

GRAYS HARBOR COLLEGE



2020-21
General Catalog

Celebrating a Tradition of Excellence in Education Since 1930

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Instruction Office	(360) 538-4009	Workforce Education	(360) 538-4011
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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
www.ghc.edu

This catalog is published for informational purposes only. Every possible effort has been made to ensure 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.

Annual Non-Discrimination Statement

Grays Harbor College offers career and technical education programs in accounting, automotive technology, business management, business technology, carpentry technology, commercial truck driving, criminal justice, diesel technology, early childhood education, human services (generalist or chemical dependency), medical assistant, natural resources/forestry technician, nursing, occupational/small business entrepreneurship, and welding.

Grays Harbor College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, creed, religion, marital status, veteran status, genetics, or age in its programs, activities, and employment. The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

Title II/Section 504 Coordinator - Darin Jones, Chief Executive of Human Resources
Grays Harbor College
1620 Edward P. Smith Drive
Aberdeen, WA 98520
360-538-4234

Title IX Coordinator - Dr. Jennifer Alt, Vice President for Student Services
Grays Harbor College
1620 Edward P. Smith Drive
Aberdeen, WA 98520
360-538-4066

Grays Harbor College has an open enrollment policy and will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational education programs.

Greetings and Welcome to Grays Harbor College!

You will notice a different look to our GHC logo. This September, right around when Fall Quarter starts, we will be inviting you to a birthday bash, honoring one of Washington's oldest two-year colleges -- we will proudly be celebrating GHC's 90th birthday! Founded by Aberdeen city fathers in 1930, GHC was originally called Grays Harbor Business College; the 'Business' was soon dropped as the curriculum expanded and students asked for more academically challenging work.

Alumni will tell about tough times when money was tight for families and likewise for the College. It was common for College faculty to be paid weekly salaries with garden produce, fresh eggs, chickens and even livestock. Other alums remember waking up very early, before their classmates arrived on campus. Those early risers would chop wood and stoke the furnace before classes convened for the day, in exchange for tuition. Now we have many workstudy students, helping in various ways but they no longer chop wood.

GHC changed locations three times before settling on the current beautifully wooded site in South Aberdeen. Expansion moves created new courses and programs as the College responded to the community, but now that service district serves both Grays Harbor and Pacific counties. The College is constantly changing, showing flexibility, definitely recognizing new teaching and learning styles.

Case in point: Toward the end of last Winter Quarter, our flexibility and innovation was tested by COVID-19. Our students worried about grades, faculty expressed concern about connecting with students, and we were all worried about keeping each other healthy and safe. Once the campus closed and was totally sanitized, our talented faculty created epic lessons plans, and classes reconvened quickly. Learning took on a different look, however, as students all became remote learners. But it was the same high-quality instruction our students expect when they enroll at GHC. And the same courteous services that our students and community depend on.

Our Aberdeen founders believed in the importance of education and how it can change a community; and every president and trustee since 1930 has kept that same promise to students. For the last 89 years, GHC has pledged to continue offering the very best education experience. We plan continue our promise for the next 90 and 90 after that.

Happy Birthday, GHC!

Dr. James Minkler,
President

About Grays Harbor College

Mission, Values, and Priorities

Our Vision

Grays Harbor College inspires our students and enriches our community by providing positive growth through learning.

Our Mission

Grays Harbor College provides meaningful and engaging learning opportunities and support services to enhance the knowledge, skills, and abilities of our students and support the cultural and economic needs of our community.

Strategic Priorities

- Enrich student learning
- Promote student, faculty, and staff success
- Foster a diverse, equitable, and inclusive learning environment
- Ensure effective, efficient, and sustainable use of college resources
- Strengthen community connections and partnerships

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).

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 childcare center opened in 2009 and was financed by grants and fundraising 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 Bachelor of Applied Science programs, nine 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 nonprofits, 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 have 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.

Bishop Center for the Performing Arts

The Bishop Center for the Performing Arts is located on lower campus and offers a variety of arts and entertainment programming for students and the community to enjoy. There are local ensemble group performances, musicals, plays, concerts, comedy shows, multicultural performances, and more!

Students are eligible for free tickets to nearly all events at the Bishop Center for Performing Arts throughout the year. Visit the website www.ghc.edu/bishop for upcoming events and information.

GHC Choker Athletics

Grays Harbor College has an excellent athletic program, attracting students from throughout the country and across the globe. Both our women's and men's basketball programs have achieved excellence over the last five years with appearances in the NWAC Championship Tournament, the women winning the NWAC Western Region during the 2017-2018 season and the men making the Sweet Sixteen in the 2019-2020 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 men's team is coming off a 2nd place finish in the 2020 NCWA National Tournament while the women placed 3rd in the nation at the 2020 NCWA National tournament. The baseball and basketball softball teams were off to fantastic starts prior to the Spring Sports cancellations, both having 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 but is looking to rebuild for the 2020-21 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 or call 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 recruit's tab and select Prospective Athlete Form. Completed forms will be directed to the head coach of each sport.

GHC Music Program

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

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

Symphony Orchestra
Pit Orchestra
Concert Band
Civic Choir

Jazz Choir
Jazz Band
Steel Drum Ensemble
Opera Workshop

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

Grays Harbor College Foundation

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

For over 55 years, the Grays Harbor College Foundation has been dedicated to supporting the success of students and the academic environment at Grays Harbor College by pairing donor giving priorities with Grays Harbor College students and programs. Learn more about the Foundation's various scholarship programs at www.ghc.edu/foundation. Contact us at 360.538.4024 or 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 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 does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, creed, religion, marital status, veteran status, genetics, or age in its programs, activities, and employment.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title II/Section 504 Coordinator - Darin Jones, Chief Executive of Human Resources, Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen, WA 98520, (360) 538-4234

Title IX Coordinator - Dr. Jennifer Alt, Vice President for Student Services, Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen, WA 98520, (360) 538-4066

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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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

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

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

Professional and Technical Education

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

- Accounting
- Automotive Technology
- Business Management
- Business Technology
- Carpentry Technology
- Commercial Transportation and Maintenance (CDL)
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Hospitality/Ecotourism
- 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)

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

The Bachelor of Applied Science in Organizational Management (BAS-OM) 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 (BAS-TE) 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 [here](#).

Business and Community Education

Business Contract Training

Business Contract Training focuses on the Strategic Priority 5: Strengthen Community connections and partnership. 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 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	Health and Wellness
Computers and Technology	Language
Financial Literacy	Photography
Gardening	Special Interests

Come join us as we explore the arts, history, languages, dance, and many other topics! It is 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 on the main campus and can be reached at (360) 538-4094. You can view all the course offerings online at: www.ghc.edu/ce.

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) 538-4094 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, Quinalt Rainforest Rendezvous, and Pike Place Market! Check out the current list online at: EDventures.

Contact the Community Education office at (360) 538-4094 for details.

Senior Citizens

Any student over age sixty 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) 538-4094 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, MATH 070, MATH 097, MATH 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.

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 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 or by calling (360) 532-9020.

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

High School Programs (Dual Credit)

Grays Harbor College fully participates in the Running Start program initiated by the state legislature in 1990. Running Start gives high school juniors and seniors who demonstrate college-level skills the opportunity to take courses at a community college.

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

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

Running Start students are responsible for the cost of books, supplies, transportation, and fees. Fee waivers and book scholarships are available to students who qualify based on family income or free/reduced school lunch. Please contact the Running Start Coordinator for details on the fee waiver and book scholarship. Tuition is covered up to 15 credits per quarter as long as the combined course load between GHC and the high school remains below 1.2 FTE (full-time equivalency). Students with combined high school and college schedules that exceed 1.2 FTE during any college quarter must pay tuition for the additional credits. For more information about Running Start, contact (360) 538-2526 or go to <https://www.ghc.edu/academics/runningstart>.

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 Quinault, 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 contact the Workforce Education office at (360) 538-4011.

Admission to Grays Harbor College

Requirements to Attend

In accordance with WAC 131-12-010, any applicant for admission to Grays Harbor College shall be admitted when, as determined by the President or his or her designee, such applicant:

- Is competent to profit from the curricular offerings of the college; and
- Would not, by his or her conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution; and
- Is eighteen years of age or older; or
- Is a high school graduate, or the equivalent; or
- Has applied for admission under the provisions of a student enrollment options program such as running start or a successor program, or another local 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:

Pay for the test at the Cashier or by calling (360) 538-4040. The fee must be paid before taking the test. Grays Harbor College charges the following fees for taking the College Placement Test (CPT):

- Full CPT - \$15.00
- Each Section - \$5.00 (In certain situations, you may only need to take part of the CPT).
- Retakes - \$5.00 per section with a maximum of \$15.00

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.

There are several options for taking the placement test:

- a. GHC main campus in Aberdeen: walk-in placement testing is available from 9 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.

Senior Citizens

Senior citizens age sixty years and older, may enroll in "for credit" classes on a space-available basis. A maximum of two classes may be taken each quarter at a reduced rate. Other special fees normally charged students must also be paid by senior citizens. This offer does not include WAOL classes. The Welcome Center at the college can provide the current tuition rate for senior citizens.

Nursing Program Special Admission Requirements

Students interested in entering the Nursing Program must complete specific prerequisite courses, admission requirements, and a Nursing Program Application Form to be considered for admission. Nursing program information and application packets are available online (Nursing). The Nursing DTA/MRP degree is accredited by the:

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

Residency

Residency status for tuition purposes requires that an independent student or the parents of a dependent student have a domicile in the state of Washington for the twelve months immediately preceding the quarter application is made. The term "domicile" denotes a person's true, fixed, and permanent home and place of habitation. Physical presence in a place is not in itself proof of domicile, and there are several 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 nonresident 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. Documentation received after the 30th calendar day will be considered for the following quarter. You will be contacted by the residency office once your documents have been reviewed and a decision has been made. Residency Questionnaire forms are available at the Welcome Center.

Admission Procedures

Procedures for admissions are published on the Grays Harbor College website at www.ghc.edu and are provided by the Welcome Center at (360) 532-9020. Official transcripts from each college you have attended must be mailed to the Welcome Center for consideration of transfer credit. It is your responsibility to contact other institutions and request that transcripts and testing scores be forwarded in a timely manner. All transcripts become the property of the college.

All students must complete an application. The student may obtain the Standard Application for Admission at all high schools in Washington State or from the college. The application must be completed by the student and submitted to the Welcome Center. It is available at Admissions Application.

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 for the quarterly 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 summer and fall during spring 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 can 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. 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

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 College Grant (formerly the State Need 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, or stop by the Welcome Center in the HUB (100 Building).

Grays Harbor College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in

making decisions regarding the award of student financial aid assistance. This paragraph shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

Student Financial Aid Portal

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

Go to www.ghc.edu/financialaid/check-my-financial-aid-status

Click on the blue button (log into the Financial Aid Portal)

Your username is your social security number and your password is your birthdate with two-digits for each (mm-dd-yy)

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

Federal and State Financial Aid Eligibility Requirements

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 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.

Student Emergency Financial Assistance

offers emergency assistance to students who are experiencing a financial emergency or unanticipated expenses, which causes financial hardship. If you are experiencing a financial hardship, get more information on how to apply on the GHC Emergency Assistance Website.

Scholarships

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

GHC Foundation Scholarships

The Grays Harbor College Foundation offers a variety of scholarships generously provided by many area organizations and supportive individuals. Applications and guidelines about the scholarship process are available at 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 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 or contact the GHC Foundation office at 360.538.4024.

Athletic Scholarships

If you have an interest in competing in athletics at the collegiate level, there may be tuition assistance available for those able to make the rosters of our sports programs. Go to our website at www.ghcathletics.edu and contact the coach of the sport program you would like to join.

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's degree program or be enrolled in a master's 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 or contact the College Development office at 360.538.4024.

Basic Food Employment and 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 childcare subsidies through the Department of Social and Health Services (DSHS). Enrolling in BFET and participating in an eligible academic program 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) 538-4058.

Opportunity Grant

The Opportunity Grant program is designed to help low- income students get prepared for and enter high wage, high demand occupations participating in an eligible academic program. 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 have been Washington State residents for at least a year, have earned less than an associate 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) 538-4058.

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.

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) and are or would like to participate in an eligible academic program. 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 current unemployment recipients (laid off or otherwise qualified to receive benefits) or those cut off within the last 48 months, dislocated homemakers, those in stop-gap employment, military personnel with separation papers or veterans separated within the last 48 months, self-employed and now unemployed, and dislocated workers in the state of Washington. Support includes tuition, books, fees, other support services, and supplies for classes.

For more information about available services and eligibility, please stop by the 800 Building or call (360) 538-4058 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 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.

Academic Policies and Procedures

Enrollment Requirements

Enrollment

You must be officially enrolled in the course to attend a class session.

Credits/Credit Load

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

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

Full-time: 12 or more credits

Three quarter time: 9-11 credits

Half Time: 6-8 credits

Less than half time: 1-5 credits

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

Registration Changes

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

Concurrent Enrollment

Grays Harbor College students may be able to enroll concurrently at other area community colleges for a combined total of 10 to 18 credits.

Students approved for this option will be assessed no more than the full-time tuition rate plus fees.

Concurrent enrollment may not be an option during summer quarters.

Students must complete a concurrent enrollment form available at the Welcome Center. Changes in class schedule that drop a student's combined registration below full-time may result in additional tuition and fees.

Withdrawal from Courses

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

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

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

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 Dean of Student Access and Success.

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 Dean of Student Access and Success.

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 a total withdrawal form (withdrawing from all classes) from the Student Support Center, official date of withdrawal 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:

Whom withdraws from the college prior to the 5th instructional day of the quarter for which registration and course fees were applied (3rd day in Summer).

Whom withdraws prior to the first seminar or class session of self-support course.

For any class cancelled by the college.

Fifty percent of tuition and fees will be refunded to a student who withdraws from the college on or after the 6th day of instruction but within 20 calendar days including the first scheduled day of the quarter. Note: refund policy may differ for condensed quarters and/or early or late starting classes. Contact enrollment@ghc.edu or (360) 532-9020 for more information. No refunds will be provided:

If the college indicates in its catalog, quarterly schedule, or course announcement that such fees are nonrefundable.

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.

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 0.30, and a minus decreases the value by 0.30.

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 every phase of the course. |
| A- | 3.7 grade points per credit hour |
| B+ | 3.3 grade points per credit hour |
| B | 3.0 grade points per credit hour
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 has fulfilled the requirements of the course.
C-	1.7 grade points per credit hour
D+	1.3 grade points per credit hour
D	1.0 grade points per credit hour Indicates student who has made progress toward meeting the objectives of the course but whose work is not yet meeting all course standards.
F	No credit, 0 grade points (credits attempted are calculated in GPA). 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.
Y	In Progress. Student is currently in progress toward the attainment of course objectives. Used only for continuous enrollment courses at Stafford Creek Corrections Center (SCCC). Students must re-register for the course to complete course objectives. Grade cannot be changed.
I	Incomplete Grades. 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 but does earn credit (indicates a student has demonstrated competency in all student learning outcomes). The "P" grade is given only in courses adopting the passing or unsatisfactory system.
S	Satisfactory. No grade points and does not earn credit (indicates student has made progress toward student learning outcomes but not all outcomes are met). An "S" grade is given only in Transition/ELA courses.
U	Unsatisfactory. No grade points and does not earn credit (indicates student has made very limited or no progress toward student learning outcomes). 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 last 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/or 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.

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.

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 could not ask to have their 4th quarter grades removed without removing all grades prior to the 4th quarter.

To qualify for red lining, a student must have completed at least 36 credits with a GPA of 2.2 or higher in the course work that will remain on the transcript after red lining occurs.

For students who qualify, a petition for red lining and a student copy of the transcript must be presented to Enrollment Services. When the petition is approved, the transcript will be updated to reflect red lining and a footnote will be added to the transcript noting the date the previous courses were red lined.

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

Academic Progress and Performance

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

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

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

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

A student on academic probation who fails to earn a quarterly grade point average of at least 2.0 in the next quarter will be placed on academic suspension. A student who has been suspended, stays out the required quarter and returns to school will automatically remain on probationary status until their cumulative GPA is raised to 2.0. As long as the quarterly GPA is 2.0, the student may continue to re-enroll. Certain professional/technical programs, veterans, international students, and students receiving financial aid may have different/and or additional academic standard requirements and appeal processes.

Plagiarism/Cheating

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

President's List, President's Scholar, Honor Roll

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

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

Transfer Policies and Procedures

Academic Transfer

When Considering a Transfer

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

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

Know that transfer courses do not necessarily help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, departmental requirements, and electives. It is 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 Advising appointments are available through Student Services.

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

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

You may earn more than 90 credit hours at GHC, but the total number of credits accepted for transfer will be determined by the institution to which you transfer. Students who have completed the Washington 45 requirements may be able to transfer and apply a maximum of 45 quarter credits toward general education requirements at any other public and most private higher education institutions in the state. For more information about Washington 45, see the GHC website, www.ghc.edu. The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks 1 and 2, or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

Transferring to GHC

Course-by-Course Transfer

GHC transfers credit on a course-by-course basis. Students wishing to transfer credit from another institution must submit a request to their previous college(s) to have their official transcript sent directly to the Welcome Center. Official transcripts from other institutions must be received in their original, sealed envelope in order to be evaluated. Transcripts from institutions outside of the United States that are notarized or sealed in other manners but not in their original sealed envelopes may be considered on a case-by-case basis. Courses will be evaluated for equivalency to GHC coursework or applicability to GHC degrees. When a course is accepted in transfer, the same number of credits as was originally assigned to the course will be assigned at GHC. Semester credits are converted to quarter credits on a basis of 1.5 quarter credits for each semester credit (i.e. 3 semester credits equal 4.5 quarter credits).

Transfer evaluations are typically completed within six weeks.

Although there is no limit on the number of credits a student may transfer to GHC before graduating, the student must meet all GHC degree requirements, including residency requirements, for any degree or certificate.

Limitations

Courses numbered below 100 are not transferable to GHC, however, they may be noted on a written evaluation if they can be used as a prerequisite to GHC courses.

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

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

Reciprocity of Distribution Areas and Reverse Transfer

Students who have begun work on a transfer associate degree (DTA or Associate in Science-Transfer) at another Washington Community College and have certain requirements may be eligible to have those requirements considered to be met at GHC even if they would not otherwise have done so. Additionally, students who have already transferred to certain public universities in the State of Washington may be eligible to complete and receive the benefit of their transfer degrees by transferring credit back to Grays Harbor

College. Students should contact the Welcome Center at enrollment@ghc.edu or via phone at (360)532-9020 for more information. Transcripts for students who meet requirements via reciprocity will be noted with the name of the sending institution.

Appeals

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

Academic Credit for Prior Learning

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

Advanced Placement

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

Graduation

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.

Transcripts

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. Students can order a transcript through the National Student Clearinghouse; information is available on our website through transcript requests.

Unofficial Transcript

Students can receive a copy of their unofficial transcript through their GHC portal.

Graduation Ceremony Participation

Students who complete the requirements for a degree in any quarter of the academic year may participate in the graduation ceremony in June of that academic year. Students who are within 15 credits of completing graduation requirements at the conclusion of spring quarter and are registered for all of their remaining coursework during the subsequent summer quarter may take part in commencement exercises; however, degrees will not be awarded until all requirements have been completed.

Students must notify the Office of Student Services no later than mid-term of spring quarter of the year they intend to graduate in order to receive information about a cap and gown.

Student Services

Welcome Center

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

Student Support Center (HUB)

The Student Support Center is an important educational resource and provides students with comprehensive services that enhance student success. These services include counseling, veterans, career exploration, and AccessAbility support services.

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

Advising

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

Entry Advisors

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

Advising is Important

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

Why you should work with your academic advisor:

Academic advisors can help you avoid mistakes like these:

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

What you can expect from your academic advisor:

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

What your academic advisor expects from you:

You must take responsibility for your education by:

Reading the GHC catalog.

Asking your advisor about certificate and/or degree requirements in your area of study. Be sure you are always moving toward your goal.

Submitting all transcripts from other institutions to be evaluated.

Informing your advisor of all tests you've taken (SAT, AP, CLEP, vocational interest/aptitude or others) and making sure the college has an official copy of your scores.

Learning the entrance requirements at your transfer school, including any special requirements; and

Knowing when registration begins every quarter and meeting with your advisor before that date.

Change of Program or Advisor

A student who wants to change his/her program or advisor must complete a Change of Program/Advisor Form online or at Major Change. Assistance can also be provided over the phone by contacting the Student Support Center at (360) 538-4099. Completed forms should be turned into the Enrollment Services.

Educational Planning

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

Do you want to transfer? A transfer degree prepares you to enter a university with all or most of the general university requirements (GURs) of a bachelor's 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 careers, interest, and personality inventories.

Personal counseling is helpful in learning how to deal with pressures or concerns which interfere with academic success. These may include assertiveness, crisis, self-esteem, stress, family and relationship concerns, interpersonal conflicts, parenting difficulties, anxiety, depression, or grief issues.

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

AccessAbility Services

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

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

Veterans Benefits

Veterans, eligible members of the selected reserves, and dependents of deceased or 100% disabled veterans interested in attending the college and utilizing state or federal benefits must contact the Veterans Office in the Student Support Center (HUB). Applicants may contact the Veterans Office at (360) 538-4049 or (800) 5624830, 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

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. Resources include tutoring in all disciplines, computers with internet access, copies of many textbooks, online tutoring study skills materials, and study space. For information please go to tutoring.

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 eTutoring. All services are free for GHC students. The Learning Center also sponsors Student Success Workshops, 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 email us at learningcenter@ghc.edu.

eLearning

GHC's eLearning office helps both students and faculty with course-based technologies. Primary among these are the Learning Management System, Canvas, which is used by both online and hybrid courses, and as a major technology presence in most other classes as well. Contact eLearning to solve troubles such as Canvas login problems, pages not opening, not seeing your class on your dashboard, not being able to submit homework - or any other of the infinite number of inexplicable problems that students may sometimes face. This is the place to turn to for help.

eLearning can be found on the ground floor of the 1500 (Academic Success Center) Building, on the web, by phone at (360) 538-4085, or by email at elearning@ghc.edu. Trouble tickets can conveniently be submitted via the "help" button inside of Canvas itself.

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 060, ENGL 095, ENGL& 101, ENGL& 102, ENGL 150 & ENGL& 235). This recommendation is stronger for students whose placement scores put them at the lower end of placement in ENGL 060, ENGL 095, or ENGL& 101.

Although students enrolled in ENGL 100L will be guaranteed assistance, the Writing Center will also serve students who are not enrolled in the Writing Lab class on a drop-in basis as staffing permits.

TRiO Programs at GHC

TRiO programs at Grays Harbor College are here to help low-income students, first-generation students, and students with disabilities gain knowledge of the higher education setting and achieve college access and success. The primary purpose of TRiO is to help students prepare for and plan their transfer to a four-year college or university. Services provided include guidance for completing the federal financial aid application, identifying and writing scholarship applications, career planning, transfer planning, and cultural opportunities.

The TRiO Student Support Services program concentrates on those students completing an academic transfer degree or program. The TRiO STEM program aids students intending to complete a degree in a science, technology, engineering, or math field including health science degrees. For more information and to apply for services come to the first floor of the Spellman library, call (360) 538-4076, or email trio@ghc.edu.

Student Life and Activities

Office of Student Life

The mission of the Office of Student Life 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. We offer 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 ensures that all students have access to the Student Handbook which is found under the courses tab on Canvas. 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 student-initiated campus activities, programs, and events. These events that promote a marketplace of ideas and an opportunity for students to be engaged outside the classroom.

Student Organizations

Clubs and organizations are a great way to get involved in different topic or identity groups that match your interests and experiences. Membership in organizations are open to all GHC students, except Honor Societies, which have minimum member requirement.

- Beta Iota - Phi Theta Kappa (Honor Society)
- Esports Club
- Gender and Sexuality Alliance
- Grays Harbor Activities Board
- HopeSquad
- Human Resources Club
- Impact
- Natural Resources Club
- Student Nurses Association
- Table Top Gaming
- Veterans Club

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

DIVERSITY AND EQUITY CENTER (DEC)

The mission of the Diversity & Equity Center of Grays Harbor College is to educate and advocate for awareness, understanding, and acceptance of fair treatment for all people, ideas, and cultures. Located in the HUB, the center offers programming, advocacy, and training for the campus community. Make sure to check out one of our Diversity Lecture Series speakers! For more information, stop by the DEC or the Office of Student Life.

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.

NEW STUDENT ORIENTATION

New Student Orientation is designed to orient students with the various resources and services offered at Grays Harbor College. This program is offered online through canvas and is required for all students who have not taken course at GHC in the last five years.

HARBOR LANDING FOOD PANTRY

The Harbor Landing Food Pantry was established as a partnership between the Office of Student Life and Coastal Harvest. The mission is to reach students and community members who may be struggling to find their next meal by providing them with nutritious food to bring to their homes. We aim to lessen the food insecure population both on campus and in the Aberdeen community, so that students may be able to focus more on their studies and less on hunger.

Bookstore

The Grays Harbor College Bookstore is open 7:30 a.m. - 4:30 p.m. Monday through Thursday and from 8:00 am-1:00 pm on Fridays. For more information about extended hours at the beginning of fall, winter, and spring quarters, please call (360) 538-4105. 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 6:30 a.m. to 9:00 p.m. Monday through Friday. The center enrolls children ages 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 (DSAs)

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

- Degrees
- Certificates (CA, CC)
- Associate Degrees
- Professional Technical Programs

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's 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-Track 1 (includes)

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

Associate in Science-Track 2 (includes)

- Engineering
- Computer Sciences
- Physics
- Atmospheric Sciences

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
Business Technology
Carpentry Technology
Criminal Justice
Diesel Technology
Early Childhood Education
Hospitality/Ecotourism
Human Services (General, Chemical Dependency)
Medical Assistant
Natural Resources-Forestry Technician
Occupational Entrepreneurship
Welding Technology (Construction Welding, Pipe Welding, Structural Welding)

Certificates (CA, CC)

Accounting/Book keeping
Book keeping
Automotive Technology
Business Management
Business Technology
Carpentry Technology
Certified Nursing Assistant
Chemical Dependency
Commercial Transportation & Maintenance (CDL)
Criminal Justice
Diesel Technology (Advanced & Fundamentals)
Early Childhood Education-State Certificate
Forestry Technician
Human Services
Medical Office Administrative Support
Practical Nursing
Small Business/Entrepreneurship
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.

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 Areas of Study (A-Z) 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 Course Descriptions.

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

Fulfill general requirements for all degrees beginning on Areas of Study (A-Z).

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.

Areas of Study (A-Z)

Accounting, AAS

Core Courses (5-10 credits)

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

Additional Required Core Courses (35 credits)

- ACCT& 202 - Principles of Accounting II 5 credits
- ACCT& 203 - Principles of Accounting III 5 credits
- ACCT 175 - Business and Payroll Tax Accounting 5 credits
- ACCT 176 - Computerized Accounting Functions to Quickbooks™ 5 credits
- ACCT 180 - Accounting with SAGE 5 credits
- ACCT 220 - Federal Income Tax I 5 credits
- BA 150 - Fundamentals of Finance 5 credits

Support Courses (36 credits) including:

Math/Computing Skills (21 credits)

- BA 104 - Mathematics for Business 5 credits
- BTECH 102 - Introduction to Microsoft Office 3 credits
- BTECH 115 - Electronic Math Applications 3 credits
- BTECH 140 - Word Processing Applications 5 credits
- BTECH 150 - Excel 5 credits

Business Skills (15 credits)

- BUS& 101 - Introduction to Business 5 credits
- BUS& 201 - Business Law 5 credits
- ECON& 202 - Macro Economics 5 credits

General Courses (15 credits)

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

Minimum Credits Required: 91

Accounting, AAS-T

Communication Skills (5 credits)

- ENGL& 101 - English Composition I 5 credits

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 credits
- or
- SOC& 101 - Introduction to Sociology 5 credits
- CMST& 220 - Public Speaking 5 credits

Core Courses (5-10 credits)

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

Additional Required Core Courses (26 credits)

- ACCT& 202 - Principles of Accounting II 5 credits
- ACCT& 203 - Principles of Accounting III 5 credits
- ACCT 175 - Business and Payroll Tax Accounting 5 credits
- ACCT 176 - Computerized Accounting Functions to Quickbooks™ 5 credits
- ACCT 220 - Federal Income Tax I 5 credits
- BA 150 - Fundamentals of Finance 5 credits

General Courses (23 credits)

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

Business Courses (20 credits)

Select four of the following Business courses:

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

Minimum Credits Required: 94

Accounting/Bookkeeping Certificate of Completion

Core Courses (5-10 credits)

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

Additional Required Core Courses (16 credits)

- ACCT& 202 - Principles of Accounting II 5 credits
- ACCT 175 - Business and Payroll Tax Accounting 5 credits
- ACCT 176 - Computerized Accounting Functions to Quickbooks™ 5 credits
- ACCT 220 - Federal Income Tax I 5 credits

Support Courses (26 credits)

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

General Courses (10 credits)

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

Minimum Credits Required: 57

Advanced Carpentry Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- CARP 221 - Residential and Commercial Carpentry IV 16 credits
- CARP 222 - Residential and Commercial Carpentry V 16 credits
- CARP 223 - Residential and Commercial Carpentry VI 16 credits

Minimum Credits Required: 48

Advanced Diagnostics, Testing, and Repair Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- DT 222 - Advanced Diagnostics, Testing and Repair 16 credits

Minimum Credits Required: 16

Advanced Diesel Technology Applications Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- DT 123 - Advanced Diesel Technology 16 credits

Minimum Credits Required: 16

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 credits
- DT 222 - Advanced Diagnostics, Testing and Repair 16 credits

Support Courses (6 credits)

- WELD 101 - Related Welding I 6 credits

General Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (**or above**)
- PSYC& 100 - General Psychology 5 credits
or
- PSYCH 106 - Human Relations 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 53

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

- AUTO 213 - Advanced Engine Performance/Air Conditioning/ Heating/Shop Management 16 credits

Minimum Credits Required: 16

All Position Pipe Welding Certificate of Achievement

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.

Core Courses

- WELD 248 - Code Welding 16 credits
- WELD 255 - Pipe Welding II 16 credits

Minimum Credits Required: 32

Associate in Arts

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.

General Requirements

Communications (10 credits)

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

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 Mathematics 5 credits
- MATH& 107 - Math in Society 5 credits
- MATH& 146 - Introduction to Statistics 5 credits
- MATH& 148 - Business Calculus 5 credits
- MATH& 141 - Precalculus I 5 credits
- MATH& 142 - Precalculus II 5 credits
- MATH& 151 - Calculus I 5 credits
- MATH& 152 - Calculus II 5 credits
- MATH& 163 - Calculus 3 5 credits

Symbolic Reasoning Courses

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 credits
- MATH& 132 - Mathematics for Elementary Education 2 5 credits

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, below. 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.**

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

- HIST& 116 - Western Civilization I 5 credits
- HIST& 117 - Western Civilization II 5 credits
- HIST& 118 - Western Civilization III 5 credits
- HIST 122 - History of Modern East Asia 5 credits
- HIST& 146 - US History I 5 credits
- HIST& 147 - US History II 5 credits
- HIST& 148 - US History III 5 credits
- HIST& 214 - Pacific Northwest History 5 credits
- HIST& 219 - Native American History 5 credits
- HIST 220 - 20th Century Europe 5 credits
- HIST 252 - Latin American History 5 credits
- HIST 270 - African American History 5 credits

- HIST 272 - History of England 5 credits

Area B: Economics/Political Science

- ECON 100 - Introduction to Economics 5 credits
- ECON& 201 - Micro Economics 5 credits
- ECON& 202 - Macro Economics 5 credits
- POLS 102 - Law and Society 5 credits
- POLS& 202 - American Government 5 credits

Area C: Anthropology/Sociology

- ANTH& 100 - Survey of Anthropology 5 credits
- SOC 106 - Juvenile Justice 5 credits
- SOC 112 - Criminology 5 credits
- SOC 252 - Marriage and Family 5 credits
- SOC& 101 - Introduction to Sociology 5 credits

Area D: Psychology

- PSYC& 100 - General Psychology 5 credits

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

- ART& 100 - Art Appreciation 5 credits
- ART 101 - Beginning Drawing 5 credits *
- ART 104 - 2D Design 5 credits *
- ART 105 - 3D Design 5 credits *

Area B: Theatrical Arts

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

Area C: Musical Arts

- MUSIC 100 - Music Fundamentals 5 credits
- MUSC& 105 - Music Appreciation 5 credits
- MUSC& 121 - Ear Training 1 2 credits
- MUSC& 131 - Music Theory 1 3 credits

Area D: Literary Arts

- ENGL& 111 - Introduction to Literature 5 credits
- ENGL 208 - Survey of British Literature: Origin to 1800 5 credits
- ENGL 209 - Survey of British Literature: 1800 to Present 5 credits
- ENGL& 220 - Introduction to Shakespeare 5 credits
- ENGL 233 - Survey of Children's Literature 5 credits
- ENGL 246 - Queer Literature 5 credits
- ENGL& 244 - Introduction to American Literature 5 credits
- ENGL 252 - Survey of World Literature 5 credits
- ENGL 275 - Gender in Literature 5 credits

Area E: Languages

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

- ASL& 121 - American Sign Language I 5 credits
- ASL& 122 - American Sign Language II 5 credits
- ASL& 123 - American Sign Language III 5 credits
- JAPN& 121 - Japanese I 5 credits
- JAPN& 122 - Japanese II 5 credits
- JAPN& 123 - Japanese III 5 credits
- SPAN& 121 - Spanish I 5 credits
- SPAN& 122 - Spanish II 5 credits
- SPAN& 123 - Spanish III 5 credits

Area F: Communications

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

Area G: Culture and Ideas

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

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 with Lab 5 credits *
- BIOL 109 - Plants of Western Washington with Lab 5 credits *
- BIOL& 175 - Human Biology with Lab 5 credits *
- BIOL& 160 - General Biology with Lab 5 credits *
- BIOL& 211 - Biological Science I: Majors Cellular 5 credits *
- BIOL& 212 - Biological Science II: Majors Animal 5 credits *
- BIOL& 213 - Biological Science III: Majors Plant 5 credits *
- BIOL& 224 - Fish Biology 5 credits *
- BIOL& 260 - Microbiology with Lab 5 credits *

Area B: Chemical Science

- CHEM& 110 - Chemical Concepts with Lab 5 credits *
- CHEM& 121 - Introduction to Chemistry with Lab 5 credits *
- CHEM& 131 - Introduction to Organic/Biochemistry with Lab 5 credits *
- CHEM& 161 - General Chemistry with Lab I 5 credits *

Area C: Environmental Science

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

Area D: Earth Science

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

Area E: Physical Science

- ASTR& 100 - Astronomy 5 credits
- PHYS& 114 - General Physics with Lab I 5 credits *
- PHYS& 221 - Engineering Physics with Lab I 5 credits *

Area F: Mathematics

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

Note:

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

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, below, 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.

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
and/or
- b. the following listed specified electives.
 - ACCT& 201 - Principles of Accounting I 5 credits
 - ACCT& 202 - Principles of Accounting II 5 credits
 - ACCT& 203 - Principles of Accounting III 5 credits
 - ART 101 - Beginning Drawing 5 credits
 - ART 102 - Intermediate Drawing 5 credits
 - ART 251 - Beginning Painting 5 credits
 - ART 252 - Intermediate Painting 5 credits
 - ART 260 - Beginning Printmaking 5 credits
 - BIOL 225 - Chemical Field and Lab Methods 6 credits
 - BIOL 226 - Advanced Aquaculture 4 credits
 - BUS& 101 - Introduction to Business 5 credits
 - BUS& 201 - Business Law 5 credits
 - BIOL& 241 - Human Anatomy and Physiology I 5 credits
 - BIOL& 242 - Human Anatomy and Physiology II 5 credits
 - CHEM& 162 - General Chemistry with Lab II 5 credits
 - CHEM& 163 - General Chemistry with Lab III 5 credits
 - CHEM 180 - Survey of Forensic Science 5 credits
 - CHEM& 261 - Organic Chemistry with Lab I 6 credits
 - CHEM& 262 - Organic Chemistry with Lab II 6 credits
 - CHEM& 263 - Organic Chemistry with Lab III 3 credits
 - CHIN& 122 - Chinese II 5 credits
 - CHIN& 123 - Chinese III 5 credits
 - CJ& 101 - Introduction to Criminal Justice 5 credits
 - CJUS 151 - Drugs and Our Society 5 credits
 - EDUC 201 - Intro/Orientation to Teaching 5 credits
 - EDUC 202 - Education Practicum 3 credits
 - ENGL& 235 - Technical Writing 5 credits
 - ENGL& 236 - Introduction to Creative Writing 5 credits
 - ENGL 241 - Fiction Writing 2 credits
 - ENGL 242 - Poetry Writing 2 credits
 - ENGL 243 - Playwriting 2 credits
 - ENGL 281 - Fiction Writing II 2 credits
 - ENGL 282 - Poetry Writing II 2 credits
 - ENGL 283 - Playwriting II 2 credits
 - ENGR& 104 - Introduction to Engineering and Design 5 credits
 - ENGR& 214 - Statics 5 credits
 - ENGR& 215 - Dynamics 5 credits
 - ENGR 240 - Applied Numerical Methods 5 credits
 - LIB 101 - Introduction to Information Resources 2 credits
 - MATH& 131 - Mathematics for Elementary Education 1 5 credits
 - MATH& 132 - Mathematics for Elementary Education 2 5 credits
 - MATH& 163 - Calculus 3 5 credits
 - MATH 241 - Differential Equations I 5 credits
 - MUSIC 107 - Introduction to the Blues 5 credits
 - MUSIC 117 - Beginning Piano Techniques I 1 credit
 - MUSIC 118 - Beginning Piano Techniques II 1 credit
 - MUSIC 119 - Beginning Piano Techniques III 1 credit
 - MUSC& 122 - Ear Training 2 2 credits
 - MUSC& 123 - Ear Training 3 2 credits

- MUSC& 132 - Music Theory 2 3 credits
- MUSC& 133 - Music Theory 3 3 credits
- MUSIC 150 - Applied Music Piano 1 credit
- MUSIC 151 - Applied Music Strings 1 credit
- MUSIC 152 - Applied Music Voice 1 credit
- MUSIC 154 - Applied Music Woodwinds 1 credit
- MUSIC 155 - Applied Music Brass 1 credit
- MUSIC 156 - Applied Music Percussion 1 credit
- MUSIC 157 - Applied Music Guitar 1 credit
- MUSIC 158 - Applied Jazz Piano 1 credit
- MUSIC 161 - Symphony Orchestra 1 credit
- MUSIC 162 - Pit Orchestra I 1 credit
- MUSIC 165 - Concert Band 1 credit
- MUSIC 171 - Civic Choir 1 credit
- MUSIC 173 - Jazz Choir 2 credits
- MUSIC 181 - Jazz Band 2 credits
- MUSIC 217 - Intermediate Piano I 1 credit
- MUSIC 218 - Intermediate Piano II 1 credit
- MUSIC 219 - Intermediate Piano III 1 credit
- MUSC& 221 - Ear Training 4 2 credits
- MUSC& 222 - Ear Training 5 2 credits
- MUSC& 223 - Ear Training 6 2 credits
- MUSIC 231 - Intermediate Harmony 3 credits
- MUSIC 232 - Advanced Harmony I 3 credits
- MUSIC 233 - Advanced Harmony II 3 credits
- MUSIC 250 - Advanced Applied Music Piano 2 credits
- MUSIC 251 - Advanced Applied Music Strings 2 credits
- MUSIC 252 - Advanced Applied Music Voice 2 credits
- MUSIC 254 - Advanced Applied Music Woodwinds 2 credits
- MUSIC 255 - Advanced Applied Music Brass 2 credits
- MUSIC 256 - Advanced Applied Music Percussion 2 credits
- MUSIC 257 - Advanced Applied Music Guitar 2 credits
- MUSIC 258 - Advanced Applied Jazz Piano 2 credits
- MUSIC 261 - Symphony Orchestra 1 credit
- MUSIC 262 - Pit Orchestra II 1 credit
- MUSIC 265 - Grays Harbor Concert Band 1 credit
- MUSIC 271 - Civic Choir 1 credit
- MUSIC 273 - Jazz Choir Recommended 2 credits
- MUSIC 281 - Jazz Band 2 credits
- NUTR& 101 - Nutrition 5 credits
- PHYS& 115 - General Physics with Lab II 5 credits
- PHYS& 116 - General Physics with Lab III 5 credits
- PHYS& 222 - Engineering Physics with Lab II 5 credits
- PHYS& 223 - Engineering Physics with Lab III 5 credits
- POLS 110 - Law and Justice 5 credits
- POLS 200 - Foreign Policy of the U.S. 5 credits
- POLS 204 - Introduction to Public Administration 5 credits
- PSYC& 180 - Human Sexuality 5 credits
- PSYC& 200 - Lifespan Psychology 5 credits
- PSYC& 220 - Abnormal Psychology 5 credits
- PSYCH 250 - Social Psychology 5 credits
- PSYCH 235 - Positive Psychology 5 credits
- SOC& 201 - Social Problems 5 credits
- THEA 151 - Theatre Workshop 1-3 credits
- THEA 235 - Stagecraft 4 credits
- THEA 236 - Stage Lighting 4 credits
- THEA 270 - Stage Makeup 3 credits

General Electives (10 credits maximum)

General electives include:

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

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

Minimum Credits Required: 90

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 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 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, 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 Biology

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.

General Requirements (15 credits required)

Communications (10 credits)

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

Quantitative/Symbolic Reasoning Skills (5 credits)

- MATH& 151 - Calculus I 5 credits

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 - Biological Science I: Majors Cellular 5 credits
- BIOL& 212 - Biological Science II: Majors Animal 5 credits
- BIOL& 213 - Biological Science III: Majors Plant 5 credits
- CHEM& 161 - General Chemistry with Lab I 5 credits
- CHEM& 162 - General Chemistry with Lab II 5 credits
- CHEM& 163 - General Chemistry with Lab III 5 credits

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

Minimum Credits Required: 90

Associate in Business

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

General Requirements (20 credits required)

Communications (10 credits)

(See note 1 for EWU and CWU requirements)

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

Quantitative/Symbolic Reasoning Skills (10 credits)

- MATH 111 - Introduction to Finite Mathematics 5 credits
- MATH& 148 - Business Calculus 5 credits

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).

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

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. (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. (See note 4)

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

Specified Business Electives (20 credits)

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

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*)

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

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.

Minimum Credits Required: 90

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 potential transfer institution.

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).
3. 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.
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 Construction Management

This degree pathway is designed for students intending to prepare for American Council for Construction Education (ACCE) accredited (<http://www.accehq.org/index.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.

General Requirements (15 credits required)

Communications (10 credits)

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

Quantitative/Symbolic Reasoning Skills (5 credits)

- MATH& 151 - Calculus I 5 credits (or higher)

Social Science (15 credits)

- BUS& 201 - Business Law 5 credits
- ECON& 201 - Micro Economics 5 credits
- or
- ECON& 202 - Macro Economics 5 credits
- 5 additional social sciences credits

Humanities (15 credits)

(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)

- CMST& 220 - Public Speaking 5 credits
- Other Humanities 10 credits

Natural Science (15-30 credits)

- GEOL& 101 - Introduction to Physical Geology 5 credits
- PHYS& 114 - General Physics with Lab I 5 credits
- or
- PHYS& 221 - Engineering Physics with Lab I 5 credits

Additional Natural Science Credits

5 - 20 additional Natural Science credits selected from the following:

- CHEM& 161 - General Chemistry with Lab I 5 credits
- MATH& 146 - Introduction to Statistics 5 credits
- MATH& 152 - Calculus II 5 credits
- PHYS& 115 - General Physics with Lab II 5 credits
- or
- PHYS& 221 - Engineering Physics with Lab I 5 credits

Major Specific Course Work (minimum 10 credits)

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

Electives (not more than 20 credits)

Recommended courses include:

- ACCT& 203 - Principles of Accounting III 5 credits
- ENGR& 214 - Statics 5 credits
- ENGR& 225 - Mechanics of Materials 5 credits
- MATH& 141 - Precalculus I 5 credits
- MATH& 142 - Precalculus II 5 credits
- ENVS& 100 - Survey of Environmental Science 5 credits

Minimum Credits Required: 90

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

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.

General Requirements (15 credits)

Communications (10 credits)

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

Quantitative/Symbolic Reasoning (5 Credits)

- MATH& 107 - Math in Society 5 credits (or higher)

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.

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.

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. At least one course with a laboratory must be taken.

Specified Core Music Courses (30 credits)

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

Major Electives (21-24 credits)

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

Minimum Credits Required: 101

Notes

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

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

The Associate in Nursing DTA/MRP has a dual purpose. It qualifies graduates to take the licensure exam for registered nursing (NCLEX-RN). In addition, this degree enables the student to complete a BSN in one academic year at any accepting university in Washington State. This program is approved by the Washington State Nurse Care Quality Assurance Commission and accredited by the Accreditation Commission for Education in Nursing.

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

Accreditation Commission for Education in Nursing, Inc.

This program requires a total of 135 credits.

General Education Requirements (45 credits)

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

Additional General Education (15 credits)

Additional general education courses that may be taken with the Nursing courses:

- CMST& 220 - Public Speaking 5 credits from the distribution list

Humanities Courses (select 2, a minimum of 5 credits each)

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

First Year Nursing Core Courses (39 credits)

The 1 credit courses listed below are embedded in the core nursing courses but will appear separately on a transcript.

- NURS 135 - Introduction to Pharmacology Concepts 1 credit
- NURS 171 - Nursing Concepts 1: Fundamentals 9 credits
- NUTR 114 - Nutrition in Healthcare I 1 credit
- PHIL 114 - Ethics and Policy in Healthcare I 1 credit
- PSYC 114 - Psychosocial Issues in Healthcare I 1 credit
- NURS 137 - Pharmacology II 1 credit
- NURS 172 - Nursing Concepts 2: Common Issues 9 credits
- NUTR 115 - Nutrition in Healthcare II 1 credit
- PHIL 115 - Ethics and Policy in Healthcare II 1 credit
- PSYC 115 - Psychosocial Issues in Healthcare II 1 credit
- NURS 139 - Pharmacology III 1 credit
- NURS 173 - Nursing Concepts III 9 credits

- NUTR 116 - Nutrition in Healthcare III 1 credit
- PHIL 116 - Ethics and Policy in Healthcare III 1 credit
- PSYC 116 - Psychosocial Issues in Healthcare III 1 credit

Second Year Nursing Core Courses (36 credits)

The 1 credit courses listed below are embedded in the core nursing courses but will appear separately on a transcript.

- NURS 271 - Advanced Nursing Concepts 1 10 credits
- NUTR 214 - Nutrition in Healthcare IV 1 credit
- PSYC 214 - Psychosocial Issues in Healthcare IV 1 credit
- NURS 272 - Advanced Nursing Concepts 2 9 credits
- NUTR 215 - Nutrition in Healthcare V 1 credit
- PHIL 215 - Ethics and Policy in Healthcare IV 1 credit
- PSYC 215 - Psychosocial Issues in Healthcare V 1 credit
- NURS 273 - Transition to Professional Practice 11 credits
- PHIL 216 - Ethics and Policy in Healthcare V 1 credit

Associate in Pre-Nursing

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)

(See note 1)

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

Quantitative/Symbolic Reasoning Skills (5 credits)

(See note 2)

- MATH& 146 - Introduction to Statistics 5 credits

Distribution Requirements (65 credits required)

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

Social Sciences

(See note 3)

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

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.

(See note 4)

- CMST& 220 - Public Speaking 5 credits (required)
- Other Humanities 10 credits

Natural Sciences (35 credits)

(See note 5)

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

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).

Minimum Credits Required: 90

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.

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, nonwestern, 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

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 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

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 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)

Higher level math courses may be substituted with advisor approval.

- MATH& 151 - Calculus I 5 credits
- MATH& 152 - Calculus II 5 credits

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.
- JAPN& 121 - Japanese I 5 credits
- JAPN& 122 - Japanese II 5 credits
- JAPN& 123 - Japanese III 5 credits

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 credits)

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.

Minimum Credits Required: 90

Associate in Science - 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 degree and will be given junior status by the receiving institution. Each concentration within this degree has additional requirements.

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 Transfer (AS-T) Track 2 Concentration

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

Degree Requirements

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)

Higher level math courses may be substituted with advisor approval.

- MATH& 151 - Calculus I 5 credits
- MATH& 152 - Calculus II 5 credits

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)

Concentration

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

For Engineering or Computer Science

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 - Engineering Physics with Lab I 5 credits
- PHYS& 222 - Engineering Physics with Lab II 5 credits
- PHYS& 223 - Engineering Physics with Lab III 5 credits
- CHEM& 161 - General Chemistry with Lab I 5 credits
- MATH& 163 - Calculus 3 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 MATH 220; ENGR& 104, ENGR& 214, and ENGR& 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 MATH& 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 3 5 credits
- MATH 241 - Differential Equations I 5 credits

Physics (15 credits)

- PHYS& 221 - Engineering Physics with Lab I 5 credits
- PHYS& 222 - Engineering Physics with Lab II 5 credits
- PHYS& 223 - Engineering Physics with Lab III 5 credits

Chemistry/Biology (27-28 credits)

- CHEM& 161 - General Chemistry with Lab I 5 credits
- CHEM& 162 - General Chemistry with Lab II 5 credits
- CHEM& 163 - General Chemistry with Lab III 5 credits
- CHEM& 261 - Organic Chemistry with Lab I 6 credits
- CHEM& 262 - Organic Chemistry with Lab II 6 credits
- or
- BIOL& 160 - General Biology with Lab 5 credits

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 with Lab 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 - Introduction 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 3 5 credits
- MATH 220 - Linear Algebra 5 credits
- MATH 241 - Differential Equations I 5 credits

Physics (15 credits)

- PHYS& 221 - Engineering Physics with Lab I 5 credits
- PHYS& 222 - Engineering Physics with Lab II 5 credits
- PHYS& 223 - Engineering Physics with Lab III 5 credits

Chemistry w/Lab (10 credits)

- CHEM& 161 - General Chemistry with Lab I 5 credits
- CHEM& 162 - General Chemistry with Lab II 5 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 - Introduction to Engineering and Design 5 credits
- MATH& 264 - Calculus 4 5 credits

Physics or Atmospheric Science

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 - Engineering Physics with Lab I 5 credits
- PHYS& 222 - Engineering Physics with Lab II 5 credits
- PHYS& 223 - Engineering Physics with Lab III 5 credits
- CHEM& 161 - General Chemistry with Lab I 5 credits
- MATH& 163 - Calculus 3 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 MATH 220 and CHEM& 162 and CHEM& 163 are suggested for most programs. These credits may include some prerequisite course work for major courses such as MATH& 141 and MATH& 142.

