarantee admissions, as the number of qualified applicants may exceed the number of enrollment spaces. Admission applications open in January of each year with a deadline to apply in late March or early April for the following fall. In order to be placed into the admissions pool, applicants must complete and submit the following entry requirements.

#### Entrance Requirements:

- An earned Associate Degree in Early Childhood Education or an Associate of Arts Direct Transfer Agreement (or be on track to complete the degree before the BAS program begins).
- A cumulative 2.7 GPA on all college level work. (points will be awarded based upon GPA and used in determining admissions priority).
- BAS-TE application to include personal statement, resume, three (3) current letters of recommendation, documentation of 30 hours of in-classroom experience.
- Transcripts from all college level coursework.
- Washington Access to Criminal History (WATCH) clearance.
- EDUC& 205 (or EDUC& 201 and EDUC& 202) or 1-year full-time equivalent guided practice.

#### Prerequisite Requirements:

- ENGL& 101, English Composition
- ENGL& 102, English Composition II or ENGL& 235, Technical Writing
- MATH& 131 and MATH& 132, Math for Elementary Education I and II or MATH& 107, Math in Society or Higher college-level math class
- BIOL& 100, Survey of Biology
- CMST& 220, Public Speaking (or CMST& 220)
- ECED& 180, Language and Literacy Development
- EDUC& 205, Intro to Education w/ Guided practice
- HIST& 219, Native American History
- PSYC& 100, General Psychology or SOC& 101, Intro to Sociology

Successful completion of SPAN& 123, Spanish III, or the ability to demonstrate comparable equivalence by a GHC exam is strongly recommended given the demographics in our area school districts. All other factors being equal, preference will be given to applicants who meet this qualification. Preference will be given for applicants who have successfully completed ENGL& 233, ENV& 100, and an approved lab science class.

# BAS – Teacher Education

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## AA-DTA Degree Recommended Courses:

These 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 encourage to complete these courses in their associate's degree if possible. These courses must be completed with a grade of 2.0 or better.

- **ENGL& 233 or ENGL& 111 (ENGL& 233 is highly recommended)**
- **ENVS& 100**
- **EARTH& 102**
- **PSYCH& 200**
- **HIST& 116, 147 or 148**
- **POLS& 202**
- **Electives SPAN& 121, SPAN& 122, COMST& 240, ART& 100 or MUSIC 100**

## 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.

## 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: English Language Learners 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 English language learners, by demonstrating the achievement of the program outcomes. Course objectives are aligned with the general program outcomes stated above.

Required Core Courses		Credits
BAST 301	Practicum I	2
BAST 302	Practicum II	2
BAST 303	Practicum III	2
BAST 325	Math Methods	5
BAST 326	Science Methods	5
BAST 330	Teaching with Technology	2
BAST 335	Methods for Teaching Arts	5
BAST 345	ELA Methods	3
BAST 355	Reading Methods	5
BAST 360	Assessment for Learning	5
BAST 365	Social Studies Methods	5
BAST 370	Language and Culture	5
BAST 371	Advanced Language and Literacy	5
BAST 372	Professional Leadership and Advocacy	5
BAST 380	Understanding Learning	5
BAST 401	Special Education Methods	4
BAST 420	Planning Instruction	5
BAST 421	Classroom Management	5
BAST 430	Social/Legal Foundations of Education	5
BAST 496	Student Teaching I	3
BAST 497	Student Teaching II	10
BAST 498	Student Teaching III	5
BAST 499	Capstone	1

# BAS – Teacher Education

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## SCHEDULE FOR CORE COURSES

### Fall Quarter – Year 1

BAST 301	Practicum I	2
BAST 370	Language and Culture	5
BAST 380	Understanding Learning	5
BAST 430	Social/Legal Foundations of Education	5

### Winter Quarter – Year 1

BAST 302	Practicum II	2
BAST 325	Math Methods	5
BAST 371	Advanced Language and Literacy	5
BAST 420	Planning Instruction	5

### Spring Quarter – Year 1

BAST 303	Practicum III	2
BAST 326	Science Methods	5
BAST 355	Reading Methods	5
BAST 360	Assessment for Learning	5