Minimum Credits Required: 90

Automotive Technology Certificate of Completion

Prerequisite Requirements

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

Core Courses (48 credits)

Select any three (3) of the six (6) core courses listed.

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

General Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or above)
- PSYC& 100 - General Psychology 5 credits
or
- PSYCH 106 - Human Relations 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 63

Automotive Technology, AT

Prerequisite Requirements

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

Core Courses (96 credits)

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

Support Courses (6 required)

- WELD 101 - Related Welding I 6 credits

General Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or above)
- PSYC& 100 - General Psychology 5 credits
or
- PSYCH 106 - Human Relations 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 117

Basic Small Business Skills Certificate of Achievement

Core Courses

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

Minimum Credits Required: 15

Beginning Carpentry Certificate of Completion

Prerequisite Requirements

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

Core Courses

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

Minimum Credits Required: 48

Bookkeeping Certificate of Achievement

Prerequisite Requirements

Basic working knowledge of computers or BTECH 102.

Core Course

- ACCT 113 - Introduction to Accounting I 5 credits
- ACCT 175 - Business and Payroll Tax Accounting 5 credits
- ACCT 176 - Computerized Accounting Functions to Quickbooks™ 5 credits
- BTECH 150 - Excel 5 credits

Minimum Credits Required: 16

Brake, Suspensions, and Steering Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- AUTO 111 - Brakes/Suspension/Steering 16 credits

Minimum Credits Required: 16

Business Management Certificate of Completion

Core Courses (20 credits)

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

Support Courses (23 credits)

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

General Courses (13-15 credits)

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

Minimum Credits Required: 49

Business Management, AAS

Core Courses (35 credits)

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

Select Two of the Following Courses (10 credits)

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

Support Courses (18 credits)

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

General Courses (13-15 credits)

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

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, AAS-T

Communication Skills (5 credits)

- ENGL& 101 - English Composition I 5 credits

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 credits
- or**
- SOC& 101 - Introduction to Sociology 5 credits
- CMST& 220 - Public Speaking 5 credits

Core Courses (30 credits)

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

Select Two of the Following Courses (10 credits)

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

General Courses (18 credits)

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

Elective Courses (12 credits)

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

Minimum Credits Required: 90

Business Technology Certificate of Completion

Core Courses (33 credits)

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

General Courses (15 credits)

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

Minimum Credits Required: 48

Business Technology, AAS

Core Courses (54 credits)

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

Support Courses (15 credits)

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

General Courses (15 credits)

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

Elective Courses (7 credits)

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

Minimum Credits Required: 91

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 credits
- CARP 122 - Residential and Commercial Carpentry II 16 credits
- CARP 123 - Residential and Commercial Carpentry III 16 credits

General Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
- or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or above)
- PSYC& 100 - General Psychology 5 credits
- or
- PSYCH 106 - Human Relations 5 credits
- or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 63

Carpentry Technology, AT

Prerequisite Requirements

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

Core Courses (96 credits)

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

Support Courses (6 credits)

- WELD 101 - Related Welding I 6 credits (or higher)

General Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
- or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or above)
- PSYC& 100 - General Psychology 5 credits
- or
- PSYCH 106 - Human Relations 5 credits
- or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 117

Chemical Dependency Certificate of Completion

This program is intended for a student who has already obtained an associate degree or higher in Human Services or a related field and is interested in becoming a Washington State Certified Chemical Dependency Professional. The student will need to pass a background check when applying for their Chemical Dependency Professional Trainee license. The required certificate coursework covers most of the content areas required for the chemical dependency professional credential issued by the Washington State Department of Health (see RCW246.811 Washington Administrative Code [WAC Chapter 246-811]).

Core Courses (51 credits)

- ALSA 100 - HIV & Other Issues in Substance Use Disorders 2 credits
- ALSA 120 - Pharmacology of Alcohol/Drugs 4 credits
- ALSA 125 - The Dysfunctional Family 3 credits
- ALSA 136 - Group Dynamics 3 credits
- ALSA 140 - Chemical Dependency/Case Management 3 credits
- ALSA 209 - Law/Ethics Substance Use Disorder Treatment 2 credits
- ALSA 210 - Substance Use Disorder Treatment and the Law 2 credits
- ALSA 211 - Relapse Prevention 2 credits
- ALSA 212 - Youth Substance Use Disorder Assessment/Counseling 2 credits
- ALSA 270 - Skills in Substance Use Disorder Treatment 4 credits
- HS 102 - Survey of Community Resources in Human Services 5 credits
- HS 202 - Counseling Diverse Populations 5 credits
- HS 203 - Interview/Assessments in Human Services Settings 5 credits
- HSSA& 101 - Introduction to Addictive Drugs 4 credits
- PSYC& 200 - Lifespan Psychology 5 credits

General Education Courses (16-18 credits)

- BTECH 102 - Introduction to Microsoft Office 3 credits
- ENGL& 101 - English Composition I 5 credits
- MATH 101 - Applications of Algebra for Vocational-Technical Students 5 credits (**or higher**)
- CMST& 220 - Public Speaking 5 credits
- or**
- CMST& 230 - Small Group Communication 5 credits

Minimum Credits Required: 67

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

- CTM 101 - Transportation Careers: Commercial Driving 5 credits
- CTM 150 - Range Operations and Equipment 5 credits
- CTM 185 - Over the Road Driving 5 credits

Minimum Credits Required: 18

Commercial Transportation and Maintenance (CDL) 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

- CTM 101 - Transportation Careers: Commercial Driving 5 credits
- CTM 150 - Range Operations and Equipment 5 credits
- CTM 185 - Over the Road Driving 5 credits

Minimum Credits Required: 15

Commercial Transportation and Maintenance (CDL) 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 (47 credits)

- CTM 101 - Transportation Careers: Commercial Driving 5 credits
- CTM 150 - Range Operations and Equipment 5 credits
- CTM 185 - Over the Road Driving 5 credits
- DT 121 - Introduction to Diesel Technology 16 credits
- DT 122 - Intermediate Diesel Technology 16 credits

General Education Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or higher)
- PSYC& 100 - General Psychology 5 credits
or
- PSYCH 106 - Human Relations 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 62

Note: The optional 3 credits are required for Log Truck Driving Endorsement.

Construction Welding, AT

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.

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 credits
- WELD 110 - Beginning Welding 16 credits
- WELD 120 - Intermediate Welding 16 credits
- WELD 130 - Advanced Welding 16 credits
- WELD 240 - Credits Pipe Welding I 16 credits
- WELD 245 - Fabrication 16 credits
- WELD 248 - Code Welding 16 credits
- WELD 249 - Flux Cored Arc Welding for Construction 16 credits
- WELD 250 - Structural Certification 16 credits

General Education (15 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (**or above**)
- PSYC& 100 - General Psychology 5 credits
or
- PSYCH 106 - Human Relations 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 149

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 credits

Select 4 of the Following (20 credits)

- CJUS 104 - The Line Officer Function: Police and Corrections 5 credits
- CJUS 201 - The Art of Public and Private Investigation 5 credits
- POLS 102 - Law and Society 5 credits
- POLS 110 - Law and Justice 5 credits
- SOC 106 - Juvenile Justice 5 credits
- SOC 112 - Criminology 5 credits

Support Courses (8-10 credits)

- CJUS 151 - Drugs and Our Society 5 credits
- BTECH 102 - Introduction to Microsoft Office 3 credits
- or
- CMST& 220 - Public Speaking 5 credits

General Courses (20 credits)

- ENGL& 101 - English Composition I 5 credits
- MATH 101 - Applications of Algebra for Vocational-Technical Students 5 credits
- or
- MATH& 107 (or above)
- PSYC& 100 - General Psychology 5 credits
- or
- PSYCH 106 - Human Relations 5 credits
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 53

Criminal Justice, AAS

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

Core Courses (35 credits)

- CJ& 101 - Introduction to Criminal Justice 5 credits
- CJUS 104 - The Line Officer Function: Police and Corrections 5 credits
- CJUS 201 - The Art of Public and Private Investigation 5 credits
- POLS 102 - Law and Society 5 credits
- POLS 110 - Law and Justice 5 credits
- SOC 106 - Juvenile Justice 5 credits
- SOC 112 - Criminology 5 credits

Support Courses (14-18 credits)

- BTECH 102 - Introduction to Microsoft Office 3 credits
- CJUS 151 - Drugs and Our Society 5 credits
- CJUS 258 - Criminal Justice Internship 1-5 credits (5 credits required)
- PSYC& 220 - Abnormal Psychology 5 credits
- or
- PSYCH 250 - Social Psychology 5 credits

General Courses (30 credits)

- ENGL& 101 - English Composition I 5 credits
- MATH 101 - Applications of Algebra for Vocational-Technical Students 5 credits (or above)
- or
- MATH& 107 - Math in Society 5 credits (or above)
- PSYC& 100 - General Psychology 5 credits
- PSYCH 106 - Human Relations 5 credits
- or
- PSYC& 200 - Lifespan Psychology 5 credits
- SOC& 101 - Introduction to Sociology 5 credits
- CMST& 220 - Public Speaking 5 credits

Elective Courses (11 credits)

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

Minimum Credits Required: 90

Diagnostics, Testing, and Repair Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- DT 221 - Diagnostics, Testing and Repair 16 credits

Minimum Credits Required: 16

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 credits
- DT 122 - Intermediate Diesel Technology 16 credits
- DT 123 - Advanced Diesel Technology 16 credits

Support Courses (6 credits)

- WELD 101 - Related Welding I 6 credits

General Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (**or above**)
- PSYC& 100 - General Psychology 5 credits
or
- PSYCH 106 - Human Relations 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 69

Diesel Technology, AT

Prerequisite Requirements

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

Core Courses (96 credits)

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

Support Courses (21 credits)

- WELD 101 - Related Welding I 6 credits
- CTM 101 - Transportation Careers: Commercial Driving 5 credits
- CTM 150 - Range Operations and Equipment 5 credits
- CTM 185 - Over the Road Driving 5 credits

General Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
- or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or above)
- PSYC& 100 - General Psychology 5 credits
- or
- PSYCH 106 - Human Relations 5 credits
- or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 132

Early Childhood Education Certificate of Achievement

Initial State Certificate (12 credits)

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

State Short Certificate of Specialization-General (20 credits)

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

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

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

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

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

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

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

State Short Certificate of Specialization- Administration (20 credits)

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

Early Childhood Education Child Life Specialist (24 credits)

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

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 credits
- ECED& 107 - Health, Safety, and Nutrition 5 credits
- ECED& 120 - Practicum: Nurturing Relationships 2 credits

Core Courses (17 credits)

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

Support and General Education Courses (10 credits)

- ENGL& 101 - English Composition I 5 credits
- MATH& 107 - Math in Society 5 credits

Career Lattice Specializations-choose one (8 credits each)

State Short Certificate of Specialization - General

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

State Short Certificate of Specialization-Infants and Toddlers

- EDUC& 115 - Child Development 5 credits
- ECED& 132 - Infants and Toddlers Care 3 credits

State Short Certificate of Specialization- School-Age Care

- EDUC& 115 - Child Development 5 credits
- EDUC& 136 - School Age Care 3 credits

Short Certificate of Specialization-Family Child Care

- EDUC& 115 - Child Development 5 credits
- ECED& 134 - Family Child Care 3 credits

State Short Certificate of Specialization-Administration

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

Minimum Credits Required: 47

Early Childhood Education, AAS

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 - Introduction to Early Childhood Education 5 credits
- ECED& 107 - Health, Safety, and Nutrition 5 credits
- ECED& 120 - Practicum: Nurturing Relationships 2 credits
- ECED& 160 - Curriculum Development 5 credits
- ECED& 170 - Environments for Young Children 3 credits
- ECED& 180 - Language and Literacy Development 3 credits
- ECED& 190 - Observation and Assessment 3 credits
- ECED 145 - Fine Arts Curriculum for Young Children 3 credits
- ECED 200 - Practicum II 3 credits
- ECED 235 - Educating Young Children in a Diverse Society: Diversity 3 credits
- ECED 238 - Professionalism 3 credits
- EDUC& 115 - Child Development 5 credits
- EDUC& 130 - Guiding Behavior 3 credits
- EDUC& 150 - Child, Family, and Community 3 credits
- EDUC& 203 - The Exceptional Child 5 credits

Support Courses (3 credits)

Choose 1 of the following courses:

- ECED& 132 - Infants and Toddlers Care 3 credits
- ECED& 134 - Family Child Care 3 credits
- EDUC& 136 - School Age Care 3 credits
- ECED& 139 - Administration of Early Learning Programs 3 credits

General Education Courses (35 credits)

- BIOL& 100 - Survey of Biology with Lab 5 credits
- ENGL& 101 - English Composition I 5 credits
- ENGL& 235 - Technical Writing 5 credits
- or
- ENGL& 102 - English Composition II 5 credits
- MATH& 131 - Mathematics for Elementary Education 1 5 credits
- and

- MATH& 132 - Mathematics for Elementary Education 2 5 credits
or
- MATH& 107 - Math in Society 5 credits
- PSYC& 100 - General Psychology 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits
- CMST& 220 - Public Speaking 5 credits

Minimum Credits Required: 92

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

- AUTO 112 - Electrical/Electronics/ABS 16 credits

Minimum Credits Required: 16

Engines-Electrical Tune-Up and Ignition Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- AUTO 113 - Engines/Electrical/Tune-up/Ignition 16 credits

Minimum Credits Required: 16

Forest Resource Management, BAS

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 natural resource professions. Classes at Grays Harbor College in Aberdeen, Washington, are taught with a two-year track. Core courses are taught during fall, winter, and spring quarters. Students can enter the BAS-FRM program at any time, provided they meet the prerequisite requirements. An associate degree in Natural Resources, Forestry, or a closely related field is required before students can enter the BAS-FRM program. In-class instruction occurs on Grays Harbor College's Aberdeen campus, with an emphasis on hands-on learning facilitated by frequent field exercises and field trips.

Degree Requirements

Completion of a Natural Resources related associate 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 credits
- ENGL& 235 - Technical Writing 5 credits
- CMST& 220 - Public Speaking 5 credits

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 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. Grays Harbor College's BAS-FRM program focuses on forest operations, silviculture, and forest resource management. Students are exposed to the unique challenges of modern land management at varying levels; from private industrial forestry, state and federal agency careers, and small forest landowner consulting. This program places an emphasis on applying learned skills in the field as much as possible and exposes student to the broad set of skills and tools required in professional forestry. Students learn how to assess new forest landscapes and develop written forest management plans to meet targeted forest objectives. Scenario based activities are mixed with practical applications that accomplish real management objectives in the nearby program managed forest.

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.
- Lead contract administration and overseeing personnel.
- Develop land action plans, such as restoration and harvest plans, through individual and teamwork.
- Sampling and assessment track.
- Understand data integrity.
- Processing in a wide variety of sampling environments.

- 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.
- 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.

Schedule

Total BASF credits: 95

Fall Quarter - Even years

- BASF 493 - Advanced Silviculture 5 credits
- BASF 451 - Multiple Resource Management 3 credits
- BASF 471 - Restoration Techniques 5 credits

Winter Quarter - Even years

- BASF 311 - Environmental Decision Making and Conflict Resolution 5 credits
- BASF 321 - GIS Applications 2 credits
- BASF 461 - Wildlife Ecology 5 credits

Spring Quarter - Even years

- BASF 331 - Land Management in the 21st Century 5 credits
- BASF 332 - Transportation System Design 5 credits
- BASF 333 - International Forestry 5 credits

Fall Quarter - Odd years

- BASF 312 - Hydrology and Soils 5 credits
- BASF 385 - Forest Protection and Disease Management 5 credits
- ENGR& 104 - Introduction to Engineering and Design 5 credits

Winter Quarter - Odd years

- BASF 400 - Forest Practices Law and Policy 5 credits
- BASF 421 - Advanced Harvest Systems: Cable and Aerial Based 5 credits
- BASF 422 - Natural Resources Economics 5 credits

Spring Quarter - Odd years

- BASM 309 - Project Management - Time Goals and Budget Management 5 credits
- BASF 432 - Advanced Harvest Systems: Ground Based 5 credits
- BASF 434 - UAV Applications and Mapping 5 credits

*Additional Graduation Requirements:

BASF 322, Professional Development, is a variable credit class offered every quarter. A total of 5 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.

- BASF 322 - Professional Development 1-5 credits
- And
- BASF 431 - Capstone in Natural Resources 1-5 credits

Forestry Technician Certificate of Completion

Core Courses (42 credits)

- ENV& 100 - Survey of Environmental Science 5 credits
or
- NR 120 - Society and Natural Resources 5 credits
- NR 110 - Principles of GIS 5 credits
- NR 131 - Forest Ecology - Plant Taxonomy 5 credits
- NR 150 - Forest Ecology - Disturbances 5 credits
- NR 158 - Work Experience Seminar 2 credits
- NR 160 - Forest Ecology - Habitats 5 credits
- NR 101 - Introduction to Forest Management 5 credits
- NR 260 - Forest Mensuration 5 credits
- NR 258 - Cooperative Work Experience 1-5 credits

Support and General Education Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
or
- ENGL& 235 - Technical Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or higher)
- ECON& 202 - Macro Economics 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 57

Forestry Technician, AAS

Core Courses (54 credits)

- NR 101 - Introduction to Forest Management 5 credits
- NR 110 - Principles of GIS 5 credits
- NR 131 - Forest Ecology - Plant Taxonomy 5 credits
- NR 150 - Forest Ecology - Disturbances 5 credits
- NR 158 - Work Experience Seminar 2 credits
- NR 160 - Forest Ecology - Habitats 5 credits
- NR 250 - GIS & Remote Sensing in Natural Resource Management 5 credits
- NR 258 - Cooperative Work Experience 1-5 credits (5 credits required)
or
- NR 259 - Cooperative Work Experience 1-5 credits (5 credits required)
- NR 260 - Forest Mensuration 5 credits
- NR 270 - Silviculture 5 credits
- NR 280 - Harvest Systems & Products 5 credits
- NR 285 - Forest Resource Planning 2 credits

General Education Courses (25 credits)

- ENGL& 101 - English Composition I 5 credits
- ENGL& 235 - Technical Writing 5 credits
- MATH& 107 - Math in Society 5 credits (or higher)
- ECON& 202 - Macro Economics 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits
- CMST& 220 - Public Speaking 5 credits

Support Courses (25 credits)

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

Minimum Credits Required: 104

Forestry Technician, AAS-T

Communication Skills (5 credits)

- ENGL& 101 - English Composition I 5 credits

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 credits
- or
- SOC& 101 - Introduction to Sociology 5 credits
- CMST& 220 - Public Speaking 5 credits

Core Courses (54 credits)

- NR 101 - Introduction to Forest Management 5 credits
- NR 110 - Principles of GIS 5 credits
- NR 131 - Forest Ecology - Plant Taxonomy 5 credits
- NR 150 - Forest Ecology - Disturbances 5 credits
- NR 158 - Work Experience Seminar 2 credits
- NR 160 - Forest Ecology - Habitats 5 credits
- NR 250 - GIS & Remote Sensing in Natural Resource Management 5 credits
- NR 258 - Cooperative Work Experience 1-5 credits **(5 credits required)**
- or
- NR 259 - Cooperative Work Experience 1-5 credits **(5 credits required)**
- NR 260 - Forest Mensuration 5 credits
- NR 270 - Silviculture 5 credits
- NR 280 - Harvest Systems & Products 5 credits
- NR 285 - Forest Resource Planning 2 credits

General Courses (5 credits)

- ENGL& 235 - Technical Writing 5 credits

Select Five from the Following Courses (25 credits)

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

Minimum Credits Required: 104

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

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

Minimum Credits Required: 15

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

- AUTO 212 - Fuel Systems/Electronic/Computer Controls 16 credits

Minimum Credits Required: 16

Hospitality & Ecotourism, AAS

Core Courses (50 credits)

- BUS 283 - Human Resource Management 5 credits
- HOSP 100 - Introduction to Hospitality 5 credits
- HOSP 110 - Leadership & Management for Hospitality 5 credits
- HOSP 120 - Ecotourism 5 credits
- HOSP 130 - Hospitality & Tourism Marketing 5 credits
- HOSP 140 - Dining Room Management 2 credits
- HOSP 150 - Sustainable Tourism Policy & Planning 3 credits
- HOSP 210 - Sustainable Hospitality Facilities Management 5 credits
- HOSP 215 - Adventure Travel Leadership and Guiding 5 credits
- HOSP 220 - Technology in the Hospitality Industry 5 credits
- HOSP 230 - Event Planning 5 credits

Support Courses (26-30 credits)

- ACCT& 201 - Principles of Accounting I 5 credits
- BA 104 - Mathematics for Business 5 credits
- BA 224 - Advanced Cooperative Work Experience 1-6 credits
- BA 240 - Principles of Marketing 5 credits
- BTECH 150 - Excel 5 credits
- BUS& 101 - Introduction to Business 5 credits

General Courses (10 credits)

- ENGL& 101 - English Composition I 5 credits
- And
- PSYC& 100 - General Psychology 5 credits
- or
- PSYCH 106 - Human Relations 5 credits
- or
- SOC& 101 - Introduction to Sociology 5 credits

Elective Courses (5 credits)

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

Minimum Credits Required: 91

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 credits
- HS 102 - Survey of Community Resources in Human Services 5 credits
- HS 108 - Counseling, Crisis Intervention and Documentation 5 credits
- HS 158 - Cooperative Work Internship 1-3 credits
- HS 203 - Interview/Assessments in Human Services Settings 5 credits

- HS 258 - Advanced Cooperative Work Internship 1-5 credits (**5 credits required**)

General Education Courses (18 credits)

- BTECH 102 - Introduction to Microsoft Office 3 credits
- ENGL& 101 - English Composition I 5 credits
- MATH 101 - Applications of Algebra for Vocational-Technical Students 5 credits (**or higher**)
- CMST& 220 - Public Speaking 5 credits

Minimum Credits Required: 46

Human Services - Generalist, AAS

Human Services

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

Core Courses (43 credits)

- HS 101 - Introduction to Human Services 5 credits
- HS 102 - Survey of Community Resources in Human Services 5 credits
- HS 108 - Counseling, Crisis Intervention and Documentation 5 credits
- HS 109 - Law and Ethics in Human Services 5 credits
- HS 158 - Cooperative Work Internship 1-3 credits (**3 credits required**)
- HS 202 - Counseling Diverse Populations 5 credits
- HS 203 - Interview/Assessments in Human Services Settings 5 credits
- HS 204 - Advanced Counseling and Case Management 5 credits
- HS 258 - Advanced Cooperative Work Internship 1-5 credits (**5 credits required**)

General Education Courses (28 credits)

- BTECH 102 - Introduction to Microsoft Office 3 credits
- ENGL& 101 - English Composition I 5 credits
- MATH 101 - Applications of Algebra for Vocational-Technical Students 5 credits (**or higher**)
- PSYC& 100 - General Psychology 5 credits
- PSYC& 200 - Lifespan Psychology 5 credits
- CMST& 220 - Public Speaking 5 credits

Human Services Generalist (20 credits)

- ALSA 120 - Pharmacology of Alcohol/Drugs 4 credits
- ALSA 125 - The Dysfunctional Family 3 credits
- ALSA 136 - Group Dynamics 3 credits
- ALSA 140 - Chemical Dependency/Case Management 3 credits
- ALSA 209 - Law/Ethics Substance Use Disorder Treatment 2 credits
- ALSA 210 - Substance Use Disorder Treatment and the Law 2 credits
- ALSA 211 - Relapse Prevention 2 credits
- ALSA 212 - Youth Substance Use Disorder Assessment/Counseling 2 credits
- ALSA 270 - Skills in Substance Use Disorder Treatment 4 credits
- BTECH 150 - Excel 5 credits
- HSSA& 101 - Introduction to Addictive Drugs 4 credits
- HS 105 - Introduction to Domestic Violence/Sexual Assault Advocacy 5 credits

- HS 185 - Introduction to Trauma Informed Practice 5 credits
- HUMDV 151 - Interpersonal Skills 2 credits

Minimum Credits: 91

GHC Bachelor of Applied Science in Organizational Management (15 credits)

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

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

Human Services – Chemical Dependency, AAS

Human Services

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

Core Courses (43 credits)

- HS 101 - Introduction to Human Services 5 credits
- HS 102 - Survey of Community Resources in Human Services 5 credits
- HS 108 - Counseling, Crisis Intervention and Documentation 5 credits
- HS 109 - Law and Ethics in Human Services 5 credits
- HS 158 - Cooperative Work Internship 1-3 credits (3 credits required)
- HS 202 - Counseling Diverse Populations 5 credits
- HS 203 - Interview/Assessments in Human Services Settings 5 credits
- HS 204 - Advanced Counseling and Case Management 5 credits
- HS 258 - Advanced Cooperative Work Internship 1-5 credits (5 credits required)

General Education Courses (28 credits)

- BTECH 102 - Introduction to Microsoft Office 3 credits
- ENGL& 101 - English Composition I 5 credits
- MATH 101 - Applications of Algebra for Vocational-Technical Students 5 credits (or higher)
- PSYC& 100 - General Psychology 5 credits
- PSYC& 200 - Lifespan Psychology 5 credits
- CMST& 220 - Public Speaking 5 credits

Human Services in Chemical Dependency (31 credits)

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

- ALSA 100 - HIV & Other Issues in Substance Use Disorders 2 credits
- ALSA 120 - Pharmacology of Alcohol/Drugs 4 credits
- ALSA 125 - The Dysfunctional Family 3 credits
- ALSA 136 - Group Dynamics 3 credits
- ALSA 140 - Chemical Dependency/Case Management 3 credits
- ALSA 209 - Law/Ethics Substance Use Disorder Treatment 2 credits
- ALSA 210 - Substance Use Disorder Treatment and the Law 2 credits
- ALSA 211 - Relapse Prevention 2 credits

- ALSA 212 - Youth Substance Use Disorder Assessment/Counseling 2 credits
- ALSA 270 - Skills in Substance Use Disorder Treatment 4 credits
- HSSA& 101 - Introduction to Addictive Drugs 4 credits

Minimum Credits: 102

Industrial Welding Certificate of Achievement

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.

Core Courses

- WELD 245 - Fabrication 16 credits
- WELD 250 - Structural Certification 16 credits

Minimum Credits Required: 32

Intermediate Diesel Technology Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- DT 122 - Intermediate Diesel Technology 16 credits

Minimum Credits Required: 16

Introduction to Diesel Technology Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- DT 121 - Introduction to Diesel Technology 16 credits

Minimum Credits Required: 16

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

- HS 101 - Introduction to Human Services 5 credits
- HS 102 - Survey of Community Resources in Human Services 5 credits
- HS 108 - Counseling, Crisis Intervention and Documentation 5 credits

Minimum Credits Required: 15

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

Minimum Credits Required: 3

Medical Assistant, AAS

Core Courses (71 credits)

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

Support Courses (5 credits)

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

General Education Courses (15 credits)

- BA 104 - Mathematics for Business 5 credits
- ENGL& 101 - English Composition I 5 credits

or

- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- PSYC& 100 - General Psychology 5 credits

Minimum Credits Required: 91

Medical Coding Certificate of Achievement

Core Course

- AHLTH 150 - Comprehensive Medical Terminology 5 credits
- BTECH 132 - Medical Records - Insurance Billing and Coding 3 credits
- BTECH 175 - Medical Coding 3 credits

Minimum Credits Required: 11

Medical Office Administrative Support Certificate of Completion

Core Courses (19 credits)

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

Support Courses (25 credits)

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

General Courses (15 credits)

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

Minimum Credits Required: 59

Microcomputer Applications Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- ACCT 176 - Computerized Accounting Functions to Quickbooks™ 5 credits
- BTECH 131 - Access 5 credits
- BTECH 140 - Word Processing Applications 5 credits
- BTECH 150 - Excel 5 credits

Minimum Credits Required: 18

Microsoft Office Applications Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- BTECH 131 - Access 5 credits
- BTECH 140 - Word Processing Applications 5 credits
- BTECH 150 - Excel 5 credits

Minimum Credits Required: 15

Nursing Assistant Training Certificate of Achievement

(for nursing degrees, please see page 46)

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 credits

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

Occupational Entrepreneurship, AAS

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 credits
- BA 174 - Small Business Management 5 credits
- BA 240 - Principles of Marketing 5 credits
- BA 258 - Principles of Management 5 credits
- BTECH 102 - Introduction to Microsoft Office 3 credits

Certificate of Completion Programs (24-54 credits)

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

Advanced Diesel Technology
Automotive Technology
Business Technology
Carpentry Technology
Commercial Transportation and Maintenance (CDL)
Diesel Technology Fundamentals
Early Childhood Education
Forestry Technician
Medical Office Administrative Support
Related Welding Technology
Small Business/Entrepreneurship
Welding Technology

General Courses (20 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or above)
- PSYC& 100 - General Psychology 5 credits
or
- PSYCH 106 - Human Relations 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits
- CMST& 220 - Public Speaking 5 credits

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 credits
- BA 104 - Mathematics for Business 5 credits
- BA 140 - Business English 5 credits
- BA 150 - Fundamentals of Finance 5 credits
- BUS& 201 - Business Law 5 credits
- ENGL 150 - Vocational/Technical and Business Writing 5 credits

Minimum Credits Required: 90

Office Professional Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- BA 140 - Business English 5 credits
- BTECH 115 - Electronic Math Applications 3 credits
- BTECH 140 - Word Processing Applications 5 credits
- BTECH 205 - Records and Information Management 5 credits
- BTECH 220 - Office Procedures and Ethics 5 credits

Minimum Credits Required: 23

Open Root Pipe Welding Certificate of Achievement

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.

Core Courses

- WELD 260 - Pipe Welding III 16 credits
- WELD 265 - Pipe Certification 16 credits

Minimum Credits Required: 32

Organizational Management, BAS

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's 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 credits
- MATH& 146 - Introduction to Statistics 5 credits
- Natural Science w/ Lab 5 credits
- CMST& 220 - Public Speaking 5 credits
- ACCT& 201 - Principles of Accounting I 5 credits

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 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 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.

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

Schedule

Fall Quarter - Year 1

- BASM 302 - Introduction to Leadership 5 credits
- BASM 303 - Human Resources Systems 5 credits
- ENGL 304 - Advanced Business Writing 5 credits

Winter Quarter - Year 1

- BASM 301 - Writing and Managing Grants 5 credits
- BASM 305 - Program Assessment and Evaluation 5 credits
- SOC 306 - Organizational Behavior 5 credits

Spring Quarter - Year 1

- BASM 307 - Quantitative Design, Data, Analysis 5 credits
- BASM 308 - Emerging Technologies (Including Collaborative and Project Software) 5 credits
- BASM 309 - Project Management - Time Goals and Budget Management 5 credits

Fall Quarter - Year 2

- BASM 401 - Business Processes and Excel 5 credits
- BASM 402 - Leading and Managing in a Diverse World 5 credits
- SOC 403 - Organizational Communication in a Social Context 5 credits

Winter Quarter - Year 2

- BASM 404 - Interpretation of Accounting - Accounting for Decision Making 5 credits
- SOC 405 - Legal and Labor Issues of Supervision & Management 5 credits
- BASM 406 - Seminars in Private/Public Service 5 credits

Spring Quarter - Year 2

- BASM 407 - Professional Ethics and Social Responsibility 5 credits
- BASM 408 - Facilitating Change/Development 5 credits
- BASM 409 - Capstone Project and/or Administrative/Management Internship 5 credits

Pipe Welding Basics Certificate of Achievement

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.

Core Courses

- WELD 130 - Advanced Welding 16 credits
- WELD 240 - Credits Pipe Welding I 16 credits

Minimum Credits Required: 32

Pipe Welding, AT

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.

Prerequisite Requirements

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

Core Courses (150 credits)

- WELD 100 - Welding Blueprint Reading 6 credits
- WELD 110 - Beginning Welding 16 credits
- WELD 120 - Intermediate Welding 16 credits
- WELD 130 - Advanced Welding 16 credits
- WELD 240 - Credits Pipe Welding I 16 credits
- WELD 245 - Fabrication 16 credits
- WELD 248 - Code Welding 16 credits
- WELD 255 - Pipe Welding II 16 credits
- WELD 260 - Pipe Welding III 16 credits
- WELD 265 - Pipe Certification 16 credits

General Education Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
- or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or higher)
- PSYC& 100 - General Psychology 5 credits
- or
- PSYCH 106 - Human Relations 5 credits
- or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 165

Power Train, Manual and Automatic Transmissions Certificate of Achievement

Prerequisite Requirements

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

Core Courses

- AUTO 211 - Power Trains/Transmissions (Manual and Automatic) 16 credits

Minimum Credits Required: 16

Related Welding Technology Certificate of Completion

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.

Core Courses (24 credits)

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

General Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (**or above**)
- PSYC& 100 - General Psychology 5 credits
or
- PSYCH 106 - Human Relations 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 39

Small Business/Entrepreneurship Certificate of Completion

Core Courses (20 credits)

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

Support Courses (16 credits)

- ACCT 113 - Introduction to Accounting I 5 credits
- ACCT 176 - Computerized Accounting Functions to Quickbooks™ 5 credits
- BTECH 150 - Excel 5 credits

- BTECH 102 - Introduction to Microsoft Office 3 credits

General Courses (13-15 credits)

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

Minimum Credits Required: 49

Software Applications Certificate of Achievement

Core Courses

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

Minimum Credits Required: 30

Structural Welding, AT

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.

Prerequisite Requirements

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

Core Courses (118 credits)

- WELD 100 - Welding Blueprint Reading 6 credits
- WELD 110 - Beginning Welding 16 credits
- WELD 120 - Intermediate Welding 16 credits
- WELD 130 - Advanced Welding 16 credits
- WELD 240 - Credits Pipe Welding I 16 credits
- WELD 245 - Fabrication 16 credits
- WELD 248 - Code Welding 16 credits
- WELD 250 - Structural Certification 16 credits

General Education Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
- or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or higher)
- PSYC& 100 - General Psychology 5 credits
- or
- PSYCH 106 - Human Relations 5 credits
- or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 133

Teacher Education Elementary Education (K-8) with English Language Learners Endorsement, BAS

BAS-Teacher Education

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 prepares teachers to construct and facilitate culturally responsive learning experiences 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 and provide the 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 may 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& 201 and EDUC& 202 or 1-year full-time equivalent guided practice.

Prerequisite Requirements (50-55 credits):

- ENGL& 101 - English Composition
- ENGL& 102 - English Composition II
- or
- ENGL& 235 - Technical Writing

- MATH& 131 - Mathematics for Elementary Education 1
and
- MATH& 132 - Mathematics for Elementary Education 2
or
- MATH& 107 - Math in Society
or
- Higher college-level math class
- BIOL& 100 - Survey of Biology with Lab or any BIOL or CHEM class with lab
- CMST& 220 - Public Speaking
- ECED& 180 - Language and Literacy Development
- EDUC& 201 - Introduction/Orientation to Teaching
- EDUC& 202 - Education Practicum
- HIST& 219 - Native American History
- PSYC& 100 - General Psychology
or
- SOC& 101 - Introduction 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 all AA-DTA Degree recommended courses listed below.

AA-DTA Degree Recommended Courses (40 credits):

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

- ENGL 233 - Survey of Children's Literature (ENGL 233 is highly recommended)
or
- ENGL& 111 - Introduction to Literature
- ENV& 100 - Survey of Environmental Science
- EARTH 102 - Earth Science
- PSYC& 200 - Lifespan Psychology
- Any Western Civilization or US History
- POLS& 202 - American Government
- Electives SPAN& 121, SPAN& 122, CMST& 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, spreadsheets, 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.
- 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.

Schedule

Total BAST courses/all quarters: 101 credits

**Note: AA-DTA courses (40 credits) not previously completed are not included in these 101 credits)*

Fall Quarter - Year 1

- BAST 301 - Practicum I 2 credits
- BAST 345 - ELA Methods 5 credits
- BAST 380 - Understanding Learning 5 credits
- BAST 421 - Classroom Management 5 credits
- BAST 430 - Social/Legal Foundations 5 credits

Winter Quarter - Year 1

- BAST 302 - Practicum II 2 credits
- BAST 355 - Reading Methods 5 credits
- BAST 360 - Assessment for Learning 5 credits
- BAST 370 - Language and Culture 5 credits

Spring Quarter - Year 1

- BAST 303 - Practicum III 2 credits
- BAST 326 - Science Methods 5 credits
- BAST 371 - Advanced Language and Literacy 5 credits
- BAST 420 - Planning Instruction 5 credits

Fall Quarter - Year 2

- BAST 325 - Math Methods 5 credits
- BAST 365 - Social Studies Methods 5 credits
- BAST 496 - Student Teaching I 3 credits

Winter Quarter - Year 2

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

Spring Quarter - Year 2

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

Welding Basics Level 1 Certificate of Achievement

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.

Core Courses

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

Minimum Credits Required: 18

Welding Basics Level 2 Certificate of Achievement

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.

Core Courses

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

Minimum Credits Required: 38

Welding Technology Certificate of Completion

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.

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 credits
- WELD 110 - Beginning Welding 16 credits
- WELD 120 - Intermediate Welding 16 credits
- WELD 130 - Advanced Welding 16 credits

General Courses (15 credits)

- ENGL& 101 - English Composition I 5 credits
or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- MATH 100 - Vocational Technical Mathematics 5 credits (or above)
- PSYC& 100 - General Psychology 5 credits
or
- PSYCH 106 - Human Relations 5 credits
or
- SOC& 101 - Introduction to Sociology 5 credits

Minimum Credits Required: 69

Bachelor of Applied Science Degrees

BAS General Information

Applied bachelor's degrees fill skill gaps in practical, market-driven fields where job requirements have advanced beyond the associate degree level. They add junior and senior courses to two-year professional-technical (vocational) degrees that would otherwise not transfer to universities. Students build upon their already valuable two-year degrees to land higher-paying jobs and promotions, while employers get the rounded skill sets they seek in bachelor's degrees.

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

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

Bachelor of Applied Science - Teacher Education Elementary Education K-8 - 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.

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

Patrick Mahoney, Faculty Advisor
(360) 538-4033
patrick.mahoney@ghc.edu

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

BAS - Organizational Management (BAS-OM)

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

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

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

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

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

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

Course Descriptions

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.

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 - Introduction to Accounting I

5 credits

Prerequisites

READ 090, completion of or current enrollment in MATH 070 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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Learn the basic accounting equation and its components
- Explain the importance of business transactions and accounting measurement
- Demonstrate the ability to record common business transactions
- Understand the steps in the accounting cycle and identify and use the typical elements in a manual accounting system
- Produce and interpret basic financial reports

ACCT 114 - Introduction to Accounting II

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Students will learn to:

- Identify the types assets and explain the management issues related to accounting for them
- Handle the merchandise inventory account under either of the two predominate inventory systems
- Modify records to accommodate the potential of a partnership
- Record, update, and maintain accounts for a corporation

ACCT 175 - Business and Payroll Tax Accounting

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Describe the use of the personnel and payroll records to provide the information for payroll
- Understand the Fair Labor Standards Act, Social Security Act, federal income tax withholding law, and other laws relating to the payment of wages and salaries
- Understand the basic payroll accounting and procedures used in computing wages and salaries and the timekeeping methods used to record time worked
- Identify the preparation of payroll registers, the recording of accounting entries for payroll, and the preparation of payroll tax returns required of business
- Complete a payroll project manually or with a computer

ACCT 176 - Computerized Accounting Functions to Quickbooks™

5 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Students will learn to:

- Demonstrate an understanding of QuickBooks including invoicing customers, receiving payments, paying bills, preparing credit memos, printing checks, and creating new accounts
- Create and modify reports and utilize reports to double check work
- To prepare end-of-the-period general journal entries, bank reconciliation, and financial statements

ACCT 180 - Accounting with SAGE

5 credits

Prerequisites

ACCT 114 or ACCT& 201, and 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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Students will learn to process and manage all the transactions that are imperative for a merchandising business, including:

- Compute the net realizable value
- Understand and use the controls essential to prevent errors that might occur when handling cash
- Calculate and process all the transactions associated with inventory
- Computer, examine and utilize the financial information on the standard reports
- Calculate interest on notes payable and notes receivable

ACCT 220 - Federal Income Tax I

5 credits

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.

Theory Hours

5 lecture hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Computation of the tax liability, gross income, itemized deductions, exemptions, and credits
- Identify tax issues and where to research a resolution
- Understand self-employment taxes
- Completion of a various tax forms

ACCT& 201 - Principles of Accounting I

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Learn the basic accounting equation and its components
- Explain the importance of business transactions and accounting measurement
- Demonstrate the ability to record common business transactions
- Understand the steps in the accounting cycle and identify and use the typical elements in a manual accounting system

- Produce and interpret basic financial reports

ACCT& 202 - Principles of Accounting II

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Identify the types of long-term assets and explain the management issues related to accounting for them
- Account for partnership income, dissolution, and liquidation
- Understand the issuance of stock, dividends, and stock options, as well as buying treasury stock
- Prepare a statement of cash flows
- Be able to journalize, post transactions, produce financial reports and evaluate performance of a business

ACCT& 203 - Principles of Accounting III

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

Students will learn to:

- Allocate manufacturing overhead using activity-based systems
- Use cost concepts to facilitate decision making
- Prepare budgets and explain their usefulness in managing an organization
- Apply incremental analysis to various short-run decisions
- Use various techniques to make pricing decisions

AIDS

AIDS 102 - Health Care Perspective on AIDS

0.8 credits

A workshop meeting WAMI, HIV, core curriculum requirements aimed at health care professionals to meet licensing requirements related to AIDS training.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Define what HIV means. (*Disciplinary Learning, Social and personal responsibility*) *
- List the risk behaviors that transmit HIV. (*Disciplinary Learning, Social and personal responsibility*)
- Discuss transmission of HIV. (*Disciplinary Learning, Social and personal responsibility*)
- Describe body substance precautions (BSP) criterion. (*Disciplinary Learning, Social and personal responsibility*)
- Discuss risk of exposure. (*Disciplinary Learning, Social and personal responsibility*)
- Verbalize CDC reporting guidelines. (*Disciplinary Learning, Social and personal responsibility*)
- Define confidentiality and documenting/reporting. (*Social and personal responsibility*)
- Identify support groups. (*Social and personal responsibility*)
- List drugs used in the treatment of HIV/AIDS. (*Disciplinary Learning*)
- Identify treatment concerns. (*Disciplinary Learning*)
- Define the HIV window period. (*Disciplinary Learning*)
- Identify stigmas associated with HIV. (*Social and personal responsibility*)
- Describe nursing care and management of clients with HIV/AIDS. (*Disciplinary Learning, Social and personal responsibility*)

* *Desired Student Abilities*

Note

This course is offered on an independent study basis. Students can enroll at any time through the end of the quarter.

Alcohol/Substance Abuse

ALSA 100 - HIV & Other Issues in Substance Use Disorders

2 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

- Identify transmission modes and risk reduction methods for HIV/Aids, blood borne pathogens, sexually transmitted diseases (STDs) TB, and other blood and airborne pathogens
- Recognize and name medical issues associated with substance abusing individuals
- Explain the right to confidentiality, HIPPA, and patient disclosure to a substance abusing individual
- Explain/demonstrate universal healthcare precautions and promote healthy behaviors to reduce risks

ALSA 120 - Pharmacology of Alcohol/Drugs

4 credits

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.

Theory Hours

4 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Major pharmacological concepts, such as drug interactions, allergic reactions, active metabolites, SAR, routes of administration, absorption of drugs, metabolism, etc., will be discussed
- Students will be introduced to discipline specific reference works
- Students will learn words, definitions, and concepts
- This class is designed to present major drug classes and the pharmacology of each drug class

ALSA 125 - The Dysfunctional Family

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Meet mandated course requirement for Substance/Alcohol Counselor I certification by Bureau of Alcohol and Substance Abuse, Chemical Dependency Certification Board and State Department of Licensing
- To introduce students to family group processes and theoretical framework for treatment of family disorders related to alcohol/substance abuse

ALSA 136 - Group Dynamics

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Meet mandated course requirement for Substance/Alcohol Counselor I Certification by Bureau of Alcohol and Substance Abuse, Chemical Dependency Certification Board and State Department of Licensing
- Introduce students to theoretical framework and skills necessary to leading group process focusing on participants dealing with substance/alcohol abuse

ALSA 140 - Chemical Dependency/Case Management

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Be able to list the primary purpose of client record
- Be able to identify each element of a client record and list the purposes of each
- Be able to state the requirements of the Washington Administrative Code regarding client records
- Be able to write an Assessment for Physicians, attorneys, DOL and other treatment programs
- Be able to write a Treatment Plan including objectives, time frame and methods
- Be able to evaluate and update a Treatment Plan
- Be able to write clear, concise progress notes per DASA requirements
- Identify the counseling flow from assessment to each counselor interview and relate it to the Treatment Plan
- Be able to write a Discharge Summary

ALSA 209 - Law/Ethics Substance Use Disorder Treatment

2 credits

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.

Theory Hours

2 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Understanding of the differences between professional counseling and sponsorship
- Understanding of relapse warning signs
- Understanding of contagion
- Understanding of appropriate boundaries between counselors and consumers
- Understanding of Professional Ethics
- Understanding of the use and misuse of substances
- Understanding of conflicts of interest

ALSA 210 - Substance Use Disorder Treatment and the Law

2 credits

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.

Theory Hours

2 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Understanding of confidentiality issues
- Understanding of boundary issues
- Understanding of release of information documentation
- Understanding of requirements to report
- Understanding of court ordered drug and alcohol treatment
- Understanding of the Washington State Judicial System
- Understanding of the Washington Administrative Codes pertaining to drug and alcohol treatment

ALSA 211 - Relapse Prevention

2 credits

The course will focus on relapses in Substance Use Disorder treatment. Preventing and managing with 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.

Theory Hours

2 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course, students will be able to:

- Demonstrate a basic understanding of the criteria for diagnosis of Substance Use Disorder. Mild, Moderate, Severe from the DSM 5
- Demonstrate a basic understanding of the historical theories of addiction, Moral Model, Temperance Model, Disease Model, Psychological or Character Model, Social Education Model, Social Learning Model, Coping Model
- Demonstrate a basic understanding of how to identify the stage of change an individual is at and how to determine that they are moving through the stages of change
- Demonstrate a basic understanding of what relapse is and how to meet the individual where they are at, how to identify relapse process, emotional relapse, mental relapse, and physical relapse

ALSA 212 - Youth Substance Use Disorder Assessment/Counseling

2 credits

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.

Theory Hours

2 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Understand youth chemical dependency treatment concepts
- Understand youth chemical dependency assessment
- Understand the legal and ethical ramifications of youth chemical dependency treatment
- Understand at risk behavior
- Understand suicide risk in youth treatment
- Understand how to work with youth and their parent figures

ALSA 270 - Skills in Substance Use Disorder Treatment

4 credits

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.

Theory Hours

4 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Introduce students to the logical progression of the counseling process from the initial interview through termination as it applies specifically to counseling clients with alcohol or other drug dependence
- Increase the students' abilities to effectively communicate and interact therapeutically with clients who are experiencing alcohol or other drug dependence
- Increase the students' abilities to gather, utilize, and evaluate information obtained in counseling sessions with alcohol or other drug abusing or dependent clients

HSSA& 101 - Introduction to Addictive Drugs

4 credits

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.

Theory Hours

4 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Students will be familiar with:

- Various etiological theories of alcoholism
- Effects of alcohol and alcoholism on the body
- Effects of alcoholism within the family system
- The behavioral effects of alcoholism and sociological consequences
- Distinguishing between drug use and abuse

Allied Health**AHLTH 150 - Comprehensive Medical Terminology**

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Form and analyze medical terms after memorizing word elements
- Spell medical terms
- Form singular, plural, and adjective forms of medical terms

- Identify and translate medical abbreviations and symbols
- Demonstrate the ability to identify, recognize, and understand medical terms correctly when used in a common medical context
- Demonstrate the ability to identify, recognize and correctly associate medical terms as they relate to anatomy
- Demonstrate an understanding of common and standard diagnostic and therapeutic procedures
- Demonstrate an understanding of the basic anatomy and physiology

Anthropology

ANTH& 100 - Survey of Anthropology

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Identify and define the four major sub-disciplines of anthropology
- Define and apply key elements of the anthropological approach: holism, comparativism, cultural relativism and the culture concept
- Identify and define anthropological research methodology and research techniques
- Identify and discuss the basic principles of biological evolution and evolutionary theory
- Discuss the hominid fossil record
- Identify and discuss principles of archaeological methods and interpretation
- Describe the development of human society and culture over time

ANTH& 204 - Archaeology

5 credits

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.

AA Specified Elective

Satisfies specified elective requirements for the Native Pathways AA degree.

ANTH& 206 - Cultural Anthropology

5 credits

Prerequisites

Completion of or concurrent enrollment in ENGL& 101 recommended.

The study of diverse cultural traditions in around the world, with an emphasis on understanding cultural differences and similarities.

Theory Hours

5 theory hours.

AA Specified Elective

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

ANTH& 210 - Indians of North America

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

ANTH& 216 - Pacific Northwest Coast Peoples

5 credits

Prerequisites

Completion of or concurrent enrollment in ENGL& 101 recommended.

Pacific Northwest Coast Peoples - 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.

Theory Hours

5 lecture hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Art

ART 101 - Beginning Drawing

5 credits

Prerequisites

ENGL 095 or placement in ENGL& 101, or instructor permission.

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 studio hours.

AA Specified Elective

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

Course Outcomes

- Create visual statements from observation that utilize expressive and formal elements
- Create visual statements that demonstrate craftsmanship and perceptual attention in assigned media
- Analyze, interpret, and present visual statements in assigned media

ART 102 - Intermediate Drawing

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 studio hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Create visual statements from observation that utilize expressive and formal elements
- Create visual statements that demonstrate craftsmanship and perceptual attention in assigned media
- Analyze, interpret, and present visual statements in assigned media
- Create visual statements in response to contemporary practice

ART 103 - Advanced Drawing

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 studio hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Create visual statements of personal significance that utilize expressive and formal elements
- Create visual statements of personal significance that demonstrate innovation in chosen media
- Analyze, interpret, and present a coherent body of visual statements in chosen media
- Create visual statements in response to contemporary practice

ART 104 - 2D Design

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 studio hours.

AA Specified Elective

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

Course Outcomes

- analyzing and interpreting design problems and solutions
- creating design solutions that utilize technical understanding of different media
- utilizing vocabulary specific to the visual arts
- creating design solutions that utilize formal elements of art and design
- creating design solutions that utilize a developed craftsmanship in assigned media
- creating design solutions that utilize expressive and aesthetic elements

ART 105 - 3D Design

5 credits

Prerequisites

ART& 100

Introduces concepts and 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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 studio hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Create design solutions that utilize three-dimensional formal elements including color
- Create design solutions that utilize technical understanding, craftsmanship, and attention in different media
- Create site specific design solutions that activate three-dimensional space
- Analyze, interpret, and present three-dimensional design problems and solutions

ART 251 - Beginning Painting

5 credits

Recommended Preparation

ART 104 or ART 105

Prerequisites

ART 101 or instructor permission.

Introduction to the medium of paint. Develop skills in paint handling, color mixing, and various painting behaviors to form expressive compositions. Emphasis on painting from life, representation, and contemporary practice.

Theory Hours

4 theory hours.

Guided Practice Hours

2 studio hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Create visual statements in paint that utilize expressive and formal elements
- Create visual statements in paint that demonstrate craftsmanship and attention
- Analyze, interpret, and present visual statements in paint

ART 252 - Intermediate Painting

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 studio hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Create visual statements of personal significance in paint that utilize expressive and formal elements
- Create visual statements of personal significance in paint that demonstrate craftsmanship and attention.
- Analyze, interpret, and present visual statements in paint that respond to contemporary practice

ART 260 - Beginning Printmaking

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 studio hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Create hand pulled prints that utilize expressive and formal elements
- Create hand pulled prints that demonstrate craftsmanship and attention
- Create technical works of art that utilize an understanding of various printmaking processes and media
- Analyze, interpret, and present visual statements in assigned media

ART& 100 - Art Appreciation

5 credits

Recommended Preparation

ENGL& 101

Prerequisites

ENGL 095 or placement in ENGL& 101, or instructor permission.

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Articulate the significance of art objects as expressions of individual and various cross-cultural values
- Interpret and articulate subjective aesthetic experience using vocabulary common to the critical analysis of art
- Research and identify significant art objects, styles, and concepts
- Create original, material content via exploratory applications of various media, techniques, and strategies

Astronomy

ASTR& 100 - Astronomy

5 credits

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.

Theory Hours

5 lecture hours.

AA Specified Elective

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

Course Outcomes

- To develop an awareness and appreciation of astronomy and the beauty of the night sky
- To develop critical thinking skills and to expose students to the scientific process and the scientific method
- To help provide students the skills needed to continue learning throughout their lives
- To introduce students to the objects and processes operating in the universe beyond the Earth

Automotive Technology

AUTO 111 - Brakes/Suspension/Steering

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectations of this course (competency in the discipline (4 CD), literacy (2 L), critical thinking (3 CT), social and personal responsibility (4 SP), and information use (4 IU)] student will:

- Demonstrate employability by following safe work practices, being on time, maintaining proper attendance, and properly following written and oral instruction (SP)
- Demonstrate safety and proper work habit (CD, SP)
- Meet NATEF competency criteria in the following areas:
 - Identify safety rules and procedures. (L, CT, IU)
 - Identify measuring instruments and procedures. (L, CT, IU)
 - Identify automotive service tools and equipment. (L, CT, IU)
 - Identify the various components used on automotive steering and suspension systems and describe the function of each. (L, IU)
 - Diagnose any malfunction of the steering and suspension components used on automobiles. (CD, CT, IU)
 - Identify all the measurements to be made when properly checking the alignment of an automobile. (CD, CT, SP, IU)
 - Diagnose tire wear problems and/or vibrations and describe the necessary repairs. (CD, CT, IU)
 - Disassemble, inspect, clean, and re-assemble all components of the steering and suspension systems as in accordance to the service manuals procedures. (CD, L, SP, IU)
 - Perform two-wheel alignments. (CD, CT, SP, IU)
 - Perform four-wheel alignments. (CD, CT, SP, IU)
 - Perform tire balancing. (CD, CT, SP, IU)
 - Identify the various brake components used on automobiles and describe the functions of each. (L, CT)
 - Diagnose brake component/system malfunctions. (CD, CT, SP, IU)
 - Identify the special tools necessary to properly diagnose and repair brake components/system malfunction(s). (L, US)
 - Demonstrate proper use of special tools in diagnosing and repairing brake component malfunctions. (CD, SP, IU)
 - Disassemble, clean, inspect, and measure for wear all components of brake systems following established service manual procedures. (CD, CT, SP, IU)
 - Refinish a brake rotor and/or brake drum following established service manual procedures. (CD, L, SP, IU)

AUTO 112 - Electrical/Electronics/ABS

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate employability by following safe work practices, being on time, maintaining proper attendance, and properly following written and oral instruction (SP)
- Demonstrate safety and proper work habit (CD, SP)
- Meet NATEF competency criteria in the following areas:
 - Demonstrate the use of Ohms Law by solving for unknown values in basic series and parallel circuits. (L, CT)
 - Identify automotive electrical components and the symbol for each component. (CD, L, CT)
 - Demonstrate the use of digital multimeter by performing circuit measurements on starting and charging circuits. (CD, IU)
 - Demonstrate schematic reading by showing correlation between schematic and actual circuit component. (CD, L, CT, IU)
 - Perform service to starting and charging system components. (CD, SP, IU)
 - Perform wiring repair. (CD, IU)

- Identify H.E.I. systems. (L, CT)
- Identify component parts of H.E.I. systems and state their purpose. (CD, L, CT)
- Perform bench tests on each component part. (CD, SP)
- Perform diagnostic troubleshooting on H.E.I. systems. (CD, CT, SP, IU)
- Identify the various Anti-Lock brake components used on automobiles and describe the functions of each. (CD, L, IU)
- Diagnose Anti-Lock brake component/system malfunctions. (CD, CT, SP, IU)
- Identify the special tools necessary to properly diagnose and repair Anti-Lock brake components/system malfunction(s). (CD, L)
- Demonstrate proper use of special tools in diagnosing and repairing ABS brake component malfunctions. (CD, CT, IU)
- Disassemble, clean, inspect, and measure all components of an ABS system following established service manual procedures. (CD, L, SP)

AUTO 113 - Engines/Electrical/Tune-up/Ignition

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectations of this course (competency in the discipline (4 CD), literacy (2 L), critical thinking (3 CT), social and personal responsibility (4 SP), and information use (4 IU)] student will:

- Demonstrate employability by following safe work practices, being on time, maintaining proper attendance, and properly following written and oral instruction (SP)
- Demonstrate safety and proper work habit (CD, SP)
- Meet NATEF competency criteria in the following areas:
 - Identify the various components of an engine. Describe how variations in these components affect fuel economy, performance, and emissions. (L, IU)
 - Demonstrate the ability to use precision measuring tool in determining the condition of a disassembled engine and all the different components of the engine. (CD, L, IU)
 - Demonstrate the ability to perform proper diagnostic test (e.g., vacuum tests, cylinder compression tests, and cylinder leak down tests, etc.) to determine engine condition prior to engine teardown. (CD, CT, SP, IU)
 - Demonstrate the ability to remove and replace a front wheel drive engine or a rear wheel drive engine safely, and efficiently as described in an appropriate service manual. (CD, SP, IU)
 - Demonstrate the ability to take a given component measurement and compare it to the proper specifications to determine the amount of wear. (L, CT)
 - Demonstrate the ability to assemble an engine as outlined in the appropriate service manual and by so doing achieve maximum horsepower, torque, and expected emissions requirements. (CD, L, IU)

AUTO 211 - Power Trains/Transmissions (Manual and Automatic)

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectations of this course (competency in the discipline (4 CD), literacy (2 L), critical thinking (3 CT), social and personal responsibility (4 SP), and information use (4 IU)] student will:

- Demonstrate employability by following safe work practices, being on time, maintaining proper attendance, and properly following written and oral instruction (SP)
- Demonstrate safety and proper work habit (CD, SP)
- Meet NATEF competency criteria in the following areas:
 - Identify the components of rear-wheel drive automatic and manual transmission, clutch, and differential operation. (L, CT)
 - Identify the components of front-wheel drive automatic and manual transmission/transaxle clutch, and differential components. (L, CT)
 - Remove and install driveline, automatic and manual transmission/transaxles components. (CD, SP, IU)
 - Diagnose/repair of front-wheel drive automatic and manual transmission/transaxle systems. (CD, CT, SP, IU)
 - Diagnose /repair of rear-wheel drive automatic and manual transmission systems. (CD, CT, SP, IU)

AUTO 212 - Fuel Systems/Electronic/Computer Controls

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcome expectations of this course [Competency in the Discipline (CD), Literacy (L), Critical Thinking (CT), Social and Personal responsibility (SP), and Information Used (IU)] the student will:

- Demonstrate employability by following safe work practices, being on time, maintaining proper attendance, and properly following written and oral instructions
- Demonstrate safe and proper work habits
- Meet NATEF competency criteria in the following areas:
 - Identify fuel system components and state purpose of each. (L, CT)
 - Identify sensors and circuits and troubleshoot utilizing computer safe procedures. (CD, SP, IU)
 - Identify and test actuator circuits and troubleshoot with computer safe procedures. (CD, SP, IU)
 - Diagnose malfunctions in the fuel system. (CD, CT, SP, IU)
 - Interpret data from system and gas analyzers. (L, CT, IU)
 - Diagnose and interpret drivability problems. (CD, L, CT, IU)
 - Troubleshoot customer complaints. (CD, CT, SP)
 - Determine needed repairs. (CD, CT, IU)

AUTO 213 - Advanced Engine Performance/Air Conditioning/ Heating/Shop Management

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectations of this course [Competency in the discipline (CD), Literacy (L), Critical Thinking (CT), Social and Personal responsibility (SP), and Information Used (IU)] student will:

- Demonstrate employability by following safe work practices, being on time, maintaining proper attendance, and properly following written and oral instructions
- Demonstrate safe and proper work habits
- Meet NATEF competency criteria in the following areas:
 - Identify engine analyzers and describe their purpose. (L, CT)
 - Identify lab scopes and describe their purpose. (L, CT)
 - Identify meters and describe their purpose. (L, CT)
 - Diagnose automotive engine problems using engine analyzers. (CD, CT, SP, IU)
 - Diagnose electronic problems using lab scopes. (CD, CT, SP, IU)
 - Diagnose automotive electrical problems using meters. (CD, CT, SP, IU)
 - List safety precautions in handling refrigerant-12/134-A. (L, SP)
 - Trace the flow of Refrigerant-12/134-A through the automotive A/C system. (L, CT)
 - Describe basic operation of each component in the typical automotive A/C system. (L, CT)
 - Describe the different types of automotive air conditioning systems. (L, CT)
 - Identify the different types of compressors and controls. (CD, L, IU)
 - Use the manifold gauge set in discharging, evacuating, and charging automotive A/C systems. (CD, SP, IU)
 - Detect leaks using both propane torch and electronic leak detectors. (CD, IU)
 - Check oil level in the compressor. (CD, IU)
 - Repair refrigerant lines. (CD, IU)
 - Diagnose and troubleshoot system. (CD, CT, IU)

- Identify the types of compressors used on modern vehicles. (L, CT)

Biological Science

BIOL 109 - Plants of Western Washington with Lab

5 credits

Corequisites

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

AA Specified Elective

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

Course Outcomes

Upon successful completion of the course, the student will be able to:

- Describe how plants are classified utilizing general principals of taxonomy
- Identify regionally important plants by both common and scientific names
- Describe vegetative and reproductive morphology
- Differentiate how variation plays a role in plant identification

BIOL 114 - Marine Biology

5 credits

Prerequisites

READ 090 or above MATH 101.

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 224 - Fish Biology

6 credits

Prerequisites

College level math and 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.

AA Specified Elective

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

Course Outcomes

Upon successful completion of this course, students will be able to fulfill the following Science Program Outcomes:

- Understand the nature of science, including the role of observation in the development of scientific theories and laws
- Display knowledge of basic fisheries science concepts
- Use the languages of science to interpret and communicate scientific information
- Think critically and communicate understanding of fisheries science concepts
- Use scientific knowledge to analyze and evaluate data and solve problems; and obtain and analyze experimental data
- Applying understanding of fisheries to guided practice

BIOL 225 - Chemical Field and Lab Methods

6 credits

Prerequisites

College level math and 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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

Upon successful completion of this course, students will be able to fulfill the following Science Program Outcomes:

- Understand the nature of science, including the role of observation in the development of scientific theories and laws
- Display knowledge of basic fisheries science concepts
- Use the languages of science to interpret and communicate scientific information
- Think critically and communicate understanding of fisheries science concepts
- Use scientific knowledge to analyze and evaluate data and solve problems; and obtain and analyze experimental data
- Applying understanding of fisheries to guided practice

BIOL 226 - Advanced Aquaculture

4 credits

Prerequisites

College level math and 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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

Upon successful completion of this course, students will be able to fulfill the following Science Program Outcomes:

- Understand the nature of science, including the role of observation in the development of scientific theories and laws
- Display knowledge of basic fisheries science concepts
- Use the languages of science to interpret and communicate scientific information
- Think critically and communicate understanding of fisheries science concepts
- Use scientific knowledge to analyze and evaluate data and solve problems; and obtain and analyze experimental data
- Applying understanding of fisheries to guided practice

BIOL& 100 - Survey of Biology with Lab

5 credits

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 nonmajors 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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

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

Course Outcomes

Upon successful completion of this course, students will be able to fulfill the following Science Program Outcomes:

- Understand the nature of science, including the role of observation in the development of scientific theories and laws
- Display knowledge of basic biology science concepts
- Use the languages of science to interpret and communicate scientific information
- Think critically and communicate understanding of biology science concepts
- Use scientific knowledge to analyze and evaluate data and solve problems; and obtain and analyze experimental data
- Applying understanding of biology to guided practice

BIOL& 160 - General Biology with Lab

5 credits

Recommended Preparation

READ 090 or placement in college level reading.

Prerequisites

ENGL 095 or placement in ENGL& 101, MATH 097 or placement in MATH 098 or higher, concurrent enrollment in BIOL& 160 Lab.

An introduction to the processes and principles that are common to all living things. The course has a strong emphasis on molecular and cellular biology, including: Chemistry of life, cell structure and function, 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, continuing on in biology or the health sciences and is a prerequisite for Human Anatomy & Physiology (BIOL& 241/242).

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

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

Course Outcomes

Upon completion of this course, students will:

- Demonstrate knowledge and communicate the process of science as it applies to biology
- Describe and identify the characteristics of life shared by all living organisms
- Demonstrate understanding of atomic structure
- Demonstrate knowledge of cell function and structure
- Describe the process of biological evolution and its relationship to both the unity and the diversity of life
- Describe the classification of living organisms and in doing so will
- Identify the differences between the eukaryotic kingdoms of life

BIOL& 175 - Human Biology with Lab

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

3 guided practice hours.

AA Specified Elective

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

Course Outcomes

Upon completion of this course students will:

- Use basic medical terminology associated with human anatomy and physiology
- Understand the relationship between structure, function, and homeostasis in the following systems: Skeletal, Muscular, Nervous, Endocrine, Cardiovascular, Respiratory, Digestive, Renal, and Reproductive
- Be able to critically analyze, interpret and synthesize information related to health, especially in regard to personal health and wellbeing, and examples of fraudulent misrepresentation of the body or body function designed to mislead consumers into unwise purchases

BIOL& 211 - Biological Science I: Majors Cellular

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

3 guided practice hours.

Course Outcomes

On completion the student will be able to:

- Demonstrate an understanding of biology as a science and the nature of living organisms by understanding
 - The basic history of modern biological sciences
 - The scientific method
 - Evolution of cellular life, via cell theory and the theory of evolution by natural selection
 - Basic biochemistry of cells, and the
 - Basic structure and function of cellular components
- Demonstrate a basic understanding of the energy flow in cells
 - Understand enzymes and cellular chemistry result in cellular metabolism
 - Catabolic processes and of cellular respiration, from glycolysis to the electron transport chain
 - Anabolic processes and photosynthesis, from light reactions to the Calvin's cycle
 - How cells communicate
- Demonstrate an understanding of cellular reproduction by understanding
 - The process of asexual reproduction via mitosis and binary fission
 - The process of sexual reproduction via meiosis
 - The chromosomal patterns of inheritance and Mendelian genetics
- Demonstrate an understanding of information flow in cells via
 - The mechanisms of DNA replication and molecular basis of inheritance
 - The Mechanisms of gene regulation and gene expression
 - The evolution of genomes
 - The use of various biotechnology tools
- Demonstrate in writing an ability to conduct an experiment, analyze and correctly interpret that data

Note

(Formerly BIOL& 222). Satisfies science or lab requirement area A distribution or specified elective for the AA degree. Offered fall quarter.

BIOL& 212 - Biological Science II: Majors Animal

5 credits

Prerequisites

A grade of "C" or better in BIOL& 211 or instructor permission, concurrent enrollment in BIOL& 212 Lab.

The second course in a three-quarter sequence for students intending to take advanced courses in the biological sciences or to enroll in pre-professional health programs. The course covers basic botanical and zoological concepts, emphasizing structure and function with the central theme being evolution and diversity.

Theory Hours

4 theory hours.

Guided Practice Hours

3 guided practice hours.

AA Specified Elective

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

Course Outcomes

Upon completion the student will be able to:

- Demonstrate an understanding of the major concepts of evolutionary biology
 - Understand the principles of microevolution, from the principles of natural selection and genetic drift basic population genetics
 - Understand patterns in macroevolution, from the process of speciation, major patterns of speciation and extinction, and how this relates to the natural history of earth
- Demonstrate a knowledge of the phylogeny and biodiversity of animals
 - Understand the domains of life and what organisms/ features place organisms in those groups
 - Understand the major phylum's of animals, how they evolved and are related, and characteristics that place animals in those groups
- Demonstrate an understanding the role of various animal physiological systems in maintaining organismal homeostasis, from osmoregulation, gas exchange, nutrition, sensing and moving, immunity and reproduction
- Demonstrate in writing an ability to conduct an experiment, analyze and correctly interpret
 - Safely implement laboratory procedures and methods
 - Demonstrate critical thinking and problem-solving skills

Note

(Formerly BIOL& 223). Satisfies science or lab requirement area A distribution or specified elective for the AA degree. Offered winter quarter.

BIOL& 213 - Biological Science III: Majors Plant

5 credits

Prerequisites

A grade of "C" or better in BIOL& 211, concurrent enrollment in BIOL& 213 Lab.

The third course in a three-quarter sequence for students intending to take advanced courses in the biological sciences or to enroll in pre-professional health programs. The course covers principles of evolution, diversity, and ecology.

Theory Hours

4 theory hours.

Guided Practice Hours

3 guided practice hours.

AA Specified Elective

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

Course Outcomes

Upon completion the student will be able to:

- Identify common plant and fungal groups; demonstrate an understanding of plant and fungal diversity, evolution, and key characteristics
- Demonstrate an understanding of the relationship between form and function in animal and plant physiological systems based on simple biological principles
 - Including, but not limited to, animal cardiovascular systems, endocrine systems, immune systems, and reproductive systems
 - Including, but not limited to, plant structure, growth, nutrition, regulation, and reproduction
- Describe and understand the major concepts and methods of study in ecology, including organismal ecology, population ecology, community ecology, and global ecology, with emphasis placed on conservation ecology and global climate change
- Demonstrate skills in biological investigation by conducting prescribed experiments and properly documenting all work in an appropriate laboratory journal
- Demonstrate skills in the scientific investigation process by designing an experiment, conducting an experiment, and presenting experimental results in the form of a scientific paper, scientific presentation, and/or scientific poster

Note

(Formerly BIOL& 221). Satisfies science or lab requirement area A distribution or specified elective for the AA degree. Offered spring quarter.

BIOL& 241 - Human Anatomy and Physiology I

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

3 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

Upon completion of this course, students will be able to:

- Describe the relationship between structure and function of the human body within the context of both the hierarchy of organization as well as the maintenance of homeostasis
- Be able to describe physiological process from the cellular level through the organismal level as it relates to the integumentary, skeletal, muscular, and nervous systems
- Be able to identify anatomical structures and using anatomical specimens, models, slides, and charts. demonstrate understanding of atomic structure
- Critically analyze and evaluate physiological data and speculate medical diagnosis and prognosis

BIOL& 242 - Human Anatomy and Physiology II

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

3 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

On completion of this course the students will be able to:

- Describe the relationship between structure and function of the human body within the context of both the hierarchy of organization as well as the maintenance of homeostasis. Use medical terminology to describe anatomical features and alterations of homeostasis (disease states). Describe homeostasis and explain the consequences of a loss of homeostasis. Differentiate between positive and negative feedback
- Be able to describe physiological process from the cellular level through the organismal level as it relates to the cardiovascular, lymphatic, endocrine, respiratory, digestive, urinary and reproductive systems. Apply their understanding of homeostasis to the cardiovascular system, endocrine system, immune system, respiratory system, digestive system, renal system, and reproductive system
- Be able to identify anatomical structures and using anatomical specimens, models, slides, and charts. Demonstrate understanding of atomic structure Describe the structures of the cardiovascular system and explain their functional relationships to each other
- Critically analyze and evaluate physiological data and speculate medical diagnosis and prognosis

BIOL& 260 - Microbiology with Lab

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

4 guided practice hours.

AA Specified Elective

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

Course Outcomes

Upon successful completion of this course, students will be able to fulfill the following Science Program Outcomes:

- Understand the nature of science, including the role of observation in the development of scientific theories and laws
- Display knowledge of basic microbiology concepts
- Use the languages of science to interpret and communicate scientific information
- Think critically and communicate understanding of microbiology concepts
- Use scientific knowledge to analyze and evaluate data and solve problems; and obtain and analyze experimental data
- Applying understanding of microbiology to guided practice

Business

BA 104 - Mathematics for Business

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Add, subtract, multiply and divide with fractions, decimals, and percentages
- Convert decimal to fractions (and vice versa) and decimals to percentages (and vice versa)
- Use equations to solve business problems
- Use percentage formulas to solve a variety of business problems
- Complete invoices and calculate trade and cash discounts, as well as due dates and amounts due
- Calculate markup and mark down
- Compute simple interest and solve for principle, rate, and time
- Compute the future value from a present amount and vice versa
- Calculate the future and present amount of an annuity
- Compute the periodic payment amount to retire a debt
- Calculate how large a periodic payment must be to reach a future amount
- Calculate the finance charge and new balance for credit cards and lines of credit
- Compute installment loan payments, APR, and finance charge rebates
- Compute monthly mortgage payments, PITI and closing costs
- Calculate sales, excise, and property taxes
- Calculate life, property, and vehicle insurance premiums

BA 107 - Introduction to Global Business

5 credits

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 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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- To introduce the complexities of international business
- Develop an understanding of the impact of culture, economic, political, legal, financial, and technological dimensions of international business
- Introduce the historical development of our globally integrated business environment
- Develop an appreciation for the challenges and opportunities of globalization

BA 124 - Cooperative Work Experience

1-5 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

- Gain on-the-job, supervised work experience with public agencies and private firms
- Acquire specific technical knowledge, experience, and soft skills not always offered in more general classroom instruction

BA 140 - Business English

5 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

- Fundamentals of English grammar as it pertains to business and office usage
- Correct punctuation, spelling, capitalization, abbreviations, proofreading, and word division
- Skills in speaking, letter writing, and transcription

BA 150 - Fundamentals of Finance

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Determine the effect of taxes on financial decisions
- Describe common financial markets and financial institutions
- Develop discounted cash flow models for using financial decisions
- Describe and analyze bond and stock evaluations
- Integrate the concept of risk into valuation models and rates of return
- Forecast future financial requirements
- Forecast results of operations
- Estimate cash flow requirements
- Evaluate the use of long-term debt, stockholder's equity, and hybrid financial instruments
- Describe financial leverage
- Describe working capital terminology
- Identify and analyze short-term investment options, including marketable securities
- Describe the factors affecting inventory and receivables management
- Describe the effect of current liability financing options on profitability and risk

BA 174 - Small Business Management

5 credits

Prerequisites

READ 090, ENGL 095, MATH 070, and 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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Evaluate a business idea and determine if a business idea or expansion is feasible, viable, desirable
- Learn about the resources available to support small businesses
- Understand why a business plan is necessary and how it may be used
- Understand the components of a business plan and prepare a business plan

BA 224 - Advanced Cooperative Work Experience

1-6 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

- Gain on-the-job, supervised work experience with public agencies and private firms
- Acquire specific technical knowledge, experience, and soft skills not always offered in more general classroom instruction

BA 240 - Principles of Marketing

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Analysis of the role of marketing within business and society
- Understand the importance of gaining insights about the marketplace and customers
- Identify the parts of the market that is served best and most profitably
- Exposure to marketing strategy: 4Ps, SWOT analysis, integrating the marketing plan, positioning to the competition, and capturing value from customers
- Identify the new-product development process and concerns in managing this process

BA 258 - Principles of Management

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Understand the challenges of today's managers and identify the skills and characteristics of a successful manager
- Explain the importance of teamwork and how to lead a team to higher productivity
- Understand how to utilize plans and controls
- Describe guidelines for making decisions and thinking creatively
- Identify ways managers can communicate, motivate, and discipline employees
- Gain the skills to become a better manager

BUS& 101 - Introduction to Business

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understand and operate within the World of Business Economics
- Apply knowledge toward development of varied types of business enterprises
- Motivate Employees and Teams with whom they work and potentially manage
- Demonstrate the use of financial and accounting tools for business operation

BUS& 201 - Business Law

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understand the fundamental principles of the American civil law system
- Understand and apply basic rules of contract law, Uniform Commercial Code as applicable to the law of Sales, Secured Transactions and Negotiable Instruments
- Describe the basic principles of business law subjects such as constitutional authority to regulate business; common law contracts; the Uniform Commercial Code; agency; business associations; real and personal property and business-related torts
- Demonstrate an understanding of the law in terms of its historical development, judicial process, and the role of law in a complex social system. Analyze fact patterns in accordance with the legal professional case analysis method

Building Trades

BMT 100 - Building Maintenance Fundamentals

3 credits

Focuses on workplace 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 - Construction Basics

4 credits

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

BMT 120 - Interior/Exterior Repair & Maintenance

4 credits

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

BMT 130 - Plumbing

4 credits

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

BMT 140 - Electrical

4 credits

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

BMT 150 - Heating, Ventilation, and Air Conditioning (HVAC)

2 credits

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

Business Technology

BTECH 100 - Introduction to Personal Computers

2 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

- Prepare a variety of documents using multiple software applications
- Apply skills in completing projects
- Enhance computer terminology knowledge

BTECH 101 - Keyboarding

2 credits

This course is designed to teach students the touch system in using the computer keyboard.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students will learn the touch system of using the alphabetic keyboard
- Develop usable keyboarding speed of 20-35 gross words per minute
- Develop an acceptable accuracy level of 1 or fewer errors per minute

BTECH 102 - Introduction to Microsoft Office

3 credits

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.

Theory Hours

2 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Prepare documents in Word
- Prepare spreadsheets in Excel
- Prepare presentations using PowerPoint
- Enhance computer terminology knowledge

BTECH 113 - Document Formatting

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Format correspondence appropriately
- Format reports appropriately
- Format tables appropriately

BTECH 115 - Electronic Math Applications

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- To learn proper technique for using electronic calculators
- To develop keystroking speed of 100-150 keystrokes per minute
- To develop keystroking accuracy
- To learn the proper use of function key(s) for solving business application(s)

BTECH 124 - Keyboard Skillbuilding I

2 credits

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.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Improved keyboarding speed
- Improved keyboarding accuracy

BTECH 125 - Keyboard Skillbuilding II

2 credits

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.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Improved keyboarding speed
- Improved keyboarding accuracy

BTECH 126 - Keyboard Skillbuilding III

2 credits

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.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Improved keyboarding speed
- Improved keyboarding accuracy

BTECH 131 - Access

5 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

- To create and save a database file
- To view and print a database file
- To create and modify a query
- To create a filter
- To format database input form
- To create and format typical database reports

BTECH 132 - Medical Records - Insurance Billing and Coding

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Understand the various types of insurance and their billing requirements. (Disciplinary Learning)
- Understand the proper completion of a CMS 1500 form. (Using Resources, Literacy, and Critical Thinking)
- Understand ICD-9-CM, ICD-10-CM, CPT and HCPCS coding systems (Using Resources, Literacy, Critical Thinking)
- Continue gaining knowledge of medical terminology through coding, proofreading, and billing. (Critical Thinking, Literacy, Using Resources)
- Enhance communication and interpersonal skills. (Literacy, Social and Personal Responsibility)

BTECH 140 - Word Processing Applications

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Become proficient formatting characters, paragraphs, and pages
- Become proficient using columns in newsletters
- Become proficient in creating forms
- Become proficient merging documents
- Become proficient creating a reference document

BTECH 150 - Excel

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Become proficient using Excel's formatting features
- Become proficient using Excel's formulas and functions
- Become proficient using Excel's charting feature
- Become proficient using Excel's data list feature

BTECH 160 - Outlook

2 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

- Compose, send, and respond to e-mail messages
- Find, arrange, organize, manage, and archive e-mail messages
- Schedule appointments, events, and meetings and maintain calendars
- Manage contact information and coordinate the data with e-mail and scheduling functions
- Maintain to-do lists and assign tasks to others
- Keep track of activities, short reminders, and ideas

BTECH 175 - Medical Coding

3 credits

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.

Theory Hours

2 theory hours.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- Understand the proper use of CPT Level I procedural coding in the clinical setting. (Disciplinary Learning, Critical Thinking)
- Understand the proper use of HCPCS Level II coding for durable medical equipment and supplies. (Disciplinary Learning, Critical Thinking)
- Understand the proper use of ICD-10-CM diagnostic coding in the clinical and institutional setting. (Disciplinary Learning, Critical Thinking)
- Understand the concept of ICD-10 diagnostic coding coming to the United States in the near future (Disciplinary Learning, Critical Thinking)
- Understand the use of resource books such as medical terminology books, dictionaries, formularies, the federal register, Medicare compliance guidelines, carrier bulletins and other resource materials. (Disciplinary Learning, Critical Thinking, Using Resources)
- Understand confidentiality in the medical setting. (Disciplinary Learning, Critical Thinking)

BTECH 205 - Records and Information Management

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Explain terminology used in records management
- Correctly describe the functions of the life cycle of records
- Explain systems/procedures used to maintain, process, and communicate information
- Apply classification systems and alphabetic indexing rules

- Describe various types of filing equipment and supplies
- Define forms management
- Effectively use micrographics and automated electronic records systems to obtain information
- Identify records storage, retention, disposition, and archiving functions

BTECH 220 - Office Procedures and Ethics

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Develop an understanding of the responsibilities, professional image, appropriate job attitude(s), and interpersonal relationships of the administrative assistant
- To develop skills in completing tasks commonly performed in an office setting; including, answering the telephone, faxing, using e-mail, and reprographics
- Enhance communication and interpersonal skills
- Work independently and as a member of an internal team
- Be resourceful in obtaining, organizing, evaluating, and managing information

BTECH 252 - Desktop Publishing

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Become proficient working with and formatting text
- Become proficient working with and formatting graphic objects
- Become familiar with desktop publishing terminology
- Apply basic principles of design and layout to create professional-looking publications in Publisher and Word

BTECH 253 - Integrated Software Applications

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Preparing documents in Word
- Prepare workbooks in Excel
- Prepare and utilize databases in Access
- Create an electronic portfolio using PowerPoint

BTECH 254 - Medical Office Computerized Information Processing

3 credits

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.

Theory Hours

2 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Understand the use of computers in the medical office and institutional setting. (Disciplinary Learning, Critical Thinking, Using Resources)
- Understand the entire paperwork flow for a patient. (Disciplinary Learning, Critical Thinking, Using Resources)
- Understand medical terminology books, coding books and other resource books. (Disciplinary Learning, Critical Thinking, Using Resources)
- Understand confidentiality in the medical setting and basic infection control procedures. (Disciplinary Learning, Critical Thinking, Using Resources)

Carpentry Technology

CARP 121 - Residential/Commercial Carpentry I

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate work habits, skills, and knowledge relevant to the industry in **Safety**.
 - Demonstrate safe work habits and safety awareness (A4, C1, D3, E1)
 - Demonstrate knowledge of safety standards and resources (A4, C1, D3, E1)
- Demonstrate work habits, skills, and knowledge relevant to the industry in **Employability**.
 - Demonstrate social & personal responsibility required in the workplace (D4)
 - Demonstrate the ability to comply with organizational rules and policies (A1, B1, D4, E1)
 - Demonstrate knowledge and ability to complete job search activities (A4, B2, D4, E2)
- Demonstrate skills and knowledge relevant to the industry in **Technical Proficiency**
 - Create project drawings with material lists/estimates, cut lists, and notes (A3, B1, C2, E1)
 - Measure accurately with a tape and scale (A4, B1)
 - Perform basic mathematic calculations in relation to assignments (A4, C2)
 - Identify tools and demonstrate their safe set-up, use, adjustment, and repair (A4, B1, E1)
 - Access technical information from physical and online sources (A3, B2, E1)
 - Follow directions to achieve safe, accurate, and efficient project construction (A4, B2, C2, E2)
- The following GHC Desired Student Abilities are also introduced or assessed in this course:

Category: A-Competency in the Discipline, B-Literacy, C-Critical Thinking, D-Social and Personal Responsibility, and E-Using Resources

Scale: 1-Minimal exposure, 2-Moderate exposure, 3-Frequent exposure, 4-Strongly supports

CARP 122 - Residential and Commercial Carpentry II

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate work habits, skills, and knowledge relevant to the industry in **Safety**.
 - Demonstrate safe work habits and safety awareness (A4, C1, D3, E1)
 - Demonstrate knowledge of safety standards and resources (A4, C1, D3, E1)
- Demonstrate work habits, skills, and knowledge relevant to the industry in **Employability**.
 - Demonstrate social & personal responsibility required in the workplace (D4)
 - Demonstrate the ability to comply with organizational rules and policies (A1, B1, D4, E1)
 - Demonstrate knowledge and ability to complete job search activities (A4, B2, D4, E2)
- Demonstrate skills and knowledge relevant to the industry in **Technical Proficiency**
 - Create project drawings with material lists/estimates, cut lists, and notes (A3, B1, C2, E1)
 - Measure accurately with a tape and scale (A4, B1)
 - Perform basic mathematic calculations in relation to assignments (A4, C2)
 - Identify tools and demonstrate their safe set-up, use, adjustment, and repair (A4, B1, E1)
 - Access technical information from physical and online sources (A3, B2, E1)
 - Follow directions to achieve safe, accurate, and efficient project construction (A4, B2, C2, E2)
- The following GHC Desired Student Abilities are also introduced or assessed in this course:

Category: A-Competency in the Discipline, B-Literacy, C-Critical Thinking, D-Social and Personal Responsibility, and E-Using Resources

Scale: 1-Minimal exposure, 2-Moderate exposure, 3-Frequent exposure, 4-Strongly supports

CARP 123 - Residential and Commercial Carpentry III

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate work habits, skills, and knowledge relevant to the industry in **Safety**
 - Demonstrate safe work habits and safety awareness (A4, C1, D3, E1)
 - Demonstrate knowledge of safety standards and resources (A4, C1, D3, E1)
- Demonstrate work habits, skills, and knowledge relevant to the industry in **Employability**
 - Demonstrate social & personal responsibility required in the workplace (D4)
 - Demonstrate the ability to comply with organizational rules and policies (A1, B1, D4, E1)
 - Demonstrate knowledge and ability to complete job search activities (A4, B2, D4, E2)
- Demonstrate skills and knowledge relevant to the industry in **Technical Proficiency**
 - Create project drawings with material lists/estimates, cut lists, and notes (A3, B1, C2, E1)
 - Measure accurately with a tape and scale (A4, B1)
 - Perform basic mathematic calculations in relation to assignments (A4, C2)
 - Identify tools and demonstrate their safe set-up, use, adjustment, and repair (A4, B1, E1)
 - Access technical information from physical and online sources (A3, B2, E1)
 - Follow directions to achieve safe, accurate, and efficient project construction (A4, B2, C2, E2)

The following GHC Desired Student Abilities are also introduced or assessed in this course:

Category: A-Competency in the Discipline, B-Literacy, C-Critical Thinking, D-Social and Personal Responsibility, and E-Using Resources

Scale: 1-Minimal exposure, 2-Moderate exposure, 3-Frequent exposure, 4-Strongly supports

CARP 221 - Residential and Commercial Carpentry IV

16 credits

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-CARP 123. Training increases skills and expands tasks learned in CARP 121-CARP 123. Students may participate in onsite construction projects. Tasks are completed to industry standards and increase in complexity.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate work habits, skills, and knowledge relevant to the industry in **Safety**
 - Demonstrate safe work habits and safety awareness (A4, C1, D3, E1)
 - Demonstrate knowledge of safety standards and resources (A4, C1, D3, E1)
- Demonstrate work habits, skills, and knowledge relevant to the industry in **Employability**
 - Demonstrate social & personal responsibility required in the workplace (D4)
 - Demonstrate the ability to comply with organizational rules and policies (A1, B1, D4, E1)
 - Demonstrate knowledge and ability to complete job search activities (A4, B2, D4, E2)
- Demonstrate skills and knowledge relevant to the industry in **Technical Proficiency**
 - Create project drawings with material lists/estimates, cut lists, and notes (A3, B1, C2, E1)
 - Measure accurately with a tape and scale (A4, B1)
 - Perform basic mathematic calculations in relation to assignments (A4, C2)
 - Identify tools and demonstrate their safe set-up, use, adjustment, and repair (A4, B1, E1)
 - Access technical information from physical and online sources (A3, B2, E1)
 - Follow directions to achieve safe, accurate, and efficient project construction (A4, B2, C2, E2)
- The following GHC Desired Student Abilities are also introduced or assessed in this course:

Category: A-Competency in the Discipline, B-Literacy, C-Critical Thinking, D-Social and Personal Responsibility, and E-Using Resources

Scale: 1-Minimal exposure, 2-Moderate exposure, 3-Frequent exposure, 4-Strongly supports

CARP 222 - Residential and Commercial Carpentry V

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate work habits, skills, and knowledge relevant to the industry in **Safety**. Demonstrate safe work habits and safety awareness (A4, C1, D3, E1)
 - Demonstrate knowledge of safety standards and resources (A4, C1, D3, E1)
- Demonstrate work habits, skills, and knowledge relevant to the industry in **Employability**
 - Demonstrate social & personal responsibility required in the workplace;(D4)
 - Demonstrate the ability to comply with organizational rules and policies (A1, B1, D4, E1)
 - Demonstrate knowledge and ability to complete job search activities (A4, B2, D4, E2)
- Demonstrate skills and knowledge relevant to the industry in **Technical Proficiency**
 - Create project drawings with material lists/estimates, cut lists, and notes (A3, B1, C2, E1)
 - Measure accurately with a tape and scale (A4, B1)
 - Perform basic mathematic calculations in relation to assignments (A4, C2)
 - Identify tools and demonstrate their safe set-up, use, adjustment, and repair (A4, B1, E1)
 - Access technical information from physical and online sources (A3, B2, E1)
 - Follow directions to achieve safe, accurate, and efficient project construction (A4, B2, C2, E2)
- The following GHC Desired Student Abilities are also introduced or assessed in this course:

Category: A-Competency in the Discipline, B-Literacy, C-Critical Thinking, D-Social and Personal Responsibility, and E-Using Resources

Scale: 1-Minimal exposure, 2-Moderate exposure, 3-Frequent exposure, 4-Strongly supports

CARP 223 - Residential and Commercial Carpentry VI

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate work habits, skills, and knowledge relevant to the industry in **Safety**
 - Demonstrate safe work habits and safety awareness (A4, C1, D3, E1)
 - Demonstrate knowledge of safety standards and resources (A4, C1, D3, E1)
- Demonstrate work habits, skills, and knowledge relevant to the industry in **Employability**
 - Demonstrate social & personal responsibility required in the workplace;(D4)
 - Demonstrate the ability to comply with organizational rules and policies (A1, B1, D4, E1)
 - Demonstrate knowledge and ability to complete job search activities (A4, B2, D4, E2)
- Demonstrate skills and knowledge relevant to the industry in **Technical Proficiency**
 - Create project drawings with material lists/estimates, cut lists, and notes (A3, B1, C2, E1)
 - Measure accurately with a tape and scale (A4, B1)
 - Perform basic mathematic calculations in relation to assignments (A4, C2)
 - Identify tools and demonstrate their safe set-up, use, adjustment, and repair (A4, B1, E1)
 - Access technical information from physical and online sources (A3, B2, E1)
 - Follow directions to achieve safe, accurate, and efficient project construction (A4, B2, C2, E2)
- The following GHC Desired Student Abilities are also introduced or assessed in this course:

Category: A-Competency in the Discipline, B-Literacy, C-Critical Thinking, D-Social and Personal Responsibility, and E-Using Resources

Scale: 1-Minimal exposure, 2-Moderate exposure, 3-Frequent exposure, 4-Strongly supports

Chemistry

CHEM 180 - Survey of Forensic Science

5 credits

Recommended Preparation

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.

AA Specified Elective

Satisfies specified elective requirements for the AA degree.

Course Outcomes

- Understand and describe the basic services a typical comprehensive crime laboratory would have and explain the challenges of admissibility of scientific evidence in a courtroom
- Explain what physical evidence is, describe the proper procedures for collecting it at a crime scene, and explain why the chain of custody is important
- Explain what the common types of physical evidence are and describe the function of national databases available to forensic scientists
- List and explain the forensic methods for comparing soil samples and glass fragments including the scientific principles behind the analysis
- Describe the basic scientific principles behind chromatography and spectroscopy and explain how gas chromatography, thin-layer chromatography, ultraviolet spectroscopy, infrared spectroscopy, and mass spectrometry are used in the analysis of forensic samples that are organic (carbon-based)
- Describe the parts of a typical microscope and explain compound microscopes, comparison microscopes, stereomicroscopes, electron microscopes, and microspectrophotometers are used by forensic scientists
- Explain the classification system of commonly abused drugs and describe how various forensic samples are analyzed for the presence of illegal drugs
- Understand basics of arson investigation and the closely related field of explosive materials and devices
- Understand the basic principles of blood and blood analysis as well as blood spatter analysis at a crime scene
- List and recognize the three major fingerprint patterns and their respective subclasses and describe how fingerprints are collected from a crime scene and analyzed
- Explain how firearms, tool marks, and other types of impression evidence are collected at a crime scene and analyzed
- Explain the scientific principles behind each of the forensic techniques described
- Describe a court case for each type of evidence presented where that type of evidence played a prominent role
- Describe the challenges of analyzing forensic evidence as well as problems with the admissibility of the evidence in a court of law

CHEM& 110 - Chemical Concepts with Lab

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

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

Course Outcomes

- Describe what a Materials Safety Data Sheet is and how it is used
- Name and use metric units of measure for mass, length, volume, and temperature
- Explain why measured numbers have a limited number of significant(reliable) digits
- Use conversion factors to change one unit to another and solve basic unit problems
- Describe atomic structure in terms of electrons, protons, and neutrons
- Tell how element properties relate to their location in the periodic table and tell how metals, nonmetals and metalloids differ
- Explain how chemical formulas for compounds relate to compound composition
- Apply the octet rule to predict ion formulas for the representative elements
- Describe and give examples common of acids, bases, ionic and covalent compounds
- Explain why compounds have definite composition
- Describe how to predict shapes for small molecules using the octet rule and VSEPR theory
- Balance chemical equations by inspection when given formulas for reactants and products
- Calculate the moles of product expected for a reaction when given an equation and the amounts of reactants
- Explain why energy changes occur during chemical reactions
- Describe the entropy changes that accompany a given chemical reaction
- Describe how reactants and products behave in a process at equilibrium
- Classify a reaction as exothermic or endothermic based on energy information for the reaction
- Tell how temperature, concentration, pressure, and presence of a catalyst influence the speed of a chemical reaction
- Use kinetic molecular theory to describe solids, liquids, and gases
- Describe how solutions are formed and the roles of solvent and solute
- Use common concentration units to figure the amount of solute in a solution
- Describe how gases dissolve in liquids and the effect of gas pressure on dissolved gases
- Identify common acids and bases from their formulas
- Describe the pH scale and relate it to acidic, basic, and neutral conditions
- Determine hydrogen ion concentration from pH values
- Figure acid or base concentrations using titration data
- Describe how buffers act to regulate solution pH and pOH and give an example

Note

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 - Introduction to Chemistry with Lab

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

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

Course Outcomes

Students completing the course will have been instructed in the following topics and procedures, evaluated on their ability to perform the required functions, and earn a course grade based on the evaluation of their ability to do the following:

- Understand the scientific method and the role of observations and measurements in classifying the physical and chemical properties of matter and in the development of Atomic Theory

- Understand the quantum mechanical model of the atom and the relationship between electron configuration and chemical periodicity
- Solve problems involving the stoichiometry of chemical formulas and reactions
- Understand and apply models of chemical bonding, both ionic and covalent
- Describe the different types of chemical reactions, including metathesis and oxidation-reduction reactions
- Describe and explain the properties of the different states of matter and the effects of intermolecular forces of attraction on those properties
- Describe and explain the physical properties of solutions, including solution stoichiometry
- Understand and apply concepts of chemical equilibrium, including acid-base equilibria
- Describe and define the various properties of acids and bases and describe the function and action of buffers

CHEM& 131 - Introduction to Organic/Biochemistry with Lab

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

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

Course Outcomes

- Classify, name, and write formulas for hydrocarbons and their halogen derivatives; describe their physical properties, including trends in boiling point
- Recognize structural and geometric isomers
- Predict the products of addition reactions to alkenes, including the formation of addition polymers
- Classify, name, and write formulas for alcohols, ethers, aldehydes and ketones, carboxylic acids, and esters; describe their physical properties, including trends in boiling point and water solubility
- Define terms associated with oxidation and reduction; predict the products of the oxidation and/or reduction of alcohols, aldehydes and ketones, and carboxylic acids
- Predict the products of reactions involving the formation and hydrolysis of esters and polyesters
- Classify, name, and write formulas for amines and amides; describe their physical properties and the reactions involved in the formation of amides and polyamides
- Recognize the physiological effects of amines and amides, including common alkaloids and analgesics
- Recognize and classify the products of reactions of aldehydes and ketones with alcohols
- Understand the origin of optical isomerization
- Define and know the physical properties of carbohydrates
- Recognize, classify, and know the biological functions of common mono-, di-, and polysaccharides
- Describe the biological functions of proteins
- Recognize and classify amino acids; understand how they are polymerized to form polypeptides; describe the four levels of protein structure and the forces that stabilize them
- Understand how enzymes function and the factors that affect enzyme-catalyzed reactions
- Describe the structures and functions of DNA and RNA and the processes of replication, transcription, and translation
- Describe the effects of mutations on protein structure
- Understand methods for producing genetically modified organisms
- Define catabolism and anabolism and explain the roles of the ATP cycle and of oxidizing and reducing agents in these processes
- Understand the role of mitochondria in the common catabolic pathway
- Describe the catabolism of glucose, including the functions of glycolysis, the citric acid cycle, electron transport and oxidative phosphorylation, and fermentation
- Describe the metabolic fates of complex carbohydrates, fatty acids, and proteins
- Understand the physiological effects of uncontrolled diabetes

CHEM& 161 - General Chemistry with Lab I

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

3 guided practice hours.

AA Specified Elective

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

Course Outcomes

- Understand the scientific method
- Use the metric system of units and the appropriate number of significant figures in calculations; perform unit conversions, including those involving density
- Define and classify matter as elements, compounds, solutions, and heterogeneous mixtures
- Understand and apply the Laws of Chemical Combination; explain these laws using Atomic Theory
- Describe the structure of an atom; identify isotopes of an element
- Understand the structure of the Periodic Table; identify metals, nonmetals, and metalloids and know their properties
- Identify and know the properties of molecular and ionic compounds; name and write formulas for inorganic compounds
- Understand and apply the mole concept
- Determine the chemical composition of a compound using experimental data, including combustion analysis
- Solve stoichiometry problems, including excess/limiting reactant problems
- Understand and apply the concept of molar concentration to solution stoichiometry problems
- Distinguish between electrolytes and nonelectrolytes; recognize and classify common acids and bases
- Write molecular, ionic, and net ionic equations for metathesis reactions
- Define the terms associated with oxidation/reduction reactions; assign oxidation numbers and balance redox equations using the ion/electron method
- Understand and apply the activity series of metals and hydrogen
- Solve problems involving acid/base and redox titrations
- Define common terms associated with energy, including heat, temperature, internal energy, and enthalpy
- Understand and apply the First Law of Thermodynamics
- Solve calorimetry problems using specific heat and heat capacity
- Recognize thermochemical equations; use Hess's Law to solve problems involving heats of reaction
- Understand the wave/particle nature of light and matter
- Perform calculations involving the wavelength, frequency, and energy of a photon of light
- Apply the Bohr and quantum mechanical models of the atom
- Write electronic configurations for atoms and monatomic ions; use these configurations to explain the chemical and physical properties of the elements

CHEM& 162 - General Chemistry with Lab II

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

4 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Explain the formation of ionic, covalent, and metallic bonds
- Draw Lewis symbols for atoms and monatomic ions
- Draw Lewis structures and use VSEPR Theory to predict the shapes of molecules and polyatomic ions; assign formal charges and apply the resonance concept
- Use Valence Bond Theory and hybridization to explain the structures of molecules and polyatomic ions
- Apply Molecular Orbital Theory to diatomic molecules and ions
- Describe and explain the properties of gases, liquids, and solids
- Know and explain gas laws, including the ideal gas law, using Kinetic Molecular Theory; solve problems using these laws
- Define and identify the different types of intermolecular forces of attraction and use them to explain the physical properties of liquids and molecular solids
- Interpret phase diagrams
- Classify crystalline solids; solve problems involving metallic and ionic crystals
- Understand the role of intermolecular forces of attraction in the solution process
- Convert between solution concentration units
- Know the colligative properties of solutions; solve problems involving these properties, including determining the molar mass of a solute
- Know the factors that affect the rates of chemical reactions; use the Arrhenius equation to relate rate constants and temperature
- Write rate laws based on experimental data; propose reaction mechanisms based on experimental rate laws
- Explain how catalysts function
- Understand the concept of chemical equilibrium; solve problems involving equilibrium constants, including the effect of temperature on equilibrium
- Use LeChatlier's Principle to predict the effects of changes on a system in equilibrium
- Know and apply the Arrhenius, Bronsted-Lowry, and Lewis definitions of acids and bases
- Apply the basic concepts of equilibrium to acids and bases, including the use of acid/base dissociation constants
- Understand the pH concept; calculate the pH of a solution of an acid, base, or salt

CHEM& 163 - General Chemistry with Lab III

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

4 guided practice hours.