### Fall Quarter – Year 2

BAST 345	ELA Methods	3
BAST 365	Social Studies Methods	5
BAST 421	Classroom Management	5
BAST 496	Student Teaching I	3

### Winter Quarter – Year 2

BAST 330	Teaching with Technology	2
BAST 497	Student Teaching II	10
BAST 401	Special Education Methods	4

### Spring Quarter – Year 2

BAST 335	Methods for Teaching Arts	5
BAST 372	Professional Leadership and Advocacy	5
BAST 498	Student Teaching III	5
BAST 499	Capstone	1

### **BAST 301** **2 Credits**

#### Practicum I

*Prerequisites: Admission to the BAS-TE program, WATCH background clearance, liability insurance verification, fingerprints on file, attempt WEST-B.*

The first practicum complements the first quarter in the BASTE program. Students will study theories of learning and learning development, language and culture, and social and legal foundations of education, the practicum placements gives the student an opportunity to connect classroom concepts with field observations. The three BASTE practicum courses will incorporate opportunities for students to reflect on the practicum experiences, including the implications for supporting English language learners. 1 theory hour; 1.6 observation hours. BAS-TE degree course.

### **BAST 302** **2 Credits**

#### Practicum II

*Prerequisites: Admission to the BAS-TE program.*

The second practicum complements the second quarter in the BASTE program. Students explore how to plan instruction, consider advanced concepts in language and literacy and the implications for teaching English language learners, and practice methods for teaching mathematics, the practicum placement gives students an opportunity to connect this material with field observations. The three BASTE practicum courses will incorporate opportunities for students to reflect on the practicum experiences, including the implications for supporting English language learners. 1 theory hour; 1.6 observation hours. BAS-TE degree course.

### **BAST 303** **2 Credits**

#### Practicum III

*Prerequisites: Admission to the BAS-TE program.*

The third practicum complements the third quarter in the BASTE program. As students explore assessment for learning, reading methods, and science methods, the practicum placement gives students an opportunity to connect this material with field observations. The three BASTE practicum courses will incorporate opportunities for students to reflect on the practicum experiences, including the implications for supporting English language learners. 1 theory hour; 1.6 observation hours. BAS-TE degree course.

## **BAST 325**

**5 Credits**

### Math Methods

*Prerequisites: Admission to the BAS-TE program.*

This course is designed to deepen student understanding the developmental progression of mathematics learning, guide students in applying the fundamental principles, concepts and procedures related to mathematical problem-solving, exploration and reasoning including processes and skills related to using mathematical language to communicate relationships and concepts, adaptive reasoning, strategic competence, procedural fluency, and productive dispositions. Students will practice embedding CCSS-M Mathematical Practices in the instructional process to deepen understanding. Candidates will apply learning by developing lesson plans and curriculum units that align instruction and assessment with learning goals, identify a range of developmentally, culturally, and linguistically appropriate instructional strategies, and incorporate methods that elicit student voice (e.g., including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on practicum observation. 5 theory hours. BAS-TE degree course.

## **BAST 326**

**5 Credits**

### Science Methods

*Prerequisites: Admission to the BAS-TE program.*

This course is designed to guide candidates in working with students to build the interrelationships among science, technology, engineering, mathematics (STEM), and society by applying fundamental concepts related to core disciplinary ideas (earth and space science, the life sciences, physical sciences, and engineering design), and to assist candidates in promoting the scientific abilities of all children as they acquire new knowledge through the use of Crosscutting Concepts and Science and Engineering Practices in Next Generation Science Standards (NGSS). Candidates will apply learning by developing lesson plans and curriculum units that align instruction and assessment with learning goals, identify a range of developmentally, culturally, and linguistically appropriate instructional strategies, and incorporate methods that elicit student voice (e.g., including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on practicum observation. 5 theory hours. BAS-TE degree course.

## **BAST 330**

**2 Credits**

### Teaching with 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. International Society for Technology Education Standards will provide the framework for this course. This course will include opportunities to reflect on student teaching experiences. 2 theory hours. BAS-TE degree course.