AA Specified Elective

Satisfies specified elective requirements for the AA degree.

Course Outcomes

- Understand the common ion effect and define a buffer; solve problems involving buffers
- Understand acid-base titrations curves; calculate the pH at any point in a titration and select an appropriate indicator for the titration
- Solve equilibrium problems involving slightly soluble ionic compounds and complex ions
- Understand the concept of entropy and the factors that determine the entropy of a system
- Use the Second Law of Thermodynamics to predict if a process is spontaneous or nonspontaneous; calculate changes in enthalpy, entropy, and free energy

- Describe how a change in free energy is related to the position of equilibrium and the value of the equilibrium constant for a process; perform calculations involving these concepts
- Know the terms associated with electrochemical reactions and cells
- Describe the construction of a voltaic cell and write its cell diagram
- Calculate cell potential using standard reduction potentials and the Nernst equation
- Perform calculations involving cell potentials, changes in free energy, and equilibrium constants
- Describe the construction and chemistry of common batteries and fuel cells
- Predict the products of reactions carried out in electrolytic cells; apply the laws of electrolysis to calculate the amounts of products formed in these cells
- Understand and predict periodic trends for the properties of main-group and transition elements
- Describe the formation of coordination compounds and complex ions; predict the geometries and identify isomers of complexes
- Use Valence Bond and Crystal Field Theories to explain the properties of coordination compounds and complex ions
- Describe the different types of radiation and of radioactive decay, balance nuclear equations for natural decays and for artificial transmutations
- Solve problems involving the half-lives of radioactive decays
- Understand the health effects of radiation and the medical uses of radioactive isotopes
- Understand the origins of nuclear energy and perform calculations involving mass defects and nuclear binding energies
- Describe the components, operation, advantages and disadvantages of fission and fusion reactors
- Understand basic metallurgical processes and their role in the production of important metals
- Be familiar with the processes involved in the production of important industrial compounds and fertilizers
- Classify organic compounds; name and identify isomers of hydrocarbons; recognize important reactions of hydrocarbons
- Recognize addition and condensations polymers; identify and describe biological polymers

CHEM& 261 - Organic Chemistry with Lab I

6 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

4 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Apply the fundamental principles of the Lewis approach to molecular structure and bonding, recognize stable structural patterns, and recognize the key relationship between the structure and properties of acids and bases
- Identify classes of hydrocarbons (alkanes and cycloalkanes), including isomers, describe their chemical and physical properties, and correctly use IUPAC and common nomenclature
- Correctly apply the principles of stereochemistry(chirality)
- Examine chemical reactivity and reaction mechanisms for functional group transformations involving the preparation of alcohols and alkyl halides
- Understand and correctly use the mechanisms of Nucleophilic Substitution
- Identify and classify alkenes (including isomers), describe their chemical and physical properties, use correct common nomenclature, and identify their methods of preparation via E1 and E2 mechanisms

CHEM& 262 - Organic Chemistry with Lab II

6 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

4 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Describe the formation and predict the reactivity of alkenes, alkynes, free radicals, dienes, aromatic compounds, and organometallic compounds
- Describe the mechanism of the formation and reactions of alkenes, alkynes, free radicals, dienes, aromatic compounds, and organometallic compounds
- Outline plausible multi-step synthesis of target organic molecules that involve alkenes, alkynes, free radicals, dienes, aromatic compounds, and organometallic compounds
- Evaluate the relative physical properties of alkenes, alkynes, free radicals, dienes, aromatic compounds, and organometallic compounds
- Effectively use Instrumental Analysis (IR Spectroscopy, GC) for the elucidation of molecular structure
- Demonstrate fundamental skills used by the organic chemist to synthesize and characterize molecules in the laboratory
- Explain reasons for the effectiveness or ineffectiveness of experiments in the organic chemistry laboratory

CHEM& 263 - Organic Chemistry with Lab III

3 credits

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.

Theory Hours

3 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Describe the formation and predict the reactivity of alcohols, epoxides, aldehydes, ketones, carboxylic acids & their derivatives, enols & enolates, and amines
- Describe the mechanism of the formation and reactions of alcohols, epoxides, aldehydes, ketones, carboxylic acids & their derivatives, enols & enolates, and amines
- Outline plausible multi-step synthesis of target organic molecules that involve of alcohols, epoxides, aldehydes, ketones, carboxylic acids & their derivatives, enols & enolates, and amines
- Evaluate the relative physical properties of alcohols, epoxides, aldehydes, ketones, carboxylic acids & their derivatives, enols & enolates, and amines
- Describe the formation and predict the reactivity of common biomolecules: carbohydrates, amino acids, and proteins

College Success

COLL 075 - Math Lab

5 credits

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 060 or MATH 070 level classes.

Note

This course does not meet any degree requirements.

COLL 101 - College 101

5 credits

Prerequisites

Appropriate placement or instructor permission, to be determined.

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.

AA General Elective

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

Commercial Transportation and Maintenance (CDL)

CTM 101 - Transportation Careers: Commercial Driving

5 credits

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 and CTM 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; pre-trip inspection procedures; and mastery of the pre-trip requirements for the CDL Class A exam. Additionally, preventive maintenance techniques; completion of inspection reports; daily/monthly logs; loading and unloading of cargo; freight bills, waybills, manifests; and selecting appropriate hazardous cargo placards will be discussed.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate knowledge of proper CDL Pre-trip Inspection procedure
- Demonstrate CDL written test knowledge for combination vehicles, air brakes, doubles/triples, tankers
- Demonstrate knowledge of logbook procedures
- Demonstrate map reading knowledge
- Demonstrate work ethic needed to operate in trucking industry
- Demonstrate proper procedures for pre-trip and post-trip inspections
- Demonstrate proper procedure for completing a DVIR

- Demonstrate work ethics and leadership skills appropriate to the industry

CTM 150 - Range Operations and Equipment

5 credits

Prerequisites

Concurrent enrollment in CTM 101 and CTM 185 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

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate proper procedures for pre-trip and post-trip inspections
- Demonstrate safe and proper procedure for coupling/uncoupling
- Demonstrate safe backing procedures
- Demonstrate work ethics and leadership skills appropriate to the industry

CTM 185 - Over the Road Driving

5 credits

Prerequisites

Concurrent enrollment in CTM 101 and CTM 150 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

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate proper and safe driving techniques
- Demonstrate proper and safe left and right turns
- Demonstrate hazard perception knowledge
- Obtain Class A CDL License with endorsements for doubles/ triples, tankers with no air brake restrictions
- Demonstrate proper usage of mirrors

Communications

CMST& 101 - Introduction to Communication

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

At the end of the course, students should be able to:

- Explain foundational theories of interpersonal, small group, intercultural, and public speech communication
- Demonstrate behavior that shows attentiveness to others and understanding the impact of attending skills
- Paraphrase others' ideas and check for understanding
- Work cooperatively by conversing and encouraging communication
- Present ideas while attending to audience and purpose and considering cultural differences
- Exchange information, thoughts, feelings, and perspectives to multiple audiences through a variety of written, verbal, nonverbal, visual, and symbolic means
- Use creative and critical thinking processes to create common understandings, present multiple perspectives, and evaluate the effectiveness of one's own and others' communication
- Apply principles of diversity in interpersonal, group, and public communication
- Recognize one's own and others' values, ethics, actions, and perspectives and their potential effects on others
- Demonstrate an understanding of the practical need for and value of respecting differences among cultures and perspectives
- Use technology and other resources to obtain information
- Communicate responsibly using accurate, truthful, and equitable language and ideas; understand the consequences of irresponsible communication
- Use writing conventions (grammar, punctuation, and capitalization) effectively

CMST& 210 - Interpersonal Communication

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

After completing this class, students should be able to:

- Gather information from peer-reviewed publications and other print and electronic media sources
- Analyze personal communication skills, cultural communication phenomena, and scholarly work in the field of communication
- Compose an analytic paper based on principles of interpersonal communication and evidence from appropriate and credible sources
- Identify and apply fundamental concepts of interpersonal communication to create and maintain relationships
- Analyze their role in society and examine how it influences their experiences, values, and choices in the process of communication
- Identify and distinguish between assertive, passive, and aggressive behavior
- Distinguish between intrapersonal, interpersonal, group, and public communication

CMST& 220 - Public Speaking

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

Upon successful completion of this course, students will be able to:

- Effectively deliver at least three kinds of speeches
- Respond critically to peer speeches using the principals of constructive feedback
- Craft and organize clear, concise, and compelling speeches of different lengths
- Assume an informed stance of a topic based on understanding personal values, human diversity, multicultural awareness, and social responsibility

CMST& 230 - Small Group Communication

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

After completing this class, students should be able to:

- Describe and distinguish between different types of groups
- Describe and distinguish between the stages of group development
- Identify the language, listening, and nonverbal communication skills needed to promote a positive communication climate in a group setting
- Analyze the influence of culture on group interaction
- Identify the actions needed to conduct an effective meeting and promote group productivity
- Analyze the decision-making methods used by a group
- Identify methods groups can use to critical and creative thinking for problem-solving
- Recognize how leadership theories explain how groups address their goals
- Identify and apply different methods for managing conflict within a group

CMST& 240 - Intercultural Communication

5 credits

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.

Theory Hours

5 theory hours.

Computer Information Systems

CIS 251 - Management Information Systems

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- To develop an understanding of what information systems are, how they work and their uses within an organization
- Learn how information systems affect the organizations and its employees
- Develop an understanding of how information systems can make a firm more competitive and successful
- View MIS as a multidisciplinary field
- Develop the skill to Internet tools for communication and information research
- Work closely and effectively within groups
- To develop an understanding of what information systems are, how they work and their uses within an organization

Computer Numerical Control

MT 111 - Intro to CNC

3 credits

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 - Intro to MasterCAM

3 credits

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 - MasterCAM Solids

3 credits

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 - MasterCAM Applications

3 credits

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 - MasterCAM Solidworks

3 credits

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

Criminal Justice

CJ& 101 - Introduction to Criminal Justice

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Develop an understanding of the criminal justice perspective
- Develop an understanding of the critical thinking aspect of criminal justice
- Develop an understanding of criminal justice as a social service agency
- Develop an understanding of the impact criminal justice has on society
- Develop an understanding of the basic requirements in the field of justice
- Develop an understanding of the interactions among government agencies
- Develop an understanding of the necessary literature in the class setting

CJUS 104 - The Line Officer Function: Police and Corrections

5 credits

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.

Theory Hours

5 theory hours.

AA General Elective

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

Course Outcomes

- Develop an understanding of police operations and correctional services
- Develop an understanding of cooperative efforts within the justice system
- Develop an understanding of the justice process, from arrest to conviction
- Develop an understanding of the training required of police and corrections
- Develop an understanding of the necessary literature within the class setting

CJUS 151 - Drugs and Our Society

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Develop an understanding of the drug problem within the United States
- Develop an understanding of how drug abuse impacts all individuals
- Develop an understanding of drug usage characteristics
- Develop an understanding of the problems associated with drug use
- Develop an understanding of the criminal justice response to drug use
- Develop an understanding of the biological effect drugs have on the body
- Develop an understanding of the necessary literature within the class setting

CJUS 201 - The Art of Public and Private Investigation

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Develop an understanding of critical thinking skills in criminal investigation
- Develop an understanding of problem-solving techniques
- Develop an understanding of investigative concepts
- Develop an understanding of training requirements for criminal investigators
- Develop an understanding of how investigative services impact society
- Develop an understanding of techniques used by the criminal justice system
- Develop an understanding of necessary literature in the class setting

CJUS 258 - Criminal Justice Internship

1-5 credits

Prerequisites

CJ& 101, POLS 102, or instructor permission.

Interns must also meet the requirement set forth by the agency selected. On-the-job training experience within a criminal justice agency. Interns work from 55 to 250 hours with or without remuneration.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Develop a first-hand experience through personal observation
- Develop increased skills within a professional criminal justice organization
- Develop an understanding of the hiring process
- Develop an understanding of professional interactions

Diesel Technology

DT 121 - Introduction to Diesel Technology

16 credits

Prerequisites

Placement in MATH 060, READ 080 and ENGL 060, and instructor permission. Must have a valid Washington state driver's license.

A theory-lab course to provide an introduction to safe shop work practices, work ethics, basic tool use, and introduction to basic mechanical tasks.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students will understand safe shop work practices, work ethics, basic tool use, and introduction to basic mechanical tasks. (A)
- Course standards: A4-Competency in the Discipline, B2-Literacy, C2-Critical Thinking, D4-Social and Personal Responsibility, and E1-Information Use

DT 122 - Intermediate Diesel Technology

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students will complete medium difficulty mechanical projects. (A)
- Course standards: A4-Competency in the Discipline, B2-Literacy, C2-Critical Thinking, D4-Social and Personal Responsibility, and E1-Information Use.

DT 123 - Advanced Diesel Technology

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students will complete medium to difficult mechanical projects. (A)
- Course standards: A4-Competency in the Discipline, B2-Literacy, C2-Critical Thinking, D4-Social and Personal Responsibility, and E1-Information Use.

DT 221 - Diagnostics, Testing and Repair

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- This course provides an opportunity for practical shop application of students' knowledge and skills acquired by completion DT 121, DT 122, and DT 123. Students are introduced to simulated shop operations for the repair and maintenance of vehicles. Students are also introduced to the use of specialized equipment, tools, and machines used by the diesel mechanic in the modern shop. (A)
- Course standards: A4-Competency in the Discipline, B2-Literacy, C2-Critical Thinking, D4-Social and Personal Responsibility, and E1-Information Use.

DT 222 - Advanced Diagnostics, Testing and Repair

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- This course is a continuation of the practical shop skills acquired in DT 221. Extensive practical applications of all aspects of diesel equipment repair are addressed in this course. The use of specialized equipment, tools, machines, and techniques is emphasized. (A)
- Course standards: A4-Competency in the Discipline, B2-Literacy, C2-Critical Thinking, D4-Social and Personal Responsibility, and E1-Information Use.

DT 223 - Certification and Testing

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students will work to industry standards on all assigned projects (A)
- Students will demonstrate self-direction and motivational skills (A)
- Students will demonstrate the abilities to diagnose and resolve a variety of mechanical problems (A)
- Demonstrate mastery and retention of skills and knowledge from DT 222 through DT 222 (A)
- Course standards: A4-Competency in the Discipline, B2-Literacy, C2-Critical Thinking, D4-Social and Personal Responsibility, and E1-Information Use

Drywall

DRY 110 - Modern Drywall Installation

3 credits

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

DRY 120 - Modern Drywall Texturing & Finishing

3 credits

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

Early Childhood Education

ECED 145 - Fine Arts Curriculum for Young Children

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Select and plan developmentally appropriate music, literature, and creative art activities for young children
- Connect theory and practice to creative arts themes and design

ECED 200 - Practicum II

3 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

- Describe the characteristics of nurturing relationships built between teachers, children, and administrators
- Practice ideals of professionalism in work with children, families, and peers
- Recognize cultural responsiveness when observing professionals and programs
- Identify characteristics and practices associated with administration within early childhood environments
- Describe NAEYC and Washington State regulations related to licensing and program standards

ECED 235 - Educating Young Children in a Diverse Society: Diversity

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate understanding of community, group, or organizational membership upon early learners
- Compare and contrast the relationships between multiculturalism and diversity and develop a plan for addressing systemic bias in the early learning classroom
- Research, develop, and assess strategies for implementing value systems based on equality and social justice

ECED 238 - Professionalism

3 credits

Understanding professional behavior and awareness of resources in the early education setting, along with reflective teaching and mentoring practices.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Identify various program models as well as teaching practices that may be used within early childhood education settings
- Describe the role of NAEYC and Washington State standards in relation to how they may be associated with professionalism within early childhood environments. Professional also includes promoting respect and equality for everyone
- Identify areas of professional development that administrators and teachers may pursue

ECED& 100 - Child Care Basics

3 credits

This course is designed to meet licensing requirements for early learning lead teachers and family home childcare 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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

ECED& 105 - Introduction to Early Childhood Education

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Explain current theories and ongoing research in early care and education
- Describe the role of play in early childhood programs
- Compare early learning program models
- Explain the importance of developing culturally responsive partnerships with families
- Identify appropriate guidance techniques used in early care and education settings
- Describe the observation, assessment, and teaching cycle used to plan curriculum for all young children
- Apply the professional code of ethics for early care and education to resolve dilemmas
- Describe major historical figures, advocates, and events shaping today's early childhood education. Describe major historical figures, advocates, and events shaping today's early childhood education

ECED& 107 - Health, Safety, and Nutrition

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Describe federal and state mandated health, safety, and nutrition practices
- Identify indicators of illnesses/ infectious diseases and steps to prevent the spread of them
- Outline safety procedures for providing emergency care and daily care
- Evaluate program safety policies
- Describe food programs and practices that support the development of children
- Create examples of developmentally appropriate and culturally responsive health, safety, and nutrition education materials and activities
- Describe the responsibilities of mandated reporters
- Develop strategies for working with culturally, linguistically, and ability diverse families in accessing health, nutritional, and dental services

ECED& 120 - Practicum: Nurturing Relationships

2 credits

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.

Theory Hours

2 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Describe the characteristics of nurturing relationships built between teachers and children
- Practice ideals of professionalism in work with children, families, and peers
- Recognize cultural responsiveness when observing professionals and programs
- Identify practices that promote health, safety, growth, and development of children

ECED& 132 - Infants and Toddlers Care

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Discuss developmental milestones from birth to 36 months articulating the influences of individual development, temperament, and cultural norms in the context of important, ongoing relationships
- Design a plan to support reciprocal, culturally sensitive partnerships with families
- Select positive guidance techniques that are appropriate and effective with infants and toddlers
- Critique infant and toddler early learning environments, articulating environmental influences on the learning processes of infants and toddlers during authentic play activities
- Describe a plan for developmentally appropriate, culturally relevant curriculum that supports language, physical, cognitive, creative, social, and emotional development

ECED& 134 - Family Child Care

3 credits

Students will learn the basics of home/family childcare program management. Topics include: licensing requirements; business management; relationship building; health, safety, and nutrition; guiding behavior and; promoting growth and development.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Describe strategies for complying with Family Childcare Minimum Licensing Requirements
- Describe strategies for meeting the developmental needs and guiding the behavior of all children in multi-age groups
- Identify strategies for family childcare business management including tax planning and record keeping
- Create written documents, such as a contract and policy handbook, that facilitate communication between the provider and the families
- Develop strategies for creating reciprocal, culturally responsive relationships with families
- Articulate knowledge and skills that define Family Childcare Providers as professionals

ECED& 139 - Administration of Early Learning Programs

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon completion of the course, the student will be able to:

- Crosswalk program policies and practices with licensing and professional standards
- Create a plan for appropriate staff, food, equipment, materials and programming for specific age groups and settings
- Prepare a balanced budget
- Identify methods for recruiting, hiring, evaluating, supervising, and supporting culturally and linguistically reflective staff
- Describe a variety of strategies for building relationships with all families
- Review tools used to evaluate program effectiveness and identify areas for improvements
- Apply the NAEYC Code of Ethics in resolving an administrative dilemma (case study)

ECED& 160 - Curriculum Development

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Explain major early childhood curriculum theories and current trends such as theme-based, emergent, inquiry based, integrated and project approach
- Use a variety of resources, including WA State Guidelines, program standards, and National Association for Education of Young Children (NAEYC) Developmentally Appropriate Practice principles to plan curriculum
- Create curriculum which supports children's language/communication, cognitive social/emotional, fine/gross motor, and creative development
- Plan developmentally appropriate activities and schedules which promote child growth and learning
- Observe, document, and assess individual and group needs, interests, and skills for the purpose of curriculum planning and on-going modifications of plans

ECED& 170 - Environments for Young Children

3 credits

Students will design, evaluate, and improve indoor and outdoor environments to ensure quality learning, nurturing, experiences, and to optimize the development of young children.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Design environments that protect the health and safety of children and adults, providing balance between activities that are indoor and outdoor, quiet, and active, and allow for interaction with others as well as time alone
- Develop environmental strategies for guiding children's behavior helping them develop prosocial skills and the ability to self-regulate
- Plan an environment, schedule, routine, and activities that meet the needs of learners ages zero to 8, promoting growth across all domains and in all disciplines

- Describe strategies to achieve compliance with Washington Administrative Code for licensed childcare and/or other state/federal regulations pertinent to early learning environments
- Programming that are welcoming to families and provide opportunities for all to participate
- Evaluate the quality and effectiveness of early learning environments serving differing age groups (ex. infant, toddler, school age)

ECED& 180 - Language and Literacy Development

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Explain the continuum of language acquisition and early literacy skills
- Develop evidence-based, appropriate environments and opportunities that support children's emergent language and literacy skills
- Describe strategies for responding to children who are culturally, linguistically, and ability diverse
- Develop ways to facilitate family and child interactions as primary contexts for heritage language and English development
- Analyze images of culture and individual abilities reflected in children's literature and other learning materials
- Utilize developmentally appropriate and culturally responsive assessment practices for documenting the growth of language and literacy skills

ECED& 190 - Observation and Assessment

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Describe reasons for collecting observation and assessment data
- Identify indicators of growth, development, learning and social behaviors in all children
- Identify techniques for avoiding bias, judgments, and assumptions in observations
- Collect factual, descriptive data using a variety of assessment tools and strategies
- Document and analyze assessment data for use in planning curriculum for individual and groups of children

EDUC& 115 - Child Development

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Discuss prominent child development research and theories guiding parenting and care giver's practices
- Describe the developmental sequence from conception through early adolescence in all domains
- Analyze critical stages of brain development as influencers of child development
- Examine techniques to conduct and document observations of children as a means to assess and communicate growth and development
- Explain individual differences in development
- Identify how family, caregivers, teachers, community, culture, and trauma influence development
- Outline community resources to support children's and families' development

EDUC& 130 - Guiding Behavior

3 credits

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.

Theory Hours

3 theory hours. Requires 5 hours of observation time outside of class hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Identify developmentally appropriate individual and group behaviors of children
- Compare at least three approaches to guiding behavior
- Recognize positive, respectful, culturally responsive approaches to guidance
- Plan environment supportive of children's development with focus on attachment, self-help, relationships, and executive function

EDUC& 136 - School Age Care

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Describe the physical, cognitive, social, and emotional stages of children ages 5-12
- Develop a plan to create reciprocal and culturally sensitive relationships with children and families
- Analyze the effectiveness of an environment and recommend changes that are culturally retentive, developmentally appropriate, and conducive to positive social interactions
- Identify guidance strategies that promote cognitive and social growth in the context of school age care environment
- Describe state and local school age care regulations and procedures related to group size, health, nutrition, and safety
- Describe strategies supporting curriculum that is developmentally appropriate and culturally responsive
- Identify community resources supporting school age care/youth development program personnel

EDUC& 150 - Child, Family, and Community

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Evaluate and describe the cultural influences, social issues, changes, and transitions that affect children, families, schools, and communities
- Examine the concept of family, school, peers, media, and community as socialization agents
- Analyze strategies that empower families to establish and maintain collaborative relationships to support the growth and development of children
- Identify how one's own family history and life experiences may impact relationships with children and families
- Identify community services and agencies that support the needs of children and families and establish resource and referral systems for parents and educators

EDUC& 203 - The Exceptional Child

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate knowledge of young children with a variety of special needs within early learning settings
- Document a basic understanding of the types of disabilities and special needs that may impact young children
- Document knowledge of the ADA, IDEA, and laws requiring education to be provided for children in the least restrictive setting
- Demonstrate understanding of the concept of inclusion and the benefits for children with and without special needs
- Identify creative methods to adapt curriculum to include children with special needs in the typical classroom environment
- Provide evidence of strategies to promote empathy and understanding between children with and without special needs
- Demonstrate beginning skills in participating in multidisciplinary teams that enhance children's learning and development across education and social systems
- Document understanding of red flags in children's development that may indicate a need for further assessment and describe supportive strategies to discuss concerns with parents

Earth Science

EARTH 102 - Earth Science

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- To develop critical thinking skills and to expose students to the scientific process and the scientific method
- To help provide students the skills needed to continue learning throughout their lives
- To introduce student to the basic concepts of the terrestrial environment and the interactions of the various aspects of the Earth system
- To develop an awareness and appreciation of our natural surroundings

Economics

ECON 100 - Introduction to Economics

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Identify the benefits and costs of market trade
- Describe the concepts of resources and wants, and relate them to Scarcity and Opportunity Costs
- Understand and describe the concepts and measurement of gross domestic product, unemployment, and inflation
- Understand and describe the difference between business cycles and economic growth and the factors that contribute to each
- Describe the concepts of Comparative Advantage, balance of payments and its components, and the determinants of exchange rates

ECON& 201 - Micro Economics

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Describe and apply principles of Supply and Demand analysis to market situations
- Calculate how firms maximize profits under variety of market structures
- Describe and apply microeconomic principles to current issues of healthcare, agriculture, global trade, and labor markets
- Describe and analyze the decision-making of the business firm regarding input choices, including labor, materials, and capital
- Describe and apply methods of present-value analysis as a tool for investment decisions

ECON& 202 - Macro Economics

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Explain the fundamental concepts of market economics
- Understand and describe the concepts and methods of macroeconomic measurements
- Describe and explain the roles of international trading arrangements
- Describe and critique the tools of fiscal and monetary policy
- Ability to apply economic reasoning to current events

Education

EDUC& 201 - Introduction/Orientation to Teaching

5 credits

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.

AA Specified Elective

Satisfies specified elective requirement of the AA degree.

Course Outcomes

- Identify the professional roles, skills, and educational requirements of teachers
- Demonstrate understanding of the theoretical principles and research in learning, motivation, and development and their implications for educational practice
- Demonstrate understanding of the development of the education systems in the United States (history of education, law of education, finance of education, current issues)
- Demonstrate understanding and application of curricula, standards, and assessment

EDUC& 202 - Education Practicum

5 credits

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.

AA Specified Elective

Satisfies specified elective requirement of the AA degree.

Course Outcomes

- Report and reflect upon classroom observations
- Recognize and analyze methods of instruction, elements of the classroom environment, components of lesson plans, classroom management techniques, and discipline methods
- Reflect on personal strengths and deficiencies as future teachers

EDUC& 205 - Introduction to Education with Field Experience

5 credits

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.

Theory Hours

The course includes 33 hours of field experience.

AA Specified Elective

Satisfies specified elective requirement of the AA degree.

English

ENGL 060 - English Language Study

5 credits

Recommended Preparation

BTECH 100 or BTECH 101 or concurrent enrollment.

Prerequisites

Placement in ENGL 060 or instructor permission.

ENGL 060 prepares students for ENGL 095. The class develops writing/sentence skills necessary for both everyday writing and subsequent college writing. Students will engage in a writing process to produce compositions that demonstrate audience awareness and use appropriate writing conventions.

Theory Hours

5 theory hours.

Course Outcomes

Upon completing English 60, students will be able to:

- Identify main ideas and analyze texts
- Create clear writing using a structured drafting and peer review process
- Apply appropriate English conventions
- Demonstrate audience awareness

Note

This course does not meet any degree requirements.

ENGL 095 - Writing Fundamentals

5 credits

Prerequisites

Placement in ENGL 095, or a grade of "C" or better in ENGL 060, or a grade of Pass in Trans English I, or instructor permission.

ENGL 095 prepares students for ENGL& 101. The class will focus on strategies for reading and thinking critically to write logically developed college-level texts. Students will engage in a writing process to produce compositions that demonstrate audience awareness and use appropriate writing conventions.

Theory Hours

5 theory hours.

Course Outcomes

Upon completing English 95, students will be able to:

- Develop and use strategies to think and read critically (print, media, data, etc.) as part of a composing process
- Engage and reflect upon a composing process, that includes inventing, drafting, participating in a feedback process, revising, and editing
- Demonstrate audience awareness by composing coherent texts using appropriate organizational strategies
- Support claims using appropriate evidence and correctly attribute evidence that comes from sources

Note

This course does not meet any degree requirements.

ENGL 100L - Writing Lab

2 credits

Corequisites

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

ENGL 100L is a lab course that supports students enrolled in writing intensive courses such as ENGL 060, ENGL 095, ENGL& 101, ENGL& 102, and ENGL& 235. Students develop awareness of their own writing habits and learn strategies for writing effectively in college.

Guided Practice Hours

4 guided practice hours.

AA General Elective

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

Course Outcomes

Upon successful completion of this course, students will be able to:

- Employ basic reading and writing skills
 - English grammar, punctuation, and spelling
 - Vocabulary and diction
 - Structural components of the sentence, paragraph, and essay
 - Style, including applicable citation styles (e.g. MLA, APA, etc.)
- Identify and employ specific reading and writing techniques
 - Recursive reading techniques
 - Reading with purpose
 - Prewriting, drafting, and revision
 - Valid, ethical research methods
- Achieve success as a student
 - Understanding and prioritizing course assignments
 - Time management skills
 - Student-instructor communication
 - Note-taking study skills

Note

May be repeated for a total of 6 credits.

ENGL 150 - Vocational/Technical and Business Writing

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Using technology and other resources to obtain information
- Analyzing, synthesizing, and evaluating ideas from sources
- Developing ideas into logically crafted claims
- Supporting claims with valid, specific evidence
- Summarizing, paraphrasing, and quoting source information appropriately to support ideas
- Organizing, integrating, and documenting research ethically
- Focusing development of ideas and details using appropriate structure
- Developing and maintaining a consistent, appropriate tone
- Offering and accepting feedback about writing for ideas, voice, style, fluency
- Writing in a variety of forms and adapting form for the purpose/situation
- Revising writing for ideas, purpose, development, and structure
- Editing writing for precision: sentence structure, grammar, spelling, punctuation

ENGL 208 - Survey of British Literature: Origin to 1800

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Experience literature in all four genres
- Explore overriding themes in literature
- Comprehend important ideas and details from texts
- Recognize cultural and historical influences on the world's various literatures
- Analyze and synthesize ideas from texts for a variety of purposes
- Think critically about readings, and about one's own responses
- Understand the structural and technical formal elements of literature
- Engage in logical, evidence-backed discussion of literature
- Write for a variety of purposes, including to analyze and critique
- Take part in productive and effective group discussions and problem-solving sessions

ENGL 209 - Survey of British Literature: 1800 to Present

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Experience literature in all four genres
- Explore overriding themes in literature
- Comprehend important ideas and details from texts
- Recognize cultural and historical influences on the world's various literatures
- Analyze and synthesize ideas from texts for a variety of purposes
- Think critically about readings, and about one's own responses
- Understand the structural and technical formal elements of literature
- Engage in logical, evidence-backed discussion of literature
- Write for a variety of purposes, including to analyze and critique
- Take part in productive and effective group discussions and problem-solving sessions

ENGL 233 - Survey of Children's Literature

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Demonstrate understanding of the form, content, and context of literature written for children
 - comprehending the complex characters, themes, and ideas in the texts
 - recognizing cultural and historical influences on examples of children's literature
 - understanding the structural and technical formal elements of the literature
- Craft meaningful responses to literature from a wide variety of authors and artists
 - engaging in logical, evidence-backed discussion of the meaning and art of the texts
 - analyzing and synthesizing ideas from the texts for a variety of purposes
 - thinking critically about the texts, and about one's own responses
- Use the writing process to communicate effectively about the literature
 - writing critical and analytical responses to the texts in one's own, appropriate voice
 - writing clearly and thoughtfully about the meaning and art of the literature
 - writing for a variety of purposes, including to analyze, critique, and justify

ENGL 241 - Fiction Writing

2 credits

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.

Theory Hours

2 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understanding and manipulating the major structural elements of fiction
- Understanding and manipulating the essential techniques of imaginative writing
- Observing and employing the rules of standard English usage
- Developing initial ideas into coherent, structured draft short stories
- Accepting feedback about writing for idea, voice, style, fluency
- Considering others' feedback and using appropriate tools for revision
- Revising short stories to enhance structure and technique
- Reading the work of others in order to understand and evaluate
- Offering constructive feedback about idea, voice, style, fluency

ENGL 242 - Poetry Writing

2 credits

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.

Theory Hours

2 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understanding and manipulating the major structural elements of poetry
- Understanding and manipulating the essential techniques of imaginative writing
- Observing and employing the rules of standard English usage
- Developing initial ideas into coherent, structured draft poems
- Accepting feedback about writing for idea, voice, style, fluency
- Considering others' feedback and using appropriate tools for revision
- Revising poems to enhance structure and technique
- Reading the work of others in order to understand and evaluate
- Offering constructive feedback about idea, voice, style, fluency

ENGL 243 - Playwriting

2 credits

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.

Theory Hours

2 theory hours.

AA Specified Elective

Satisfies specified elective credit for the AA degree.

Course Outcomes

- Understanding and manipulating the major structural elements of dramatic form
- Understanding and manipulating the essential techniques of imaginative writing
- Observing and employing the rules of standard English usage
- Developing initial ideas into coherent, structured draft plays
- Accepting feedback about writing for idea, voice, style, fluency
- Considering others' feedback and using appropriate tools for revision
- Revising plays to enhance structure and technique
- Reading the work of others in order to understand and evaluate
- Offering constructive feedback about idea, voice, style, fluency

ENGL 246 - Queer Literature

5 credits

Recommended Preparation

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies humanities distribution area D requirement or specified elective for the AA degree. Course readings reflect our diverse national experience.

ENGL 252 - Survey of World Literature

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Comprehending important ideas and details from texts
- Recognizing cultural and historical influences on the world's various literatures
- Analyzing and synthesizing ideas from texts for a variety of purposes
- Thinking critically about readings and about one's own responses
- Understanding the structural and technical formal elements of literature
- Engaging in logical, evidence-backed discussion of literature
- Communicating critical and analytical responses to texts in one's own, appropriate voice
- Writing for a variety of purposes, including to analyze, critique, and justify
- Taking part in productive and effective group discussions and problem-solving sessions

ENGL 275 - Gender in Literature

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Demonstrate understanding of selected literary texts related to gender and the contexts of these texts
- Demonstrate understanding of selected texts in feminist and gender theory
- Write critically and analytically about literary and theoretical texts related to gender

ENGL 281 - Fiction Writing II

2 credits

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.

Theory Hours

2 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understand and employ elements of fiction form and content
 - Understanding and manipulating the major structural elements of fiction form
 - Understanding and manipulating the essential techniques of imaginative writing
- Use the steps in the writing process to craft effective stories
 - Developing initial ideas into coherent, structured draft stories
 - Accepting feedback about writing for idea, voice, style, fluency
 - Considering others' feedback and using appropriate tools for revision
 - Revising stories to enhance structure and technique
 - Observing and employing the rules of standard English usage
- Use collaborative critical tools to benefit classmates in their writing
 - Reading the work of others in order to understand and evaluate
 - Offering constructive feedback about idea, voice, style, fluency

ENGL 282 - Poetry Writing II

2 credits

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.

Theory Hours

2 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understand and employ elements of poetic form and content
 - Understanding and manipulating the major structural elements of poetry
 - Understanding and manipulating the essential techniques of imaginative writing
 - Observing and employing the rules of standard English usage
- Use the steps in the writing process to craft effective poetry
 - Developing initial ideas into coherent, structured draft poems
 - Revising poems to enhance structure and technique
- Use collaborative critical tools to benefit classmates in their poetry writing
 - Reading the work of others in order to understand and evaluate
 - Offering constructive feedback about idea, voice, style, fluency
 - Accepting feedback about writing for idea, voice, style, fluency
 - Considering others' feedback and using appropriate tools for revision

ENGL 283 - Playwriting II

2 credits

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.

Theory Hours

2 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understand and employ elements of dramatic form and content
 - Understanding and manipulating the major structural elements of dramatic form
 - Understanding and manipulating the essential techniques of imaginative writing
- Use the steps in the writing process to craft effective plays
 - Developing initial ideas into coherent, structured draft plays
 - Accepting feedback about writing for idea, voice, style, fluency
 - Considering others' feedback and using appropriate tools for revision
 - Revising plays to enhance structure and technique
- Use collaborative critical tools to benefit classmates in their playwriting
 - Reading the work of others in order to understand and evaluate
 - Offering constructive feedback about idea, voice, style, fluency

ENGL& 101 - English Composition I

5 credits

Prerequisites

Placement in ENGL& 101, or a grade of "C" or better in ENGL 095, or instructor permission.

ENGL& 101 covers rhetorical principles and the development of evidence-backed expository and argumentative texts. Students will engage in a writing process to produce compositions that demonstrate audience awareness and use appropriate writing conventions.

Theory Hours

5 theory hours.

Course Outcomes

Upon completing English 101, students will be able to:

- Read and think critically about texts as part of a composing process
- Use rhetorical knowledge (audience, purpose, etc.) and make conscious rhetorical choices to analyze and compose texts
- Identify information needs and locate, analyze, critically evaluate, integrate, and appropriately attribute information sources
- Engage and reflect upon a composing process, that includes inventing, drafting, participating in a feedback process, revising, and editing

Note

Satisfies writing skills requirement for the AA degree.

ENGL& 102 - English Composition II

5 credits

Prerequisites

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

ENGL& 102 develops reading, writing, and critical thinking skills at the advanced level. Students will use a complete research process to find, analyze, evaluate and integrate information from texts to compose evidence-backed arguments that demonstrate audience awareness using appropriate writing conventions and academic source documentation.

Theory Hours

5 theory hours.

Course Outcomes

Upon completing English 102, students will be able to:

- Conduct an inquiry-based research process
- Analyze, synthesize, evaluate, interpret, and integrate information from multiple credible sources
- Produce evidence-backed arguments that demonstrate audience awareness
- Document research using an appropriate academic format
- Engage and reflect upon a composing process, that includes inventing, drafting, participating in a feedback process, revising, and editing

Note

Satisfies writing skills requirement for the AA degree.

ENGL& 111 - Introduction to Literature

5 credits

Recommended Preparation

Grade of "C-" or better in ENGL 095 or placement in ENGL& 101.

Prerequisites

College-level reading or co-enrollment in READ 090.

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Demonstrate understanding of literal and inferential meaning in literature
- Demonstrate knowledge of literary concepts by identifying and describing the formal elements, techniques, genres, and cultural/historical context of literary works
- Write analytically about literature, and support analysis and interpretation of literary texts by locating, using, and citing relevant textual and/or contextual evidence
- Explain how literary genres, trends, and themes, are elements of cultural history

ENGL& 220 - Introduction to Shakespeare

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Comprehending the complex characters, themes, and ideas in Shakespeare's plays
- Recognizing cultural and historical influences on Shakespeare's work
- Analyzing and synthesizing ideas from the plays for a variety of purposes
- Thinking critically about the plays and about one's own responses
- Understanding the thematic significance of the plays
- Understanding the structural and technical formal elements of the plays
- Engaging in logical, evidence-backed discussion of the meaning and art of the plays
- Communicating critical and analytical responses to plays in one's own, appropriate voice
- Writing clearly and thoughtfully about the meaning and art of the plays
- Writing for a variety of purposes, including to analyze, critique, and justify
- Taking part in productive and effective group discussions and problem-solving session

ENGL& 235 - Technical Writing

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Understanding and applying the principles of scientific inquiry: procedures, vocabulary, and concepts
- Understanding and applying the process of conceptualizing, proposing, and conducting quantitative research
- Understanding and applying methodologies used in quantitative research
- Selecting, narrowing, and refining research questions and hypotheses
- Conducting literature reviews: reading, understanding, critiquing, and using peer-evaluated quantitative studies
- Creating research methodologies: research design, description of the population and rationale for sampling or data collection, variables as applicable, hypotheses or research questions, and data collection and analysis

Note

Satisfies writing skills requirement or specified elective for the AA degree.

ENGL& 236 - Introduction to Creative Writing

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understand and employ elements of form and content in both prose and verse
 - Understanding and manipulating the major structural elements of prose and verse
 - Understanding and manipulating the essential techniques of imaginative writing
 - Observing and employing the rules of standard English usage
- Use the steps in the writing process to craft effective essays, stories, and poems
 - Developing initial ideas into coherent, structured drafts
 - Revising to enhance structure and technique
- Use collaborative critical tools to benefit classmates in their writing
 - Reading the work of others in order to understand and evaluate
 - Offering constructive feedback about idea, voice, style, fluency
 - Accepting feedback about writing for idea, voice, style, fluency
 - Considering others' feedback and using appropriate tools for revision

ENGL& 244 - Introduction to American Literature

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Developing an appreciation for the contributions of a wide variety of writers to the American literary canon
- Improving analytical and interpretive skills
- Refining critical, analytical, and argumentative writing skills
- Placing American literature in theoretical and historical contexts
- Engaging in dialogues about American literature
- Developing an appreciation for diverse cultures

English Language Acquisition

ELA 040 - English Language Acquisition - Reading I

5 credits

Prerequisites

Appropriate CASAS placement score.

This course is designed for non-native English speakers who want to improve their basic reading skills and who have very little knowledge of English. The class will emphasize reading skills needed to communicate more effectively in everyday life. Basic math concepts, including reading math texts and word problems, will also be included.

Course Outcomes

Upon successful completion of this course, students will:

- Use appropriate basic reading strategies
 - Use critical thinking skills to interpret a variety of basic texts
 - Apply basic reading strategies to math texts and word problems
- Build basic everyday vocabulary
 - Improve literacy
- Show comprehension of basic types of texts
 - Demonstrated knowledge of how to use technology to enhance reading
 - Be able to determine what a variety of texts state explicitly

Note

This course does not meet any degree requirements.

ELA 041 - English Language Acquisition - Writing I

5 credits

Prerequisites

Appropriate CASAS placement score.

This course is designed for non-native English speakers, with little or no English language background, who want to improve their writing with a goal to enhance English language skills. The class will emphasize basic writing skills needed to communicate more effectively in everyday life. Basic math concepts, as they relate to effective written communication, will also be included.

Course Outcomes

Upon successful completion of this course students will:

- Demonstrate a command of basic Standard English language conventions
 - Be able to use the writing process to produce a complete sentences and short paragraphs
 - Use critical thinking skills to apply basic editing and revision skills
 - Apply writing skills to create and solve math problems
 - Demonstrate knowledge of how to use technology to enhance writing
- Use everyday vocabulary and basic parts of speech to communicate effectively
 - Interact and collaborate with others

Note

This course does not meet any degree requirements.

ELA 042 - English Language Acquisition - Speaking & Listening I

5 credits

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.

Course Outcomes

Students who successfully complete this course will:

- Prepare for and participate in basic conversations
 - Demonstrate a basic command of formal English
 - Be able to present basic information
 - Determine the key ideas of a speaker
 - Be able to communicate basic number and math concepts verbally
- Build basic everyday vocabulary
 - Use critical thinking skills to apply appropriate strategies to clarify and check for understanding
 - Interact and collaborate with others

Note

This course does not meet any degree requirements.

ELA 045 - English Language Acquisition - Reading II

5 credits

Prerequisites

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

This course is a continuation of content taught in Reading I and will continue to contextualize curriculum for workforce skills. The class will emphasize reading skills needed to communicate more effectively and begin to explore a pathway to further education or employability. Reading strategies that increase understanding of fundamental math concepts will also be included.

Course Outcomes

Upon successful completion of this course, students will:

- Show comprehension of a variety of college/career-related texts
- Develop vocabulary to improve reading skills
- Apply reading strategies to improve comprehension of texts

Note

This course does not meet any degree requirements.

ELA 046 - English Language Acquisition - Writing II

5 credits

Prerequisites

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

This course is a continuation of basic writing skill development started in ELA 041. It will work to further develop writing skills with contextualized content designed for English Language Learners. The class will emphasize writing skills needed to communicate more effectively in the worlds of work, college, and everyday life. Knowledge of how to appropriately communicate math concepts, in writing, will also be included.

Course Outcomes

Upon successful completion of this course, students will:

- Produce clear paragraphs
- Demonstrate a command of standard English language conventions, including grammar, vocabulary, and sentence structure, as applicable to the appropriate level

Note

This course does not meet any degree requirements.

ELA 047 - English Language Acquisition - Speaking & Listening II

5 credits

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.

Course Outcomes

Students who successfully complete this course will:

- Communicate verbally in a variety of situations
- Listen actively for understanding

Note

This course does not meet any degree requirements.

ELA 082 - English Language Acquisition - Reading IV

5 credits

Prerequisites

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

This course is designed for non-native English speakers who have some reading skills in English and want to improve their current knowledge. The class will emphasize reading skills needed to move forward on a pathway to further education or employability. Reading strategies that increase understanding of fundamental math concepts will also be included.

Course Outcomes

Upon successful completion of this course, students will:

- Show comprehension of a variety of college/career-related texts
- Develop vocabulary to improve reading skills
- Apply reading strategies to improve comprehension of texts

Note

This course does not meet any degree requirements.

ELA 083 - English Language Acquisition - Reading V

5 credits

Prerequisites

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

This course is a continuation of coursework designed to provide an English Language Learner with the opportunity to improve their reading skills to the level needed to pursue a path to further education or employability. Reading strategies that increase understanding of math concepts required in the workforce will also be included.

Course Outcomes

Upon successful completion of this course, students will:

- Show comprehension of a variety of college/career-related texts
- Develop vocabulary to improve reading skills
- Apply reading strategies to improve comprehension of texts

Note

This course does not meet any degree requirements.

ELA 084 - English Language Acquisition - Writing IV

5 credits

Prerequisites

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

This course is designed for non-native English speakers, who have some knowledge of English, and want to enhance their writing skills to improve their opportunities for further education and employability. The class will emphasize writing skills needed to communicate more effectively in the worlds of work, college, and everyday life. Knowledge of how to appropriately communicate math concepts, in writing, will also be included.

Course Outcomes

Upon successful completion of this course, students will:

- Produce clear paragraphs
- Demonstrate a command of standard English language conventions, including grammar, vocabulary, and sentence structure, as applicable to the appropriate level

Note

This course does not meet any degree requirements.

ELA 085 - English Language Acquisition - Writing V

5 credits

Prerequisites

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

This course is a continuation, for English Language Learners, along a path to opportunities for further education and employability. The class will emphasize writing skills needed to communicate more effectively with a focus on workforce preparation activities. Knowledge of how to appropriately communicate math concepts, in writing, will also be included.

Course Outcomes

Upon successful completion of this course, students will:

- Produce clear paragraphs
- Demonstrate a command of standard English language conventions, including grammar, vocabulary, and sentence structure, as applicable to the appropriate level

Note

This course does not meet any degree requirements.

ELA 086 - English Language Acquisition - Speaking & Listening IV

5 credits

Prerequisites

Appropriate CASAS placement score, a P grade in ELA 042 or ELA 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.

Course Outcomes

Students who successfully complete this course will:

- Communicate verbally in a variety of situations
- Listen actively for understanding

Note

This course does not meet any degree requirements.

ELA 087 - English Language Acquisition - Speaking & Listening V

5 credits

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.

Course Outcomes

Students who successfully complete this course will:

- Communicate verbally in a variety of situations
- Listen actively for understanding

Note

This course does not meet any degree requirements.

Engineering

ENGR 240 - Applied Numerical Methods

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies the requirement for the AS-Track 2 degree or specified elective for the AA degree.

ENGR& 104 - Introduction to Engineering and Design

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies the requirement for the AS-Track 2 degree or specified elective for the AA degree.

Course Outcomes

Students completing the course will have been instructed in how to do the following and will earn a course grade based on an evaluation of their ability to do the following:

- Demonstrate an understanding of how advances in engineering design have shaped human societies
- Give examples of how fundamentals of science and math are involved with design and creative problem solving
- Solve problems involving basic dimensional analysis
- Apply the engineering design process
- Identify and modify strategies to improve teamwork and group performance
- Develop interpersonal communication skills within a team setting
- Understand how individual differences contribute to produce dynamic and creative solutions
- Recognize and implement techniques to develop creativity in problem solving
- Demonstrate appropriate forms of written, oral, and graphical communication
- Understand professionalism and how that applies to responsibilities within the engineering profession
- Use techniques to define problems, gather information, analyze data, design, and implement solutions, and communicate the results
- Prepare and update a professional portfolio demonstrating a working knowledge of the above outcomes

ENGR& 214 - Statics

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies the requirement for the AS-Track 2 degree or specified elective for the AA degree.

Course Outcomes

- Solve two- and three-dimensional equilibrium problems by summing vector forces and moments
- Construct free-body diagrams to calculate forces between bodies, within members and at connections
- Use graphical and analytical techniques to determine reactions to structural loading
- Make use of equivalent systems such as couples, force-couple relationships, and resultants in the calculation of structure loads
- Calculate the section forces in beams, including shear force, axial force, and bending moments
- Calculate centroids and moments of inertia of plane surfaces
- Use alternate frames of reference in the calculation of distributed loads
- Account for friction in the determination of structure loading
- Model real-world problems using engineering mechanics
- Develop and utilize team skills necessary in the solution of engineering problems
- Report the results of analyses clearly, concisely, and in the required format

ENGR& 215 - Dynamics

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies the requirement for the AS Track 2 degree or specified elective for the AA degree.

Course Outcomes

- Determine the kinematics of particles in rectilinear and curvilinear motion
- Solve problems involving the kinetics of particles using Newton's second law
- Apply energy and momentum concepts to problems involving the kinetics of particles and rigid bodies
- Analyze the plane motion of rigid bodies using forces-accelerations and energy-momentum methods
- Predict the motion of a system of particles using conservation of energy and work concepts
- Provide absolute and relative-motion analyses of velocity and acceleration using fixed, translating, and rotating frames of reference
- Solve introductory three-dimensional kinetics of rigid body problems using rectangular, normal, and tangent coordinates
- Apply principles of engineering dynamics to the design of moving mechanical systems
- Develop and utilize team skills necessary for the solution of problems in engineering dynamics
- Report the results of analyses clearly, concisely, and in the required format

ENGR& 225 - Mechanics of Materials

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

This course counts as a Specified Elective for the AA degree.

Course Outcomes

Students completing the course will have been instructed in how to do the following and will earn a course grade based on an evaluation of their ability to do the following:

- Use a basic understanding of the properties of materials to solve engineering problems. Report the results of analyses clearly, concisely, and in the required format
 - Use fundamental concepts and standard procedures to solve problems involving stress and strain
 - Solve problems involving axial stress and strain
 - Analyze and solve problems involving bending stresses and internal forces
 - Analyze and solve problems involving torsional stress and strain
 - Analyze and solve problems involving the deflection of beams
 - Analyze and solve problems involving use of Mohr's circle
 - Analyze and solve problems involving the buckling of columns
 - Apply engineering principles regarding solid mechanics to solve engineering problems

Environmental Science

ENVS& 100 - Survey of Environmental Science

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

Upon completion of this course, students will:

- Understand the nature of science and the scientific method
- Define and classify matter and energy and describe how these flow through the environment
- Explain evolution in relation to diversity and how species interact in biological communities
- Describe the factors that have been responsible for changes in world population
- Describe major biomes in relation to climate, energy transfer, and biodiversity
- Identify characteristics of nature preserves and conservation strategies
- Understand how the production of food affects the environment
- Understand how the risks of exposure to toxic chemicals are determined
- Describe the structure of the atmosphere and the factors responsible for global climate change
- Describe the major types and sources of air pollution
- Describe the major types and sources of water pollution
- Understand earth formation processes and the geological resources essential for human populations
- Describe the environmental effect of obtaining and using conventional and alternate energy sources
- Understand the environmental effects of storing waste

Film

FILM 125 - Film Interpretation

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Identifying and understanding formal and technical elements of filmmaking as an art form
- Identifying and exploring thematic significance of specific films
- Analyzing and evaluating the uses of film form in communicating thematic meaning
- Thinking critically about film, and about one's own responses
- Taking part in productive and effective group discussions and problem-solving sessions
- Communicating critical and analytical responses to films in one's own, appropriate voice
- Writing for a variety of purposes, including to analyze, critique, and justify

FILM 135 - Introduction to Film Production

5 credits

Recommended Preparation

ART 101 or ART 104, ENGL 243, THEA 161, THEA 163.

Prerequisites

FILM 125 or ART& 100.

Corequisites

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understanding formal and technical elements of filmmaking as an art form
- Performing filmmaking tasks: writing, cinematography, sound recording, editing
- Identifying, exploring, and communicating thematic significance via film form
- Thinking critically in order to solve the various problems inherent in filmmaking
- Taking part in effective group projects and problem-solving sessions

- Taking responsibility for the final product of the filmmaking experience

First Aid

FAID 101 - First Aid/CPR

1 credit

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.

Theory Hours

8 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Flagger Certification

FLAG 101 - Flagger Certification

1 credit

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

Vocational program course.

AA General Elective

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

Geology

GEOL& 101 - Introduction to Physical Geology

5 credits

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.

AA Specified Elective

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

Course Outcomes

- To develop critical thinking skills and to expose students to the scientific process and the scientific method
- Help provide students the skills needed to continue learning throughout their lives
- To introduce the student to the basic concepts of the terrestrial environment. These include its age, composition, structure, and the processes that continually shape the surface of the planet
- To develop an awareness and appreciation of our natural surroundings
- Gain experience obtaining and analyzing experimental data

Health Promotion and Fitness

HPF 101 - Health and Wellness

5 credits

Recommended Preparation

ENGL 095 and READ 090.

This course encompasses a total wellness concept of one's physical, mental, and emotional well-being. Students will examine major health issues of contemporary society. Students will also learn to make responsible lifestyle decisions that will directly affect their quality of life and attainment of well-being.

Theory Hours

5 theory hours.

AA General Elective

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

Course Outcomes

- Define health by understanding the six dimensions of health
- Understand and appreciate the scope of human relationships
- Recognize risks associated with licit and illicit drugs
- Find a healthy balance with weight management
- Recognize and reduce risks for infectious and noninfectious disease
- Gain greater appreciation for environmental health in a local and global manner
- Critically evaluate health care products and information as a consumer

History

HIST 122 - History of Modern East Asia

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

HIST 220 - 20th Century Europe

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Students will become acquainted with the main political events and social currents in Europe during the 20th and early 21st century. Students will concentrate attention on a few of the most significant historical controversies (and historiographic traditions) such as those surrounding the era of the World Wars, the Russian Revolution, Fascism and Communism, the Cold War, the fall of Communism, the European Communities' role in the world, and current events
- Through lectures, class discussions, and selections of literature, students will explore the reactions of people to historical events as a way of shedding light on present difficulties, and human behavior
- Students will be introduced the discipline of history and its tools. To learn how historians interpret the past and how to determine their biases and perspectives. To learn how events and ideas are shaped by their historical context. In other words, to literally learn how historians think
- Students will explore some of the materials available over the Internet, especially media reports, and to critically assess their value in doing historical research
- Students will be able to identify important geographical centers and natural features of Europe
- Students will learn CMOS citations. Part of the tools of the historical trade is learning how to use Chicago Manual of Style (CMOS) footnotes. Students will show mastery by the research paper

HIST 252 - Latin American History

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- To give students a greater appreciation and understanding of the history of Mexico and the nations of Central and South America. To relate the significance of the past in those nations to the problems and challenges of today
- To survey the cultural legacy of the many civilizations of Latin America, both those native to the area and those of European and African origin
- To introduce the discipline of history and its tools. To learn how historians interpret the past and how to determine their biases and perspectives. To learn how events and ideas are shaped by their historical context. In other words, to literally learn how historians think
- To explore some of the materials newly available over the Internet and to critically assess their value in doing historical research

HIST 270 – African American History

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Disciplinary Learning: Knowledge of content in prerequisite or transfer courses, as well as preparation for a career
- Literacy Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options
- Critical Thinking Competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulating 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
- Using Resources 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. The letters cited after the individual outcomes listed below, and elsewhere in the syllabus, refer to the abilities A through E listed above

HIST 272 - History of England

5 credits

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. England using 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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Understanding the development of England and Great Britain in western society and the changing value systems, cultural traditions, social structures, religious traditions, and politics
- Integrating British history with other cultures to gain a sense of "global history"
- Comprehending the role of the great personalities, ideas, works of art, and philosophies from the British Isles
- Recognition of how events and ideas are shaped by their historical context
- Understanding the discipline of history and using this to interpret the past
- Identifying bias and perspectives in primary and secondary sources
- Using technology and other sources to obtain information
- Selecting and evaluating information for use in ethical research
- Engage in logical, evidence-based discussions of British history
- Show independent thought, mastery of information, and analysis of said information

HIST& 116 - Western Civilization I

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

The objectives of this course are to improve students' proficiency in both understanding course content and perfecting skills through mastery in the five areas covered by the Grays Harbor College "Desired Student Abilities."

- Disciplinary Learning
 - Knowledge of content in prerequisite or transfer courses, as well as preparation for a career
- Literacy
 - Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options
- Critical Thinking
 - Competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulating 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
- Using Resources
 - 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

HIST& 117 - Western Civilization II

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

The objectives of this course are to improve students' proficiency in both understanding course content and perfecting skills through mastery in the five areas covered by the Grays Harbor College "Desired Student Abilities."

- Disciplinary Learning
 - Knowledge of content in prerequisite or transfer courses, as well as preparation for a career
- Literacy
 - Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options
- Critical Thinking
 - Competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulating 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

- Using Resources
 - 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

HIST& 118 - Western Civilization III

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

The objectives of this course are to improve students' proficiency in both understanding course content and perfecting skills through mastery in the five areas covered by the Grays Harbor College "Desired Student Abilities."

- Disciplinary Learning
 - Knowledge of content in prerequisite or transfer courses, as well as preparation for a career
- Literacy
 - Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options
- Critical Thinking
 - Competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulating 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
- Using Resources
 - 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

HIST& 146 - US History I

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

The objectives of this course are to improve students' proficiency in both understanding course content and perfecting skills through mastery in the five areas covered by the Grays Harbor College "Desired Student Abilities."

- Disciplinary Learning
 - Knowledge of content in prerequisite or transfer courses, as well as preparation for a career
- Literacy
 - Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options

- Critical Thinking
 - Competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulating 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
- Using Resources
 - 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

HIST& 147 - US History II

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

The objectives of this course are to improve students' proficiency in both understanding course content and perfecting skills through mastery in the five areas covered by the Grays Harbor College "Desired Student Abilities."

- Disciplinary Learning
 - Knowledge of content in prerequisite or transfer courses, as well as preparation for a career
- Literacy
 - Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options
- Critical Thinking
 - Competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulating 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
- Using Resources
 - 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

HIST& 148 - US History III

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

The objectives of this course are to improve students' proficiency in both understanding course content and perfecting skills through mastery in the five areas covered by the Grays Harbor College "Desired Student Abilities."

- Disciplinary Learning
 - Knowledge of content in prerequisite or transfer courses, as well as preparation for a career
- Literacy
 - Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options
- Critical Thinking
 - Competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulating 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
- Using Resources
 - 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

HIST& 214 - Pacific Northwest History

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

The objectives of this course, in addition to learning the subject matter of Pacific Northwest history, are to improve students' demonstrated abilities in the following areas; letters cited after the individual outcomes, and elsewhere in the syllabus, refer to Grays Harbor College's five desired student learning abilities [A - Competency in the Disciplines; B-Literacy; C-Critical Thinking; D-Social/Personal Responsibility; E-Using Resources].

Regarding Course Content, students will have as objectives or outcomes the understanding of:

- The relevance of historical study [A, B, C, D, E]
- The "WHY" of history [A, B, C, D, E]
- The meaning of the past on the present [A, B, C, D, E]
- The possibilities of creating a better future by understanding the past [A, B, C, D]
- The relationships between and among the various peoples who have and do inhabit the United States [A, B, C, D, E]
- The race, class, and gender diversity in United States history [A, B, C, D, E]

Regarding the skills gained in the course, students will have as goals the improvement of their ability to:

- Adopt and maintain an open mind about new issues and ideas [A, B, C, D]
- Read texts for comprehension of meaning, analysis, and evaluation [A, B, C, D]
- Read and think critically about texts and arguments [A, B, C, D]
- Effectively communicate, in writing, knowledge and perspectives [A, B, C]
- Support arguments with evidence [A, B, C, E]
- Use of information resources in building opinions and arguments [A, B, C, D, E]
- Identify and use an expanded vocabulary [A, B, C]
- Apply knowledge of material in written and oral presentations [A, B, C, D]
- Work together in groups [A, B, C, D]
- Discuss texts and concepts in small and large groups [A, B, C, D]
- Effectively evaluate self and peers [B, C, D, E]

- Take charge of one's own learning [A, B, C, D, E]
- Use technology [B, C, E]

HIST& 219 - Native American History

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Disciplinary Learning: Knowledge of content in prerequisite or transfer courses, as well as preparation for a career
- Literacy Skills in reading, writing, speaking, listening, and quantifying, as well as awareness and appreciation of learning styles and lifelong learning options
- Critical Thinking Competency in analysis, synthesis, problem solving, decision making, creative exploration, and formulating 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
- Using Resources 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

Hospitality

BUS 283 - Human Resource Management

5 credits

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.

HOSP 100 - Introduction to Hospitality

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Describe the interrelated nature of hospitality and tourism and the characteristics of the hospitality industry
- Implement universal service standards
- Discuss success in service and describe appraise approaches to successful service
- Draw organizational charts for various divisions of a hotel
- Identify key areas and tasks for front and back of the house operations
- Summarize the skills required for concierge services

- Discuss the structure of management and operations for theme parks, attractions, cruises, and clubs
- Describe different positions within and various activities related to the gaming entertainment

HOSP 110 - Leadership & Management for Hospitality

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Describe the concept of strategic management as applied to the hospitality industry
- Discuss leadership strategies, visioning processes, and the implications for leading change
- Manage, motivate, and cross train teams and individual staff
- Formulate a performance standard system
- Recognize and practice cultural diversity in hiring and leading
- Utilize effective conflict resolution methods for a given problem
- Calculate occupancy percentages, average daily rates, and actual percentage of potential rooms revenue

HOSP 120 - Ecotourism

5 credits

Prerequisites

MATH 060, READ 080 or instructor permission.

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

Theory Hours

5 theory hours.

Course Outcomes

- Describe the socio-cultural, ecological, economic and community impacts of Ecotourism on public and protected areas
- Compare and contrast Ecotourism with conventional tourism
- Identify core indicators of sustainable tourism such as site protection, social impact, critical ecosystems, and local economy
- Discuss the nature-based foundation of Ecotourism as an alternative to conventional mass tourism
- Apply strategies for sustainable Ecotourism in the development of an Ecotourism program plan

HOSP 130 - Hospitality & Tourism Marketing

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Describe the role of marketing strategic planning for the hospitality industry
- Analyze consumer markets and buying behavior for the tourism industry
- Discuss information distribution and the impact of social media and globalization on the hospitality industry
- Explain how changes in the demographic and economic environments affect marketing

- Examine the hospitality and tourism marketing mix
- Explain internal marketing

HOSP 140 - Dining Room Management

2 credits

Prerequisites

MATH 060, READ 080 or instructor permission.

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

Theory Hours

2 theory hours.

Course Outcomes

- Explain the importance of effective communication skills in restaurant and food service management
- Describe dining room service operations
- Apply strategies for food service team growth and development
- Monitor inventory and cost control
- Develop a food service budget
- Explain basic procedures to plan dining room layouts that promote employee productivity and guest experience

HOSP 150 - Sustainable Tourism Policy & Planning

3 credits

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.

Theory Hours

3 theory hours.

Course Outcomes

- Discuss the importance of tourism at a global scale and reasons for its growth
- Distinguish between regional, global and heritage tourism
- Describe the many drivers of change in the tourism sector over the next decade
- Identify trends in consumer behavior related to the tourism industry such as travel-based learning and ecotourism
- Analyze the interconnections between different elements of tourism including accommodation, transport, attractions, and tourism services
- Compare and contrast the significance of small and large businesses in the tourism sector
- Develop a plan for managing the impact of tourism on communities and the environment

HOSP 210 - Sustainable Hospitality Facilities Management

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Identify the various components of hospitality facilities, facility operating costs, and factors that affect facility costs
- Identify the basic facilities-related concerns associated with guestrooms and corridors, public space, recreation and exterior areas, back-of-the-house areas, and the building's structure and exterior
- Describe sustainability, green path, and its role in the overall business strategy of a hospitality operation, and state some of the principal measures facilities managers can take to minimize and manage waste
- Describe how to reduce occupational injury rates in the hospitality industry and outline how building design and maintenance affect safety according to OSHA standards
- Outline water usage levels and patterns in the lodging industry, and describe the basic structure of water and wastewater systems
- Identify elements of an effective electrical system and equipment maintenance program
- Describe the basic elements of human comfort and how HVAC systems affect this comfort
- Describe laundry equipment and explain factors in selecting laundry equipment and locating an on-premises laundry
- Describe the nature of and typical problems associated with a building's structure and grounds
- Summarize the life cycle of a hotel and describe types of renovation

HOSP 215 - Adventure Travel Leadership and Guiding

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Describe the key principles of adventure travel guiding
- Analyze the global adventure travel industry
- Apply interpretive guiding principles and practices
- Explain principles in sustainability for the adventure travel guide
- Evaluate customer service skills for the adventure travel guide
- Apply the core concepts of risk management and assessment to the role of guide
- Develop and present a plan for creating and delivering a guide experience

HOSP 220 - Technology in the Hospitality Industry

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Identify and evaluate common technology systems used in hospitality operations
- Describe the various ways in which hospitality businesses use technology to process reservations and manage rooms
- Identify and explain the function of common Property Management (PMS) interfaces, which include point-of-sale systems, call accounting systems, energy management systems, electronic locking systems, and guest-operated devices
- Identify Payment Card Industry (PCI) and Data Security Standard (DSS) objectives and requirements
- Explain the functions and use of food and beverage management applications, including those concerning recipe and menu management, sales analysis, and pre/post costing
- Identify and describe the catering software and accounting applications that are available to hospitality businesses

- Identify the various threats to technology systems and the security precautions that should be taken to keep those systems safe

HOSP 230 - Event Planning

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Define the breadth of event types and opportunities for professional event coordination
- Identify the food and beverage needs of the audience, participants, staff, and other stakeholders at an event
- Develop a strategy for creating and coordinating a comprehensive event experience
- Identify potential event sites and evaluate their suitability to select the best fit for an event
- Organize efficient, effective, and safe waste control plans including strategies to ensure a sustainable event environment
- Determine and procure suitable and effective collateral materials that will support the marketing strategies of an event
- Identify the staging and equipment needs to facilitate the functional requirements of the event environment
- Describe operational controls for catering including costing, presentation, pricing, production, purchasing and service
- Develop and present an event plan

Human Development

HUMDV 104 - Stress Management and Wellness

2 credits

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 theory's, extensive use of group activities, and introduction of relaxation methods, such as progressive relaxation.

Theory Hours

2 theory hours.

AA General Elective

Satisfies general elective requirement for the AA degree.

Course Outcomes

- Students will identify and become aware of stressors
- Students will become aware of how they experience stress
- Students will develop tools for stress management and coping
- Students will learn how to maintain and promote general wellness

HUMDV 109 - Personal Development

2 credits

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.

Theory Hours

2 theory hours.

AA General Elective

Satisfies general elective requirement for the AA degree.

Course Outcomes

- Develop a deeper understanding of their thought habits, motivations, values, and behavior
- Become more aware of choices and options available to them
- Gain knowledge and skills needed to affect personal change and development
- Gain skills in decision making
- Increase motivation for positive change
- Develop awareness of their learning styles
- Understand how personal choices create who they are

HUMDV 111 - Career Options and Life Planning

2 credits

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.

AA General Elective

Satisfies general elective requirement for the AA degree.

Course Outcomes

- Students will learn how personality, interests, and values influence career options
- Students will complete a career self-assessment
- Students will identify three career areas of primary interest
- Students will learn to access various types of career information available from WOIS, Workforce Explorer, O*NET, The Occupational Outlook Handbook, and other career resources
- Students will learn to write resumes, cover letters, interview letters, and complete job applications

HUMDV 140 - Introduction to Leadership Concepts

2 credits

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.

Theory Hours

2 theory hours.

AA General Elective

Satisfies the general elective requirement for the AA degree.

HUMDV 150 - Tutoring Techniques

1 credit

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.

AA General Elective

Satisfies general elective requirement for the AA degree.

Course Outcomes

Peer tutors who complete Tutoring Techniques will be able to:

- Assist GHC students in successfully in reaching their academic goals
- Identify the role of tutor as one who is there to help each student learn to help himself, rather than to complete assignments
- Refer Learning Center clients to resources available on campus
- Manage difficult situations they may encounter while tutoring
- Verbalize specific habits that lead to academic success
- Communicate effectively with students and college faculty and staff

HUMDV 151 - Interpersonal Skills

2 credits

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.

Theory Hours

2 theory hours.

AA General Elective

Satisfies general elective requirement for the AA degree.

Course Outcomes

- Students will learn about various communication styles, including their advantages and disadvantages
- Students will develop an awareness of communication strengths and weaknesses
- Students will gain skills in active listening
- Students will learn about assertive behavior and why it is important
- Students will learn steps for a successful change to assertive behavior

Human Services**HS 101 - Introduction to Human Services**

5 credits

Prerequisites

Students must be co-enrolled in either ENGL 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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students will be able to describe the range of services in the human services field. (Competency in Disciplinary Learning (4), Literacy (3) and Using Resources (3))
- Students will develop a career plan for employment in the human services field. (Competency in Disciplinary Learning (4), Literacy (3) and Using Resources (3))
- Students will recognize terminology used in the human services field. (Competency in Critical Thinking (4), Literacy (3) and Using Resources (3))
- Students will describe the values, motivations, and characteristics of professionals in the human services field. (Competency in Social and Personal Responsibility (3), Literacy and Disciplinary Learning (4))
- Students will be able to explain the historical perspective of legislative and other major changes and trends in the human services field. (Competency in Disciplinary Learning (4) and Literacy (3))
- Students will demonstrate basic client communication skills. (Competency in Disciplinary Learning (4) and Literacy (3))
- Students will demonstrate effective APA style writing. (Competency in Disciplinary Learning (4), Literacy (3) and Using Resources (3))

HS 102 - Survey of Community Resources in Human Services

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students will be knowledgeable of the local human services resources and be able to make appropriate referrals. (Competency in Literacy (2), Disciplinary Learning (3), Using Resources (4) and Critical Thinking (3))
- Students will develop a community resource manual for use during the referral process. (Competency in Social and Personal Responsibility (2) and Critical Thinking (3))
- Students will understand the steps and processes of starting an agency in the human services field. (Competency in Social and Personal Responsibility (2), Literacy (2), Disciplinary Learning (3), Using Resources (4) and Critical Thinking (3))

HS 105 - Introduction to Domestic Violence/Sexual Assault Advocacy

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate a critical understanding of the primary theories that guide assessment and intervention for violence as well as a capacity to explain how these theories inform and guide practice decisions. (Desired Student Abilities: Critical Thinking; H.S. P. O.: 3, 4, 5, 8, 11)
- Demonstrate knowledge of and skill in best practices for trauma survivors and perpetrators for sexual assault. (Desired Student Abilities: Resource Use, Critical Thinking, H.S. P. O.: 3, 4, 5, 8, 11)
- Demonstrate understanding of the Washington State laws related to sexual assault, domestic violence, and related victim advocacy statutes. (Desired Student Abilities: Critical Thinking, Resource Use; H.S. P. O.: 3, 4, 5, 8, 11)
- Demonstrate understanding of the empowerment model of crisis intervention and the importance of assessing victim safety. (Desired Student Abilities: Resource Use; H.S. P. O.: 3, 4, 5, 8, 11)
- Identify and understand different motivations of sex offenders and domestic violence perpetrators and how these motivations are displayed through behavior. (Desired Student Abilities: Critical Thinking; H.S. P. O.: 3, 4, 5, 8, 11)
- Describe potential impact of sexual assault on victims with a range of particular characteristics. (Desired Student Abilities: Critical Thinking; H.S. P. O.: 3, 4, 5, 8, 11)
- Demonstrate intervention skills and knowledge of sexual assault. (Desired Student Abilities: Critical Thinking; Resource Use; H.S. P. O.: 3, 4, 5, 8, 11)
- Identify the dynamics of domestic violence and its impact on the family. (Desired Student Abilities: Critical Thinking; H.S. P. O.: 3, 4, 5, 8, 11)

HS 108 - Counseling, Crisis Intervention and Documentation

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students will have a working knowledge of the principles of counseling and crisis intervention. (Competency in Disciplinary Learning (4)), Using Resources (3) and Critical Thinking (4))
- Students will demonstrate their ability to assess clients for suicide and homicide. (Competency in Disciplinary Learning (4)), Critical Thinking (4), and Social and Personal Responsibility (4))
- The student will demonstrate an understanding of the elements of counseling and crisis intervention. (Competency in Disciplinary Learning (4)) and Using Resources (3))
- Students will identify the key components of the psychological theories. (Competency in Disciplinary Learning (4)), and Critical Thinking (4))
- The student will understand the unique needs of members in the different cultures encountered in the human services field. (Social and Personal Responsibility (4))
- Students will be able to write a case/progress note and understand the importance of documentation. (Competency in Disciplinary Learning (4) and Literacy (3))

HS 109 - Law and Ethics in Human Services

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students will understand major ethical issues related to professional practice. (DL (4), L (3), CT (4), SPR (4), IU (3))
- Students will apply the ethical decision-making model that may be used by the human services professional. (DL (4), L (3), CT (4), SPR (4), IU (3))
- Students will become familiar with the ethical standards of the major professional roles in human services. (DL (4), L (3), CT (4), SPR (4), IU (3))
- Students will gain the knowledge and ability to apply ethical principles to a variety of specific situations. (DL (4), L (3), SPR (4))
- Students will understand related Washington Administrative Codes (WACs) and Revised Codes of Washington (RCWs). (DL (4), L (3), IU (3))

HS 158 - Cooperative Work Internship

1-3 credits

Prerequisites

"C+" or better in HS 108 and HS 109 and instructor permission.

Where 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

Vocational program course.

AA General Elective

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

Course Outcomes

- To gain on-the-job, supervised work experience with public human service agencies (Competency in Disciplinary Learning (2), Critical Thinking (2), Social and Personal Responsibility (4))
- To provide an understanding of the occupational environments of potential employers and clients. (Competency in Disciplinary Learning (2) Critical Thinking (2), Social and Personal Responsibility (4))
- To match career aspirations and interests with capabilities and job satisfaction. (Critical Thinking (2), Social and Personal Responsibility (4))
- To acquire specific technical knowledge, priorities, experience, and career classification, not always offered in more general classroom instruction. (Competency in Disciplinary Learning (2), Literacy (1) and Using Resources (2), Critical Thinking (2), Social and Personal Responsibility (4))
- To put into practice, under supervision, skills, and knowledge from Human Services courses, such as interviewing, ethical decision making, active listening, case management, etc. (Competency in Disciplinary Learning (2), Literacy (1) and Using Resources (2), Critical Thinking (2), Social and Personal Responsibility (4))

HS 185 - Introduction to Trauma Informed Practice

5 credits

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.

Theory Hours

5 theory hours.

HS 202 - Counseling Diverse Populations

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Students who successfully complete this course will have knowledge of the different needs of the many diverse populations which are encountered in the human services field. (Competency in Disciplinary Learning (4), Literacy (3), Using Resources (3), Critical Thinking (4), and Social and Personal Responsibility (4))
- Students will have learned about the special issues entailed in working with populations whose values and environments differ from their own. (Critical Thinking (4), and Social and Personal Responsibility (4))
- Students will have investigated their own prejudices and learned the benefits of valuing diversity, in their chosen field as well as their everyday lives. (Competency in Disciplinary Learning (4), Critical Thinking (4), and Social and Personal Responsibility (4))

HS 203 - Interview/Assessments in Human Services Settings

5 credits

Prerequisites

HS 202 or instructor permission.

Introduction to interviewing and assessment techniques in the human services field. Emphasis is on information gathering, mistake 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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- The student will be able to conduct effective assessment interviews. (Competency in Disciplinary Learning (4), Literacy (3), Using Resources (3) and Critical Thinking (4))
- The student will have the skills to make preliminary professional diagnostic interpretations on a mental health-mental illness continuum. (Competency in Disciplinary Learning (4), Literacy (3), Using Resources (3) and Critical Thinking (4))
- The student will have a working knowledge of the DSM-5. (Competency in Disciplinary Learning (4), Using Resources (3), and Critical Thinking (4))
- The student will be able to develop individual treatment/service plans. (Competency in Disciplinary Learning (4), Using Resources (3), and Critical Thinking (4))
- The student will recognize that different ethnic and minority groups require specialized services from the human services providers. (Social and Personal Responsibility (4))

HS 204 - Advanced Counseling and Case Management

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Understand the different approaches and rationales in counseling (DL (2), L (3), CT (4), SPR (4), and IU (3))
- Understanding the different approaches used in case management (DL (2), L (3), CT (4), SPR (4), and IU (3))
- Understanding the specific context(s) that warrant a particular type of counseling or case management approach (DL (2), L (3), CT (4), SPR (4), and IU (3))
- Know how to write and interpret treatment plans, reports, and notes (DL (2), L (3), CT (4))
- Be able to use "active" listening techniques (DL (2), CT (4), and SPR (4))
- Know how to use reflecting techniques (DL (2), CT (4), and SPR (4))
- Be sensitive to the issues of others (CT (4), SPR (4))
- Be able to remain objective in helping situations (CT (4), SPR (4))
- Understand the importance of diversity in providing services (DL (2), L (3), CT (4), SPR (4), and IU (3))

HS 258 - Advanced Cooperative Work Internship

1-5 credits

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.

Theory Hours

Variable hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- To gain on-the-job, supervised work experience with public human service agencies (Competency in Disciplinary Learning, Critical Thinking, Social and Personal Responsibility)
- To provide an understanding of the occupational environments of potential employers and clients (Competency in disciplinary Learning Critical Thinking, Social and Personal Responsibility)
- To match career aspirations and interests with capabilities and job satisfaction (Critical Thinking, Social and Personal Responsibility)
- To acquire specific technical knowledge, priorities, experience, and career classification, not always offered in more general classroom instruction (Competency in Disciplinary Learning, Literacy and Using Resources, Critical Thinking, Social and Personal Responsibility)
- To put into practice, under supervision, skills, and knowledge from Human Services courses, such as interviewing, ethical decision making, active listening, case management, etc. (Competency in Disciplinary Learning, Literacy and Using Resources, Critical Thinking, Social and Personal Responsibility)

Library

LIB 101 - Introduction to Information Resources

2 credits

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 preprofessional level, including those available on the library's information networks, the online catalog, the Internet and other standard research tools.

Theory Hours

2 theory hours.

AA Specified Elective

Satisfies specified elective requirement in the AA degree.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Define a research topic and develop strategies to identify and retrieve relevant information
 - gain understanding of the nature of information resources, their organization and dissemination
- Locate and evaluate information sources relevant to a selected research topic
- Document information sources using appropriate bibliographic citation form and recognize the importance of proper documentation

Linguistics

LING 101 - Introduction to World Languages

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies Humanities Area G distribution or specified elective requirement for the AA degree.

Course Outcomes

- Acquire knowledge of historical development, typology, and geographic distribution of world languages
- Acquire and apply basic linguistic terminology
- Discover and describe parallels among world languages
- Analyze various language paradigms
- Recognize and examine the structure of a variety of writing systems (both alphabetical and non-alphabetical) throughout human history
- Develop a perspective to view foreign cultures and civilizations

Mathematics

MATH 060 - Fundamentals of Arithmetic

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

Students completing the course will have been instructed in how to do the following, evaluated on their ability to do the following, and earn a course grade based on the evaluation of their ability to do the following:

- Solve and evaluate problems involving whole numbers
- Solve, evaluate, and simplify problems involving fractions and mixed numbers
- Solve, evaluate, and simplify problems involving decimals
- Solve, evaluate, and simplify problems involving ratios, proportions and percents

Note

This course does not meet any degree requirements.

MATH 070 - Beginning Algebra

5 credits

Prerequisites

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

This course is intended for students who have a solid grounding in Arithmetic and the basic introduction of Algebra included in MATH 060. 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.

Theory Hours

5 theory hours.

Course Outcomes

- Solve, evaluate, and simplify real number and algebraic expressions
- Solve and apply linear equations and inequalities with one variable
- Graph linear equations with two variables and interpret information from a graph

Note

This course does not meet any degree requirements.

MATH 097 - Essentials of Intermediate Algebra

5 credits

Prerequisites

A grade of "C" or better in MATH 070 PreAlgebra, 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, MATH& 131, MATH& 132 and MATH& 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, MATH& 131, MATH& 132, and MATH& 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.

Theory Hours

5 theory hours.

Course Outcomes

- Analyze Linear, Exponential and Quadratic Equations
- Solve Systems of Linear Equations
- Combine and Simplify Polynomials and Expressions with Exponents
- Solve Proportions, Compound Inequalities, and Absolute Value Equations

Note

This course does not meet any degree requirements.

MATH 098 - Intermediate Algebra

5 credits

Prerequisites

A grade of "C" or better in MATH 097 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.

Theory Hours

5 theory hours.

Course Outcomes

- Factor Polynomials, and Solve Equations by Factoring
- Combine and Simplify Rational Expressions and Solve Rational Equations
- Combine and Simplify Radical Expressions and Solve Radical Equations
- Simplify expressions containing radicals and/or rational exponents
- Analyze Linear and Quadratic Functions

Note

This course does not meet any degree requirements.

MATH 100 - Vocational Technical Mathematics

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Solve problems involving whole numbers and fractions
- Solve problems involving decimals, ratios, proportions, and percent
- Evaluate exponential numbers and convert metric and English measurement values
- Use geometry to find measurements of 2- and 3-dimensions figures
- Use triangle trigonometry

MATH 101 - Applications of Algebra for Vocational-Technical Students

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Increase a quantity by a given percentage
- Solve exponential growth problems
- Solve compound interest problems
- Calculate annual percentage yield
- Decrease a quantity by a given percentage
- Apply exponential decay models
- Solve half-life problems
- Solve ordinary annuity problems
- Use a table to track the amount of a drug in the blood stream with periodic dosing
- Use a formula to find the amount of a drug in the blood stream after a given number of periodic doses.
- Solve problems involving the loan amortization formula
- Create an amortization schedule
- Use a formula to find the unpaid balance on an amortized loan after a given number of payments
- Construct a dot plot
- Calculate the mean, median, and mode for a set of values
- Calculate a sample proportion
- Calculate the margin of error for estimating a population proportion
- Interpret the meaning of a confidence interval for estimating a population proportion
- Construct a confidence interval for estimating a population proportion
- Interpret a confidence interval for estimating a population proportion
- Find the standard deviation of a set of values
- Calculate the margin of error for estimating a population mean
- Interpret the margin of error for estimating a population mean
- Construct a confidence interval for estimating a population mean
- Interpret a confidence interval for estimating a population mean
- Construct a scatterplot
- Identify the strength and direction of a correlation from a scatterplot
- Use a regression equation to make predictions

MATH 111 - Introduction to Finite Mathematics

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Apply linear functions and equations to Business and Economics
- Apply quadratic functions and equations to Business and Economics
- Apply linear programming to Business
- Solve growth and decay problems
- Solve problems involving loans and annuities

MATH 220 - Linear Algebra

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Use Matrices to Solve Systems of Equations
- Factor a Matrix and Characterize its Four Subspaces
- Compute Determinants and Understand Their Properties
- Compute Eigenvalues and Eigenvectors, and Diagonalize a Matrix

MATH 241 - Differential Equations I

5 credits

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 nonhomogeneous linear systems; and basic applications of linear systems. Applications are taken from the natural and social sciences and engineering.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Solve 1st order ODEs and IVPs and applications of them
- Solve 2nd order linear ODEs and IVPs and applications of them
- Solve IVPs, systems of IVPs and applications using Laplace Transform

MATH& 107 - Math in Society

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Model linear and exponential growth and decrease, and use linear and exponential models to solve problems
- Solve problems using financial models
- Apply probability and statistical techniques to solve problems and analyze

MATH& 131 - Mathematics for Elementary Education 1

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Use quantities and their relationships to other problems to solve problems
- Determine place value in terms of base ten
- Change from one base to another base
- Use base ten blocks to represent, add and subtract numbers
- Identify and distinguish between different addition and subtraction methods
- Identify and distinguish between different multiplication methods
- Use pictorial arrays to illustrate the commutative and distributive properties
- Identify and distinguish between the repeated subtraction, partitive and missing addend conceptual models for division
- Identify the unit for a fraction
- Identify the denominator in a fraction as the way of partitioning a unit
- Identify the numerator of a fraction as the number of pieces of the unit under consideration
- Determine when two fractions are equal
- Change fractions into decimals and percents
- Change decimals into fractions
- Change percents into decimals and fractions
- Add and subtract fractions given fractions with common denominators
- Add and subtract fractions by creating common denominators when they aren't originally
- Multiply and simplify fractions
- Multiply fractions by drawing areas and by algorithm
- Divide fractions by drawing and by algorithm

- Write a ratio
- Set up and solve a proportion
- Write percents as numbers divided by 100
- Solve simple percent problems
- Translate percent increases and decreases into "percent of" statements and use them to solve application problems
- Find factors and multiples of whole numbers
- Find prime numbers using the sieve of Eratosthenes
- Find least common multiples and greatest common factors for whole numbers

MATH& 132 - Mathematics for Elementary Education 2

5 credits

Recommended Preparation

ENGL 095 or appropriate placement score.

Prerequisites

A grade of "C" or better in MATH 097 or appropriate placement score.

MATH& 132 is the second of two courses that are designed to fulfill the requirements for entry into a bachelor's 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.

Theory Hours

5 theory hours.

Course Outcomes

- Convert between metric units for length, area, and volume
- Find perimeters by using unit values
- Measure lengths with a ruler and find angles using a protractor
- Determine the number of degrees around a circle, several circles, or part of a circle
- Use right angles, straight angles, and vertical angles to find other angles in figures
- Find angles in a triangle given other angles
- Determine angles in a polygon
- Count "natural units" given a plane figure to find area
- Count "natural units" given a 3-dimensional figure to find surface area
- Count "natural units" given a 3-dimensional figure to find volume
- Calculate circumference by formula
- Calculate areas of parallelograms, triangles, trapezoids, and circles by formula
- Calculate surface area and volume of a sphere by formula
- Find area and perimeter of figures that consist of several shapes
- Determine the volume of a prism by analysis and use of formulas
- Determine the volume of a cone or pyramid by formula
- Use the Pythagorean Theorem to solve problems including finding area and volume
- Find outcomes for probability experiments
- Distinguish between outcomes and events in probability experiments
- Find simple probabilities (number of times an event occurs/number of trials) by empirical experiments
- Find simple probabilities (number in the event/number in the sample space) by theoretical models
- Use probability facts to calculate probabilities
- Calculate odds or vice versa
- Find outcomes in a sample space by observation, the use of trees and orderly lists
- Find the probability of the union of two events
- Find the probability of the intersection of two events
- Calculate conditional probabilities
- Identify population, sample, parameter, and statistic when given a specific situation
- Identify sampling techniques
- Represent categorical data by creating bar graphs

- Represent measurement data by producing histograms and stem and leaf plots
- Calculate medians, quartiles, 5-number summaries and create boxplots
- Calculate the mean and find the mode for data
- Calculate variance and standard deviation
- Find percentiles, proportions, probabilities, and percentages of populations using normal curves
- Distinguish between permutations and combinations and calculate each type

Note

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 - Precalculus 1

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Solve problems involving basic functions
- Solve Elementary and Intermediate Algebra problems
- Graph Polynomial and Rational functions, and solve applications
- Use Exponential and Logarithmic functions to solve problems

MATH& 142 - Precalculus II

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Use Trigonometric functions of Algebra
- Use Periodic functions
- Solve trigonometric equations using factoring and trigonometric identities
- Solve non-right triangles using laws of sines and cosines
- Convert between polar and Cartesian coordinates and equations
- Add, subtract, or scale vectors geometrically and in component form
- Identify magnitude and direction of a vector
- Write a vector in component form
- Solve using applications with vectors as velocity and vectors as forces
- Calculate the dot product of two given vectors

- Calculate the angle between two vectors
- Compute the projection of a vector onto another vector
- Compute the work done given an application
- Graph parametric equations
- Convert between parametric and Cartesian
- Find the vertices, and lengths of major and minor axes of an ellipse
- Write an equation of an ellipse
- Graph an ellipse

MATH& 146 - Introduction to Statistics

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Create, interpret, and describe distributions and normal curves
- Create, interpret, and describe data using sampling, experiments, and probability
- Create, interpret, and describe sampling distributions, confidence intervals, and tests of significance
- Create, interpret, and describe inference in practice, inference about a population mean and two sample problems
- Create, interpret, and describe inference about population proportions, scatterplots, correlation, and regression

MATH& 148 - Business Calculus

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Compute and apply the Derivative
- Compute and apply definite and indefinite Integrals
- Differentiate multivariable functions including evaluate functions in more than one variable, calculate partial derivatives

MATH& 151 - Calculus I

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Find rates of change, slopes, and tangent lines using limits
- Compute derivatives of standard functions
- Solve analytical problems using derivatives
- Solve applied problems using derivatives

MATH& 152 - Calculus II

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Use the fundamental theorem of calculus
- Use integration to solve basic applications
- Use techniques of integration
- Analyze infinite and power series and apply them

MATH& 163 - Calculus 3

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Solve problems involving parametric and polar equations, and the geometry of 3-dimensional space
- Calculus of Vector Functions of a single variable
- Basic Calculus of Functions of 2 or more variables

MATH& 264 - Calculus 4

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Use the chain rule to compute derivatives and verify formulas
- Compute definite triple integrals in rectangular, cylindrical, and spherical coordinates
- Convert between rectangular, cylindrical, and spherical coordinates when computing triple integrals
- Use double and triple integrals to compute center of mass, and moments of inertia
- Compute potential functions for conservative fields
- Determine whether a field is conservative or not
- Compute scalar and vector line integrals
- Calculate Work and Flux across a curve using line integrals
- Use the Fundamental Theorem for Conservative Vector Fields appropriately to solve problems
- Compute surface areas using integration
- Compute surface integrals of real functions
- Compute surface integrals of vector fields
- Apply surface integrals to basic fluid mechanics and electric and magnetic fields
- Use Green's theorem to evaluate line integrals and areas
- Use Green's theorem to compute the circulation of a vector field
- Use Stokes' theorem to compute the flux of a vector field through a surface
- Use Stokes' theorem to compute the circulation of a vector field around the boundary of a surface
- Compute the divergence of a field
- Use the divergence theorem to compute the flux of a vector field through a surface
- Use the divergence theorem to solve basic problems in electrostatics

Medical Assistant

MEDAS 110 - Human Body Structure and Medical Terminology I

5 credits

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 (Clinical) Procedures. Course work includes pronunciation, spelling, and abbreviations.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Describe structural organization of the human body
- Identify body systems
- Describe:
 - Body planes
 - Directional terms
 - Quadrants
 - Body cavities
- List major organs in each body system
- Identify the anatomical location of major organs in each body system

Note

Acceptance into the Medical Assistant program required.

MEDAS 111 - Human Body Functions and Medical Terminology II

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Describe structural organization of the human body
- Identify body systems
- Describe:
 - Body planes
 - Directional terms
 - Quadrants
 - Body cavities
- List major organs in each body system
- Identify the anatomical location of major organs in each body system

Note

Acceptance into the Medical Assistant program required.

MEDAS 114 - Medical Law, Ethics, and Bioethics for Medical Asst.

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Differentiate between scope of practice and standards of care for medical assistants
- Compare and contrast provider and medical assistant roles in terms of standard of care
- Describe components of the Health Insurance Portability & Accountability Act (HIPAA)
- Summarize the Patient Bill of Rights
- Discuss licensure and certification as they apply to healthcare providers
- Compare criminal and civil law as they apply to the practicing medical assistant
- Define:
 - negligence
 - malpractice
 - statute of limitations
 - Good Samaritan Act(s)
 - Uniform Anatomical Gift Act
 - living will/advanced directives
 - medical durable power of attorney
 - Patient Self Determination Act (PSDA)
 - risk management
- Describe the following types of insurance:
 - liability
 - professional (malpractice)
 - personal injury
- List and discuss legal and illegal applicant interview questions
- Identify:
 - Health Information Technology for Economic and Clinical Health Act (HITECH)
 - Genetic Information Nondiscrimination Act of 2008 (GINA)
 - Americans with Disabilities Act Amendments Act (ADAAA)
- Describe the process in compliance reporting:
 - unsafe activities
 - errors in patient care
 - conflicts of interest
 - incident reports
- Describe compliance with public health statutes:
 - communicable diseases
 - abuse, neglect, and exploitation
 - wounds of violence
- Define the following medical legal terms:
 - informed consent
 - implied consent
 - expressed consent
 - patient incompetence
 - emancipated minor
 - mature minor
 - subpoena duces tecum
 - respondent superior
 - res ipsa loquitur
 - locum tenens
 - defendant-plaintiff
 - deposition
 - arbitration-mediation
 - Good Samaritan laws

Note

Acceptance into the Medical Assistant program required.

MEDAS 120 - Pathology, Diseases, and Treatments

5 credits

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.

Theory Hours

5 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Compare structure and function of the human body across the life span
- Describe the normal function of each body system
- Identify common pathology related to each body system including:
 - signs
 - symptoms
 - etiology
- Analyze pathology for each body system including:
 - diagnostic measures
 - treatment modalities
- Define coaching a patient as it relates to:
 - health maintenance
 - disease prevention
 - compliance with treatment plan
 - community resources
 - adaptations relevant to individual patient needs

Note

Acceptance into the Medical Assistant program required.

MEDAS 131 - Communication Skills for Medical Assistants

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

Course Outcomes

MAERB Master Psychomotor Affective Competency Checklist **Perform: Effective Communication**

- Use feedback techniques to obtain patient information including:
 - reflection
 - restatement
 - clarification
- Respond to nonverbal communication
- Coach patients appropriately considering:
 - cultural diversity
 - developmental life stage
 - communication barriers

- Demonstrate:
 - empathy
 - active listening
 - nonverbal communication
- Demonstrate the principles of self-boundaries
- Demonstrate respect for individual diversity including:
 - gender
 - race
 - religion
 - age
 - economic status
 - appearance

MAERB Master Cognitive Competency Checklist **Concepts: Effective Communication**

- Identify styles and types of verbal communication
- Identify types of nonverbal communication
- Recognize barriers to communication
- Identify techniques for overcoming communication barriers
- Recognize the elements of oral communication using a sender-receiver process
- Define the principles of self-boundaries
- Define patient navigator
- Describe the role of the medical assistant as a patient navigator
- Relate the following behaviors to professional communication:
 - assertive
 - aggressive
 - passive
- Differentiate between adaptive and non-adaptive coping mechanisms
- Differentiate between subjective and objective information
- Discuss the theories of:
 - Maslow
 - Erikson
 - Kubler-Ross
- Discuss examples of diversity:
 - cultural
 - social
 - ethnic

Note

Acceptance into the Medical Assistant program required.

MEDAS 132 - Medical Office Safety and Emergencies

3 credits

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.

Theory Hours

2 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Perform first aid procedures for:
 - bleeding
 - diabetic coma or insulin shock
 - fractures
 - seizures
 - shock
 - syncope
- Produce up-to-date documentation of provider/professional level CPR
- Recognize the physical and emotional effects on persons involved in an emergency situation
- Demonstrate self-awareness in responding to an emergency situation
- List principles and steps of professional/provider CPR
- Describe basic principles of first aid as they pertain to the ambulatory healthcare setting

Note

Acceptance into the Medical Assistant program required.

MEDAS 133 - Exam Room (Clinical) Procedures

5 credits

Prerequisites

Completion of MEDAS 110, MEDAS 114, MEDAS 131, and MEDAS 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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Measure and record:
 - blood pressure
 - temperature
 - pulse
 - respirations
 - height
 - weight
 - length (infant)
 - head circumference (infant)
 - pulse oximetry
- Instruct and prepare a patient for a procedure or a treatment
- Assist provider with a patient exam
- Document on a growth chart
- Prepare items for autoclaving
- Perform sterilization procedures
- Prepare a sterile field
- Perform within a sterile field
- Perform wound care
- Perform dressing change
- Instruct a patient according to patient's special dietary needs
- Show awareness of patient's concerns regarding a dietary change
- Coach patients regarding:
 - health maintenance
 - disease prevention

- treatment plan

Note

Acceptance into the Medical Assistant program required.

MEDAS 134 - Healthcare Calculations

3 credits

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.

Theory Hours

3 theory hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrate knowledge of basic math computations
- Apply mathematical computations to solve equations
- Define basic units of measurement in:
 - the metric system
 - the household system
- Convert among measurement systems
- Identify abbreviations and symbols used in calculating medication dosages

Note

Acceptance into the Medical Assistant program required.

MEDAS 135 - Medical Lab Procedures I

5 credits

Prerequisites

Completion of MEDAS 110, MEDAS 111, MEDAS 114, MEDAS 131, and MEDAS 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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Perform:
 - venipuncture
 - capillary puncture
- Perform patient screening using established protocols
- Perform a quality control measure
- Obtain specimens and perform:
 - CLIA waived urinalysis
 - CLIA waived hematology test
- Incorporate critical thinking skills when performing patient assessment
- Incorporate critical thinking skills when performing patient care
- Show awareness of a patient's concerns related to the procedure being performed
- Differentiate between normal and abnormal test results
- Maintain lab test results using flow sheets
- Participate in bloodborne pathogen training
- Select appropriate barrier/personal protective equipment (PPE)
- Perform handwashing
- Demonstrate proper disposal of biohazardous material
 - sharps
 - regulated wastes
- Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings
- Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
- Perform routine maintenance of administrative or clinical equipment
- Perform an inventory with documentation
- Apply HIPAA rules in regard to:
 - privacy
 - release of information
- Document patient care accurately in the medical record
- Complete an incident report related to an error in patient care
- Comply with:
 - safety signs
 - symbols
 - labels
- Demonstrate proper use of:
 - eyewash equipment
 - fire extinguishers
 - sharps disposal containers
- Use proper body mechanics
- Participate in a mock exposure event with documentation of specific steps
- Evaluate the work environment to identify unsafe working conditions
- Identify CLIA waived tests associated with common diseases
- Identify quality assurance practices in healthcare

Note

Acceptance into the Medical Assistant program required.

MEDAS 136 - Medical Lab Procedures II

5 credits

Prerequisites

Completion of MEDAS 135 with a grade of "B-" or better.

This course continues blood chemistry, blood glucose monitoring, cholesterol screening, hemocult, 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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Measure and record:
 - blood pressure
 - temperature
 - pulse
 - respirations
 - pulse oximetry
- Perform:
 - electrocardiography
 - venipuncture
 - capillary puncture
 - pulmonary function testing
- Perform patient screening using established protocols
- Perform a quality control measure
- Obtain specimens and perform:
 - CLIA waived chemistry test
 - CLIA waived immunology test
 - CLIA waived microbiology test
- Incorporate critical thinking skills when performing patient assessment
- Incorporate critical thinking skills when performing patient care
- Show awareness of a patient's concerns related to the procedure being performed
- Maintain lab test results using flow sheets
- Reassure a patient of the accuracy of the test results
- Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
- Report relevant information concisely and accurately
- Explain to a patient the rationale for performance of a procedure
- Perform routine maintenance of administrative or clinical equipment
- Document patient care accurately in the medical record
- Identify CLIA waived tests associated with common diseases
- Identify quality assurance practices in healthcare

Note

Acceptance into the Medical Assistant program required.