## **BAST 335**

**5 Credits**

### Methods for Teaching 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. Candidates will explore how learning in and through the arts supports academic and social/emotional learning for all students by providing multiple pathways to learning concepts, demonstrating understanding across all subject areas, and helping students to make deeper and more meaningful connections to learning. Candidates will apply learning by developing lesson plans and curriculum units that align instruction and assessment with learning goals, identifying a range of developmentally, culturally, and linguistically appropriate instructional strategies, and incorporating methods that elicit student voice (e.g., including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on student teaching experiences. 5 theory hours. BAS-TE degree course.

# BAS – Teacher Education

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## **BAST 345**

**3 Credits**

ELA Methods

*Prerequisites: Admission to the BAS-TE program, pass WEST-B, attempt NES.*

This course is designed to facilitate candidate understanding of the English language, language development, and its diversity by focusing on: integrating reading, writing, speaking, listening, viewing and thinking; the grammar of Standard American English including semantics, syntax, morphology, and phonology; understanding the fundamentals of first and second language acquisition and development, and the ways that linguistic/rhetorical patterns of other languages affect the written and oral expression of diverse learners; diversity in language use (grammar, patterns, and dialects across cultures, ethnic groups, geographic regions, gender, and social roles, and how that can effect student learning). The course also is designed to assist students in developing an understanding of writing processes and purposes, and practical aspects of teaching writing. Candidates will apply learning by developing lesson plans and curriculum units that align instruction and assessment with learning goals, identifying a range of developmentally, culturally, and linguistically appropriate instructional strategies, and incorporating methods that elicit student voice (e.g., including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on student teaching experiences. 5 theory hours. BAS-TE degree course.

## **BAST 355**

**5 Credits**

Reading Methods

*Prerequisites: Admission to the BAS-TE program.*

This course is designed to extend candidates' understanding of the processes, purposes, and practical aspects of teaching reading. Topics will include: reading and writing as developmental processes; the inter-relationships of reading, writing, listening and speaking as well as the role of metacognition; the interrelationship between first and second language and literacy acquisition; constructing meaning from a variety of culturally relevant literary and expository texts; selecting reading assessment tools to match instructional purposes; understanding the variability in reading levels among children in the same grade and within a child across the essential components of reading; and instructional interventions for individuals and flexible groups. 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. Candidates will apply learning by developing lesson plans and curriculum units that align instruction and assessment with learning goals, identify a range of developmentally, culturally, and linguistically appropriate instructional strategies, and incorporate methods that elicit student voice (e.g., including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on practicum observation. 5 theory hours. BAS-TE degree course.

## **BAST 360**

**5 Credits**

Assessment for Learning

*Prerequisites: Admission to the BAS-TE program.*

Using state and national curriculum standards, grade level expectations and teaching frameworks as tools, participants will explore principles of sound assessment. Participants will design and implement a variety of assessment strategies aimed at monitoring and improving learning. Participants will reflect on potential linguistic and cultural biases within different assessment strategies. Participants will also examine Washington's evaluation requirements, criteria, four-tiered performance rating system, and the preferred instructional frameworks used to describe the evaluation criteria. This course will include opportunities to reflect on practicum observation. 5 theory hours. BAS-TE degree course.

## **BAST 365**

**5 Credits**

### Social Studies Methods

*Prerequisites: Admission to the BAS-TE program, pass WEST-B, attempt NES.*

This course is designed to guide candidates in designing effective social studies instruction related to civics, economics, geography, and history. Candidates will develop understanding of the curriculum for Since Time Immemorial: Tribal Sovereignty in Washington State. Candidates will be introduced to social science pedagogy that promotes civic behavior. Candidates will apply learning by developing lesson plans and curriculum units that align instruction and assessment with learning goals, identify a range of developmentally, culturally, and linguistically appropriate instructional strategies, and incorporate methods that elicit student voice (e.g., including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on student teaching experiences. 5 theory hours. BAS-TE degree course.

## **BAST 370**

**5 Credits**

### Language and Culture

*Prerequisites: Admission to the BAS-TE program, WATCH background clearance, liability insurance verification, fingerprints on file, attempt WEST-B.*

The focus of this course is on how language and culture are interconnected. The course explores language development as a socio-cultural activity and its implications for the English language learner. Students will be encouraged to critically analyze language in the context of education. The students will be expected to explore current debates in language and culture and examine the issues which arise for the ELL teacher and for teachers working with students from diverse linguistic backgrounds. This course will include opportunities to reflect on practicum observation. 5 theory hours. BAS-TE degree course.