MEDAS 137 - Pharmacology and Medication Administration

5 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

MAERB Master Psychomotor Affective Competency Checklist containing the following outcomes:

1. Verify the rules of medication administration:
 - a. right patient
 - b. right medication
 - c. right dose
 - d. right route
 - e. right time
 - f. right documentation
2. Select proper sites for administering parenteral medication
3. Administer oral medications
4. Administer parenteral (excluding IV) medications
5. Instruct a patient according to patient's special dietary needs
6. Show awareness of patient's concerns regarding a dietary change

MAERB Master Cognitive Competency Checklist

1. Identify the classifications of medications including:
 - a. indications for use
 - b. desired effects
 - c. side effects
 - d. adverse reactions

Note

Acceptance into the Medical Assistant program required.

MEDAS 151 - Medical Office Reception Procedures

5 credits

Prerequisites

Completion of MEDAS 110, MEDAS 114, and MEDAS 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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Manage appointment schedule using established priorities
- Schedule a patient procedure
- Create a patient's medical record
- Organize a patient's medical record
- File patient medical records
- Utilize an EMR
- Input patient data utilizing a practice management system
- Identify different types of appointment scheduling methods
- Identify advantages and disadvantages of the following appointment systems
 - manual
 - electronic
- Identify critical information required for scheduling patient procedures
- Define types of information contained in the patient's medical record
- Identify methods of organizing the patient's medical record based on:
 - problem-oriented medical record (POMR)
 - source-oriented medical record (SOMR)

- Identify equipment and supplies needed for medical records in order to:
 - Create
 - Maintain
 - Store
- Describe filing indexing rules
- Differentiate between electronic medical records (EMR) and a practice management system
- Explain the purpose of routine maintenance of administrative and clinical equipment
- List steps involved in completing an inventory
- Explain the importance of data back-up
- Explain meaningful use as it applies to EMR

Note

Acceptance into the Medical Assistant program required.

MEDAS 152 - Medical Office Business Procedures

5 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Develop a current list of community resources related to patients' healthcare needs
- Facilitate referrals to community resources in the role of a patient navigator
- Perform accounts receivable procedures to patient accounts including posting:
 - charges
 - payments
 - adjustments
- Prepare a bank deposit
- Obtain accurate patient billing information
- Identify different types of appointment scheduling methods
- Identify advantages and disadvantages of the following appointment systems
 - manual
 - electronic
- Identify critical information required for scheduling patient procedures
- Define types of information contained in the patient's medical record
- Identify methods of organizing the patient's medical record based on:
 - problem-oriented medical record (POMR)
 - source-oriented medical record (SOMR)
- Identify equipment and supplies needed for medical records in order to:
 - Create
 - Maintain
 - Store
- Describe filing indexing rules
- Differentiate between electronic medical records (EMR) and a practice management system
- Explain the purpose of routine maintenance of administrative and clinical equipment
- List steps involved in completing an inventory
- Explain the importance of data back-up
- Explain meaningful use as it applies to EMR

Note

Acceptance into the Medical Assistant program required.

MEDAS 153 - Medical Insurance Coding and Billing

5 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Inform a patient of financial obligations for services rendered
- Demonstrate professionalism when discussing patient's billing record
- Display sensitivity when requesting payment for services rendered
- Interpret information on an insurance card
- Verify eligibility for services including documentation
- Obtain precertification or preauthorization including documentation
- Complete an insurance claim form
- Interact professionally with third party representatives
- Display tactful behavior when communicating with medical providers regarding third party requirements
- Show sensitivity when communicating with patients regarding third party requirements
- Describe how to use the most current procedural coding system
- Describe how to use the most current diagnostic coding classification system
- Describe how to use the most current HCPCS level II coding system
- Discuss the effects of:
 - upcoding
 - down coding
- Define medical necessity as it applies to procedural and diagnostic coding

Note

Acceptance into the Medical Assistant program required.

MEDAS 190 - Medical Assistant Externship

6 credits

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.

Guided Practice Hours

180 clinical hours.

Vocational Program Course

Vocational program course.

Note

Acceptance into the Medical Assistant program required.

MEDAS 191 - Medical Assistant Seminar

1 credit

Prerequisites

Co-enrollment in MEDAS 190 and MEDAS 195.

This course brings together students to prepare for externship and to discuss issues in the workplace. 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.

Theory Hours

1 theory hour.

Vocational Program Course

Vocational program course.

AA General Elective

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

Note

Acceptance into the Medical Assistant program required.

MEDAS 195 - Medical Assistant Exam Preparation

2 credits

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.

Theory Hours

1 theory hour.

Vocational Program Course

Vocational program course.

Note

Acceptance into the Medical Assistant program required.

Music**MUSC& 105 - Music Appreciation**

5 credits

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.

AA Specified Elective

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

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend important ideas and details from listening to music and reading the required text
- Analyze and synthesize ideas from required listening and reading
- Think critically about listening to music, and about one's own responses

- Adapt to a variety of listening perspectives
- Develop essays from critical and analytical responses to listening assignments and the text
- Analyze and synthesize ideas from listening to and reading about music from a variety of cultures

MUSC& 121 - Ear Training 1

2 credits

Corequisites

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.

AA Specified Elective

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

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, scale building, cadence identification, and conventional part-writing procedures for tonic, dominant and subdominant triads
- Analyze and synthesize the above-mentioned elements of music
- Think critically about the elements of music
- Work with other classmates to solve harmonizing and voicing problems
- Think critically about analytical issues in music and about one's own responses
- Develop essays from critical and analytical responses to the text and to class discussions as well as outside research
- Analyze and synthesize ideas from listening to live performances. Develop critical and analytical responses to those performances

MUSC& 122 - Ear Training 2

2 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, scale building, cadence identification, and conventional part-writing procedures for tonic, dominant and subdominant triads
- Analyze and synthesize the above-mentioned elements of music
- Think critically about the elements of music
- Work with other classmates to solve harmonizing and voicing problems
- Think critically about analytical issues in music and about one's own responses
- Develop essays from critical and analytical responses to the text and to class discussions as well as outside research
- Analyze and synthesize ideas from listening to live performances. Develop critical and analytical responses to those performances

MUSC& 123 - Ear Training 3

2 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, scale building, cadence identification, and conventional part-writing procedures for tonic, dominant and subdominant triads
- Analyze and synthesize the above-mentioned elements of music
- Think critically about the elements of music
- Work with other classmates to solve harmonizing and voicing problems
- Think critically about analytical issues in music and about one's own responses
- Develop essays from critical and analytical responses to the text and to class discussions as well as outside research
- Analyze and synthesize ideas from listening to live performances. Develop critical and analytical responses to those performances

MUSC& 131 - Music Theory 1

3 credits

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.

AA Specified Elective

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

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, scale building, cadence identification, and conventional part-writing procedures for tonic, dominant and subdominant triads
- Analyze and synthesize the above-mentioned elements of music
- Think critically about the elements of music
- Work with other classmates to solve harmonizing and voicing problems
- Think critically about analytical issues in music and about one's own responses
- Develop essays from critical and analytical responses to the text and to class discussions as well as outside research
- Analyze and synthesize ideas from listening to live performances. Develop critical and analytical responses to those performances

MUSC& 132 - Music Theory 2

3 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, scale building, cadence identification, and conventional part-writing procedures for tonic, dominant and subdominant triads
- Analyze and synthesize the above-mentioned elements of music
- Think critically about the elements of music
- Work with other classmates to solve harmonizing and voicing problems
- Think critically about analytical issues in music and about one's own responses
- Develop essays from critical and analytical responses to the text and to class discussions as well as outside research
- Analyze and synthesize ideas from listening to live performances. Develop critical and analytical responses to those performances

MUSC& 133 - Music Theory 3

3 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, scale building, cadence identification, and conventional part-writing procedures for tonic, dominant and subdominant triads
- Analyze and synthesize the above-mentioned elements of music
- Think critically about the elements of music
- Work with other classmates to solve harmonizing and voicing problems
- Think critically about analytical issues in music and about one's own responses
- Develop essays from critical and analytical responses to the text and to class discussions as well as outside research
- Analyze and synthesize ideas from listening to live performances. Develop critical and analytical responses to those performances

MUSC& 221 - Ear Training 4

2 credits

Recommended Preparation

Concurrent enrollment in MUSIC 231.

Prerequisites

MUSC& 123.

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, scale building, cadence identification, and conventional part-writing procedures for tonic, dominant and subdominant triads
- Analyze and synthesize the above-mentioned elements of music
- Think critically about the elements of music

- Work with other classmates to solve harmonizing and voicing problems
- Think critically about analytical issues in music and about one's own responses
- Develop essays from critical and analytical responses to the text and to class discussions as well as outside research
- Analyze and synthesize ideas from listening to live performances. Develop critical and analytical responses to those performances

MUSC& 222 - Ear Training 5

2 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, scale building, cadence identification, and conventional part-writing procedures for tonic, dominant and subdominant triads
- Analyze and synthesize the above-mentioned elements of music
- Think critically about the elements of music
- Work with other classmates to solve harmonizing and voicing problems
- Think critically about analytical issues in music and about one's own responses
- Develop essays from critical and analytical responses to the text and to class discussions as well as outside research
- Analyze and synthesize ideas from listening to live performances. Develop critical and analytical responses to those performances

MUSC& 223 - Ear Training 6

2 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, scale building, cadence identification, and conventional part-writing procedures for tonic, dominant and subdominant triads
- Analyze and synthesize the above-mentioned elements of music
- Think critically about the elements of music
- Work with other classmates to solve harmonizing and voicing problems
- Think critically about analytical issues in music and about one's own responses
- Develop essays from critical and analytical responses to the text and to class discussions as well as outside research
- Analyze and synthesize ideas from listening to live performances. Develop critical and analytical responses to those performances

MUSIC 100 - Music Fundamentals

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Comprehend elementary note reading, rhythm reading, keyboard identification, interval identification, chord building, and scale building from materials presented in the text and in lectures
- Analyze and synthesize elementary elements of music from required texts and resources
- Think critically about listening to music, and about one's own responses
- Adapt to a variety of listening perspectives
- Develop essays from critical and analytical responses to listening assignments, class lectures, and required text

MUSIC 107 - Introduction to the Blues

5 credits

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 - Beginning Piano Techniques I

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Completion of one text in one quarter, approximately ten-twelve units
- Development of functional skills at the keyboard, that is to be able to sight-read keyboard music adequately, improvise and play lead lines with accompaniment, and play selected repertoire
- Development of the ear through playing, listening, and critiquing
- Discovery of the joy of making music by oneself and with a group
- Ability to analyze and evaluate music

MUSIC 118 - Beginning Piano Techniques II

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Completion of one text in one quarter, approximately ten-twelve units
- Development of functional skills at the keyboard, that is to be able to sight-read keyboard music adequately, improvise and play lead lines with accompaniment, and play selected repertoire
- Development of the ear through playing, listening, and critiquing
- Discovery of the joy of making music by oneself and with a group
- Ability to analyze and evaluate music

MUSIC 119 - Beginning Piano Techniques III

1 credits

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.

Theory Hours

2 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Completion of one text in one quarter, approximately ten-twelve units
- Development of functional skills at the keyboard, that is to be able to sight-read keyboard music adequately, improvise and play lead lines with accompaniment, and play selected repertoire
- Development of the ear through playing, listening, and critiquing
- Discovery of the joy of making music by oneself and with a group
- Ability to analyze and evaluate music

MUSIC 150 - Applied Music Piano

1 credit

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.

Theory Hours

Private lessons - one thirty-minute lesson and six hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 151 - Applied Music Strings

1 credit

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.

Theory Hours

Private lessons - one thirty-minute lesson and six hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 152 - Applied Music Voice

1 credit

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.

Theory Hours

Private lessons - one thirty-minute lesson and six hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 154 - Applied Music Woodwinds

1 credit

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.

Theory Hours

Private lessons - one thirty-minute lesson and six hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 155 - Applied Music Brass

1 credit

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.

Theory Hours

Private lessons - one thirty-minute lesson and six hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 156 - Applied Music Percussion

1 credit

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.

Theory Hours

Private lessons - one thirty-minute lesson and six hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 157 - Applied Music Guitar

1 credit

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.

Theory Hours

Private lessons - one thirty-minute lesson and six hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 158 - Applied Jazz Piano

1 credit

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.

Theory Hours

Private lessons - one thirty-minute lesson and six hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 161 - Symphony Orchestra

1 credits

Prerequisites

Instructor permission or audition required.

Credit is given to college students who are regular members of the Grays Harbor Symphony.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Gain experience in vocal and instrumental techniques (DCI)
- Develop skill using effective performance techniques (DS)
- Gain experience and confidence in public musical performance (DS)
- Work as a productive member of a team (SI)

MUSIC 162 - Pit Orchestra I

1 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Gain experience in vocal and instrumental techniques (DCI)
- Develop skill using effective performance techniques (DS)
- Gain experience and confidence in public musical performance (DS)
- Work as a productive member of a team (SI)

MUSIC 165 - Concert Band

1 credit

Prerequisites

Instructor permission or audition required.

Credit is given to college students who are regular members of the Grays Harbor Concert Band.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Gain experience in instrumental techniques (DCI)
- Develop skill using effective performance techniques (DS)
- Gain experience and confidence in public musical performance (DS)
- Work as a productive member of a team (SI)

MUSIC 171 - Civic Choir

1 credit

Prerequisites

Instructor permission or audition required.

Credit is given to college students who are regular members of the Civic Choir.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Preparing and performing the best of choral literature
- Developing and refining vocal technique and artistry, both as an individual and as a member of an ensemble
- Learning about music; its development, construction, and expression
- Identifying and interpreting different styles of music, with emphasis on the various historical and cultural styles within Western traditions
- Engaging artistic culture at a high level of complexity and competence
- Contributing to the campus and general community through artistic expression

MUSIC 173 - Jazz Choir

2 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Gain experience in vocal and instrumental techniques (DCI)
- Develop skill using effective performance techniques (DS)
- Gain experience and confidence in public musical performance (DS)
- Work as a productive member of a team (SI)

MUSIC 181 - Jazz Band

2 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Gain experience in vocal and instrumental techniques (DCI)
- Develop skill using effective performance techniques (DS)
- Gain experience and confidence in public musical performance (DS)
- Work as a productive member of a team (SI)

MUSIC 190 - Steel Drum Ensemble

1 credits

Prerequisites

Instructor permission or audition required.

Credit is given to college students who are regular members of the Grays Harbor College Steel Drum Ensemble.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Gain experience in instrumental techniques
- Develop skill using effective performance techniques
- Gain experience and confidence in public musical performance
- Work as a productive member of a team

MUSIC 217 - Intermediate Piano I

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Completion of Alfred Group Piano text in one year- approximately ten units each quarter
- Development of functional skills at the keyboard, that is to be able to sight-read keyboard music adequately, improvise and play lead lines with accompaniment, and play selected repertoire
- Development of the ear through playing, listening, and critiquing
- Discovery of the joy of making music by oneself and with a group
- Ability to analyze and evaluate music
- Completion of Keyboard proficiency exam

MUSIC 218 - Intermediate Piano II

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Completion of Alfred Group Piano text in one year- approximately ten units each quarter
- Development of functional skills at the keyboard, that is to be able to sight-read keyboard music adequately, improvise and play lead lines with accompaniment, and play selected repertoire
- Development of the ear through playing, listening, and critiquing
- Discovery of the joy of making music by oneself and with a group
- Ability to analyze and evaluate music
- Completion of Keyboard proficiency exam

MUSIC 219 - Intermediate Piano III

1 credit

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 harmonization's. Music majors have specific qualifications to fulfill for this course.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Completion of Alfred Group Piano text in one year- approximately ten units each quarter
- Development of functional skills at the keyboard, that is to be able to sight-read keyboard music adequately, improvise and play lead lines with accompaniment, and play selected repertoire
- Development of the ear through playing, listening, and critiquing
- Discovery of the joy of making music by oneself and with a group
- Ability to analyze and evaluate music
- Completion of Keyboard proficiency exam

MUSIC 231 - Intermediate Harmony

3 credits

Recommended Preparation

Concurrent enrollment in MUSC& 221 .

Prerequisites

MUSC& 133 or instructor permission.

Secondary dominants, modulation, chromatic harmony; introduction to form and analysis.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- This course is directed toward the second-year music student. They build upon the foundation put forth in the first year of Music Theory and make a more in depth study of form and analysis of Western Music.

MUSIC 232 - Advanced Harmony I

3 credits

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.

Theory Hours

3 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

This course is directed toward the second year music student. They build upon the foundation put forth in the first year of Music Theory and make a more in-depth study of form and analysis of Western Music.

MUSIC 233 - Advanced Harmony II

3 credits

Recommended Preparation

Concurrent enrollment in MUSC& 223.

Prerequisites

MUSIC 232 or instructor permission.

Continuation of MUSIC 232 with emphasis in the modern idiom.

Theory Hours

3 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

This course is directed toward the second-year music student. They build upon the foundation put forth in the first year of Music Theory and make a more in-depth study of form and analysis of Western Music.

MUSIC 240 - Opera Workshop

1 credit

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Gain experience in classical vocal techniques
- To engage artistic culture at a high level of complexity and competence
- Gain experience and confidence in public musical performance
- Work as a productive member of a team

MUSIC 250 - Advanced Applied Music Piano

2 credits

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.

Theory Hours

Private lessons - single one-hour lesson and twelve hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 251 - Advanced Applied Music Strings

2 credits

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.

Theory Hours

Private lessons - single one-hour lesson and twelve hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 252 - Advanced Applied Music Voice

2 credits

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.

Theory Hours

Private lessons - single one-hour lesson and twelve hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 254 - Advanced Applied Music Woodwinds

2 credits

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.

Theory Hours

Private lessons - single one-hour lesson and twelve hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 255 - Advanced Applied Music Brass

2 credits

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.

Theory Hours

Private lessons - single one-hour lesson and twelve hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 256 - Advanced Applied Music Percussion

2 credits

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.

Theory Hours

Private lessons - single one-hour lesson and twelve hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 257 - Advanced Applied Music Guitar

2 credits

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.

Theory Hours

Private lessons - single one-hour lesson and twelve hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 258 - Advanced Applied Jazz Piano

2 credits

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.

Theory Hours

Private lessons - single one-hour lesson and twelve hours of practice per week.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

MUSIC 261 - Symphony Orchestra

1 credits

Recommended Preparation

MUSIC 161 or instructor permission.

A continuation of MUSIC 161.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Gain experience in vocal and instrumental techniques (DCI)
- Develop skill using effective performance techniques (DS)
- Gain experience and confidence in public musical performance (DS)
- Work as a productive member of a team (SI)

MUSIC 262 - Pit Orchestra II

1 credits

Recommended Preparation

MUSIC 162 or instructor permission.

A continuation of MUSIC 162.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Gain experience in vocal and instrumental techniques (DCI)
- Develop skill using effective performance techniques (DS)
- Gain experience and confidence in public musical performance (DS)
- Work as a productive member of a team (SI)

MUSIC 265 - Grays Harbor Concert Band

1 credits

Prerequisites

Instructor permission or audition required.

Credit is given to college students who are regular members of the Grays Harbor Concert Band.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Gain experience in instrumental techniques
- Develop skill using effective performance techniques
- Gain experience and confidence in public musical performance
- Work as a productive member of a team

MUSIC 271 - Civic Choir

1 credit

Recommended Preparation

MUSIC 171 or instructor permission.

A continuation of MUSIC 171.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Preparing and performing the best of choral literature
- Developing and refining vocal technique and artistry, both as an individual and as a member of an ensemble
- Learning about music; its development, construction, and expression
- Identifying and interpreting different styles of music, with emphasis on the various historical and cultural styles within Western traditions
- Engaging artistic culture at a high level of complexity and competence
- Contributing to the campus and general community through artistic expression

MUSIC 273 - Jazz Choir Recommended

2 credits

Prerequisites

MUSIC 173 or instructor permission.

A continuation of MUSIC 173.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Gain experience in vocal and instrumental techniques (DCI)
- Develop skill using effective performance techniques (DS)
- Gain experience and confidence in public musical performance (DS)
- Work as a productive member of a team (SI)

MUSIC 281 - Jazz Band

2 credits

Recommended Preparation

MUSIC 181 or instructor permission.

A continuation of MUSIC 181.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

The goals of this course are to improve students' performance in the following areas:

- Gain experience in vocal and instrumental techniques (DCI)
- Develop skill using effective performance techniques (DS)
- Gain experience and confidence in public musical performance (DS)
- Work as a productive member of a team (SI)

MUSIC 290 - Steele Drum Ensemble

1 credit

Prerequisites

Instructor permission or audition required.

A continuation of MUSIC 190.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Gain experience in instrumental techniques
- Develop skill using effective performance techniques
- Gain experience and confidence in public musical performance
- Work as a productive member of a team

Natural Resources

NR 101 - Introduction to Forest Management

5 credits

Prerequisites

ENGL 095 or placement in ENGL& 101, MATH 098 or higher, or instructor permission.

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

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course the student will be able to:

- Describe and differentiate forest and renewable resource management by federal government, states, and private lands
- Identify historical uses and future values of forests
- Explain important decisions in forest and renewable resource policy
- Explain how economic decisions in natural resource management has costs and benefits to society

NR 110 - Principles of GIS

5 credits

Prerequisites

ENGL 095 or placement in ENGL& 101, MATH 098 or placement in MATH& 107, or instructor permission.

The course will provide students a basic knowledge of geographical information systems (e.g., sources of GIS data, various data models, capturing GIS data and manipulating GIS data). Concepts in geography, spatial data, and their integration will be included. Theories will convey an understanding of the fundamental principles of GIS. One of the objectives of the course is to provide students with hands on experience with GIS/GPS hardware and software components. Theories will also be supplemented with guest theories in the application of GIS from individuals working in a diversity of application areas.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course the student will be able to:

- Demonstrate a basic awareness and understanding of GIS terminology, data sources, and components of a GIS
- Demonstrate an ability to plan, design, and execute a GIS project
- Demonstrate an understanding of spatial data, geo databases, spatial data standards, and its synthesis for effective GIS analysis
- Demonstrate capacity to use GIS technology and synthesize GIS for primary and secondary data sources

NR 120 - Society and Natural Resources

5 credits

Prerequisites

ENGL 095 or placement in ENGL& 101.

This course will provide students with a broad overview of the role of social sciences (e.g., sociology, political science and economics) and critical decision making related to the allocation of limited natural resources. Theories will cover the basis of natural resource issues, role of social science in natural resources management and how sustainability factors into this role. The curriculum will focus on case studies that highlight specific resource management issues with an emphasis on issues in the Pacific Northwest. Theories will be supplemented with guest presentations from individuals that represent a variety of natural resource stakeholders (tribal, state, federal and private) in Western Washington. Labs will allow students to investigate contemporary resource issues and prepare a report on a specific environmental topic.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course the student will be able to:

- Describe and evaluate the how management and utilization of natural resources impacts society
- Identify the challenges associated with the multiple uses of natural resources
- Explain the interrelationship between values, identity, policy, economics, and natural resources

NR 131 - Forest Ecology - Plant Taxonomy

5 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course the student will be able to:

- Recognize and describe how plants are classified utilizing general principals of taxonomy
- Identify plants by both common and scientific names
- Describe vegetative and reproductive morphology
- Demonstrate an understanding of basic terminology associated with plant taxonomy
- Translate the derivations of scientific names from their Latin roots
- Describe how variation plays a role in plant identification
- Employ the use of a dichotomous key, dissecting tools, and reference books to identify and classify unknown species
- Formulate questions to determine how plants are classified
- Explain how the diversity of the plant kingdom is classified
- Evaluate how traditional Native American uses and special forest products are a part of our society
- Recognize the role of plants, diversity and habitats in society and ecosystems
- Develop interpersonal and leadership skills through class participation and interaction
- Recognize noxious and non-native invasive plants
- Create a comprehensive journal detailing specimens collected and analyzed in the field
- Demonstrate competency in utilizing reference material

NR 150 - Forest Ecology - Disturbances

5 credits

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 iteration 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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of the course, the student will be able to:

- Recognize and describe how disturbances alter ecosystems
- Identify insects and diseases that are important pests in Pacific Northwest forest ecosystems
- Describe how climate influences abiotic factors such as fire and wind in creating diverse landscapes
- Demonstrate an understanding of basic terminology associated with forest ecology
- Explain gap dynamics, fire frequency/intensity and epidemic/endemic population growth in relation to forest ecology

NR 158 - Work Experience Seminar

2 credits

Prerequisites

ENGL 095 or placement in ENGL& 101, or instructor permission.

This seminar will prepare the student for the cooperative field-based experience required for the Natural Resources Forest Technology program. We will explore personal goals and then options for positions as seasonal employees or volunteers of natural resources agencies and companies. Students will complete a job application, edit, revise, or create a resume, prepare a cover letter, establish personal references, and learn proper interview techniques. Leadership and group interaction will be practiced in teaching and practical settings. The student will also be trained in first responder first-aid and CPR techniques that are appropriate for the workplace.

Vocational Program Course

Vocational program course. Required course for the Associate of Applied Science in Forestry Technology degree.

AA General Elective

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

Course Outcomes

Upon successful completion of the course, the student will be able to:

- Demonstrate proper communication skills during interviews
- Develop documents appropriate for future employment including applications, references, resumes, and cover letters
- Develop a list of goals and objectives for a career in natural resource management
- Exhibit interpersonal and leadership skills through class participation and interaction
- Apply appropriate skills and knowledge needed for first responder emergency situations

NR 160 - Forest Ecology - Habitats

5 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of the course, the student will be able to:

- Recognize and describe ecosystem classification
- Identify the wide variety of habitats found in Pacific Northwest
- Describe how climate influences biotic communities along environmental gradients
- Differentiate characteristics of forest ecosystems found in the Pacific Northwest
- Explain population and community ecology in relation to forested ecosystems

NR 250 - GIS & Remote Sensing in Natural Resource Management

5 credits

Prerequisites

NR 110 or instructor permission.

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

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course the student will be able to:

- Utilize tools of remote sensing for acquisition of spatial data in natural resource management
- Demonstrate methods for analysis of remotely sensed data with geographic information systems and other appropriate tools
- Practice use and interpretation of maps, photographs, legal land descriptions and land ownership rolls in determining area, scale, height measurement, and forest stand analysis
- Demonstrate an understanding of basic terminology associated with remote sensing and geographic information systems
- Employ a basic awareness and understanding of GIS applications to natural resource management
- Exhibit an ability to synthesize and analyze quantitative data
- Answer questions on how to determine the best use of remotely sensed data for analysis of problems and challenges in natural resource management
- Explain how geographic information systems may aide in solving natural resource problems in society
- Develop interpersonal and leadership skills through class participation and interaction
- Utilize information resources presented in class through lecture, guest presentations, media sources and library resources to complete assignments and tests
- Demonstrate competency in audio and/or visual aids when presenting projects
- Evaluate the role of information resources in making sound decisions

NR 258 - Cooperative Work Experience

1-5 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of the course, the student will be able to:

- Gaining on-the-job, supervised work experience with public natural resource agencies and private businesses
- Maintaining a field notebook detailing on-the-job work activities, and write a formal written report summarizing their work
- Learning and practicing agency/business-specific work, safety procedures and regulations not taught in college classroom/lab exercises
- Learning to work independently and as a team, to set goals and perform work to accomplish these work objectives
- Exposing them to prospective employers and jobs while providing employers the opportunity to evaluate students' performance for potential employment

NR 259 - Cooperative Work Experience

1-5 credits

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

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of the course, the student will be able to:

- Gaining on-the-job, supervised work experience with public natural resource agencies and private businesses
- Maintaining a field notebook detailing on-the-job work activities, and write a formal written report summarizing their work
- Learning and practicing agency/business-specific work, safety procedures and regulations not taught in college classroom/lab exercises
- Learning to work independently and as a team, to set goals and perform work to accomplish these work objectives
- Exposing them to prospective employers and jobs while providing employers the opportunity to evaluate students' performance for potential employment

NR 260 - Forest Mensuration

5 credits

Prerequisites

ENGL 095 or placement in ENGL& 101, MATH 098 or higher, or instructor permission.

This course covers a variety of measurement requirements in the field of forestry including: measuring equipment, log scaling practices, forest product measurement, sampling statistics, timber cruising and inventory techniques, log rule and volume tables, log and tree grading, growth measurement, computer applications, land surveying techniques, deed and title searches and land descriptions. Labs will emphasize the use of field equipment and techniques necessary to measure forest resources such as: handheld instruments, pacing and chaining, map reading, and field data recorders. Some of the labs will be done at the school forest and may involve day long labs.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course the student will be able to:

- Apply proper tree measurement techniques to compute volumes
- Explain log scaling, grading, and tree defecting rules
- Describe methods of cubic volume, cord measure and weight scaling
- Measure resources using geometric and statistical equations
- Execute inventory methods to meet acceptable statistical reliability based on the desired objectives
- Select the best sampling methods for stand characteristics. Calculate growth of trees and forests through sampling techniques

NR 270 - Silviculture

5 credits

Prerequisites

ENGL 095 or placement in ENGL& 101, MATH 098 or higher, or instructor permission,

Silviculture is a fundamental course in the field of forestry. This course covers key issues of methods of regeneration, site preparation, planting practices, animal damage control, intermediate treatments, nursery practices, seed orchards, pesticide use, application, and safety, prescribed burning, pre-commercial and commercial thinning and harvest treatments. Labs will emphasize silvics of regionally important trees and practical, applied management prescription development at the school forest.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course the student will be able to:

- Describe the role of silviculture in forest management
- Identify characteristics of forest site and its influence on tree growth
- Explain how silvicultural strategies for regeneration effect the ecophysiological growth in trees
- Evaluate the growth of stands based on standard density indices
- Formulate methods to assess stand density and potential treatments
- Explain the role of fire and pesticide use in the culturing of tree stands
- Describe methods of tree regeneration, intermediate treatments, and classical reproduction treatments

NR 280 - Harvest Systems & Products

5 credits

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 (BMP's), timber appraisal and contracts. Labs will be conducted at the school forest and will emphasize wood identification, unit layout, identification of hazards, and hand and power tool safety.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course the student will be able to:

- Describe the purpose and importance of harvest systems in the context of forest management
- Identify forest products and manufacturing standards for these products
- Explain the parts of logging contracts, log purchase agreements and standard permits
- Describe road systems and landing criteria to meet transportation requirements for the forest
- Apply proper calculations when determining payloads, road construction standards

NR 285 - Forest Resource Planning

2 credits

Prerequisites

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

This is a capstone course for the forest technician degree. The student will draw upon previous courses in the program to write a forest management plan that meets the standards of the American Tree Farm System. Students will meet with local forest land owners and work to either revise or create a management plan that will cover key topics of goals and objectives, stand and property descriptions, site conditions including soils, water courses and roads, forest health concerns, and fish and wildlife presence and habitat. A working map will be created with essential land characteristics identified. A final presentation will be made to the class and/or land owner along with the report.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

Upon successful completion of this course the student will be able to:

- Demonstrate how to complete a basic timber cruise and map
- Employ various computer programs to create sections of the management plan such as soils reports and maps
- Develop a list of goals and objectives based on landowner needs
- Identify potential forest health issues
- Formulate ideas for planned treatments of forest stands to make a silvicultural prescription

Nursing

CNA 102 - Certified Nursing Assistant Training

9 credits

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.

Theory Hours

5 theory hours.

Guided Practice Hours

8 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Demonstrates basic technical skills that facilitate an optimal level of functioning for the client, recognizing individual, cultural, and religious diversity
- Provide personal care to clients
- Identify psychosocial characteristics of all clients including persons with mental retardation, mental illness, dementia, Alzheimer's disease, and related disorders
- Incorporates principles and skills of restorative nursing in providing care
- Demonstrate behaviors that maintain and respect client rights and promote clients' independence, regardless of race, religion, lifestyle, sexual preference, disease process, or ability to pay
- Use effective communication skills in order to function as a member of the nursing team
- Use procedures and techniques to prevent the spread of microorganisms
- Demonstrates the ability to identify and use safety and emergency procedures
- Deliver sensitive care to the dying patient and the family
- Demonstrate knowledge of and is responsive to the laws and regulations that affect his/her practice including but not limited client abuse and neglect, client complaint procedures, workers right to know, and the Uniform Disciplinary Act

NURS 135 - Introduction to Pharmacology Concepts

1 credit

Prerequisites

Acceptance to the Nursing Program.

Corequisites

NURS 171 - Nursing Concepts 1: Fundamentals

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.

Theory Hours

1 theory hour.

Vocational Program Course

Vocational program course.

Course Outcomes

By the completion of the course, the student will be able to:

- Describes the principles of pharmacology as they relate to the role of nursing in drug therapy management
- Use math principles and methods essential for safe drug dosing
- Identify the knowledge, skills, and attitudes necessary to administer medications correctly and safely
- Use textbooks, professional literature, audiovisual materials, and computer assisted learning programs to demonstrate understanding of pharmacological concepts
- Discuss therapeutic actions, adverse reactions, drug and food interactions, and nursing implications of drugs to treat selected health alterations

NURS 137 - Pharmacology II

1 credit

Prerequisites

Completion of NURS 171 & NURS 135 with a grade of "B-" or better.

Corequisites

NURS 172.

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

Theory Hours

1 theory hour.

Vocational Program Course

Vocational program course.

Course Outcomes

By the completion of the course, the student will be able to:

- Apply the principles of pharmacology as they relate to the role of nursing in drug therapy management
- Use math principles and methods essential for safe drug dosing and administration
- Demonstrate the knowledge, skills, and attitudes necessary to administer medications correctly and safely
- Compare textbooks, professional literature, audiovisual materials, and computer assisted learning programs to demonstrate understanding of pharmacological concepts
- Discuss therapeutic actions, adverse reactions, drug and food interactions, and nursing implications of drugs to treat specific, common, chronic, and stable health alterations

NURS 139 - Pharmacology III

1 credit

Prerequisites

Completion of NURS 172 & NURS 137 with a grade of B- or better.

Corequisites

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.

Theory Hours

1 theory hour.

Vocational Program Course

Vocational program course.

Course Outcomes

By the completion of the course, the student will be able to:

- Interpret the principles of pharmacology as they relate to the role of nursing in drug therapy management
- Analyze math principles and methods essential for safe drug dosing and administration
- Analyze the knowledge, skills, and attitudes necessary to administer medications correctly and safely
- Analyze textbooks, professional literature, audiovisual materials, and computer assisted learning programs to demonstrate understanding of pharmacological concepts
- Assess therapeutic actions, adverse reactions, drug and food interactions, and nursing implications of drugs to treat specific, common, acute health alterations in special populations

NURS 171 - Nursing Concepts 1: Fundamentals

9 credits

Prerequisites

Acceptance to the Nursing Program. 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.

Theory Hours

6 theory hours.

Guided Practice Hours

12 clinical hours per week.

Vocational Program Course

Vocational program course.

Course Outcomes

By the completion of the course the student will be able to:

- Identify the role and scope of practice of the professional nurse within the legal & ethical framework (E)
- Describe the components of the nursing process as a tool to develop nursing judgment
- Demonstrate basic clinical skills to promote safety and meet basic human needs
- Demonstrate beginning health assessment skills for culturally diverse patients across the lifespan
- Utilize beginning communication skills to establish a trusting nurse-patient relationship (PS)
- Identify the role of Nutrients in the human body (N)

NURS 172 - Nursing Concepts 2: Common Issues

9 credits

Prerequisites

Completion of NURS 171 & NURS 135 with a grade of "B-" or better.

Corequisites

NURS 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, and ethical concepts.

Theory Hours

6 theory hours.

Guided Practice Hours

12 clinical hours per week.

Vocational Program Course

Vocational program course.

Course Outcomes

- Document head to toe assessment for selected adult patients in community settings
- Utilize effective communication techniques to provide quality, patient-centered care to diverse populations with a special emphasis on mental health problems (PS)
- Apply nursing process to provide safe, direct patient-centered care for patients with common chronic and/or stable health problems (E)
- Administer medications using evidence-based national safety standards (E)
- Apply basic nutrition principles to clients effected by selected HC Concerns (N)

NURS 173 - Nursing Concepts III

9 credits

Prerequisites

Completion of NURS 172 & NURS 137 with a grade of "B-" or better.

Corequisites

NURS 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 settings. This course builds upon psychosocial, nutritional, and ethical concepts.

Theory Hours

6 theory hours.

Guided Practice Hours

12 clinical hours per week.

Vocational Program Course

Vocational program course.

Course Outcomes

- Analyze assessment data for common health alterations for diverse patients in an acute setting across the lifespan (PS)
- Using evidenced-based practices, compose a plan identifying actual and potential patient problems to make clinical judgments in care delivery (E)
- Analyze an identified topic and critique application strategies using best current evidence in acute patient care settings
- Utilize nursing judgment and current evidence to develop a professional teaching plan for a diverse population in collaboration with peers and college community
- Explain the role of nutrition across the lifespan and special populations (N)

NURS 271 - Advanced Nursing Concepts 1

10 credits

Prerequisites

Completion of NURS 173 and NURS 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.

Theory Hours

6 theory hours.

Guided Practice Hours

12 clinical hours per week.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

By the completion of the course the student will be able to:

- Analyze assessment data for complex health alterations to ensure safe patient-centered care & quality outcomes
- Model leadership & collaboration in caring for multiple patients of diverse populations
- Develop an individualized patient-centered nutritional teaching plan for patients with complex health alterations using current evidence (N)
- Integrate technology in planning & delivering safe patient care
- Utilize Clinical Judgment & Evidence Based Practice to distinguish differences/similarities of acute/complex alterations in "common" and specialty populations across the lifespan (PS)
- Examine nutritional issues for clients with complex clinical nutrition issues (N)

NURS 272 - Advanced Nursing Concepts 2

9 credits

Prerequisites

Completion of NURS 271 with a grade of "B-" or better.

Students will build on the application of complex concepts related to the care of patients throughout the lifespan. This will include analysis of nursing practice appropriate for patients with multi system, critically ill and/or emergent conditions. Students will have opportunities to apply learning in various settings such as acute care, critical care, and the community. This course continues to build on embedded psychosocial, ethical and nutritional concepts.

Theory Hours

6 theory hours.

Guided Practice Hours

12 clinical hours per week.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

- Analyze Quality Improvement initiatives to optimize safe patient outcomes across the lifespan (E)
- Integrate essential assessment data to exercise clinical judgment when caring for complex multi-system health alterations in a variety of settings
- Evaluate leadership & collaborative practices with complex multi-system health alterations
- Validate best practices using simulation technology to care for a client with critical health alterations
- Implement an individualized patient-centered care teaching plan for culturally diverse patients with complex multi-system health alterations, using current evidence
- Integrate Clinical Nutrition concepts into patients needing complex care (N)

NURS 273 - Transition to Professional Practice

11 credits

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.

Theory Hours

5 theory hours.

Guided Practice Hours

14 clinical hours per week.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

By the completion of the course the student will be able to:

- Analyze own personal strengths and knowledge gaps to develop a personal NCLEX-RN® study plan
- Synthesize essential nursing concepts in preparation for the NCLEX-RN®
- Manage care for a group of patients in a variety of healthcare settings (supervise, delegate)
- Utilize best current evidence to develop a quality improvement plan
- Evaluate the culture of an organization to determine best fit for potential professional employment
- Synthesize ideas and express ethical opinions in response to complex ethical scenarios (E)

NUTR 114 - Nutrition in Healthcare I

1 credits

Prerequisites

Acceptance to the Nursing Program.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Describe the relationship between nutrition and health
- Identify the six classes of nutrients, their functions, and their essentiality
- Discuss the relationship to health of cholesterol, saturated fat, polyunsaturated fat, trans-fatty acids, and monounsaturated fat
- Describe how energy is measured both in foods and in the human body

- Relate locations of the water by age and gender to the potential for harm caused by imbalances

NUTR 115 - Nutrition in Healthcare II

1 credits

Prerequisites

NUTR 114.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Describe the conditions under which microbiologic food illnesses can occur
- Identify four groups of clients likely to experience food-drug interactions and indicate possible consequences of improper administration or management
- List nutritional guidelines for people with diabetes mellitus for illness, exercise, delayed meals, alcohol, hypoglycemic episodes, vitamin, and mineral supplementation and eating out
- Compare and contrast the dietary modification for clients with myocardial infarction, heart failure, and stroke
- Discuss the effects of impaired respirator function on nutritional status and appropriate nutritional therapy

NUTR 116 - Nutrition in Healthcare III

1 credit

Prerequisites

NUTR 115.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Compare the nutritional needs of a pregnant woman with those of a non-pregnant woman of the same age
- Describe the growth patterns and corresponding nutritional needs for a full-term infant, a toddler, a school-age child, and an adolescent
- Explain how a nutritional assessment of an older adult differs from that of a younger one
- List the reasons for the high incidence of malnutrition in institutionalized clients and the interventions nurses can perform to combat malnutrition
- Identify the medical, psychological, and social problems associated with too much and too little body fat

NUTR 214 - Nutrition in Healthcare IV

1 credits

Prerequisites

Completion of NUTR 116.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Identify three routes used to deliver nutrients to clients and potential complications with these routes
- Identify measure to increase oral intake for anorexic, immunosuppressed or mouth ulcerated clients with cancer
- Define cachexia and correlate its characteristics with the challenges of managing the condition
- Discuss why malnutrition is commonly seen in clients with HIV and AIDS
- Discuss the ethical and legal considerations for feeding a terminally ill client

NUTR 215 - Nutrition in Healthcare V

1 credits

Prerequisites

NUTR 214.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Discuss the nutritional care of clients with kidney disease in relation to their medical treatment
- Describe the relationship among kilo caloric intake, dietary protein utilization and uremia
- Distinguish between the dietary preparation for gastrointestinal surgery and the dietary preparation for surgery on other body systems
- Relate the nutritional care for clients with Crohn disease from that for ulcerative colitis
- Describe how metabolism differs in starvation and hyper metabolism
- Discuss the issues related to food insecurity on local and global levels

PHIL 114 - Ethics and Policy in Healthcare I

1 credits

Prerequisites

Acceptance to the Nursing Program.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Explain how an ethic of care influences nurses' decision-making
- Discuss the role of ethics in professional nursing
- Examine and clarify client/patient & personal values
- Explain a nursing perspective in ethics
- Discuss contemporary ethical issues
- Understand basic terminology in health ethics

PHIL 115 - Ethics and Policy in Healthcare II

1 credit

Prerequisites

PHIL 114.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Explore concepts of quality and safety in standards of care and information privacy
- Identify potential ethical, legal, and confidentiality issues related to Electronic Health Records (EHR) and other healthcare technology
- Explain to patients and their families the purpose and procedure for advance directives
- Explain the concept of advocacy for the rights of the healthcare consumer (WWCC)
- Summarize a structured method for ethical decision making

PHIL 116 - Ethics and Policy in Healthcare III

1 credit

Prerequisites

PHIL 115.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Discuss ways in which ineffective interpersonal and interprofessional communication result in harm to healthcare consumers
- Evaluate the legal concepts relevant to healthcare provider practice: Informed Consent, Advanced Directives, and POLST
- Explain the concept of "Just Culture" and its use in healthcare to minimize the risk of errors and improve patient safety
- Explore an ethical dilemma within the context of diversity
- Explore the topic "Social Determinants of Health" presented by Healthy People 2020 and discuss the influence of income, race, ethnicity, and social class on health

PHIL 215 - Ethics and Policy in Healthcare IV

1 credit

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Apply basic ethical principles to an ethical issue
- Analyze the impact that sociocultural factors have on ethical decision making by nursing personnel
- Identify an ethical dilemma in the clinical setting
- Discuss current ethical issues in health care and possible solutions
- Evaluate the ethical implications of current healthcare related legislation
- Analyze the ethical and legal issues involved in safe delegation of patient care tasks in healthcare

PHIL 216 - Ethics and Policy in Healthcare V

1 credit

Prerequisites

PHIL 215.

Corequisites

NURS 273.

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.

Theory Hours

1 theory hour.

Course Outcomes

- Analyze how Evidence Based Practice and Quality Assurance programs benefit the healthcare consumer
- Analyze the ethical dilemma that arises from the need for a healthcare organization to contain costs and the possible subsequent effect on patient safety
- Explore how nursing professional organizations enhance safety and education in healthcare
- Evaluate the importance of personal professional development and State Continuing Competency Programs for healthcare providers
- Analyze the roles of various healthcare providers in complex bioethical dilemmas

PSYC 114 - Psychosocial Issues in Healthcare I

1 credits

Prerequisites

Acceptance to the Nursing Program.

Corequisites

NURS 171 - Nursing Concepts 1: Fundamentals.

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.

Theory Hours

1 theory hour.

Course Outcomes

- Describe the relevance and dynamics of a therapeutic nurse-client relationship
- Define aspects of critical thinking that are important to the communication process
- Explain the five levels of communication and their use in nursing
- Identify preexisting conditions that influence the outcome of the communication process
- Explore ways in which a nurse's self-concept and nursing actions affect a patient's self-concept and self-esteem

PSYC 115 - Psychosocial Issues in Healthcare II

1 credit

Prerequisites

PSYC 114.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Detect neurologic health problems and alterations in cognition with early health screening and physical assessment strategies
- Perform a comprehensive and rapid focused neurologic examination to manage conditions and promote patient safety related to impaired neurologic function
- Describe patient and family teach methods for drugs related to the treatment of Parkinson's and Alzheimer's
- Identify ways to prevent or reduce common risk factors that contribute to functional decline and decrease in quality of life in adults with chronic brain disorders
- Discuss implications of depression related to developmental stage
- Develop nursing diagnoses and goals of care for clients with depression

PSYC 116 - Psychosocial Issues in Healthcare III

1 credit

Prerequisites

PSYC 115.

Corequisites

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.

Theory Hours

1 theory hour.

Course Outcomes

- Apply the nursing process to individuals exhibiting suicidal behavior
- Differentiate between general adaptation syndrome and post-traumatic stress disorder
- Develop a plan of care for patients who are experiencing stress
- Discuss how stress in the workplace affects the nurse
- Discuss adaptive coping strategies in the management of stress
- Identify symptomology and use the information in assessment of clients with various substance-related and addictive disorders
- Prioritize nursing diagnoses common to clients with substance-related and addictive disorders, and select appropriate nursing interventions for each

PSYC 214 - Psychosocial Issues in Healthcare IV

1 credit

Prerequisites

Completion of PSYC 116.

Corequisites

NURS 271.

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.

Theory Hours

1 theory hour.

Course Outcomes

- Identify symptomology associated with schizophrenia disorders and use that information in assessment
- Formulate and prioritize nursing diagnoses and outcomes for clients with schizophrenia and psychotic disorders
- Assess topics for client and family teaching related to schizophrenia
- Discuss the implications of bipolar disorder related to developmental stages
- Formulate and prioritize nursing diagnoses and outcomes for clients in a manic episode
- Consider characteristics of adaptive family functioning and activities that interfere with adaptive family functioning
- Apply the steps of the nursing process in therapeutic intervention with families
- Compose nursing interventions including patient teaching for antidepressants and mood stabilizers
- Discuss treatment methods for schizophrenia and psychotic disorders

PSYC 215 - Psychosocial Issues in Healthcare V

1 credit

Prerequisites

Completion of PSYC 214.

Corequisites

- Analyze resources available to ensure cultural competent care across the lifespan
- Describe how cultural belief on mental health can impact current practices for communication and treatments
- Evaluate the socioeconomic effect of psychosocial aspects of health care in relation to availability of services for underserved populations
- Compare and contrast the impacts of the current health care system with foreign systems in relation to mental health issues
- Summarize new and emerging mental health treatments that can alter the care delivered to patients

Nutrition

NUTR& 101 - Nutrition

5 credits

Prerequisites

Grade of "C" or better in BIOL& 100 or BIOL& 160 or BIOL& 211 or instructor permission.

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

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

Upon completion of this course, students will be able to demonstrate the following:

- Identify the sources of six classes of nutrients
- Analyze the dietary information on food labels
- Develop diet plans according to nutrition standards and guidelines
- Describe the structure and function of digestive system
- Explain the process of digestion, absorption, and transport of food and nutrients
- Identify the food sources of various nutrients
- Describe the structure, function, and chemical composition of carbohydrates, lipids, and proteins

Philosophy

PHIL 267 - Philosophy of Religion

5 credits

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.

PHIL& 101 - Introduction to Philosophy

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Students will learn about the discipline of philosophy and its history in the West
- Students will improve their ability to construct rational written (and spoken) arguments
- Students will explore important philosophical problems and the ways in which some thinkers have tried to resolve them
- Students will learn to think critically about these problems and discuss them with others

Physical Education

PE 082 - Fitness Maintenance

0 credits

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 - Pickleball

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- Learn the rules of pickleball
- Learn and apply the basic skills of pickleball
- Learn the strategies used in playing single and doubles
- Improve coordination and physical fitness levels
- Participate in atmosphere of competition and cooperation
- Complete a rules and skills assessment at the end of the quarter

PE 106 - Badminton

1 credits

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- Learn the rules of badminton
- Learn and apply the basic skills of badminton
- Learn the strategies used in playing single and doubles
- Improve coordination and physical fitness levels
- Participate in atmosphere of competition and cooperation
- Complete a rules and skills assessment at the end of the quarter

PE 108 - Intermediate Pickleball

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- Review learning the rules of pickleball
- Learn and apply advanced skills of pickleball
- Learn and apply advanced strategies in playing singles and doubles
- Improve coordination and physical fitness levels
- Participate in atmosphere of cooperation and competition
- Complete a rules and skills assessment at the end of the quarter

PE 109 - Basketball (Co-ed)

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- Learn the rules of basketball
- Learn and apply the basic skills of basketball
- Learn the strategies used in team play
- Improve coordination and physical fitness levels
- Participate in atmosphere of competition and cooperation
- Complete a rules and skills assessment at the end of the quarter

PE 110 - Intermediate Basketball (Co-ed)

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- Review learning the rules of basketball
- Learn and apply advanced skills of basketball
- Learn and apply advanced strategies in team play
- Improve coordination and physical fitness levels
- Participate in atmosphere of cooperation and competition
- Complete a rules and skills assessment at the end of the quarter

PE 112 - Intermediate Badminton

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- Review learning the rules of badminton
- Learn and apply advanced skills of badminton
- Learn and apply advanced strategies in playing singles and doubles
- Improve coordination and physical fitness levels
- Participate in atmosphere of cooperation and competition
- Complete a rules and skills assessment at the end of the quarter

PE 113 - Beginning Golf

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will demonstrate a basic understanding of the mechanics of the golf swing and putting technique
- The student will have demonstrated knowledge of the basic rules of golf
- The student will demonstrate golf etiquette on the course and driving range
- The student will have demonstrated knowledge of the benefits of golf as a lifetime fitness activity

PE 114 - Intermediate Golf

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will demonstrate a basic level of proficiency with the basic strokes used in golf
- The student will have demonstrated knowledge of course management strategies
- The student will demonstrate an understanding of more advanced golf skills
- The student will have demonstrated knowledge of the benefits of golf as a lifetime fitness activity
- The student will demonstrate knowledge of the rules of the game and golf etiquette while playing

PE 116 - Beginning Step Aerobics

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will improve cardiovascular fitness
- The student will improve muscular strength and endurance
- The student will improve flexibility
- The student will acquire information about the basic components of fitness and wellness and to apply the concepts to his/her life

PE 117 - Intermediate Step Aerobics

2 credits

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.

Guided Practice Hours

4 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will learn step aerobic footwork patterns
- The student will learn muscular strength and endurance principles and applications
- The student will learn flexibility principles and applications
- The student will acquire information about fitness, wellness, and nutrition
- The student will become adept at monitoring his/her heart rate

PE 118 - Advanced Step Aerobics

2 credits

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.

Guided Practice Hours

4 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will learn step aerobic choreography
- The student will learn muscular strength and endurance routines
- The student will learn flexibility routines
- The student will acquire information about music selection
- The student will become adept at identifying contraindicated exercise

PE 119 - Beginning Social Dancing

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- Students will be able to recognize and perform the basic steps of a variety of social dances (DL-4, CT-4, SPR-4)
- Students will be able to identify the type of music associated with various dances (DL-4, CT-4, IU-3)
- Students will acquire the basic social skills associated with dance etiquette (DL-4, CT-4, SPR-4, IU-3)
- Students will gain an awareness of the value of social dance as a lifelong activity to improve mental and physical health, to aid in social adjustment, and re-enforce positive self-image (DL-4, CT-4, SPR-4)

PE 120 - Beginning Softball

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The students will demonstrate the ability to perform the fundamental skills of throwing, fielding, and batting
- The students will have demonstrated knowledge of the basic offensive and defensive strategies of softball
- The students will demonstrate the qualities of team cooperation and sportsmanship
- The students will demonstrate a basic understanding of the principles regarding the value of lifetime fitness
- The students will have demonstrated knowledge of the rules of the game

PE 121 - Exercise Walking, Beginning

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will improve cardiovascular fitness
- The student will increase flexibility
- The student will increase abdominal strength
- The student will gain knowledge of stress management techniques
- The student will explore ways to improve personal nutrition
- The student will increase mindfulness

PE 122 - Intermediate Exercise Walking

2 credits

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.

Guided Practice Hours

4 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will improve cardiovascular fitness
- The student will increase flexibility
- The student will increase core strength
- The student will practice stress management techniques
- The student will explore ways to improve personal nutrition
- The student will increase mindfulness
- The student will plan and execute independent workouts
- The student will compare energy costs of traditional exercise walking, race walking, and Nordic Walking

PE 124 - Intermediate Softball

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will demonstrate a proficiency at the skills of throwing, fielding, hitting, and bunting
- The student will demonstrate the ability to bunt and slap hit
- The student will have demonstrated knowledge of bunt and slap hit defenses
- The student will demonstrate an understanding of the offensive strategies of fast-pitch softball
- The student will demonstrate team cooperation and sportsmanship

PE 125 - Beginning Volleyball

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will demonstrate the ability to perform the basic skills of passing, setting, serving, and hitting
- The student will have demonstrated an understanding of the basic 4-2 and 6-2 offensive strategies
- The student will have demonstrated an understanding of the basic defensive strategies
- The student will demonstrate knowledge of the basic rules of the game
- The student will demonstrate cooperation and sportsmanship during drills and play
- The student will have demonstrated an understanding of the benefits of volleyball as a lifetime fitness activity

PE 126 - Intermediate Volleyball

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will demonstrate a proficiency at the skills of serving and passing
- The student will demonstrate an understanding of the strategies of serving and offense
- The student will have demonstrated cooperation and sportsmanship during drills and play
- The student will have demonstrated knowledge of the rules of the game
- The student will demonstrate the ability to perform the skills of setting, hitting, and tipping
- The student will demonstrate an understanding of the benefits of volleyball as a lifetime fitness activity

PE 127 - Advanced Volleyball

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will demonstrate a proficiency at all of the basic skills and techniques of volleyball
- The student will have demonstrated knowledge of the offensive systems of play
- The student will have demonstrated knowledge of the defensive systems of play
- The student will demonstrate an understanding of the benefits of volleyball as a lifetime fitness activity
- The student will have demonstrated knowledge of the application of the rules of the game
- The student will demonstrate cooperation and sportsmanship during drills and play

PE 129 - Weight Lifting

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- Learn and apply weightlifting techniques
- Choose a workout program
- Organize a workout program
- Evaluate the importance of weightlifting exercise as a supplement to a fit lifestyle
- Recognize safety procedures and participate in an atmosphere of cooperation
- Complete a fitness profile assessment at the end of the quarter

PE 130 - Credits Intermediate Weight Lifting

2 credits

Prerequisites

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

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

Guided Practice Hours

4 guided practice hours.

AA General Elective

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

Course Outcomes

- Learn and apply weightlifting techniques at the intermediate level
- Choose a workout program
- Organize a workout plan
- Evaluate the importance of weightlifting as a supplement to a fit lifestyle
- Recognize safety procedures and participate in an atmosphere of cooperation
- Complete a fitness profile assessment at the end of the quarter
- Write a short self-evaluation essay

PE 131 - Advanced Weight Lifting

2 credits

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 weightlifting on an individual basis. Advanced weight training techniques are stressed.

Guided Practice Hours

4 guided practice hours.

AA General Elective

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

Course Outcomes

- Learn and apply weightlifting techniques at the advanced level
- Choose a workout program
- Organize a workout plan
- Evaluate weightlifting as a supplement to a fit lifestyle
- Recognize safety procedures and participate in an atmosphere of cooperation
- Complete a fitness profile assessment at the end of the quarter
- Write a short research essay

PE 155 - Beginning Soccer

1 credit

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.

Guided Practice Hours

2 guided practice hours.

PE 156 - Intermediate Soccer

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

PE 165 - Beginning Baseball

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The students will demonstrate the ability to perform the fundamental skills of throwing, fielding, and batting
- The students will have demonstrated knowledge of the basic offensive and defensive strategies of baseball
- The students will demonstrate the qualities of team cooperation and sportsmanship
- The students will demonstrate a basic understanding of the principles regarding the value of lifetime fitness
- The students will have demonstrated knowledge of the rules of the game

PE 166 - Intermediate Baseball

1 credit

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The students will demonstrate proficiency in performing the basic skills of baseball
- The students will demonstrate the ability to perform more advanced skills
- The students will have demonstrated knowledge of the more advanced strategies of offense and defense
- The students will demonstrate the qualities of cooperation and sportsmanship
- The students will have demonstrated knowledge of the value of lifetime fitness

PE 170 - Fitness Lab

1 credits

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.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will practice basic lifetime wellness concepts using the fitness lab
- The student will improve cardiovascular efficiency
- The student will improve muscular strength
- The student will improve muscular endurance
- The student will increase flexibility
- The student will positively affect blood pressure
- The student will acquire stress management techniques
- The student will improve body composition
- The student will reinforce positive self-image
- The student will apply principles to workouts outside the classroom

PE 171 - Intermediate Fitness Lab

2 credits

Prerequisites

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

This is an intermediate level exercise program that will help students continue the development of their physical fitness by training aerobically, using stations, with the theory of high repetition. The emphasis of the program will be increased strength, better aerobic fitness with continued or increased flexibility.

Guided Practice Hours

4 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will improve cardiovascular efficiency
- The student will improve muscular strength
- The student will improve muscular endurance
- The student will increase flexibility
- The student will positively affect blood pressure
- The student will acquire stress management techniques
- The student will improve body composition
- The student will reinforce a positive self-image
- The student will apply principles to workouts outside the classroom

PE 172 - Advanced Fitness Lab

2 credits

Prerequisites

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

This course requires the student to apply the principles of physical fitness to his or her individual situation utilizing the fitness lab setting as well as outside opportunities.

Guided Practice Hours

4 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will acquire detailed information concerning lifetime wellness concepts utilizing the fitness lab
- The student will improve cardiovascular efficiency
- The student will improve muscular strength
- The student will improve muscular endurance
- The student will increase flexibility
- The student will positively affect blood pressure
- The student will acquire stress management techniques
- The student will improve body composition
- The student will reinforce a positive self-image
- The student will acquire skills to analyze various types of exercise in terms of individual appropriateness

PE 180 - Beginning Wrestling

1 credit

Prerequisites

Apparent good health or physician's approval for participation.

This class is designed to introduce the basic skills and strategies of wrestling to each student. Basic skills will be taught using technique drills. Strategies will be learned through drills and workouts.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will acquire detailed information concerning lifetime wellness concepts with the sport
- The student will improve cardiovascular efficiency
- The student will improve muscular strength
- The student will improve muscular endurance
- The student will increase flexibility
- The student will positively affect blood pressure
- The student will acquire stress management techniques
- The student will improve body composition
- The student will reinforce a positive self-image
- The student will apply principles to workouts outside the classroom
- The student will learn the power of goal setting

PE 181 - Intermediate Wrestling

1 credit

Prerequisites

Apparent good health or physician's approval for participation; PE 180 or instructor permission.

This course will emphasize continued skill development in the basic skills, along with the introduction of more advanced skills in depth. Strategies will be studied and applied during workouts.

Guided Practice Hours

2 guided practice hours.

AA General Elective

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

Course Outcomes

- The student will acquire detailed information concerning lifetime wellness concepts with the sport
- The student will improve cardiovascular efficiency
- The student will improve muscular strength
- The student will improve muscular endurance
- The student will increase flexibility
- The student will positively affect blood pressure
- The student will acquire stress management techniques
- The student will improve body composition
- The student will reinforce a positive self-image
- The student will apply principles to workouts outside the classroom
- The student will learn the power of goal setting

Physics**PHYS& 100 - Principles of Physics**

5 credits

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.

AA Specified Elective

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

Course Outcomes

- To develop critical thinking skills and to expose students to the scientific process and the scientific method
- To help provide students the skills needed to continue learning throughout their lives
- To understand physics principles underlying a variety of fields of physics including mechanics, fluid behavior, thermodynamics, waves, optics, and special relativity
- To understand how these physics principles, apply to our everyday lives and experiences and through this understanding gain a better awareness and appreciation of our natural surroundings

PHYS& 114 - General Physics with Lab I

5 credits

Prerequisites

A grade of "C" or better in MATH& 142 or concurrent enrollment in MATH& 142 or instructor permission.

This course covers the first term of the general physics program. It partially satisfies the pre-curriculum requirements in medicine, dentistry, forestry, and related fields. The main topic studied is mechanics including motion, energy, and momentum. Problem solving and Laboratory practices are integrated with this work.

Theory Hours

5 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

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

Course Outcomes

- Understand standards of measure, be able to employ common systems of units, and perform unit conversions and dimensional analysis
- Understand and be able to appropriately apply a variety of physics principles in solving physics problems. These include:
 - Kinematics (both linear and rotational)
 - Newton's laws and applications (including gravity, contact forces, friction, and statics)
- Conservation laws (energy, linear momentum, and angular momentum)
 - Gain experience obtaining and analyzing experimental data

PHYS& 115 - General Physics with Lab II

5 credits

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.

Theory Hours

5 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Be able to characterize the deformation of solids including elastic and plastic deformation and fracture and apply statics conditions in solving physics problems
- Understand introductory fluid dynamics including the equation of hydrostatic equilibrium, Pascal's and Archimedes' principles, equation of continuity, and Bernoulli's equation and be able to apply these principles to solve physics problems
- Understand oscillatory and wave motion behavior and phenomena including sound and be able to appropriately apply these principles to solve physics problems
- Understand the three laws of thermodynamics and be able to appropriately apply thermodynamic principles in solving physics problems
- Gain experience obtaining and analyzing experimental data

PHYS& 116 - General Physics with Lab III

5 credits

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.

Theory Hours

5 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- To develop critical thinking skills and to expose students to the scientific process and the scientific method
- To help provide students the skills needed to continue learning throughout their lives
- To provide the background in physics needed in a variety of fields
- To develop an awareness and appreciation of some of the achievements and limitations of physics
- Gain experience obtaining and analyzing experimental data

PHYS& 221 - Engineering Physics with Lab I

5 credits

Prerequisites

MATH& 151 or concurrent enrollment in MATH& 151 or instructor permission.

PHYS& 221, PHYS& 222, and PHYS& 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.

Theory Hours

5 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

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

Course Outcomes

- Understand standards of measure, be able to employ common systems of units, and perform unit conversions and dimensional analysis
- Understand and be able to appropriately apply a variety of physics principles in solving physics problems. These include:
 - Kinematics (both linear and rotational)
 - Newton's laws and applications (including gravity, contact forces, friction, and statics)
 - Conservation laws (energy, linear momentum, and angular momentum)
- Gain experience obtaining and analyzing experimental data

PHYS& 222 - Engineering Physics with Lab II

5 credits

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.

Theory Hours

5 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Be able to characterize the deformation of solids including elastic and plastic deformation and fracture and apply statics conditions in solving physics problems
- Understand introductory fluid dynamics including the equation of hydrostatic equilibrium, Pascal's and Archimedes' principles, equation of continuity, and Bernoulli's equation and be able to apply these principles to solve physics problems
- Understand oscillatory and wave motion behavior and phenomena including sound and be able to appropriately apply these principles to solve physics problems
- Understand the three laws of thermodynamics and be able to appropriately apply thermodynamic principles in solving physics problems
- Gain experience obtaining and analyzing experimental data

PHYS& 223 - Engineering Physics with Lab III

5 credits

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.

Theory Hours

5 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- To provide a rigorous foundation in physics needed for further work in science and engineering
- To develop critical thinking and problem-solving skills students will need for further work in science and engineering
- To develop an awareness and appreciation of some of the achievements and limitations of physics
- Gain experience obtaining and analyzing experimental data

Political Science

POLS 102 - Law and Society

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies social science distribution area B requirement or as a specified elective in the AA degree.

Course Outcomes

- Develop an understanding of the critical thinking process within the law
- Develop an understanding of the legal concepts of law
- Develop an understanding of problem-solving techniques in the legal system
- Develop an understanding of how the law impacts our daily life
- Develop an understanding of how laws are implemented
- Develop an understanding of how laws are applied
- Develop an understanding of the necessary literature within the class setting

POLS 110 - Law and Justice

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Develop an understanding of the skills in critical thinking as applied the law
- Develop an understanding of how to use the law in problem solving concepts
- Develop an understanding of the concepts of the various laws which control our society
- Develop an understanding of the interactions of the court system
- Develop an understanding of the necessary literature within the class setting

POLS 204 - Introduction to Public Administration

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- To encourage an exchange of ideas and concerns about the material presented through critical thinking, disciplinary learning, and use of resources
- To understand the history of public service at the federal and state levels through critical thinking, disciplinary learning, and use of resources
- To understand the development of politics within public service and its impact on service through critical thinking, literacy, disciplinary learning, and use of resources
- To examine and report on the various reasons for local agencies to be held accountable through critical thinking, disciplinary learning, use of resources, and social responsibility
- To determine what can be done to improve upon public administration through critical thinking, literacy, disciplinary learning, social responsibility, and personal responsibility

POLS& 202 - American Government

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Develop an understanding of the Political Science perspective and vocabulary
- Develop an understanding of the fundamental institutions and foundations of American Government
- Develop an understanding of the political, social, and economic factors that affect the functioning of American Government
- Develop an understanding of the role race, class and gender have played in the form and function of American Government

POLS& 203 - International Relations

5 credits

Prerequisites

READ 090 or placement in college level reading; completion of or concurrent enrollment in ENGL& 101 recommended.

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Psychology

PSYC& 100 - General Psychology

5 credits

Prerequisites

Eligible for ENGL& 101 or concurrent enrollment in ENGL 095.

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Demonstrate understanding of the Personal Dimensions of Psychology
 - Understand and provide examples of individual differences in human behavior
 - Be able to think rationally and critically about behavior in order to develop informed opinions by using theories of Psychology
 - Apply psychological knowledge to improve study skills
- Demonstrate understanding of the Social Dimensions of Psychology
 - Define and understand the diversity of the field of psychology
 - Integrate the biological, social, and psychological factors in behavior
 - Understand how theories of psychology have been integrated into culture
- Demonstrate understanding of Knowledge Building and the Cognitive Dimension of Psychology
 - Be able to use and define basic psychological terminology
 - Understand how psychological evidence presented in this course has been acquired through the use of scientific method
 - Understand how brain development relates to multiple areas of psychology

PSYC& 180 - Human Sexuality

5 credits

Prerequisites

Eligible for ENGL& 101 or concurrent enrollment in ENGL 095.

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Demonstrate an understanding of the Physiological Dimensions of Human Sexuality:
 - Identify various parts of male and female sexual anatomy and be aware of how these parts function
 - Describe the changes that occur in a woman during pregnancy and birth, and how these changes affect her interactions with others
- Demonstrate an understanding of the Social Dimensions of Human Sexuality:
 - Identify trends and changes in the past and present that influence sexual attitudes and values
 - Be aware that some of these values differ from those in other cultures
 - Be able to interact with others on a social and sexual basis to achieve fulfilling relationships
- Demonstrate an understanding of Knowledge Building and the Cognitive Dimensions of Human Sexuality:
 - Describe the various sexual infections, diseases, and dysfunctions, how their risk can be minimized, and how they can be dealt with if they occur
 - Describe methods of pregnancy prevention and termination and discuss their own standards and values related to these issues

PSYC& 200 - Lifespan Psychology

5 credits

Prerequisites

PSYC& 100

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Demonstrate understanding of the Personal Dimensions of Lifespan Psychology
 - Develop understanding, skills, and techniques for analyzing human behavior using the methods of science
 - Gain a basic understanding of family, play, work, and death and dying as they apply to lifespan development
- Demonstrate understanding of the Social Dimensions of Lifespan Psychology
 - Gain a basic understanding of the interaction between genetic and environmental influences on human development
- Demonstrate understanding of Knowledge Building and the Cognitive Dimension of Lifespan Psychology
 - Learn and gain mastery over the basic facts and research findings, terminology, principles, and theories important in the various areas of lifespan developmental psychology
 - Practice and develop critical thinking skills, and written and oral communications skills as they relate to human development

PSYC& 220 - Abnormal Psychology

5 credits

Recommended Preparation

ENGL& 101

Prerequisites

PSYC& 100

This course provides an introduction to the study of psychological disorders and the theoretical perspectives of psychopathology.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Demonstrate understanding of Psychology from a positive perspective
 - Students will learn the distinction between the emerging Positive Psychology principles and other theoretical principles of psychology
 - Students will be expected to demonstrate applications of core concepts of Positive Psychology and resiliency factors
- Demonstrate understanding of the Personal Dimensions of Positive Psychology
 - Students will develop an understanding of resiliency factors and how to use them
 - Students will develop an understanding of the dimensions of happiness/subjective well-being and their applications
- Demonstrate understanding of Knowledge Building and the Cognitive Dimension of Positive Psychology
 - Students will acquire skills and learn how to implement strengths-based concepts
 - Students will become familiar with research that supports the principles, strategies, and skills of Positive Psychology

PSYCH 106 - Human Relations

5 credits

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.

Theory Hours

5 theory hours.

AA General Elective

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

Course Outcomes

- Identify individual work style
- Describe and utilize appropriate communication skills
- Describe the characteristics of an effective work team, the typical stages of team development, and how to be a capable team member
- Understand the issues involved in working with people from different cultural backgrounds and how to work effectively in a diverse workplace
- Describe and demonstrate the rules of "principled negotiation" and conflict resolution
- Describe and demonstrate customer satisfaction skills for "internal" and "external" customers
- Identify character traits associated with being an ethical person and use a systematic method for making ethical decisions and behaving ethically
- Describe and give examples of how to effectively manage workplace stress and anger

PSYCH 235 - Positive Psychology

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Demonstrate understanding of Psychology from a positive perspective
 - Students will learn the distinction between the emerging Positive Psychology principles and other theoretical principles of psychology
 - Students will be expected to demonstrate applications of core concepts of Positive Psychology and resiliency factors
- Demonstrate understanding of the Personal Dimensions of Positive Psychology
 - Students will develop an understanding of resiliency factors and how to use them
 - Students will develop an understanding of the dimensions of happiness/subjective well-being and their applications
- Demonstrate understanding of Knowledge Building and the Cognitive Dimension of Positive Psychology
 - Students will acquire skills and learn how to implement strengths-based concepts
 - Students will become familiar with research that supports the principles, strategies, and skills of Positive Psychology

Note

May be used as a specified elective in the AA degree.

PSYCH 250 - Social Psychology

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- To understand how a social psychological analysis differs from other forms of analysis
- To become familiar with the wide variety of questions and topics that social psychologists study
- To become familiar with classic and contemporary theories in social psychology
- To become familiar with selected research findings, both correlational and experimental
- To appreciate the variety of choices and limitations in the lives of women and men as they are shaped by personal and social factors
- To explore various topic areas through readings, class activities, and discussion and by thinking and writing critically and reflectively
- To question rigid notions about distinctions between the personal and public, individual and society, subjectivity and objectivity, reason, and passion

Reading

READ 080 - Reading/Study I

5 credits

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 READ 090.

Theory Hours

5 theory hours.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Show comprehension of college preparatory reading material
 - Identify topic, main idea and supporting details
 - Begin to identify writers' patterns of organization
 - Begin to recognize author inference
- Increase vocabulary knowledge to improve reading skills
 - Use context clues to define unfamiliar words in reading material
- Apply study techniques to increase comprehension of reading material
 - Understand reading as a process
 - Use metacognitive strategies to monitor and strengthen comprehension

Note

This course does not meet any degree requirements.

READ 090 - College Preparatory Reading/Study I

5 credits

Prerequisites

Appropriate reading placement test score or instructor permission or a grade of C- or better in READ 080.

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.

Theory Hours

5 theory hours.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Show comprehension of college preparatory and college level reading material
 - Identify topic, main idea and supporting details
 - Identify writers' patterns of organization
 - Recognize authors' inferences
 - Identify author purpose and tone
- Increase vocabulary knowledge to improve reading skills

- Use context clues to define unfamiliar words in reading material
- Apply study techniques to increase comprehension of reading material
 - Use metacognitive strategies to monitor and strengthen comprehension
- Use critical thinking to analyze and evaluate reading material

Note

This course does not meet any degree requirements.

Roofing and Siding

RST 110 - Modern Roofing Installation

7 credits

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

RST 120 - Modern Siding Installation

7 credits

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

Sociology

SOC 106 - Juvenile Justice

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Develop an understanding of critical thinking skills in juvenile justice
- Develop an understanding of differences between juvenile and adult justice
- Develop an understanding of concepts necessary to reduce delinquency
- Develop an understanding of the laws relating to juvenile delinquency
- Develop an understanding of the methods used for rehabilitation efforts
- Develop an understanding of the juvenile process from arrest to detention
- Develop an understanding of the necessary literature within the class setting

SOC 112 - Criminology

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Develop an understanding of the crime problem within the United States
- Develop an understanding of reduction techniques and preventive measures
- Develop an understanding of the reasons for and the causes of crime
- Develop an understanding of criminology and its development
- Develop an understanding of the various theories relating to crime
- Develop an understanding of the role government must take in prevention
- Develop an understanding of the necessary literature within the class setting

SOC 252 - Marriage and Family

5 credits

Recommended Preparation

ENGL 095 or placement in ENGL& 101.

A study of the development of the family, the family and personality development, courtship, mate selection, predicting marital adjustment, disruption and reorganization.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Develop an understanding of the institution of the family across the lifespan
- Develop an understanding of gender and sexuality
- Develop an understanding of the various family forms and functions
- Develop an understanding of family problems

SOC& 101 - Introduction to Sociology

5 credits

Recommended Preparation

ENGL 095 or placement in ENGL& 101.

An introduction to the principles, concepts, theories, and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Develop an understanding of the sociological perspective
- Develop an understanding of sociological methodology and theory
- Develop an understanding of stratification by group (i.e., race, ethnicity, orientation, gender, class)
- Develop an understanding of culture and social institutions
- Develop an understanding of social and physical world interdependence

SOC& 201 - Social Problems

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Develop an understanding of sociological perspectives, theories, and methods
- Develop an understanding of social problems of behavioral deviance
- Develop an understanding of social problems of inequality
- Develop an understanding of social problems of institutions
- Develop an understanding of social problems of global scope

Technical Design

TDP 099 - Drafting Fundamentals

3 credits

This course is intended to complement skills in computer-aided drafting (CAD). The content will help develop an understanding of fundamental drafting technique and basis 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.

Note

This course is part of the Technical Design Program which will lead to a professional technical certificate.

TDP 100 - Blueprint Reading

3 credits

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 - Introduction to AutoCAD

6 credits

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.

Note

This course is part of the Technical Design Program which will lead to a professional technical certificate.

TDP 102 - Intermediate AutoCAD

6 credits

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.

Note

This course is part of the Technical Design Program which will lead to a professional technical certificate.

TDP 103 - Advance AutoCAD

6 credits

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.

Note

This course is part of the Technical Design Program which will lead to a professional technical certificate.

TDP 104 - Revit

6 credits

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 - Cooperative Work Training

6 credits

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.

Note

This course is part of the Technical Design Program which lead to a professional technical certificate.

TDP 106 - Introduction to Auto Desk Invent

6 credits

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.

Note

This course is part of the Technical Design Program which lead to a professional technical certificate.

TDP 107 - Introduction to SolidWorks

6 credits

Introduction to the theory and operation of Solidworks software in its application for MasterCAM and CNC machining. Create 3D models in multi-dimensional views.

Note

This course is part of the Technical Design Program which will lead to a professional technical certificate.

Theatre Arts

DRMA& 101 - Introduction to Theatre

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

AA Specified Elective

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

Course Outcomes

- Demonstrating behavior that shows attentiveness to others and understanding the impact of attending skills
- Accurately observing details and drawing inferences and conclusions based on observations
- Listening for details, main ideas, facts/opinions, information/persuasion, and meaning while suspending judgment
- Paraphrasing others' ideas and checking for understanding
- Working cooperatively by conversing and encouraging communication
- Speaking and presenting ideas while attending to audience and purpose and considering cultural differences
- Using technology and other resources to obtain information
- Organizing, integrating, and documenting sources of information
- Using oral English language effectively to engage the audience and adapt to the topic and audience
- Communicating responsibly using accurate, truthful, and equitable language and ideas
- Understanding the consequences of irresponsible communication
- Developing ideas into written drafts
- Revising writing for ideas, language, audience, and conventions
- Editing own writing for word choice, conventions, and sentence structure
- Using writing conventions (grammar, punctuation, and capitalization) effectively
- Using reading strategies to build understanding
- Using reading skills to develop vocabulary

THEA 151 - Theatre Workshop

1-3 credits

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.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- working in a group toward the completion of a common goal
- using technology and other resources to obtain information
- analyzing, synthesizing, and evaluating ideas from observation and sources
- using source information appropriately to develop ideas
- revising/editing for "the big picture": ideas, purpose, development, structure
- focusing development of ideas and details using appropriate structure
- offering and accepting feedback about work product
- considering others' feedback and using appropriate revision

THEA 161 - Introduction to Acting

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- Understanding and developing strategies for solving problems/making decisions including using prior knowledge, considering alternative courses of action, assessing potential consequences, developing criteria for evaluating outcomes, refining strategies, and evaluating results
- Demonstrating behavior that shows attentiveness to others and understanding the impact of attending skills
- Accurately observing details and drawing inferences and conclusions based on observations
- Listening for details, main ideas, facts/opinions, information/persuasion, and meaning while suspending judgment
- Paraphrasing others' ideas and checking for understanding
- Working cooperatively by conversing and encouraging communication
- Speaking and presenting ideas while attending to audience and purpose and considering cultural differences
- Using delivery elements effectively, such as pitch, rate, volume, projection, posture, eye contact, facial expressions, and body language
- Using oral English language effectively to engage the audience and adapt to the topic and audience
- Communicating responsibly using accurate, truthful, and equitable language and ideas
- Understanding the consequences of irresponsible communication
- Establishing criteria for effective and high-quality presentations and using them to evaluate own and others' presentations
- Using feedback to revise own work
- Developing ideas into written drafts
- Revising writing for ideas, language, audience, and conventions
- Editing own writing for word choice, conventions, and sentence structure
- Using writing conventions (grammar, punctuation, and capitalization) effectively
- Using reading strategies to build understanding
- Using reading skills to develop vocabulary

THEA 163 - Introduction to Directing

3 credits

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.

Theory Hours

3 theory hours.

AA Specified Elective

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

Course Outcomes

- Understanding and developing strategies for solving problems/making decisions including using prior knowledge, considering alternative courses of action, assessing potential consequences, developing criteria for evaluating outcomes, refining strategies, and evaluating results
- Demonstrating behavior that shows attentiveness to others and understanding the impact of attending skills
- Accurately observing details and drawing inferences and conclusions based on observations
- Paraphrasing others' ideas and checking for understanding
- Working cooperatively by conversing and encouraging communication
- Speaking and presenting ideas while attending to audience and purpose and considering cultural differences
- Using technology and other resources to obtain information
- Using oral English language effectively to engage the audience and adapt to the topic and audience
- Communicating responsibly using accurate, truthful, and equitable language and ideas
- Understanding the consequences of irresponsible communication

- Establishing criteria for effective and high-quality presentations and using them to evaluate own and others' presentations
- Using feedback to revise own work
- Developing ideas into written drafts
- Revising writing for ideas, language, audience, and conventions
- Editing own writing for word choice, conventions, and sentence structure
- Using writing conventions (grammar, punctuation, and capitalization) effectively
- Using reading strategies to build understanding
- Using reading skills to develop vocabulary

THEA 235 - Stagecraft

4 credits

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.

Theory Hours

4 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understanding and developing strategies for solving problems/making decisions including using prior knowledge, considering alternative courses of action, assessing potential consequences, developing criteria for evaluating outcomes, refining strategies, and evaluating results
- Accurately observing details and drawing inferences and conclusions based on observations
- Paraphrasing others' ideas and checking for understanding
- Working cooperatively by conversing and encouraging communication
- Using technology and other resources to obtain information
- Using a variety of media to communicate messages in presentations creatively and effectively
- Using oral English language effectively to engage the audience and adapt to the topic and audience
- Establishing criteria for effective and high-quality presentations and using them to evaluate own and others' presentations
- Using feedback to revise own work
- Developing ideas into written drafts
- Revising writing for ideas, language, audience, and conventions
- Editing own writing for word choice, conventions, and sentence structure
- Using writing conventions (grammar, punctuation, and capitalization) effectively
- Using reading strategies to build understanding
- Using reading skills to develop vocabulary

THEA 236 - Stage Lighting

4 credits

Prerequisites

ENGL 095 or placement in ENGL& 101.

Principles of stage lighting including color and light, distribution intensity, light plotting and electricity.

Theory Hours

4 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understanding and developing strategies for solving problems/making decisions including using prior knowledge, considering alternative courses of action, assessing potential consequences, developing criteria for evaluating outcomes, refining strategies, and evaluating results
- Accurately observing details and drawing inferences and conclusions based on observations
- Paraphrasing others' ideas and checking for understanding
- Working cooperatively by conversing and encouraging communication

- Using technology and other resources to obtain information
- Using a variety of media to communicate messages in presentations creatively and effectively
- Using oral English language effectively to engage the audience and adapt to the topic and audience
- Establishing criteria for effective and high-quality presentations and using them to evaluate own and others' presentations
- Using feedback to revise own work
- Developing ideas into written drafts
- Revising writing for ideas, language, audience, and conventions
- Editing own writing for word choice, conventions, and sentence structure
- Using writing conventions (grammar, punctuation, and capitalization) effectively
- Using reading strategies to build understanding
- Using reading skills to develop vocabulary

THEA 270 - Stage Makeup

3 credits

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.

Theory Hours

3 theory hours.

AA Specified Elective

Satisfies specified elective requirement for the AA degree.

Course Outcomes

- Understanding and developing strategies for solving problems/making decisions including using prior knowledge, considering alternative courses of action, assessing potential consequences, developing criteria for evaluating outcomes, refining strategies, and evaluating results
- Accurately observing details and drawing inferences and conclusions based on observations
- Paraphrasing others' ideas and checking for understanding
- Working cooperatively by conversing and encouraging communication
- Using technology and other resources to obtain information
- Using a variety of media to communicate messages in presentations creatively and effectively
- Using oral English language effectively to engage the audience and adapt to the topic and audience
- Establishing criteria for effective and high-quality presentations and using them to evaluate own and others' presentations
- Using feedback to revise own work
- Developing ideas into written drafts
- Revising writing for ideas, language, audience, and conventions
- Editing own writing for word choice, conventions, and sentence structure
- Using writing conventions (grammar, punctuation, and capitalization) effectively
- Using reading strategies to build understanding
- Using reading skills to develop vocabulary

Transitions

TRANS 038 - Writing Bridge

5 credits

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.

Course Outcomes

Upon successful completion of this course, students will:

- Produce clear paragraphs
- Demonstrate a command of standard English language conventions, including grammar, vocabulary, and sentence structure, as applicable to the appropriate level

Note

This course does not meet any degree requirements.

TRANS 050 - Transitions English I

5 credits

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.

Course Outcomes

Students who successfully complete this course will:

Generate clear paragraphs at a basic level

- Student should plan to write based on the writing purpose and audience
- Student should draft and organize paragraphs to include a topic sentence, main points with details, and a summary statement
- Student should evaluate writing

Apply English Conventions at a basic level

- Student should employ proper spelling, capitalization, and punctuation
- Student should use correct sentence structure
- Student should use appropriate word choice

Note

This course does not meet any degree requirements.

TRANS 051 - Transitions Math I

5 credits

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.

Course Outcomes

By successfully this course students will:

Demonstrate Skills in Mathematical Reasoning:

- Have an understanding of place value for whole numbers and decimal numbers
- Be able to use order of operations to evaluate and simplify expressions
- Use exponents
- Identify factors and multiples of a number
- Add, subtract, multiply, and divide with whole numbers, decimals, and fractions
- Display data in plots (dot plot, histogram, and box plots) on a number line and solve problems for mean, median, and mode

Demonstrate Competence in the Application of Mathematical Concepts:

- Be able to apply measurement and unit conversions
- Understand ratio concepts and use proportionate reasoning to solve problems
- Be able to use basic concepts that apply to ratios and percents

Demonstrate Literal and Inferential Reading and Listening Skills for Comprehension and Vocabulary Development:

- Use critical thinking skills to solve real-world mathematical problems involving geometric shapes and figures using a variety of formulas (perimeter, circumference, area, surface area, and volume)
- Use Mathematics Practices in problem solving such as reason abstractly and quantitatively, use appropriate tools strategically, and attend to precision
- Demonstrate the reading skills needed to effectively use course materials to enhance learning

Note

This course does not meet any degree requirements.

TRANS 052 - Transitions Reading Bridge

5 credits

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.

Course Outcomes

Students who successfully complete this course will:

- Show comprehension of a variety of college/career-related texts
- Develop vocabulary to improve reading skills
- Apply reading strategies to improve comprehension of texts

Note

This course does not meet any degree requirements.

TRANS 053 - Grammar I

5 credits

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.

Course Outcomes

Upon successful completion of this course, students will:

- Demonstrate an understanding of a variety of grammar concepts, including, but not limited to, singular/plural/proper nouns, articles, prepositions of time and place, pronouns, modifiers, and simple present/present progressive verbs
- Apply formal grammar rules to produce sentences and correct sentence-level errors

Note

This course does not meet any degree requirements.

TRANS 054 - Transitions Reading II

5 credits

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.

Course Outcomes

Upon completion of Transitions Reading II students will be able to demonstrate their ability to:

- Read Strategically
 - Student should question the text
 - Student should employ skimming and scanning techniques
 - Student should take notes
 - Student should determine text structure
- Analyze text
 - Student should identify and summarize the purpose, central ideas, and details
 - Student should make inferences
 - Student should determine unfamiliar words and tone
 - Student should evaluate arguments, claims, evidence, fallacies, and appeals

Note

This course does not meet any degree requirements.

TRANS 055 - Transitions English II

5 credits

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.

Course Outcomes

Upon successful completion of this course, students will:

Generate extended responses at an intermediate level

- Student should plan to write based on the writing purpose and audience
- Student should draft and organize writing to include a thesis statement, introduction, body paragraphs, and a conclusion
- Student should evaluate writing

Apply English Conventions at an intermediate level

- Student should employ proper spelling, capitalization, and punctuation
- Student should use correct sentence structure
- Student should use appropriate word choice

Note

This course does not meet any degree requirements.

TRANS 056 - Transitions Math II

5 credits

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.

Course Outcomes

By successfully completing this course students will:

Demonstrate Skills in Mathematical Reasoning:

- Be able to add, subtract, multiply, and divide with signed numbers
- Use exponents and roots and apply Pythagorean Theorem to solve mathematical problems
- Compute with ratios and percents
- Solve 1- and 2-step equations and inequalities using words, symbols, and pictures
- Have a basic understanding of function notation and how to graph functions
- Be able to graph equations on the Cartesian Coordinate system
- Find and graph slope and y-intercept of linear equations

Demonstrate Competence in the Application of Mathematical Concepts:

- Demonstrate the ability to apply order of operations
- Add, subtract, multiply, and divide polynomials and develop basic understanding of factoring and FOIL
- Solve problems involving scale drawings, angles, and measurement (area, surface area, and volume)
- Use Mathematics Practices in problem solving such as reason abstractly and quantitatively, use appropriate tools strategically, and attend to precision

Demonstrate Literal and Inferential Reading and Listening Skills for Comprehension and Vocabulary Development:

- Use critical thinking skills to analyze and solve linear equations and systems of linear equations
- Summarize and describe distributions and perform probability and statistical analysis
- Be able to listen effectively to evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric
- Demonstrate knowledge of effective reading strategies for learning math

Note

This course does not meet any degree requirements.

TRANS 057 - Transitions Science

5 credits

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.

Course Outcomes

Students who successfully complete the course will:

Demonstrate literal and inferential reading/listening skills for comprehension and vocabulary development:

- Show improved literacy skills in reading, writing, and analyzing, and determining main ideas and key concepts
- Demonstrate critical thinking competency in analysis, synthesis, problem solving, and decision-making
- Show enhanced scientific vocabulary
- Demonstrate knowledge of key concepts in Life Science, Physical Science and Earth and Space Science

Demonstrate skills in mathematical reasoning and application:

- Demonstrate the ability to use math as it relates to scientific concepts and research
- Use critical thinking to show competence at using graphs, charts, and diagrams to analyze information

Communicate clearly and effectively:

- Pay attention to conventions of English language use, including grammar, spelling, and sentence structure
- Be able to discuss scientific material and explain how different disciplines relate to each other

Demonstrate person responsibility in applying technology to enhance learning:

- Use technology, including the internet, to demonstrate the understanding of the role of research and to identify valid scientific resources
- Demonstrate personal responsibility by completing work in a timely manner to earn credit

Note

This course does not meet any degree requirements.

TRANS 058 - Transitions Social Studies

5 credits

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.

Course Outcomes

Students who successfully complete this course will:

- Demonstrate literal and inferential reading/listening skills for comprehension and vocabulary development
 - Be able to interpret meanings of words and phrases associated with history, government, and economics
 - Identify cause/effect relationships related to history with emphasis on American history
 - Demonstrate an understanding of the US governmental structure, civil rights, and public policy
 - Use evidence from historical events, documents, and enduring concepts to support personal observations and thesis
 - Use critical thinking skills to evaluate the credibility of an author in historical and contemporary political discourse
- Communicate clearly and effectively
 - Be able to interpret maps, graphs, and charts and political cartoons
 - Identify aspects of a historical document that reveal an author's point of view or purpose
 - Determine the details of what is explicitly stated in primary and secondary sources
- Apply technology to enhance learning
 - Use technology within an educational environment

Note

This course does not meet any degree requirements.

TRANS 059 - Transitions - GED FastTrack

10 credits

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.

Course Outcomes

Students who successfully complete the course will ultimately earn their GED® by showing competency in:

Demonstrating literal and inferential reading/listening skills for comprehension and vocabulary development:

- Show improved literacy skills in reading, writing, and determining the purpose for communicating
- Use reading strategies to determine the meaning of words and phrases related to specified topic/subject

Communicate clearly and effectively:

- Develop ideas into effectively structured draft paragraphs with topic sentence, supporting detail, and concluding sentence

Use mathematical and computational thinking in scientific application:

- Make sense of problems and persevere in solving them.
- Construct viable arguments and critique the reasoning of others
- Model with mathematics

Analyzing and Interpreting Data:

- Identifying the US governmental structure and key events in civil rights
- Analyzing current world issues
- Demonstrating an understanding between economics and history
- Asking questions for science

Apply technology to enhance learning:

- Use technology, including the internet, to enhance learning

Note

This course does not meet any degree requirements.

TRANS 060 - Adult High School Completion - English

5 credits

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.

Course Outcomes

Students who successfully complete the course will:

- Demonstrate subject comprehension and vocabulary development
 - Demonstrate skills in reasoning and application
 - Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric
 - Use critical thinking skills to revise organization and content of the paragraph in structure, style, format, mechanics, and other elements while taking into account peer responses, instructor suggestions, and the writer's own reflective analysis
- Demonstrate skills in reading, reasoning, and communication
 - Demonstrate literal and inferential reading skills for comprehension and vocabulary development
 - Show an expanded vocabulary and know how to define vocabulary in context
 - Use reading as a means to exchange of ideas and integrate it with prior knowledge
 - Write clearly and effectively
 - Employ prewriting strategies to generate ideas for writing
 - Develop ideas into effectively structured draft paragraphs
 - Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience

Note

This course does not meet any degree requirements.

TRANS 061 - Adult High School Completion - Fine Arts

2 credits

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.

Course Outcomes

Students who successfully complete the course will:

- Demonstrate subject comprehension and vocabulary development
 - Recognize the significance of major periods and styles of art
 - Be able to identify major works of art
 - Develop vocabulary as a foundation for appreciating the arts of other cultures and time periods
- Demonstrate skills in reading, reasoning, and communication
 - Write clearly and effectively
 - Pay attention to conventions of English language use
 - Demonstrate skills in reasoning and application
 - Use critical thinking skills to recognize art objects as vital expressions of cultural values
 - Present ideas and information effectively

Note

This course does not meet any degree requirements.

TRANS 063 - Adult High School Completion - Social Studies

5 credits

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.

Course Outcomes

Students who successfully complete the course will:

- Demonstrate subject comprehension and vocabulary development
 - Demonstrate knowledge of the foundational principles of the US government
 - Demonstrate an understanding of civil rights and public policy
 - Be able to identify key events and people in US and Washington State history and demonstrate knowledge of the relevance of their impact from a historical perspective
- Demonstrate skills in reading, reasoning, and communication
 - Be able to compare/contrast social and government issues with historical concepts
 - Use critical thinking skills to evaluate the credibility of an author in historical and contemporary political discourse
 - Demonstrate an awareness of and responsiveness to diversity and commonality among cultures, multiplicity of perspectives, ethical behaviors, and health and wellness issues
 - Be able to compare and contrast or analyze relationships of ideas or events related to political, historical, or societal contexts
 - Use evidence from historical events, documents, and enduring concepts to support personal observations and thesis
 - Present ideas and information effectively

Note

This course does not meet any degree requirements.

TRANS 064 - Adult High School Completion - Science

5 credits

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.

Course Outcomes

Students who successfully complete the course will:

- Demonstrate subject comprehension and vocabulary development
 - Understand the properties, structures, characteristics, and interactions of micro- and macroscopic organisms and minerals in living things and ecosystem
 - Understand the basic concepts of the terrestrial environment and the interactions of the various aspects of the Earth system
 - Show enhanced scientific vocabulary
- Demonstrate skills in reading, reasoning, and communication
 - Use critical thinking skills and demonstrate understanding of the scientific process and the scientific method
 - Develop an awareness and appreciation of our natural surroundings
 - Demonstrate the ability to use math as it relates to scientific concepts and research
 - Use critical thinking to show competence at using graphs, charts, and diagrams to analyze information
 - Use reading as a means to an exchange of ideas and integrate it with prior knowledge to address reading purpose
 - Present ideas and information effectively

Note

This course does not meet any degree requirements.

TRANS 065 - College Readiness I - Intro to Success

7.5 credits

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.

Course Outcomes

Students who successfully complete this course will:

Demonstrate literal and inferential reading/listening skills for comprehension and vocabulary development:

- Use critical thinking skills to determine which study and test preparation strategies are most useful for them
- Have the ability to create a time management plan that demonstrates the ability to balance the priorities of their life and college, including how to manage stress

Communicate clearly and effectively:

- Demonstrate help-seeking behavior daily
- Be able to create and effectively communicate information with technology

Demonstrate skills in mathematical reasoning and application:

- Develop a funding plan for college; complete the financial aid application process

Apply technology to enhance learning:

- Be able to show an enhanced understanding of technology and Canvas including how to do assignments, quizzes, discussions and sending a message
- Be able to use technology to find and evaluate information

Note

This course does not meet any degree requirements.

TRANS 066 - Adult High School Completion - Occupational

2 credits

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.

Course Outcomes

Students who successfully complete the course will demonstrate competency in:

- Demonstrate subject comprehension and vocabulary development
 - Demonstrate literal and inferential reading skills for comprehension and vocabulary development
 - Demonstrate skills in reasoning and application
 - Demonstrate understanding of professional and vocational skills and information
- Demonstrate skills in reading, reasoning, and communication
 - Write clearly and effectively
 - Present ideas and information effectively

Note

This course does not meet any degree requirements.

TRANS 067 - Adult High School Completion - Health/PE

2 credits

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.

Course Outcomes

Students who successfully complete the course will:

- Demonstrate subject comprehension and vocabulary development
 - Understand different systems of the human body and how they interact
 - Use reading as a means to learn fundamental concepts and how they relate to overall health
- Demonstrate skills in reading, reasoning, and communication
 - Demonstrate knowledge of the effects of the external environment on the human body
 - Write clearly and effectively
 - Present ideas and information effectively

Note

This course does not meet any degree requirements.

TRANS 068 - Adult High School Completion - Math I

5 credits

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.

Course Outcomes

Students who successfully complete the course will have shown competency in:

- Demonstrate subject comprehension and vocabulary development
 - Demonstrate literal and inferential reading skills for comprehension and vocabulary development
 - Demonstrate skills in mathematical reasoning and application
- Demonstrate skills in reading, reasoning, and communication
 - Present ideas and information effectively
 - Apply technology to enhance learning

Note

This course does not meet any degree requirements.

TRANS 070 - I-BEST Support

5 credits

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.

Course Outcomes

Students who successfully complete the course will:

Demonstrate literal and inferential reading/listening skills for comprehension and vocabulary development:

- Read technical texts, diverse media, and formats independently and proficiently, as well as determine explicit meaning, and make logical inferences
- Use critical thinking skills to be able to interpret words and phrases used in a text to determine technical meanings
- Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric

Communicate clearly and effectively:

- Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience
- Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience
- Demonstrate command of conventions of standard English grammar and usage when writing or speaking
- Create an application, resume, and cover letter
- Work with others with respect, negotiate conflicts, and listen actively

Demonstrate skills in mathematical reasoning and application:

- Be able to add, subtract, multiply, and divide whole numbers, fractions, and decimal numbers and understand and use ratios and percents
- Use Mathematics Practices in problem solving such as reason abstractly and quantitatively, use appropriate tools strategically, and attend to precision

Apply technology to enhance learning:

- Use technology, including the internet, to produce writing and collaborate with others

Note

This course does not meet any degree requirements.

TRANS 072 - College Readiness III - Transition to College

7.5 credits

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.

Course Outcomes

Students who successfully complete this course will:

Demonstrate literal and inferential reading/listening skills for comprehension and vocabulary development:

- Use critical thinking skills to research and analyze career options
- Have knowledge of college and community resources and be able to connect resources to their pathway)
- Create a plan to have appropriate steps completed to progress along their pathway

Communicate clearly and effectively:

- Demonstrate the ability to create and revise materials commonly needed to obtain employment
- Be able to clearly communicate their career goals and articulate the path to goal achievement

Demonstrate skills in mathematical reasoning and application:

- Develop a funding plan for college and demonstrate the money management skills important to being a college student

Apply technology to enhance learning:

- Be able to use technology to find and evaluate information
- Have all necessary steps completed to taking classes along their career pathway

Note

This course does not meet any degree requirements.

TRANS 075 - Supplemental Math Lab

2 credits

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.

Course Outcomes

Upon successful completion of this course, students will:

- Be able to use critical thinking skills to identify challenging concepts and seek help
- Be able to clearly articulate questions to the instructor
- Demonstrate competency in using online math resources to enhance learning
- Demonstrate personal responsibility by using the math lab as a resource to accelerate progress through pre-college math

Note

This course does not meet any degree requirements.

TRANS 076 - Adult High School Completion - Math II

5 credits

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.

Course Outcomes

Students who successfully complete the course will have shown competency in:

- Demonstrate subject comprehension and vocabulary development
 - Demonstrate literal and inferential reading skills for comprehension and vocabulary development
 - Demonstrate skills in mathematical reasoning and application
- Demonstrate skills in reading, reasoning, and communication
 - Present ideas and information effectively
 - Apply technology to enhance learning

Note

This course does not meet any degree requirements.

TRANS 078 - Grammar II

5 credits

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.

Course Outcomes

Upon successful completion of this course, students will:

- Demonstrate an understanding of a variety of grammar concepts, including, but not limited to, count/non-count/possessive nouns, additional prepositions, comparative/superlative modifiers, conjunctions, and simple present/simple future verbs
- Apply formal grammar rules to produce sentences/paragraphs and correct sentence-level errors

Note

This course does not meet any degree requirements.

TRANS 080 - Information Literacy

2 credits

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.