## **BAST 371**

**5 Credits**

### Advanced Language and Literacy

*Prerequisites: Admission to the BAS-TE program.*

The focus of this course is to understand the structure of language, language acquisition, and language learning and how it informs and facilitates research-based instructional practices. The course will examine language acquisition theories while focusing on language acquisition as it applies to both native and non-native English learners. This course will include opportunities to reflect on practicum observation. 5 theory hours. BAS-TE degree course.

## **BAST 372**

**5 Credits**

### Professional Leadership

*Prerequisites: Admission to the BAS-TE program.*

This course is designed to prepare students to successfully advocate for student learning, and to effectively collaborate with learners, their families, classroom colleagues, other school professionals, and community members in support of student learning and student well-being. This course is also designed to reinforce the standard that teachers must engage in ongoing professional learning; use evidence to continually evaluate their practice, particularly the effects of their choices and actions on others, and adapt practice to meet the needs of each learner. In addition, this course presents the historical and political context of English language learner programs in Washington State and the United States, legal issues relevant to educating English language learners, professional leadership, and assessment of ELL program quality. This course will include opportunities to reflect on student teaching experience. 5 theory hours. BAS-TE degree course.

# BAS – Teacher Education

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## **BAST 380**

**5 Credits**

### Understanding Learning

*Prerequisites: Admission to the BAS-TE program, WATCH background clearance, liability insurance verification, fingerprints on file, attempt WEST-B.*

The focus of this course is on how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas. Based on understanding how learning occurs—how learners construct knowledge, acquire skills, and develop disciplined thinking processes, participants will consider how to use instructional strategies that promote student learning. Participants will explore how to design and implement developmentally appropriate and challenging learning experiences, identify readiness for learning, and consider how development in one area (cognitive, linguistic, social, emotional, physical) may affect performance in others. Students will recognize the importance of fostering social-emotional learning (SEL) for themselves and for students. This course will include opportunities to reflect on practicum observation. 5 theory hours. BAS-TE degree course.

## **BAST 401**

**4 Credits**

### Special Education Methods

*Prerequisites: Admission to the BAS-TE program.*

The purpose of this course is guide candidates in constructing case studies of students with disabilities in order to the learn the application of theoretical concepts and tools in providing services to students with disabilities in school settings. IEP's, RTI, assessment, intervention tools, and special education techniques will be analyzed, evaluated, and developed with a particular emphasis on cultural sensitivity and potential bias. This course will include opportunities to reflect on student teaching experiences. 4 theory hours. BAS-TE degree course.

## **BAST 420**

**5 Credits**

### Planning Instruction

*Prerequisites: Admission to the BAS-TE program.*

Students will plan and/or adapt standards-based and learner-centered curricula with a particular focus on: recognizing what students know and can do, and are learning to do; prioritizing the most important understandings and core concepts informed by state and national standards; using their knowledge of students' assets to inform planning; and designing instructional strategies, learning tasks, and assessments to support students' learning and language use in line with academic and developmental standards. Students will explore strategies for collaborating with families, neighborhoods, and/or communities in support of student learning. This course will include opportunities to reflect on practicum observation. 5 theory hours. BAS-TE degree course.

## **BAST 421**

**5 Credits**

### Classroom Management

*Prerequisites: Admission to the BAS-TE program, pass WEST-B, attempt NES.*

Designed to complement the first quarter of student teaching, this course will guide candidates in examining current theory, research, and best practices related to classroom management and the creation of an inclusive and productive learning environment. Recognizing that leading and managing students is a complex process, students will consider, practice, and reflect on a variety of strategies and techniques, grounded in an understanding of how learners grow and develop, that facilitate positive student-teacher interactions and the development of a community of learners. This course will include opportunities to reflect on practicum observation. 5 theory hours. BAS-TE degree course.