Course Outcomes

Upon successful completion of this course, students will:

- Demonstrate competency using the features of the Online Learning Management System, Canvas (R.5.2; R.3.7)
- Demonstrate competency in using the internet to find and evaluate information (R.3.5; R.4.10; R.7.9)
- Demonstrate competency in using technology to create and communicate information (Writing Anchor 2 & Writing Anchor 4)

Note

This course does not meet any degree requirements.

TRANS 090 - Transition's Capstone/Portfolio

5 credits

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.

Course Outcomes

Students who successfully complete this course will:

Demonstrate literal and inferential reading/listening skills for comprehension and vocabulary development:

- Use critical thinking skills to research and analyze career options
- Have knowledge of college and community resources and be able to connect resources to their pathway
- Have a portfolio of work to demonstrate English competency

Communicate clearly and effectively:

- Demonstrate the ability to create and revise materials commonly needed to obtain employment or move forward to postsecondary education
- Be able to clearly communicate their career goals and articulate the path to goal achievement

Demonstrate skills in mathematical reasoning and application:

- Develop a funding plan for college and demonstrate the money management skills important to being a college student
- Will have demonstrated math competency

Apply technology to enhance learning:

- Be able to use technology to find and evaluate information
- Have all necessary steps completed to taking classes along their career pathway

Note

This course does not meet any degree requirements.

Welding and Powder Coating

WLD 110 - Shop Orientation/Welding Safety

1 credit

Provides instruction in general safety practices in the steel fabrication trade.

WLD 111 - Metal Cutting Processes & Materials

4 credits

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

WLD 112 - Introduction to Metals

3 credits

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

WLD 120 - Introduction to Shielded Metal Arc Welding

4 credits

Provides instruction in shielded metal arc equipment, electrodes, and their application.

WLD 121 - Shielded Metal Arc Welding I

4 credits

Provides experience in the application of E6010, E7018, and E7024 electrodes and air arc gouging equipment in the flat position.

WLD 122 - Shielded Metal Arc Welding II

4 credits

Provides experience in the application of E6010, E7018, and E7024 electrodes and air arc gouging equipment in the horizontal position.

WLD 123 - Shielded Metal Arc Welding III

4 credits

Provides experience in the application of E6010 and E7018 electrodes on fillet and butt welds in the vertical position.

WLD 124 - Shielded Metal Arc Welding IV

4 credits

Provides experience in the application of E6010 and E7018 electrodes on fillet and butt welds in the overhead position.

WLD 130 - Introduction to Medal Gas Arc Welding

3 credits

Provides instruction in equipment, set-up and application of solid wire and flux core welding processes.

WLD 131 - MIG Welding I

8 credits

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

WLD 132 - MIG Welding II

4 credits

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

WLD 133 - MIG Welding III

4 credits

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

WLD 140 - Introduction to Tungsten Inert Gas Welding

1 credit

Provides the history, use and application of tungsten inert gas welding.

WLD 141 - TIG Welding I

5 credits

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

WLD 142 - TIG Welding II

5 credits

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

WLD 143 - TIG Welding III

5 credits

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

WLD 144 - TIG Welding IV

5 credits

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

WLD 150 - Blueprint Reading for Welders

4 credits

Provides instruction in the interpretation of welding symbols, welding blueprints and shop drawings.

WLD 151 - Layout Basics

2 credits

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

Welding Technology

WELD 100 - Welding Blueprint Reading

6 credits

Prerequisites

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

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.

Theory Hours

3 theory hours.

Guided Practice Hours

6 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectation of this course, the welder will: Demonstrate skills and knowledge relevant to the industry in Technical Proficiency

- Interpret line types, dimensioning techniques, and symbols used on shop drawings, and basic blueprints
- Interpret drawing information in order to determine individual part, joint, and weld dimensions

WELD 101 - Related Welding I

6 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

6 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectation of this course, the student will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Safely set up and operate common manual and semi-automatic welding and cutting equipment
 - Apply fillet welds in various positions with SMAW, GMAW, and GTAW
 - Apply V-groove welds in various positions with SMAW and FCAW

WELD 102 - Related Welding II

6 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

6 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

May be used as general elective in the AA degree.

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectation of this course, the student will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Safely set up and operate common manual and semi-automatic welding and cutting equipment
 - Apply fillet welds with GTAW
 - Apply V-groove welds with SMAW and FCAW

WELD 103 - Related Welding III

6 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

6 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectation of this course, the student will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Safely set up and operate common manual and semi-automatic welding and cutting equipment
 - Apply V-groove welds on steel pipe and stainless steel tubing

WELD 110 - Beginning Welding

16 credits

Prerequisites

Placement in ENGL 060, READ 080, MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher.

Instructor permission required. A theory-lab course to provide an introduction to safe industrial work practices, work ethics, oxy-fuel cutting and common manual and semi-automatic welding processes.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectation of this course the welder will:

- Work safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting equipment
 - Apply fillet and groove welds with backing

WELD 120 - Intermediate Welding

16 credits

Prerequisites

Placement in ENGL 060, READ 080, MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher.

Instructor permission required. A theory-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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectation of this course, the welder will:

- Work safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies

- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting equipment
 - Apply fillet and groove welds without backing

WELD 130 - Advanced Welding

16 credits

Prerequisites

Placement in ENGL 060, READ 080, MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher.

Instructor permission required. A theory-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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

To meet the course standards and demonstrate the ability to meet the outcomes expectation of this course, the welder will:

- Work safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting equipment
 - Select, prepare, and apply V, Bevel, and U groove joints with and without backing, and with and without back gouging

WELD 240 - Credits Pipe Welding I

16 credits

Prerequisites

Placement in ENGL 060, READ 080, MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher.

Instructor permission required. A theory-lab course to build upon skills learned in WELD 110 through WELD 130. Pipe is stick and TIG welded in all positions.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

The welder will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting
 - Perform basic fit-up and welding of pipe butt joints in all positions

WELD 245 - Fabrication

16 credits

Prerequisites

Placement in ENGL 060, READ 080, MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher.

Instructor permission required. A theory-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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

The welder will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting equipment
 - Perform basic layout and fitting techniques to build fabrications from a basic blueprint, a shop drawing, and oral instructions

WELD 248 - Code Welding

16 credits

Prerequisites

Placement in ENGL 060, READ 080, MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher.

Instructor permission required. A theory-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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

The welder will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting equipment
 - Apply groove welds to industry acceptance criteria (AWS, WABO) in all positions

WELD 249 - Flux Cored Arc Welding for Construction

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

The welder will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting equipment
 - Apply fillet and groove welds to industry acceptance criteria (AWS, WABO) in all positions with restricted access using FCAW-S

WELD 250 - Structural Certification

16 credits

Prerequisites

Placement in ENGL 060, READ 080, MATH 060 with "B" or better or placement in MATH 100 or BMCT score of 38 or higher.

Instructor permission required. A theory-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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

The welder will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting equipment
 - Weld to WABO 27-13 welder qualification standards in all positions on structural plate
 - Prepare specimens for destructive testing
 - Visually examine and evaluate welds to written acceptance criteria
 - Demonstrate retention of essential technical knowledge from Weld 100 through 248

WELD 255 - Pipe Welding II

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

WELD 260 - Pipe Welding III

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

The welder will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting equipment
 - Apply code quality welds on carbon steel and stainless steel pipe in all positions with and without restricted access

WELD 265 - Pipe Certification

16 credits

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.

Theory Hours

8 theory hours.

Guided Practice Hours

16 guided practice hours.

Vocational Program Course

Vocational program course.

AA General Elective

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

Course Outcomes

The welder will:

- Work Safely in and around welding operations
- Demonstrate appropriate Workplace Behaviors
 - Demonstrate professional and responsible personal conduct
 - Demonstrate ability to comply with organizational rules and policies
- Demonstrate skills and knowledge relevant to the industry in Technical Proficiency
 - Access technical data from reference publications and charts
 - Measure accurately with a tape and scale
 - Perform basic mathematic calculations in relation to assignments
 - Set up and operate common manual and semi-automatic welding and cutting equipment
 - Weld to WABO 27-13 welder qualification standards in all positions on structural pipe with the Gas Tungsten Arc Welding and Shielded Metal Arc Welding processes
 - Prepare specimens for destructive testing
 - Visually examine and evaluate welds to written acceptance criteria
 - Demonstrate mastery and retention of skills and knowledge from Weld 100 through 260

World Languages

ASL& 121 - American Sign Language I

5 credits

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.

AA Specified Elective

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

Course Outcomes

- Have a basic foundation of ASL through nonverbal communication, visual exercises, body language and facial expressions
- Develop conversational vocabulary and grammatical structures of ASL
- Develop basic receptive and expressive skills to communicate with a Deaf person
- Have a basic understanding of American Deaf Culture and the history

ASL& 122 - American Sign Language II

5 credits

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.

AA Specified Elective

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

Course Outcomes

- Have a basic foundation of ASL through nonverbal communication, visual exercises, body language and facial expressions
- Develop conversational vocabulary and grammatical structures of ASL
- Develop basic receptive and expressive skills to communicate with a Deaf person
- Have a basic understanding of American Deaf Culture and the history

ASL& 123 - American Sign Language III

5 credits

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.

AA Specified Elective

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

Course Outcomes

- Have a basic foundation of ASL through nonverbal communication, visual exercises, body language and facial expressions
- Develop conversational vocabulary and grammatical structures of ASL
- Develop basic receptive and expressive skills to communicate with a Deaf person
- Have a basic understanding of American Deaf Culture and the history

JAPN& 121 - Japanese I

5 credits

Recommended Preparation

ENGL 095 or concurrent enrollment; or placement in ENGL& 101.

JAPN& 121, JAPN& 122 and JAPN& 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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- acquire, recognize, and recall extensive Japanese vocabulary
- employ vocabulary and grammar effectively in creating Japanese conversation
- discover parallels among language patterns within Japanese and between Japanese and English
- analyze and apply various language paradigms
- critically examine and translate texts, assessing differences in vocabulary, usage, and grammar
- develop a perspective to view foreign cultures, languages, and customs

JAPN& 122 - Japanese II

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- acquire, recognize, and recall extensive Japanese vocabulary
- employ vocabulary and grammar effectively in creating Japanese conversation
- discover parallels among language patterns within Japanese and between Japanese and English
- analyze and apply various language paradigms
- critically examine and translate texts, assessing differences in vocabulary, usage, and grammar
- develop a perspective to view foreign cultures, languages, and customs

JAPN& 123 - Japanese III

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- acquire, recognize, and recall extensive Japanese vocabulary
- employ vocabulary and grammar effectively in creating Japanese conversation
- discover parallels among language patterns within Japanese and between Japanese and English
- analyze and apply various language paradigms
- critically examine and translate texts, assessing differences in vocabulary, usage, and grammar
- develop a perspective to view foreign cultures, languages, and customs

SPAN& 121 - Spanish I

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

Upon completion of Spanish 121, students will:

- Be able to comprehend Spanish that is spoken at novice-low conversational speed that deals with everyday topics
- Be able to engage in simple, everyday conversations with speakers of Spanish
- Be able to read non-technical Spanish of beginning to moderate difficulty on different topics, including aspects of Spanish-language cultures
- Be able to write sentences and short paragraphs correctly in Spanish on topics presented in the class and selected texts
- Be able to reflect on basic knowledge about the countries and cultures where Spanish is spoken and will be aware of essential differences and similarities between these cultures and their own native cultures

SPAN& 122 - Spanish II

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

Upon successful completion of Spanish 122, students will:

- Be able to respond appropriately (in action, verbally, and in writing) to basic-intermediate oral questions and verbal cues in Spanish
- Be able to effectively engage in basic to intermediate level conversations with other Spanish speakers on a variety of topics in Spanish, including speaking from one's personal experience and perspectives and eliciting these from others
- Be able to demonstrate comprehension of and paraphrase short to medium-length texts in Spanish
- Be able to compose basic to intermediate level sentences and short to medium length paragraphs in Spanish using appropriate vocabulary and grammatical structures
- Be able to identify and describe Spanish-speaking countries and cultures; identify and explain key differences and similarities between these and the student's own culture(s)

SPAN& 123 - Spanish III

5 credits

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.

Theory Hours

5 theory hours.

AA Specified Elective

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

Course Outcomes

- acquire, recognize, and recall extensive Spanish vocabulary
- employ vocabulary and grammar effectively in creating Spanish conversation
- discover parallels among language patterns within Spanish and between Spanish and English
- analyze and apply various language paradigms
- critically examine and translate texts, assessing differences in vocabulary, usage, and grammar
- develop a perspective to view foreign cultures, languages, and customs

Forest Resource Management

BASF 311 - Environmental Decision Making and Conflict Resolution

5 credits

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.

Course Outcomes

- Analyze cases studies of environmental conflict with a focus on Western environmental issues
- Examine and identify federal, state, and local laws commonly used in environmental conflict resolution
- Attend or review a public hearing for an environmental conflict and write a report on the processes used (formal and informal) in the hearing

Note

BAS-FRM degree course.

BASF 312 - Hydrology and Soils

5 credits

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.

Course Outcomes

- Describe and interpret landscape and soil profile information in the field and from soil maps
- Read and interpret topographic and hydrologic information within a landscape and watershed framework
- Relate key soil properties to their management and productivity
- Produce a report on the edaphologic-hydrologic conditions of designated forest land

Note

BASFRM degree course.

BASF 321 - GIS Applications

2 credits

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.

Course Outcomes

Upon successful completion of this course the student will be able to:

Problem-solve ArcMap tools to complete tasks by utilizing software help or search on-line help forums for specific problems that might arise

- Conduct spatial analysis as necessary to support decision making
- Identify other tools used in GIS, such as LIDAR, Differential GNSS, drone-based assessment and different software available for GIS applications

Note

BAS-FRM degree course.

BASF 322 - Professional Development

1-5 credits

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 five credits is required for the degree.

Course Outcomes

Upon successful completion of this course the student will be able to:

- Interact with professionals in the field, developing teamwork and professional ethics and code of conduct
- Produce a report on the Professional Development activities and outcomes in a professional manner

Note

BAS-FRM degree course.

BASF 331 - Land Management in the 21st Century

5 credits

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.

Course Outcomes

Upon successful completion of this course the student will be able to:

- Describe contemporary issues in modern forest land management
- Evaluate alternatives to management issues of forest resources
- Prepare propositions papers as methods to solve the public misconceptions of resource management

Note

BAS-FRM degree course.

BASF 332 - Transportation System Design

5 credits

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.

Course Outcomes

Upon successful completion of this course the student will be able to:

- Distinguish differences in road types in relation to expected standards and design procedures
- Identify how soil properties and parent material have impact on road quality and construction
- Participate in road location reconnaissance, basic route surveying and use of office design programs
- Design basic water drainage structures to meet industry and regulatory standards
- Conduct proper erosion control practices to mitigate potential sediment sources and stabilize new road prisms
- Assess and inventory material stockpiles for road construction and maintenance activities
- Compute and analyze road costing of various road type designs and structures
- Prepare proper paperwork to meet the permit requirements for the appropriate regulatory agencies

Note

BAS-FRM degree course

BASF 333 - International Forestry

5 credits

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 policymaking, 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.

Course Outcomes

Upon successful completion of this course the student will be able to:

- Compare and discuss the different forest types around the world and the sociological and biological influences on the usage
- Differentiate forest operations according to the region and its socio-economical and biological aspects
- Report on the processes used for import/export forest-based materials in Washington state
- Investigate at least one global issue involving forest resources

Note

BAS-FRM degree course.

BASF 385 - Forest Protection and Disease Management

5 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Course Outcomes

Students who successfully complete this class will be able to:

- Correctly identify common insects and diseases that impact forest health and values in North America, with focus on the Pacific Northwest
- Assess a forest for current and potential health issues from biotic and abiotic agents
- Prepare a management plan to deal with forest health issues
- Demonstrate knowledge of the importance and impact of various disturbance agents on forest ecosystems

Note

BAS-FRM degree course.

BASF 400 - Forest Practices Law and Policy

5 credits

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.

Theory Hours

4 theory hours.

Guided Practice Hours

2 guided practice hours.

Course Outcomes

Upon successful completion of this course the student will be able to:

- Explain the process of natural resource policy and law development
- Contrast the roles of the three branches of government in natural resource management
- Describe important federal land use regulation
- Evaluate Washington State forest practices rules in relation to harvest and transportation practices
- Demonstrate methods to practically apply federal and state rules to land management operations

Note

BAS-FRM degree course.

BASF 421 - Advanced Harvest Systems: Cable and Aerial Based

5 credits

Prerequisites

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.

Course Outcomes

- Distinguish differences in cable systems, skyline configurations, and yarder types
- Identify sites and locations for appropriate cable systems to meet both environmental and economic requirements
- Participate in harvest unit design
- Judge the effectiveness of safety procedures and identify unsafe logging practices
- Evaluate the need and effectiveness of helicopter operations based on site, stand and economic considerations
- Examine and apply specific forest practices rules related to cable yarding and helicopter operations
- Survey and identify site characteristics that meet the definition of unstable slopes for logging practices
- Compute and analyze yarding and helicopter operations utilizing appropriate software programs
- Prepare proper paperwork to meet the permit requirements for the appropriate regulatory agencies

Note

BAS-FRM degree course.

BASF 422 - Natural Resources Economics

5 credits

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.

Course Outcomes

- Explain forest resources valuation in context of both private and public land
- Complete basic financial analysis for various forest operations and practices
- Compare and contrast inflation, risk and uncertainty in financial decision making
- Appraise taxes and fees associated with land ownership and resource extraction
- Compose and evaluate standard contracts for a variety of forest activities
- Compile standard timber sale appraisals with acceptable industry software programs

Note

BAS-FRM degree course.

BASF 431 - Capstone in Natural Resources

1-5 credits

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.

Course Outcomes

- Apply critical thinking skills to investigate approved natural resources-related material
- Present findings to an organization through written and presentation format, as well as provide raw data and maps in an appropriate format where applicable

Note

BAS-FRM degree course.

BASF 432 - Advanced Harvest Systems: Ground Based

5 credits

Prerequisites

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.

Course Outcomes

- Distinguish differences in conventional and mechanical systems, operational specifications, and harvester types
- Identify sites and locations for appropriate ground-based systems to meet both environmental and economic requirements
- Participate in harvest unit design
- Judge the effectiveness of safety procedures and identify unsafe logging practices
- Examine and apply specific forest practice rules related to ground-based operations focusing on RMZ, CMZ and WMZ
- Survey and identify site characteristics that meet the definition of sensitive sites for logging practices
- Compute and analyze ground-based operations utilizing appropriate software programs
- Prepare proper paperwork to meet the permit requirements for the appropriate regulatory agencies

Note

BAS-FRM degree course.

BASF 434 - UAV Applications and Mapping

5 credits

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.

Note

BAS-FRM degree course.

BASF 451 - Multiple Resource Management

3 credits

Prerequisites

Admission to the BAS-FRM program or instructor permission.

This course exposes students to other important fields of natural resource management that professional foresters often interact with. The first part of the course focuses on managing forest land for multi-use recreation. Topics will center around facility types and access: dispersed hiking and camping vs. managed campgrounds, and motorized vehicles vs. human-powered recreation. The concept of multi-use recreation will be emphasized as well as the contrast between recreation management of private lands vs. state and federal lands. The second part of the course will focus on the management of fire resources and how modern science has changed our understanding of fire in the ecosystem. Topics will center around how foresters manage: fire resilient forests, large incident management, suppression methods, biological and ecological impacts, and modern fire science and research.

Theory Hours

2 theory hours.

Guided Practice Hours

2 guided practice hours.

Note

BAS-FRM degree course.

BASF 461 - Wildlife Ecology

5 credits

Prerequisites

ENGL& 101 or instructor permission. Admission to the BAS-FRM program.

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Course Outcomes

- Demonstrate knowledge of basic wildlife ecology principles including population dynamics
- Apply skill and knowledge to collect wildlife habitat and ecology data needed for habitat assessment and management
- Access, read, and understand scientific and government documents related to wildlife ecology topics
- Conduct and write up a wildlife related research project

Note

BAS-FRM degree course.

BASF 471 - Restoration Techniques

5 credits

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.

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Course Outcomes

Students who successfully complete this class will be able to:

- Demonstrate knowledge and skill in assessing a stand for restoration potential
- Demonstrate an understanding of various restoration techniques used for a variety of degraded environments
- Demonstrate an understanding of the ecological, economic, and social aspects of preparing and conducting restoration projects at various spatial and temporal scales
- Prepare a management plan for a restoration project

Note

BAS-FRM degree course.

BASF 493 - Advanced Silviculture

5 credits

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).

Theory Hours

3 theory hours.

Guided Practice Hours

4 guided practice hours.

Course Outcomes

Upon successful completion of this course the student will be able to:

- Explain characteristics of multi-aged silviculture
- Demonstrate techniques in tree nursery management appropriate for crop management
- Formulate silvicultural prescriptions based on site competition, nutrition, and regeneration needs
- Evaluate appropriate species selection for changing site conditions
- Plan appropriate use of site preparation treatments

Note

BAS-FRM degree course.

Organizational Management

BASM 301 - Writing and Managing Grants

5 credits

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.

Course Outcomes

Upon completion of this course, the student will be able to:

- Analyze, synthesize, and evaluate RFPs, and generate grant proposals
- Use technology and other resources to obtain information
- Develop ideas into logically crafted arguments supported with valid, specific evidence
- Organize, integrate, and document research ethically
- Summarize, paraphrase, and quote source information appropriately to support ideas
- Collaborate effectively with peers to create documents and provide feedback
- Evaluate grant reporting requirements and construct an adequate reporting structure

Note

BAS-OM program core course.

BASM 302 - Introduction to Leadership

5 credits

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.

Course Outcomes

Upon successful completion of this course the student will be able to:

- Compare and contrast the major leadership theories and discuss the key points of each theory
- Given different organizational scenarios, discuss and analyze the responsibilities and privileges of leaders, including ethical and moral decisions and the use of authority and power
- Analyze their individual leadership style(s) and the impact of those approaches in the workplace
- Analyze and interpret a particular performance-based organizational issue, develop a solution to the issue at hand, and apply appropriate leadership theories in the given situation
- Evaluate an organizational situation and discuss the process of leadership within groups relating to the alignment of the group to rules and norms of the organization

Note

BAS-OM program core course.

BASM 303 - Human Resources Systems

5 credits

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.

Course Outcomes

Upon successful completion of this course, the student will be able to:

- Understand the role HR principles and concepts play in the development, decision making and implementation of key organizational and management issues
- Work effectively with labor unions and interact with union representatives by understanding labor contract administration and labor relation issues
- How to successful recruit and hire the best people for the job
- How to effectively hold employees accountable for their work performance
- Understand how performance evaluations can drive performance
- How to recognize and manage situations that could create potential legal liability for the employer
- Understand how HR influences and helps shape organizational strategic objectives

Note

BAS-OM program core course.

BASM 305 - Program Assessment and Evaluation

5 credits

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.

AA General Elective

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

Course Outcomes

- Distinguish differences in conventional and mechanical systems, operational specifications, and harvester types (1,3,5)
- Identify sites and locations for appropriate ground-based systems to meet both environmental and economic requirements (1,2,3,5)
- Participate in harvest unit design (1,3,5,9,11)
- Judge the effectiveness of safety procedures and identify unsafe logging practices (1,2,3,4,9)
- Examine and apply specific forest practice rules related to ground-based operations focusing on RMZ, CMZ and WMZ (2,3,4)
- Survey and identify site characteristics that meet the definition of sensitive sites for logging practices (1,2,3,5)
- Compute and analyze ground-based operations utilizing appropriate software programs (2,5,6)

- Prepare proper paperwork to meet the permit requirements for the appropriate regulatory agencies (4,5,8)

BASM 307 - Quantitative Design, Data, Analysis

5 credits

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.

Course Outcomes

Upon successful completion of this course, the student will be able to:

- Understand and explain how mathematics and science are applied to explain behavior and how scientific explanations can fail to correctly explain behavior
- Develop and evaluate theories of behavior that can be tested by mathematical and scientific methods
- Explain how the research process works and identify the factors that can affect the results of the research
- Distinguish ethical issues involved in the research process
- Analyze statistical data and research results and utilize this information to make management decisions
- Present research information and justify management decisions in written reports and oral presentations

Note

BAS-OM program core course.

BASM 308 - Emerging Technologies (Including Collaborative and Project Software)

5 credits

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.

Course Outcomes

Upon successful completion of this course, the student will be able to:

- Apply knowledge of emerging technologies and analyze their impact on organizational effectiveness and innovation
- Evaluate and apply new technologies for content management, project management, collaboration, and communication
- Assess and integrate knowledge of the challenges and opportunities of Web 2.0
- Utilize online analytics for evaluation and planning
- Facilitate effective team collaboration through technology tools and knowledge of group development and effectiveness theories, including overcoming challenges of managing virtual teams
- Assess the purpose, benefits, and limitations of new technologies in relation to organizational or team effectiveness and innovation
- Effectively collaborate with a virtual team in the development of a technology resource handbook for managers

Note

BAS-OM program core course.

BASM 309 - Project Management - Time Goals and Budget Management

5 credits

Prerequisites

Admission to the BAS-OM program or instructor permission. 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.

Course Outcomes

- Classify desirable characteristics of effective project managers
- Plan and execute project management activities
- Apply appropriate approaches to plan a new project
- Design and manage project and program processes
- Examine project risks
- Understand the principles and practices of project management and its relation to creating value for the organization and its stakeholders
- Understand the project life cycle: initiating, planning, executing, controlling, and closing
- Assess major schedule, cost, and performance elements using both quantitative and qualitative techniques
- Lead a successful project team
- Develop a suitable budget for a new project

Note

BAS-OM program core course.

BASM 401 - Business Processes and Excel

5 credits

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.

Course Outcomes

- Use advanced Excel tools for:
 - critical thinking
 - data analysis
 - decision making

Note

BAS-OM program core course.

BASM 402 - Leading and Managing in a Diverse World

5 credits

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.

Course Outcomes

- Analyze global implications for human relations and workforce productivity
- Explain multicultural issues in the workplace
- Lead/manage individuals from diverse backgrounds
- Assess the work environment as it relates to working effectively with individuals from diverse backgrounds
- Relate the role of socioeconomic status within the workplace
- Identify how to assist employees to successfully work with co-workers from diverse backgrounds
- Demonstrate an understanding of privilege and its effects on the workplace
- Create a culture that values workforce diversity
- Point out the workplace and management implications of (including, but not limited to): sexual harassment, cultural and religious practices, family, and gender roles
- Research and analyze trends in leading global, international environments

Note

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

BASM 404 - Interpretation of Accounting - Accounting for Decision Making

5 credits

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.

Course Outcomes

Upon successful completion of this course, the student will be able to:

- Distinguish control issues from strategy issues and relate them to each other
- Identify and prioritize risks for which an organization guards against and controls
- Identify and evaluate the control systems of an organization
- Understand the uses of information for control purposes
- Apply and develop skills necessary for the professional environment; specifically:
 - Critical thinking and problem solving (identification of problems and alternative solutions, information search and evaluation, identification of uncertainties, using appropriate decision-making processes and tools)
 - Communicate effectively and efficiently through written reports and discussions
 - Work with others to plan, organize, and perform group work effectively

Note

BAS-OM program core course.

BASM 406 - Seminars in Private/Public Service

5 credits

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.

Course Outcomes

Upon successful completion of this course, the student will be able to:

- Articulate key concepts of the legislative process and public finance, business law and finance
- Differentiate between the demands of private industry, as well as the foci of public service
- Demonstrate a model of private finance and the corporate law related to it
- Demonstrate how a bond process is initiated to fund a public project
- Understand the difference between public and private operation and apply this to the workplace

Note

BAS-OM program core course.

BASM 407 - Professional Ethics and Social Responsibility

5 credits

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.

Course Outcomes

- Gain tools to assess ethical issues
- Ability to critically evaluate leadership ethics
- Develop mechanisms to deal with ethical conflicts

Note

BAS-OM program core course.

BASM 408 - Facilitating Change/Development

5 credits

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.

Course Outcomes

Upon successful completion of this course, the student will be able to:

- Explain the need for ongoing organizational change and methods for achieving the change
- Understand organizational effectiveness and how planned change can make organizations more effective
- Examine the roles played by various organizational members in change efforts
- Apply communication, conflict management, and problem-solving skills that are required to promote positive change
- Identify real and potential ethical issues in the workplace and analyze causes and remedies
- Understand the role of facilitator, including personal stake in the change
- Recognizes when the change agent is no longer required
- Understand the different dynamics of private sector vs. public sector change
- Distinguish between leading change and managing change
- Explain how corporate culture affects change
- Understand how an organization's unique environment help or hinder change
- Recognize how management's assumptions can inhibit positive change

Note

BAS-OM program core course.

BASM 409 - Capstone Project and/or Administrative/Management Internship

5 credits

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.

Course Outcomes

Upon successful completion of this course, the student will be able to:

- Obtain experience outside the classroom, and will gain an understanding of the lexicon of that particular environment
- Demonstrate an understanding of the theory presented within the BASM program, within four different courses
- Gain an appreciation of the complexity of the real world, and the necessity of an interdisciplinary understanding of management and supervision
- Apply theory learned to real world situations within the internship/project
- Observe, analyze, and evaluate situations and then create plans/strategies for addressing those situations
- Defend, in text, the evaluations they have completed and the plans/strategies they gave generated

Note

BAS-OM program core course.

ENGL 304 - Advanced Business Writing

5 credits

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.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Identify and analyze professional, technical, and business-related rhetorical situations and compose texts appropriate for such situations
- Effectively and accurately identify an audience and compose texts demonstrating audience awareness
- Understand, explain, and engage in the writing process
- Understand and apply appropriate research methods
- Identify, analyze, and synthesize ideas from credible sources and integrate them into evidence-backed texts
- Compose texts and design documents using the appropriate formatting and citing

Note

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

SOC 306 - Organizational Behavior

5 credits

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.

Course Outcomes

Upon completion of this course, the student will be able to:

- Classify organizational behavior and explain how and why it determines the effectiveness of an organization
- Explain the ways in which other personality traits influence employees' behaviors in organizations
- Explain how values, attitudes, and moods and emotions can influence organizations
- Explain perception and attribution and their role in interactions in organizations
- Apply learning theories to management
- Outline how motivation is of central importance in organizations and the difference between intrinsic and extrinsic motivation
- Assess how the experience of stress is based on employees' perceptions and influenced by individual differences and how stress impacts organizations
- Compare the different types of work groups and the difference between an effective group and an effective team
- Understand the nature of power and organizational cultures, explain why they exist and how it can help or harm an organization and its members
- Identify concepts related to decision-making and organizational learning

Note

BAS-OM program core course.

SOC 403 - Organizational Communication in a Social Context

5 credits

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.

Course Outcomes

- Understand organizational communication as an academic discipline
- Understand and articulate the role of power in organizational systems
- Understand and articulate the relationship between organizational membership and identity
- Understand and articulate the relationship between group membership and communication in organizations
- Identify, evaluate, and develop systems of organizational communication
- Identify, evaluative, and develop systems to improve organizational culture

Note

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

SOC 405 - Legal and Labor Issues of Supervision & Management

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Determine which labor laws apply to your organization
- Understand the impact of legal and labor issues on the management and supervision of staff within an organization
- Recognize legal, labor issues, and behaviors that lead to organizational liability
- Work effectively with labor unions and union representatives by understanding labor contract administration and labor relation issues
- How to legally recruit and hire the best people for the job
- How to effectively hold employees accountable for their work performance
- Understand legal implications of wages, hours, and pay equity
- Manage a diverse workforce
- How to recognize and manage situations that could create potential legal liability for the employer

Note

BAS-OM program core course.

Teacher Education**BAST 301 - Practicum I**

2 credits

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.

Theory Hours

1 theory hour.

Guided Practice Hours

1.6 observation hours.

Note

BAS-TE degree course.

BAST 302 - Practicum II

2 credits

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.

Theory Hours

1 theory hour.

Guided Practice Hours

1.6 observation hours.

Note

BAS-TE degree course.

BAST 303 - Practicum III

2 credits

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.

Theory Hours

1 theory hour.

Guided Practice Hours

1.6 observation hours.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Demonstrate professional dispositions
- With mentor teacher approval, facilitate at least one small group experience in the classroom
- Demonstrate ability to integrate knowledge and skills developed through field experiences with the context of the program's core courses

Note

BAS-TE degree course.

BAST 325 - Math Methods

5 credits

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 (including reflection related to

learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on practicum observation.

Theory Hours

5 theory hours.

Course Outcomes

- Understand the developmental progression of mathematical learning and apply/model the fundamental principles, concepts, and procedures related to mathematical problem solving
- Develop an understanding of how students learn mathematics and of the pedagogical practices specific to mathematics teaching and learning while connecting mathematics with real-life problems through the use of mathematical modeling

Note

BAS-TE degree course.

BAST 326 - Science Methods

5 credits

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 (including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on practicum observation.

Theory Hours

5 theory hours.

Course Outcomes

- Develop an understanding of the Next Generation of Science Standards (NGSS)
- Design science learning experiences for your students which engage students in scientific inquiry
- Use a variety of methods to assess students' science thinking and various levels of understanding of science concepts and procedures, and plan instruction based on those understandings

Note

BAS-TE degree course.

BAST 330 - Teaching with Technology

2 credits

Prerequisites

Admission to the BAS-TE program.

This course will focus on safe, effective use of various educational technologies to foster student learning. Educational technologies covered will range from classroom equipment to online learning management systems. International Society for Technology Education Standards will provide the framework for this course. This course will include opportunities to reflect on student teaching experiences.

Theory Hours

2 theory hours.

Course Outcomes

- Use their knowledge of subject matter, teaching and learning, and technology to facilitate experiences that advance student learning, creativity, and innovation in both face-to-face and virtual environments
- Exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society
- Address the diverse needs of all learners by using learner-centered strategies providing equitable access to appropriate digital tools and resources

Note

BAS-TE degree course.

BAST 335 - Methods for Teaching Arts

5 credits

Prerequisites

Admission to the BAS-TE program.

Examine the philosophies, methodologies, and instructional techniques necessary for selecting, implementing, and evaluating appropriate educational activities to support the physical, musical, and artistic development of elementary-aged students. 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 (including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on student teaching experiences.

Theory Hours

5 theory hours.

Course Outcomes

- Develop strategies to integrate students with special needs into art, music, and movement activities
- Demonstrate an understanding of developmental stages and the acquisition of physical, musical, and artistic skills and concepts
- Demonstrate an understanding of how to integrate art, music, and movement across the curriculum

Note

BAS-TE degree course.

BAST 345 - ELA Methods

5 credits

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 (including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on student teaching experiences.

Theory Hours

5 theory hours.

Course Outcomes

- Understand and explain major concepts, theories, and research of teaching writing, reading, and communication
- Identify, develop, and implement appropriate strategies for teaching writing, reading, and communication
- Identify common writing, reading, and communication problems and design and implement appropriate remedial strategies

Note

BAS-TE degree course.

BAST 355 - Reading Methods

5 credits

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 interrelationships 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 (including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on practicum observation.

Theory Hours

5 theory hours.

Course Outcomes

- Demonstrate an understanding of the theoretical foundations and fundamentals of relational reading, writing, speaking, and listening
- Recall and explain the fundamental components of reading processes and literacy, including meta-cognition
- Understand and explain research-based reading strategies to enhance the teaching of vocabulary, comprehension, and fluency

Note

BAS-TE degree course.

BAST 360 - Assessment for Learning

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Identify and describe the purpose of educational assessment and determine appropriate assessment tools for measuring student progression
- Identify, explain, and apply the major principles of sound educational assessment, including planning, teaching, measuring, and reporting

Note

BAS-TE degree course.

BAST 365 - Social Studies Methods

5 credits

Prerequisites

Admission to the BAS-TE program.

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 (including reflection related to learning targets, metacognitive strategies, and effective use of resources). This course will include opportunities to reflect on student teaching experiences.

Theory Hours

5 theory hours.

Course Outcomes

- Demonstrate an understanding of key concepts, events, figures, and theories related to the social studies
- Deliver self-designed or adapted curricula social studies lessons based on identified curricular objectives, research-based instructional design practices, and creative instructional methodologies
- Prepare social studies instructional plans based on an appreciation of the social, linguistic, emotional, physical, and cognitive abilities of individual elementary-level students (including those with special-needs)

Note

BAS-TE degree course.

BAST 370 - Language and Culture

5 credits

Prerequisites

Admission to the BAS-TE program.

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.

Theory Hours

5 theory hours.

Course Outcomes

- Gain knowledge about the interrelationship between language and culture and its effects on teaching and learning
- Demonstrate knowledge and application of strategies which incorporate cultural and linguistic diversity to ensure equity in teaching and learning
- Understand the diversity within English language learner populations
- Recognize and acknowledge the contributions of diverse cultural groups to our local, national, and global societies
- Recognize potential linguistic and cultural biases of pedagogies, curricula, and assessment instruments when determining classroom practices for the English language learner
- Explain the complexities involved in cultural identity included in the influences of assimilation, cultural pluralism, acculturation, enculturation, deculturation, and the potential impact on student learning and identity development
- Articulate the benefits of and need for an additive perspective of language and culture that supports bi/multicultural identity development
- Explain how one's own ethnicity, culture, and socioeconomic status influence teaching practice

Note

BAS-TE degree course.

BAST 371 - Advanced Language and Literacy

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Demonstrate knowledge and application of concepts, theories, and research from applied linguistics, second language acquisition, and literacy development
- Explain how students' first language proficiency in listening, speaking, reading, and writing transfers to and supports English language acquisition
- Demonstrate knowledge and pedagogical applications of linguistic aspects of the English language including phonology, morphology, syntax, semantics, pragmatics, and discourse within and across contexts
- Explain interrelationships and features of social, school/instructional, and academic discourses and pedagogical implications
- Explain the interrelationships between the language domains and language modalities in ELP standards
- Know, understand, and apply Washington State's approved English Language Proficiency Standards

Note

BAS-TE degree course.

BAST 372 - Professional Leadership and Advocacy

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Gain confidence and ability to connect EL course content to logistical challenges local schools face with regards to EL students
- Gain confidence and ability to collaborate effectively with students, their families, colleagues, and community members
- Gain familiarity with Teacher/Principal Evaluation Program (TPEP)

Note

BAS-TE degree course.

BAST 380 - Understanding Learning

5 credits

Prerequisites

Admission to the BAS-TE program.

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.

Theory Hours

5 theory hours.

Course Outcomes

- Understand applicable theories of how cognitive, emotional, social, creative, linguistic, and physical development across the lifespan influence students' learning
- Research, evaluate, and establish classroom norms (policies and procedures) that foster an inclusive, safe, and supportive learning environment
- Differentiate between and select as appropriate instructional strategies and classroom procedures that foster productive behaviors and self-directed learning

Note

BAS-TE degree course.

BAST 401 - Special Education Methods

4 credits

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 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.

Theory Hours

4 theory hours.

Course Outcomes

- Ability to define, identify, and develop philosophy of inclusion in educational settings
- Understand the value of planning for student diversity
- Recognize the importance of maintaining professionalism through communication and collaboration within the school setting
- Understanding of special education operations in school districts
- Understand inclusive practices and how they apply to educational settings
- Identify specially designed instruction in terms of students with disabilities

Note

BAS-TE degree course.

BAST 420 - Planning Instruction

5 credits

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.

Theory Hours

5 theory hours.

Course Outcomes

- Develop valid and reliable assessments of learning outcomes
- Demonstrate knowledge of the relationship between educational theory and practice while planning instruction according to subject matter and curriculum and community goals
- Demonstrate the ability to develop lesson plans and apply curriculum mapping skills that will assist with meeting the academic and developmental standards to meet the needs of a diverse student population

Note

BAS-TE degree course.

BAST 421 - Classroom Management

5 credits

Prerequisites

Admission to the BAS-TE program.

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.

Theory Hours

5 theory hours.

Course Outcomes

- Read and reflect on theories and practices of CLM, in order to both understand the connections between classroom structures, curriculum, and strategies for managing challenging students, as well as how to create and sustain conditions that support teaching and learning in diverse elementary classrooms
- Understand that the classroom is a community of learners and will consider strategies that, from day one, assist in the development of that sense of community
- Consider, practice, and reflect on a variety of strategies and techniques that may facilitate effective classroom management. They will recognize that leading and managing students is a complex process that cannot be reduced to a simplistic list of techniques

Note

BAS-TE degree course.

BAST 430 - Social/Legal Foundations

5 credits

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. 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.

Theory Hours

5 theory hours.

Course Outcomes

- Demonstrate knowledge of the ideas and concepts of the historical and philosophical foundations of education
- Understand the historical, social, and political contexts influencing education
- Demonstrate the intellectual and practical tools to become an active and engaged member of the teaching profession

Note

BAS-TE degree course.

BAST 496 - Student Teaching I

3 credits

Prerequisites

Admission to the BAS-TE program, 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.

Guided Practice Hours

9 guided practice hours.

Course Outcomes

- Observe the process of beginning a school year
- Develop an understanding of "setting the tone" in the classroom and demonstrate strategies for building classroom community and culture

Note

BAS-TE degree course.

BAST 497 - Student Teaching II

10 credits

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.

Guided Practice Hours

Your concurrent BASTE courses will incorporate opportunities for your 18 guided practice hours.

Course Outcomes

- Draw on prior learning to practice the skills and strategies recalled from core coursework
- Develop skills and implement best practices for working with diverse student populations
- Develop skills in curriculum development, presentation, and classroom management

Note

BAS-TE degree course.

BAST 498 - Student Teaching III

5 credits

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.

Guided Practice Hours

15 guided practice hours.

Course Outcomes

- Observe the processes associated with year-end activities, events, and finalization
- Recall and implement current research and theory in classroom management processes and practices
- Relate, connect, and analyze all student teaching experiences for final presentation

Note

BAS-TE degree course.

BAST 499 - Capstone

1 credit

Prerequisites

Admission to the BAS-TE program.

Designed to help candidates' transition to employment; includes development of professional growth plan.

Theory Hours

1 theory hour.

Note

BAS-TE degree course.

Academic Calendar

Summer Quarter 2020

First day of classes	July 6
"W" Day (Thursday, 5th week)	August 6
Last day of classes (6 weeks)	August 13

Fall Quarter 2020

Fall Kick-off Week	September 14-18
Fall New Student Orientation	September 16-17
Prep and Final Registration	September 18
First Day of Classes	September 21
Faculty Professional Day (No Classes)	October 9
Advising Day (Most Classes Cancelled)	October 20
Veterans' Day Holiday	November 11
"W" Day (Thursday, 8th week)	November 12
Thanksgiving Holiday	November 26-27
Last Day of Classes	December 7
Finals	December 8-10
Faculty Preparation Day	December 11

Winter Quarter 2021

First Day of Classes	January 5
Martin Luther King Holiday	January 18
All College Day (No Classes)	February 5
Advising Day (Most Classes Cancelled)	February 9
President's Day Holiday	February 15
"W" Day (Thursday, 8th week)	February 25
Last Day of Classes	March 22
Finals	March 23-25
Faculty Preparation Day	March 26

Spring Quarter 2021

First Day of Classes	April 12
Spring Advising Week	May 10-14
Memorial Day Holiday	May 31
"W" Day (Thursday, 8th week)	June 3
Last Day of Classes	June 21
Finals	June 22-24
Faculty Preparation Day/Graduation	June 25

The days set aside for finals at the end of the quarter are considered regular instructional days. Please check with your instructor for more details about the course requirements of these days.

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

Faculty and Administration

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

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

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.S., California State University, Sacramento
B.S., California State University, Northridge
C.P.A., California Board of Accountancy
C.I.A., Institute of Internal Auditors, Inc.

Dr. Edward J. Brewster
President (Interim)
Ed. D., Oregon State University
M.A., Whitworth College
B.A., University of Puget Sound

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

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

Dr. Jenel Cope
History/Political Science
Ph.D., University of Utah
M.A., Boise State University
B.A., Idaho State University

Michael Cornwell
Human Services
M.A., B.S., University of Phoenix

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

Nancy Estergard
Director for BAS-TE
M.S., B.S., Western Governors University
A.A., A.A.S., Grays Harbor College

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

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

Tony Garcia
Associate Director TRIO
B.A., San Diego State University

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

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

Christopher Graham
Adult Basic Education/GED
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
Business
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

Richard Kautz
Adult Basic Education/GED
M.A., University of Phoenix
M.A., Weber State University
B.A., University of South Dakota

Peter Keller
Director of Workforce Funding and Support Program
M.A., Swansea University

Thomas Kuester
Mathematics
M.S., Western Washington University
B.S., Northern Arizona University

Nicole Lacroix
Vice President for Instruction
M.A., Texas A&M University
B.A., Western Michigan University

Jason Lake
OCM Coordinator and Project Assistant
B.A., Evergreen State College
A.A., Grays Harbor College

Aimee Leavitt
Director of Enrollment Services/Associate Registrar
B.A., Oregon State 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

Dale Mauter
Diesel Technology
Vocational Certificate

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

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

David Parkinson
Campus Safety, Security and Emergency Management Coordinator
A.A., Grays Harbor College

Keith Penner
Chief of Campus Operations and Auxiliary Services

Jayne L. Peterson
Dean for Education
M.Ed., Grand Canyon University
B.A., Washington State University
A.A., Skagit Valley College

Tim Plagge
Biology
M.S., Eastern Michigan University
B.S., Alma College

James "Matt" Poisso
Nursing
M.S., B.S., Western Governors University
A.A.S., Grays Harbor College
Vocational Certificate

Dr. Chris A. Portmann
Social Sciences
Ph.D., University of Nebraska, Lincoln
M.A., Regis University
B.S., Montana Tech

Adam Pratt
Carpentry Technology
Vocational Certificate

Jaime Reino
Mathematics
M.S., B.S., Washington State University

Darrellyn Relyea
Business Technology, Computer Applications
M.Ed., University of Idaho
B.A., University of Montana
Vocational Certificate

Debbie Richters
Coordinator, Workforce Education and Retraining
B.A., The Evergreen State College
A.A.S., Grays Harbor College

Kelly Richters
Building Trades
Vocational Certificate

Patricia Rider
Student Success Navigator - ABAWD
B.A., Universidad Nacional Autonoma de Mexico City

William Rider
Athletic Director
M.S., University of Wyoming
B.S., Montana State University
A.A., Western Wyoming College

Rhonda L. Riggs
Associate Director of Accessibility and Veterans Services
M.S., University of Idaho
B.S., University of Idaho
A.S., Commonwealth College
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., California State University, Bakersfield
B.A., California State University, Bakersfield

Camden Sahlinger
Workforce Funding & 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

Kristi Schandel
Assistant to Vice President of Instruction
B.A., Wayland Baptist University

Susan Schreiner
Associate Dean for Library and ELearning Services
M.S., Sand 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
TRiO Student Support Specialist
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

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
Math
M.A., Pacific 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

Dr. Tracey Ushman, CFE
Business
Ph.D., Capella University
M.B.A., University of Phoenix
B.S., B.A., Western Carolina University
A.A.S., Coastal Carolina Community College

Matthew Vargas
Athletic Program Manager
A.A., Southeastern Louisiana University

Jeremy Winn
ELearning Coordinator
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

Nathaniel Woods, Jr.
Human Services
M.A., Liberty University
B.S., Winston Salem State University
A.A.S., Rowan Cabarrus College

Dr. PageCarol Woods
Student Success Navigator for Athletics
Ed.D., Southeastern University
M.A., Liberty University
B.S., Texas Christian University

Sydni Yager
Controller, Assistant Dean for Financial Services
M.S., B.S., Western Governors University
A.A.S, A.A., Grays Harbor College

Dr. Mark Zerr
Economics, Business Law
J.D., M.B.A., B.B.A., University of Washington

Things You Should Know

State Support of Higher Education Students

Amounts in the table below represent an average for a full-time equivalent, lower division resident student attending community and technical colleges for the academic year 2019-20.

	Resident Undergraduate
Total Instructional Support per Student FTE	\$9,565
Operating Fee (tuition)*	\$3,269
Net State Support per Student FTE**	\$6,296

*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 2019-20 academic year is \$9,565. Students pay an average of \$3,269 in tuition toward this cost. The remaining \$6,296 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

1. the harasser either knows, or should know, will have the effect of making the college environment hostile, intimidating, or demeaning to the victim,

and

2. in fact, is sufficiently severe, persistent, or pervasive enough to substantially deny or limit a person's ability to benefit from or fully participate in educational programs or activities or employment opportunities.

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

1. submission to such conduct is made, either expressly or implicitly, a term or condition of an individual's employment or education,

or

2. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting any individual,

or

3. 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
 2. 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 Services Office, Building 100, office 116. Call (360) 538-4066 for details or visit the website.

The College's entire sexual harassment policy may be found in the College's Operational Policies and Administrative Procedures Manual and is available on the GHC website (Board Policy 406 and 406.01).

Drug and Alcohol Abuse Prevention Program (DAAPP)

Grays Harbor College is very concerned about the health and welfare of its students. It is the policy of GHC to provide alcohol and substance abuse prevention information and referral for students. Students are encouraged to seek information and assistance from the Student Support Center. Counselors are available to work with students in order to help them identify personal problems associated with alcohol and substance abuse. Appropriate referrals will be made.

The full DAAPP and biennial review of the DAAPP can be found on the Student Rights Information webpage at www.ghc.edu/student-rights-information.

Confidentiality of Student Records

Student Rights to Their Records

The Family Educational Rights and Privacy Act of 1974, as Amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student education records and the obligations of the institution, primarily in the areas of release of the education records and the access provided to these education records. Grays Harbor College students have: (1) the right to inspect and view their educational records that are maintained by Grays Harbor College; (2) The right to request the amendment of an education record they believe is inaccurate, misleading, or in violation of the student's rights of privacy (including the right to a hearing regarding the request for amendment); (3) The right to have some control over the disclosure of information from their education records; 4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

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/Lifetime 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 1.6050S1(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](#)

Parking Regulations

1. Campus speed limit is *20 m.p.h.*
2. Yellow or red painted curbs are "No Parking Areas"
3. Drivers must obey all posted traffic and parking signs
4. Visitor/Event 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 (aka Med Reserve) for students with temporary medical disabilities. Students with temporary medical disabilities should pick up a form at the Student Support Center 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; in the gravel parking lot, vehicles must be parked in front of a concrete curb stop. Vehicles 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).