## **BAST 430**

**5 Credits**

Social/Legal Foundations

*Prerequisites: Admission to the BAS-TE program, WATCH background clearance, liability insurance verification, fingerprints on file, attempt WEST-B.*

Examines the historical, philosophical, political and cultural foundation of the U.S. education system and their impact on contemporary teaching and learning. Topics include: historical foundations of education; major educational philosophies; school governance and finance; laws related to learners' rights and teacher responsibilities (e.g., for educational equity, appropriate education for learners with disabilities, confidentiality, privacy, appropriate treatment of learners, reporting in situations related to possible child abuse); teaching as a profession, including coders of ethics, professional standards of practice, and relevant law policy. This course introduces participants to the relevant historical and current legal and social issues concerning the education of students with disabilities in the state of Washington and the United States. This course will include opportunities to reflect on practicum observations. 5 theory hours. BAS-TE degree course.

## **BAST 496**

**3 Credits**

Student Teaching I

*Prerequisites: Admission to the BAS-TE program, pass WEST-B, attempt NES.*

Observation and participation in the opening of school. Candidates will be placed in a school internship related to their endorsement(s) where they will have the opportunity to practice and develop skills related to teaching. Emphasis will be placed on establishing a healthy learning environment and fostering an inclusive learning community at the beginning of the school year. Your concurrent BASTE courses will incorporate opportunities for you to reflect on your student teaching experiences, including strategies for supporting English language learners. 9 guided practice hours. BAS-TE degree course.

## **BAST 497**

**10 Credits**

Student Teaching II

*Prerequisites: Admission to the BAS-TE program.*

Candidates continue their placement in a school internship related to their endorsement(s) where they will have the opportunity to practice and develop skills related to teaching. Emphasis will be placed on developing planning and instructional skills through practice, eventually leading to full responsibility for an extended (three-week) period. In addition, assessment, incorporating student voice, and academic language into lessons will come into focus. Candidates will work intentionally to become more skillful in collaborating with colleagues, including para-educators. Your concurrent BASTE courses will incorporate opportunities for you 18 guided practice hours. BAS-TE degree course.

## **BAST 498**

**5 Credits**

Student Teaching III

*Prerequisites: Admission to the BAS-TE program.*

Candidates will continue their placement in a school internship related to their desired endorsement(s) where they will have ongoing opportunities to practice and develop skills related to teaching, with a particular focus on strategies aimed at supporting English language learners. Your concurrent BASTE courses will incorporate opportunities for you to reflect on your student teaching experiences, including strategies for supporting English language learners. Candidates will analyze their own profile of strengths and challenges as a professional educator. 15 guided practice hours. BAS-TE degree course.

## **BAST 499**

**1 Credit**

Capstone

*Prerequisites: Admission to the BAS-TE program.*

Designed to help candidates transition to employment; includes development of professional growth plan. 1 theory hour. BAS-TE degree course.

# Faculty and Administration

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## *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

## *Richard Arquette*

*Director of Student Life*

M.S., Oregon State University

## *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

## *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

## *Kwabena Boakye*

*Vice President for Administrative Services*

M.A., California State University, Sacramento

B.A., California State University, Northridge

Certified Public Accountant, Certified Internal Auditor

## *Laura Brener*

*Interim Vice President for Instruction*

M.A., B.A., State University of New York at Stony Brook

## *Debra Brogan*

*Nursing*

M.S.N., University of Washington

B.S.N., Saint Martin's University

Vocational Certificate

## Faculty and Administration

---

### *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

### *Lori Christmas*

*Running Start Coordinator*  
M.A., Saint Martin's University  
B.A., University of Washington  
A.A., Grays Harbor College

### *John M. Clary*

*Welding /Powder Coating*  
Vocational Certificate

### *Kari Collen*

*Interim Dean for Student Access and Success*  
M.E, Central Washington University  
B.A., Eastern Washington University  
A.A., Spokane Falls Community College

### *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

### *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

### *Chrissie Erickson*

*Medical Assistant*  
A.A., Grays Harbor College  
Vocational Certificate

### *Maureen Espedal*

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

### *Nancy Estergard*

*Director for BAS-Teacher Education and Business Contract Training*  
M.S., B.S., Western Governors University  
A.A., A.A.S., Grays Harbor College

# Faculty and Administration

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## *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

## *Tony Garcia*

### *Associate Director TRIO*

B.A., San Diego State 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*

### *English/ELA*

M.S., Oklahoma State University

B.A., University of Central Oklahoma

## *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*

## *Melanie Israel*

### *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

## *Jesse Kangas-Hanes*

### *Automotive Technology*

A.A.S., Lewis Clark State College

A.A.S., Boise State University

Vocational Certificate

## *Vivian Kaylor*

### *Counseling*

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

A.A., Spokane Falls Community Collage

## *Peter Keller*

### *Director of Workforce Funding*

#### *and Support Program*

M.A., Swansea University

## Faculty and Administration

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### *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

### *Erin Lynam*

*Corrections Education Navigator*

B.A., The Evergreen State College

### *Christopher Macht*

*Coordinator for Campus Operations*

### *Patrick Mahoney*

*Forest Management*

M.S., University of Idaho

### *Patrick Martin*

*Mathematics*

M.S., B.S., Equivalency, Dublin University

### *Roderick S. McDonald*

*Welding Technology*

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

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

### *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

### *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

# Faculty and Administration

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## *Keith Penner*

*Chief of Campus Operations and Auxiliary Services*

## *Jayme L. Peterson*

*Dean for Corrections Education*

M.Ed., Grand Canyon University  
B.A., Washington State University  
A.A., Skagit Valley College

## *Kevin Pine*

*Athletic Program Advisor*

B.A., Central Washington University

## *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

## *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*

*Construction Trades Apprenticeship Preparation*

Vocational Certificate

## *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., B.A., California State University, Bakersfield

## *Star Rush*

*Dean of Transfer Education*

M.A., Western Washington University

## *Camden Sahlinger*

*Workforce Funding and*

*Support Programs Coordinator*

B.A., Eastern Washington 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

# Faculty and Administration

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## *Susan Schreiner*

*Associate Dean for Library and ELearning Services*

M.S., San Diego State University

M.L.S., University of California, Los Angeles

B.A., University of California, San Diego

## *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

## *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

## *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

## *Brian Snell*

*Mathematics*

M.A., Pacific University

B.A., Washington State University

## *Tom Stearns*

*Writing Center/English*

M.A., Southern Illinois University

B.A., University of Illinois

## *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

## *Sarina Tung*

*TRIO Student Support Specialist*

B.S., Western Washington University

## *Tracey Ushman*

*Business*

M.B.A., University of Phoenix

B.A., Western Carolina University

A.A.S., Coastal Carolina Community College

Vocational Certificate

# Faculty and Administration

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*Matthew Vargas*

*Athletic Program Manager*

A.A., Southeastern Louisiana University

*Dave Werner*

*Diesel Technology*

Bates Vocational Technical Institute

Vocational Certificate

*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*

*Dr. Mark Zerr*

*Economics, Business Law*

J.D., M.B.A., B.B.A., University of Washington



## 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.

# Things You Should Know

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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](http://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 Education Rights and Privacy Act of 1974 (Buckley Amendment) concerning the information which becomes a part of a student's permanent educational record and governing the conditions of its disclosure. Procedural guidelines governing compliance with this statute have been developed and are available through the Office of Admissions and Records. The following directory data is considered public information and may routinely be given in response to requests: student's preferred name, mailing address, e-mail address, major field of study, participation in officially recognized activities or sports, height and weight of athletic team members, dates of attendance (includes verifying current quarterly enrollment), part time or full time enrollment status, tuition and fees owed, degrees and certificates received or not received, other institutions attended, veteran status, honors and awards received, photographs, and placement scores. Any student wishing to have such information withheld when inquiries are received must notify Enrollment Services in writing.

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.

## 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](#)

# Things You Should Know

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## PARKING REGULATIONS

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

*Vehicle Registration:* All vehicles (including motorcycles) utilizing the college parking lots (paved or gravel) must display a valid GHC parking permit which may be obtained at the Cashier’s Office in the 100 Building or appropriate Education Center Office. The cost for the parking permits is part of the student’s comprehensive fee. If a second vehicle permit is needed, the annual fee is \$5.00 for that vehicle.

Required Vehicle Information:

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

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

*Parking Fines:* Violators of the college’s parking regulations will be cited and/or the vehicle may be impounded at the owner’s expense. Fines vary from \$20.00 to \$50.00, depending on the violation. All fines are paid through the Cashier’s Office (100 Building). Failure to pay for outstanding parking citations will result in denial of subsequent registration and withholding of transcripts.

*Special Parking Permits:* The 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.

## 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).